

Charity number: 1179734

Swale Community and Voluntary Services

Trustees' report and financial statements

for the year ended 31 March 2021

Swale Community and Voluntary Services

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Swale Community and Voluntary Services

Reference and administrative details of the Charity, its Trustees and Advisers for the year ended 31 March 2021

Trustees

Mr J Baker, Chair¹
Mr P Murray, Vice Chair²
Mr R Gill, Vice Chair²
Mr S Ithell, Treasurer¹
Mrs L Jobson¹
Mrs P Prescott¹
Mr B Pringle²
Mr J Duncan¹
Mr K Pugh²
Cllr G Bobbin (resigned 28 October 2020)²
Cllr K Rowles³
Cllr S Steven³
Cllr H Perkin³

- ¹ Organisation Representatives (elected en bloc)
- ² Individual Representatives
- ³ Swale Borough Council Appointed Representatives

Charity registered number

1179734

Principal office

Central House
Central Avenue
Sittingbourne
Kent
ME10 4NU

Chief executive officer

Christine White

Independent auditor

Kreston Reeves LLP
Chartered Accountants
Statutory Auditor
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Bankers

Barclays Bank Plc
81 High Street
Sittingbourne
Kent

Swale Community and Voluntary Services

Trustees' report for the year ended 31 March 2021

The Trustees present their annual report together with the audited financial statements of the Swale Council for Voluntary Services for the year from 1 April 2020 to 31 March 2021.

The Charity also trades under the names Swale District Volunteer Bureau, Swale Volunteering and Community Development Centre, Swale Volunteer Bureau, Swale Volunteering Centre, Swale Community and Voluntary Services, SCVS and Swale CVS.

Objectives and activities

a. Policies and objectives

The Charity's objects are to promote any charitable purposes for the public benefit of the community in the district of Swale and its neighbourhood and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.

Also to promote and organise co-operation in the achievement of the aforementioned purposes and to that end bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit; provided that in carrying out these charitable purposes, the Centre will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage. To achieve that purpose it is to promote and organise co-operation by bringing together representatives of voluntary organisations and statutory authorities.

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)'.

b. Statement of public benefit

Given the policies and objectives of the Charity, as stated above, the Trustees report on the aspects of its activities which encapsulates 'public benefit'.

Education. The Charity, having undertaken research and facilitated the establishment of a number of Children's Centres throughout the borough offering pre and after school activities which are generally available without charge to parents of children living within the borough, has continued to offer its support and services to the various centres where required. A great deal of work centres on activities arranged for young people including after school clubs and summer schemes.

In its volunteer placement activities the Charity is able to offer volunteers the opportunity to work within "educational" areas on a voluntary basis.

Health. The Charity works closely with the local NHS in taking forward a number of initiatives based around research and development of various projects aimed at searching out areas of health and well being which require greater emphasis within the community.

Poverty, Distress and Sickness. The Charity, through its Befriending Scheme offers those who require a regular companionship visit in their own home also telephone befriending and access to befriending clubs and activities. The service is offered only on the basis of need and at no charge and is open to all.

The Social Car Scheme has undertaken many thousands of journeys for those who do not have access to, or cannot use, public or private transport to fulfil medical appointments, attendance at day centres, to visit relatives or simply get to shops. There is a £25 registration fee and then a mileage based charge payable to the volunteer driver who uses their own vehicle. The driver usually waits for the client until their appointment is complete and then returns them to their home. An ongoing annual membership fee of £20 is charged on the anniversary of the client joining the scheme.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance

a. Key performance indicators

The Trustees monitor the financial performance of the Charity throughout the year. There is a Finance Sub-Group that meets on a quarterly basis and comprises the Chairman, Vice Chairman, Treasurer, one/two other Trustees, with the Director and the Head of Operations in attendance. The Finance Sub-committee takes on the formal scrutiny role and then reports back to the full Trustee Board. Targets are put in place for income generation to ensure the Charity is able to fulfil its core programme of services and activities.

b. Review of activities

The results for the year are set out on page 12.

The Statement of Financial Activities shows a surplus on unrestricted funds for the year (before transfers between funds) of £11,385 (2020: £1,935). However, including restricted funds, the overall surplus for the year is £48,769 (2020: deficit of £122,985).

Income increased in the year to £771,948 (2020: £601,131) and expenditure decreased to £723,179 (2020: £724,116).

At 31 March 2021, the Charity's general funds amounted to £64,456 (2020: £53,071), designated funds were £360,000 (2020: £350,000) and the restricted funds were £151,448 (2020: £114,064), totalling £565,904 (2020: £517,135).

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 Charity's income funds are divided between restricted, designated and unrestricted funds:

Restricted Funds

The restricted funds of the Charity represent specific donations and grants received under strict terms to be used only in regard to a particular project.

1) Social Car Scheme Project

The scheme continues to provide an essential transport service to residents of Swale who are unable to use public transport. Volunteers using their own vehicles provide transport for essential appointments (doctors; hospital; dentist etc.) Funding has been received from the Swale Clinical Commissioning Group (CCG). Users are charged a one off registration fee of £25 and then an annual membership fee of £20.00 per person for use of the service.

2) New Connections Befriending Scheme

The scheme started in 1993 to promote the involvement of volunteers in befriending isolated and vulnerable older people and those with physical disabilities living in the Swale area. The scheme is funded through KCC Social Services. During the year funding was received from Sittingbourne Rotary towards the games club for befriending clients and from the Kent Community Foundation for befriending activities. During the year clubs including lunch club, cinema club and days out were introduced and offered to clients. An annual £10 membership fee is charged to help towards costs.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2021

3) Swale Film Festival Project

This small project was set up to manage the finances of the Swale Film Festival from July 2009. It has since been continued for the purpose of running subsequent Festivals and film shows which are held regularly at the Avenue Theatre. The project has had a very quiet year with no funds being spent during the year. The Project hopes to put on events in the 20/21 year and we will again support them by looking after the funds.

4) Big Local

Eastern Sheppey, Swale Kent (Leysdown, Warden and Eastchurch) is a Big Local area; this is an exciting opportunity for residents to use £1,000,000 awarded over a 10 year period to make a real and lasting difference to their communities. It aims to bring together local talent, ambition, skills and energy from individuals, groups and organisations who want to make their area even better in which to live and work. Swale Community & Voluntary Services (CIO) were appointed as the Local Trusted Organisation (LTO) by the Eastern Sheppey Big Local Partnership acting as the accountable body and also continued to support the resident led partnership during the year and employing the Big Local Manager on their behalf. During the year Leysdown police office was purchased with the intention of turning this into a community hub following the restoration of the building and this would ensure a lasting legacy from the Big Local funding.

5) Creative People and Places (CPP) – Ideas Test

The Ideas Test is a programme which aims to increase arts participation for everyone in Swale and Medway, by supporting the growth of creativity, invention and imagination. The Project is funded by Arts Council England; Medway Council; Kent County Council; ROH Bridge. SCVS are the accountable body for Ideas Test and the Director of SCVS sits on the Ideas Test Consortium. Ideas Test having been based in Sittingbourne for a number of years moved their office base to Gillingham in Medway as the programme covers the whole of Medway and Swale. Following Ideas Test becoming a CIO during the year they have now novated from Swale CVS and will look after their own core grant from Arts Council England and Swale CVS will cease to be the accountable body from 31st March 2021. Swale CVS and Ideas Test will continue to support each other and work in partnership as and when required.

Structure, governance and management

a. Constitution

The Charity was registered as a CIO on 30 August 2018.

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 Charity Commission Scheme.

The Board of Trustees comprises ex officio the Honorary Officers of the Centre, together with the Chair of the Finance Committee and of any special and/or other Standing Committee, and not less than six and no more than fifteen elected members of the Centre. The number of individual members must not exceed 25% of the elected members of the Board. Election to the Board of Trustees shall be for three years. One third of the elected members of the Board of Trustees shall retire annually but shall be eligible for re- election.

The Honorary Officers of the Centre shall be elected from the members of the Centre at the Annual General Meeting and shall hold office from the end of that meeting.

The Board of Trustees has the power to co opt persons whether or not being members of the Centre to serve on the Board, provided that the number of such co opted members shall not exceed one fourth of the total number of elected members serving on the Board at any one time.

c. Organisational structure and decision-making policies

The Board of Trustees shall meet not less than three times a year, with the Finance and General Purposes subgroup meeting between all board meetings. An Annual General Meeting is held on an annual basis.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2021

Structure, governance and management (continued)

d. Pay policy for key management personnel

The pay of the senior staff is reviewed annually and normally increased in line with average earnings. The remuneration is also benchmarked with other charities of a similar size and activity to ensure the remuneration set is fair and not out of line with that paid for similar roles in local charities.

e. Financial risk management

The Trustees have assessed the major risks to which the Charity is exposed, and put in place a risk management strategy which comprises:

- An annual review of the principal risks and uncertainties that the Charity could face.
- The establishment of policies, systems and procedures to mitigate any risks identified in the annual review.
- The implementation of procedures designed to minimise or manage any potential impact on the Charity should the risks materialise.

This work has identified that the principal risks faced by the Charity in the future lie in the financial risks ineffective fundraising and ineffectual marketing of services leading to financial instability. To mitigate and minimise these risks Trustees and senior staff are working on a plan to diversify some of the services offered by the Charity building on the excellent reputation and standing we have in the local area and using our central premises for additional training, room hire and support services. Senior staff are currently building partnerships with colleagues across Kent to be ready for tendering and bidding for funds in the forthcoming years.

Plans for future periods

The organisation will continue to operate its core processes and projects and continue to offer its resources and expertise to the Swale Voluntary Sector as a whole. Part of our work is to undertake community development locally and across the county of Kent. This work will bring in opportunities for new projects and possible further employment of community workers. SCVS also wants to maximise income potential from hiring out of our many meeting and counselling rooms which has become extremely popular over the past couple of years.

We are confident in our previous record of good service and our tendering and bidding expertise and will do our best to win tenders to allow us to carry on our core work in the Swale area. We will actively seek out partners to work in a collaborative way and put funding bids together to fund projects that will benefit residents in Swale.

The current financial position of Swale Community and Voluntary Services (CIO) is extremely strong and our accumulated funds and reserves will help in ensuring a viable and long term future for the organisation.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2021

Covid-19

In April 2020, with the continued lockdown, all SCVS staff were asked to work from home to comply with government guidelines. We immediately ensured we had the right technology and equipment to do so and purchased two mobile phones, a printer and also Zoom software to allow our normal weekly team meeting which quickly turned into twice weekly meetings as a minimum.

Almost immediately our large and well used volunteer transport service, with approx. 1,800 vulnerable clients, was closed overnight, many of our drivers were aged over 70 years and unable to drive for us and also most health and hospital journeys were cancelled. Our clients pay an annual membership fee of £20 and this was closed with a resulting loss of income as each month went by. As we are known by the local authority as a support charity we were asked if we could help them with the Covid-19 crisis. We straight away sent a member of staff to help manage the Sittingbourne Community Hub ensuring parcels went to the shielded. With the help of our SCVS volunteers and most staff we undertook shopping, prescription collections and support phone calls to socially isolated residents. Senior staff put applications together and were successful in gaining some Covid 19 funding to help us help Swale residents.

From 6th July 2020, SCVS staff returned to the office following an extensive risk assessment, albeit in a phased manner with a rota system, to ensure social distancing and to keep staff safe. Our volunteer transport service has needed to be built up and new younger volunteer drivers recruited. We are sure it will take time to reach its former size but the Trustees and staff are determined that we will be able to offer this vital service to our vulnerable client base as soon as we are able. Funding applications are being worked on to help us with this vital work.

As shown in these financial statements, room hire of our premises has been one of our most successful unrestricted areas of income, with over £60,000 being brought in, equating to around £5,000 of income per month. With lockdown in place due to Covid-19 this immediately plummeted with no room bookings income during April, May and June 2020 and nothing at all in the pipeline for the foreseeable future. We need to be aware that although staff are now back in the office and available to take bookings organisations and workers have got very used to online and remote meetings and training, this could have a huge impact on the future room hire income for the Charity in the coming year.

All SCVS staff are continuing to work extremely hard during the Covid-19 crisis, ensuring we have done our best to support the many vulnerable, shielded and isolated clients in Swale going over and above their duties and taking many referrals from the Swale Borough Council Helpline and ensuring they had shopping and support as and when needed. Workers have put on virtual quizzes, coffee mornings, and just a friendly call if required as well as dropping off free DAB radios in conjunction with Swale FM Radio and sending interesting and friendly newsletters.

With the second lockdown in November 2020 all staff went back to working from home and new laptops were purchased for all staff and Microsoft 365 software was also invested in to allow us to continue with home working and storing our data in the cloud. The new hardware and software has helped tremendously in continuing our vital work in supporting elderly and vulnerable clients during the ongoing pandemic. We continued supporting the Swale Borough Council (SBC) helpline and took on referrals from SBC continuing support to the Swale CEV (Clinically Extremely Vulnerable) residents through telephone befriending, shopping and prescription delivery. An ongoing grant agreement between us and the local authority helped us with this crucial service. In January 2021 we started a part time staff presence in the office with a couple of members of staff with others coming in for vital work that could not be undertaken at home including franking post, photocopying and meeting volunteers to give them activity materials for them to delivery to client's homes. During the year we forged an excellent partnership with Sittingbourne and Milton Rotary Club with their members offering volunteer time and funding to help us carry out many of our befriending activities in a Covid friendly way.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2021

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).

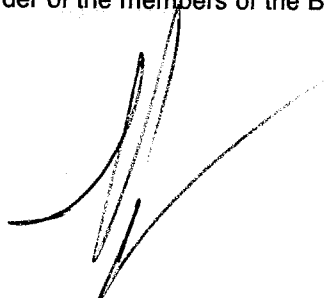
The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its income and application of resources, including its income and expenditure, for that period. 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 judgements 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 Charity Commission Scheme. 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 23/08/2021 and signed on their behalf by:

Mr J Baker
Chair



Mr S Ithell
Treasurer



Swale Community and Voluntary Services

Independent auditor's report to the Members of Swale Community and Voluntary Services

Opinion

We have audited the financial statements of Swale Community and Voluntary Services (the 'Charity') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards 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.

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 2019.

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Swale Community and Voluntary Services

Independent auditor's report to the Members of Swale Community and Voluntary Services (continued)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report to the Members of Swale Community and Voluntary Services (continued)

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance; and
- Review of significant and unusual transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the Charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the Charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

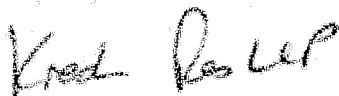
Swale Community and Voluntary Services

Independent auditor's report to the Members of Swale Community and Voluntary Services (continued)

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

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. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and its Trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Kreston Reeves LLP
Chartered Accountants
Statutory Auditor
Chatham Maritime

Date: 6 September 2021

Kreston Reeves LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

Swale Community and Voluntary Services

Statement of financial activities for the year ended 31 March 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	52,790	567,533	620,323	379,662
Charitable activities	4	59,186	90	59,276	49,044
Other trading activities	5	31,138	54,275	85,413	110,484
Investments	6	6,936	-	6,936	61,941
Total income		150,050	621,898	771,948	601,131
Expenditure on:					
Charitable activities	8	138,665	584,514	723,179	724,116
Total expenditure		138,665	584,514	723,179	724,116
Net movement in funds		11,385	37,384	48,769	(122,985)
Reconciliation of funds:					
Total funds brought forward		403,071	114,064	517,135	640,120
Net movement in funds		11,385	37,384	48,769	(122,985)
Total funds carried forward		414,456	151,448	565,904	517,135

The notes on pages 15 to 28 form part of these financial statements.

Swale Community and Voluntary Services

Balance sheet as at 31 March 2021

	Note	2021 £	2020 £
Current assets			
Stocks	11	163,735	-
Debtors	12	2,152	8,512
Cash at bank and in hand		570,015	565,132
		<u>735,902</u>	<u>573,644</u>
Creditors: amounts falling due within one year	13	(169,998)	(56,509)
Net current assets		<u>565,904</u>	<u>517,135</u>
Total net assets		<u>565,904</u>	<u>517,135</u>
Charity funds			
Restricted funds	14	151,448	114,064
Unrestricted funds	14	414,456	403,071
Total funds		<u>565,904</u>	<u>517,135</u>

The financial statements were approved and authorised for issue by the Trustees on 23/08/2021 and signed on their behalf by:

Mr J Baker
Chair

The notes on pages 15 to 28 form part of these financial statements.

Swale Community and Voluntary Services

Statement of cash flows for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities (note 18)	<u>(2,053)</u>	<u>(113,499)</u>
Cash flows from investing activities		
Dividends, interests and rents from investments	<u>6,936</u>	<u>61,941</u>
Net cash provided by investing activities	<u>6,936</u>	<u>61,941</u>
Change in cash and cash equivalents in the year	4,883	(51,558)
Cash and cash equivalents at the beginning of the year	<u>565,132</u>	<u>616,690</u>
Cash and cash equivalents at the end of the year	<u>570,015</u>	<u>565,132</u>

The notes on pages 15 to 28 form part of these financial statements

**Notes to the financial statements
for the year ended 31 March 2021**

1. General information

Swale Community and Voluntary Services is a charitable incorporated organisation and an exempt charity incorporated in England and Wales. The registered office is Central House, Central Avenue, Sittingbourne, Kent, ME10 4NU. The principal activities of the Charity are to promote any charitable purposes for the public benefit of the community in the district of Swale and its neighbourhood and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness. For more details please see page 2 of the Trustees Report.

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.

Swale Community and Voluntary Services 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.

Swale Community and Voluntary Services 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 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Whilst the impact of the Covid-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future.

**Notes to the financial statements
for the year ended 31 March 2021**

2. Accounting policies (continued)

2.3 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 donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

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

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

2.5 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.

2.6 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.7 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.

2.8 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.

**Notes to the financial statements
for the year ended 31 March 2021**

2. Accounting policies (continued)

2.9 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.

2.10 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.

2.11 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.12 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.13 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.

2.14 Capital expenditure

Capital expenditure is charged to the Statement of financial activities.

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2021

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	2,097	728	2,825	4,118
Grants	-	566,805	566,805	360,544
Government grants	50,693	-	50,693	15,000
	<u>52,790</u>	<u>567,533</u>	<u>620,323</u>	<u>379,662</u>
Total 2020	<u>18,042</u>	<u>361,620</u>	<u>379,662</u>	

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Printing and stationery	1,574	-	1,574	2,610
Reimbursements of expenditure	32,783	-	32,783	26,281
Sundry income	24,829	40	24,869	2,974
Earned income	-	50	50	17,179
	<u>59,186</u>	<u>90</u>	<u>59,276</u>	<u>49,044</u>
Total 2020	<u>31,479</u>	<u>17,565</u>	<u>49,044</u>	

**Notes to the financial statements
for the year ended 31 March 2021**

5. Income from other trading activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fees charged	31,138	36,373	67,511	72,338
Transport receipts	-	17,902	17,902	38,146
	<u>31,138</u>	<u>54,275</u>	<u>85,413</u>	<u>110,484</u>
Total 2020	<u>43,155</u>	<u>67,329</u>	<u>110,484</u>	

6. Investment income

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Room hire	6,936	-	6,936	61,549
Deposit interest received	-	-	-	392
	<u>6,936</u>	<u>-</u>	<u>6,936</u>	<u>61,941</u>
Total 2020	<u>60,777</u>	<u>1,164</u>	<u>61,941</u>	

7. Analysis of grants

	Grants to Institutions 2021 £	Total funds 2021 £	Total funds 2020 £
Grants payable	6,065	6,065	-

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2021

8. Analysis of expenditure by activities

	Direct costs 2021 £	Grant funding of activities 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable activities	712,932	6,065	4,182	723,179	724,116
Total 2020	720,120	-	3,996	724,116	

Analysis of direct costs

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Rent and services	4,155	7,015	11,170	15,633
Office expenses	5,755	40,007	45,762	28,860
Telephone	1,216	2,317	3,533	3,712
Sundries	-	16,405	16,405	11,363
Staff training	-	-	-	1,517
Insurance	491	400	891	911
Travel expenses	-	382	382	3,341
Community events	12	5,214	5,226	24,157
Transport and management charges	-	5,824	5,824	14,688
Management fee	-	8,000	8,000	10,000
Project running costs	682	17,787	18,469	192,828
Employment and economy	219	17,908	18,127	18,455
Computer costs	6,579	11,555	18,134	18,551
Wages and salaries	91,079	234,175	325,254	335,356
Social security costs	13,535	16,218	29,753	29,065
Pension costs	4,695	6,441	11,136	11,703
Advertising and promotion	-	227	227	-
Payments to Ideas Test	-	30,904	30,904	-
Leysdown Police Station	-	163,735	163,735	-
	128,418	584,514	712,932	720,140
Total 2020	148,332	571,788	720,120	

**Notes to the financial statements
for the year ended 31 March 2021**

Analysis of support costs

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Auditors' remuneration	4,182	4,182	3,996
Total 2020	3,810	3,810	

9. Staff costs

	2021 £	2020 £
Wages and salaries	325,254	335,356
Social security costs	29,753	29,065
Pension costs	11,136	11,703
	366,143	376,124

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

	2021 No.	2020 No.
Average number of employees	8	9

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

The remuneration and benefits received by the Charity's key management personnel in the financial year, including employer's national insurance contributions, amounted to £43,941 (2020: £41,682).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2021

11. Stocks

	2021 £	2020 £
Leysdown Police Station	163,735	-

12. Debtors

	2021 £	2020 £
Due within one year		
Other debtors	2,152	8,512

13. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,075	659
Other creditors	163,735	-
Accruals and deferred income	4,188	55,850
	169,998	56,509

	2021 £	2020 £
Deferred income at 1 April 2020	51,854	-
Resources deferred during the year	-	51,854
Amounts released from previous periods	(51,854)	-
Deferred income at 31 March 2021	-	51,854

Notes to the financial statements
for the year ended 31 March 2021

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Redundancy reserve	40,000	-	-	-	40,000
Staff sickness reserve	10,000	-	-	-	10,000
General reserve	300,000	-	-	-	300,000
Capital reserve	-	-	-	10,000	10,000
	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>360,000</u>
General funds					
Accumulated fund	53,071	150,050	(138,665)	(10,000)	54,456
Total Unrestricted funds	<u>403,071</u>	<u>150,050</u>	<u>(138,665)</u>	<u>-</u>	<u>414,456</u>
Restricted funds					
Big Local	-	271,547	(226,959)	-	44,588
Social Car Scheme Project	43,471	61,226	(44,223)	-	60,474
CPP / Ideas Test	56,898	153,013	(201,764)	-	8,147
New Connections Project	-	56,798	(27,628)	-	29,170
Swale Film	632	-	(577)	-	55
Restricted Fund 10	1,785	-	-	-	1,785
BBO	1,703	18,573	(18,609)	-	1,667
Sea Folk Sing	9,575	8,887	(18,462)	-	-
Swale Migration Story	-	51,854	(46,292)	-	5,562
	<u>114,064</u>	<u>621,898</u>	<u>(584,514)</u>	<u>-</u>	<u>151,448</u>
Total of funds	<u>517,135</u>	<u>771,948</u>	<u>(723,179)</u>	<u>-</u>	<u>565,904</u>

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2021

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Capital reserve	10,000	-	(10,000)	-	-
Redundancy reserve	40,000	-	-	-	40,000
Staff sickness reserve	10,000	-	-	-	10,000
General reserve	300,000	-	-	-	300,000
	<u>360,000</u>	<u>-</u>	<u>(10,000)</u>	<u>-</u>	<u>350,000</u>
General funds					
Accumulated fund	42,589	153,453	(141,518)	(1,453)	53,071
Total Unrestricted funds	<u>402,589</u>	<u>153,453</u>	<u>(151,518)</u>	<u>(1,453)</u>	<u>403,071</u>
Restricted funds					
Big Local	28,323	78,885	(108,661)	1,453	-
Social Car Scheme Project	49,595	51,723	(57,847)	-	43,471
CPP / Ideas Test	141,416	235,872	(320,390)	-	56,898
New Connections Project	1,235	31,109	(30,559)	-	1,785
Swale Film	681	96	(145)	-	632
BBO	-	20,683	(18,980)	-	1,703
Sea Folk Sing	16,281	29,310	(36,016)	-	9,575
	<u>237,531</u>	<u>447,678</u>	<u>(572,598)</u>	<u>1,453</u>	<u>114,064</u>
Total of funds	<u>640,120</u>	<u>601,131</u>	<u>(724,116)</u>	<u>-</u>	<u>517,135</u>

Notes to the financial statements
for the year ended 31 March 2021

15. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	350,000	-	-	10,000	360,000
General funds	53,071	150,050	(138,665)	(10,000)	54,456
Restricted funds	114,064	621,898	(584,514)	-	151,448
	<u>517,135</u>	<u>771,948</u>	<u>(723,179)</u>	<u>-</u>	<u>565,904</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	360,000	-	(10,000)	-	350,000
General funds	42,589	153,453	(141,518)	(1,453)	53,071
Restricted funds	237,531	447,678	(572,598)	1,453	114,064
	<u>640,120</u>	<u>601,131</u>	<u>(724,116)</u>	<u>-</u>	<u>517,135</u>

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2021

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	420,719	315,183	735,902
Creditors due within one year	(6,263)	(163,735)	(169,998)
Total	414,456	151,448	565,904

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	As restated restricted funds 2020 £	Total funds 2020 £
Current assets	407,726	165,918	573,644
Creditors due within one year	(4,655)	(51,854)	(56,509)
Total	403,071	114,064	517,135

17. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	48,761	(122,981)
Adjustments for:		
Dividends, interests and rents from investments	(6,936)	(61,941)
Decrease/(increase) in stocks	(163,735)	-
Decrease in debtors	6,360	32,591
Increase in creditors	113,489	38,836
Net cash used in operating activities	(2,053)	(113,499)

**Notes to the financial statements
for the year ended 31 March 2021**

18. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	570,015	565,132
Total cash and cash equivalents	570,015	565,132

19. Analysis of changes in net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	565,132	4,883	570,015
	565,132	4,883	570,015

20. Capital commitments

	2021 £	2020 £
Contracted for but not provided in these financial statements		
Acquisition of tangible fixed assets	-	150,000

21. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £11,136 (2020 as restated: £11,703). Contributions amounting to £Nil (2020: £Nil) were payable to the fund at the Balance sheet date.

22. Operating lease commitments

At 31 March 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	195	404
Later than 1 year and not later than 5 years	-	468
	195	872

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2021

23. Related party transactions

P Murray and K Pugh, Trustees, are also Trustees of Sheppey Matters. During the year, Swale CVS received £9,600 (2020: £20,091) from Sheppey Matters and paid them £17,426 (2020: £549). All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2020: £Nil).

P Murray, Trustee, is also a Trustee of Swale Community Leisure. During the year, Swale CVS received £465 (2020: £54) from Swale Community Leisure and paid them £8,926 (2020: £2,463). All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2020: £Nil).

K Pugh, Trustee, is also a Trustee of Queenborough Fisheries Trust. During the year Swale CVS received £Nil (2020: £58) from Queenborough Fisheries Trust. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2020: £Nil).

K Pugh, Trustee, is also a Trustee of Work This Way. During the year Swale CVS received £4,409 (2020: £27,510) from Work This Way. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2020: £Nil).

L Jobson, Trustee, is also a Trustee of Homestart Sittingbourne and Sheppey. During the year Swale CVS received £7,660 (2020: £2,780) from Homestart Sittingbourne and Sheppey and paid them £Nil (2020: £448). All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2020: £Nil).