

Charity number: 1179734

Swale Community and Voluntary Services

Trustees' report and financial statements

for the year ended 31 March 2022

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 2022

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 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 2022

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 2021 to 31 March 2022.

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. 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. During the year, our Director Christine White has joined virtual meetings working towards a establishing an NHS Integrated Care system across Medway and Swale representing the Swale VCS.

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 £25 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 2022

Achievements and performance

a. Key performance indicators

The Trustees monitor the financial performance of the Charity throughout the year. There is a Finance Committee 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 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 11.

The Statement of Financial Activities shows a surplus on unrestricted funds for the year (before transfers between funds) of £7,416 (2021: £11,385). However, including restricted funds, this becomes an overall deficit for the year of £4,094 (2021: overall surplus of £48,769).

Income decreased in the year to £372,154 (2021: £771,948) and expenditure decreased to £376,248 (2021: £723,179).

At 31 March 2022, the Charity's general funds amounted to £61,812 (2021: £54,456), designated funds were £360,000 (2021: £360,000) and the restricted funds were £139,998 (2021: £151,448), totalling £561,810 (2021: £565,904).

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 and funds are divided between restricted, unrestricted, and designated funds.

RESTRICTED FUNDS

The restricted funds of the charity represent specific donations and grants received upon the condition they may only be used in relation to a particular project.

Restricted funds are made up of:

- Funds received from various outside sources specifically for projects run by Swale Community and Voluntary Services (SCVS).
- Funds held on behalf of other organisations.

SCVS's restricted funds are as follows:

1) Social Car Scheme

This long-running 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 appointments such as doctors, hospitals and dentists. Funding is received from the Swale Clinical Commissioning Group (CCG). Users are charged a one-off registration fee of £25.00 and an annual membership fee of £25.00 per person for use of the service.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2022

2) New Connections Befriending Scheme

This scheme, which started in 1993, promotes 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 Kent Community Foundation for befriending activities. Clubs including the lunch club, cinema club and days out are also provided for clients. An annual fee of £15.00 per person is charged for membership of the Scheme. Test Bed fund.

3) Big Local

Eastern Sheppey in Swale (Leysdown, Warden and Eastchurch) constitutes a Big Local area which provides the opportunity for residents to spend £1,000,000 over a 10-year period to improve and make a lasting difference to their communities. The scheme aims to bring together the talent, ambition and skills of local individuals, groups and organisations looking to enhance the area in which they live and work. SCVS are appointed as the Local Trusted Organisation (LTO) by the Eastern Sheppey Big Local Partnership, acting as the accountable body, and continue to support the resident-led partnership. SCVS also employ the Big Local Manager on behalf of the partnership.

4) BBO 'Lots More To Offer' Employability Project

This project started in January 2017 and is aimed at individuals aged 45+ who are either unemployed or economically inactive to assist them to return to the workplace. It offers CV writing, help with job searches and completing job applications, training and confidence building, and is funded by the Lottery Community Fund and European Social Fund.

5) Diversity House

The Diversity House programme aims to promote community integration, re-integration, social inclusion and cohesion within the Swale and Kent communities. The guiding principle of the programme is that individuals should be treated with dignity and respect with adequate opportunities to access services within the community regardless of their race, ethnicity, age, gender, disability, religion and beliefs, sexuality, sexual orientation, social class or other social factors.

6) Swale Film Festival Project

This small project was set up to hold the funds of the Swale Film Festival in 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 2021/22 financial year. The project hopes to put on further events in the forthcoming 12 months and we will again support them by looking after the funds.

7) Swale Migration Story

The Swale Migration Stories has been a rewarding yet complex heritage project working across a range of geographic areas and different cultural groups. A joint project between Sheppey Matters and Swale CVS expanded to include museums and partners across swale working with Historic Swale (an umbrella organisation for 16 museums) this partnership and the subsequent bid to Heritage Lottery Foundation was successful and started in March 2020. The project started with group work and museum visits, we operated online, over social media and one to one when restrictions allowed for social interactions to take place between different households. We finally held events showcasing migration into Swale in all three towns; Sheppey, Sittingbourne and Faversham and invited the public in to see artefacts and information about the cultural heritage and how it has evolved in Swale.

UNRESTRICTED FUNDS

SCVS's unrestricted funds represent the accumulated income of the charity, which may be used at the discretion of the Trustees.

Unrestricted funds are made up of donations from volunteers, clients and members of the public, and revenue earned directly by SCVS from other charitable and private sector organisations such as income from:

- room hire
- training
- consultancy Services (bid writing, employment support etc)
- payroll services

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2022

- administrative support
- printing/photocopying.

DESIGNATED FUNDS

The designated funds represent amounts allocated by the Trustees out of accumulated unrestricted funds for specific purposes.

Designated funds are made up as follows:

1) Capital Reserve

The Capital Reserve was set up voluntarily by the Trustees to provide for planned or unplanned repair, upgrade or replacement of expensive and/or business critical items of equipment, particularly IT hardware/software.

(Note: funds were used from this reserve to replace and upgrade office desktop computers in 2020/21. With the agreement of Trustees the reserve was subsequently restored to its previous level out of accumulated unrestricted funds.

Dependent upon the level of cost involved and the charity's operating financial position, it is anticipated that funds from the Capital Reserve may be used again for the replacement/upgrading of the volunteer transport scheme database required in 2022/23).

The level of reserve is reviewed annually by the Trustees and it has been decided that the Capital Reserve should remain at £10,000.

2) Redundancy Reserve

The Redundancy Reserve was set up voluntarily by the Trustees to cover potential redundancy payments in the event of the termination of the employment of the charity's employees.

It is anticipated that should the need arise to incur substantial redundancy costs the charity would be unlikely to be able to fund these costs readily from within its operating accounts and therefore a suitable dedicated reserve should be set up to safeguard the charity's financial position and employees' financial well-being if necessary.

The level of reserve is reviewed annually by the Trustees and it has been decided that the Redundancy Reserve should remain at £40,000.

3) Staff Sickness Reserve

The Staff Sickness Reserve was set up voluntarily by the Trustees to cover the potential increase in staff costs to the charity in the event of the extended absence due to ill-health of one or more of its employees.

It is anticipated that should the need arise to incur significant additional staff costs as a result of the planned or unplanned long-term absence of employee(s) due to ill-health, depending upon the operating position of the charity at the time it may not be possible to fund any such costs readily from within the operating accounts. Therefore a suitable dedicated reserve should be set up to safeguard the charity's financial position and employees' well-being if necessary.

The level of reserve is reviewed annually by the Trustees and it has been decided that the Staff Sickness Reserve should remain at £10,000.

4) General Reserve

In previous years the charity's surplus funds were simply been added to the balance of the accumulated funds. However against the background of greater financial stringency within the voluntary sector as a whole, the Trustees voluntarily set up a General Reserve to safeguard against future shortfalls of income over expenditure. The General Reserve currently stands at £300,000.

The adequacy of the reserve is reviewed annually by the Trustees and the calculation of a prudent level of free reserves is an integral part of the charity's budget and forecast cycle as well as the periodic review of cashflow and operating accounts.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2022

In particular this takes into account:

- Likelihood and impact of different income streams falling below, or associated expenditure exceeding, budget levels. (Note: there have been significant recent instances of long-standing grants being terminated such as Kent County Council funding of befriending services).
- Level of funds required to maintain service delivery in the event of a significant unanticipated loss of funding or shortfall in income, or other reasons of need (eg. the unforeseen, far-reaching impact of Covid-19 including the implications of lockdown on funding and challenges presented to the charity in maintaining an acceptable level of service delivery).
- Planned activity levels and organisational commitments and level of operating funds needed to cover essential associated management, administration, fundraising and support costs (including immediate concerns about the extent and timing of utility cost increases and their potential impact on office rent; and the possible knock-on effect of cost-of-living increases on annual salary increases).

The Trustees consider that the level of free reserves should represent a minimum of at least six months revenue expenditure. Aside from redundancy costs (provided for in the separate Redundancy Reserve) in a worst-case scenario this would be sufficient to cover all aspects of winding up the charity and paying off any commitments or debts that may be outstanding, as well as providing an important ongoing financial buffer against the commercial and general economic challenges outlined above.

As a result of these considerations by the Trustees it has been decided that the General Reserve should remain not less than £300,000.

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 four times a year, with the Finance Committee 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 2022

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 (CVO) 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 2022

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
on their behalf by:

30 November 2022

and signed


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 2022 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 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 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 other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 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.

Swale Community and Voluntary Services

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

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:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to safeguarding, health and safety and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006, taxation and pension legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting inappropriate journal entries and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- 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.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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.

Swale Community and Voluntary Services

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

- 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.

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 December 2022

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 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	4	67,367	163,341	230,708	620,323
Charitable activities	5	29,763	4,335	34,098	59,276
Other trading activities	6	32,451	59,476	91,927	85,413
Investments	7	15,421	-	15,421	6,936
Total income		145,002	227,152	372,154	771,948
Expenditure on:					
Charitable activities	8,9	137,586	238,662	376,248	723,179
Total expenditure		137,586	238,662	376,248	723,179
Net income/(expenditure)		7,416	(11,510)	(4,094)	48,769
Transfers between funds	15	(60)	60	-	-
Net movement in funds		7,356	(11,450)	(4,094)	48,769
Reconciliation of funds:					
Total funds brought forward		414,456	151,448	565,904	517,135
Net movement in funds		7,356	(11,450)	(4,094)	48,769
Total funds carried forward		421,812	139,998	561,810	565,904

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

The notes on pages 16 to 30 form part of these financial statements.

Swale Community and Voluntary Services

Balance sheet as at 31 March 2022

	Note	2022 £	2021 £
Current assets			
Stocks	12	168,354	163,735
Debtors	13	12,560	2,152
Cash at bank and in hand		557,605	570,015
		<u>738,519</u>	<u>735,902</u>
Creditors: amounts falling due within one year	14	(176,709)	(169,998)
Total net assets		<u>561,810</u>	<u>565,904</u>
Charity funds			
Restricted funds	15	139,998	151,448
Unrestricted funds	15	421,812	414,456
Total funds		<u>561,810</u>	<u>565,904</u>

The financial statements were approved and authorised for issue by the Trustees on 30 November 2022 and signed on their behalf by:

Mr J Baker
Chair

The notes on pages 16 to 30 form part of these financial statements.

Swale Community and Voluntary Services

Statement of cash flows for the year ended 31 March 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities (note 17)	(27,831)	(2,053)
Cash flows from investing activities		
Dividends, interests and rents from investments	15,421	6,936
Net cash provided by investing activities	15,421	6,936
Change in cash and cash equivalents in the year	(12,410)	4,883
Cash and cash equivalents at the beginning of the year	570,015	565,132
Cash and cash equivalents at the end of the year (see note 18)	557,605	570,015

The notes on pages 16 to 30 form part of these financial statements

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

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.

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.

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.

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

2. Accounting policies (continued)

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 Stocks

The Charity has acquired the Leysdown Police station on behalf of Big Local. This is being held in stock, at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks until the transfer is down. There is an equivalent amount in creditors.

2.6 Debtors

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

2.7 Cash at bank and in hand

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

2.8 Liabilities and provisions

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

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

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

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

2. Accounting policies (continued)

2.9 Financial instruments

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

2.10 Operating leases

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

2.11 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.

2.12 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.

2.13 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 2022

3. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. There are no estimates or assumptions that are considered to pose a significant risk of causing a material adjustment to the carrying amounts of the Charity's assets and liabilities within the next financial year.

Critical areas of judgement:

Lease commitments

The Charity has entered into a range of lease commitments in respect of plant and equipment. The classification of these leases as either financial or operating leases requires the Trustees to consider whether the terms and conditions of each lease are such that the Charity has acquired the risks and rewards associated with the ownership of the underlying assets.

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

4. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	750	1,603	2,353	2,825
Grants	80	161,738	161,818	566,805
Government grants	66,537	-	66,537	50,693
	<u>67,367</u>	<u>163,341</u>	<u>230,708</u>	<u>620,323</u>
Total 2021	<u>52,790</u>	<u>567,533</u>	<u>620,323</u>	

5. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Printing and stationery	3,045	-	3,045	1,574
Reimbursements of expenditure	13,175	-	13,175	32,783
Sundry income	13,543	835	14,378	24,869
Earned income	-	3,500	3,500	50
	<u>29,763</u>	<u>4,335</u>	<u>34,098</u>	<u>59,276</u>
Total 2021	<u>59,186</u>	<u>90</u>	<u>59,276</u>	

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

6. Income from other trading activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Fees charged	32,251	32,233	64,484	67,511
Transport receipts	200	27,243	27,443	17,902
	<u>32,451</u>	<u>59,476</u>	<u>91,927</u>	<u>85,413</u>
Total 2021	<u>31,138</u>	<u>54,275</u>	<u>85,413</u>	

7. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Room hire	15,421	15,421	6,936
	<u>6,936</u>	<u>6,936</u>	
Total 2021	<u>6,936</u>	<u>6,936</u>	

8. Analysis of grants

	Grants to Institutions 2022 £	Total funds 2022 £	Total funds 2021 £
Grants payable	500	500	6,065
	<u>6,065</u>	<u>6,065</u>	
Total 2021	<u>6,065</u>	<u>6,065</u>	

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

9. Analysis of expenditure by activities

	Direct costs 2022 £	Grant funding of activities 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable activities	366,020	500	9,728	376,248	723,179
Total 2021	712,932	6,065	4,182	723,179	

Analysis of direct costs

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Rent and services	2,463	13,594	16,057	11,170
Office expenses	6,773	14,034	20,807	45,762
Telephone	1,358	2,320	3,678	3,533
Sundries	3,317	7,096	10,413	16,405
Staff training	960	600	1,560	-
Insurance	1,021	1,000	2,021	891
Travel expenses	47	2,365	2,412	382
Community events	-	8,482	8,482	5,226
Transport and management charges	-	13,888	13,888	5,824
Management fee	-	2,648	2,648	8,000
Project running costs	785	12,207	12,992	18,469
Employment and economy	-	9,890	9,890	18,127
Computer costs	2,389	13,609	15,998	18,134
Wages and salaries	66,552	94,228	160,780	325,254
Social security costs	34,405	16,485	50,890	29,753
Pension costs	8,988	5,420	14,408	11,136
Advertising and promotion	-	378	378	227
Payments to Ideas Test	-	14,099	14,099	30,904
Leysdown Police Station	-	4,619	4,619	163,735
	129,058	236,962	366,020	712,932
Total 2021	128,418	584,514	712,932	

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

Analysis of support costs

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Auditors' remuneration	4,632	-	4,632	4,182
Legal and professional	3,396	1,700	5,096	-
	<u>8,028</u>	<u>1,700</u>	<u>9,728</u>	<u>4,182</u>
Total 2021	<u>4,182</u>	<u>-</u>	<u>4,182</u>	

10. Staff costs

	2022 £	2021 £
Wages and salaries	160,780	325,254
Social security costs	50,890	29,753
Pension costs	14,408	11,136
	<u>226,078</u>	<u>366,143</u>

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

	2022 No.	2021 No.
Average number of employees	<u>8</u>	<u>8</u>

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 £84,454 (2021: £43,941).

11. Trustees' remuneration and expenses

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

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

12. Stocks

	2022 £	2021 £
Leysdown Police Station	168,354	163,735

13. Debtors

	2022 £	2021 £
Due within one year		
Other debtors	12,560	2,152

14. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	3,915	2,075
Other creditors	168,354	163,735
Accruals and deferred income	4,440	4,188
	176,709	169,998

	2022 £	2021 £
Deferred income at 1 April 2021	-	51,854
Amounts released from previous periods	-	(51,854)
Deferred income at 31 March 2022	-	-

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
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>360,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>360,000</u>
General funds					
Accumulated fund	54,456	145,002	(137,586)	(60)	61,812
	<u>54,456</u>	<u>145,002</u>	<u>(137,586)</u>	<u>(60)</u>	<u>61,812</u>
Total Unrestricted funds	<u>414,456</u>	<u>145,002</u>	<u>(137,586)</u>	<u>(60)</u>	<u>421,812</u>
Restricted funds					
Big Local	44,588	74,450	(62,971)	-	56,067
Social Car Scheme Project	60,474	45,991	(52,714)	-	53,751
CPP / Ideas Test	8,147	10,000	(18,150)	3	-
New Connections Project	30,955	35,339	(37,750)	-	28,544
Swale Film	55	-	(55)	-	-
BBO	1,667	21,733	(21,764)	-	1,636
Swale Migration Story	5,562	39,639	(45,258)	57	-
	<u>151,448</u>	<u>227,152</u>	<u>(238,662)</u>	<u>60</u>	<u>139,998</u>
Total of funds	<u>565,904</u>	<u>372,154</u>	<u>(376,248)</u>	<u>-</u>	<u>561,810</u>

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

15. Statement of funds (continued)

Statement of funds - prior 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	<u>53,071</u>	<u>150,050</u>	<u>(138,665)</u>	<u>(10,000)</u>	<u>54,456</u>
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	1,785	56,798	(27,628)	-	30,955
Swale Film	632	-	(577)	-	55
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 2022

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	360,000	-	-	-	360,000
General funds	54,456	145,002	(137,586)	(60)	61,812
Restricted funds	151,448	227,152	(238,662)	60	139,998
	<u>565,904</u>	<u>372,154</u>	<u>(376,248)</u>	<u>-</u>	<u>561,810</u>

Summary of funds - prior 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>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Current assets	430,167	308,352	738,519
Creditors due within one year	(8,355)	(168,354)	(176,709)
Total	<u>421,812</u>	<u>139,998</u>	<u>561,810</u>

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior 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

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

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(4,094)	48,769
Adjustments for:		
Dividends, interests and rents from investments	(15,421)	(6,936)
Increase in stocks	(4,619)	(163,735)
Decrease/(increase) in debtors	(10,408)	6,360
Increase in creditors	6,711	113,489
Net cash used in operating activities	(27,831)	(2,053)

19. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	557,605	570,015
Total cash and cash equivalents	557,605	570,015

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

20. Analysis of changes in net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash at bank and in hand	570,015	(12,410)	557,605
	<u>570,015</u>	<u>(12,410)</u>	<u>557,605</u>

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 £14,408 (2021: £11,136). No contributions were payable to the fund at the Balance sheet date (2021: £Nil).

22. Operating lease commitments

At 31 March 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	-	195

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2022

23. Related party transactions

P Murray and K Pugh, Trustees, are also Trustees of Sheppey Matters. Meanwhile, C White, the Charity's Chief Executive Officer, is also a Trustee of Sheppey Matters. During the year, Swale CVS received £7,999 (2021: £9,600) from Sheppey Matters and paid them £7,465 (2021: £17,426). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £25 by Sheppey Matters (2021: £Nil).

P Murray and S Ithell, Trustees, are also a Trustee of Swale Community Leisure. During the year, Swale CVS received £53 (2021: £465) from Swale Community Leisure and paid them £12,394 (2021: £8,926). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £29 by Swale Community Leisure (2021: £Nil).

K Pugh, Trustee, is also a Trustee of Queenborough Fisheries Trust. During the year Swale CVS received £2,000 (2021: £Nil) from Queenborough Fisheries Trust. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2021: £Nil).

K Pugh, Trustee, is also a Trustee of Work This Way. During the year Swale CVS received £626 (2021: £4,409) from Work This Way. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2021: £Nil).

L Jobson, Trustee, is also a Trustee of Homestart Sittingbourne and Sheppey. Meanwhile, C White, the Charity's Chief Executive Officer, is also a Trustee of Homestart Sittingbourne and Sheppey. During the year Swale CVS received £2,557 (2021: £7,660) from Homestart Sittingbourne and Sheppey and paid them £376 (2021: £Nil). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £8 by Homestart Sittingbourne and Sheppey (2021: £Nil).

J Duncan, Trustee, is also a Children & Families Ltd. Meanwhile, C White, the Charity's Chief Executive Officer, is also a Trustee of Children & Families Ltd. During the year Swale CVS received £5,000 (2021: £Nil) from Children & Families. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2021: £Nil).

C White, the Charity's Chief Executive Officer, is also a Trustee of Big Local CIO. During the year Swale CVS received £96,596 (2021: £304,650) from Big Local CIO. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2021: £Nil).

Swale CVS

**Notes to the financial statements
For the year ended 31 March 2022**

Appendix I - Unrestricted funds - Centre funds

	Total 2022 £	Total 2021 £
Income from		
Fees charged	32,251	31,138
Donations	750	2,097
Grants	66,617	50,693
Room Hire	15,421	6,936
Transport receipts	200	
Sundry income	26,718	57,612
Printing and stationery	3,045	1,574
Total income	145,002	150,050
Expenditure on		
Direct costs		
Rent and services	2,463	4,155
Office expenses	6,309	5,535
Telephone	1,358	1,216
Sundries	3,317	-
Staff training	960	-
Insurance	1,021	491
Travel expenses	47	-
Community events	-	12
Project running costs	785	682
Printing and stationery	464	220
Employment and economy	-	219
Computer costs	2,389	6,579
Grants paid	500	6,065
Staff costs	109,945	109,309
Subtotal	129,558	134,483
Support costs		
Auditors' remuneration	4,632	4,182
Legal and professional	3,396	-
Total expenditure	137,586	138,665
Net movement in funds	7,416	11,385
Transfers	(60)	(10,000)
Balance b/f 01/04/21	54,456	53,071
Balance c/f 31/03/22	61,812	54,456

Swale CVS

Notes to the financial statements For the year ended 31 March 2022

Appendix II - Restricted funds - breakdown by project

	BBO	Big Local	Car Scheme	Ideas Test / CPP	New Connections	Swale Film Festival	Swale Migration Story	Total 2022	Total 2021
Income from									
Fees charged	-	-	-	3,500	-	-	-	3,500	50
Donations	-	-	632	-	971	-	-	1,603	728
Grants	-	74,250	11,366	6,500	29,983	-	39,639	161,738	566,805
Transport receipts	-	-	27,243	-	-	-	-	27,243	17,902
Sundry income	21,733	200	6,750	-	4,385	-	-	33,068	36,413
	<u>21,733</u>	<u>74,450</u>	<u>45,991</u>	<u>10,000</u>	<u>35,339</u>	<u>-</u>	<u>39,639</u>	<u>227,152</u>	<u>621,898</u>
Expenditure on									
Charitable activities	21,764	62,971	52,714	18,150	37,750	55	45,258	238,662	584,514
(see analysis below)									
	<u>21,764</u>	<u>62,971</u>	<u>52,714</u>	<u>18,150</u>	<u>37,750</u>	<u>55</u>	<u>45,258</u>	<u>238,662</u>	<u>584,514</u>
Net movement in funds	(31)	11,479	(6,723)	(8,150)	(2,411)	(55)	(5,619)	(11,510)	37,384
Transfers									
	-	-	-	3	-	-	57	60	-
Balance b/f 01/04/21	1,667	44,588	60,474	8,147	30,955	55	5,562	151,448	114,064
Balance c/f 31/03/22	1,636	56,067	53,751	-	28,544	-	-	139,998	151,448

Swale CVS

Notes to the financial statements
For the year ended 31 March 2022

Appendix II - Restricted funds - breakdown by project (continued)

	BBO	Big Local	Car Scheme	Ideas Test / CPP	New Connections	Swale Film Festival	Swale Migration Story	Total 2022	Total 2021
Expenditure on									
Direct costs									
Rent and services		3,662	3,512		6,420			13,594	7,015
Office expenses	130	-	811	3,908	2,292	55	6,144	13,340	38,943
Telephone	276	-	1,944	-	100	-	-	2,320	2,317
Sundries	-	-	44	-	45	-	7,007	7,096	30,716
Staff training	-	-	-	-	-	-	600	600	-
Insurance	-	-	250	-	250	-	500	1,000	400
Travel expenses	256	-	269	-	549	-	1,291	2,365	382
Community events	-	8,482	-	-	-	-	-	8,482	5,214
Transport and management charges	-	-	13,067	-	821	-	-	13,888	5,824
Management fee	-	-	-	-	-	-	2,648	2,648	8,000
Project running costs	48	-	206	134	1,023	-	10,796	12,207	47,922
Printing and stationery	19	-	127	-	137	-	411	694	1,064
Health and Wellbeing	-	-	-	-	-	-	-	-	2,000
Employment and economy	-	9,890	-	-	-	-	-	9,890	17,908
Computer costs	-	4,177	7,075	9	2,348	-	-	13,609	11,555
Staff costs	21,035	32,141	25,409	-	23,765	-	13,783	116,133	210,388
Advertising and promotion	-	-	-	-	-	-	378	378	227
Payments to Ideas Test	-	-	-	14,099	-	-	-	14,099	30,904
Laysdown Police Station	-	4,619	-	-	-	-	-	4,619	163,735
	21,764	62,971	52,714	18,150	37,750	55	43,558	236,962	684,514
Direct costs									
Auditors' remuneration	-	-	-	-	-	-	-	-	-
Legal and professional	-	-	-	-	-	-	1,700	1,700	-
	-	-	-	-	-	-	1,700	1,700	-