

REGISTERED NUMBER: COMPANY 08179244

CHARITY 1149335

**REPORT OF THE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**FOR**

**COMMUNITY ACTION MALVERN AND DISTRICT**

**REGISTERED CHARITY LIMITED BY GUARANTEE**

**COMMUNITY ACTION MALVERN AND DISTRICT**

**REGISTERED CHARITY LIMITED BY GUARANTEE**

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**FOR THE YEAR ENDED 31 MARCH 2021**

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**COMMUNITY ACTION MALVERN AND DISTRICT**

**REGISTERED CHARITY LIMITED BY GUARANTEE**

**COMPANY INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2021**

|                                  |                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>DIRECTORS:</b>                | C H Kirk (Chair)<br>A Turpin (Treasurer)<br>Mrs K Sutton<br>N M Thompson (resigned 17.11.20)<br>M Amery<br>P N Hubble<br>R Emery |
| <b>COMPANY SECRETARY:</b>        | Mrs J E Phillips (resigned 20.08.21)<br>Mrs Catherine Walton (appointed 20.08.21)                                                |
| <b>KEY MANAGEMENT PERSONNEL:</b> | Mrs C Walton (Chief Officer)<br>Mrs J E Phillips                                                                                 |
| <b>REGISTERED OFFICE:</b>        | Third Floor<br>28-30 Belle Vue Terrace<br>Malvern<br>Worcestershire<br>WR14 4PZ                                                  |
| <b>REGISTERED NUMBER:</b>        | Company 08179244<br>Charity 1149335                                                                                              |
| <b>INDEPENDENT EXAMINER:</b>     | Elizabeth Eyre FCA<br>Elizabeth Eyre Limited<br>Bank Street Business Centre<br>6 Bank Street<br>Malvern<br>WR14 2JN              |
| <b>BANKERS:</b>                  | HSBC PLC<br>1 Church Street<br>Malvern<br>Worcestershire<br>WR14 2AB                                                             |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021**

The directors present their report with the financial statements of the company for the year ended 31 March 2021. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102.

**CONSTITUTION**

The charity is a company limited by guarantee which is governed by its Memorandum and Articles of Association adopted on 14 August 2012. In accordance with Section 60(1) (a) of the Companies Act 2006, the company is exempt from the requirements of that Act to include 'Limited' as part of its name. The charity is registered with the Charity Commissioners. The charity registration number is 1149335 and the company registration number is 08179244.

**PRINCIPAL AND REGISTERED OFFICE AND ADVISERS**

The principal address and registered office is Third Floor, 28-30 Belle Vue Terrace, Malvern, Worcestershire, WR14 4PZ. The independent examiner is Elizabeth Eyre FCA, Elizabeth Eyre Limited, Bank Street Business Centre, 6 Bank Street, Malvern WR14 2JN.

The bankers are HSBC PLC, 1 Church Street, Malvern, Worcestershire, WR14 2AB.

The insurance brokers are Wood Insurance, 115/125 Oxford Street, Pontycymmer, Bridgend, CF32 8DE,

**DIRECTORS (WHO ARE ALSO TRUSTEES)**

The directors, who are also trustees, during the period under review, were:

|                                  |            |
|----------------------------------|------------|
| CH Kirk                          | P N Hubble |
| Mrs K Sutton                     | M Amery    |
| A R Turpin                       | R Emery    |
| N M Thompson (resigned 17.11.20) |            |

The company is limited by guarantee and therefore no director has any interest in the share capital of the company. The directors are appointed at the Annual General Meeting to ensure that the Board represents a cross section of the community and individuals with relevant professional backgrounds.

Trustees are recruited from individuals/organisations who are associate members. An assessment of member skills is undertaken annually to determine any gaps in skills which would assist the Board to function more effectively.

New Board members are provided with copies of the most recent annual report and accounts, a role description of the responsibilities of a trustee, a copy of the Memorandum and Articles of Association, copies of recent minutes of meetings and a copy of the Charity Commission publication, "Responsibilities of Charity Trustees". New trustees also have an induction session with the Chief Officer and with the Chair.

New trustees are asked to consider any potential conflict of interest and these are recorded as appropriate. The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the Board.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The directors/trustees are responsible for financial controls and accounts; for developing and overseeing a reserves policy; for ensuring that all procedures and policies adhere to their legal requirements as employers; for reviewing risk management of the organisation; to ensure all aspects of charity and company law are fully and properly adhered to and to generally protect the charity's property. The trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

The directors are responsible for agreeing the annual report and accounts, as well as reviewing the activity during the year against the annual year plan. The Chief Officer has delegated authority, under terms approved by the Board, for all day to day activity including financial, employment and staff supervision, but has to present a report at each meeting of the Board.

The company's financial management is based on detailed budgets prepared for all the company's activities prior to the start of each financial year. These reflect expected costs and income calculated from previous years' experience, and take account of any known, or planned changes in activity or financial circumstances. Any such significant changes are discussed in advance with directors who retain overall responsibility for the financial management of the company.

Expenditure and Income are monitored monthly against the budgets set and a monthly financial monitoring report is produced by the company's treasurer. These reports are sent to the chair and chief officer and also appear on the agenda for each director's meeting. This system enables any significant variations from financial plans to be identified early and any necessary action to be agreed quickly.

The company's bookkeeper accounts for receipts and payments on a weekly basis. Responsibilities include weekly banking and bank account reconciliations. The bookkeeper reconciles Income and expenditure on a monthly basis and this then forms the basis for the monthly financial reporting.

**CHIEF OFFICER**

Mrs J E Phillips had been due to leave the charity in July 2020, but kindly remained until the end of the lockdown, before moving to her new employment.

We are pleased to welcome Mrs C Walton to the post of Chief Officer commencing in August 2021.

**OBJECTIVES AND ACTIVITIES**

The principal activity of the company in the period under review was that of promoting any charitable purpose for the benefit of the public principally, but not exclusively, in the local area of Malvern and surrounding districts and environs, and in particular to build the capacity of Third Sector Organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

The trustees confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit when determining the charity's activities.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**OBJECTIVES AND ACTIVITIES (Continued)**

**Business Continuity during COVID 19**

In line with many other businesses and charities; Community Action has been heavily affected by the Covid crisis. Due to the regulation of the national lockdown many of the work streams have been inoperable for the whole of this reporting period.

Lockdown brought a new set of demands for the charity's services. Although everyday medical appointments declined, there was an increase in 'urgent' appointments (such as pre and post operative consultations and Chemotherapy). The normal 'social' bookings were replaced by an increase in demand for shopping collection and dog walking upon behalf of a high number of local residents who were required to be shielded due to their own health issues.

The general age of the charity's volunteers is estimated at 60 plus and this meant that a high number of the volunteers were either shielding or were unavailable. However due to generous support and signposting from the local MP, local councillors (County and District) and the Here2Help system, together with enquiring individuals; the charity was provided with a tranche of willing volunteers who had been furloughed and wished to help their community. Additional excess volunteers were in turn signposted on to other organisations. Totalling 113 volunteers.

These volunteers offered their services gratis, so the decision was taken to provide the service free of charge for shielding clients, for the duration of the mandated lockdown. All medical visits remained serviced by the charity's volunteer drivers and continued to attract a charge.

The charity's offices closed from 30 March 2020 until 19 July 2021, with only essential visits when necessary. The staff continued to work remotely, by laptops from home. The charity has such a small team of staff, therefore the decision was made to retain all staff and not to institute a furlough process; instead to create rotating teams to cover the charity needs throughout the full week.

Most staff and Trustee communications were effectively undertaken using WhatsApp, Zoom, email and telephone.

**Community Transport**

In normal times, our community minibuses would be available to local groups and organisations for their outings around the Malvern area. There are also two Community Bus services operated by the charity on behalf of Worcestershire County Council. These services travel from Malvern to Tewkesbury and another to Upton upon Severn, providing a much-needed service to those living in the more isolated communities who would otherwise be deprived of a transport service. One of the routes is operated in conjunction with another charity; Dial-a-Ride. Sadly, for most of this period both bus services were suspended due to the pandemic regulations. However, when these services ran, they attracted a reasonable custom, totalling 342 passengers. This divided up into the following service journeys: CB1 Tewkesbury: 12; CB3: 37; Half Key: 26

With the one exception, the Malvern Food Bank as below, all local groups and organisations abandoned any plans to use transport. These services are now slowly returning to normal.

Additionally, the charity's single wheelchair cars were used for 38 single passenger journeys.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**OBJECTIVES AND ACTIVITIES (Continued)**

**Food Bank**

Commencing on 1<sup>st</sup> June, the charity started three times a week distribution of food packages to the Malvern Food Bank clients. Each distribution differs, according to the demand and referrals. This service continues until further notice. 131 journeys have been undertaken covering just over 2,500 miles, requiring two volunteers each session. In addition, two regional redistribution tasks were completed successfully.

**Men's Shed**

The Men's Shed movement has attracted a popular following wherever it has become established and reduces the isolation for many lonely men within the community. Following a long period of planning and investment, this was intended to be a new project for Community Action and prepared to commence activities as covid restrictions were announced!

Premises had been located and rented by the charity from a generous landlord and funds raised. The workshop was equipped in many cases using donated tools; work benches had been built by the participants (known as 'shedders') who had also completed the decorating and fitting out. With the final lifting of lockdown suitable arrangements have been made to start the three hour sessions as the demand for spaces have increased. To date there are 131 shedders registering their interest

The ultimate intention once the project is established is to open sessions to women shedders and possibly community shedder sessions too. Also it is hoped to pass the running over to a governing committee of shedders, to create their own revenue streams, but under the charity's support.

**Car Service**

As has been previously mentioned this became the main workstream covering the demands of many residents in the Malvern area and beyond (an example being a desperate call for assistance to organise shopping by a lady in Telford for their elderly aunt in Malvern; this was resolved satisfactorily).

Due to a shortage of the charity's own drivers (all confirmed DBS and suitable car insurance) and a steady but increasing demand; the decision was made to reduce the service to Urgent or Emergency medical appointments. These visits might be to a local medical practice or any one of Worcestershire's hospitals (on one occasion going across to Addenbrooke's Hospital in Cambridge as lockdown eased). 1017 lifts were undertaken by 15 drivers completing a total of 19,930 miles.

As part of the car service a miscellany of requests were received these include; to undertake shopping, walk dogs or pay utility bills for the vulnerable and the shielded. These were mainly serviced by the additional and hugely willing 'Covid' volunteers. These accounted for another 471 tasks.

**Friends Tea Deliveries**

During the latter stages of the crisis, Friends were able to provide succour to some of most isolated clients. In early July and again in early December 60 of the charity's most isolated clients were visited and provided with a doorstep delivery of a Strawberry or Christmas tea respectively. Due to wonderful support from Waitrose Malvern these could be provided to the client free.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**OBJECTIVES AND ACTIVITIES (Continued)**

**Safe and Well Checks**

Throughout the period of lockdown, the staff made additional telephone calls to clients and volunteers by rota to check in and ensure they were coping. Not all of these were recorded, but the weekly estimate was 100 calls.

**Website/Social Media**

This has remained one of the main public windows and communication formats available to the charity, throughout this crisis.

**The following work streams were affected by suspension or cancellation throughout the pandemic:**

**Shoparound**

In the past this has been a much loved and hugely popular service provided by the charity to the Malvern community, running a door-to-door unique service. As a result of Covid, this service was suspended for the whole of this reporting period. This is also slowly returning to a normal service.

**Sunday Tea Clubs**

The Tea clubs were another popular and regular fortnightly event. Many of the clients feel that Sunday can be the worst day for isolation, if they are alone. This service offered a chance to go out and meet likeminded clients for company and homemade food. There are 11 host groups within the community who provide the teas, sometimes with entertainment freely. This has only recently started again.

**Reception** – Our volunteers are slowly returning to fulfil the vital job of stepping in to help ease the pressures of telephone and personal enquiries.

**Helping Hands** – remains suspended until the demand returns.

**Volunteer Coffee Mornings** – One future booking now set.

**Volunteer Christmas Party** – In due course.

**Community Newsletter** – Recommencing with the return to office working.

**Friends Coffee Mornings with Stalls** – To be planned in due course.

**REVIEW OF BUSINESS**

The results for the year and financial position of the company are as shown in the annexed financial statements.

The charity's activities have been financed by grants and donations and the result for the year was a deficit of £8,223 (2020 £11,004). The total income received during the year was £151,622 (2020 £211,382). The income was to finance the operation of the charity. The total expenditure during the year was £159,845 (2020 £222,386) which includes vehicle running costs of £21,341 (2020 £83,686) and salaries of £109,218 (2020 £101,762).

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**RISK ASSESSMENT**

The trustees' review the risks to which the charity might be exposed as identified by the trustees, and has established systems and procedures to manage those risks.

**THE FUTURE**

The company anticipates a continuation of its current activity and looks to expand with a new project and new community bus routes.

Funding from local authorities will continue to be under pressure, which will mean that fundraising and attracting more donations will remain a major priority.

Our reserves policy takes into account our financial commitments to existing projects and notice periods from our funders. The trustees believe the current level of reserves held will enable the charity to continue its work in the foreseeable future and are regularly reviewing funding availability to ensure that the charity can continue its operations in the medium term.

The Covid-19 pandemic has reduced the demand for many of our services, but has also resulted in us developing new services and recruiting new volunteers. We have been fortunate up to now because generous donations from a range of sources have enabled us to avoid drawing on our reserves.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The trustees are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to do business.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**STATEMENT OF DIRECTORS' RESPONSIBILITIES (Continued)**

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report has been prepared in accordance with the Special Provision of Part 15 of the Companies Act 2006 relating to small companies.



**ON BEHALF OF THE BOARD:**

C H Kirk – Chair

Date: *19 October* 2021

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY ACTION MALVERN AND DISTRICT**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 10 to 19.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 386 of the 2006 Act and section 130 of the 2011 Act; or
- the accounts did not accord with those records; or
- the accounts did not comply with the applicable accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 and under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Elizabeth Eyre FCA  
Elizabeth Eyre Limited  
Bank Street Business Centre  
Malvern  
WR14 2JN  
Date: 19<sup>th</sup> October 2021

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND**  
**EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021**

|                                                                        |                    | <b><u>Unrestricted</u></b> | <b><u>Unrestricted</u></b> |
|------------------------------------------------------------------------|--------------------|----------------------------|----------------------------|
|                                                                        |                    | <b><u>Funds</u></b>        | <b><u>Funds</u></b>        |
|                                                                        | <b><u>Note</u></b> | <b><u>2021</u></b>         | <b><u>2020</u></b>         |
| <b><u>Income</u></b>                                                   |                    |                            |                            |
| Incoming resources from generated funds:                               |                    |                            |                            |
| Voluntary Income                                                       | 6                  | 78,278                     | 44,754                     |
| Activities for Generating Funds                                        | 7                  | -                          | 98                         |
| Investment Income                                                      | 8                  | 2,344                      | 2,672                      |
| Incoming Resources from Charitable Activities                          | 9                  | <u>71,000</u>              | <u>163,858</u>             |
| <b><u>Total Income</u></b>                                             |                    | <b><u>151,622</u></b>      | <b><u>211,382</u></b>      |
| <b><u>Expenditure</u></b>                                              |                    |                            |                            |
| Charitable Activities                                                  | 10                 | <u>159,845</u>             | <u>222,386</u>             |
| <b><u>Total Expenditure</u></b>                                        |                    | <b><u>159,845</u></b>      | <b><u>222,386</u></b>      |
| <b><u>Net (Expenditure) and Net Movement in Funds for The Year</u></b> |                    | <b>(8,223)</b>             | <b>(11,004)</b>            |
| Total Funds Brought Forward                                            |                    | <u>209,349</u>             | <u>220,353</u>             |
| <b><u>Total Funds Carried Forward</u></b>                              |                    | <b><u>201,126</u></b>      | <b><u>209,349</u></b>      |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**  
**COMPANY REGISTERED NUMBER 08179244**

**BALANCE SHEET AT 31 MARCH 2021**

|                                                |      | 2021     |         | 2020    |         |
|------------------------------------------------|------|----------|---------|---------|---------|
|                                                | Note | £        | £       | £       | £       |
| FIXED ASSETS                                   |      |          |         |         |         |
| Tangible assets                                | 11   |          | 3,529   |         | 4,722   |
| CURRENT ASSETS                                 |      |          |         |         |         |
| Debtors                                        | 12   | 8,839    |         | 8,375   |         |
| Cash at bank and in hand                       |      | 205,544  |         | 201,899 |         |
| Total current assets                           |      | 214,383  |         | 210,274 |         |
| Creditors: amounts falling due within one year | 13   | (16,786) |         | (5,647) |         |
| NET CURRENT ASSETS                             |      |          | 197,597 |         | 204,627 |
| NET ASSETS                                     |      |          | 201,126 |         | 209,349 |
| FUNDS                                          |      |          |         |         |         |
| Unrestricted funds                             |      |          | 201,126 |         | 209,349 |
|                                                |      |          | 201,126 |         | 209,349 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and,
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Charities SORP FRS 102.

**ON BEHALF OF THE BOARD:**

CH Kirk – Chair  
A Turpin – Treasurer



Approved by the Board on:

19/10 2021

The notes form part of these financial statements

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named in the Report of the Directors, the employees and the volunteers. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1.00 per member of the charity.

**Funds**

General Funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Reserves Policy**

Reserves are held for the future funding of the charity. The trustees' policy is to ensure that unrestricted reserves be held at a level approximately equal to 6 months expenditure in order to be able to cover day to day running costs in the unlikely event that future incoming resources are either delayed or cease. In addition to this, the trustees may set aside funds for specific planned expenditure which will be categorised as designated funds.

**Incoming Resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The Charity does not undertake trading on its own account. Income from the Friends of Community Action is recorded when receivable.

**Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Charitable Activity Costs are the costs of fulfilling the objects of the charity.

**Tangible fixed assets**

Depreciation is provided on all tangible fixed assets, stated at cost, at the following annual rates in order to write off each asset over its estimated useful life. Assets are included at cost and any capital expenditure less than £100 is not capitalised.

|                  |               |
|------------------|---------------|
| Office equipment | - 25% on cost |
| Motor vehicles   | - 25% on cost |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**Accounting Policies (continued)**

**Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

**Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**Creditors and Provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**Financial Instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Cash at Bank and in Hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Preparation of the Accounts on a Going Concern Basis**

There are no material uncertainties about the Charity's ability to continue. On this basis the Charity is considered to be a going concern.

**2. TURNOVER**

The turnover and profit before taxation are attributable to the charitable activities of the company.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**3. STAFF COSTS**

|                       | <b>2021</b>           | 2020           |
|-----------------------|-----------------------|----------------|
|                       | <b>£</b>              | <b>£</b>       |
| Wages and salaries    | <b>103,543</b>        | 96,097         |
| Social security costs | <b>2,985</b>          | 3,023          |
| Pension costs         | <b>2,690</b>          | 2,642          |
|                       | <b><u>109,218</u></b> | <u>101,762</u> |

The average monthly number of employees during the period was as follows:

|                | <b><u>2021</u></b> | <b><u>2020</u></b> |
|----------------|--------------------|--------------------|
| Administration | <b><u>7</u></b>    | <u>7</u>           |

There are no payments to trustees for salaries during the period.

Payments of £0 (2020 - £425) were made to trustees to reimburse expenses.

No employee received emoluments amounting to more than £60,000.

Remuneration totalling £34,716 (2020 - £33,683) was paid to key personnel.

**4. OPERATING PROFIT**

The operating profits stated after charging:

|                                                            | <b>2021</b>    | 2020     |
|------------------------------------------------------------|----------------|----------|
|                                                            | <b>£</b>       | <b>£</b> |
| Depreciation – owned assets                                | <b>1,864</b>   | 14,846   |
| Profit on disposal of fixed assets                         | <b>(1,500)</b> | -        |
| Independent examiner's fee in respect of external scrutiny | <b>1,000</b>   | 1,000    |

**5. TAXATION**

The company is a registered charity and is not liable to corporation tax.

**6. VOLUNTARY INCOME**

|                             | <b>2021</b>          | 2020          |
|-----------------------------|----------------------|---------------|
|                             | <b>£</b>             | <b>£</b>      |
| <b>Grants:</b>              |                      |               |
| Malvern Town Council        | <b>10,900</b>        | 10,900        |
| <b>Donations:</b>           |                      |               |
| Friends of Community Action | <b>10,000</b>        | 21,000        |
| Covid grants                | <b>37,500</b>        | -             |
| Sundry                      | <b>19,878</b>        | 9,394         |
| Shoparound                  | -                    | 635           |
| Tea Club                    | -                    | 75            |
| Men's Sheds                 | -                    | 2,750         |
|                             | <b><u>78,278</u></b> | <u>44,754</u> |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**7. ACTIVITIES FOR GENERATING FUNDS**

|                         | <b>2021</b> | <b>2020</b> |
|-------------------------|-------------|-------------|
|                         | <b>£</b>    | <b>£</b>    |
| Annual Fairs            | -           | -           |
| Printing and stationery | -           | 98          |
|                         | <u>-</u>    | <u>98</u>   |

**8. INVESTMENT INCOME**

|               | <b>2021</b>         | <b>2020</b>  |
|---------------|---------------------|--------------|
|               | <b>£</b>            | <b>£</b>     |
| Bank interest | <b>2,344</b>        | 2,672        |
|               | <u><b>2,344</b></u> | <u>2,672</u> |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**9. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

|                                               | 2021          | 2020           |
|-----------------------------------------------|---------------|----------------|
|                                               | £             | £              |
| <b>Car Service Contracts:</b>                 |               |                |
| Worcestershire County Council                 | 9,101         | 9,378          |
| Malvern Hills District Council                | 931           | 8,224          |
| Worcestershire Community Transport            | 4,617         | 5,601          |
| <b>Community Transport Service Contracts:</b> |               |                |
| Worcestershire County Council                 | 2,662         | 3,083          |
| Malvern Hills District Council                | 60            | 2,841          |
| Worcestershire Community Transport            | 7,825         | 7,749          |
| Bus Service Operators Grant                   | 1,716         | 1,866          |
| Worcestershire County Council - Tewkesbury    | 3,943         | 7,280          |
| Worcestershire County Council – New Bus Route | 15,610        | 18,895         |
| Dyson Linker CB4                              | -             | 7,800          |
| Malvern Food Bank                             | 4,875         | -              |
| <b>Shoparound:</b>                            |               |                |
| Worcestershire County Council                 | 1,474         | 2,023          |
| Malvern Hills District Council                | -             | 1,972          |
| Worcestershire Community Transport            | 1,154         | 1,385          |
| <b>Tea Club:</b>                              |               |                |
| Worcestershire Community Transport            | 513           | 571            |
| Worcestershire County Council                 | 1,025         | 1,060          |
| Malvern Hills District Council                | -             | 1,025          |
|                                               | <u>55,506</u> | <u>80,753</u>  |
| <b>Fares:</b>                                 |               |                |
| Car Service                                   | 13,969        | 48,424         |
| Community Transport                           | 1,443         | 22,387         |
| Shoparound                                    | -             | 9,112          |
| Tea Club                                      | -             | 2,626          |
| <b>Helping Hands</b>                          | 132           | 496            |
| <b>Men's Sheds membership</b>                 | (50)          | 60             |
|                                               | <u>71,000</u> | <u>163,858</u> |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**10. CHARITABLE ACTIVITIES**

|                                           | 2021    | 2021           | 2020   | 2020           |
|-------------------------------------------|---------|----------------|--------|----------------|
|                                           | £       | £              | £      | £              |
| <b>Charitable Expenditure</b>             |         |                |        |                |
| Car running costs                         |         | 8,283          |        | 32,388         |
| Community transport vehicle running costs |         | 8,583          |        | 32,219         |
| Men's Sheds                               |         | 4,850          |        | 4,804          |
| Profit on disposal of motor vehicles      |         | (1,500)        |        | -              |
| Depreciation – motor vehicles             |         | 1,125          |        | 14,275         |
|                                           |         | <u>21,341</u>  |        | <u>83,686</u>  |
| Independent examiner's fees               |         | 1,000          |        | 1,000          |
| <b>Support Costs</b>                      |         |                |        |                |
| Employers pension                         | 2,690   |                | 2,642  |                |
| Salaries                                  | 103,543 |                | 96,097 |                |
| Employers NIC                             | 2,985   |                | 3,023  |                |
| Telephone                                 | 1,629   |                | 1,808  |                |
| Postage                                   | 501     |                | 1,006  |                |
| Stationery                                | 2,625   |                | 3,275  |                |
| Advertising and website                   | 504     |                | 672    |                |
| Rent                                      | 11,512  |                | 14,345 |                |
| Rates                                     | 983     |                | 1,219  |                |
| Insurance                                 | 1,110   |                | 1,108  |                |
| Electricity                               | 158     |                | 88     |                |
| Subscriptions                             | 858     |                | 914    |                |
| Computer costs                            | 3,975   |                | 2,966  |                |
| Staff training and DBS checks             | 544     |                | 136    |                |
| Travel                                    | 119     |                | 1,290  |                |
| Special events                            | -       |                | -      |                |
| Sundry expenses                           | 2,662   |                | 3,451  |                |
| Depreciation – office equipment           | 739     |                | 571    |                |
| Professional fees                         | 367     |                | 3,014  |                |
| Repairs                                   | -       |                | 75     |                |
|                                           |         | <u>137,504</u> |        | <u>137,700</u> |
|                                           |         | <u>159,845</u> |        | <u>222,386</u> |

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**11. TANGIBLE FIXED ASSETS**

|                       | <b>Motor<br/>Vehicles<br/>£</b> | <b>Office<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|---------------------------------|-----------------------------------|--------------------|
| <b>COST</b>           |                                 |                                   |                    |
| As at 1 April 2020    | 93,982                          | 12,059                            | 106,041            |
| Disposals             | (25,000)                        | -                                 | (25,000)           |
| Additions             | -                               | 671                               | 671                |
| As at 31 March 2021   | <u>68,982</u>                   | <u>12,730</u>                     | <u>81,712</u>      |
| <b>DEPRECIATION</b>   |                                 |                                   |                    |
| As at 1 April 2020    | 90,607                          | 10,712                            | 101,319            |
| Disposals             | (25,000)                        | -                                 | (25,000)           |
| Charge for the year   | 1,125                           | 739                               | 1,864              |
| As at 31 March 2021   | <u>66,732</u>                   | <u>11,451</u>                     | <u>78,183</u>      |
| <b>NET BOOK VALUE</b> |                                 |                                   |                    |
| As at 31 March 2021   | <u>2,250</u>                    | <u>1,279</u>                      | <u>3,529</u>       |
| As at 31 March 2020   | <u>3,375</u>                    | <u>1,347</u>                      | <u>4,722</u>       |

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|               | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|---------------|-------------------|-------------------|
| Trade debtors | 7,809             | 7,678             |
| Prepayments   | 1,030             | 697               |
|               | <u>8,839</u>      | <u>8,375</u>      |

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|---------------------------------|-------------------|-------------------|
| Social security and other taxes | 1,166             | 365               |
| Accruals                        | 1,000             | 1,000             |
| Creditors                       | 14,620            | 4,282             |
|                                 | <u>16,786</u>     | <u>5,647</u>      |

**14. UNRESTRICTED FUND**

The Unrestricted General Fund can be used for any charitable purpose approved by the trustees. The fund balance, excluding fixed assets, at 31 March 2021 was £197,597 (2020 £204,627).

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**REGISTERED CHARITY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Continued)**

**15. RESERVES**

The constitution states that no member shall be entitled, on dissolution, to any part of the assets of the company. Any assets remaining, after payment of liabilities, shall be distributed to other charitable institutions having similar objects to some of the objects of the company as approved by the Charity Commissioners.

**16. RELATED PARTIES**

There are no related party transactions.

**COMMUNITY ACTION MALVERN AND DISTRICT**  
**SCHEDULE OF FIXED ASSETS AS AT 31 MARCH 2021**

|                              | <u>Date</u><br><u>Purchased</u> | <u>Cost</u> | <u>Balance as</u><br><u>at 01.04.20</u> | <u>Depreciation</u><br><u>Charge</u> | <u>Balance as</u><br><u>at 31.03.21</u> |
|------------------------------|---------------------------------|-------------|-----------------------------------------|--------------------------------------|-----------------------------------------|
| <b><u>Equipment</u></b>      |                                 |             |                                         |                                      |                                         |
| Furniture                    |                                 |             | -                                       | -                                    | -                                       |
| Computers                    |                                 |             | -                                       | -                                    | -                                       |
| Notebook                     | 2018                            | 597         | 150                                     | 150                                  | -                                       |
| Shredder                     | 2018                            | 139         | 35                                      | 35                                   | -                                       |
| Lenovo laptop                | 2020                            | 1,050       | 787                                     | 262                                  | 525                                     |
| Lathe                        | 2020                            | 200         | 150                                     | 50                                   | 100                                     |
| Tools                        | 2020                            | 300         | 225                                     | 75                                   | 150                                     |
| HP laptop                    | 2021                            | 671         | -                                       | 167                                  | 504                                     |
|                              |                                 |             | 1,347                                   | 739                                  | 1,279                                   |
| <b><u>Motor Vehicles</u></b> |                                 |             |                                         |                                      |                                         |
| Fiat Doblo RE08 BUJ          | 2013                            | 5,845       | -                                       | -                                    | -                                       |
| Nissan MK12 GPZ              | 2015                            | 11,495      | -                                       | -                                    | -                                       |
| VW Crafter WJ16 LMV          | 2016                            | 45,886      | -                                       | -                                    | -                                       |
| Minibus CN08 BHV             | 2020                            | 4,500       | 3,375                                   | 1,125                                | 2,250                                   |
|                              |                                 |             | 3,375                                   | 1,125                                | 2,250                                   |

This page does not form part of the statutory financial statements