

The Community Matters Partnership Project

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 March 2022**

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THE COMMUNITY MATTERS PARTNERSHIP PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Chief Executive Officer

Mrs T Jarvis

Trustees

Mr M Bramah
Mr P Edwards
Mr N Shrimpton
Mrs T Shrimpton
Mr D Stillman
Mr P J Farr
Ms J Appelbe

Auditors

Branston Adams
Chartered Certified Accountants
Suite 2 Victoria House
South Street
Farnham
Surrey
GU9 7QU

Principal registered address

7 Carisbrooke
Frimley
Camberley
Surrey
GU16 8XR

Charity Registration Number

1183467

Bankers

Lloyds Bank PLC
25 Gresham Street
London
EC2V 7HN

THE COMMUNITY MATTERS PARTNERSHIP PROJECT

ANNUAL REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 March 2022

The Trustees present their Report and Accounts of the Charity for the period ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2016 and 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 published on 16 July 2014.

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

The Community Matters Partnership Project (CMPP) is a Charitable Incorporated Organisation created by the constitution dated 17th May 2019. It is a Registered Charity, number 1183467.

The Trustees who served the Charity during the year were as follows:

- Mrs T Shrimpton (Appointed February 2019 - served as Deputy Chair)
- Mr M Bramah (Appointed September 2019)
- Mr P Edwards (Appointed December 2018)
- Mr J Godwin (June 2019 to May 2021)
- Mr N Shrimpton (Appointed May 2019)
- Mrs D Stillman (Appointed 14 September 2021)

Governance:

The Community Matters Partnership Project's Trustees are elected by a majority vote of all the Trustees.

2. OBJECTIVES, ACTIVITIES AND RISK MANAGEMENT

The Charity's objects are:

- to relieve poverty, advance health, advance education, advance community development, promote equality and diversity and further other charitable purposes which are beneficial to the public by promoting volunteering; *and*
- the practical interest and involvement of companies, firms, voluntary organisations, local authorities and individuals in such purposes particularly in the communities in which they have operational interests.

The routine business of the Charity continues to be carried out by the Founder of the organisation and a team of CMPP staff supported by the Board of Trustees.

The activities of CMPP continue to be built around corporate volunteering, helping companies to deliver underutilised corporate volunteering days in relation to our objectives. In summary, these activities fall under one of the following programme headings:

- Community Action Days
- Speakers for Schools Programme
- Business skills and resources for charities
- The Twilight Runway Challenge (a fundraising event for schools and charities)

Trustees of CMPP are duty bound to demonstrate not only competence, challenge, and knowledge of charity affairs, but to make themselves aware of any significant risks which the Charity may face on a regular basis and to ensure that our financial and operational affairs are reviewed regularly.

Two key primary risks have been identified for the year ahead. They are as follows:

1..Financial sustainability

During the first year following the lifting of Covid-19 restrictions CMPP managed to increase its two main income streams: Membership fees and fundraising.

Membership fees provide the primary funding for the key community projects and during 2021/22, CMPP was able to meet and exceed its plans to increase the number of both its corporate members and smaller more community-based supporters. Despite the current economic climate only a few members withdrew their support during the year. Continued growth of the membership remains a key strategy for 2022/23 and beyond.

The end of lockdown restrictions from September 2021 enabled CMPP to pursue its calendar of fundraising events, all of which were successful in engaging the local community, raising the profile of CMPP and other local charities and also in generating additional fundraising income. Notable successes include the September 2021 Twilight Challenge, for the first time at Blackbushe Airport. This key event was oversubscribed with over 500 participants and received significant and favourable mainstream and social media attention. It raised over £15k. Other key fundraising successes included CMPP staff (do we name Anthea in person?) completing the London Marathon, charity golf days and local business quiz nights. All of these were made possible by the commitment and dedication of the CMPP team and also the on-going support of our members.

CMPP continues to have sufficient liquid cash reserves to ensure there is no tangible risk to its ability to operate as a going concern and the longer-term forecast is positive.

2.Capacity and resource

During 2021/22, responsibilities within the CMPP team were reshaped and strengthened to ensure an appropriate balance on growing and supporting members, maximising fundraising opportunities and also retaining the on-going focus on internal systems and processes, such as health & safety, safeguarding and data privacy.

The Chief Executive Officer, Chief Operating Officer and the wider team were also supported by external HR, ICT, GDPR and finance support.

The Board of Trustees continue to evolve, bringing in new Trustees with different and diverse backgrounds and experience. The focus of the Board remains on developing core values, helping shape strategic priorities as well as providing the right level of challenge and scrutiny.

3.FINANCIAL REVIEW

In its third year as a registered charity, CMPP generated £118k of unrestricted income, an increase from 2020/21 - £87k.

Sixty per cent of total income was sourced from contributions from over 50 partners, including corporate, SME and sole trader organisations. Income from corporate membership increased by £17k from 2020/21. However, reliance on corporate membership funding is reducing, demonstrating CMPPs ability to start diversifying its income sources.

Over £46k of income was generated from fund-raising events and other charitable activities in 2021/22, an increase of £14k from the previous year. This reflects CMPP's ability to facilitate more fundraising activities following the lifting of the Covid-19 lockdown restrictions. The flagship fundraising event – Twilight Challenge raised over £16k of income.

During 2021/22, CMPP reliance on the Government's Job Retention Scheme was minimal with less than £1k received, compared to £20k in 2020/21.

To support CMPPs plans to increase membership and fundraising events it was necessary to increase its cost base. In 2021/22, total costs increased to £122k from £98k in 2020/21. This reflects the strategic decision to reduce its reliance on consultancy support and invest in its staff base creating the roles of Chief Operating Officer and a dedicated fund-raising manager. However, the staffing complement now means that CMPP now has the resources to pro-actively expand its membership and maximise its fund-raising potential, while also embedding the appropriate administrative systems and processes.

At the end of 2021/22, CMPP had posted an operational loss of £4k an improvement on the £12k loss in 2020/21. These financial results were in line with the agreed budget plans approved by the Board. Despite this, CMPP continues to retain sufficient liquid cash reserves (£130k) to draw on to off-set this small deficit. CMPP has very few tangible fixed assets and total funds at £118k remain very positive (2020/21 - £123k).

These accounts demonstrate that CMPP continues to positive financial position and has the financial capacity and flexibility to continue to deliver its strategic ambitions for the foreseeable future.

4. FUTURE PLANS

The focus of our planning for the future has been on three key aspects:

1. Membership growth
2. Continuing to build and expand the community projects (pillars)
3. A successful annual Twilight Runway Challenge

The new CMPP website will be launched in September 2021 to encourage businesses to partner with CMPP and to give back to their community through the four core projects outlined in section 2 and 3 above. In addition, work is underway to create a promotional video as part of our on-going strategy to increase membership.

Last year, the focus of CMPP efforts was on increasing the number of businesses involved in community giving in Surrey Heath and Woking. Unfortunately, due to the pandemic, a whole development programme of workshops, set up and established in both Woking and Surrey Heath to recruit new businesses, was cancelled. However, the project team will renew concentration on these areas and, with restrictions lifting and networking recommencing, it is hoped that CMPP can substantially increase the numbers of community active businesses in both areas.

CMPP has made a good start in resourcing the new online digital resource banks. The future plans are to continue to record more speakers and engage further businesses to share their areas of expertise this way.

The CAD days will continue to run as they are with no plans to alter how these days operate because they are popular with Members and well received by the beneficiaries.

As per normal practice, CMPP will continue to ask for feedback from both business Members and the beneficiaries in order to deliver projects which meet community needs and to which the business community can respond positively. Guidance and protocols are under development for adding potential new projects to the CMPP offer. This will help ensure that CMPP is using its resources appropriately, providing the necessary evidence to demonstrate that potential projects are worthwhile, meet the Charity's remit and are capable of being delivered effectively.

In terms of governance, CMPP will be working with an external facilitator to deliver a culture and values workshop looking at the key future practices Trustees wish to adopt in order to continue their evolution as a dynamic, effective and supportive Board.

5. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charity's Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK accounting standards (UK Generally Accepted Principles).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for the charity 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' Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; *and*
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2016, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

6. DISCLOSURE OF INFORMATION TO AUDITORS

In so far as the Trustees are aware:

- there is no relevant audit information of which the Charity's auditors are unaware; and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Signed on behalf of the Trustees of The Community Matters Partnership Project by

.....
Mr Paul Edwards
Chair

.....
Date

THE COMMUNITY MATTERS PARTNERSHIP PROJECT

Independent Auditor's report to the Trustees of The Community Matters Partnership Project for the period ended 31 March 2022

We have audited the financial statements of The Community Matters Partnership Project for the period ended 31 March 2021 set out on pages 8 to 17 which have been prepared on the basis of the accounting policies set out on page 10. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom accounting standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees as a body, in accordance with Section 144 of the Charities Act 2016 and the regulations made under Section 164 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2016 and report in accordance with regulations made under section 164 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland).

Those standards require us to comply with the Auditing Practices Board's ethical standards for auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. We read all the information in the report of Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of the Charity's incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and
- have been prepared in accordance with the requirements of the Charities Act 2016.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2016 requires us to report to you if, in our opinion:

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

Paul Branston Adams (Senior Statutory Auditor)
For and on Behalf of Branston Adams

**Statutory Auditors and Chartered Certified Accountants
Suite 2 Victoria House
South Street
Farnham
Surrey
GU9 7QU**

.....
Date

The Community Matters Partnership Project
Statement of Financial Activities
For the year ended 31 March 2022

		Unrestricted Funds £	2022 Restricted Funds £	Total Funds £	Unrestricted Funds £	2021 Restricted Funds £	Total Funds £
	NOTE						
INCOMING RESOURCES							
Partnership Subscriptions	2	71,966	-	71,966	54,142	-	54,142
Fundraising Events	3	38,100	-	38,100	10,008	-	10,008
Charitable Income Activities	4	7,922	-	7,922	2,927	-	3,927
Government Grants	5	733	-	733	20,297	-	20,297
TOTAL INCOMING RESOURCES		118,721	-	118,721	87,374	-	87,374
RESOURCES EXPENDED							
Charitable Activities	6	13,750	-	13,750	11,899	-	11,899
Operating Costs	7	108,879	-	108,879	87,024	-	87,024
TOTAL RESOURCES EXPENDED		122,629	-	122,629	98,923	-	98,923
Depreciation		786	-	786	542	-	542
NET MOVEMENT IN FUNDS FOR THE YEAR		(4,694)	-	(4,694)	(12,091)	-	(12,091)
Total Funds Brought Forward		121,751	1,320	123,071	133,842	1,320	135,162
TOTAL FUNDS AT 31 MARCH 2021		117,057	1,320	118,377	121,751	1,320	123,071

THE COMMUNITY MATTERS PARTNERSHIP PROJECT
BALANCE SHEET
As at 31 March 2022

		2022		2021	
		£	£	£	£
	Note				
FIXED ASSETS					
Office equipment	9		1,542		1,352
CURRENT ASSETS:	10				
Cash at Bank		130,358		124,270	
Trade Debtors		5,660			
Prepayments & Accrued Income		1,196			
		137,214		124,270	
CURRENT LIABILITIES	11				
Accruals & Prepaid Income		18,855		1,310	
Other Creditors		1,524		1,241	
		20,379		2,551	
NET CURRENT ASSETS			116,835		121,719
TOTAL ASSETS LESS CURRENT LIABILITIES			118,377		123,071
THE FUNDS OF THE CHARITY	12				
Unrestricted Income Fund			117,057		121,751
Restricted Income Fund			1,320		1,320
TOTAL FUNDS			118,377		123,071

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

.....

Mr Paul Edwards

The Community Matters Partnership Project
Notes to the financial statements
For the period ended 31 March 2021

1. ACCOUNTING POLICIES

a) *Basis of preparation and Going concern*

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2016.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

b) *Incoming resources*

Income comprises of gross partner subscriptions, fundraising and other charitable activities.

All incoming resources are included in the Statement of Financial Activities when the Charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

c) *Resources expended*

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. All expenditure has been classified under headings that aggregate all costs related to the category. Costs that cannot be directly attributed to particular headings have been allocated to activities on a basis consistent with use of resources.

Grants payable are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the Charity.

d) *Tangible fixed assets*

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

e) *Depreciation*

Depreciation is charged so to write of the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Office equipment - 25% Straight Line Basis

f) Assets and liabilities

Current assets are included at the lower of cost and net realisable value. Liabilities are generally recognised as soon as there is a legal or constructive obligation committing the Charity to the expenditure. Liabilities are included at their settlement value.

g) Fund accounting

Funds held by the Charity are both unrestricted general funds and restricted funds.

Unrestricted general funds are available for use in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds are available for use but must be applied in accordance with the restrictions associated to the individual capital.

h) Government Grants

Government grants were received and have been accounted for under the accrual model. Grants received were in respect of the Covid-19 pandemic and the job retention scheme.

2. PARTNERSHIP SUBSCRIPTIONS

	Unrestrict ed Funds £	2022 Restrict ed Funds £	Total Funds £	Unrestrict ed Funds £	2021 Restrict ed Funds £	Total Funds £
Partnership Subscriptions	71,966		71,966	54,142		54,142

3. FUNDRAISING EVENTS

	Unrestrict ed Funds £	2022 Restrict ed Funds £	Total Funds £	Unrestrict ed Funds £	2021 Restrict ed Funds £	Total Funds £
Fundraising Events	38,100		38,100	10,008		10,008

4. CHARITABLE INCOME ACTIVITIES

	Unrestrict ed Funds £	2022 Restrict ed Funds £	Total Funds £	Unrestrict ed Funds £	2021 Restrict ed Funds £	Total Funds £
Accumulator Challenge				746		746
Bespoke Project Donations	1,636		1,636	720		720
Networking Event	286		286			
Charitable Activities				14		14
Speakers for Schools	6,000		6,000	1,447		1,447

7,922	7,922	2,927	2,927
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5. GOVERNMENT GRANTS

	Unrestrict ed Funds £	2022 Restrict ed Funds £	Total Funds £	Unrestrict ed Funds £	2021 Restrict ed Funds £	Total Funds £
Job Retention Scheme	733		733	20,297		20,297

6. CHARITABLE ACTIVITIES

	Unrestrict ed Funds £	2022 Restrict ed Funds £	Total Funds £	Unrestrict ed Funds £	2021 Restrict ed Funds £	Total Funds £
Event Purchases	44		44			
Advertising & Promotional	5,582		5,582	6,098		6,098
Twilight Challenge	3,205		3,205	5,801		5,801
Anthea's Marathon	579		579			
Virtual Virgin Money	308		308			
Golf Days	2780		2780			
Halloween Quiz	525		525			
St Patrick's Quiz	397		397			
Speakers	240		240			
	13,750		13,750	11,899		11,899

7. OPERATING COSTS

	Unrestrict ed Funds £	2022 Restrict ed Funds £	Total Funds £	Unrestrict ed Funds £	2021 Restrict ed Funds £	Total Funds £
Wages	73,763		73,763	66,269		66,269
Administrative Expenses	3,265		3,265	1,614		1,614
Travel & Subsistence	979		979	227		227
Hospitality	660		660	659		659
Staff Training	215		215	95		95
Insurance	192		192	423		423
Professional Fees & Expenses	29,805		29,805	17,685		17,685
Finance Charges	97		97	52		52
	108,879		108,879	87,024		87,024

8. STAFF

The average number of persons employed during the year was 4.

	2022 £	2021 £
<u>Staff costs were as follows:</u>		
Staff salaries	72,233	65,033
Social security costs	45	
	6	185
Pension costs	1,07	1,05
	4	1
	<u>72,233</u>	<u>66,269</u>

No employee received emoluments above £60,000.

9. TANGIBLE FIXED ASSETS

	2022 £	2021 £
<u>Office Equipment</u>		
As at 1 April 2021	1,352	825
Additions	976	1,069
Depreciation	(786)	(542)
Balance as at 31 March 2022	<u>1,542</u>	<u>1,352</u>

Trustees have confirmed that the value shown accurately reflects the market value, in accordance with the Charity's finance policy.

10. Debtors: Amounts falling due within one year

	2022 £	2021 £
Trade Debtors	5,660	
Prepayments and Accrued Income	1,196	
	<u>6,856</u>	<u>0</u>

11. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Social security and other taxes	1,290	1,041
Other Creditors	234	
		200
Accruals & Deferred Income	18,855	1,310
	<u>20,379</u>	<u>2,551</u>

12. RESTRICTED AND UNRESTRICTED FUNDS

Restricted funds are funds subject to special trusts specified by the donor. This might be because it was a public appeal for a specific purpose, grants or donations. It may also include land, buildings or other assets donated to a Charity. The Trustees will be in breach of trust if they use restricted income other than for the specified purpose. Unless specified, interest or other investment income on a restricted fund will be added to the fund. Significant restricted funds have to be separately disclosed in the notes to the accounts. Unrestricted funds are funds available for the purposes of the Charity, to be spent as the Trustees see fit.

13. FINANCIAL COMMITMENTS

At 31 March 2022 the Charity had no longer term financial commitments

14. RELATED PARTY TRANSACTIONS

There were no related party transactions in the year.

15. TAXATION

The Community Matters Partnership Project is a registered Charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Accumulator Challenge	-	-	-	746
Bespoke Project	-	-	-	720
Donations	1,636	-	1,636	-
Networking Events	286	-	286	-
Charitable Activities	-	-	-	14
CMPP Branding	-	-	-	-
Speakers for Schools	6,000	-	6,000	1,447
Government Grants	733	-	733	20,297
TOTAL INCOMING RESOURCES	118,721	-	118,721	87,374
RESOURCES EXPENDED				
Charitable Activities				
Event purchases	44	-	44	-
Advertising & Promotional	5,582	-	5,582	6,098
Twilight Challenge	3,205	-	3,205	5,801
Artea's Marathon	579	-	579	-
Virtual Virgin Money	308	-	308	-
Golf Days	2,870	-	2,870	-
Halloween Quiz	525	-	525	-
St Patrick's Quiz	397	-	397	-
Speakers	240	-	240	-
Operating Costs				
Wages	73,763	-	66,269	66,269
Administrative Expenses	3,168	-	1,614	1,614
Travel & Subsistence	979	-	227	227
Hospitality	660	-	659	659
Staff Training	215	-	95	95
Insurance	192	-	423	423
Professional Fees & Expenses	29,805	-	17,685	17,685
Finance Charges	97	-	52	52
TOTAL RESOURCES EXPENDED	122,629	-	100,774	98,923
Depreciation	786	-	786	542
NET MOVEMENT IN FUNDS FOR THE YEAR	(4,694)	-	17,161	- 12,091
Total Funds Brought Forward	121,751	1,320	123,071	135,162
TOTAL FUNDS AT 31 MARCH 2021	117,057	1,320	140,232	123,071