

The Hub-Yeovil Community Support Charity
(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 December 2021

Company Number: 07358159
Charity Registered in England and Wales Number: 1159016

The Hub-Yeovil Community Support Charity

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The Hub-Yeovil Community Support Charity

Reference and Administrative Details

For the Year Ended 31 December 2021

Trustees	N A Downton (Chair) L Eveleigh J A Matthews J S McCabe D Scarratt
Principal Address and Registered Office	13 Buckland Road Pen Mill Trading Estate Yeovil Somerset BA21 5EA
Chief Executive Officers	K Comber S Kibby
Company Registration Number	07358159
Charity Registration Number	1159016
Independent Examiner	Michelle Ferris FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4TA
Solicitors	Battens Solicitors Mansion House Princes St Yeovil Somerset BA20 1EP

The Hub-Yeovil Community Support Charity

Trustee Directors' Report

For the Year Ended 31 December 2021

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 December 2021. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102-implemented 1 January 2019) have been adopted in preparing the annual report and financial statements of the charity.

Public benefit

The trustees report that the charitable activities, described in the "Mission statement", "Activities" and "Achievements and performance" paragraphs, are for the public benefit. The trustees also confirm that they have complied with section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was established as a company limited by guarantee (incorporated 26 August 2010) and registered as a charity with the Charity Commission (registered 29 October 2014). The affairs of the charity are governed by its memorandum and articles under which the members of the company are its trustees and control of the charity and its property and funds.

The Trustees serving during the year and since the year end are as follows:

- N A Downton
- L Eveleigh (appointed 16 June 2022)
- J A Matthews
- J S McCabe
- D Scarratt (appointed 10 March 2022)
- I Raby (resigned 7 December 2021)
- I A W Robinson (resigned 10 March 2022)

Recruitment and appointment of trustees

A robust process is in place for the recruitment and appointment of trustees. Trustees carry out a skills gap analysis before recruiting and now advertise widely to find people with the required skills and experience.

Induction and training of trustees

Newly appointed trustees are provided with a comprehensive induction process including the provision of appropriate documentation re roles and responsibilities, a tour of the organisation and mentoring by established trustees.

Arrangements for setting key management personnel remuneration

The trustees employ staff to run the day to day activities of the charity, with strategic decisions being taken at a trustee level.

The two Joint Chief Executive Officers and the Operations Manager are considered to be key management personnel.

The Trustees meet at least quarterly and delegate all operational decisions and running of the Hub to the CEOs. The trustee board is independent from the management team. The day-to-day management is then delegated onto the Operations Manager.

The Chair carries out an annual appraisal of the Chief Executive Officers and agrees their salary with the other trustees. This review will include benchmarking of salaries with other CEOs of local charities or similar organisations.

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Trustee Directors' Report

For the Year Ended 31 December 2021

Objectives and activities

Objects and aims

The objects of the Charity, as set out in the governing document, are:

"restricted specifically, only for the public benefit to relieve the needs of young people and adults with learning disabilities / difficulties, physical disabilities, and emotional and social difficulties, in particular by providing training, skills and support that will enable them to lead meaningful and independent lives, fulfil their aspirations to work and make positive contributions to society."

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes.

In the Summer of 2022 the Board are carrying out a review of the Charity's Vision, Mission and Values and updating them, where required, to reflect the future direction of the Hub.

Our overall vision of for adults with learning disabilities and autism to live an independent life as possible. Everything we do is aligned to that vision. There is increasing demand for the services we provide, demonstrated by significant increases in referrals from Social Services, local colleges, schools, care homes, etc particularly, as a result of traditional Council run day services no longer being provided.

The coronavirus pandemic was of great concern for the Hub. The financial viability of the Hub was a major concern along with the health and wellbeing of trainees and staff. The Hub was closed for long periods but it also provided a time for the Trustees and senior management to reflect on the direction of the Hub. As a consequence the following took place:

- Trustees refocused the business strategy back to its original charitable objectives with greater emphasis on the trainees and less on financial outcomes
- A new financial model has been introduced whereby the charity is now financially viable and sustainable in the long term, with minimal reliance on grants and donations.
- An independent governance review has been carried out and improvements made
- New trustees have been appointed, filling the skills gap
- The café and scrapstore have been re-launched and re-invigorated
- The organisational structure has changed to meet the new needs of the charity. This includes a reduction in staff numbers and recruitment of new staff with the required skillset going forward
- We have created a safe environment where our trainees can be stretched to achieve their full potential
- We are now more flexible in the offer to our trainees, they have more choice in when they attend and what they attend. They never have to attend sessions they do not want to.

We have increased the quality and variety of the sessions we provide for our trainees.

Link to our website <https://www.thehubyeovil.co.uk> and Facebook <https://www.facebook.com/HubYeovil>

Those trainees who want to, get the opportunity to work in the Hub café serving customers or in the kitchen helping to prepare meals and make cakes etc. There is also the opportunity to work in the Hub's scrapstore, again learning customer service skills etc. Other activities that trainees can get involved in include:

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Trustee Directors' Report

For the Year Ended 31 December 2021

- Life skills
- Art therapy
- Themed learning
- Creative reading and writing
- Digital skills
- Photography
- Junk Modelling
- Media recycling
- Health and wellbeing
- Ebay sales
- Orienteering
- Drama and choir
- Cricket with Somerset Cricket Foundation
- Attendance at Yeovil Men's Shed
- Visits to Lofty Therapy Horses
- Visits to Hilfields Friary for gardening and land-based activities
- Make to sell
- Prodigal Bikes to repair bikes and support a local charity

Fundraising disclosures

The Charity did not have any fundraising events in 2021 due to the coronavirus pandemic.

Use of volunteers

The Charity has a small number of dedicated and much valued volunteers. The volunteers support the running of the scrapstore and organising events but due to the coronavirus pandemic their involvement in 2021 was minimal.

Achievements and performance

Key financial performance indicators

Trainee numbers are measured and compared on a monthly basis. The Charity had a very challenging year in 2021 with the service closed for periods due to the pandemic. During these periods the staff continued to regularly engage with our trainees via phone calls and Zoom meetings. This included activities, social chats, weekly quizzes' etc. Despite the pandemic the trainee numbers have increased to 60, the highest number the Hub has ever supported. This figure is even more pleasing because during the year some trainees have left, having learnt new skills and grown in confidence, they were ready to move on to volunteering or other opportunities.

A detailed monthly Profit & Loss account is prepared with commentary on activities and this is sent to the Trustees. Cashflow is monitored on a daily basis.

Key non-financial performance indicators

Trainees are set goals and their performance against goals measured. Those working in the cafe get the opportunity to attain bronze, silver and gold certificates re catering and food hygiene and barista training.

We have also introduced a parent/carer forum for feedback on the service provided, share any concerns and to discuss future initiatives

Strategic Aims and Objectives

We have rewritten our strategic aims and objectives:

Strategic Aim One: To establish a sustainable future

Strategic Objectives:

- Achieve financial stability and probity
- Ensure not solely reliant on one income stream
- Secure enduring corporate partnerships and sponsorship strategy

By the end of 2023, we will have:

- A robust financial model and reporting system
- Clear financial objectives for all income streams
- Effective Reserves Policy
- Robust social impact measurement
- Effective fundraising/grant application strategy
- Effective marketing strategy
- Secured long term partnerships/sponsorships with local businesses

Strategic Aim Two: To provide excellent services with trainee choice and control

Strategic Objectives:

- Position the Hub as a service of choice recognised for delivering excellent services
- Agreed standards of organisational excellence in place and achieved
- Promote and enable best-practice across the whole organisation
- A positive reputation as a safe, professional, supportive and progressive organisation

By the end of 2023, we will have:

- High levels of customer satisfaction via a range of feedback measures
- Clear and established communication, feedback and support methods for our staff
- Increased the number of trainees by 10%
- Have a fully established Parent/Carer Forum
- Have a diverse offer of services that meet the choices of our trainees
- Introduced new and exciting sessions for our trainees

Strategic Aim Three: To support our trainees to live as an independent life as possible in the local community

Strategic Objectives:

- Position the Hub as a service recognised for delivery excellent skills for life sessions
- Provide a framework for supporting our trainees to become independent as possible and reach their full potential

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Trustee Directors' Report

For the Year Ended 31 December 2021

By the end of 2023, we will have:

- Fully set up facilities and an environment where our trainees can learn skills for life
- Fully trained dedicated staff to support trainees in becoming independent
- Established a pathway to enable trainees to move on into volunteering, employment or new services opportunities
- Track record of enabling trainees to move on from the Hub
- Developed and be delivering a programme of quality sessions for our trainees re skills for life

Strategic Aim Four: To improve the wellbeing of our trainees

Strategic Objectives:

- Provide a framework to improve the health and mental wellbeing of our trainees
- Ensure that the health and wellbeing of our trainees is given appropriate emphasis in everything that the trainees do at the Hub

By the end of 2023, we will have:

- Fully embedded activity sessions for trainees re their physical and mental wellbeing
- Introduced a system for monitoring trainees wellbeing

Strategic Aim Five: No adult with learning disability or autism in the local community should have nowhere to go

Strategic Objectives:

- For the Hub to be more accessible and inclusive
- For the local community and appropriate organisations and agencies to be aware of the Hub and the services it delivers

By the end of 2023, we will have:

- High public profile and levels of awareness of the Hub and its activities
- A range of corporate and community networks and partners
- Developed relationships with Commissioners to improve their understanding of the market place and the service offer available from the Hub
- An effective and consistent marketing approach to trainee recruitment

Strategic Aim Six: To train and develop a professional and effective workforce

Strategic Objectives:

- A workforce that is adaptable and flexible, multi-skilled and confident in their role
- Embed clear staff structures, defined roles and communication pathways
- A positive reputation as a safe, professional, supportive and progressive organisation

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Trustee Directors' Report

For the Year Ended 31 December 2021

By the end of 2023, we will have:

- Significant and diverse opportunities in place for the personal and professional development of our staff
- Clear and established communications, feedback and support methods for our staff
- Fully embedded training and development programme for our staff
- Fully embedded personal appraisal system with team and individual personal objectives
- A culture of coaching, mentoring and empowering throughout the organisation

Financial review

During the year ended 31 December 2021, the Charity had total income of £502,586 (2020: £611,160) and total expenditure of £473,354 (2020: £550,176). The income and expenditure relating to restricted funds was £6,000 (2020: £32,443) and £21,414 (2020: £34,628). The Charity was in receipt of Government grant income in relation to Coronavirus of £59,797 (2020: £117,294).

Total funds at 31 December 2021 were £116,162 (2020: £88,930). This is split between unrestricted £116,162 and restricted £nil. Total funds at 31 December 2021 were £88,930. This was split between unrestricted (£113,822) and restricted £202,752. Total free reserves as at 31 December 2021 were £26,207 (2020: deficit £127,251).

Some years ago, the charity received income ringfenced for a property purchase. When this property was sold, the money was put back into a restricted fund. We have now received confirmation that this money can be derestricted and accordingly a transfer has been made back unto unrestricted funds, to restore the positive position of those funds.

Plans for the future

Our plans for the future are to continue to provide a much-needed service where demand is growing. We have no plans to diversify or significantly change the services we provide. We have a robust financial model where we are making small surpluses. We just want to help adults with learning disabilities live an independent life as possible. We want to stretch our trainees in a safe environment, helping them to reach their potential and thrive in life.

We would also like to be more inclusive and provide changing facilities so that we can offer our services to more wheelchair users.

We are also keen to work in partnership with other local community organisations and charities.

Policy on reserves

The Charity has improved its financial control systems over the last twelve months. Monthly detailed Profit and Loss statements are provided for the Trustees and bank reconciliations and cashflow projections are carried out on a daily basis. A robust financial model is now in place with a target of retaining three months operating costs as reserves. This was not achieved in 2021, mainly due to the café and scrapstore being closed for long periods, due to the pandemic.

The Hub does not want to have reserves in excess of three months as any surpluses will be used for the benefit of the trainees, i.e purchasing new equipment, paying for trainee trips out, paying providers for completely new sessions for the trainees, etc

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For the Year Ended 31 December 2021

Principal funding sources

The principal funding sources for the Charity are currently by way of skills development training paid via direct payments, commissioned services by the Local Authority or self-funders. This is supplemented by income from the Hub's café and scrapstore.

In addition, the Charity receives funding via grants and donations.

Major risks and management of those risks

The Charity's main source of income is fees from trainees. The Local Authorities set up a daily rate for day services and this amount is charged to the individual dependent upon how many days they attend the Hub each month. If the Local Authority reduces the daily rate for day services or changes its policy/methodology, this is a risk to the Charity.

To mitigate this risk the Charity wants to become less reliant on Local Authority income and plans to increase other sources of income such as fund raising and café and scrapstore income.

Reputational risk

The Charity works with vulnerable adults with learning disabilities and autism. It is essential that the Charity provides professional services in a safe and secure environment.

The Charity has comprehensive safeguarding, whistle-blowing and other policies in place and staff are appropriately vetted and trained.

Government Policy

The Government could change their policies in how they see services for vulnerable adults delivered.

The Charity keeps up to date with any Government press releases, changes in legislation and maintains effective relationships with key stakeholders.

Financial instruments

Objectives and policies

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk.

Cash flow risk

The Charity's activities expose it primarily to the financial risks of changes in interest rates. The Charity does not currently hold any interest bearing assets or liabilities.

Credit risk

The Charity's principal financial assets are bank balances and cash, trade and other receivables.

The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

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Trustee Directors' Report

For the Year Ended 31 December 2021

The Charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

The Charity's liquidity risk is attributable to its level of cash and credit lines available.

Statement of Trustees Responsibilities

The trustees (who are also the directors of The Hub-Yeovil Community Support Charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. 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 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 apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 24 August 2022 and signed on its behalf by:

N A Downton
Trustee

J S McCabe
Trustee

Independent examiners report to the Trustees of The Hub-Yeovil Community Support Charity

I report to the charity trustees on my examination of the accounts of The Hub-Yeovil Community Support Charity ("the Company") for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (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 Company 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 Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts do not comply with the accounting requirements of 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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.

Michelle Ferris FCA DChA
Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX
Date: 25 August 2022

The Hub-Yeovil Community Support Charity

Statement of Financial Activities (including an Income and Expenditure account)

For the Year Ended 31 December 2021

	Notes	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Income and endowments from:							
Donations and legacies	2	92,331	6,000	98,331	178,179	32,443	210,622
Charitable activities	3	388,926	-	388,926	378,228	-	378,228
Other trading activities	4	15,329	-	15,329	20,810	-	20,810
Other income		-	-	-	1,500	-	1,500
Total income		496,586	6,000	502,586	578,717	32,443	611,160
Expenditure on:							
Raising funds	5	14,028	1,257	15,285	11,227	6,341	17,568
Charitable activities	6	439,912	20,157	460,069	504,321	28,287	532,608
Total expenditure		453,940	21,414	475,354	515,548	34,628	550,176
Net income/(expenditure)		42,646	(15,414)	27,232	63,169	(2,185)	60,984
Transfers between funds	17	187,338	(187,338)	-	(1,235)	1,235	-
Net movement in funds		229,984	(202,752)	27,232	61,934	(950)	60,984
Reconciliation of funds							
Total funds brought forward		(113,822)	202,752	88,930	(175,756)	203,702	27,946
Total funds carried forward		116,162	-	116,162	(113,822)	202,752	88,930

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The statement of financial activities incorporates the income and expenditure account.

The Hub-Yeovil Community Support Charity- Company Registration Number: 07358159**Balance Sheet**

As at 31 December 2021

			2021	2020
			£	£
	Notes			
Fixed assets				
Tangible fixed assets	11		89,955	91,901
Current assets				
Stocks	12	1,000	1,000	
Debtors	13	3,236	959	
Cash at bank and in hand	14	37,987	22,854	
			<u>42,223</u>	<u>24,813</u>
Creditors:				
Creditors falling due within one year	15	(16,016)	(27,784)	
			<u>26,207</u>	<u>(2,971)</u>
Net current assets				
			<u>116,162</u>	<u>88,930</u>
Total net assets				
			<u>116,162</u>	<u>88,930</u>
The funds of the charity:				
Restricted funds	17	-	202,752	
Unrestricted funds	17	116,162	(113,822)	
			<u>116,162</u>	<u>88,930</u>
Total charity funds			<u>116,162</u>	<u>88,930</u>

The Hub-Yeovil Community Support Charity- Company Registration Number: 07358159

Balance Sheet

As at 31 December 2021

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board of Trustees for issue on 24 August 2022 and signed on their behalf by:

N A Downton
Trustee

J S McCabe
Trustee

The Hub-Yeovil Community Support Charity

Cash flow statement

For the Year Ended 31 December 2021

		Total 2021 £	Total 2020 £
	Notes		
Cash flows from operating activities			
Net movements in funds for the year		27,232	60,984
Adjustments to cash flows from non-cash items			
Depreciation and amortisation	11	20,074	17,038
		<hr/>	<hr/>
		47,306	78,022
Working capital adjustments			
(Increase) / decrease in debtors	13	(2,277)	5,245
(Decrease) / increase in creditors	15	(11,768)	6,369
		<hr/>	<hr/>
Net cash flow from operations		33,261	89,636
Cash flows from investing activities			
Acquisitions of tangible assets	11	(18,128)	(38,954)
		<hr/>	<hr/>
Net cash flows from investing activities		(18,128)	(38,954)
Cash flows from financing activities			
Repayment of loans and borrowings		-	(36,800)
		<hr/>	<hr/>
Net increase in cash and cash equivalents		15,133	13,882
		<hr/>	<hr/>
Reconciliation of net debt			
Cash and cash equivalents at the beginning of the reporting period		22,854	8,972
Net increase in cash and cash equivalents		15,133	13,882
		<hr/>	<hr/>
Total cash & cash equivalents at the end of the reporting period		37,987	22,854
		<hr/>	<hr/>

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

1 Accounting Policies

1.1 General information and basis of accounting

The Hub-Yeovil Community Support Charity is a company limited by guarantee incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is limited to £10. The address of the registered office is given on page 2. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 3-9.

The financial statements have been prepared in £ sterling on the historical cost basis and 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) (effective 1 January 2019)- (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.

1.2 Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Income from gift aid is included in the Statement of Financial Activities at the same time as the donation to which they relate.

Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.

Income from charitable activities is recognised when the charity is entitled to the income. Other trading activities income includes income relating to café and scrap sales and is included in the Statement of Financial Activities at point of sale. Investment income is included when receivable.

Income received in relation to exceptional government funding has been recognised as donations and legacies in 2021, the £117,294 relating to this for 2020 has been reclassified in this set of financial statements (previously shown under other income).

1.3 Government grants

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

1.4 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. All expenditure is gross of VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Raising funds expenditure comprises of costs incurred by the charity in relation to the running of the café and scrapstore.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

1.5 Fixed assets

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives at the following rate:-

Leasehold improvements – depreciated over the life of the lease
Furniture and equipment – 25% per annum straight line basis
Motor vehicles- 25% reducing balance

Fixed assets are valued at cost less depreciation. No assets are capitalised under £50. Fixed assets are reviewed annually for impairment.

1.6 Stocks

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

1.7 Debtors

Accrued income comprises amounts due from funders and is recognised when the charity is entitled to the grant, receipt is probable and the amount can be measured reliably. Prepayments are valued at the amount prepaid.

1.8 Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

1.9 Creditors

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. Creditors and provisions are recognised at their settlement amount.

1.10 Taxation

The company is a registered charity and is therefore not liable to corporation tax to the extent that income and gains are applied to the charitable objectives of the charity.

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

1.11 Pension contributions

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

1.12 Fund accounting

General funds are unrestricted funds receivable or generated for the objects of the Bureau without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs.

1.13 Operating leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease. The charity has an operating lease for the premises in which they operate, as well as photocopier and telephone leases. The title of the leased premises and equipment remains with the lessor.

1.14 VAT

The charity is not VAT registered and therefore all costs are inclusive of VAT.

1.15 Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

1.16 Covid-19

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. The charity has been able to continue to deliver the majority of its services and has attracted additional funding to enable a response to any restrictions and closures of the Hub. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary.

2 Donations and legacies

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Donations and gifts	15,034	-	15,034	50,805	-	50,805
Gift aid reclaimed	2,500	-	2,500	10,080	-	10,080
Grant income	15,000	6,000	21,000	-	32,443	32,443
Exceptional government funding						
Coronavirus Job Retention						
Scheme grant*	59,797	-	59,797	107,294	-	107,294
Other Covid grants*	-	-	-	10,000	-	10,000
Total	92,331	6,000	98,331	178,179	32,443	210,622

The charity has been eligible to claim additional funding in year from government support schemes in response to the coronavirus outbreak. The funding received is shown above under “exceptional government funding”.

The charity furloughed some of its staff under the governments CJRS. The funding received £59,797 (2020: £107,294) relates to staff costs which are included in note 10 as appropriate.

* denotes amounts received from government grants

3 Incoming from charitable activities

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Trainee funding	388,926	-	388,926	376,663	-	376,663
Rental income	-	-	-	1,565	-	1,565
Total	388,926	-	388,926	378,228	-	378,228

4 Income from other trading activities

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Café and scrap sales	15,329	-	15,329	20,810	-	20,810
Total	<u>15,329</u>	<u>-</u>	<u>15,329</u>	<u>20,810</u>	<u>-</u>	<u>20,810</u>

5 Expenditure on raising funds

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Café and shop costs	14,028	1,257	15,285	11,227	6,341	17,568
Total	<u>14,028</u>	<u>1,257</u>	<u>15,285</u>	<u>11,227</u>	<u>6,341</u>	<u>17,568</u>

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

6 Expenditure on charitable activities

	Note	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Staff costs		339,465	-	339,465	390,770	7,209	397,979
Rent and rates		48,360	3,000	51,360	46,360	4,000	50,360
Heat and light		6,732	-	6,732	-	-	-
Repairs and maintenance		10,343	-	10,343	9,404	-	9,404
Insurance costs		4,901	-	4,901	5,148	-	5,148
Motor expenses		1,396	-	1,396	663	-	663
Postage and stationery		1,991	-	1,991	1,376	-	1,376
Lofty Therapy Horses		-	-	-	8,849	-	8,849
Other charitable expenditure		12,769	5,995	18,764	6,487	-	6,487
Sundry expenses		3,779	-	3,779	1,598	-	1,598
Depreciation		8,912	11,162	20,074	3,677	13,361	17,038
Bank charges		96	-	96	615	-	615
Consultancy fees		-	-	-	7,293	3,625	10,918
Legal & professional fees		1,821	-	1,821	4,243	92	4,335
Accountancy fees		2,354	-	2,354	1,730	-	1,730
Governance costs	7	(3,007)	-	(3,007)	7,464	-	7,464
Total		439,912	20,157	460,069	495,677	28,287	523,964

7 Analysis of governance costs

Governance costs

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Independent Examination fees	1,140	-	1,140	1,080	-	1,080
Other fees paid to previous independent examiners	(4,147)	-	(4,147)	6,351	-	6,351
Other governance costs	-	-	-	33	-	33
	(3,007)	-	(3,007)	7,464	-	7,464

8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2021	2020
	£	£
Operating leases - plant and machinery	1,152	1,152
Operating leases - other assets	48,000	48,000
Depreciation of fixed assets	20,074	17,173
Independent examination fees - current examiner	1,140	-
Independent examination fees - previous examiner	-	1,080
Other accountancy services - current examiner	2,354	-
Other accountancy services - previous examiner	(4,147)	6,351
	<u> </u>	<u> </u>

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year (2020: none).

No trustees have received any reimbursed expenses from the charity during the year (2020: none).

No trustee received payment for professional or other services supplied to the charity (2020: £nil).

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

10 Staff costs

Number of employees

The average monthly head count was 15 staff (2020: 22 staff).

Employment costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Wages and salaries	312,704	359,822
Social security costs	21,695	22,985
Pension costs	5,066	5,793
Redundancy costs	-	9,379
	<u>339,465</u>	<u>397,979</u>

During the prior year, total costs of £9,379 were paid in respect of one employee redundancy. The amounts were full and final with no outstanding amounts due at the balance sheet date.

The key management personnel of the charity comprise the two chief executive officers. The total employee benefits (includes gross pay, employer pension and employer national insurance) of the key management personnel were £57,251 (2020: £54,132).

There were no individuals who received remuneration of £60,000 or more (2020: none).

Pension costs

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £5,066 (2020: £5,793).

There were no contributions payable to the scheme at the end of the year (2020: £nil).

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

11 Tangible fixed assets

	Property Improvements £	Furniture & Equipment £	Motor Vehicles £	Total £
Cost				
At 1 January 2021	93,454	57,466	6,500	157,420
Additions	9,686	8,442	-	18,128
	<u>103,140</u>	<u>65,908</u>	<u>6,500</u>	<u>175,548</u>
At 31 December 2021				
Depreciation				
At 1 January 2021	18,404	43,864	3,251	65,519
Charge for the year	10,804	7,645	1,625	20,074
	<u>29,208</u>	<u>51,509</u>	<u>4,876</u>	<u>85,593</u>
At 31 December 2021				
Net book value				
At 31 December 2021	73,932	14,399	1,624	89,955
	<u>75,050</u>	<u>13,602</u>	<u>3,249</u>	<u>91,901</u>
At 31 December 2020				

12 Stock

	2021 £	2020 £
Stocks	1,000	1,000

13 Debtors

	2021 £	2020 £
Trade debtors	3,236	959

14 Cash and cash equivalencies

	2021	2020
	£	£
Cash in hand	167	191
Cash at bank	37,820	22,663
	<u>37,987</u>	<u>22,854</u>

15 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,776	3,596
Other taxation and social security	8,710	5,916
Other creditors	27	-
Accruals	5,503	18,272
	<u>16,016</u>	<u>27,784</u>

16 Obligations under leases and hire purchases contracts

The total value of future minium lease payments was as follows:	2021	2020
	£	£
Land and Buildings		
Within one year	48,000	48,000
In two to five years	192,000	192,000
In over five years	624,000	672,000
	<u>864,000</u>	<u>912,000</u>

The Hub-Yeovil Community Support Charity
Notes to the Financial Statements
For the Year Ended 31 December 2021

17 Funds

	Opening Balance 01.01.21 £	Income £	Expenditure £	Transfers £	Closing Balance 31.12.21 £
Unrestricted funds					
General					
Unrestricted	(113,822)	496,586	(453,940)	187,338	116,162
Total Unrestricted funds	(113,822)	496,586	(453,940)	187,338	116,162
Restricted funds					
LPR Consulting LLP	175,624	-	(9,917)	(165,707)	-
Yarlington Housing Community Fund	1,250	-	(800)	(450)	-
Schuh Foundation Fund	1,115	-	(557)	(558)	-
Battens Grant Fund	152	-	(152)	-	-
St James Place Charitable Trust	889	-	(111)	(778)	-
Screwfix Grant	4,444	-	(555)	(3,889)	-
Somerset County Council - Covid Relief	-	2,000	(2,000)	-	-
Dorset County Council - Infection Control	-	4,000	(3,600)	(400)	-
Open Mental Health Network	1,500	-	(1,500)	-	-
Yarlington Housing - Enterprise Investment fund	17,778	-	(2,222)	(15,556)	-
Total Restricted funds	202,752	6,000	(21,414)	(187,338)	-
Total funds	88,930	502,586	(475,354)	-	116,162

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

	Opening Balance 01.01.20 £	Income £	Expenditure £	Transfers £	Closing Balance 31.12.20 £
Unrestricted funds					
General					
Unrestricted	(175,756)	578,717	(515,548)	(1,235)	(113,822)
Total Unrestricted funds	(175,756)	578,717	(515,548)	(1,235)	(113,822)
Restricted funds					
LPR Consulting LLP	185,133	-	(9,509)	-	175,624
Furniture Grant	963	-	(2,198)	1,235	-
Somerset Community Foundation	-	4,000	(4,000)	-	-
Yarlington Housing Community Fund	2,050	-	(800)	-	1,250
Schuh Foundation Fund	1,672	-	(557)	-	1,115
Battens Grant Fund	500	-	(348)	-	152
National Lottery Community Fund	5,759	5,100	(10,859)	-	-
St James Place Charitable Trust	1,000	-	(111)	-	889
Screwfix Grant	5,000	-	(556)	-	4,444
Reach Grant	1,625	-	(1,625)	-	-
Somerset County Council - PPE	-	1,343	(1,343)	-	-
Dorset County Council - PPE	-	500	(500)	-	-
Open Mental Health Network	-	1,500	-	-	1,500
Yarlington Housing - Enterprise Investment fund	-	20,000	(2,222)	-	17,778
Total Restricted funds	203,702	32,443	(34,628)	1,235	202,752
Total funds	27,946	611,160	(550,176)	-	88,930

The Hub-Yeovil Community Support Charity

Notes to the Financial Statements

For the Year Ended 31 December 2021

The specific purposes for which material funds are to be applied are as follows:

The unrestricted funds are available to be used at the trustees discretion to further the objects of the charity.

The LPR Consulting LLP fund was donated to purchase a residential property for a trustee to live in to enable them to fulfil their role within the charity. Rental income was receivable during the period of occupancy. The property was subsequently sold and the funds remained restricted to spend on the repayment of debts and/or expand the operations of the charity.

The charity has now obtained confirmation from the funder that the funds were only ever restricted for the purpose of the property purchased, and that following sale of the property, the funds could be derestricted. This transfer to unrestricted funds has now been applied.

The Yarlington Housing Community Fund represents the net book value of assets purchased from the money donated for the purchase of a fridge and freezer. In 2021, the net book value of the asset has been transferred to unrestricted.

The Schuh Foundation Fund represents the net book value of assets purchased from the money donated for the purchase of a dishwasher. In 2021, the net book value of the asset has been transferred to unrestricted.

Battens Grant Fund was donated to enable the charity to carry out first aid training.

St James Place Charitable Trust relates to money donated to be spent towards renovation works. The balance represents the net book value of the assets purchased for renovation works. In 2021, the net book value of the asset has been transferred to unrestricted.

Screwfix Grant relates to money donated to be spent towards renovation works. The balance represents the net book value of the assets purchased for renovation works. In 2021, the net book value of the asset has been transferred to unrestricted.

The Yarlington Housing Enterprise Investment Fund was for improvements to the building where the charity installed an internal roof on the warehouse and made other improvements in the kitchen and warehouse area. This balance represents the net book value of the assets purchased for renovation works. In 2021, the net book value of the asset has been transferred to unrestricted.

The Open Mental Health Network grant was donated for trips for the charity's trainees.

The Somerset County Council (Covid relief) and the Dorset County Council (Infection control) was used towards additional cleaning costs and PPE associated with the coronavirus pandemic.

18 Analysis of net assets between funds

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Tangible assets	89,955	-	89,955	13,429	78,472	91,901
Current assets	42,223	-	42,223	(99,467)	124,280	24,813
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	132,178	-	132,178	(86,038)	202,752	116,714
Creditors due within one year	(16,016)	-	(16,016)	(27,784)	-	(27,784)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	116,162	-	116,162	(113,822)	202,752	88,930
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

19 Related party transactions

During the year the charity had the following transactions with related parties:

One trustee donated £10,000 to the charity (2020: two trustees totalling £37,200).