

Charity Registration No. 703072

Company Registration No. 02504158 (England and Wales)

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr. R Whitfield Mr. N Herman Mr. G Hughes Ms N Twigg Mr. R Humphries	(Appointed 8 December 2023) (Appointed 1 June 2024) (Appointed 1 June 2024)
Chief Executive Officer	F Myers MBE	
Charity number	703072	
Company number	02504158	
Registered office	The Fred Bulmer Centre Wall Street Hereford HR4 9HP	
Independent examiner	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS	
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ	
Website	www.comfirst.org.uk	
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COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

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COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024



The trustees present their report and accounts for the year ended 31 March 2024, the report complies with the requirements for a directors' report as required by the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the organisation's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

Our Vision

Our vision is of strong, successful and healthy communities thriving across Herefordshire and Worcestershire where everyone can achieve their full potential.

By strong we mean that communities are resilient to challenge and adaptive to change.

By successful we mean that economic and social interactions are as good as they can be.

By healthy we mean that everyone's physical and mental health is as good as it can be and that people live in a healthy environment.

By communities we mean not only communities of place but also communities of interest. It is particularly important to address communities of interest in a world where so many interactions are on line.

By communities we include all in Herefordshire and Worcestershire with a special emphasis on smaller rural communities where their rurality poses particular challenges.

It follows, therefore, that we have a clear mission to support the wellbeing of communities across Herefordshire and Worcestershire particularly by embracing ill health prevention strategies.

To deliver our mission we must

Support - provide expert support to those communities, particularly through organisations in those communities.

Promote - Understanding of strategies to improve the health and well being of communities.

Advocate - act as advocate, representing the diverse interests of those communities, particularly where they may find it difficult getting their voice heard.

Deliver - provide direct support to individuals where there are no other suitable organisations able to provide such support.

Manage - ensure that our own organisation is fit for purpose and able to deliver our mission in an efficient and effective way.

Public benefit

Reference has been made to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and when planning future activities. In particular, Trustees consider how planned activities contribute to the aims and objectives set.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

2023-24 has been a challenging year across the whole sector and Community First has reduced expenditure and continues to work pro-actively to increase innovative and diverse activities that will in turn attract new funding opportunities and partnerships.

During the year we continued with the delivery and development of the Herefordshire and Worcestershire Wellbeing and Recovery College, reaching thousands of people who needed help in our community.

We continue to witness that Covid has had a long-lasting impact on the Voluntary and Community Sector (VCS) and the communities we serve and there is a great deal of strain in the sector as a result of lack of funding. Community First has the financial reserve levels to continue to develop the theme of prevention upstream of ill health in the Communities which we serve. The aim is to introduce a comprehensive prevention strategy into communities which will in turn reduce demand on the NHS.

We have continued to provide active support to village halls, connecting with 320 of them and more than three thousand volunteers who support them. Our oil purchasing scheme has continued to be popular against the continuing strain on family incomes and energy price increases.

Towards the end of the year we commenced a new Rural (Affordable) Housing Enabler Contract. This is a DEFRA initiative, administered by ACRE.

Financial review

During the financial year, Community First continued to utilise best practice full cost recovery principles, adapted from the ACEVO model, in its financial budgeting. This reflects more accurately the cost of running the organisation's activities and highlights those areas of work which are under resourced.

Full financial details are obviously available in the accounts, and these show a healthy position for the organisation. However, in changing times it is not enough to look to repeating past successes. The environment and context is in flux and the organisation periodically reviews its business model to capture new opportunities and address risk.

The directors have examined the requirement for free reserves, which are those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. Total reserves of the charity at 31 March 2024 were £245,153 (2023 - £350,294). Of this total £nil (2023 - £89,975) is restricted funding leaving, after allowance for tangible fixed assets, £243,640 (2023 - £258,800) as free reserves.

The level of reserves is kept under regular review during the year to ensure that sufficient funds are put aside to provide flexibility to cover temporary timing differences in financial claims and to ensure adequate working capital and a contingency to manage the financial risks associated with certain funding streams and contractual obligations. Given the likely medium and longer term financial challenges facing the sector in general and Community First specifically, trustees have agreed that an increase in reserves remains appropriate whenever possible. Community First is satisfied that it has a sound approach to its finances although these are subject to regular review and will be considered in detail in the post-pandemic environment.

Quantitatively, Community First therefore aims to hold free reserves equivalent to not less than two months budgeted expenditure and not more than six months budgeted expenditure. This reflects the risks it faces going forward and that, as a charitable organisation, its primary purpose is to be of service to the people of Herefordshire and Worcestershire rather than to accumulate money.

Grant making policy

Community First administers grants on behalf of other charitable trusts and government organisations that further the charity's objectives. The grant making processes are agreed with the funders at the outset.

Community First's unrestricted funds are not utilised for grant giving purposes unless agreed by resolution of the Trustees. Arrangements are in place to segregate grant making decisions, ensuring conflicts of interest are avoided.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Principal sources of funding

The principal sources of funding received in the year are as described in the restricted funds note accompanying the financial statements.

Risk management

The Board of Community First reviews the key risks that the organisation faces on a continuing basis.

Plans for future periods

Community First, as its title states, will continue to concentrate on putting the community first, we have a major role to play in our local communities. As ever, we will need to be creative and innovative as we look to maintain and grow our income for the future.

Community First has a strong history rooted in our rural communities in and around Herefordshire and Worcestershire. Looking to the future, we will continue reaching out into our communities pursuing the need for connectedness and belonging, coupled with issues around physical health, mental well-being, emotional problems, and financial and economic challenges. In the coming years we will be promoting the Social Determinants of Health and strategies to embrace them.

Through our dedicated efforts, driven by local knowledge and insights, and working with our partners, Community First aims to continue to build resilient, flourishing, and interconnected rural communities that can proudly contribute to a brighter future for all.

Structure, governance and management

Community First is a charitable company limited by guarantee, incorporated on 29 June 1990 and registered as a charity on 6 July 1990.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. These were last amended on 20 January 2020.

The trustees, who are also the directors for the purpose of company law, were:

Mrs. Magda Prail	(Resigned 8 December 2023)
Mr. R Whitfield	
Mrs Sarah Eardley	(Resigned 8 December 2023)
Mr. N Herman	
Mr. G Hughes	(Appointed 8 December 2023)
F Myers MBE	(Appointed 8 December 2023 and resigned 31 December 2023)
Ms N Twigg	(Appointed 1 June 2024)
Mr. R Humphries	(Appointed 1 June 2024)

Part way through the year Frank Myers was recruited as a trustee and Chair designate. Shortly afterwards following the unexpected departure of the Chief Executive Officer he resigned as a trustee and became Chief Executive Officer.

Strategic management is the responsibility of the Board of Trustees who meet periodically to scrutinise activities, evaluate progress and set the direction of travel. The Annual General Meeting provides an opportunity for all stakeholders to influence the work and priorities of the organisation.

Operational management rests with the Chief Executive Officer who leads the staff team in their work.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

Community First's Board should consist of not less than six or more than ten people. Work to recruit new trustees proceeded in the year and three more were recruited, taking the total to 6. One of them then stepped down from the trustee role to become acting Chief Executive Officer upon the unexpected resignation of the person in that post. The Board continue to seek a further trustee to meet the demographic, skill, knowledge and representative needs of the Charity.

Up to eight members are elected at the AGM and up to two co-opted by the Board. At the conclusion of each AGM, one third of the Board retires from office. The members of the Board to retire are those who have been in office longest since their last election. Retiring trustees are eligible for re-election. At every AGM, members of Community First elect Board trustees in place of those retiring.

The Board, at the first meeting following the AGM, elects the chair, two vice-chairs and the treasurer. Trustees have to be either individual members or representatives of member organisations. The trustees regularly review the makeup, skills and experience of the Board and engage in open recruitment for additional trustees as the need arises. The Governance Committee meets at least once a year to review the organisation's governance arrangements and also leads any open recruitment exercise needed to refresh the Board and to fill the skills gaps identified by the annual skills audit. Training for the Board is provided on an identified needs basis.

The directors are responsible for setting the strategic direction of the organisation and for monitoring progress. During the year Board meetings were held on five occasions to oversee the delivery of the organisation's plans and to review the risks and opportunities facing the charitable company on an ongoing basis. Day to day management of the charity is delegated to the Chief Executive Officer.

The remuneration of the Chief Executive Officer and all staff is reviewed annually by the Board and normally increased in accordance with the Consumer Price Index (CPIH).

Board members complete a register of interests on a regular basis. This is updated if needed during the year. Board members are required to declare any interest in relation to specific decisions and agenda items at the start of all Board meetings, or thereafter if relevant topics arise in discussion.

Community First works with a range of statutory and voluntary sector partners. Descriptions of related parties and the transactions with them are detailed elsewhere at note 20 of the accounts.

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

The trustees' report was approved by the Board of Trustees.

Ms N Twigg
Trustee

Dated: 21 December 2024

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

I report to the trustees on my examination of the financial statements of Community First in Herefordshire & Worcestershire (the organisation) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the organisation (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the organisation 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 the organisation's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the organisation's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales, 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 that in any material respect:

- 1 accounting records were not kept in respect of the organisation as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Sarah Morley ACA
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 21 December 2024

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	29,638	265,275	294,913	101,803	329,422	431,225
Charitable activities	4	2,320	-	2,320	2,028	-	2,028
Other trading activities	5	-	-	-	5,668	-	5,668
Investments	6	6,068	-	6,068	2,522	-	2,522
Total income		38,026	265,275	303,301	112,021	329,422	441,443
Expenditure on:							
Charitable activities	7	122,232	286,210	408,442	123,611	283,358	406,969
Total expenditure		122,232	286,210	408,442	123,611	283,358	406,969
Net income/(expenditure)		(84,206)	(20,935)	(105,141)	(11,590)	46,064	34,474
Transfers between funds	13	69,040	(69,040)	-	75,115	(75,115)	-
Net movement in funds		(15,166)	(89,975)	(105,141)	63,525	(29,051)	34,474
Reconciliation of funds:							
Fund balances at 1 April 2023		260,319	89,975	350,294	196,794	119,026	315,820
Fund balances at 31 March 2024		245,153	-	245,153	260,319	89,975	350,294

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	14		1,513		1,519
Current assets					
Debtors	15	9,451		237,165	
Cash at bank and in hand		316,540		275,266	
		<u>325,991</u>		<u>512,431</u>	
Creditors: amounts falling due within one year	16	<u>(82,351)</u>		<u>(163,656)</u>	
Net current assets			243,640		348,775
Total assets less current liabilities			<u>245,153</u>		<u>350,294</u>
Income funds					
Restricted funds	18		-		89,975
Unrestricted funds			245,153		260,319
			<u>245,153</u>		<u>350,294</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.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 21 December 2024

Ms N Twigg
Trustee

Company Registration No. 02504158

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Company information

Community First in Herefordshire & Worcestershire is a private company limited by guarantee incorporated in England and Wales. The registered office is The Fred Bulmer Centre, Wall Street, Hereford, HR4 9HP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the organisation's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The organisation is a Public Benefit Entity as defined by FRS 102.

The organisation has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the organisation. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the organisation is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the organisation has been notified of the donation, unless performance conditions require deferral of the amount.

Other incoming resources are on a receivable basis over the period to which they relate.

1.5 Resources expended

Liabilities are recognised for the amounts that the charity anticipates it will have to pay to settle a debt or the amount that it has received in advance as payment for services it has to provide.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Expenditure on charitable activities includes the costs associated with the activities undertaken to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the programmes and activities undertaken.

The support costs are treated as core running costs of the charity.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment	33% of cost
Fixtures, fittings & furniture	15% of net book value

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the organisation reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

1.9 Financial instruments

The organisation has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the organisation's balance sheet when the organisation becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the organisation's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the organisation is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the organisation's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £
Funding and grants	22,431	265,275	287,706	89,693	329,422	419,115
Membership fees	7,207	-	7,207	12,110	-	12,110
	<u>29,638</u>	<u>265,275</u>	<u>294,913</u>	<u>101,803</u>	<u>329,422</u>	<u>431,225</u>

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Oil buying and training		
Sale of services	2,320	2,028

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Non-charitable trading activities	-	5,668

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	6,068	2,522

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Charitable activities

	Provide and accommodate project workers 2024 £	Grants payable 2024 £	Total 2024 £	Provide and accommodate project workers 2023 £	Grants payable 2023 £	Total 2023 £
Staff costs	194,147	-	194,147	222,434	-	222,434
Consultancy services	-	-	-	29,740	-	29,740
Staff training	32,764	-	32,764	149	-	149
Office costs	77	-	77	24,170	-	24,170
Project expenses	116,920	-	116,920	89,109	-	89,109
Membership fees and subscriptions	6,986	-	6,986	6,469	-	6,469
	<u>350,894</u>	<u>-</u>	<u>350,894</u>	<u>372,071</u>	<u>-</u>	<u>372,071</u>
Grant funding of activities (see note 8)	-	10,927	10,927	-	11,875	11,875
Share of support costs (see note 10)	37,899	-	37,899	2,867	-	2,867
Share of governance costs (see note 10)	8,722	-	8,722	20,156	-	20,156
	<u>397,515</u>	<u>10,927</u>	<u>408,442</u>	<u>395,094</u>	<u>11,875</u>	<u>406,969</u>
Analysis by fund						
Unrestricted funds - general	122,232	-	122,232	123,611	-	123,611
Restricted funds	275,283	10,927	286,210	271,483	11,875	283,358
	<u>397,515</u>	<u>10,927</u>	<u>408,442</u>	<u>395,094</u>	<u>11,875</u>	<u>406,969</u>

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

8 Grants payable

	2024	2023
	£	£
Arts etc	-	800
Avonbank Brass Band	-	1,000
Bewdley Community Theatre Group	1,000	-
Callow End Village Hall	1,000	-
Colwall Parochial Church Council	-	1,000
CUP Ceramics CIC	1,000	-
ECHO - Extra Choices in Herefordshire	-	1,000
Eardisland Village Hall	997	-
Fairfield Village Community Association	480	-
HayCommunity Choir	200	-
Heighton Village Hall	-	225
Hereford Chamber Choir	-	1,000
Hereford City Rotary Club	1,000	-
Leominster Festival	-	1,000
Leominster Museum CIO	1,000	-
Lets See	-	500
Lindridge Parish Hall	-	1,000
Pembridge Amenity Trust	1,000	-
Pershore Midsummer Brass	-	1,000
Peterchurch Parochial	250	-
The Victoria Hall t/a Kemerton Village Hall	-	1,000
Whittington Village Hall	1,000	-
Wolverley Village Players	1,000	650
Worcestershire Early Music	-	1,700
EA343 - no name in nominal	1,000	-
	<u>10,927</u>	<u>11,875</u>

The charity acts as an intermediary between the grant applicants and the grant funders. Each group of grants are paid out of specific funds received by the charity for the purpose of issuing grants to other organisations with the approval of the grant funder.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

No trustees were reimbursed expenses (2023 - none).

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Support costs

	Support costs	Governance costs	2024 Support costs	Governance costs	2023
	£	£	£	£	£
Staff costs	-	-	-	-	8,168
Depreciation	888	-	888	1,157	-
Office costs	11,682	-	11,682	575	-
Consultancy	25,083	-	25,083	-	-
General costs	176	-	176	1,063	-
Bank charges	70	-	70	72	-
Audit and accountancy fees	-	7,297	7,297	-	8,933
Legal and professional	-	-	-	-	1,407
Payroll fees	-	1,380	1,380	-	1,560
Trustee meeting costs	-	45	45	-	88
	<u>37,899</u>	<u>8,722</u>	<u>46,621</u>	<u>2,867</u>	<u>20,156</u>
Analysed between					
Charitable activities	<u>37,899</u>	<u>8,722</u>	<u>46,621</u>	<u>2,867</u>	<u>20,156</u>

Audit and accountancy fees of £7,298 (2023 - £8,933) comprises £1,250 (2023 - £2,200) payable to the charity's auditor in respect of audit fees, £2,500 (2023 - £nil) for independent examination fees and £nil (2023 - £6,233) for other services. A further £3,430 (2023 - £500) related to bookkeeping services not provided by the auditor together with £118 (2023 - £nil) in respect of Companies House fees.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Employees	6	10

Employment costs

	2024 £	2023 £
Wages and salaries	173,839	205,128
Social security costs	8,891	12,027
Other pension costs	11,417	13,447
	194,147	230,602

The full time equivalent number of part-time staff was 2 (2023 - 6.75).

There were no employees whose annual remuneration was £60,000 or more.

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2024 £	2023 £
Aggregate compensation	47,906	54,459

12 Taxation

Community First's activities during the year were in accordance with its charitable objects and therefore no corporation tax liability arises.

13 Transfers

In 2024 transfers totalling £69,040 (2023 - £75,115) have been made from restricted to unrestricted funds to cover management charges and permitted contributions to core costs.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

14 Tangible fixed assets

	Office equipment	Fixtures, fittings & furniture	Total
	£	£	£
Cost			
At 1 April 2023	8,818	4,253	13,071
Additions	-	881	881
At 31 March 2024	8,818	5,134	13,952
Depreciation and impairment			
At 1 April 2023	7,366	4,185	11,551
Depreciation charged in the year	746	142	888
At 31 March 2024	8,112	4,327	12,439
Carrying amount			
At 31 March 2024	706	807	1,513
At 31 March 2023	1,451	68	1,519

15 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	290	232,698
Other debtors	-	822
Prepayments and accrued income	9,161	3,645
	9,451	237,165

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	8,665	11,160
Other creditors	1,212	1,520
Accruals and deferred income	72,474	150,976
	82,351	163,656

Included in accruals and deferred income is £67,907 (2023 - £141,588) in respect of income received in advance of the service to be provided and which has been deferred. All amounts are released in the subsequent accounting period.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Retirement benefit schemes

	2024	2023
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	11,417	13,447
	<u> </u>	<u> </u>

The organisation operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the organisation in an independently administered fund.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds					Movement in funds				
	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers	Balance at 31 March 2024	
	£	£	£	£	£	£	£	£	£	
Elmley Arts Foundation	-	4,500	(700)	-	3,800	15,427	(10,927)	(8,300)	-	
RCEF Project EV Chargers	-	29,040	(29,040)	-	-	-	-	-	-	
ACRE/DEFRA	-	43,930	(35,836)	(8,094)	-	48,930	(25,669)	(23,261)	-	
Wellbeing Hub	74,912	207,820	(168,603)	(27,954)	86,175	200,918	(249,614)	(37,479)	-	
WCF - VCS Mental Health	16	-	-	(16)	-	-	-	-	-	
WCF - VCS Digital Action	1,573	-	-	(1,573)	-	-	-	-	-	
Worcester Works Well	8,956	10,000	(11,481)	(7,475)	-	-	-	-	-	
Worcester Works Well (contract 2)	6,162	6,045	(1,775)	(10,432)	-	-	-	-	-	
EPCMF	6	-	-	(6)	-	-	-	-	-	
Time to Change	22,351	8,500	(21,890)	(8,961)	-	-	-	-	-	
One Step Out!	197	-	-	(197)	-	-	-	-	-	
Grant Funding	-	11,875	(11,875)	-	-	-	-	-	-	
Get Active	4,579	4,042	(965)	(7,656)	-	-	-	-	-	
Herefordshire Fastershire	274	3,670	(1,193)	(2,751)	-	-	-	-	-	
	<u>119,026</u>	<u>329,422</u>	<u>(283,358)</u>	<u>(75,115)</u>	<u>89,975</u>	<u>265,275</u>	<u>(286,210)</u>	<u>(69,040)</u>	<u>-</u>	

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

(Continued)

Elmley Arts Foundation - This scheme is for community groups in Herefordshire and Worcestershire planning arts events or purchases, there are two funds – Events and Activities and Arts Equipment.

RCEF Project EV Chargers - Project restricted to delivering car charging points, linked to solar arrays and battery resources at a total of 10 rural village halls from Herefordshire and Worcestershire.

ACRE/DEFRA - Funding restricted to deliver: • Local strategic support to rural communities, enabling them to take action • Sharing learning on sustainable funding models • Providing access to local intelligence.

Wellbeing Hub - This fund represents monies received from NHS Herefordshire & Worcestershire CCG to develop emerging needs and increasing capacity of the Wellbeing Hub as required.

VCS Capacity Building - This fund represents monies received from Worcestershire Health and Care NHS Trust for increasing capacity for the provision of services within the voluntary and community sector.

Worcester Works Well - Monies provided by Public Health to support workplace health and wellbeing.

EPCMF - Funding received to assist in dealing with mental health matters in the community.

Time to Change - This fund represents monies received from Mind towards the costs of administering and supporting the Worcestershire Hub Partnership.

One Step Out! - This fund represents monies received from the National Lottery Community Fund to support the charity's village hall network and tackle loneliness in rural communities in Herefordshire and Worcestershire.

Grant funding - funds received to issue grants to those in need.

Get Active - This fund is used to support the promotion of physical activity as a way of preventing the development of health conditions particularly relating to mental health.

Herefordshire Fastershire - This fund is used to provide a digital access programme run in collaboration with Herefordshire Healthwatch designed to help those people with poor IT connectivity to be better linked in particularly for access to health services.

COMMUNITY FIRST IN HEREFORDSHIRE & WORCESTERSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2024 are represented by:						
Tangible assets	1,513	-	1,513	1,519	-	1,519
Current assets/(liabilities)	243,640	-	243,640	258,800	89,975	348,775
	<u>245,153</u>	<u>-</u>	<u>245,153</u>	<u>260,319</u>	<u>89,975</u>	<u>350,294</u>

20 Related party transactions

Transactions with related parties

During the year the organisation entered into the following transactions with related parties:

	Provision of services	
	2024 £	2023 £
Worcestershire Community Foundation	-	22,554

Roger Britton, a trustee during 2023, was a member of the Worcestershire Community Foundation until 30 March 2023, £nil (2023 - £2,336) was due to Community First from Worcestershire Community Foundation at the reporting date.