

Charity number: 1179734

Swale Community and Voluntary Services

Trustees' report and financial statements

for the year ended 31 March 2023

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 2023

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 Stephen³
Cllr L McColl³

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

Accountants

Kreston Reeves LLP, Montague Place, Quayside, Chatham Maritime, Chatham, Kent, ME4 4QU

Bankers

Barclays Bank Plc, 81 High Street, Sittingbourne, Kent

Independent Examiner

Susan Robinson BA FCA FCIE DChA, Kreston Reeves LLP, Chartered Accountants, Montague Place, Quayside, Chatham Maritime, Chatham, Kent, ME4 4QU

Swale Community and Voluntary Services

Trustees' report for the year ended 31 March 2023

The Trustees present their annual report together with the financial statements of the Swale Council for Voluntary Services for the year from 1 April 2022 to 31 March 2023.

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. During the year we started a Community Catalyst Project in collaboration with Medway Voluntary Action (MVA) funded by the Medway & Swale Health & Care Partnership. The project will target geographic areas experiencing the greatest health inequalities and engaging with marginalised communities to listen to their concerns.

Poverty, Distress and Sickness - The Charity, through its Befriending Scheme offers vulnerable and isolated residents aged 55 plus one to one support through home visiting, telephone befriending and access to a whole variety of 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 £30 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 2023

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 Deputy Director 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 11.

The Statement of Financial Activities shows a deficit on unrestricted funds for the year (before transfers between funds) of £19,377 (2022: surplus of £7,416), with a £30,699 surplus on restricted funds (2022: deficit of £11,450), resulting in an overall surplus for the year of £11,322 (2022: overall deficit of £4,094).

Income remained very consistent, with just a small decrease in the year to £371,119 (2022: £372,154) and expenditure decreased to £359,797 (2022: £376,248).

At 31 March 2023, the Charity's general funds amounted to £42,435 (2022: £61,812), designated funds were £360,000 (2022: £360,000) and the restricted funds were £170,697 (2022: £139,998), totalling £573,132 (2022: £561,810).

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 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 £30 and then an annual membership fee of £25 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 fundraising and bid applications. During the year funding was received from Kent Community Foundation, MVA Test Bed Fund, Involving Medway & Swale and Sittingbourne Rotary. During the year clubs including lunch club, cinema club, armchair exercising, coffee mornings and trips out were introduced and offered to clients.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2023

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 minimal funds being spent during the year. The Project hopes to put on events in the 2022/23 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. Leysdown police office was purchased in 2020/21, and has now been restored into a community hub ensuring a lasting legacy from the Big Local funding. Next steps are to transfer the community hub over to the newly set up Big Local Eastern Sheppey Hub CIO (Charitable Incorporated Organisation)

5) 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.

6) 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.

7) Community Health Catalyst (CHC)

The CHC programme has been running since November 2022. Funded by the Medway and Swale Health & Care Partnership Health Inequalities grant The programme aims to:

- Effectively engage and create trusted relationships with those within Health Inclusion groups in the most deprived areas of Medway and Swale.
- Undertake listening events to understand Health Inequalities experienced by these groups and develop initiatives based off this information.
- Support people with funding applications to a Community Chest pot to allow such initiatives to be developed to support community resilience.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2023

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
- 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.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2023

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.

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 (e.g. 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 began and then registered as a Charity in June 1973 and then transferred into a Charitable Incorporated Organisation (CIO) on 30 August 2018. We are very pleased to be celebrating our 50th Anniversary in June 2023.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2023

Structure, governance and management (continued)

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.

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 bench marked 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.

Swale Community and Voluntary Services

Trustees' report (continued) for the year ended 31 March 2023

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. Each year we set targets for increasing the percentage of occupancy of our many rooms. Barclays Bank closed their High Street Bank in Sittingbourne and are now using one of our rooms and a waiting area three days per week as a Pop Up Community Bank, this fits well with our ethos and helps with room hire income.

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 good reserves will help in ensuring a viable and long- term future for the organisation.

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 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:

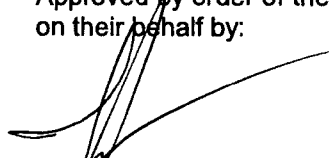
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject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

11 October 2023

and signed



Mr S Baker
Chair



Mr S Ithell
Treasurer

Swale Community and Voluntary Services

Independent examiner's report for the year ended 31 March 2023

Independent examiner's report to the Trustees of Swale Community and Voluntary Services ('the Charity')

I report to the Charity Trustees on my examination of the financial statements of the Charity for the year ended 31 March 2023.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the financial statements 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.

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Swale Community and Voluntary Services

Independent examiner's report (continued) for the year ended 31 March 2023

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

Signed:



Susan Robinson

Dated: 17 October 2023

BC FCA FCIE DChA

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

Swale Community and Voluntary Services

Statement of financial activities for the year ended 31 March 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	4	39,422	149,963	189,385	230,708
Charitable activities	5	29,544	625	30,169	34,098
Other trading activities	6	51,069	69,310	120,379	91,927
Investments	7	31,186	-	31,186	15,421
Total income		151,221	219,898	371,119	372,154
Expenditure on:					
Charitable activities	8,9	170,598	189,199	359,797	376,248
Total expenditure		170,598	189,199	359,797	376,248
Net movement in funds		(19,377)	30,699	11,322	(4,094)
Reconciliation of funds:					
Total funds brought forward		421,812	139,998	561,810	565,904
Net movement in funds		(19,377)	30,699	11,322	(4,094)
Total funds carried forward		402,435	170,697	573,132	561,810

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


The notes on pages 13 to 24 form part of these financial statements.

Swale Community and Voluntary Services

Balance sheet as at 31 March 2023

	Note		2023 £	2022 £
Current assets				
Stocks	12	176,213	168,354	
Debtors	13	9,345	12,560	
Cash at bank and in hand		568,033	557,605	
		<u>753,591</u>	<u>738,519</u>	
Creditors: amounts falling due within one year	14	(180,459)	(176,709)	
Total net assets			<u>573,132</u>	<u>561,810</u>
Charity funds				
Restricted funds	15	170,697	139,998	
Unrestricted funds	15	402,435	421,812	
Total funds			<u>573,132</u>	<u>561,810</u>

The financial statements were approved and authorised for issue by the Trustees on 11 October 2023 and signed on their behalf by:


Mr J Baker
Chair

The notes on pages 13 to 24 form part of these financial statements.

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

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.

The financial statements are presented in UK Sterling, which is the Charity's functional currency, and rounded to the nearest pound.

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 2023

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 Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.6 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.

2.7 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

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.

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.

**Notes to the financial statements
for the year ended 31 March 2023**

2. Accounting policies (continued)

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 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.

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. The Charity does not currently have any significant accounting estimates or areas of judgement.

Swaie Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

4. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	1,396	2,078	3,474	2,353
Grants	280	147,885	148,165	161,818
Government grants	37,746	-	37,746	66,537
	<u>39,422</u>	<u>149,963</u>	<u>189,385</u>	<u>230,708</u>
Total 2022	<u>67,367</u>	<u>163,341</u>	<u>230,708</u>	

5. Income from charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Printing and stationery	6,016	-	6,016	3,045
Reimbursements of expenditure	14,818	-	14,818	13,175
Sundry income	8,710	625	9,335	14,378
Earned income	-	-	-	3,500
	<u>29,544</u>	<u>625</u>	<u>30,169</u>	<u>34,098</u>
Total 2022	<u>29,763</u>	<u>4,335</u>	<u>34,098</u>	

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

6. Income from other trading activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Fees charged	51,069	38,666	89,735	64,484
Transport receipts	-	30,644	30,644	27,443
	<u>51,069</u>	<u>69,310</u>	<u>120,379</u>	<u>91,927</u>
Total 2022	<u>32,451</u>	<u>59,476</u>	<u>91,927</u>	

7. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Room hire	<u>31,186</u>	<u>31,186</u>	<u>15,421</u>
Total 2022	<u>15,421</u>	<u>15,421</u>	

8. Analysis of grants

	Grants to institutions 2023 £	Total funds 2023 £	Total funds 2022 £
Grants payable	<u>2,500</u>	<u>2,500</u>	<u>500</u>
Total 2022	<u>500</u>	<u>500</u>	

Swaile Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

9. Analysis of expenditure by activities

	Direct costs 2023 £	Grant funding of activities 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Charitable activities	352,653	2,500	4,644	359,797	376,248
Total 2022	366,020	500	9,728	376,248	

Please see appendices I and II for a detailed breakdown of the Charity's expenditure.

10. Staff costs

	2023 £	As restated 2022 £
Wages and salaries	214,049	202,149
Social security costs	19,554	18,467
Pension costs	5,784	5,462
	239,387	226,078

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

	2023 No.	2022 No.
Average number of employees	9	8

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 £87,201 (2022: £84,454).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

12. Stocks

	2023 £	2022 £
Leysdown Police Station	176,213	168,354

13. Debtors

	2023 £	2022 £
Due within one year		
Other debtors	9,345	12,560

14. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	46	3,915
Other creditors	176,213	168,354
Accruals and deferred income	4,200	4,440
	180,459	176,709

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
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>360,000</u>
General funds				
Accumulated fund	61,812	151,221	(170,598)	42,435
	<u>61,812</u>	<u>151,221</u>	<u>(170,598)</u>	<u>42,435</u>
Total Unrestricted funds	<u>421,812</u>	<u>151,221</u>	<u>(170,598)</u>	<u>402,435</u>
Restricted funds				
Big Local	56,067	78,975	(78,151)	56,891
Social Car Scheme Project	53,751	63,784	(56,773)	60,762
New Connections Project	28,544	24,384	(27,473)	25,455
Swale Film	-	1,509	(660)	849
BBO	1,636	26,166	(26,142)	1,660
CHC	-	25,080	-	25,080
	<u>139,998</u>	<u>219,898</u>	<u>(189,199)</u>	<u>170,697</u>
Total of funds	<u>561,810</u>	<u>371,119</u>	<u>(359,797)</u>	<u>573,132</u>

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
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	<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 2023

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Designated funds	360,000	-	-	360,000
General funds	61,812	151,221	(170,598)	42,435
Restricted funds	139,998	219,898	(189,199)	170,697
	<u>561,810</u>	<u>371,119</u>	<u>(359,797)</u>	<u>573,132</u>

Summary of funds - prior 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>

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Current assets	406,681	346,910	753,591
Creditors due within one year	(4,246)	(176,213)	(180,459)
Total	402,435	170,697	573,132

Analysis of net assets between funds - prior 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	421,812	139,998	561,810

18. 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 £5,784 (2022 as restated: £5,462). No contributions were payable to the fund at the Balance sheet date (2022: £Nil).

Swale Community and Voluntary Services

Notes to the financial statements for the year ended 31 March 2023

19. 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 £18,148 (2022: £7,999) from Sheppey Matters and paid them £307 (2022: £7,465). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £Nil by Sheppey Matters (2022: £25).

P Murray and S Ithell, Trustees, are also a Trustee of Swale Community Leisure. During the year, Swale CVS received £Nil (2022: £53) from Swale Community Leisure and paid them £15,684 (2022: £12,394). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £Nil by Swale Community Leisure (2022: £29).

K Pugh, Trustee, is also a Trustee of Queenborough Fisheries Trust. During the year Swale CVS received £Nil (2022: £2,000) from Queenborough Fisheries Trust. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2022: £Nil).

K Pugh, Trustee, is also a Trustee of Work This Way. During the year Swale CVS received £Nil (2022: £626) from Work This Way. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2022: £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 £2,890 (2022: £2,557) from Homestart Sittingbourne and Sheppey and paid them £212 (2022: £376). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £Nil by Homestart Sittingbourne and Sheppey (2022: £8).

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 (2022: £5,000) 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 £101,624 (2022: £96,596) from Big Local CIO. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2022: £Nil).

P Prescott, Trustee, is also a Trustee of Swale Youth Development. During the year, Swale CVS received £30 (2022: £Nil) from Swale Youth Development. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2022: £Nil).

P Murray, Vice Chair, is also a Trustee of Age UK Sheppey. During the year, Swale CVS paid them £500 (2022: £Nil). All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2022: £Nil).

Swale CVS

**Notes to the financial statements
For the year ended 31 March 2023**

Appendix I - Unrestricted and Designated funds

	Total 2023	Total 2022
	£	£
Income from		
Fees charged	51,069	32,251
Donations	1,396	750
Grants	38,026	66,617
Room Hire	31,186	15,421
Transport receipts	-	200
Sundry income	23,528	26,718
Printing and stationery	6,016	3,045
Total income	<u>151,221</u>	<u>145,002</u>
Expenditure on		
Direct costs		
Rent and services	6,100	2,463
Office expenses	10,592	6,309
Telephone	-	1,358
Sundries	970	3,317
Staff training	4,577	960
Insurance	936	1,021
Travel expenses	759	47
Project running costs	1,231	785
Printing and stationery	-	464
Computer costs	5,039	2,389
Grants paid	2,500	500
Staff costs	135,290	109,945
Subtotal	<u>167,994</u>	<u>129,558</u>
Support costs		
Independent examiner's fees	2,604	4,632
Legal and professional	-	3,396
Total expenditure	<u>170,598</u>	<u>137,586</u>
Net movement in funds	<u>(19,377)</u>	<u>7,416</u>
Transfers	-	(60)
Balance b/f 01/04/22	421,812	414,456
Balance c/f 31/03/23	<u><u>402,435</u></u>	<u><u>421,812</u></u>

Swale CVS

**Notes to the financial statements
For the year ended 31 March 2023**

Appendix II - Restricted funds - breakdown by project

	BBO	Big Local	Car Scheme	CHC	Connections New	Swale Film Festival	Total 2023	Total 2022
Income from								
Fees charged	-	-	-	-	-	-	-	3,500
Donations	-	-	1,229	-	849	-	2,078	1,603
Grants	-	78,975	21,911	25,080	20,410	1,509	147,885	161,738
Transport receipts	-	-	30,644	-	-	-	30,644	27,243
Sundry income	26,166	-	10,000	-	3,125	-	39,291	33,068
	<u>26,166</u>	<u>78,975</u>	<u>63,784</u>	<u>25,080</u>	<u>24,384</u>	<u>1,509</u>	<u>219,898</u>	<u>227,152</u>
Expenditure on								
Charitable activities (see analysis below)	26,142	78,151	56,773	-	27,473	660	189,199	238,662
	<u>26,142</u>	<u>78,151</u>	<u>56,773</u>	<u>-</u>	<u>27,473</u>	<u>660</u>	<u>189,199</u>	<u>238,662</u>
Net movement in funds	24	824	7,011	25,080	(3,089)	849	30,699	(11,510)
Transfers	-	-	-	-	-	-	-	60
Balance b/f 01/04/22	1,636	56,067	53,751	-	28,544	-	139,998	151,448
Balance c/f 31/03/23	<u>1,660</u>	<u>56,891</u>	<u>60,762</u>	<u>25,080</u>	<u>25,455</u>	<u>849</u>	<u>170,697</u>	<u>139,998</u>

Swale CVS

Notes to the financial statements For the year ended 31 March 2023

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

	BBO	Big Local	Car Scheme	CHC	New Connections	Swale Film Festival	Total 2023	Total 2022
Expenditure on								
Direct costs								
Rent and services	-	-	5,595	-	3,989	-	9,584	13,594
Office expenses	381	-	1,951	-	882	-	3,214	13,340
Telephone	298	-	-	-	-	-	298	2,320
Sundries	-	-	-	-	-	-	-	7,096
Staff training	-	-	-	-	-	-	-	600
Insurance	-	-	300	-	250	-	550	1,000
Travel expenses	328	-	1,058	-	1,467	-	2,853	2,365
Community events	-	11,300	-	-	-	-	11,300	8,482
Transport and management charges	-	-	13,425	-	1,591	-	15,016	13,888
Management fee	-	-	-	-	-	-	-	2,648
Project running costs	5	-	63	-	853	660	1,581	12,207
Printing and stationery	-	-	-	-	-	-	-	694
Health and Wellbeing	-	1,000	-	-	-	-	1,000	-
Infrastructure	-	9,368	-	-	-	-	9,368	-
Employment and economy	-	5,755	-	-	-	-	5,755	9,890
Environment	-	10,000	-	-	-	-	10,000	9,890
Computer costs	-	-	4,591	-	93	-	4,684	13,609
Staff costs	25,130	32,869	28,750	-	17,348	-	104,097	116,133
Advertising and promotion	-	-	-	-	-	-	-	378
Leysdown Police Station	-	7,859	-	-	-	-	7,859	4,619
	26,142	78,151	55,733	-	26,473	660	187,159	232,753
Support costs								
Independent examiner's fees	-	-	1,040	-	1,000	-	2,040	-
Legal and professional	-	-	-	-	-	-	-	1,700
	-	-	1,040	-	1,000	-	2,040	1,700