
MID SUSSEX VOLUNTARY ACTION CIO

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

MID SUSSEX VOLUNTARY ACTION CIO

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MID SUSSEX VOLUNTARY ACTION CIO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2022

Trustees

James Baldwin, Chair
John Williams, Vice Chair (resigned 23 November 2021)
Steven Harper, Treasurer (appointed 25 January 2022)
Annette Capper, Trustee (appointed 23 November 2021)
Melissa Case, Trustee (appointed 16 May 2022)
Philip Chadwell, Trustee
Margaret Collins, Trustee (resigned 23 November 2021)
Gabrielle Gardner, Trustee
Andrew Langer, Trustee (appointed 16 May 2022)
Thomas Marsden, Trustee (appointed 23 November 2021)
David Mason, Trustee (appointed 16 May 2022)
Lucinda Mather, Trustee
Patrick Mayhew, Trustee (appointed 10 February 2022)
Paula Nicholson, Trustee (resigned 23 November 2021)
David Wellbelove, Trustee

Charity registered number

1158780

Principal office

The Cherry Tree Centre
Fairfield Road
Burgess Hill
West Sussex
RH15 8QB

Accountants

GMBC LLP
Chartered Tax Advisers and Accountants
Marine House
151 Western Road
Haywards Heath
West Sussex
RH16 3LH

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the financial statements of the Mid Sussex Voluntary Action CIO for the year 1 April 2021 to 31 March 2022.

Objectives and activities

a. Policies and objectives

The principal object of the charity is to promote any charitable purposes for the benefit of the community in the local government district of Mid Sussex and its environs (hereinafter called "area of benefit") and in particular by:

- a. Providing support services to voluntary organisations
- b. Fostering partnership working to bring together the representatives of the voluntary organisations and statutory authorities within the area of benefit

In carrying out these charitable purposes the charity will seek to challenge all forms of oppression and inequality and to give priority to working with those whose full participation in society is limited by economic, political and social disadvantage.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

a. Review of activities

Mid Sussex Voluntary Action (MSVA) works across the whole of the Mid Sussex district supporting local voluntary and community organisations, providing a "one-stop shop" for help and information on a range of legal, financial, and regulatory requirements governing charities.

MSVA's services includes practical one-to-one support for its free membership of voluntary groups to help them set up, to become sustainable and to thrive in order to meet the needs of their clients. The charity also offers an in-demand volunteering service bringing together volunteers and local organisations and supporting volunteer recruitment and development.

MSVA runs an annual programme of networking events and affordable training, and is a leader in bringing together voluntary groups, public bodies, and local businesses - acting as champion and voice of the voluntary sector at strategic forums, helping to identify need and addressing gaps in services.

MSVA operates the Cherry Tree Centre in Burgess Hill, which it has renovated as a community resource for its member groups and the local community, with affordable studios, rooms, and office space for hire, plus a café and community kitchen.

b. Investment policy and performance

It is the policy of the charity to maintain "Development and Free Reserves" for both restricted and unrestricted funds in cash. In order to earn as much interest as possible for the charity an appropriate level of funds will be held in deposit accounts. Funds will be transferred to the working account as required. The Trustees Board will review competitor rates and services from time to time to ensure the charity achieves the best service and remuneration possible.

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at a level of between 3 to 6 months of the resources expended. At this level the Trustees feel that in the event of a significant drop in funding, they would be able to continue the current activities of the charity for a limited period and discharge all financial and contractual liabilities. It would obviously be necessary to consider how funding would be replaced and/or activities changed.

Whilst the position at 31 March 2022 was below this level, MSVA also holds a separate designated fund of £40,000 for use in emergencies.

c. Principal funding

West Sussex County Council (WSCC) and Mid Sussex District Council (MSDC) were the principal funders of core operation of the charity in terms of cash grants. The WSCC grant for 2021/22 was received via the WSCC VCSi Alliance (the Alliance) which received the total grants for the West Sussex area. The Alliance was responsible for the distribution of funds in respect of each area, Adur and Worthing, Crawley, Arun & Chichester, Horsham, and Mid Sussex, and for central reporting to WSCC. East Grinstead Town Council (EGTC) provided meeting facilities at nil cost.

Structure, governance and management

a. Constitution

Mid Sussex Voluntary Action CIO is a registered charity, number 1158780, and is governed by a Constitution dated 6 October 2014.

b. Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution. The Board of Trustees can have up to 12 members and sub-committees are convened as required.

c. Organisational structure and decision-making policies

The Board of Trustees delegates the running of the day-to-day operations of the charity to the Chief Executive Officer and the staff team. To facilitate effective operations, the CEO has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and performance related activities.

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management (continued)

d. Policies adopted for the induction and training of Trustees

New Trustees undergo an induction session with MSVA to brief them on their obligations under charity law, the content of the constitution, the committee and decision making processes, the business plan, budget and recent performance of the charity and the policies of the charity. During the induction session they meet key employees and other Trustees. Trustees are encouraged to attend appropriate training, information sessions and MSVA events to facilitate the undertaking of their role.

e. Financial risk management

The Trustees are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. Risk analyses have been carried out regularly during 2021/22 and will continue at appropriate intervals. The most significant risks facing MSVA relate to ensuring the appropriate diversification of income streams and the risks associated with the management and operation of the Cherry Tree Centre including refurbishment work planned for 2022/23.

Plans for future periods

MSVA has committed funding from both Mid Sussex District Council and West Sussex County Council (via the Alliance). This funding is to enable MSVA to provide the following support to the local voluntary and community sector in the Mid Sussex Districts:

- a. Collect information and share knowledge of the voluntary sector;
- b. Communication and statutory sector liaison and representation;
- c. Advice and enablement;
- d. Training;
- e. Financial advice, information and support;
- f. Volunteering support services.

In particular, as a partner to the local statutory bodies, MSVA is to support the development of a strong community and voluntary sector, to aid post-Covid-19 recovery, to foster development of Community Hubs, and to work to alleviate digital exclusion.

In addition, MSVA receives in-kind and monetary donations and sponsorship from the philanthropic and corporate sectors and is seeking to develop its capacity to raise funds in this way, and to increase a sustainable income from rentable space in the Cherry Tree Centre. MSVA has taken a lead in setting up a Foods Partnership to alleviate food poverty and will take steps to put this on a sustainable independent footing.

MSVA will continue to work with other voluntary groups and with statutory partners, so making the most effective and efficient use of the funding it and its partners receive to support the local voluntary and community sector.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' RESPONSIBILITIES STATEMENT

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on *24 November 2022* and signed on their behalf by:



James Baldwin
Chair



Steven Harper
Treasurer

MID SUSSEX VOLUNTARY ACTION CIO

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

Independent examiner's report to the Trustees of Mid Sussex Voluntary Action CIO ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:



Margaret Anne Swinson

Dated:

16 January 2023

FCCA

GMBC LLP

Chartered Tax Advisers and Accountants

Marine House

151 Western Road

Haywards Heath

RH16 3LH

MID SUSSEX VOLUNTARY ACTION CIO

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Income from:					
Donations and legacies	3	77,480	193,939	271,419	190,848
Other trading activities	4	18,846	-	18,846	945
Investments	5	725	-	725	770
Total income		97,051	193,939	290,990	<i>192,563</i>
Expenditure on:					
Charitable activities	6	132,486	90,101	222,587	137,771
Total expenditure		132,486	90,101	222,587	<i>137,771</i>
Net (expenditure)/income		(35,435)	103,838	68,403	<i>54,792</i>
Transfers between funds	14	7	(7)	-	-
Net movement in funds		(35,428)	103,831	68,403	<i>54,792</i>
Reconciliation of funds:					
Total funds brought forward		106,917	63,557	170,474	115,682
Net movement in funds		(35,428)	103,831	68,403	54,792
Total funds carried forward		71,489	167,388	238,877	<i>170,474</i>

The Statement of financial activities includes all gains and losses recognised in the year.


The notes on pages 9 to 25 form part of these financial statements.

MID SUSSEX VOLUNTARY ACTION CIO

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	8,579	4,856
		<u>8,579</u>	<u>4,856</u>
Current assets			
Debtors	12	79,121	24,189
Cash at bank and in hand		157,419	143,474
		<u>236,540</u>	<u>167,663</u>
Creditors: amounts falling due within one year	13	(6,242)	(2,045)
Net current assets		<u>230,298</u>	<u>165,618</u>
Total assets less current liabilities		<u>238,877</u>	<u>170,474</u>
Total net assets		<u><u>238,877</u></u>	<u><u>170,474</u></u>
Charity funds			
Restricted funds	14	167,388	63,557
Unrestricted funds	14	71,489	106,917
Total funds		<u><u>238,877</u></u>	<u><u>170,474</u></u>

The financial statements were approved and authorised for issue by the Trustees on *24 November 2022* and signed on their behalf by:



James Baldwin
Chair



Steven Harper
Treasurer

The notes on pages 9 to 25 form part of these financial statements.

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. General information

Mid Sussex Voluntary Action CIO is a registered charity number 1158780. The principal office is The Cherry Tree Centre, Fairfield Road, Burgess Hill, West Sussex, RH15 8QB.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Mid Sussex Voluntary Action CIO 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.

2.2 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.4 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 institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition are included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Fixtures and fittings	- 33.33% straight line
Office equipment	- 33.33% straight line

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 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.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. Accounting policies (continued)

2.9 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Pensions

The charity contributes to defined contribution pension schemes for eligible employees. The pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.11 Fund accounting

General funds are unrestricted funds which are available for 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Grants				
Mid Sussex District Council grants	38,471	42,477	80,948	66,902
WSSC via Alliance	35,955	101,760	137,715	51,855
Postcode Society Trust	-	19,973	19,973	-
Sussex Crisis Fund	-	9,660	9,660	-
Community Works Brighton & Hove	-	6,500	6,500	-
Sussex Community Foundation	-	1,000	1,000	27,675
Clarion Housing Group	-	5,000	5,000	15,284
Balfour Beatty	-	5,000	5,000	4,000
Subtotal	74,426	191,370	265,796	165,716
Donations	1,554	200	1,754	5,368
Other grants	1,500	2,369	3,869	19,764
Subtotal	3,054	2,569	5,623	25,132
Total 2022	77,480	193,939	271,419	190,848
<i>Total 2021</i>	<i>125,269</i>	<i>65,579</i>	<i>190,848</i>	

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Income from other trading activities

Income from fundraising activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Community room hire	16,731	16,731	945
Advertising	655	655	-
Training	1,460	1,460	-
Total 2022	18,846	18,846	945

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from cash investments	725	725	770

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Supporting local voluntary and community organisations	132,486	90,101	222,587	137,771
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	126,330	11,441	137,771	
	<hr/>	<hr/>	<hr/>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Supporting local voluntary and community organisations	12,113	210,474	222,587	137,771
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	1,709	136,062	137,771	
	<hr/>	<hr/>	<hr/>	

Analysis of direct costs

	Activities 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Youth Voluntary Project J3A Booklet	-	-	500
Training costs	5,654	5,654	1,209
Other direct costs	4,220	4,220	-
Cafe bookings	1,341	1,341	-
Temporary staff	898	898	-
	<hr/>	<hr/>	<hr/>
Total 2022	12,113	12,113	1,709
	<hr/>	<hr/>	<hr/>

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Staff costs	132,553	132,553	82,684
Depreciation	5,659	5,659	2,255
Venue hire	395	395	(23)
Office costs	2,105	2,105	1,663
Communications	4,416	4,416	2,949
Printing and stationery	619	619	64
Postage	329	329	16
Advertising and publicity	2,093	2,093	3,284
Subscriptions and publications	1,297	1,297	1,284
Accountancy	2,556	2,556	834
Rent Burgess Hill	2,993	2,993	11,884
Heat, light and power	13,147	13,147	-
Travel and subsistence	1,274	1,274	52
Insurance	580	580	1,427
Repairs and maintenance	3,613	3,613	94
Repairs and maintenance equipment	30	30	9,308
Office cleaning	3,533	3,533	-
Removal and storage	3,364	3,364	-
IT software and consumables	10,466	10,466	5,000
Bank charges	96	96	70
Service charges Burgess Hill	-	-	7,895
Legal and professional	3,534	3,534	4,688
Trustees expenses	92	92	-
Staff training	1,114	1,114	223
Consultancy fees	8,605	8,605	-
General expenses	6,011	6,011	64
Loss on disposal of fixed assets	-	-	347
Total 2022	210,474	210,474	136,062

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

8. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	1,170	900
Fees payable to the charity's independent examiner in respect of: Accountancy software training and technical guidance	1,386	-

9. Staff costs

	2022 £	2021 £
Wages and salaries	124,636	77,762
Social security costs	3,202	-
Contribution to defined contribution pension schemes	4,715	4,922
	132,553	82,684

The average number of persons employed by the charity during the year was as follows:

	2022 No.	2021 No.
Administration	8	6

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel are considered to be the Trustees. The Trustees are not remunerated.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, expenses totalling £92 were reimbursed or paid directly to 1 Trustee (2021 - £NIL). The expenses reimbursed related to travel costs.

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

11. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 April 2021	371	7,224	7,595
Additions	7,941	1,441	9,382
At 31 March 2022	8,312	8,665	16,977
Depreciation			
At 1 April 2021	67	2,672	2,739
Charge for the year	2,770	2,889	5,659
At 31 March 2022	2,837	5,561	8,398
Net book value			
At 31 March 2022	5,475	3,104	8,579
<i>At 31 March 2021</i>	304	4,552	4,856

12. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	78,094	15,275
Prepayments and accrued income	1,027	8,914
	79,121	24,189

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	2,538	82
Other taxation and social security	1,472	422
Pension fund payable	282	79
Other creditors	-	628
Accruals	1,950	834
	<u>6,242</u>	<u>2,045</u>

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Emergencies	29,500	-	-	10,500	40,000
Cherry Tree Centre	-	-	(17,374)	20,000	2,626
	<u>29,500</u>	<u>-</u>	<u>(17,374)</u>	<u>30,500</u>	<u>42,626</u>
General funds					
General fund	<u>77,417</u>	<u>97,051</u>	<u>(115,112)</u>	<u>(30,493)</u>	<u>28,863</u>
Total Unrestricted funds	<u>106,917</u>	<u>97,051</u>	<u>(132,486)</u>	<u>7</u>	<u>71,489</u>
Restricted funds					
Mid Sussex Liaison Group	1,981	-	(1,981)	-	-
Sussex Community Foundation and WSCC training	1,785	-	(1,785)	-	-
Community Partnership Project	300	-	(267)	(33)	-
IT upgrade	4,075	-	(2,240)	-	1,835
Youth Volunteering Project	500	-	(500)	-	-
Volunteer co-ordinator	20,810	-	(17,187)	-	3,623
Volunteer co-ordinator laptop	322	-	(169)	-	153
Postcode Society Trust	-	19,973	(2,082)	-	17,891
Community based food and emotional wellbeing support	-	75,000	-	-	75,000
East Grinstead cafe staff	5,000	7,369	(9,478)	-	2,891
Bentswood digital inclusion program	4,480	-	(4,480)	-	-
Digital communication program	4,000	5,000	(4,423)	-	4,577
MSVA CEO funding	5,304	-	(5,304)	-	-
Food Partnership Project WSCC	15,000	20,000	(178)	-	34,822
Delivering volunteering support in Mid Sussex	-	6,760	(6,317)	(7)	436

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Food Partnership Project					
MSDC	-	30,000	(16,996)	-	13,004
Sussex Crisis Fund cafe project	-	9,860	(3,237)	33	6,656
Restart Cherry Tree Centre	-	12,477	(12,477)	-	-
LCN work in Mid Sussex	-	6,500	-	-	6,500
Loneliness restricted fund	-	1,000	(1,000)	-	-
	<u>63,557</u>	<u>193,939</u>	<u>(90,101)</u>	<u>(7)</u>	<u>167,388</u>
Total of funds	<u><u>170,474</u></u>	<u><u>290,990</u></u>	<u><u>(222,587)</u></u>	<u><u>-</u></u>	<u><u>238,877</u></u>

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds					
Designated funds					
Emergencies	46,500	-	-	(17,000)	29,500
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
General funds					
General fund	58,963	126,984	(126,330)	17,800	77,417
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Unrestricted funds	<hr/> 105,463	<hr/> 126,984	<hr/> (126,330)	<hr/> 800	<hr/> 106,917
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds					
Mid Sussex Liaison Group	1,981	-	-	-	1,981
Sussex Community Foundation and WSCC training	1,738	1,296	(1,249)	-	1,785
Community Partnership Project	1,100	-	-	(800)	300
IT upgrade	5,399	1,496	(2,820)	-	4,075
Youth Volunteering Project	-	1,000	(500)	-	500
Volunteer co-ordinator	-	22,653	(1,843)	-	20,810
Volunteer co-ordinator laptop	-	350	(28)	-	322
CRM software	-	5,000	(5,000)	-	-
East Grinstead cafe staff	-	5,000	-	-	5,000
Bentswood digital inclusion program	-	4,480	-	-	4,480
Digital communication program	-	4,000	-	-	4,000
MSVA CEO funding	-	5,304	-	-	5,304
Food Partnership Project WSCC	-	15,000	-	-	15,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	10,218	65,579	(11,440)	(800)	63,557
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total of funds	<hr/> 115,681	<hr/> 192,563	<hr/> (137,770)	<hr/> -	<hr/> 170,474
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

AIM AND USE OF DESIGNATED AND RESTRICTED FUNDS

Designated funds:

The Emergencies designated fund relates to monies set aside by the Trustees to cover costs associated with any sudden closure of the charity eg redundancies.

The Cherry Tree Centre designated fund has been set up for expenditure on the refurbishment of the Cherry Tree Centre.

Restricted funds:

Mid Sussex Liaison Group fund is to provide 2 networking events per annum for voluntary and community groups providing services in Mid Sussex.

Sussex Community Foundation and WSCC training fund is to enable MSVA to facilitate and provide subsidised training to its members.

Community Partnership Project fund relates to funds held on behalf of West Sussex County Council for community based events.

IT upgrade fund is for the purchase of IT hardware costs. The income was received from the National Lottery Awards for All. The hardware purchase costs have been capitalised and are accounted for within fixed assets. The costs deducted against the fund during the year relate to depreciation.

Youth Volunteering Project is for funding the cost of a booklet to encourage youth volunteering.

Volunteer co-ordinator fund relates to income received from Sussex Community Foundation for the salary and expenses of an additional volunteer co-ordinator role for a period of 12 months.

Volunteer co-ordinator laptop fund relates to income received from Haywards Heath Rotary for the purchase of a laptop. The cost has been capitalised and is accounted for within fixed assets. The cost deducted against the fund during the year relates to depreciation.

The Postcode Society Trust funding is to develop Volunteering and Intercultural Understanding in Mid Sussex in a post-Covid environment.

Community based food and emotional wellbeing support fund is a provision MSVA made to support community development during Covid-19. It has been funded with a grant from WSCC.

East Grinstead cafe staff was set up with funds from Clarion. It relates to 6 months salary payment for a member of staff to run a cafe in East Grinstead.

Bentswood digital inclusion program has been funded by Clarion Futures, the Clarion Housing Group charitable foundation. It is to fund recruitment of digital champions to support local residents to get online.

Digital communication program has been funded by Balfour Beatty. The fund is for setting up a web page on the MSVA website to highlight digital resources in Mid Sussex.

MSVA CEO fund relates to income received from the Clarion Partnership Project and relates to the cost of additional hours worked by the MSVA CEO during 2021-22.

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Restricted funds (continued):

Food Partnership Project was set up with a grant from WSCC and is to fund the cost of bringing together food providers in Mid Sussex.

The delivering volunteering support in Mid Sussex fund was set up with funding received via the Alliance.

Food Partnership Project MSDC relates to the part of the project to bring together food providers in Mid Sussex funded by Mid Sussex District Council.

Sussex Crisis Fund cafe project relates to funding provided by Sussex Community Foundation towards making the kitchen and café space at the Cherry Tree Centre available to run sessions on cooking on a low income and healthy eating.

Restart Cherry Tree Centre relates to grant funding from Mid Sussex District Council towards bringing the Cherry Tree Centre into use.

LCN work in Mid Sussex relates to funding from Community Works Brighton and Hove towards working with Local Community Networks to tackle inequality in Mid Sussex.

The loneliness restricted fund relates to Sussex Community Foundation funding from the West Sussex High Sheriff Fund in relation to work to address loneliness in Mid Sussex.

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	29,500	-	(17,374)	30,500	42,626
General funds	77,417	97,051	(115,112)	(30,493)	28,863
Restricted funds	63,557	193,939	(90,101)	(7)	167,388
	<u>170,474</u>	<u>290,990</u>	<u>(222,587)</u>	<u>-</u>	<u>238,877</u>

Summary of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
Designated funds	46,500	-	-	(17,000)	29,500
General funds	58,963	126,984	(126,330)	17,800	77,417
Restricted funds	10,218	65,579	(11,440)	(800)	63,557
	<u>115,681</u>	<u>192,563</u>	<u>(137,770)</u>	<u>-</u>	<u>170,474</u>

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	1,724	6,855	8,579
Current assets	76,007	160,533	236,540
Creditors due within one year	(6,242)	-	(6,242)
Total	<u>71,489</u>	<u>167,388</u>	<u>238,877</u>

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	459	4,397	4,856
Current assets	108,503	59,159	167,662
Creditors due within one year	(2,045)	-	(2,045)
Total	<u>106,917</u>	<u>63,556</u>	<u>170,473</u>

17. Pension commitments

The charity contributes to defined contribution pension schemes for eligible employees. The pension cost charge represents contributions payable by the charity to those funds fund and amounted to £4,715 (2021 - £4,922). The amount payable to the fund at the balance sheet date is £282 (2021 - £79).