

**Charity number: 1179734**

## **Swale Community and Voluntary Services**

**Trustees' report and financial statements**

**for the year ended 31 March 2024**

## **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 2024**

#### **Trustees**

Mr P Murray, Vice Chair<sup>2</sup>  
Mr R Gill, Interim Chairman<sup>2</sup>  
Mr S Ithell, Treasurer<sup>1</sup>  
Mrs L Jobson<sup>1</sup>  
Mrs P Prescott<sup>1</sup>  
Mr B Pringle<sup>2</sup>  
Mr J Duncan<sup>1</sup>  
Cllr K Rowles (resigned 1 May 2023)<sup>3</sup>  
Cllr S Stephen<sup>3</sup>  
Cllr L McColl (resigned 1 May 2023)<sup>3</sup>  
Cllr P Stephen (appointed 1 October 2023)<sup>3</sup>  
Cllr S Clarke (appointed 1 October 2023)<sup>3</sup>

- <sup>1</sup> Organisation Representatives (elected en bloc)  
<sup>2</sup> Individual Representatives  
<sup>3</sup> 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**

Samantha Rouse FCCA 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 2024**

The Trustees present their annual report together with the financial statements of the Swale Council for Voluntary Services for the year from 1 April 2023 to 31 March 2024.

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 2024**

#### **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.

Swale CVS offers a volunteer brokerage service to the Swale VCS as volunteering is a significant and key area of the charity's service to the community. We promote, support and develop volunteering and active citizenship. We encourage individuals wishing to volunteer and also offer support to organisations seeking to recruit volunteers. As a volunteer centre we encourage volunteering within the charity and we have over 150 volunteers that support us in addition to our volunteer trustees. Our volunteers are hugely significant to our success and help in many different areas of the charity including: reception duties; administration, volunteer telephone befrienders, befriending clubs and activities volunteers, one to one befriending, drivers and digital trainers.

Trustees – following an interview with the Chair of the Trustee Board all new volunteers interested in joining the Swale CVS board have an induction which includes a DBS check and going through in detail the Swale CVS Trustee Handbook with the CEO of the charity. Swale CVS has a whole raft of policies and these are brought to the board on a cyclical timetable for updating and approval by the trustees.

##### **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 £15,269 (2023: deficit of £19,377), with a £33,687 surplus on restricted funds (2023: £30,699), resulting in an overall surplus for the year of £48,956 (2023: £11,322).

Income increased in the year to £613,725 (2023: £371,119) and expenditure increased to £564,769 (2023: £359,797).

At 31 March 2024, the Charity's general funds amounted to £57,704 (2023: £42,435), designated funds were £360,000 (2023: £360,000) and the restricted funds were £204,384 (2023: £170,697), totalling £622,088 (2023: £573,132).

#### **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.

## **Swale Community and Voluntary Services**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **1) Social Car Scheme Project**

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.

#### **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 grants and donations. 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.

#### **3) Big Local**

Eastern Sheppey, (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. In 2021 the former Leysdown police office was purchased 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) and this is underway with both Swale CVS and Eastern Sheppey Community Hub engaging solicitors and working on the transfer of title. It is envisaged the transfer will take place by September 2024 at the latest. The ten years of the programme are coming towards the end and funding will cease on 31st March 2025.

#### **4) Swale CVS Energy Saving Scheme**

Swale Community & Voluntary Services (Swale CVS) received funding from SGN and the Centre for Sustainable Energy (CSE) to provide free help and support to existing Swale CVS older clients. Two part time workers share best practices and advise on saving money on energy bills. Free and impartial advice is given to help keep clients warm and safe in their own homes along with a reduction in energy consumption.

#### **5) 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.

## Swale Community and Voluntary Services

### Trustees' report (continued) for the year ended 31 March 2024

#### 6) UK Shared Prosperity Fund (UKSPF)

The borough of Swale through Swale Borough Council was granted government funding from the UKSPF with £130,000 of it allocated to strengthen the Swale voluntary and community sector (VCS). Swale CVS joined with a group of 8 other Swale VCS to form an alliance called Swale Voluntary Alliance (SVA).

The SVA consortium submitted the winning tender to Swale Borough Council with Swale CVS as the Swale VCS umbrella organisation being asked to lead the tender and act in the accountable body role. Swale CVS undertake all accountable body tasks including recruitment and employment of the Project Manager, use of a hot desk, accounts and budgets for the project. The SVA Consortium meet on a monthly basis to oversee the UKSPF project with Swale CVS part of these meetings providing all accounting, budgeting, reporting and purchasing of goods to support the UKSPF project in all aspects of the needs of the project. The Director of Swale CVS, Christine White is the designated consortium member attending the meetings.

#### 7) Community Health Catalyst (CHC) Programme

The Community Health Catalyst programme has been running since September 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 engagement and listening to understand Health inequalities experienced by these groups and develop initiatives based on this information.
- Support these groups with funding applications to a community chest pot to allow such initiatives to be developed to support community resilience

#### 8) 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, training, and is funded by the Lottery and European Social Fund. The project ceased in April 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

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.

## Swale Community and Voluntary Services

### Trustees' report (continued) for the year ended 31 March 2024

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.

In particular this considers:

- 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.



## **Swale Community and Voluntary Services**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **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 were delighted to celebrate our 50th Anniversary in June 2023 at our annual networking event. We continue to run these large events each June to celebrate our own anniversary as well as UK Volunteers Week.

##### **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 2024

#### 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 and signed on their behalf by:

**Mr Ross Gill**  
Interim Chairman

Date: 1 / 08 / 2024

## Swale Community and Voluntary Services

### Statement of financial activities for the year ended 31 March 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	4	72,454	323,211	395,665	189,385
Charitable activities	5	33,851	3,184	37,035	30,169
Other trading activities	6	81,905	44,115	126,020	120,379
Investments	7	55,005	-	55,005	31,186
<b>Total income</b>		<b>243,215</b>	<b>370,510</b>	<b>613,725</b>	<b>371,119</b>
<b>Expenditure on:</b>					
Charitable activities	9	227,946	336,823	564,769	359,797
<b>Total expenditure</b>		<b>227,946</b>	<b>336,823</b>	<b>564,769</b>	<b>359,797</b>
<b>Net movement in funds</b>		<b>15,269</b>	<b>33,687</b>	<b>48,956</b>	<b>11,322</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		402,435	170,697	573,132	561,810
Net movement in funds		15,269	33,687	48,956	11,322
<b>Total funds carried forward</b>		<b>417,704</b>	<b>204,384</b>	<b>622,088</b>	<b>573,132</b>

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

The notes on pages 14 to 25 form part of these financial statements.

## Swale Community and Voluntary Services

### Balance sheet as at 31 March 2024

	Note	2024 £	2023 £
<b>Current assets</b>			
Stocks	12	244,529	176,213
Debtors	13	10,111	9,345
Cash at bank and in hand		618,318	568,033
		<u>872,958</u>	<u>753,591</u>
Creditors: amounts falling due within one year	14	(250,870)	(180,459)
<b>Total net assets</b>		<u><u>622,088</u></u>	<u><u>573,132</u></u>
<b>Charity funds</b>			
Restricted funds	15	204,384	170,697
Unrestricted funds	15	417,704	402,435
<b>Total funds</b>		<u><u>622,088</u></u>	<u><u>573,132</u></u>

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



**Mr Ross Gill**

Interim Chairman

Date: 01 / 06 / 2024

The notes on pages 14 to 25 form part of these financial statements.

## Swale Community and Voluntary Services

### Statement of cash flows for the year ended 31 March 2024

	2024 £	2023 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities (note 17)	50,285	10,428
<b>Cash flows from investing activities</b>		
<b>Net cash provided by investing activities</b>	-	-
<b>Change in cash and cash equivalents in the year</b>	50,285	10,428
Cash and cash equivalents at the beginning of the year	568,033	557,605
<b>Cash and cash equivalents at the end of the year (see note 18)</b>	618,318	568,033

The notes on pages 14 to 25 form part of these financial statements

## **Swale Community and Voluntary Services**

### **Notes to the financial statements for the year ended 31 March 2024**

#### **1. General information**

Swale Community and Voluntary Services is a charitable incorporated organisation and an exempt charity incorporated in England and Wales, with charity number 1179734. 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 2024**

#### **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 2024**

**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.



## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 4. Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	2,468	2,254	4,722	3,474
Grants	69,986	320,957	390,943	148,165
Government grants	-	-	-	37,746
	<u>72,454</u>	<u>323,211</u>	<u>395,665</u>	<u>189,385</u>
Total 2023	<u>39,422</u>	<u>149,963</u>	<u>189,385</u>	

#### 5. Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Printing and stationery	1,670	-	1,670	6,016
Reimbursements of expenditure	13,960	-	13,960	14,818
Sundry income	18,221	3,184	21,405	9,335
	<u>33,851</u>	<u>3,184</u>	<u>37,035</u>	<u>30,169</u>
Total 2023	<u>29,544</u>	<u>625</u>	<u>30,169</u>	

## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 6. Income from other trading activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Fees charged	81,843	12,501	94,344	89,735
Transport receipts	62	31,614	31,676	30,644
	<u>81,905</u>	<u>44,115</u>	<u>126,020</u>	<u>120,379</u>
Total 2023	<u>51,069</u>	<u>69,310</u>	<u>120,379</u>	

#### 7. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Room hire	55,005	55,005	31,186
Total 2023	<u>31,186</u>	<u>31,186</u>	

#### 8. Analysis of grants

	Grants to Institutions 2024 £	Total funds 2024 £	Total funds 2023 £
Grants payable	17,990	17,990	2,500
Total 2023	<u>2,500</u>	<u>2,500</u>	

## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 9. Analysis of expenditure by activities

	Direct costs 2024 £	Grant funding of activities 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Charitable activities	539,937	17,990	6,842	564,769	359,797
Total 2023	352,653	2,500	4,644	359,797	

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

#### 10. Staff costs

	2024 £	2023 £
Wages and salaries	247,007	214,049
Social security costs	20,716	19,554
Pension costs	5,777	5,784
	<b>273,500</b>	<b>239,387</b>

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

	2024 No.	2023 No.
Average number of employees	<b>10</b>	<b>9</b>

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 £97,456 (2023: £87,201).

#### 11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 12. Stocks

	2024 £	2023 £
Leysdown Police Station	244,529	176,213

#### 13. Debtors

	2024 £	2023 £
Due within one year		
Other debtors	10,111	9,345

#### 14. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	1,931	46
Other creditors	244,529	176,213
Accruals and deferred income	4,410	4,200
	250,870	180,459

## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 15. Statement of funds

##### Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
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>
<b>General funds</b>				
Accumulated fund	42,435	243,215	(227,946)	57,704
	<u>402,435</u>	<u>243,215</u>	<u>(227,946)</u>	<u>417,704</u>
<b>Total Unrestricted funds</b>				
	<u>402,435</u>	<u>243,215</u>	<u>(227,946)</u>	<u>417,704</u>
<b>Restricted funds</b>				
Big Local	56,891	133,401	(137,200)	53,092
Social Car Scheme Project	60,762	74,491	(63,584)	71,669
New Connections Project	25,455	21,984	(27,978)	19,461
Swale Film	849	750	(380)	1,219
UK Shared Prosperity Fund	-	61,600	(43,982)	17,618
SGN	-	39,370	(30,824)	8,546
BBO	1,660	-	(1,660)	-
CHC	25,080	38,914	(31,215)	32,779
	<u>170,697</u>	<u>370,510</u>	<u>(336,823)</u>	<u>204,384</u>
<b>Total of funds</b>	<u>573,132</u>	<u>613,725</u>	<u>(564,769)</u>	<u>622,088</u>

The nature and purpose of both designated and restricted funds can be found in the Trustees report.

## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 15. Statement of funds (continued)

##### Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
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>
<b>General funds</b>				
Accumulated fund	61,812	151,221	(170,598)	42,435
	<u>421,812</u>	<u>151,221</u>	<u>(170,598)</u>	<u>402,435</u>
<b>Total Unrestricted funds</b>				
	<u>421,812</u>	<u>151,221</u>	<u>(170,598)</u>	<u>402,435</u>
<b>Restricted funds</b>				
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>
<b>Total of funds</b>	<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 2024

#### 16. Summary of funds

##### Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Designated funds	360,000	-	-	360,000
General funds	42,435	243,215	(227,946)	57,704
Restricted funds	170,697	370,510	(336,823)	204,384
	<u>573,132</u>	<u>613,725</u>	<u>(564,769)</u>	<u>622,088</u>

##### Summary of funds - prior 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>

#### 17. Analysis of net assets between funds

##### Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Current assets	424,045	448,913	872,958
Creditors due within one year	(6,341)	(244,529)	(250,870)
<b>Total</b>	<u>417,704</u>	<u>204,384</u>	<u>622,088</u>

## Swale Community and Voluntary Services

### Notes to the financial statements for the year ended 31 March 2024

#### 17. Analysis of net assets between funds (continued)

##### Analysis of net assets between funds - prior period

	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)
<b>Total</b>	<b>402,435</b>	<b>170,697</b>	<b>573,132</b>

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

	2024 £	2023 £
Net income for the period (as per Statement of Financial Activities)	<b>48,956</b>	11,322
<b>Adjustments for:</b>		
Increase in stocks	(68,316)	(7,859)
Decrease/(increase) in debtors	(766)	3,215
Increase in creditors	70,411	3,750
<b>Net cash provided by operating activities</b>	<b>50,285</b>	<b>10,428</b>

#### 19. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	<b>618,318</b>	568,033
<b>Total cash and cash equivalents</b>	<b>618,318</b>	<b>568,033</b>

#### 20. Analysis of changes in net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	<b>568,033</b>	<b>50,285</b>	<b>618,318</b>
	<b>568,033</b>	<b>50,285</b>	<b>618,318</b>



## **Swale Community and Voluntary Services**

### **Notes to the financial statements for the year ended 31 March 2024**

#### **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 £5,784 (2023: £5,784). No contributions were payable to the fund at the Balance sheet date (2023: £Nil).

#### **22. Related party transactions**

P Murray is a Trustee 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 £70,445 (2023: £18,148) from Sheppey Matters and paid them £31,401 (2023: £307). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £Nil by Sheppey Matters (2023: £Nil).

P Murray and S Ithell, Trustees, are also a Trustee of Swale Community Leisure. During the year, Swale CVS received £Nil (2023: £Nil) from Swale Community Leisure and paid them £9,850 (2023: £15,684). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £Nil by Swale Community Leisure (2023: £Nil).

C White, the Charity's Chief Executive Officer, is a Trustee of Homestart Sittingbourne and Sheppey. During the year Swale CVS received £6,481 (2023: £2,890) from Homestart Sittingbourne and Sheppey and paid them £Nil (2023: £212). All transactions were undertaken at arm's length. At the Balance sheet date the Charity was owed £Nil by Homestart Sittingbourne and Sheppey (2023: £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 £1,000 (2023: £5,000) from Children & Families. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2023: £Nil).

C White, the Charity's Chief Executive Officer attends Eastern Sheppey Community Hub CIO in an advisory capacity. During the year Swale CVS received £140,071 (2023: £101,624) from Big Local CIO. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2023: £Nil).

P Prescott, Trustee, is also a Trustee of Swale Youth Development. During the year, Swale CVS received £50 (2023: £30) from Swale Youth Development. All transactions were undertaken at arm's length. At the Balance sheet date there were no amounts outstanding (2023: £Nil).

## Swale CVS

### Notes to the financial statements For the year ended 31 March 2024

#### Appendix I - Unrestricted and Designated funds

	Total 2024	Total 2023
	£	£
<b>Income from</b>		
Fees charged	81,843	51,069
Donations	2,468	1,396
Grants	69,986	38,026
Room Hire	55,005	31,186
Transport receipts	62	-
Sundry income	32,181	23,528
Printing and stationery	1,670	6,016
<b>Total income</b>	<b>243,215</b>	<b>151,221</b>
<b>Expenditure on</b>		
<b>Direct costs</b>		
Rent and services	1,063	6,100
Office expenses	7,871	10,592
Telephone	10	-
Sundries	30,056	970
Staff training	11,925	4,577
Insurance	687	936
Travel expenses	984	759
Project running costs	1,540	1,231
Printing and stationery	1,050	-
Computer costs	9,205	5,039
Grants paid	-	2,500
Staff costs	159,553	135,290
<b>Subtotal</b>	<b>223,944</b>	<b>167,994</b>
<b>Support costs</b>		
Independent examiner's fees	2,258	2,604
Legal and professional	1,744	-
<b>Total expenditure</b>	<b>227,946</b>	<b>170,598</b>
<b>Net movement in funds</b>	<b>15,269</b>	<b>(19,377)</b>
Transfers	-	-
<b>Balance b/f 01/04/23</b>	<b>402,435</b>	<b>421,812</b>
<b>Balance c/f 31/03/24</b>	<b>417,704</b>	<b>402,435</b>

## Swale CVS

Notes to the financial statements  
For the year ended 31 March 2024

### Appendix II - Restricted funds - breakdown by project

	BBO	Big Local	Car Scheme	CHC	New Connections	Swale Film Festival	Swale CVS Energy Saving Scheme	UK Shared Prosperity Fund	Total 2024	Total 2023
<b>Income from</b>										
Fees charged	-	-	-	-	-	-	-	-	-	-
Donations	-	-	970	-	1,284	-	-	-	2,254	2,078
Grants	-	133,401	31,906	38,915	15,015	750	39,370	61,600	320,957	147,885
Transport receipts	-	-	31,614	-	-	-	-	-	31,614	30,644
Sundry income	-	-	10,000	-	5,685	-	-	-	15,685	39,291
	-	133,401	74,490	38,915	21,984	750	39,370	61,600	370,510	219,898
<b>Expenditure on</b>										
Charitable activities (see analysis below)	1,660	137,200	63,583	31,216	27,978	380	30,824	43,982	336,823	189,199
	1,660	137,200	63,583	31,216	27,978	380	30,824	43,982	336,823	189,199
<b>Net movement in funds</b>	(1,660)	(3,799)	10,907	7,699	(5,994)	370	8,546	17,618	33,687	30,699
<b>Transfers</b>	-	-	-	-	-	-	-	-	-	-
<b>Balance b/f 01/04/23</b>	1,660	56,891	60,762	25,080	25,455	849	-	-	170,697	139,998
<b>Balance c/f 31/03/24</b>	-	53,092	71,669	32,779	19,461	1,219	8,546	17,618	204,384	170,697

## Swale CVS

Notes to the financial statements  
For the year ended 31 March 2024

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

	BBO	Big Local	Car Scheme	CHC	New Connections	Swale Film Festival	Swale CVS Energy Saving Scheme	UK Shared Prosperity Fund	Total 2024	Total 2023
<b>Expenditure on</b>										
<b>Direct costs</b>										
Rent and services	-	-	6,937	-	-	-	1,850	-	8,787	9,584
Office expenses	1,660	-	1,933	130	549	200	772	2,564	7,808	3,214
Telephone	-	-	783	-	-	-	-	211	994	298
Sundries	-	-	100	-	100	-	200	9,488	9,888	-
Staff training	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	300	300	100	-	300	-	1,000	550
Travel expenses	-	-	1,262	42	3,511	-	174	26	5,015	2,853
Community events	-	12,728	-	-	-	-	-	-	12,728	11,300
Transport & management charges	-	-	12,363	-	1,521	-	-	-	13,884	15,016
Management fee	-	-	-	-	-	-	-	-	-	-
Project running costs	-	-	453	26	1,781	180	1,703	4,515	8,658	1,581
Printing and stationery	-	-	380	-	104	-	94	103	681	-
Health and Wellbeing	-	2,000	-	-	-	-	-	-	2,000	1,000
Infrastructure	-	40,096	-	-	-	-	-	-	40,096	9,368
Employment and economy	-	4,060	-	-	-	-	-	2,500	6,560	5,755
Environment	-	10,000	-	-	-	-	-	-	10,000	10,000
Computer costs	-	-	5,072	-	-	-	-	600	5,672	4,684
Staff costs	-	-	32,000	23,578	19,512	-	25,731	13,125	113,946	104,097
Advertising and promotion	-	-	-	-	-	-	-	-	-	-
Leysdown Police Station	-	68,316	-	-	-	-	-	-	68,316	7,859
Grants paid	-	-	-	7,140	-	-	-	10,850	17,990	-
	<u>1,660</u>	<u>137,200</u>	<u>61,583</u>	<u>31,216</u>	<u>27,178</u>	<u>380</u>	<u>30,824</u>	<u>43,982</u>	<u>334,023</u>	<u>187,159</u>
<b>Support costs</b>										
Independent examiner's fees	-	-	2,000	-	800	-	-	-	2,800	2,040
Legal and professional	-	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,800</u>	<u>2,040</u>