

REGISTERED COMPANY NUMBER: 01752003 (England and Wales)  
REGISTERED CHARITY NUMBER: 514518

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021  
FOR  
VOLUNTARY ACTION COVENTRY

LDP Luckmans  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

## **VOLUNTARY ACTION COVENTRY**

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**REPORT OF THE TRUSTEES  
for the year ended 31 March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

**Organisation**

VAC is a relatively small charity and many operational decisions are taken by the Chief Executive. Decisions are delegated to other members of staff as appropriate. The Board adopts the Business Plan, which is the key strategic and planning document for VAC and includes action plans, risk analysis, etc. Major strategic decisions are taken by the Board, together with the setting of the annual budget and the adoption of policies and procedures. The Board receives a detailed bi-monthly report on progress against the Business Plan.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Objects of VAC are:

1. The advancement of citizenship and community development, to include the promotion of volunteering and of the voluntary, community and social enterprise sector. The promotion of civic responsibility, good citizenship and neighbourliness. The provision of capacity building/education to develop individual/community capabilities, competences, skills and understanding.
2. The relief of those in need in Coventry, by reason of; youth, age, ill health, disability, financial hardship or other disadvantage.
3. To promote any charitable purpose for the benefit of the community in the Area of Benefit and in-particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

The area of benefit is the Midlands area and in-particular the city of Coventry.

VAC meets these objects by:

- \* promoting volunteering and helping volunteers find suitable opportunities
- \* providing supported volunteering projects for those experiencing disadvantage
- \* circulating information, including through newsletters and websites
- \* providing advice on volunteer involvement
- \* providing occasional training or briefing sessions
- \* providing practical resources such as meeting rooms
- \* signposting to other agencies with more specialist expertise
- \* promoting the voluntary and community sector in general

**Public benefit**

Voluntary Action Coventry achieves public benefit through direct services to the public and through the support we provide to voluntary, community and social enterprises:

- \* Volunteer Centre Coventry - promotion and brokerage of volunteering opportunities
- \* Supported volunteering - tailored support to help people with barriers play an active part in their communities through volunteering
- \* Healthwatch Coventry - enabling the public to have a greater say on the health and social care services provided within the city; helping to address issues, problems or barriers within particular services.
- \* VCSE Alliance - providing information and advice to voluntary, community and social enterprises
- \* Involvement in local networks, partnerships and collaborations that address disadvantage/inequalities

VAC seeks to encourage resilience in communities, supporting people to build their capacity and enabling them to do more for themselves.

**REPORT OF THE TRUSTEES**  
**for the year ended 31 March 2021**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

2020/2021 was a challenging year due to the Covid-19 Pandemic, we had to adapt quickly and make modifications to our delivery that ensured our targets were still met but that staff and clients were protected from the risk of infection.

Our key areas of activity during the year were:

**Volunteer Centre**

As the nationally accredited Volunteer Centre in Coventry we promote volunteering and encourage Coventry residents to give their time supporting voluntary and community groups. This year:

- \* We helped 358 people find volunteering roles
- \* The majority of people looking to volunteer were aged 25-40 years
- \* Two thirds of enquirers were female
- \* We also received 148 direct enquiries from people wanting to volunteer to support people impacted by Covid-19 these were signposted to NHS Responders and local Foodbanks

**Healthwatch Coventry**

- \*We heard from 426 people this year about their experiences of health and social care.
- \*We provided advice and information to 335 people by phone and email this year.
- \*There were 11,990 visitors to our website information
- \*Our volunteers gave 1006 hours of time this year

We published 7 reports about the improvements people would like to see to health and social care services. This led to:

- \*Those responsible for NHS and care service hearing the experiences of local people and care home managers resulting from COVID-19 changes
- \*Care home actions to address improvement to physical access and dementia friendly design and addressing residents' hearing loss issues, following our visit
- \*Work to improve GP websites after we looked at them all and identified areas for improvement
- \*COVID-19 vaccination public information produced to address issues we raised
- \*Easy read information about shared records produced by lead agency after our feedback

**Supported volunteering**

Our tailored supported volunteering projects provide a step into volunteering and possibly employment for disadvantaged people in Coventry:

**Accelerate - supporting people towards employment**

Accelerate is a Building Better Opportunities project funded by the European Social Fund and The National Lottery Community Fund delivered by a partnership of local organisations that include VAC.

The Pandemic had a considerable impact on the interest of economically inactive and unemployed clients to seek work, a reduction in employment opportunities, a loosening of DWP requirements on claimants coupled with clients that may have been required to shield or who were caring for others meant we failed to achieve our target numbers for the year. However, we still endeavoured to provide telephone contact and support to those looking to find employment once lock down eased.

**Chat Central - tackling loneliness and isolation in Coventry**

During April 2020 to March 2021, we were successful in reaching our target of engaging 130 people in a year. We engaged 140 people including 95 participants and 45 volunteers.

During the pandemic, we started running online activities such as art, dance and yoga and set up a telephone befriending service. We ran one-off events like the Big Lunch, a range of workshops such as how to use Zoom, writing poetry, keeping well in lockdown and held socially distanced coffee meetups or walks. We connected our participants with a wide range of external projects and opportunities.



**REPORT OF THE TRUSTEES  
for the year ended 31 March 2021**

Many of our participants stated they are now less isolated, feel more connected and have moved on to join different groups, or to volunteer or work as a result of engaging in Chat Central. For example, Meral, Seda and Selda all joined us as participants, all Turkish and new mothers. They were all quite isolated as they were far away from their family and friends. We connected them with the Turkish community in Coventry and with each other. They are now all friends. Their families meet up together at parks and their children play together.

Dave was referred to Chat Central and started attending our art and craft sessions. He was very new to art but willing to try out new things. He created embroidery for the Welcome to Coventry Signs project. Following this, along with seven others, he created an umbrella prototype for a Foleshill Creates micro-commission. They were successful in getting the £100 micro-commission. Engaging in art and craft has really helped Dave with his confidence and anxiety levels. Dave had previously struggled to communicate with others but now he is connected to others within Chat Central, and also to other projects such as Foleshill Creates. His confidence with art and craft has increased so much that he is now enrolling on an Art and Crafts for Wellbeing course at Fircroft College.

Ahmed a refugee from Egypt was referred to Chat Central from Coventry Refugee and Migrant Centre. He volunteered with Chat Central to gain some confidence. He would come along to outdoor activities and talk to others. Additionally, he was also a participant of our telephone befriending scheme. He was called by Stephen, one of our volunteers who talked to him every week and helped him to improve his English. His befriender talked with him about career opportunities and reassured Ahmed that he was skilled enough to pursue them and that his English was good. With this encouragement, Ahmed started applying for jobs and has secured employment.

**Improving Lives - Volunteering Course**

Improving Lives has always been a space for people who experience isolation to meet with each other and grow together.

The impact of the Pandemic meant that we were unable to deliver our face-to-face group courses, so we looked at moving to an on-line virtual approach. Initially we engaged with 45 past participants to check-in on them, find out if they were still able to volunteer or work and to offer our support through the first lockdown. Our clients welcomed the contact and regular Zoom sessions to interact.

"I am really pleased that you reached out during this very difficult time. It has not been, and it is not an easy ride for anyone. Having children at home and trying to explain what is happening has been challenging at times"

"It's great to hear from you. I am struggling a bit at the moment with worry and anxiety. I have lost touch with the friends I met on the course"

We developed an on-line version of the course and started to reach out to potential participants, we were able to deliver Improving Lives to five different cohorts during the numerous lockdowns. The numbers attending were lower than we would expect in the face-to-face sessions, mostly as we were not able to get out to promote and recruit. Our drop-out rate was higher too, with 51 people recruited, 10 failed to attend at all and 5 dropped out part way through. However, we were able to witness people overcome barriers, adversity and difficulties and commit to improving their lives. All in all, 36 people attended the online sessions. Some participants were able to go in to volunteering and even employment.

It is a pleasure to work with every single person who comes on to Improving Lives. AB was on our first Zoom cohort. She had gone through a long period of unemployment and was losing confidence. Her primary interest was to work in a role in which she was helping people. After completing the course, she applied to be a volunteer mentor with a local charity. However, she also managed to secure employment in her dream role! Imagine how delighted we were when we received her news:

"I wanted to share some great news with the both of you.... I had an interview for a job, and I was successful. I start on Monday. It's for 3 days a week. My role is support worker, it's just what I was looking for. I wanted to thank you both so, so much for all your kindness, for motivating and supporting me. I have already decided that when I start with my new job I will definitely signpost service users to the Improving Lives course. The course has further helped me to set and accomplish goals and make improvements to my life. Once again thank you both."

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2021**

**Progress - supporting young people not in education, employment, or training**

Progress has continued to support 20 participants throughout the covid pandemic. We offered all participants one to one support to over the phone, email and replaced face to face meetings with zoom meetings to all participants. One to one's consisted around supporting young people through lockdown, finding innovating ways to keep them engaged and searching for volunteering roles. Out of the 20 young people, 6 young people engaged in a volunteering placement. 15 young people were actively looking for volunteering during April 2020 - March 2021. Volunteering roles were limited during the pandemic and covid emergency support roles did not appeal to these young people due to anxiety and fears around catching covid. Therefore 90% of the young people preferred online engagement such as on zoom or over the phone.

Finding roles in line with young people's needs and barriers was difficult at times as we were unable to set up taster days, open days or go along to volunteer meetings due to covid restrictions. We created an online 'Volunteering Activity Booklet' to encourage young people to volunteer and keep an open mind about volunteering. For one client who was very quiet and normally replied with one-word answers only, the booklet was really useful as it helped her to express her thoughts and feelings.

We hosted a 'brief introduction to volunteering' Zoom session to 7 young people this highlighted the benefits of volunteering and volunteering from home during the pandemic. Group sessions over zoom were great for young people to keep in touch with other young people on the programme, a chance to communicate and socialise with other people outside of their isolating household. The young people enjoyed coming along to these sessions and felt happier being connected to others.

During the year 5 young people successfully gained a job, and a further 3 went into a traineeship opportunity. 2 young people with learning difficulties stayed on to volunteer, this really helped to build their social skills and confidence. Both were exited off the programme as positive outcomes.

**Your Future-Your Integration (YFYI)**

Working in partnership with Coventry Refugee and Migrant Centre and Foleshill Women's Training, VAC supports refugees to build connections and new relationships within Coventry

The beginning of lock down saw the trial of blended learning for the skills for volunteering training and working with refugees' workshop, using handouts, Zoom and online learning. Over 60 people from the project were supported and encouraged towards volunteering during the year.

We made presentations about volunteering to FWT women's online coffee mornings, reaching 37 women, helping them consider the benefits of volunteering, and how we could support them to volunteer. We worked with Chat Central to encourage our members to participate in activities and consider volunteering to help with Chat Central. We also worked with City of Culture Hosts, CRMC and WWT to look at future volunteering opportunities.

Stars of Screen and street, VAC staff and Your Future Your Integration volunteers' enthusiasm and commitment were showcased through a film made in December 2020 about the value of volunteering- socially distanced of course!

Your Future Your Integration succeeded as a programme, and CRMC gained an additional two-years funding, that commenced 1st January 2021, building on the learning from YFYI, Integrate Coventry has a more flexible structure which allows people to enter into any of the services, at different times, alongside an enrichment programme of art, drama football and other activities. In the first quarter of the project, we had 32 people signposted to our provision of support and 5 people started volunteering and others are hoping to start when Government restrictions are lifted.

We have found that a lot of our clients have very limited English language skills, so we have trialled a long course around volunteering with Arabic speakers and an Arabic translator, and this proved popular. We shall continue to try new ways of engaging with people, being flexible to meet their needs and aspirations.

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2021**

**VCSE support**

- \*We continued to communicate with our members through regular e-bulletins and ad hoc updates, sharing relevant information, with a particular focus on Health and Social Care and Covid-19.
- \*We maintained our directories of volunteering opportunities and members services that are available to search on-line.
- \*We convened virtual meetings and offered networking opportunities to our members via Teams and Zoom around topical issues and concerns.
- \*We strengthened our relationships and involvement in partnerships such as Working Together, Recovery and Well-being Partnership and Sacred Spaces
- \*We secured funding from CWPT to establish the C & W VCSE Mental Health Alliance

**Sustaining the organisation**

- \*We put in place measures to enable the organisation to function virtually through lock downs
- \*Despite the challenges of the Pandemic, we achieved our income generation targets
- \*We secured further grant funding for projects supporting people into community activity and/or volunteering.

**FINANCIAL REVIEW**

**Financial position**

We started the year with a deficit budget of £7,500. However, prudent spending and planning during a year of uncertainty, together with specific Covid Support funding, has enabled the organisation to achieve a surplus of £60,911 as of 31st March 2021.

**Staffing**

The average number of employees was 16 for the year.

**Investment policy and objectives**

The surplus funds of the organisation are currently held in an interest-bearing account.

**Reserves policy**

Trustees aspire to hold up to six months of core running costs as reserves, together with sufficient to cover lease obligations, as well as a reserve to cover the full redundancy cost of all employees. The potential redundancy cost is held in a designated fund. At 31st March 2021, the aspirational reserves figure is £193,997. At 31st March 2021, unrestricted reserves amounted to £118,231. The trustees will continue to work towards their reserves target, whilst ensuring the delivery of charitable objectives.

**FUTURE PLANS**

Planning for the future is challenging as the full impact of the Pandemic on the VCSE sector is yet to be known. Government restrictions around Covid19 will remain something that individuals and organisations need to observe and plan for.

Volunteer Involving Organisations are having to explore if they can continue to involve volunteers safely and the number and diversity of volunteer placements available will impact on our ability to support people into volunteering and to meet our targets.

The confidence of clients to start volunteering has also been and continues to be impacted by the Pandemic, with many people who may benefit from participating in volunteering choosing not to; through fear of contracting Covid-19 at the placement or when using public transport to get there.

VCSE organisations including VAC will be looking at their approach to on-going service delivery, staffing requirements, home working and the safe operation of buildings and community venues.

VAC will continue to evaluate our approach to delivery, using face to face and virtual methods to engage with clients, to identify the needs of clients and the VCSE in Coventry and seek solutions to meet those needs. The organisation will invest in a PR and Communications Officer and Volunteering Officer to help us undertake this activity, ensuring we are best meeting the needs of those we are here to support.

2021/2022 will be a year of reflection and learning, we will review our business plan in the Autumn and look to produce a new plan for 2022-25.

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is a company limited by guarantee governed according to its Memorandum and Articles of Association updated 19th June 2019. All voluntary and community organisations active in Coventry are encouraged to apply for membership of the VCSE Alliance and there are over 300 active members. There is also a facility for individual membership used on an occasional basis.

**Recruitment and appointment of new trustees**

The membership elects a Board of at least five and not more than nine individuals who each serve a term of up to three years and who can each be re-appointed twice before a rest period is required. Nomination forms are issued with the AGM mail-out. The Board meets bi-monthly with detailed papers circulated a week in advance.

**Induction and training of new trustees**

All trustees are offered one-to-one induction with the Chief Executive and receive a trustee induction pack.

**Wider network**

VAC is a member of NAVCA, the National Association for Voluntary and Community Action. VAC is a wholly independent charity which chooses to affiliate to NAVCA. VAC is a member of NCVO and holds the VCQA (Volunteer Centre Quality Accreditation) and Trusted Charity Mark.

**Risk management**

The trustees have examined the major strategic risks of the charity and have an ongoing process of examining operational risks across the charity. This includes assessing risks according to their impact and likelihood and listing potential mitigating actions. This analysis then influences the actions and priorities of the wider Business Plan.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

01752003 (England and Wales)

**Registered Charity number**

514518

**Registered office**

27-29 Trinity Street  
Coventry  
West Midlands  
CV1 1FJ

**Trustees**

L J C Carroll  
S J A Donaldson - Chair (resigned 11.11.20)  
L Mafuba  
D K Patel (resigned 13.5.20)  
A Rathod (resigned 6.1.21)  
T W Sawdon  
T C Brooke (resigned 21.1.21)  
B S Nagra (appointed 21.1.21)  
A O Awosokanre (appointed 21.1.21)

**Company Secretary**

S A Ogle

**VOLUNTARY ACTION COVENTRY (REGISTERED NUMBER: 01752003)**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

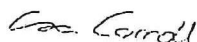
**Independent Examiner**

M D Spafford  
FCCA ACA  
LDP Luckmans  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Approved by order of the board of trustees on 9 November 2021 and signed on its behalf by:



L J C Carroll – Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
VOLUNTARY ACTION COVENTRY**

**Independent examiner's report to the trustees of Voluntary Action Coventry ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA ACA which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



M D Spafford  
FCCA ACA  
LDP Luckmans  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

10 November 2021



**VOLUNTARY ACTION COVENTRY**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	500	-	500	-
<b>Charitable activities</b>	5				
Charitable activities		66,888	546,344	613,232	478,530
Investment income	4	2,614	-	2,614	32,869
Other income		2,939	-	2,939	26,282
<b>Total</b>		<u>72,941</u>	<u>546,344</u>	<u>619,285</u>	<u>537,681</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Charitable activities		40,501	493,173	533,674	543,860
Governance costs		-	-	-	3,540
<b>Total</b>		<u>40,501</u>	<u>493,173</u>	<u>533,674</u>	<u>547,400</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>32,440</u>	<u>53,171</u>	<u>85,611</u>	<u>(9,719)</u>
Transfers between funds	17	(5,636)	5,636	-	-
<b>Net movement in funds</b>		<u>26,804</u>	<u>58,807</u>	<u>85,611</u>	<u>(9,719)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		91,429	17,479	108,908	118,627
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>118,233</u></u>	<u><u>76,286</u></u>	<u><u>194,519</u></u>	<u><u>108,908</u></u>

The notes form part of these financial statements

**VOLUNTARY ACTION COVENTRY (REGISTERED NUMBER: 01752003)**

**BALANCE SHEET  
31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	1,030	-	1,030	2,404
<b>CURRENT ASSETS</b>					
Debtors	13	41,192	41,150	82,342	98,955
Cash at bank and in hand		106,992	139,003	245,995	176,745
		<u>148,184</u>	<u>180,153</u>	<u>328,337</u>	<u>275,700</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(30,983)	(103,865)	(134,848)	(169,196)
<b>NET CURRENT ASSETS</b>		<u>117,201</u>	<u>76,288</u>	<u>193,489</u>	<u>106,504</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>118,231</u>	<u>76,288</u>	<u>194,519</u>	<u>108,908</u>
<b>NET ASSETS</b>		<u>118,231</u>	<u>76,288</u>	<u>194,519</u>	<u>108,908</u>
<b>FUNDS</b>	17				
Unrestricted funds				118,231	91,429
Restricted funds				<u>76,288</u>	<u>17,479</u>
<b>TOTAL FUNDS</b>				<u>194,519</u>	<u>108,908</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.



**VOLUNTARY ACTION COVENTRY (REGISTERED NUMBER: 01752003)**

**BALANCE SHEET - continued**  
**31 March 2021**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 9 November 2021 and were signed on its behalf by:



L J C Carroll – Co-Chair



T W Sawdon – Co-Chair

**VOLUNTARY ACTION COVENTRY**

**CASH FLOW STATEMENT**  
for the year ended 31 March 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	65,806	43,369
Net cash provided by operating activities		<u>65,806</u>	<u>43,369</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		-	(2,748)
Interest received		598	233
Net cash provided by/(used in) investing activities		<u>598</u>	<u>(2,515)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>66,404</u>	<u>40,854</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<u>176,745</u>	<u>135,891</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<u><u>243,149</u></u>	<u><u>176,745</u></u>

The notes form part of these financial statements

# VOLUNTARY ACTION COVENTRY

## NOTES TO THE CASH FLOW STATEMENT for the year ended 31 March 2021

### 1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
<b>Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)</b>	85,611	(9,719)
<b>Adjustments for:</b>		
Depreciation charges	1,374	344
Interest received	(598)	(233)
Decrease/(increase) in debtors	16,613	(8,249)
(Decrease)/increase in creditors	(37,194)	61,226
<b>Net cash provided by operations</b>	<u>65,806</u>	<u>43,369</u>

### 2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Cash in hand	257	382
Notice deposits (less than 3 months)	245,738	176,363
Overdrafts included in bank loans and overdrafts falling due within one year	(2,846)	-
<b>Total cash and cash equivalents</b>	<u>243,149</u>	<u>176,745</u>

### 3. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
<b>Net cash</b>			
Cash at bank and in hand	176,745	69,250	245,995
Bank overdraft	-	(2,846)	(2,846)
	<u>176,745</u>	<u>66,404</u>	<u>243,149</u>
<b>Total</b>	<u>176,745</u>	<u>66,404</u>	<u>243,149</u>

The notes form part of these financial statements

## VOLUNTARY ACTION COVENTRY

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

#### 1. LIABILITY OF MEMBERS

The Charity is a company limited by guarantee. It does not have share capital and the liability of each member is limited to the guarantee given by that member which shall not exceed £1.

#### 2. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Incoming resources from grants are included in incoming resources in the year in which they are receivable. Where income is received in advance of performance, its recognition is deferred and included in creditors.

Investment income and other income are included when receivable.

##### **Expenditure**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of Value Added Tax. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity they have been apportioned across the cost categories on a basis consistent with the use of these resources.

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

##### **Tangible fixed assets**

All individual assets costing less than £1,000 per item are to be written off in the year of purchase. Assets above this amount are to be capitalised in the month of purchase and subjected to the appropriate level of depreciation as stated below.

Refurbishment	20% Straight Line
Office Furniture	20% Straight Line
IT Equipment	50% Straight Line

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Restricted Funds - Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund together with a fair allocation of management costs.

# VOLUNTARY ACTION COVENTRY

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

### 2. ACCOUNTING POLICIES - continued

#### Fund accounting

Unrestricted funds - Unrestricted funds are available for use at the discretion of the Board in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Board for particular purposes.

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Contributions in respect of earnings paid by the charity to defined pension contribution schemes are charged to the Statement of Financial Activities in the year in which they are payable to the schemes.

#### Hire purchase and leasing commitments

Rentals applicable to operating leases where all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as they fall due.

### 3. DONATIONS AND LEGACIES

	2021 £	2020 £
Donations	500	-

### 4. INVESTMENT INCOME

	2021 £	2020 £
Rents received	2,016	32,636
Deposit account interest	598	233
	<u>2,614</u>	<u>32,869</u>

### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021 £	2020 £
Grants	Charitable activities	613,232	478,530

Grants received, included in the above, are as follows:

	2021 £	2020 £
Coventry City Council	271,163	227,148
European Social Fund and National Lottery Community Fund	60,170	54,787
The 29th May 1961 Charitable Trust	-	7,500
William A Cadbury	-	3,750
Henry Smith	55,586	55,608
UK Responsible Authority (UKRA)	65,379	49,043
National Lottery	64,334	31,930
Coventry & Rugby CCG	48,264	48,264
Apprentice & YPEPS	-	500
Heart of England Community Association	20,886	-
NAVCA VCS Emergencies Partnership	1,500	-
Hilden Charitable Trust	1,250	-
Carried forward	<u>588,532</u>	<u>478,530</u>

**VOLUNTARY ACTION COVENTRY**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
for the year ended 31 March 2021

**5. INCOME FROM CHARITABLE ACTIVITIES - continued**

	2021 £	2020 £
Brought forward	588,532	478,530
Sheldon Charitable Trust	4,000	-
Eveson Charitable Trust	10,000	-
Garfield Weston Charitable Trust	10,000	-
Baron Davenports	700	-
	<u>613,232</u>	<u>478,530</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 7) £	Totals £
Charitable activities	<u>418,895</u>	<u>114,779</u>	<u>533,674</u>

**7. SUPPORT COSTS**

	Other £	Governance costs £	Totals £
Charitable activities	<u>114,626</u>	<u>153</u>	<u>114,779</u>

**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	<u>1,374</u>	<u>344</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**VOLUNTARY ACTION COVENTRY**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the year ended 31 March 2021**

**10. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	327,297	267,296
Social security costs	21,479	18,543
Other pension costs	22,942	18,997
	<u>371,718</u>	<u>304,836</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Provision	12	9
Support	3	3
Governance	1	1
	<u>16</u>	<u>13</u>

No employees received emoluments in excess of £60,000.

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Charitable activities	48,764	429,766	478,530
Investment income	32,869	-	32,869
Other income	26,282	-	26,282
<b>Total</b>	<u>107,915</u>	<u>429,766</u>	<u>537,681</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	107,973	435,887	543,860
Governance costs	3,540	-	3,540
<b>Total</b>	<u>111,513</u>	<u>435,887</u>	<u>547,400</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>(3,598)</u>	<u>(6,121)</u>	<u>(9,719)</u>
<b>Transfers between funds</b>	<u>(7,545)</u>	<u>7,545</u>	<u>-</u>
<b>Net movement in funds</b>	<u>(11,143)</u>	<u>1,424</u>	<u>(9,719)</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>102,572</u>	<u>16,055</u>	<u>118,627</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>91,429</u>	<u>17,479</u>	<u>108,908</u>

**VOLUNTARY ACTION COVENTRY**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the year ended 31 March 2021**

**12. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	14,380	26,141	40,521
<b>DEPRECIATION</b>			
At 1 April 2020	14,380	23,737	38,117
Charge for year	-	1,374	1,374
At 31 March 2021	14,380	25,111	39,491
<b>NET BOOK VALUE</b>			
At 31 March 2021	-	1,030	1,030
At 31 March 2020	-	2,404	2,404

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade debtors	41,229	86,575
Other debtors	24,934	100
Prepayments	16,179	12,280
	<u>82,342</u>	<u>98,955</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Bank loans and overdrafts (see note 15)	2,846	-
Trade creditors	7,412	30,942
Social security and other taxes	-	5,843
Other creditors	10,290	4,009
Accruals and deferred income	97,376	124,803
Accrued expenses	16,924	3,599
	<u>134,848</u>	<u>169,196</u>

The following income has been received during the year relating to activities taking place in subsequent years:

	£	£
At 1st April 2020	124,803	17,364
Released during the year	(575,359)	(489,883)
Deferred during the year	547,932	597,322
At 31st March 2021	<u>97,376</u>	<u>124,803</u>



# VOLUNTARY ACTION COVENTRY

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

### 15. LOANS

An analysis of the maturity of loans is given below:

	2021 £	2020 £
Amounts falling due within one year on demand:		
Bank overdrafts	<u>2,846</u>	<u>-</u>

### 16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021 £	2020 £
Within one year	57,403	57,403
Between one and five years	<u>76,170</u>	<u>20,786</u>
	<u>133,573</u>	<u>78,189</u>

### 17. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	26,345	32,438	14,274	73,057
Personnel	45,084	-	(4,910)	40,174
Equipment	5,000	-	-	5,000
Property	<u>15,000</u>	<u>-</u>	<u>(15,000)</u>	<u>-</u>
	91,429	32,438	(5,636)	118,231
<b>Restricted funds</b>				
Healthwatch	8,694	19,977	-	28,671
Building Better Opportunities - Progress	(85)	85	-	-
Building Better Opportunities - Accelerate	(798)	400	-	(398)
Henry Smith	7,251	8,422	-	15,673
Asylum, Migration and Integration Fund	-	(5,637)	5,636	(1)
Community Fund - Chat Central	1,652	5,226	-	6,878
Coventry 4 Good	765	-	-	765
CC4Y	<u>-</u>	<u>24,700</u>	<u>-</u>	<u>24,700</u>
	17,479	53,173	5,636	76,288
<b>TOTAL FUNDS</b>	<u>108,908</u>	<u>85,611</u>	<u>-</u>	<u>194,519</u>

**VOLUNTARY ACTION COVENTRY**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
for the year ended 31 March 2021

**17. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	72,940	(40,502)	32,438
<b>Restricted funds</b>			
Healthwatch	254,042	(234,065)	19,977
Building Better Opportunities - Progress	23,106	(23,021)	85
Building Better Opportunities - Accelerate	37,063	(36,663)	400
Henry Smith	55,586	(47,164)	8,422
Asylum, Migration and Integration Fund	66,628	(72,265)	(5,637)
Community Fund - Chat Central	46,151	(40,925)	5,226
Heart of England	20,886	(20,886)	-
CC4Y	42,883	(18,183)	24,700
	<u>546,345</u>	<u>(493,172)</u>	<u>53,173</u>
<b>TOTAL FUNDS</b>	<u>619,285</u>	<u>(533,674)</u>	<u>85,611</u>

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	(93,711)	(3,598)	123,654	26,345
Personnel	40,875	-	4,209	45,084
Equipment	5,000	-	-	5,000
Commitments	135,408	-	(135,408)	-
Property	15,000	-	-	15,000
	<u>102,572</u>	<u>(3,598)</u>	<u>(7,545)</u>	<u>91,429</u>
<b>Restricted funds</b>				
Healthwatch	10,634	(1,940)	-	8,694
Building Better Opportunities - Progress	(79)	(6)	-	(85)
Building Better Opportunities - Accelerate	(3)	(795)	-	(798)
The 29th May 1961 Charitable Trust	-	298	(298)	-
William A Cadbury	-	309	(309)	-
Henry Smith	4,738	2,513	-	7,251
Asylum, Migration and Integration Fund	-	(8,152)	8,152	-
Community Fund - Chat Central	-	1,652	-	1,652
Coventry 4 Good	765	-	-	765
	<u>16,055</u>	<u>(6,121)</u>	<u>7,545</u>	<u>17,479</u>
<b>TOTAL FUNDS</b>	<u>118,627</u>	<u>(9,719)</u>	<u>-</u>	<u>108,908</u>

# VOLUNTARY ACTION COVENTRY

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

### 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	107,915	(111,513)	(3,598)
<b>Restricted funds</b>			
Healthwatch	227,148	(229,088)	(1,940)
Building Better Opportunities - Progress	18,264	(18,270)	(6)
Building Better Opportunities - Accelerate	36,523	(37,318)	(795)
The 29th May 1961 Charitable Trust	7,500	(7,202)	298
William A Cadbury	3,750	(3,441)	309
Henry Smith	55,608	(53,095)	2,513
Asylum, Migration and Integration Fund	49,043	(57,195)	(8,152)
Community Fund - Chat Central	31,930	(30,278)	1,652
	<u>429,766</u>	<u>(435,887)</u>	<u>(6,121)</u>
<b>TOTAL FUNDS</b>	<u>537,681</u>	<u>(547,400)</u>	<u>(9,719)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	(93,711)	28,840	137,928	73,057
Personnel	40,875	-	(701)	40,174
Equipment	5,000	-	-	5,000
Commitments	135,408	-	(135,408)	-
Property	15,000	-	(15,000)	-
	<u>102,572</u>	<u>28,840</u>	<u>(13,181)</u>	<u>118,231</u>
<b>Restricted funds</b>				
Healthwatch	10,634	18,037	-	28,671
Building Better Opportunities - Progress	(79)	79	-	-
Building Better Opportunities - Accelerate	(3)	(395)	-	(398)
The 29th May 1961 Charitable Trust	-	298	(298)	-
William A Cadbury	-	309	(309)	-
Henry Smith	4,738	10,935	-	15,673
Asylum, Migration and Integration Fund	-	(13,789)	13,788	(1)
Community Fund - Chat Central	-	6,878	-	6,878
Coventry 4 Good	765	-	-	765
CC4Y	-	24,700	-	24,700
	<u>16,055</u>	<u>47,052</u>	<u>13,181</u>	<u>76,288</u>
<b>TOTAL FUNDS</b>	<u>118,627</u>	<u>75,892</u>	<u>-</u>	<u>194,519</u>

# VOLUNTARY ACTION COVENTRY

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

### 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	180,855	(152,015)	28,840
<b>Restricted funds</b>			
Healthwatch	481,190	(463,153)	18,037
Building Better Opportunities - Progress	41,370	(41,291)	79
Building Better Opportunities - Accelerate	73,586	(73,981)	(395)
The 29th May 1961 Charitable Trust	7,500	(7,202)	298
William A Cadbury	3,750	(3,441)	309
Henry Smith	111,194	(100,259)	10,935
Asylum, Migration and Integration Fund	115,671	(129,460)	(13,789)
Community Fund - Chat Central	78,081	(71,203)	6,878
Heart of England	20,886	(20,886)	-
CC4Y	42,883	(18,183)	24,700
	<u>976,111</u>	<u>(929,059)</u>	<u>47,052</u>
<b>TOTAL FUNDS</b>	<u>1,156,966</u>	<u>(1,081,074)</u>	<u>75,892</u>

Personnel - to fund redundancy situations.

Equipment - to fund unscheduled replacement of major capital items.

Commitments - potential amounts due in settlement of equipment and property leases.

Property - potential dilapidation and restoration costs due on vacating property.

Healthwatch - delivery of Healthwatch Voice function and contract management of the Healthwatch Coventry contract funded by Coventry City Council.

Building Better Opportunities - Progress - in partnership with other local organisations and lead by Groundwork UK delivery of Building Better Opportunities Progress project. Funded by European Social Fund and National Lottery Communities Fund.

Building Better Opportunities - Accelerate - in partnership with other local organisations and lead by Coventry & Warwickshire Co-operative Development Agency delivery of Building Better Opportunities Accelerate project. Funded by European Social Fund and National Lottery Communities Fund.

The 29th May 1961 - a charitable trust funding group support.

William A Cadbury - a charitable trust funding group support.

Henry Smith - delivery of Improving Lives programme funded by Henry Smith Charity.

Asylum, Migration and Integration Fund - working in partnership with Coventry Refugee and Migrant Centre and Foleshill Women's Training delivering Your Future - Your Integration, helping refugees integrate through community activity. Funded by UK Responsible Authority through the Asylum, Migration and Integration Fund.

## **VOLUNTARY ACTION COVENTRY**

### **NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021**

#### **17. MOVEMENT IN FUNDS - continued**

Community Fund - Chat Central - delivering a range of interventions to tackle loneliness and isolation in Coventry funded by the National Lottery.

Heart of England - project related to changing the organisational activities to deliver services in a different way

Coventry 4 Good - a VAC initiative to raise funds for local groups within Coventry.

#### **18. EMPLOYEE BENEFIT OBLIGATIONS**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions payable by the Charity to the fund and amounted to £22,943 (2020: £18,996).

At 31st March 2021 contributions amounting to £2,912 (2020: £713) were payable to the fund and included in creditors.

#### **19. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.