
MID SUSSEX VOLUNTARY ACTION CIO

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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 2023

Trustees

James Baldwin, Chair
Steven Harper, Treasurer
Annette Capper, Trustee
Melissa Case, Trustee (appointed 16 May 2022)
Philip Chadwell, Trustee
Gabrielle Gardner, Trustee
Andrew Langler, Trustee (appointed 16 May 2022)
David Mason, Trustee (appointed 16 May 2022)
Lucinda Mather, Trustee
Patrick Mayhew, Trustee
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 2023

The Trustees present their annual report together with the financial statements of the Mid Sussex Voluntary Action CIO for the year 1 April 2022 to 31 March 2023.

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 2023

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

The Trustees recognise the importance of having a robust reserves policy and would wish to maintain free reserves, which are those not tied up in fixed assets or otherwise designated, 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.

Given the current financial environment and the impact this is having on all aspects of society, the Trustees recognise that maintaining a sufficient reserve to meet these activities remains a challenge. In order to mitigate this, the Trustees regularly and robustly monitors the performance of the organisation and the impact of any financial risk to its continued activities. This may include situations where it is necessary to reduce the reserves to a level below that stated.

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 2022/23 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.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management (continued)

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.

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 2022/23 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 2023/24.

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.

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

TRUSTEES' RESPONSIBILITIES STATEMENT

Statement of Trustees' responsibilities

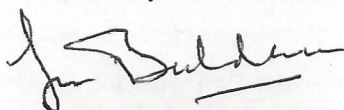
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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:

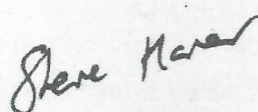
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject 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 30 January 2024 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 2023**

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 2023.

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

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:

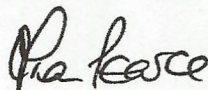
1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts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

Tina Pearce



Dated:

26 January 2024.

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 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	84,096	34,621	118,717	271,419
Other trading activities	4	24,793	250	25,043	18,846
Investments	5	870	-	870	725
Total income		109,759	34,871	144,630	290,990
Expenditure on:					
Charitable activities	6	80,252	184,871	265,123	222,587
Total expenditure		80,252	184,871	265,123	222,587
Net income/(expenditure)		29,507	(150,000)	(120,493)	68,403
Transfers between funds	14	4,577	(4,577)	-	-
Net movement in funds		34,084	(154,577)	(120,493)	68,403
Reconciliation of funds:					
Total funds brought forward		71,489	167,388	238,877	170,474
Net movement in funds		34,084	(154,577)	(120,493)	68,403
Total funds carried forward		105,573	12,811	118,384	238,877

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

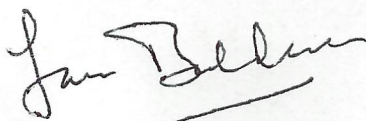
The notes on pages 9 to 26 form part of these financial statements.

MID SUSSEX VOLUNTARY ACTION CIO

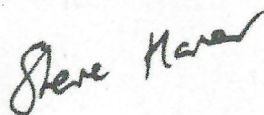
**BALANCE SHEET
AS AT 31 MARCH 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	95,053	8,579
		<u>95,053</u>	<u>8,579</u>
Current assets			
Debtors	12	2,242	79,121
Cash at bank and in hand		42,683	157,419
		<u>44,925</u>	<u>236,540</u>
Creditors: amounts falling due within one year	13	(21,594)	(6,242)
Net current assets		<u>23,331</u>	<u>230,298</u>
Total assets less current liabilities		<u>118,384</u>	<u>238,877</u>
Total net assets		<u><u>118,384</u></u>	<u><u>238,877</u></u>
Charity funds			
Restricted funds	14	12,811	167,388
Unrestricted funds	14	105,573	71,489
Total funds		<u><u>118,384</u></u>	<u><u>238,877</u></u>

The financial statements were approved and authorised for issue by the Trustees on 30 January 2024 and signed on their behalf by:



James Baldwin
Chair



Steven Harper
Treasurer

The notes on pages 9 to 26 form part of these financial statements.

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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 2023

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 £1,000 or more and having a useful life of greater than 12 months 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 using the straight-line method.

Depreciation is provided on the following bases:

Leasehold property improvements	- Over the length of the lease contract (7 years)
Fixtures and fittings	- 33.33%
Office equipment	- 33.33%

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 2023**

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 2023

3. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Grants				
Mid Sussex District Council	45,658	-	45,658	80,948
WSSC via Alliance	35,955	-	35,955	137,715
Postcode Society Trust	-	-	-	19,973
Sussex Crisis Fund	-	-	-	9,660
Community Works Brighton & Hove	-	-	-	6,500
Sussex Community Foundation	-	11,029	11,029	1,000
Clarion Housing Group	-	5,545	5,545	5,000
Balfour Beatty	-	-	-	5,000
National Association for Voluntary and Community Action	-	5,000	5,000	-
Burgess Hill Town Council	-	1,945	1,945	-
Subtotal detailed disclosure	81,613	23,519	105,132	265,796
Donations	2,483	11,102	13,585	1,754
Grants	-	-	-	3,869
Subtotal	2,483	11,102	13,585	5,623
Total 2023	84,096	34,621	118,717	271,419
<i>Total 2022</i>	<i>77,480</i>	<i>193,939</i>	<i>271,419</i>	

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

4. Income from other trading activities

Income from fundraising activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Community room hire	23,758	-	23,758	16,731
Advertising	585	-	585	655
Training	340	-	340	1,460
Summer fair	110	250	360	-
Total 2023	<u>24,793</u>	<u>250</u>	<u>25,043</u>	<u>18,846</u>
<i>Total 2022</i>	<u>18,846</u>	<u>-</u>	<u>18,846</u>	

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Income from cash investments	870	870	725

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Supporting local voluntary and community organisations	80,252	184,871	265,123	222,587
<i>Total 2022</i>	132,486	90,101	222,587	

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Supporting local voluntary and community organisations	14,067	251,056	265,123	222,587
<i>Total 2022</i>	12,113	210,474	222,587	

Analysis of direct costs

	Activities 2023 £	Total funds 2023 £	Total funds 2022 £
Training costs	511	511	5,654
Other direct costs	4,113	4,113	4,220
Cafe bookings	-	-	1,341
Temporary staff	9,443	9,443	898
Total 2023	14,067	14,067	12,113

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Staff costs	164,306	164,306	132,553
Depreciation	9,960	9,960	5,659
Venue hire	4,888	4,888	395
Office costs	63	63	2,105
Communications	4,097	4,097	4,416
Printing and stationery	731	731	619
Postage	-	-	329
Advertising and publicity	2,521	2,521	2,093
Subscriptions and publications	630	630	1,297
Accountancy	630	630	2,556
Rent Burgess Hill	-	-	2,993
Heat, light and power	14,684	14,684	13,147
Travel and subsistence	696	696	1,274
Insurance	1,353	1,353	580
Repairs and maintenance	4,193	4,193	3,613
Repairs and maintenance equipment	164	164	30
Office cleaning	4,807	4,807	3,533
Removal and storage	-	-	3,364
IT software and consumables	8,714	8,714	10,466
Bank charges	72	72	96
Legal and professional	4,873	4,873	3,534
Trustees expenses	-	-	92
Staff training	1,952	1,952	1,114
Consultancy fees	11,300	11,300	8,605
Staff recruitment	904	904	-
General expenses	9,518	9,518	6,011
Total 2023	251,056	251,056	210,474

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

8. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	1,410	1,170
Fees payable to the charity's independent examiner in respect of: Accountancy software training and technical guidance	-	1,386

9. Staff costs

	2023 £	2022 £
Wages and salaries	148,257	124,636
Social security costs	5,134	3,202
Contribution to defined contribution pension schemes	10,915	4,715
	164,306	132,553

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

	2023 No.	2022 No.
Administration	8	8

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 (2022 - £NIL).

During the year ended 31 March 2023, expenses totalling £NIL were reimbursed or paid directly to Trustee (2022 - £92). The expenses reimbursed related to travel costs.

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. Tangible fixed assets

	Leasehold property improvements £	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation				
At 1 April 2022	-	8,312	8,665	16,977
Additions	95,220	-	1,215	96,435
At 31 March 2023	95,220	8,312	9,880	113,412
Depreciation				
At 1 April 2022	-	2,837	5,561	8,398
Charge for the year	4,316	2,771	2,873	9,960
At 31 March 2023	4,316	5,608	8,434	18,358
Net book value				
At 31 March 2023	90,904	2,704	1,446	95,054
At 31 March 2022	-	5,475	3,104	8,579

12. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	1,025	78,094
Prepayments and accrued income	1,217	1,027
	2,242	79,121

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,105	2,538
Other taxation and social security	1,870	1,472
Pension fund payable	7,117	282
Other creditors	5,298	-
Accruals	3,204	1,950
	<u>21,594</u>	<u>6,242</u>

Other creditors relates to funds held by MSVA on behalf of the Hugs organisation which arranges assistance to Ukrainians in Burgess Hill and the surrounding area. MSVA acts as an agent in this respect and does not receive a commission.

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Emergencies	40,000	-	-	(40,000)	-
Cherry Tree Centre	2,626	-	(2,626)	-	-
Community cafe warm hub	-	1,358	-	-	1,358
	<u>42,626</u>	<u>1,358</u>	<u>(2,626)</u>	<u>(40,000)</u>	<u>1,358</u>
General funds					
General fund	<u>28,863</u>	<u>108,401</u>	<u>(77,626)</u>	<u>44,577</u>	<u>104,215</u>
Total Unrestricted funds	<u>71,489</u>	<u>109,759</u>	<u>(80,252)</u>	<u>4,577</u>	<u>105,573</u>
	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Restricted funds					
Other restricted funds	-	-	-	-	-
Community based food and emotional wellbeing support	75,000	-	(75,000)	-	-
Community cafe warm hub	-	4,490	(4,490)	-	-
Delivering volunteering support in Mid Sussex	436	-	(436)	-	-
Digital communication program	4,577	-	-	(4,577)	-
East Grinstead cafe staff	2,891	3,000	(5,891)	-	-
Food Partnership Project MSDC	13,004	-	(11,180)	-	1,824
Food Partnership Project SCF	-	9,999	-	-	9,999
Food Partnership Project WSCC	34,822	-	(34,644)	-	178
HSBC Autumn fair	-	280	(280)	-	-
IT upgrade	1,835	-	(1,835)	-	-
Jubilee Arts Council fund	-	2,865	(2,865)	-	-

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

14. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
LCN work in Mid Sussex	6,500	-	(6,500)	-	-
NAVCA cost of living fund	-	5,000	(5,000)	-	-
Postcode Society Trust	17,891	-	(17,891)	-	-
Sussex Crisis Fund cafe project	6,656	150	(6,376)	-	430
Ukrainian refugees Hassocks area	-	542	(542)	-	-
Volunteer co-ordinator	3,623	(1,835)	(1,788)	-	-
Volunteer co-ordinator laptop	153	-	(153)	-	-
William Reed Ukrainian support	-	10,380	(10,000)	-	380
	<u>167,388</u>	<u>34,871</u>	<u>(184,871)</u>	<u>(4,577)</u>	<u>12,811</u>
Total of funds	<u><u>238,877</u></u>	<u><u>144,630</u></u>	<u><u>(265,123)</u></u>	<u><u>-</u></u>	<u><u>118,384</u></u>

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

14. Statement of funds (continued)

Statement of funds - prior 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
Community cafe warm hub	-	-	-	-	-
	<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>

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Restricted funds					
Other restricted funds	14,350	13,477	(27,794)	(33)	-
Community based food and emotional wellbeing support	-	75,000	-	-	75,000
Community cafe warm hub	-	-	-	-	-
Delivering volunteering support in Mid Sussex	-	6,760	(6,317)	(7)	436
Digital communication program	4,000	5,000	(4,423)	-	4,577
East Grinstead cafe staff	5,000	7,369	(9,478)	-	2,891
Food Partnership Project MSDC	-	30,000	(16,996)	-	13,004
Food Partnership Project SCF	-	-	-	-	-
Food Partnership Project WSCC	15,000	20,000	(178)	-	34,822
HSBC Autumn fair	-	-	-	-	-
IT upgrade	4,075	-	(2,240)	-	1,835

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

14. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
Jubilee Arts Council fund	-	-	-	-	-
LCN work in Mid Sussex	-	6,500	-	-	6,500
NAVCA cost of living fund	-	-	-	-	-
Postcode Society Trust	-	19,973	(2,082)	-	17,891
Sussex Crisis Fund cafe project	-	9,860	(3,237)	33	6,656
Ukrainian refugees Hassocks area	-	-	-	-	-
Volunteer co-ordinator	20,810	-	(17,187)	-	3,623
Volunteer co-ordinator laptop	322	-	(169)	-	153
William Reed Ukrainian support	-	-	-	-	-
	<u>63,557</u>	<u>193,939</u>	<u>(90,101)</u>	<u>(7)</u>	<u>167,388</u>
Total of funds	<u>170,474</u>	<u>290,990</u>	<u>(222,587)</u>	<u>-</u>	<u>238,877</u>

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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.

Community café warm hub fund was set up to support Cherry Tree Centre café continuing to be open at least once a week to provide a warm, safe space for residents and the local community to use.

Restricted funds:

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.

Community cafe warm hub was set up with support from Clarion Futures (£2,545) and Burgess Hill Town Centre (£1,945). The grants received supported provision of safe space serving hot food for residents and the local community.

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

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.

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.

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 Community Foundation grant funding has been ringfenced for the Food Partnership Project (SCF).

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.

HSBC autumn fair relates to financial donation (sponsorship) from HBSC towards MSVA autumn 2022 fair.

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.

Jubilee Arts Council fund: Funded by Sussex Community Foundation, Jubilee Arts Council fund was set up towards Jubilee Arts Day Event at Cherry Tree Centre

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.

NAVCA cost of living fund relates to grant contributed towards the cost of the Community Development Co-ordinators running our community forums between November 2022 and March 2023.

MID SUSSEX VOLUNTARY ACTION CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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

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.

Ukrainian refugees Hassocks area funded by St John Church donation was set up towards Hassocks Area refugee support and contributed towards funding a Washbrooks Farm visit for the Ukrainians families.

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.

William Reed Ukrainian support grant was set up to provide some direct refugee assistance to Ukrainians families and their hosts.

Other restricted funds:

These funds were set up and used in the prior year. They have been combined and relate to the following:

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.

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

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

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

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

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

MID SUSSEX VOLUNTARY ACTION CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

15. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Designated funds	42,626	1,358	(2,626)	(40,000)	1,358
General funds	28,863	108,401	(77,626)	44,577	104,215
Restricted funds	167,388	34,871	(184,871)	(4,577)	12,811
	<u>238,877</u>	<u>144,630</u>	<u>(265,123)</u>	<u>-</u>	<u>118,384</u>

Summary of funds - prior 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>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	88,044	7,009	95,053
Current assets	34,926	9,999	44,925
Creditors due within one year	(21,594)	-	(21,594)
Difference	4,197	(4,197)	-
Total	105,573	12,811	118,384

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
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	71,489	167,388	238,877

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 and amounted to £10,915 (2022 - £4,715). The amount payable to the fund at the balance sheet date is £7,117 (2022 - £282).