



**COMMUNITY FIRST**

**(Company limited by guarantee no. 01757334  
registered charity no. 288117)**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED FOR THE YEAR ENDED 31 MARCH 2024**

# **COMMUNITY FIRST**

(Company limited by guarantee no. 01757334, registered charity no. 288117)

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## **REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 March 2024

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## COMMUNITY FIRST

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS For the year ended 31 March 2024

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#### Trustees

James Moody (Chairman) <sup>1</sup>  
Steve Boocock <sup>2</sup>  
Leah Campbell (resigned October 2023)  
Piers Dibben <sup>1</sup>  
Edward Heard  
Virginia Keen <sup>2</sup>  
Sanjeen Payne-Kumar <sup>1</sup>  
Merope Sylvester <sup>2</sup>  
Victoria Walsh <sup>1</sup> (Resigned March 2024)

1. Member of the Finance Committee
2. Member of the Human Resources Committee

#### Secretary

Karen Williams

#### Key Management Personnel

Lynn Gibson (Chief Executive)  
Steve Crawley (on sabbatical from May 2023 to August 2023)  
Ed Plank  
David Potts  
Harry Tipple

#### Patron

Her Majesty The Queen

#### President

Mrs Sarah Troughton HM Lord-Lieutenant For Wiltshire

#### Vice Presidents

The Earl of Radnor  
Ken Whatley  
James Layton  
William Wyldbore-Smith DL  
Jane James

## COMMUNITY FIRST

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

For the year ended 31 March 2024

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<b>Company reg. no.</b>	01757334
<b>Charity reg. no.</b>	288117
<b>Financial Conduct Authority no</b>	FRN311971
<b>Registered office</b>	Unit C2 Beacon Business Centre, Hopton Park Devizes Wiltshire SN10 2EY
<b>Registered Auditor</b>	David Owen & Co 17 Market Place Devizes Wiltshire SN10 1HT
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ  HSBC 45 The Market Place Devizes SN10 1HZ  Lloyds TSB Bank plc 38 Market Place Devizes Wiltshire SN10 1JD
<b>Solicitors</b>	Awdry, Bailey and Douglas 33 St.John's St Devizes Wiltshire SN10 1BW

### TRUSTEES' REPORT

For the year ended 31 March 2024

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The members of the Board of Trustees, who are also directors of the charity for the purposes of the Companies Act 2006 present their report which includes the administrative information set out on pages 1 & 2 and the audited financial statements for the year ended 31 March 2024 which have been prepared in accordance with the 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 (FRS102) effective 1 January 2019.

#### **Structure, Governance and Management**

Community First was founded in 1965 as the Community Council for Wiltshire, incorporated as a company limited by guarantee (registered in England and Wales) in September 1983 and registered as a charity in November 1983. Since 2008 HRH the former Duchess of Cornwall and now Her Majesty The Queen has been Patron of Community First. We currently employ 31 full time, 18 part time and 10 sessional roles, (June 2024)

Membership of the Charity is comprised of supporting groups and individuals drawn from local communities, statutory bodies and parish and town councils in Wiltshire and Swindon. Community First is a part of the Rural Community Action Network, which operates through Rural Community Councils in each of England's shire counties, supporting the work of the voluntary sector in rural communities and market towns. The network is known nationally as ACRE (Action with Communities in Rural England). The governing documents of the Charity are its Memorandum and Articles of Association. Governance of Community First is through a Board of Trustees elected by the membership at the AGM. The Board has final legal authority and is responsible for overseeing the operation of the entire charity and its activities. The President and Vice Presidents are elected annually, and Trustees are elected for a three-year term. Additional Trustees may be co-opted by the Board for a 12-month period or until the next AGM. Trustees may be elected for two terms of three years - i.e. six consecutive years. A Trustee may be re-elected for an additional term of three years. All new Trustees take part in a formal induction programme and receive appropriate training.

The Board meets formally five times a year. It regularly reviews its structure, the individual and corporate responsibilities of Board members and the skills and expertise that they bring to the Charity, through its strategic planning process. A review has been undertaken in 2024.

The two Board Committees involving Trustees and senior management staff have delegated responsibility for Finance and Human Resources.

The Finance Committee is chaired by a Trustee with financial knowledge and experience and holds responsibility for financial oversight and protecting the assets of the Charity, including the principal assets, its property at Beacon Business Centre in Devizes and Oxenwood Outdoor Education Centre. The Committee reviews all financial reports in advance of Board meetings and monitors the overall financial position of the Charity.

The Human Resources (HR) Committee has responsibility for the development of HR policies and all Human Resources related Governance issues. The Committee recognises that a strong well managed Human Resources function is central in supporting the staff team.

All Trustees play an important role in guiding the strategic development of the Charity, monitoring the operating environment and risk management, identifying growth opportunities, leading on policy development, deciding on future priorities and ensuring that the Charity is sustainable.

The Leadership Team comprises of five senior leaders and four additional Managers. The specialist accountancy services is outsourced to Monahans. The Leadership team holds responsibility for implementing Board policy, carrying out decisions of the Board, managing the assets of the Charity,

### TRUSTEES' REPORT

For the year ended 31 March 2024

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strategic planning and development, advising Trustees on all matters pertaining to the effective running of the Charity, and for overall business management and development.

The staff team is organised into six teams (including Central Support) reflecting the strategic objectives of the Charity.

The Charity has four subsidiary companies, one of which, Community First Trading Ltd, undertakes insurance and bulk fuel agency work, generating a profit of £28,144 which was gift-aided to the Charity. The other three subsidiaries, Wiltshire Enterprises Ltd together with Wiltshire Community Jobs and Youth Action Wiltshire (companies limited by guarantee) were dormant during the year as activities were undertaken directly by the Charity.

In addition to its Trustees, none of whom receive remuneration, the Charity benefits greatly from the active involvement of many volunteers who contribute their time and skills on sub-committees of the Board of Trustees, and as fundraisers and ambassadors of the Charity.

#### **Pay policy for senior staff**

The senior management team comprises of the Trustees and key management personnel of the charity who are in charge of directing and controlling, running and operating the charity on a day-to-day basis. As mentioned above, all trustees give their time freely and no trustee received remuneration during the year. Details of trustee expenses are disclosed in note 11 to the accounts. The pay of senior staff is reviewed regularly and adjusted based on the circumstances of the charity.

#### **Risks**

Trustees, in conjunction with the Leadership team, have identified and reviewed the major risks to which the Charity might be exposed. It has designed a number of management and financial strategies which seek to mitigate the effects of such threats to Community First. The financial risks and asset and property management. Risks are set out in the Business Plan and this plan is reviewed annually with associated mitigation plans and actions identified. These include:

- Some funding streams are unconfirmed after March 2025, including the Defra funding and Employability work stream funding. We continue to work with potential funders to secure succession and maintain good relations with commissioners.
- OEC activity breaks even with trading income matches expenditure. We have a number of funding avenues to ensure this is achieved including the delivery of Alternative Curriculum work with Wiltshire Council in 2024/2025
- Staff remain our greatest asset and the loss of experience and skilled staff is always a risk. We have a robust HR, supervision and support processes.
- Property and vehicle maintenance continues to be an identified risk with regular service checks and inspections across our assets
- Increased complexity and number of safeguarding cases has required us to review our structure and procedures across services embedding further support capacity and additional Designated Safeguarding Officers

#### **Responsibilities of the Members of the Board of Trustees**

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

### TRUSTEES' REPORT

For the year ended 31 March 2024

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Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- comply with applicable accounting standards, 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 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 Companies Act 2006. 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.

#### Statements as to disclosure of information to auditors

So far as the Trustees are aware at the time the report is approved:

- there is no relevant audit information of which the charity's auditors are unaware, and
- the Trustees have taken all steps 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.

#### Objectives and Activities

Community First's Vision is Vibrant Communities, Brighter Futures with a mission to Connect Communities, Encourage Enterprise, Tackle Disadvantage and Inspire Innovate and Deliver Excellence.

#### Public benefit

The Charity's activities described above demonstrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance when reviewing the Charity's objectives and activities.

#### Generation of funds - Fundraising and Publicity

Fundraising remains a crucial aspect for our sustainability with a target for the financial year to 31 March 2025, of £325,700. While we have a significant amount of unsecured income built into the restricted service budgets, the targets are pragmatic and realistic and operating costs can be cut sufficiently quickly if targets are not met.

#### Employees and volunteers

Community First is committed to providing equality and fairness for all in its employment and to not discriminate on the grounds of any protected characteristic as defined in the Equality Act 2010.

The Trustees would like to express their gratitude for the hard work, dedication and commitment of the excellent staff teams working in all parts of the Charity

#### Key Achievements

The organisation continues to operate a hybrid model of working with a blend of office and home working. We will continue to follow government guidance.

**Outdoor Education Centres** – The Oxenwood Outdoor Education Centre finished the year with an accumulated unspent balance of £2,517 and Linkenholt finished the year with an accumulated unspent balance of £8,286. This is an area of operation which continues to require close financial control.

### TRUSTEES' REPORT

For the year ended 31 March 2024

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Despite the challenges we have managed to sustain operations and extend the team with the recruitment of a new Deputy Manager role, a Housekeeper role and increased the instructor team over the last 12 months. There is a strong calendar of booking for the next 12 months and beyond.

**Central Services and Strategic Development** - Financially, the organisation remains in a healthy position with a consolidated budgeted income of £3,034,950 at the end of March 2025 and expenditure of £3,019,805. We ended the year with approximately £170,000 of free reserves which equates to 3.5 months of central running cost, which is above the reserves minimum level of 3 months. The 2024/25 forecast figure of approximately £264,000 equates to 5.2 months of central running costs – comfortably within the reserves policy. A key target last year was the implementation of a new finance system. This was achieved and Xero is now in place.

The organisation continues to As an organisation we committed to support and influence VCSE developments, including the new Integrated Care Systems (ICS) and Integrated Care Alliance (ICA). The organisation continues to advocate for the VCSE sector within the new Integrated Care System development. We continue to have a seat both on the VCSE system wide alliance and work closely with Wessex Community Action to coordinate and Chair the Wiltshire 'Place' based VCSE Leaders Alliance.

#### Community Development

**Local Councils Support** – We continued to support the Local Councils network with 228 Councils in the current membership. 41 In-house training events were delivered. We held an annual conference 72 attendees.

**Link schemes** – We supported the 21 Community Transport groups and 42 Link Schemes in the county. There are 1,592 active volunteers in Link schemes and the latest audit we undertook highlighted that together they delivered 40,299 tasks', an increase of 18% on the previous year.

**Village Halls and Community Buildings** - We have continued to support Village Halls and Community Centres through the Wiltshire Village Halls Association offering support to access government grants and financial support and advice on interpreting safety guidance including webinars on a number of topics. The village halls service increased its membership to 188 members against a target of 186. We continued to deliver the Get Out Get Active Programme, delivered in partnership with Wiltshire & Swindon Sports. 4 Village Halls successfully supported & awarded £2,100 platinum jubilee funding.

**Minibus Driver Awareness Scheme (MIDAS) Training**- MiDAS training generate an income of £26,870 and achieved 99% satisfaction rate based on feedback from clients.

**Community Grants and Landfill** - The grants support we provide remain essential to building the fabric of communities. In 2023/2024 we awarded £386,703 in total. (£340,324 - Landfill grants. and £46,379 - Bradenstoke Solar Fund).

#### Employability Programmes

It was a year of transition with a new funding regime for the Building Bridges partnership after the previous programme co-funded by the European Social Fund and The National Lottery Community Fund ended. This work supports people with significant barriers towards education and employment. We successfully began two UK Shared Prosperity Fund Programmes – one supported by Wiltshire Council for adults and young people in Wiltshire and a second supported by Swindon Borough Council for people in need in Swindon. We secured a third strand of funding through a National Lottery Reaching Communities Award to provide support to adults in Swindon.



## **COMMUNITY FIRST**

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### **TRUSTEES' REPORT**

**For the year ended 31 March 2024**

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We began the year with a target of 195 participants to support in Wiltshire. However participant needs & barriers are far greater than on previous programmes. Funders agreed to prioritise continued high-quality support for smaller cohorts. We supported 137 Building Bridges participants were supported in Wiltshire by the end of March 2024. Through Project inspire, 70 Swindon young people were supported against a target of 50. The Building Bridges Programme was launched for adults in Swindon in January, with 16 participants already in the adult support programme

Audits by The National Lottery Community Fund, DWP European Social Fund Managing Authority, and Government Internal Audit Agency were successfully completed

#### **Youth Action Wiltshire**

Bespoke support was offered to 128 of the most vulnerable young carers in Wiltshire. In total 310 young carers accessed our direct service provision including one to one programmes, respite and developmental activities. 578 young people accessed Splash provision in the year (374 were young victims of crime against a target of 350). 37 Youth Leaders & 21 new Young Leaders completed accredited training courses against a target of 24. 70 young people were supported through Project Inspire to get them closer or into Education, Employment and Training against the target of 50

We were awarded two multiyear contracts. The first from the Office Of The Police And Crime Commissioner for Wiltshire and Swindon to support Young Victims of Crime through Splash and the second was for support for young carers and young adult carers commissioned by Wiltshire Council

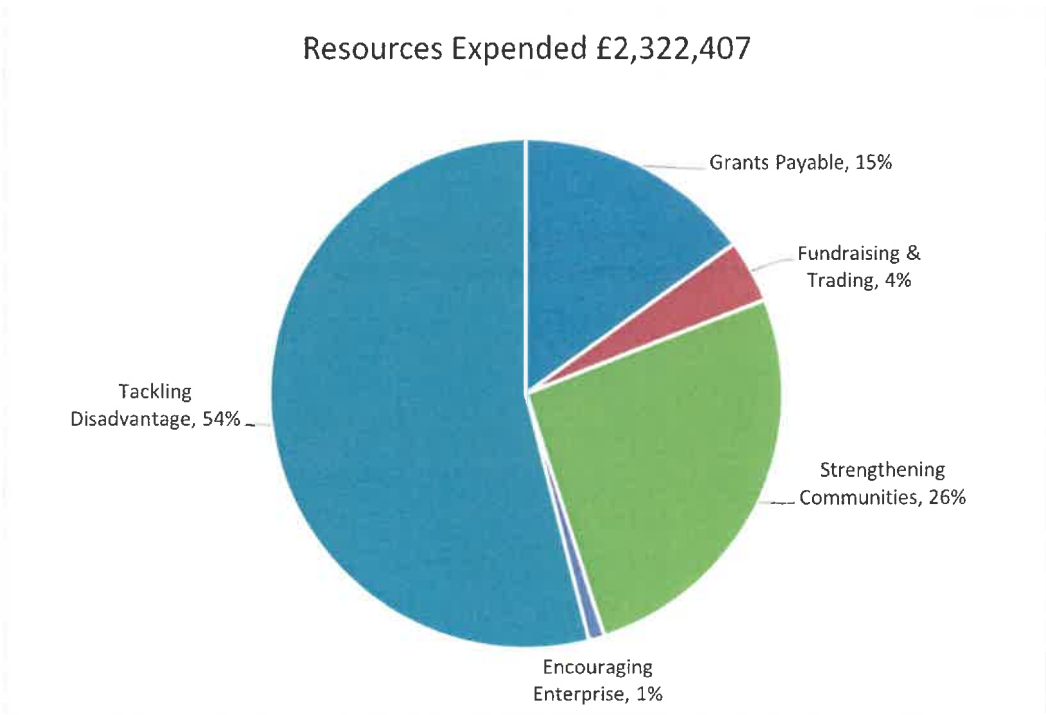
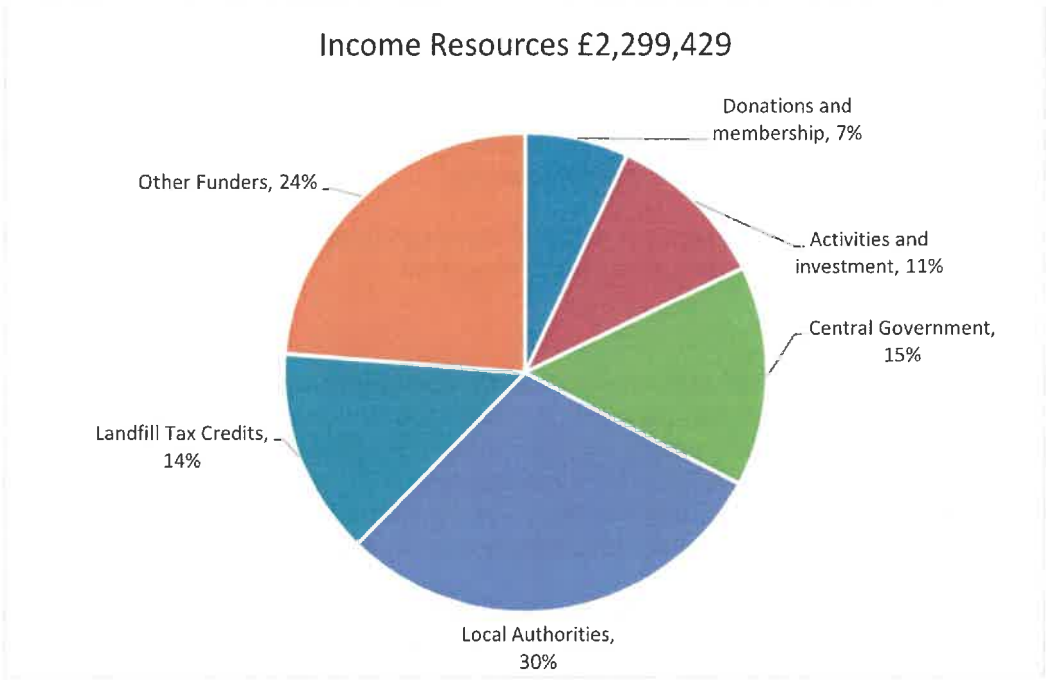
#### **Fundraising**

In the prior year the fundraising team set a fundraising target of £443,820. We are pleased to report that by the year end - £576,151 had been raised.

#### **Financial Review**

The year's income (£2,299,429) and expenditure (£2,322,407) were similar to the previous year to 31 March 2023. An analysis of incoming resources and resources expended is shown in the following charts.

TRUSTEES' REPORT  
For the year ended 31 March 2024



The overall results for the year were a reduction in reserves of £22,978, compared to a reduction of £26,070 in 2022/23.

### TRUSTEES' REPORT

For the year ended 31 March 2024

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Unrestricted free reserves (i.e. excluding designated funds) decreased from £221,390 to £172,607.

The overall results for the year were a reduction in reserves of £22,978, compared to a reduction of £26,070 in 2022/23.

The designated fund representing property and fixed assets is not freely available to spend and has been excluded from the calculation of free reserves. Similarly, the Strengthening Communities fund was created from a legacy and the Trustees feel a moral obligation to spend this gift on an identifiable project which would otherwise not have funding. Trustees identified the funds for use of the Oxenwood Developments.

The reserves policy agreed by Trustees is:

General or "free" reserves, defined as all unrestricted and undesignated funds readily available for spending are to be maintained at a level designed to protect the Charity's work against risks relation to:

- Income reliability
- Expenditure flexibility
- Specific known liabilities

Reserves should cover 3-6 months of expenditure on central costs (around £38,000 per month) as well as central service redundancy costs (as at 31 March 2024 this was around £36,000). Community First also owns assets that could be used if readily available funds were not enough to cover any large liabilities.

Designated funds are set aside by Trustees for particular purposes as described in note 17 of the financial statements. These funds include the book value of property and fixed assets in use of the Charity's activities and the Strengthening Communities fund.

#### **Plans for the Future**

The key Strategic Priorities for the next financial year include:

#### ***Governance and Central Support***

1. Ensure the reserves levels are in the range of 3-6 month's cover.
2. Renew Unit C2 lease.
3. Achieve cyber essentials, BS EN ISO 9001 and ISO14001
4. Complete policy review and refresh.
5. New Branding guidelines agreed.
6. Review sustainability statement and green activity
7. Review asset management register and investment
8. Appoint at least two new Trustees
9. Develop a legacy strategy
10. Review induction and training programme.
11. Produce and implement a succession plan.
12. Secure £325,700 fundraised income
13. Secure at least £25,000 in surplus income from Community Insurance services
14. Secure at least £5,000 in surplus income from BOLD creative services

**TRUSTEES' REPORT**

**For the year ended 31 March 2024**

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**Outdoor Education**

***Deliver high quality and professional Outdoor Education experiences at Oxenwood Outdoor Education Centre and Linkenholt, to help nurture health and happiness***

- Ensure the Centre breaks even financially with a **20%** increase in residential sales and **20%** increase in day bookings (activities).
- **1600** young people will have access to outdoor education activities
- **24** Residential Bookings
- **44** Day Activities
- Achieve the LOTC Quality Mark
- Produce architectural plans for the centre and achieve planning permission

**Carers Together**

***Provide quality support for Carers and Young Adult Carers***

- Provide a comprehensive offer to Carers in Wiltshire, including Parent Carers
- **80%** of Carers assessed within the first **5** working days
- **80%** of assessments completed and support plan agreed within **28** days of contact with service
- Carers who have a formal support plan must have a review of the plan with **12-month** periods, or sooner if required.

**Youth Action Wiltshire**

**Young Carers**

***Provide quality support for Young Carers and Young Adult Carers***

- 80% of initial contacts received from the Council Assessment team is acknowledged within 5 working days
- Provide support planning for new referrals, with a target of 80% of support plans completed within 28 working days of contact with our service
- Provide transition assessments and bespoke support for Young Adult Carers
- Provide a minimum of 218 respite groups Surveys - 75%+ of those attending satisfied
- Young carers & young adult carers accessing service support improve wellbeing & increase support network
- Initiate the roll out of the Young Carers in School award programme with Wiltshire Primary Schools
- As part of Carers Together – deliver two Wiltshire-wide awareness campaigns that result in annual growth in assessed and supported young carers.

**TRUSTEES' REPORT**

For the year ended 31 March 2024

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**Be Mindful**

***Supporting the health and wellbeing of young people in Salisbury***

- Support **40** Young People to achieve positive wellbeing outcomes
- Strengthen Mental Health **support pathways** through partnership.

**Splash**

***Supporting young victims of crime and young people facing challenges in their lives***

- A minimum of **400** young people access Splash service support
- **50%** engage in one-to-one programmes; Time to talk, coaching or mentoring. With specialist counselling provision also available
- **1,200** places on positive group work activities are filled
- **85%+** of young people accessing service support report increased self-esteem & confidence. **80%+** improve health and wellbeing
- **90%** of young victims of crime accessing support report Splash has enabled a cope & recovery journey.

**Youth Clubs Support**

***Supporting voluntary youth clubs thrive***

- **New youth groups** are provided with needs led support throughout their set-up
- A minimum of **50 Youth Leaders & 30 Young Leaders** complete accredited training courses enhancing their delivery skills
- A minimum of **20-member youth groups** are supported with governance, positive activity, safe operation, volunteer recruitment & fundraising support.

**Community Development Programmes**

***Wiltshire Association Local Councils***

***Sustain a strong partnership with WALC***

- **5 new halls** in membership (190 in total)
- **75% satisfaction** with support given
- **75%** satisfaction with support given.

**Community Led Housing**

***Promoting sustainable and affordable housing in Wiltshire and Swindon***

- Increase in the number of affordable homes in the pipeline from 2 to 10
- Increase in number of communities who are actively in conversation about a rural affordable housing scheme from 2 to 7.

**TRUSTEES' REPORT**  
**For the year ended 31 March 2024**

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***Link and Community Transport***

***Supporting Link Schemes and Community Minibus groups in Wiltshire and Swindon***

- Direct volunteer recruitment for Link Schemes and CT groups - 50 new volunteers for both
- Offer a suite of training including Safeguarding training and trustee training
- MiDAS - continue to deliver quality training with at least 80% satisfaction from learners
- MiDAS - to generate income of £15,000.

**Community Organising and Voice**

**Facilitate people's voice and engagement**

- Fully implement the Voice It Hear It service meeting all contract targets
- Reach at least **500 people** through surveys and focus groups via Voice It, Hear It
- Deliver pilot neighbourhood collaborative programme.

***Village Halls***

***Grow our membership in the Wiltshire Village Halls Association***

- 5 new halls in membership (190 in total)
- 75% satisfaction with support given.

***Landfill grants***

***Improving community assets through community grants***

Award at least **£350,000** in grants in full compliance with entrust regulations.

***Employability Programmes***

***Deliver employability support programmes to help individuals overcome barriers and work towards their education and employment goals***

- Building Bridges in Wiltshire - support 195 participants (both adult and young people) with 19% moving into employment outcomes and 21% into education outcomes
- Inspire Swindon - support 50 young people towards education & employment outcomes.
- Building Bridges Swindon - support 90 adults with 27% moving into employment outcomes and 16% moving into education outcomes.

**Annual General Meeting**

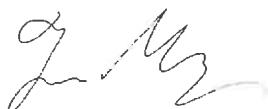
The Annual General Meeting of the members of Community First will be held on 9<sup>th</sup> October 2024

**TRUSTEES' REPORT**  
**For the year ended 31 March 2024**

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This report has been prepared having taken advantage of the Small Companies exemption in the Companies Act 2006.

By order of the Board of Trustees

A handwritten signature in black ink, appearing to read 'J. Moody', with a stylized flourish at the end.

**James Moody**

**Chairman of the Board of Trustees**

**23 July 2024**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST**

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### **Opinion**

We have audited the financial statements of Community First ('the charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and the Republic of Ireland"; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

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

### **Conclusions related to going concern**

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

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

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

### **Other information**

The other information comprises the information included in the annual report, including the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.



## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST**

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

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 4, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under Section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST**

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

- We obtained an understanding of laws and regulations that affect the charitable company, focusing on those that had a direct effect on the financial statements or that had a fundamental effect on its operations. Key laws and regulations that we identified included the Companies Act, the Charities Act, data protection legislation and employment legislation.
- We enquired of the trustees, reviewed correspondence with the Charity Commission and reviewed trustees' meeting minutes for evidence of non-compliance with relevant laws and regulations. We also reviewed controls the trustees have in place to ensure compliance.
- We gained an understanding of the controls that the trustees have in place to prevent and detect fraud. We enquired of the trustees about any incidences of fraud that had taken place during the accounting period.
- The risk of fraud and non-compliance with laws and regulations and fraud was discussed within the audit team and tests were planned and performed to address these risks. We identified the potential for fraud in the following areas: misappropriation of cash and other assets, undisclosed related party transactions outside the normal course of business and misstatement of the investment property valuation
- We reviewed financial statements disclosures and tested to supporting documentation to assess compliance with relevant laws and regulations discussed above.
- The engagement partner considers the engagement team collectively had the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.
- We enquired of the trustees about actual and potential litigation and claims
- We obtained independent confirmations from your bank regarding balances at the year-end in addition to any outstanding charges
- We performed analytical procedures to identify any unusual or unexpected relationships that might indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud due to management override of internal controls we tested the appropriateness of journal entries and other adjustments throughout the period and assessed whether the judgements made in making accounting estimates were indicative of a potential bias. We also carried out a review for transactions outside the normal course of business.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST

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Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

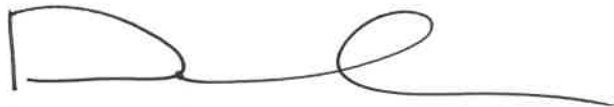
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

This description forms part of our auditor's report.

David Owen & Co is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

### Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



David Owen & Co  
Statutory Auditors  
Chartered Accountants  
17 Market Place  
Devizes  
Wiltshire  
SN10 1HT

Date: 13 August 2024

**COMMUNITY FIRST (company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES (including income & expenditure account)**  
**For the year ended 31 March 2024**

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOMING RESOURCES</b>						
<i><b>Income</b></i>						
Donations and legacies	2	19,581	139,933	1,240	160,754	249,817
Trading activities	3	119,744	100,458	-	220,202	262,175
Membership and affiliation fees		1,467	7,141	-	8,608	12,376
Charitable activities	4	239,135	1,639,626	-	1,878,761	1,758,499
Investment income	5	30,292	812	-	31,104	15,754
<i><b>Other incoming resources</b></i>						
Gain on disposal of fixed assets		-	-	-	-	2,340
<b>TOTAL INCOMING RESOURCES</b>		<b>410,219</b>	<b>1,887,970</b>	<b>1,240</b>	<b>2,299,429</b>	<b>2,300,961</b>
<b>RESOURCES EXPENDED</b> 7						
Fundraising and publicity		-	5,256	1,240	6,496	7,921
Commercial trading operations		80,213	-	-	80,213	74,586
Charitable activities						
Community Development		333,793	273,716	-	607,509	592,870
Encouraging Enterprise		1,863	378,188	-	380,051	437,315
Tackling Disadvantage		123,183	1,124,955	-	1,248,138	1,214,339
<b>TOTAL RESOURCES EXPENDED</b>		<b>539,052</b>	<b>1,782,115</b>	<b>1,240</b>	<b>2,322,407</b>	<b>2,327,031</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>(128,833)</b>	<b>105,855</b>	<b>-</b>	<b>(22,978)</b>	<b>(26,070)</b>
Transfers between funds		-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(128,833)</b>	<b>105,855</b>	<b>-</b>	<b>(22,978)</b>	<b>(26,070)</b>
<b>RECONCILIATION OF FUNDS:</b>						
<b>TOTAL FUNDS BROUGHT FORWARD</b>						
17	£	799,711	£ 1,104,477	£ Nil	£ 1,904,188	£ 1,930,258
<b>TOTAL FUNDS CARRIED FORWARD</b>						
	£	670,878	£ 1,210,332	£ Nil	£ 1,881,210	£ 1,904,188

The notes on pages 22 to 38 form part of these financial statements

**BALANCE SHEET**

As at For the year ended 31 March 2024

	Notes	Consolidated 2024 £	2023 £	Charity 2024 £	2023 £
<b>FIXED ASSETS</b>					
Tangible assets	12	250,534	250,087	250,534	250,087
Investments	13	100	100	200	200
Investment property	13	100,000	100,000	100,000	100,000
		<u>350,634</u>	<u>350,187</u>	<u>350,734</u>	<u>350,287</u>
<b>CURRENT ASSETS</b>					
Debtors	14	437,201	310,240	472,826	343,823
Cash at bank and in hand		1,369,903	1,475,007	1,281,477	1,380,606
		<u>1,807,104</u>	<u>1,785,247</u>	<u>1,754,303</u>	<u>1,724,429</u>
<b>CREDITORS: amounts falling due within one year</b>	15	(276,528)	(231,246)	(223,827)	(170,528)
<b>NET CURRENT ASSETS</b>		<u>1,530,576</u>	<u>1,554,001</u>	<u>1,530,476</u>	<u>1,553,901</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES / NET ASSETS</b>		<u>£ 1,881,210</u>	<u>£ 1,904,188</u>	<u>£ 1,881,210</u>	<u>£ 1,904,188</u>
<b>FUNDS</b>					
Restricted funds	17	1,210,332	1,104,477	1,210,332	1,104,477
Unrestricted funds:					
Designated funds		498,271	578,321	498,271	578,321
General funds		172,607	221,390	172,607	221,390
		<u>£ 1,881,210</u>	<u>£ 1,904,188</u>	<u>£ 1,881,210</u>	<u>£ 1,904,188</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024 although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The annexed notes form part of these financial statements



**BALANCE SHEET**

**As at For the year ended 31 March 2024**

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The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies. They were approved and authorised for issue by the Trustees on 23 July 2024.

JAMES MOODY, Chair

SANJEEN PAYNE KUMAR, Trustee

## COMMUNITY FIRST

### CONSOLIDATED STATEMENT OF CASH FLOWS For the year ended 31 March 2024

	Note	2024 £	2023 £
<b>Cash flow from operating activities (see below)</b>		<b>£ (112,208)</b>	<b>£ (132,431)</b>
<b>Cash flow from investing activities</b>			
Proceeds from the sale of property, fixtures and equipment		-	(2,340)
Purchase of fixed asset additions	12	(24,000)	(9,410)
Investment income received	5	31,104	15,754
<b>Net cash used in investing activities</b>		<b>£ 7,104</b>	<b>£ 4,004</b>
<b>Change in cash and cash equivalents in the year</b>		<b>(105,104)</b>	<b>(128,427)</b>
Cash and cash equivalents bought forward		1,475,007	1,603,434
Cash and cash equivalents carried forward		<b>£ 1,369,903</b>	<b>£ 1,475,007</b>
<b>RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH</b>		<b>2024 £</b>	<b>2023 £</b>
Surplus / (deficit) for the year		(22,978)	(26,070)
Depreciation charges	12	23,553	20,545
Dividends interest and rents from investments	5	(31,104)	(15,754)
Loss / (Profit) on sale of fixed assets		-	2,340
Decrease / (increase) in debtors	14	(126,961)	(165,169)
Increase / (decrease) in creditors	15	45,282	51,677
		<b>£ (112,208)</b>	<b>£ (132,431)</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2024**

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**1. ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year unless otherwise stated.

***(a) Basis of accounting***

The financial statements of the charity, which is a public benefit entity, 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) and the Charities Act 2011. The accounts have been prepared under the historical cost convention, modified to include certain items at fair value and on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The financial statements have been prepared in Sterling.

The financial statements have been consolidated to include the results of Community First Trading Ltd, a wholly owned subsidiary of Community First.

No separate Statement of Financial Activities or Income and Expenditure Account have been presented for the Charity alone as permitted by paragraph 408 of the Companies Act 2006.

***(b) Fund accounting***

General reserves 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 designated funds 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 the 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 the various restricted funds is set out in the notes to the financial statements. It is the Charity's policy to transfer funds from general reserves to eliminate deficits incurred by services funded from restricted funds which will not be recoverable from future restricted income.

Endowment funds are restricted funds received for the specific purpose of establishing a donor advised fund with The Community Foundation to be invested where only the income generated can be expended to benefit Youth Action Wiltshire services. The funds have been invested with The Community Foundation's other endowment funds.



**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2024**

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***(c) Income recognition***

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Donations are accounted for when received and related gift aid when receivable. Legacies are accounted for when received or when entitlement arises, it is reasonably certain they will be received and amounts can be measured with sufficient reliability.

Membership income is included in the Statement of Financial Activities in the year of receipt.

Grants receivable are recognised in full in the Statement of Financial Activities in the year to which they relate.

Income from government grants are recognised at fair value when the charity has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Rental income is included when receivable.

Trading income is included when receivable. This includes insurance administration fees, oil bulk-buying commission, and branding and design work.

***(d) Expenditure recognition***

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs, which include management and administration costs incurred in the Charity's office and governance costs, which are the costs associated with the governance arrangements of the Charity, have been allocated to the Charity's activities based on office space occupied, time spent and resources managed.

Governance costs include those costs associated with meeting constitutional and statutory requirements of the charity and include the audit fees and costs linked with the strategic management of the charity.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2024**

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Expenditure directly attributable to a specific activity category (e.g. charitable activities, governance costs) has been included in the relevant category. Where costs are attributable to more than one activity, they are apportioned across activities based on the time spent by staff on those activities and their use of shared resources.

***(e) Tangible fixed assets***

Tangible fixed assets with an individual cost of £1,000 or more are capitalised and included at cost or valuation.

Depreciation is not charged on freehold land. Depreciation on other tangible fixed assets is charged

- |                                  |                              |
|----------------------------------|------------------------------|
| • Freehold & leasehold buildings | 2% of cost per annum         |
| • Office equipment               | 20% of cost per annum        |
| • Fixtures & fittings            | 10% to 20% of cost per annum |
| • Motor vehicles                 | 20% of cost per annum        |

***(f) Investments***

Investment properties are valued at market value. Fixed asset investments are valued at cost.

***(g) Cash and cash equivalents***

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short term liquid investments.

***(h) Debtors and creditors receivable / payable***

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

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due can be measured or reliably estimated. Creditors and provisions are normally recognised at the settlement amount.

***(i) Irrecoverable VAT***

Due to partial exemption and the receipt, for VAT purposes, of non-business income, some VAT input tax is irrecoverable. This is allocated in the accounts as part of support cost.

***(j) Financial Instruments***

The charity has only 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 with the exception of investments which are measured at fair value.

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2024

**(k) Leases**

Operating lease rentals are charged to the income and expenditure account as incurred.

**(l) Pension schemes**

A defined contribution scheme with Royal London (previously known as Scottish Life) is in place for staff who are not members of the Wiltshire Pension Fund and who wish to be members of and contribute to a pension scheme. All eligible staff were auto-enrolled into this scheme as from November 2014. The rate of employer contribution is 7.0%.

**(m) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**(n) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
General donations	19,581	139,933	1,240	160,754	165,398
Legacies	-	-	-	-	84,419
	<u>£ 19,581</u>	<u>£ 139,933</u>	<u>£ 1,240</u>	<u>£ 160,754</u>	<u>£ 249,817</u>

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

#### 3. INCOME FROM TRADING ACTIVITIES

	<b>Unrestricted Funds 2024 £</b>	<b>Restricted Funds 2024 £</b>	<b>Total Funds 2024 £</b>	<i>Total Funds 2023 £</i>
Events	720	17,773	18,493	25,175
Expenses recovered	-	2,386	2,386	903
Other earned income	16,139	80,299	96,438	138,035
Insurance administration fees	102,061	-	102,061	96,523
Other miscellaneous income	824	-	824	1,539
	<b>£ 119,744</b>	<b>£ 100,458</b>	<b>£ 220,202</b>	<b>£ 262,175</b>

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

#### 4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>Grants:</b>				
ACRE	-	480	480	-
Blagrave Trust	-	-	-	40,000
Bradenstoke Solar Community Fund	-	70,997	70,997	62,369
Carers Support Wiltshire	-	76,731	76,731	62,964
Community Foundation	-	4,273	4,273	16,098
Community Transport Association	-	-	-	12,600
DEFRA	13,095	28,000	41,095	41,095
Department for Work and Pensions	-	-	-	3,733
Family Trusts and Various Small Grants	25,378	52,501	77,879	2,837
Greensquare Housing	-	-	-	12,000
Integrated Care Board (NHS BANES, Swindon + Wiltshire)	-	19,500	19,500	-
Landfill Tax Credits (redistributable grants)	-	312,951	312,951	438,802
Melksham Town Council	-	768	768	-
The National Lottery Community Fund	-	127,205	127,205	27,696
The National Lottery Community Fund/ ESF	-	61,803	61,803	503,269
Police & Crime Commissioner for Wiltshire	-	119,706	119,706	134,706
Primary Care Trusts	26,000	24,500	50,500	39,750
Swindon Borough Council	-	175,500	175,500	-
Underwood Trust	-	25,000	25,000	50,000
Wiltshire Community Land Trust	-	14,910	14,910	-
Wiltshire and Swindon Sports CIC	-	9,070	9,070	15,180
Wiltshire Council	-	505,992	505,992	139,595
Wiltshire Wildlife Trust	-	-	-	2,500
Other small grants	7,230	9,739	16,969	-
<b>Total grants</b>	<b>71,703</b>	<b>1,639,626</b>	<b>1,711,329</b>	<b>1,605,194</b>
<b>Fees:</b>				
Oxenwood and Linkenholt	167,432	-	167,432	153,305
	<b>£ 239,135</b>	<b>£ 1,639,626</b>	<b>£ 1,878,761</b>	<b>£ 1,758,499</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2024

**5. INCOME FROM INVESTMENTS**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Bank interest	20,072	812	20,884	5,329
Rental Income	10,220	-	10,220	10,425
	<u>£ 30,292</u>	<u>£ 812</u>	<u>£ 31,104</u>	<u>£ 15,754</u>

**6. NET INCOME / EXPENDITURE FOR THE YEAR**

	2024 £	2023 £
Net income / expenditure for the period includes		
Depreciation	23,553	20,545
Professional indemnity insurance	2,600	2,866
Fees payable to auditor		
Audit work	14,646	12,600
Non - audit work	3,958	2,308
Non - audit work re subsidiary	503	762

**7. ANALYSIS OF EXPENDITURE**

	Activities directly undertaken 2024 £	Grants (see Note 8) 2024 £	Support Costs (see Note 9) 2024 £	Total 2024 £	Total 2023 £
<b>Cost of generating funds</b>					
Fundraising costs	6,496	-	-	6,496	7,921
Trading Company	80,213	-	-	80,213	74,586
	<u>86,709</u>	<u>-</u>	<u>-</u>	<u>86,709</u>	<u>82,507</u>
<b>Charitable activities</b>					
Community Development	414,273	-	193,236	607,509	592,870
Encouraging Enterprise	27,805	350,381	1,865	380,051	437,315
Tackling Disadvantage	913,917	8,547	325,674	1,248,138	1,214,339
	<u>1,355,995</u>	<u>358,928</u>	<u>520,775</u>	<u>2,235,698</u>	<u>2,244,524</u>
	<u>£ 1,442,704</u>	<u>£ 358,928</u>	<u>£ 520,775</u>	<u>£ 2,322,407</u>	<u>£ 2,327,031</u>

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

#### 8. GRANTS PAYABLE

During the year the following institutional grants were made:-

##### Landfill Community Funds Grant

48 grants (2023: 45) were paid to assist community groups and voluntary organisations to improve their local environment:

	2024 £	2023 £
Avebury Cricket Club	-	30,000
Avebury Sports & Social Club	-	11,500
Bradford on Avon Town Council	10,000	-
Calne Borehole Football Club	24,054	13,986
Codford Lawn Tennis	10,000	-
Collingbourne Kingston Parish Council	10,000	-
Cricklade Development Foundation	14,746	17,753
FLiSCA	-	10,000
Goatacre Cricket Club	-	30,500
Harnham Parish Hall	-	10,000
Hilmarton Jubilee Play Park	-	31,000
Marlborough Golf Club	30,326	-
Mere Town Council	10,000	-
New Blunsdon Community Shop	-	28,049
Oaksey Village Hall	10,000	-
Royal Wootton Bassett Sports Association	16,202	-
RWBSA – Mowers	-	48,715
Stratton St Margarets PC	10,000	12,000
Swindon Cricket Club	-	15,000
Swindon Town FC	30,000	-
Tytherton Village Hall	30,000	-
West Wheels Track Swindon	-	22,000
White Parish PCC	-	10,000
Wilcot Cricket Club	-	10,000
Yatton Keynell Recreation Association	10,000	-
Projects under £10,000	135,053	106,490
	<u>£ 350,381</u>	<u>£ 406,993</u>

##### Link Good Neighbour Scheme Grants

11 grants (2023: 4) each of less than £10,000 were paid to provide transport and other services to local people in need.

	2024 £	2023 £
Projects under £10,000	<u>£ 8,547</u>	<u>£ 7,124</u>
Total grants payable	<u>£ 358,928</u>	<u>£ 414,117</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2024

**9. SUPPORT COSTS**

	<b>Charitable Activities 2024 £</b>	<b>Governance 2024 £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Staff costs	198,507	41,548	240,055	216,145
Premises costs	50,623	-	50,623	58,588
Depreciation	23,553	-	23,553	20,545
Other costs	88,535	53,120	141,655	165,348
	<b>£ 361,218</b>	<b>£ 94,668</b>	<b>£ 455,886</b>	<b>£ 460,626</b>

**10. STAFF NUMBERS AND COSTS**

	<b>2024 £</b>	<b>2023 £</b>
Wages and salaries	1,081,480	1,091,075
Social security costs	91,270	97,467
Pension costs - defined contribution scheme contributions	85,781	82,629
	<b>£ 1,258,531</b>	<b>£ 1,271,171</b>

The average number of staff during the year was	<b>46</b>	<b>49</b>
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Employees earning over £60,000	<b>Number</b>	<b>Number</b>
£70,001 - £80,000	<b>1</b>	<b>1</b>

**11. TRUSTEES AND KEY MANAGEMENT PERSONNEL**

During the year, none of the Trustees, received any remuneration (2023: Nil). No Trustee received reimbursed expenditure (2023: £Nil).

The key management personnel of the charity comprise the Trustees and the Leadership Team (as shown on page 2). The total employee benefits of the key management personnel of the Charity were £286,131 (2023 : £285,019).



## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

#### 12. TANGIBLE FIXED ASSETS - CONSOLIDATED AND CHARITY

	Freehold Land & Buildings £	Leasehold Land & Buildings £	Furniture & Fixtures £	Equipment & Vehicles £	Total £
<b>Cost</b>					
At 1 April 2023	52,001	197,448	75,977	116,967	442,393
Additions	-	-	-	24,000	24,000
Disposals	-	-	-	-	-
At 31 March 2024	<u>52,001</u>	<u>197,448</u>	<u>75,977</u>	<u>140,967</u>	<u>466,393</u>
<b>Depreciation</b>					
At 1 April 2022	3,120	34,224	72,991	81,971	192,306
Charge for the year	1,040	3,949	1,856	16,708	23,553
On disposals	-	-	-	-	-
At 31 March 2024	<u>4,160</u>	<u>38,173</u>	<u>74,847</u>	<u>98,679</u>	<u>215,859</u>
<b>Net book value</b>					
At 1 April 2023	<u>£ 48,881</u>	<u>£ 163,224</u>	<u>£ 2,986</u>	<u>£ 34,996</u>	<u>£ 250,087</u>
At 31 March 2024	<u>£ 47,841</u>	<u>£ 159,275</u>	<u>£ 1,130</u>	<u>£ 42,288</u>	<u>£ 250,534</u>

#### 13. FIXED ASSETS INVESTMENTS

	Consolidated 2024 £	2023 £	Charity 2024 £	2023 £
Share holding in:				
Wiltshire Enterprises Ltd (company 01741853)	100	100	100	100
Community First Trading Ltd (company 08360063)	-	-	100	100
	<u>£ 100</u>	<u>£ 100</u>	<u>£ 200</u>	<u>£ 200</u>

Community First holds unlisted investments, stated at cost, in two wholly-owned subsidiaries. Both companies are registered in England. Wiltshire Enterprises Ltd was dormant throughout the year. The wholly owned subsidiary, Community First Trading Limited, earns insurance commissions from the sale of insurance policies to Village Halls, Playing Fields and Parish Councils. It also receives subscriptions from a Bulk Oil Buying Scheme. It is the policy of the directors to pay over the whole of its profits each year to the Charity and its accounts have been consolidated in these financial statements. A summary of the trading results is shown below:

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

	2024 £	2023 £
Turnover	107,941	100,975
Interest receivable	416	227
Total income	108,357	101,202
Cost of sales and administrative expenses	(80,213)	(71,017)
Profit in the year	28,144	30,185
Retained profit brought forward	-	-
Gifted to parent charity	(28,144)	(30,185)
	<u>£ Nil</u>	<u>£ Nil</u>

The assets and liabilities of the company were

Debtors	-	288
Cash at bank and in hand	88,417	94,402
Creditors falling due within one year	(88,317)	(94,590)
	<u>£ 100</u>	<u>£ 100</u>

As at 31 March 2024 Community First Trading Ltd had net assets of £100 and share capital of £100.

**Leasehold  
Land &  
Buildings  
£**

#### Valuation

As at 31 March 2023 and 31 March 2024

**£ 100,000**

The investment property was last professionally valued as at 31 March 2022. The valuation was carried out by Huw M Thomas MRICS on behalf of Huw Thomas Commercial. The market valuation was estimated having regard to the property's age, nature and type, the terms applicable to the existing lease, the terms applicable to the renewed lease and the current state of the commercial property market.

The investment property is currently leased at £10,220/annum on a five year lease with a three year break clause.

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

14. DEBTORS	Consolidated 2024 £	2023 £	Charity 2024 £	2023 £
<b>Due within one year</b>				
Trade debtors	415,519	105,398	421,022	105,108
Other debtors	-	105,799	-	105,799
Prepayments and accrued income	21,682	99,043	51,804	132,916
	<b>£ 437,201</b>	<b>£ 310,240</b>	<b>£ 472,826</b>	<b>£ 343,823</b>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Consolidated 2024 £	2023 £	Charity 2024 £	2023 £
Trade creditors	70,188	88,926	24,474	36,471
Taxation and social security	33,023	34,765	32,796	34,470
Other creditors	10,057	1,217	10,057	1,217
Accruals and deferred income	163,260	106,338	156,500	98,370
	<b>£ 276,528</b>	<b>£ 231,246</b>	<b>£ 223,827</b>	<b>£ 170,528</b>

#### Deferred income

Balance at 1 April 2023	53,958	799
Amount released to incoming resources	(53,958)	(799)
Amount deferred in the year	106,507	53,958
Balance as at 31 March 2024	<b>£ 106,507</b>	<b>£ 53,958</b>

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund Balances at 31 March 2024 represented by:

	Unrestricted Funds £	Restricted Funds £	Total £
<b>Consolidated</b>			
Tangible fixed assets	250,534	-	250,534
Investments	100,100	-	100,100
Current assets	596,772	1,210,332	1,807,104
Current liabilities	(276,528)	-	(276,528)
	<u>£ 670,878</u>	<u>£ 1,210,332</u>	<u>£ 1,881,210</u>
<b>Charity</b>			
Tangible fixed assets	250,534	-	250,534
Investments	100,200	-	100,200
Current assets	543,971	1,210,332	1,754,303
Current liabilities	(223,827)	-	(223,827)
	<u>£ 670,878</u>	<u>£ 1,210,332</u>	<u>£ 1,881,210</u>

#### 17. STATEMENT OF FUNDS

UNRESTRICTED FUNDS	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
<b>GENERAL FUNDS</b>	<u>221,390</u>	<u>410,219</u>	<u>(515,499)</u>	<u>56,497</u>	<u>172,607</u>
		-			
<b>DESIGNATED FUNDS</b>					
Property and fixed assets in use	350,087	-	(23,553)	24,000	350,534
Strengthening Communities	188,234	-	-	(40,497)	147,737
Future investment	40,000	-	-	(40,000)	-
	<u>578,321</u>	<u>-</u>	<u>(23,553)</u>	<u>(56,497)</u>	<u>498,271</u>
	<u>£ 799,711</u>	<u>£ 410,219</u>	<u>£ (539,052)</u>	<u>£ Nil</u>	<u>£ 670,878</u>

"Properties and fixed assets in use" represents the asset value of properties owned by the group, separately shown from General Funds. The amounts include the net book value of properties purchased by the charity. The transfer in the year represents the value of assets purchased.

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2024**

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"Strengthening Communities" represents a legacy of £188,234 that was received in previous periods. The Trustees agreed to earmark these funds to be used for Strengthening Communities and therefore transferred them into a designated fund for that purpose. The Trustees are scoping potential capital work to the Oxenwood Outdoor Education Centre and have earmarked the funds to go towards this project.

"Future investment" represents funds that the Trustees have earmarked for investing in the Charity's infrastructure in the next financial period. This includes funds to cover the cost of some replacement vehicles and other capital and repair work to the Charity's outdoor education projects.

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

RESTRICTED FUNDS	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
<b>Youth Action Wiltshire</b>					
Fundraised income	3,314	26,616	(5,256)	-	24,674
<b>Community Development</b>					
Community Development	86,284	63,040	(112,915)	-	36,409
Village Halls	20,611	14,777	(25,492)	-	9,896
Local Councils	-	60,953	(60,953)	-	-
YAW Club Programme	7,331	21,912	(25,557)	-	3,686
	114,226	160,682	(224,917)	-	49,991
<b>Encouraging Enterprise</b>					
Accelerate	10,831	26,870	(17,087)	-	20,614
Grants Programme	27,393	22,460	(48,799)	-	1,054
	38,224	49,330	(65,886)	-	21,668
<b>Tackling Disadvantage</b>					
Be Mindful	-	19,500	(3,491)	-	16,009
Community Transport	13,902	25,116	(24,861)	-	14,157
Voice It, Hear It	-	43,750	(34,364)	-	9,386
Household fund	-	45,957	(45,957)	-	-
Link Schemes	44,200	31,360	(52,145)	-	23,415
Splash	51,636	219,046	(228,358)	-	42,324
YAW Young Carers	86,505	191,792	(172,190)	-	106,107
Building Bridges	-	706,129	(554,979)	-	151,150
	196,243	1,282,650	(1,116,345)	-	362,548
<b>Grants Payable</b>					
Business Grants & Loan Fund	17,863	-	-	-	17,863
Landfill Communities Fund	651,348	360,692	(361,101)	-	650,939
Link Grants Fund	83,259	8,000	(8,610)	-	82,649
	752,470	368,692	(369,711)	-	751,451
	<u>£ 1,104,477</u>	<u>£ 1,887,970</u>	<u>£ (1,782,115)</u>	<u>£ Nil</u>	<u>£ 1,210,332</u>

#### Youth Action Wiltshire

Tackles disadvantage and supports young people through difficulties, including SPLASH programmes which support young victims of crime, those struggling with challenges who may be out of education, employment and training (EET) and young carers who may have significant caring responsibilities for a family member. We also support a network of youth clubs across the county.

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

### Community Development

Connects communities and includes a range of services which supports local communities and volunteers and brings people together to take action around their common concerns. Services include support to the Wiltshire Village Halls Association, The Wiltshire and Swindon Local Councils Network, (WALC), community organising and Voice, Community Led Housing through the partnership Homes of Our Own. Community First administrates the Landfill Communities Fund and the Wiltshire Community Transport Development Fund and other grant programmes to improve community facilities. We also support local community transport services and LINK schemes and volunteers.

### Encouraging Enterprise

We support rural enterprise by offering grants to community groups and organisations, as well as providing training in relation to the Minibus Drivers Awareness Scheme.

### Tackling Disadvantage

The Building Bridges Programme tackles disadvantage and is a partnership of organisations in Wiltshire and Swindon who are helping people overcome their barriers to employment and education. The programme is funded by The National Lottery Community Fund, Wiltshire Council and Swindon Borough Council.

### ENDOWMENT FUNDS

The Charity has been fundraising to establish an endowment fund in relation to Youth Action Wiltshire. During the year £1,240 (2023: £1,035) was received and passed to the Wiltshire Community Foundation who hold the fund for the benefit of the Charity.

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
<b>SUMMARY OF FUNDS</b>					
Designated Funds	578,321	-	(23,553)	(56,497)	498,271
General Funds	221,390	410,219	(515,499)	56,497	172,607
	799,711	410,219	(539,052)	-	670,878
Restricted Funds	1,104,477	1,887,970	(1,782,115)	-	1,210,332
	<u>£ 1,904,188</u>	<u>£ 2,298,189</u>	<u>£ (2,321,167)</u>	<u>£ Nil</u>	<u>£ 1,881,210</u>

Transfers between funds represents adjustments to designated funding.

## COMMUNITY FIRST

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2024

#### 18. LEASE COMMITMENTS

The charity has financial commitments in respect of operating leases of office equipment. The total future minimum lease payments under non-cancellable operating leases are as follows:

	2024 £	2023 £
Not later than one year	2,393	1,256
Later than one and not later than 5 years	-	-
Later than five years	-	-
	<u>£ 2,393</u>	<u>£ 1,256</u>

#### 19. PENSION COMMITMENTS

On 30 September 2019 Community First purchased Oxenwood Field Study Centre and the staff were TUPE'd across. These staff members were and remain members of the Wiltshire Pension Fund. Community First make employers contributions to this scheme. The pension came over as a new fund with no associated deficit. Wiltshire Council have agreed to act as guarantor and cover any future deficit arising on the fund and therefore no potential deficit on this fund is disclosed in these accounts. The cost of the employers contributions in the year was £19,120.

A defined contribution scheme with Royal London is in place for staff who are not members of the Wiltshire Pension Fund and who wish to be members of and contribute to a pension scheme. All eligible staff were auto-enrolled into this scheme as from 31 October 2014. The rate of employer contribution is 7.0%.

The cost of employers contributions in the year was £60,304.

There were outstanding pension contributions at the balance sheet date of £9,393 (2023: £2,154).

#### 20. RELATED PARTIES

Various Trustees, officers and employees (and members of their families) of Community First have in their personal capacities, links with organisations which to some degree either fund or are funded by Community First. This is a large, diverse organisation reaching into the community and links are inevitable.

The Trustees monitor these links and the Charity maintains a register of declared interests in order to foster a policy of transparency. The Trustees strive to promote fairness and consider that no transactions have been influenced by interests other than the Charity's. Inspection of the register can be arranged by contacting the Charity.

#### 21. CONTROLLING PARTY

The Trustees consider that the charity is jointly controlled by the Trustees and that there is no ultimate controlling party.



## COMMUNITY FIRST

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### FINANCIAL SUPPORT AND OTHER CONTRIBUTIONS

For the year ended 31 March 2024

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The work of Community First has been made possible with financial support and contributions from the following groups and organisations:

AAFH UK	Hills Waste Limited
Accommodation Welfare Committee	Hugo Halkes Charitable Trust
ACRE	The Hunny Pot Children's Charity
Active Plumbing Supplies (Malmesbury) Ltd	The Inchcape Foundation
Amy Kent Interiors	Integrated Care Board
AW Gale Community Trust	J A Rendell
BA ASA Ltd SW	J H King Charitable Trust
Barn Owl Books	James Weir Foundation
BDP Imports	Jodrell Trust
Big Give Trust	The Julia and Hans Rausing Trust
Bingham Kindergarten	The Julius Silman Charitable Trust
The Blagrove Trust	Knight Frank LLP
Boley Trust	Ladies' Fellowship, St Andrews Church, Devizes
Bradenstoke Solar Community Fund	Leaders Unlocked
Bradford & Winsley Community Sports Assoc	Lucienne Hughes
Bradford on Avon Lions	Lyneham & Bradenstoke Parish Council
Bradford on Avon Rotary Club	Magdalen Farm
Brewster Maude Charitable Trust	Malmesbury League of Friends
Business Education Trust	The Malthouse Nursery
Buzz Action Foundation	Marlborough College
Caenhill Countryside Centre	Masonic Charitable Foundation
Chippenham Borough Lands Charity	Melksham Town Council
Chippenham Lions	Mrs A Lloyd
Christian Malford & Foxham WI	National Benevolent Charity
Codford Village Fete and Quiz	The National Lottery Awards for All
Co-op Local Community Fund	The National Lottery Community Fund
Corsham Town Council	NHS BANES
Crapper & Sons Landfill Ltd	NHS Wiltshire
DEFRA – Department of The Environment	OFGEM RHI
Devizes Lions	OJM Advisory Limited
Durrington Town Council	Pewsey Vale School
E&S Shops Ltd	Police & Crime Commissioner for Wiltshire & Swindon
EAP Sells 2007 Trust	Poulshot Village Lunch
Easy Fundraising	Pound Arts & The Rhythm Practice
Edington Parish Council	Radnor Charitable Trust
The Ernest & Marjorie Fudge Trust	Salisbury Cathedral
Estate of R Chapman (legacy)	Salisbury City Community Lottery
Estate of T Horowitz (legacy)	Sam Evans Architecture
The Farm Cookery School	Seend Community Centre
Freemasons	Six Mental Health Solutions
Friends of Youth Action Wiltshire	Skillset Learning
Garfield Weston Foundation	Southampton Water Activity Centre
Greensquare Accord	St James Trust
GUL Outdoor Therapy	St Mary's School
Hedley Foundation	Stampede Sports
Henry C Hoare Charitable Trust	Steppes Travel Ltd
	The Stonehenge School

Continued...

## COMMUNITY FIRST

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### FINANCIAL SUPPORT AND OTHER CONTRIBUTIONS

For the year ended 31 March 2024

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SVO (Calne) Ltd	The Vintage Entertainer
Swindon Borough Council	Walker Logistics Limited
T2A	Warminster Lions
Tall Ships Youth Trust	WASP
The Beaufort Christmas Bazaar	Wilkins Builders Ltd
Think Coaching	Wiltshire Association of Local Councils
TransWilts CIC	Wiltshire Community Foundation
Tristenagh Trust	Wiltshire Council
Trowbridge Guild of Community Service	Wiltshire Land Trust Ltd
Trowbridge Town Council	Wiltshire Music Connect
Trowbridge Town Trust	Wiltshire Outdoor Learning Team
TW Partners Ltd	Wiltshire Wildlife Trust
The Underwood Trust	Zuru Media Ltd

We would also like to acknowledge the support of all our partners.

The Charity has also benefited from the generous support of many individuals whose donations and gifts have enabled services to be maintained and expanded.