

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

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

Report and Accounts



COMMUNITY FIRST

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

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

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COMMUNITY FIRST

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS For the year ended 31 March 2021

Trustees

James Moody (Chairman from 18 December 2020) ¹
Martin Hamer (Chairman until 24 November 2020)
Steve Boocock ^{2,3}
Leah Campbell (from 1 June 2021)
Brian Clarke (resigned 27 November 2020)
Piers Dibben ³
Peter Duke (resigned 1 November 2020)
Edward Heard
Jane James (from 12 May 2020) ²
Virginia Keen (from 21 July 2020) ^{2,3}
Sanjeen Payne-Kumar (from 1 June 2021)
Tony Pooley ¹
Jane Rowell ¹
Merope Sylvester (from 1 June 2021)
Victoria Walsh (from 1 June 2021)
Julian Richards (resigned 12 May 2020)

1. Member of the Finance Committee
2. Member of the Human Resources Committee
3. Member of the Youth Action Wiltshire Committee

Secretary

Karen Williams (from 1 March 2021)
Dominik Olkowski (until 21 October 2020)

Key Management Personnel

Lynn Gibson (Chief Executive)
Bernadette Lowe
Dominik Olkowski (until 21 October 2020)
Steve Crawley
Alan Truscott (until 31 December 2020)
Ed Plank
David Potts
Harry Tipple
Dawn Whiting (from 1 January 2021)

Patron

HRH The Duchess of Cornwall

President

Mrs Sarah Troughton HM Lord-Lieutenant For Wiltshire

Vice Presidents

George McDonic MBE (Deceased 14 February 2021)
The Earl of Radnor
Ken Whatley
James Layton
William Wyldbore-Smith DL

COMMUNITY FIRST

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

For the year ended 31 March 2021

Company reg. no.	01757334
Charity reg. no.	288117
Financial Conduct Authority no	FRN311971
Registered office	Unit C2 Beacon Business Centre, Hopton Park Devizes Wiltshire SN10 2EY
Registered Auditor	David Owen & Co 17 Market Place Devizes Wiltshire SN10 1HT
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Lloyds TSB Bank plc 38 Market Place Devizes Wiltshire SN10 1JD
Solicitors	Wansbroughs Northgate House Bath Road Devizes Wiltshire SN10 1JX

TRUSTEES' REPORT

For the year ended 31 March 2021

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 2021 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 Duchess of Cornwall has been Patron of Community.

We employ 24 full time staff, 13 part time, 22 sessional/variable contracted staff (includes Oxenwood) and 32 volunteers including 8 Trustees (as of April 2021).

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 to fill specialist roles and to provide access to professional expertise 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.

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 asset, its property at Beacon Business Centre in Devizes. 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. It ensures that quality standards are met in full, and monitors performance. The Committee recognises that a strong well managed Human Resources function is central in supporting the Leadership 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 seven Managers and the specialist accountancy services is outsourced to Monahans. The Leadership team holds responsibility for implementing Board policy,

TRUSTEES' REPORT
For the year ended 31 March 2021

carrying out decisions of the Board, managing the assets of the Charity, 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 five teams 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 £43,034 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

Key management personnel comprises of the trustees and senior management of the charity. Although the trustees control the overall strategic direction of the charity, the day to day management of its activities has been delegated to senior management personnel. 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 on a regular basis 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. In particular, the advent of a resurgence in the infection levels of the COVID-19 virus and a specific Human Resources Plan for 2021/2022.

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).

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.

TRUSTEES' REPORT

For the year ended 31 March 2021

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 and 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 of £357,000 over the next 12 months, compared to a target of £369,780 in 2020/2021. While we have a significant amount of unsecured income built into the restricted service budgets, the targets are pragmatic and realistic and costs will be cut 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.

Impact of COVID-19 and Key Achievements

The organisation has managed the effect of the pandemic effectively and adapted its delivery and working arrangements over the past 12 months. We received £153,000 in Covid related funding over the past 12 months.

Oxenwood Outdoor Education Centre - was the area of most concern having had its main source of income from schools residentials, wiped out almost overnight. We worked hard to replace funding, particularly relating to Oxenwood as well as the additional costs incurred for PPE related items. Covid related funds came from the National Lottery Community Fund, Community Foundation, Sport England and Government Business and youth grants.

Central Services - Financially, the organisation remains in a healthy position. At the end of March 2021 our free reserves were approximately 3.6 months cover at £149,520. Over £300,000 of new income was identified and secured to deliver services across the county.

Community Development – We identified and trained 265 Community Information Champions so they could better inform the participants they support. The Youth Consultant programme supported a number of areas of work including processes for missing children, feedback on The Youth Offending Referral Order Form, the Looked after Children Annual Review process and the impact of Covid on young people. We have listened to over 100 Building Bridges participants to gain feedback on the value of the programme.

TRUSTEES' REPORT

For the year ended 31 March 2021

Local Councils Support - The Local Councils service adapted well to remote working with 199 clerks and councillors trained at WALC events and 223 Councils in membership.

Link schemes – The Link schemes and those individuals they support were initially severely impacted by the pandemic. Over the past 12 months schemes have experienced a 20% reduction in volunteers and 50% reduction in journeys particularly for hospital visits as people chose not to take up their appointments. Our support to Link schemes has included the new Good Practice Guide, a volunteer recruitment campaign and 380 new volunteers. From December 2020 to the March 2021, the Link schemes have again diversified to support the most vulnerable of their communities to receive the Covid19 vaccination. Currently over 1,000 Individuals have been supported in this way.

Pre pandemic, the schemes focussed on taking individuals to medical and social appointments. This changed to support the delivery of food (shopping), collecting medical prescriptions, calling the most vulnerable to make sure they were safe and helping deliver food parcels from Wiltshire's central food bank in Salisbury. A breakdown of trips completed from March to December 2020 showed 4,833 journeys for prescription collections, 976 food collection and delivery and 2,456 check-in phone calls with the most vulnerable.

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 re-opening community groups safely. The village halls service increased its membership to 175 members, undertook a national village halls survey and strengthened the safeguarding advice and information in partnership with ACRE.

Community Grants and Landfill - The grants support we provide remain essential to building the fabric of communities. The Bradenstoke Solar Panel Grants Scheme in 2020/21 allocated £47,332 for environmental, green and local community projects. The Bradenstoke Solar Panel also gave £34,000 in Covid Relief Fund Grants. 40 landfill Projects were funded from April 2020 March to 2021 awarding £403,604 through the Landfill Communities Fund. Our role in the LEADER programme ended in December 2020.

Addressing Digital Exclusion – we have supported 69 young people and Building Bridges participants benefited from Chromebooks and sim-card dongles as part of an IT project funded by the National Lottery Community Fund which enabled them to successfully engage in online home-schooling, stay connected to friends and family and engage with our online activities. Vodafone provided free unlimited data sim-cards for participants who didn't have Wi-Fi access to use during the lockdown over the first three months of the year. Community First remains linked into the Wiltshire "Get Connected" digital exclusion steering group to share learning and future development ideas.

Building Bridges – the team continued to actively support an average of 343 participants into both education and employment outcomes throughout the pandemic period through a blended mix of remote support and Covid-safe face to face delivery when this has been permissible within Government guidelines. Over half (56.1%) of our participants to date have achieved a positive outcome with the programme into employment, education or job searching.

The programme has received widespread positive feedback from both participants and external stakeholders that they strongly value how it has continued to operate so effectively throughout the pandemic when many other areas of support for the most disadvantaged have either closed down or restricted their service delivery.

Youth Action Wiltshire - has also continued to support young people right through these difficult times including young carers, victims of crime and those struggling with challenges at home. We have provided face to face respite & support group sessions for 221 young carers & remote webinars for 150

TRUSTEES' REPORT

For the year ended 31 March 2021

young carers. Carried out a total of 1,075 welfare & follow checks for young carers, during periods of lockdown. Provided coaching sessions for 87 young carers & mentoring programmes for 36 young carers. 385 young people facing challenges in their lives engaged with our Splash provision. Provided one to one coaching, mentoring or counselling for 257 young people who were engaging with Splash. Supported 44 young people through our Inspire project, 22 who were Not in Education, Employment or Training (NEET) & 22 young people identified as in danger of becoming NEET.

Financial Review

The year's total incoming resources of £2,212,297 were 4% lower than 2019/20 whilst the year's total resources expended of £2,097,117 were 10% higher than in 2019/20. An analysis of incoming resources and resources expended is shown in the charts on pages 7 and 8.

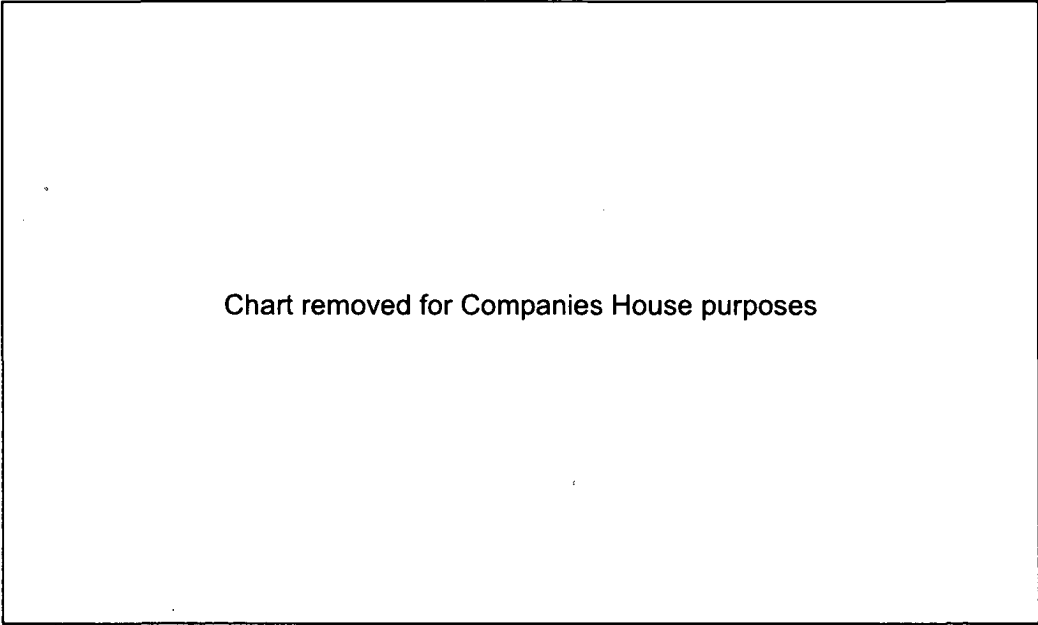


Chart removed for Companies House purposes

The changes in operating income and the expenditure resulted in a £115,180 positive movement in funds (2019/20: surplus of £390,591).

The decrease in operating income was mainly due to a one-off legacy of £188,234 received in the 2019/20 year, which inflated the 2019/20 results. After taking this legacy into account, income actually increased by around 4%, which reflected an increase in grant income.

Higher expenditure was mainly caused by additional grants payments which increased from £280,809 to £512,846. This increase was partly offset by general savings resulting in part by remote working associated with the coronavirus lockdown.

TRUSTEES' REPORT
For the year ended 31 March 2021

Chart removed for Companies House purposes

The net movement in funds for the year was a surplus of £115,180 (2019/20: £390,591). Unrestricted free reserves (i.e. excluding designated funds) increased from £91,108 to £149,520.

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. Although this project has not yet been fully identified the funds are not freely available.

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 £32,000 per month) as well as central service redundancy costs (as 31 March 2021 this was around £33,000). 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.

TRUSTEES' REPORT

For the year ended 31 March 2021

Plans for the Future

The key Strategic Priorities for the next financial year include:

Governance and Central Support

- Ensure the reserves levels increase and are in the range of 3-6 month cover
- Consider the feasibility of a hybrid model for office and home working and the development of rental opportunities of spare office space
- Review investment opportunities e.g. Credit Union links
- Appoint new Trustees and undertake a Governance review including the voice of the people we support
- Review the administrative systems of Community Insurance to build capacity and allow growth and attract at least £35,000 surplus income
- Review the Finance IT systems in partnership with MHA Monahans
- Continue to develop new partnerships and collaboration including the VCSEP partnership and the new Integrated Care System (ICS), Integrated Care Alliance (ICA) and the VCS role within it.
- Prepare for new Government programmes such as Levelling Up and the Shared Prosperity Funds
- Employ 6 Kickstart positions for young people and manage the not-for-profit partnership as a Gateway Partner
- Ensure the work we do is celebrated and understood
- Secure £357,000 of new income over the next 12 months
- Develop a comprehensive Asset Management Review

Outdoor Education

- Achieve the LOTC Quality Mark, including new ways of engaging schools & young people in planning their outdoor education programmes.
- Work with The Blagrove Trust to develop a delivery plan & secure the future of Linkenholt Countryside and Adventure Centre.
- Secure funding & appoint a new Targeted Outdoor Education Instructor.
- Undertake a feasibility plan for the redevelopment of our Oxenwood Outdoor Education Centre.

Youth Action Wiltshire

- Build affiliation and the volunteer base of the Youth Clubs network and help secure the funding required to provide the provision they need.
- Undertake a feasibility study of specific youth club insurance being added to our Community Insurance Services.
- Strengthen the voice of young people in our future planning & the work of our existing 'Youth Voice Groups' & 'Young Listeners'.
- Increase capacity in our young carers service & develop new young carers 'place based' respite sessions.
- Identify funding & appoint an additional Splash Support Worker

Community Development

- Continue to expand the membership of Wiltshire Association of Village & Community Hall
- Continue to embed the Get Out, Get Active GOGA Sport England programme using Community Buildings and village halls for health activity
- Strengthen volunteer support through Volunteer Connect
- Strengthen the MIDAS training offer with an income target of at least £10,000

TRUSTEES' REPORT

For the year ended 31 March 2021

- Ensure facilities are improved locally through Community Landfill Grants and administration meets regulatory requirements
- Continue to meet the needs of the Wiltshire Association of Local Councils (WALC), including a comprehensive training offer for new Councillors and clerks.
- Continue to embed the Information Champions programme.
- Identify new opportunities and funding for the Youth Consultants programme
- Continue the Connect 2 Wiltshire programme, strengthening link schemes and tackling loneliness
- Continue to support the Community Transport and Link schemes
- Deliver the Health Connections project and aim to embed this style of service
- Continue to support the Building Bridges project through Participant Listeners
- Project Approval target for 2021/22 £350,000 for Landfill grants

Building Bridges

- Confirm the partnership delivery plan for the programme extension to end of June 2023
- Ensure all regulatory and audit requirements are met satisfactorily
- Clarify the managing authority position on redundancy issues and continue to advocate for these costs to be eligible

Annual General Meeting

The Annual General Meeting of the members of Community First will be held on 6 October 2021.

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



James Moody
Chairman of the Board of Trustees

3 August 2021

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST

Opinion

We have audited the financial statements of Community First ('the charitable company') for the year ended 31 March 2021 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 2021 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

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

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.
- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- 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

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.

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: 27 August 2021

COMMUNITY FIRST (company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (including income & expenditure account)
For the year ended 31 March 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Endowment Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES						
<i>Income</i>						
Donations and legacies	2	5,259	154,045	980	160,284	272,634
Trading activities	3	127,485	93,345	-	220,830	223,440
Membership and affiliation fees		1,722	7,750	-	9,472	10,693
Charitable activities	4	87,191	1,722,588	-	1,809,779	1,781,154
Investment income	5	10,455	277	-	10,732	11,887
<i>Other incoming resources</i>						
Gain on disposal of fixed assets		-	1,200	-	1,200	3,500
TOTAL INCOMING RESOURCES		232,112	1,979,205	980	2,212,297	2,303,308
RESOURCES EXPENDED						
Fundraising and publicity	7	-	817	980	1,797	6,574
Commercial trading operations		69,491	-	-	69,491	60,250
Charitable activities						
Strengthening Communities		75,295	405,491	-	480,786	431,087
Encouraging Enterprise		3,963	596,822	-	600,785	452,042
Tackling Disadvantage		37,908	906,350	-	944,258	962,764
TOTAL RESOURCES EXPENDED		186,657	1,909,480	980	2,097,117	1,912,717
NET INCOME / (EXPENDITURE)		45,455	69,725	-	115,180	390,591
Actuarial gains/(losses) on defined benefit pension schemes	19	-	-	-	-	1,001,000
Transfers between funds		35,059	(35,059)	-	-	-
NET MOVEMENT IN FUNDS		80,514	34,666	-	115,180	1,391,591
RECONCILIATION OF FUNDS:						
TOTAL FUNDS BROUGHT FORWARD	17	£ 615,059	£ 1,049,721	£ Nil	£ 1,664,780	£ 273,189
TOTAL FUNDS CARRIED FORWARD		£ 695,573	£ 1,084,387	£ Nil	£ 1,779,960	£ 1,664,780

The notes on pages 19 to 36 form part of these financial statements

COMMUNITY FIRST (Company registration 01757334)

BALANCE SHEET
As at 31 March 2021

	Notes	Consolidated		Charity	
		2021	2020	2021	2020
		£	£	£	£
FIXED ASSETS					
Tangible assets	12	267,619	245,517	267,619	245,517
Investments	13	100	100	200	200
Investment property	13	90,000	90,000	90,000	90,000
		<u>357,719</u>	<u>335,617</u>	<u>357,819</u>	<u>335,717</u>
CURRENT ASSETS					
Debtors	14	257,120	226,425	296,232	275,612
Cash at bank and in hand		1,425,245	1,414,617	1,333,418	1,335,844
		<u>1,682,365</u>	<u>1,641,042</u>	<u>1,629,650</u>	<u>1,611,456</u>
CREDITORS: amounts falling due within one year	15	(260,124)	(311,879)	(207,509)	(282,393)
NET CURRENT ASSETS		<u>1,422,241</u>	<u>1,329,163</u>	<u>1,422,141</u>	<u>1,329,063</u>
TOTAL ASSETS LESS CURRENT LIABILITIES / NET ASSETS		<u>£ 1,779,960</u>	<u>£ 1,664,780</u>	<u>£ 1,779,960</u>	<u>£ 1,664,780</u>
FUNDS					
Restricted funds	17	1,084,387	1,049,721	1,084,387	1,049,721
Unrestricted funds:					
Designated funds		546,053	523,951	546,053	523,951
General funds		149,520	91,108	149,520	91,108
		<u>£ 1,779,960</u>	<u>£ 1,664,780</u>	<u>£ 1,779,960</u>	<u>£ 1,664,780</u>

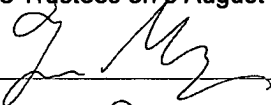
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021 although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 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 31 March 2021

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 3 August 2021.



JAMES MOODY, Chair



JANE ROWELL, Trustee

COMMUNITY FIRST

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended 31 March 2021

	Note	2021 £	2020 £
Cash flow from operating activities (see below)		£ 36,155	£ 304,855
Cash flow from investing activities			
Proceeds from the sale of property, fixtures and equipment		(1,200)	3,500
Purchase of fixed asset additions	12	(35,059)	(57,268)
Investment income received	5	10,732	11,887
Net cash used in investing activities		£ (25,527)	£ (41,881)
Change in cash and cash equivalents in the year		10,628	262,974
Cash and cash equivalents bought forward		1,414,617	1,151,643
Cash and cash equivalents carried forward		<u>£ 1,425,245</u>	<u>£ 1,414,617</u>
		-	-
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH		2021 £	2020 £
Surplus / (deficit) for the year		115,180	390,591
Depreciation charges	12	12,957	17,794
Dividends interest and rents from investments	5	(10,732)	(11,887)
Loss / (Profit) on sale of fixed assets		1,200	(3,500)
Decrease / (increase) in debtors	14	(30,695)	54,988
Increase / (decrease) in creditors	15	(51,755)	(143,131)
		<u>£ 36,155</u>	<u>£ 304,855</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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 2021

(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 2021

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 are capitalised and included at cost or valuation.

Depreciation is not charged on freehold land. Depreciation on other tangible fixed assets is charged so as to write off the full cost or valuation over their expected useful lives at the following rates:

- | | |
|----------------------------------|------------------------------|
| • 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

(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.

(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 2021 £	Restricted Funds 2021 £	Endowment Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
General donations	5,259	99,357	980	105,596	84,400
HMRC Job Retention	-	54,688	-	54,688	-
Legacies	-	-	-	-	188,234
	<u>£ 5,259</u>	<u>£ 154,045</u>	<u>£ 980</u>	<u>£ 160,284</u>	<u>£ 272,634</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

3. INCOME FROM TRADING ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Events	-	8,822	8,822	16,653
Expenses recovered	-	4,012	4,012	5,845
Other earned income	36,999	28,505	65,504	47,476
Insurance administration fees	90,486	-	90,486	86,605
School minibus contracts	-	-	-	8,526
Other miscellaneous income	-	52,006	52,006	58,335
	<u>£ 127,485</u>	<u>£ 93,345</u>	<u>£ 220,830</u>	<u>£ 223,440</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2021

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Grants:				
ACRE	-	2,700	2,700	600
BBC Children In Need	-	12,827	12,827	9,827
Big Lottery Fund	-	155,254	155,254	22,581
Big Lottery Fund/ ESF	-	412,379	412,379	304,940
Blagrave Trust	-	40,000	40,000	-
Bradenstoke Solar Community Fund	-	57,000	57,000	-
Carers Support Wiltshire	-	55,000	55,000	55,000
CO Ltd re Warminster	-	-	-	17,416
Community Foundation	-	7,197	7,197	-
DEFRA	18,095	23,000	41,095	40,295
Department for Digital, Culture, Media & Sport	-	17,361	17,361	-
Family Trusts and Various Small Grants	13,066	6,158	19,224	183,216
Greensquare Housing	-	12,000	12,000	-
Groundwork UK	-	75,000	75,000	-
Housing Corporations	-	-	-	12,000
Housing Hub	-	-	-	75,000
Henry Smith Charity	-	29,900	29,900	-
Landfill Tax Credits (redistributable grants)	-	358,111	358,111	572,627
Macmillan Cancer Support	-	19,521	19,521	50,462
Police & Crime Commissioner for Wiltshire	-	110,706	110,706	104,293
Primary Care Trusts	-	24,500	24,500	24,500
Underwood Trust	-	40,000	40,000	-
Wiltshire and Swindon Sports CIC	-	18,975	18,975	-
Wiltshire Council	10,000	211,798	221,798	243,820
Wiltshire Wildlife Trust	-	33,201	33,201	-
Total grants	41,161	1,722,588	1,763,749	1,716,577
Fees:				
Oxenwood	46,030	-	46,030	64,577
	£ 87,191	£ 1,722,588	£ 1,809,779	£ 1,781,154

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

5. INCOME FROM INVESTMENTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank interest	235	277	512	1,667
Rental Income	10,220	-	10,220	£ 10,220
	<u>£ 10,455</u>	<u>£ 277</u>	<u>£ 10,732</u>	<u>£ 11,887</u>

6. NET INCOME / EXPENDITURE FOR THE YEAR

	2021 £	2020 £
Net income / expenditure for the period includes		
Depreciation	12,957	17,794
Professional indemnity insurance	1,190	1,040
Fees payable to auditor		
Audit work	11,500	12,000
Non - audit work	9,795	1,040
Audit work re subsidiary	1,950	1,850

7. ANALYSIS OF EXPENDITURE

	Activities directly undertaken 2021 £	Grants (see Note 8) 2021 £	Support Costs (see Note 9) 2021 £	Total 2021 £	Total 2020 £
Cost of generating funds					
Fundraising costs	1,797	-	-	1,797	6,574
Trading Company	48,766	-	20,725	69,491	60,250
	<u>50,563</u>	<u>-</u>	<u>20,725</u>	<u>71,288</u>	<u>66,824</u>
Charitable activities					
Strengthening Communities	379,770	-	101,016	480,786	431,087
Encouraging Enterprise	72,086	505,327	23,372	600,785	452,042
Tackling Disadvantage	701,200	7,519	235,539	944,258	962,764
	<u>1,153,056</u>	<u>512,846</u>	<u>359,927</u>	<u>2,025,829</u>	<u>1,845,893</u>
	<u>£ 1,203,619</u>	<u>£ 512,846</u>	<u>£ 380,652</u>	<u>£ 2,097,117</u>	<u>£ 1,912,717</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

8. GRANTS PAYABLE

During the year the following institutional grants were made:-

Community Transport Development Grants

One grant (2020: 1) of less than £10,000 was paid to a voluntary organisation to improve the local environment:

	2021	2020
	£	£
Projects under £10,000	<u>£ 500</u>	<u>£ 250</u>

Landfill Community Funds Grant

57 grants (2020: 28) were paid to assist community groups and voluntary organisations to improve their local environment:

	2021	2020
	£	£
Ashton Keynes Village Hall	-	10,000
Atworth Village Hall	10,000	-
Avebury Sports & Social Club	33,000	20,000
Cricklade Bowls Club	10,000	-
Cricklade Leisure Centre	27,000	-
Devizes Town Football Club	10,000	-
Freshbrook Church	-	10,000
Goatacre Cricket Club	15,200	13,000
Lydiard Millicent PCC	-	15,000
Malmsbury Bowls Club	-	20,700
Manton Community Outdoors	10,000	-
Marlborough Golf Course	-	60,000
Purton PCC	27,000	-
RWBSA – Mowers	27,460	27,090
Salisbury Parkour Park	-	14,000
Salisbury Rugby Football Club	10,000	-
South Wraxall Village Hall	10,000	-
Southwick Village Hall	10,000	-
St Martin's Church, Bremhill	10,000	-
St Michael Church, Kington	18,000	-
St Michael's Church, Lyneham	41,000	-
St Sampson's Church, Cricklade	30,000	-
The Warminster Athenaeum Centre	10,000	-
West Wilts Youth Sailing Association	-	10,000
Westbury Community Project	52,000	-
Projects under £10,000	144,167	72,343
	<u>£ 504,827</u>	<u>£ 272,133</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Link Good Neighbour Scheme Grants

5 grants (2020: 9) each of less than £10,000 were paid to provide transport and other services to local people in need.

	2021 £	2020 £
Projects under £10,000	<u>£ 7,519</u>	<u>£ 8,426</u>
Total grants payable	<u>£ 512,846</u>	<u>£ 280,809</u>

9. SUPPORT COSTS

	Charitable Activities 2021 £	Governance 2021 £	Total 2021 £	Total 2020 £
Staff costs	183,793	35,610	219,403	281,088
Premises costs	37,912	-	37,912	23,315
Depreciation	12,957	-	12,957	15,395
Other costs	87,135	23,245	110,380	99,775
	<u>£ 321,797</u>	<u>£ 58,855</u>	<u>£ 380,652</u>	<u>£ 419,573</u>

10. STAFF NUMBERS AND COSTS

	2021 £	2020 £
Wages and salaries	1,008,492	940,188
Redundancy	13,741	11,550
Social security costs	83,935	78,567
Pension costs		
Defined benefit scheme contributions - regular	-	36,312
Defined benefit scheme contributions - deficit	-	47,385
Defined contribution scheme contributions	79,788	44,982
	<u>£ 1,185,956</u>	<u>£ 1,158,984</u>

The average number of staff during the year was	<u>49</u>	<u>48</u>
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Employees earning over £60,000	Number	Number
£60,001 - £70,000	-	1
£70,001 - £80,000	<u>1</u>	<u>-</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

11. TRUSTEES AND KEY MANAGEMENT PERSONNEL

During the year, none of the Trustees, received any remuneration (2020: Nil). Two Trustees received reimbursed expenditure totalling £502, covering travelling and communication costs. (2020: 1 Trustee, £864)

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 £371,967 (2020 : £361,491).

12. TANGIBLE FIXED ASSETS - CONSOLIDATED AND CHARITY

	Freehold Land & Buildings £	Leasehold Land & Buildings £	Furniture & Fixtures £	Equipment & Vehicles £	Total £
Cost					
At 1 April 2020	52,001	197,448	75,977	84,646	410,072
Additions	-	-	-	35,059	35,059
Disposals	-	-	-	(4,500)	(4,500)
At 31 March 2021	52,001	197,448	75,977	115,205	440,631
Depreciation					
At 1 April 2020	-	22,377	66,044	76,134	164,555
Charge for the year	1,040	3,949	2,428	5,540	12,957
On disposals	-	-	-	(4,500)	(4,500)
At 31 March 2021	1,040	26,326	68,472	77,174	173,012
Net book value					
At 31 March 2020	£ 52,001	£ 175,071	£ 9,933	£ 8,512	£ 245,517
At 31 March 2021	£ 50,961	£ 171,122	£ 7,505	£ 38,031	£ 267,619

13. FIXED ASSETS INVESTMENTS

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Share holding in:				
Wiltshire Enterprises Ltd (company 01741853)	100	100	100	100
Community First Trading Ltd (company 08360063)	-	-	100	100
	£ 100	£ 100	£ 200	£ 200

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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:

	2021 £	2020 £
Turnover	106,571	105,777
Interest receivable	23	47
Total income	106,594	105,824
Cost of sales and administrative expenses	(63,560)	(60,250)
Profit in the year	43,034	45,574
Retained profit brought forward	-	-
Gifted to parent charity	(43,034)	(45,574)
	<u>£ Nil</u>	<u>£ Nil</u>

The assets and liabilities of the company were

Debtors	3,922	547
Cash at bank and in hand	91,827	78,772
Creditors falling due within one year	(95,649)	(79,219)
	<u>£ 100</u>	<u>£ 100</u>

As at 31 March 2021 Community First Trading Ltd had net assets of £100 and share capital of £100.

	Leasehold Land & Buildings £
Valuation	
At 31 March 2020	90,000
Additions	-
Disposals	-
Revaluation	-
At 31 March 2021	<u>£ 90,000</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

The investment property was last professionally valued as at 31 March 2016. The valuation was carried out by Andrew Martin FNAEA on behalf of Strakers, Estate Agents. 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 with particular reference to the lack of demand for offices in Devizes.

The trustees do not believe there has been any movement in the value of the property in the period to 31 March 2021.

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

14. DEBTORS

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Due within one year				
Trade debtors	87,392	203,332	83,470	207,051
Prepayments and accrued income	169,728	23,093	212,762	68,561
	<u>£ 257,120</u>	<u>£ 226,425</u>	<u>£ 296,232</u>	<u>£ 275,612</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Consolidated		Charity	
	2021	2020	2021	2020
	£	£	£	£
Trade creditors	69,773	64,217	19,847	36,759
Taxation and social security	31,601	42,309	30,941	42,309
Other creditors	98,791	113,653	98,791	113,653
Accruals and deferred income	59,959	91,700	57,930	89,672
	<u>£ 260,124</u>	<u>£ 311,879</u>	<u>£ 207,509</u>	<u>£ 282,393</u>
Deferred income				
Balance at 1 April 2020			852	76,180
Amount released to incoming resources			(852)	(76,180)
Amount deferred in the year			3,385	852
Balance at 31 March 2021			<u>£ 3,385</u>	<u>£ 852</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund Balances at 31 March 2021 represented by:

	Unrestricted Funds £	Restricted Funds £	Total £
Consolidated			
Tangible fixed assets	267,619	-	267,619
Investments	90,100	-	90,100
Current assets	500,293	1,182,072	1,682,365
Current liabilities	(162,439)	(97,685)	(260,124)
	<u>£ 695,573</u>	<u>£ 1,084,387</u>	<u>£ 1,779,960</u>
Charity			
Tangible fixed assets	267,619	-	267,619
Investments	90,200	-	90,200
Current assets	447,578	1,182,072	1,629,650
Current liabilities	(109,824)	(97,685)	(207,509)
	<u>£ 695,573</u>	<u>£ 1,084,387</u>	<u>£ 1,779,960</u>

17. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
GENERAL FUNDS	<u>£ 91,108</u>	<u>£ 232,112</u>	<u>£ (173,700)</u>	<u>£ Nil</u>	<u>£ 149,520</u>
DESIGNATED FUNDS					
Property and fixed assets in use	335,717	-	(12,957)	35,059	357,819
Strengthening Communities	188,234	-	-	-	188,234
	<u>£ 523,951</u>	<u>£ Nil</u>	<u>£ (12,957)</u>	<u>£ 35,059</u>	<u>£ 546,053</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.

"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.

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2021

RESTRICTED FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
Youth Action Wiltshire					
Fundraised income	8,088	18,044	(1,797)	-	24,335
Community Development					
Community					
Development	107,698	154,812	(88,193)	-	174,317
Village Halls	161	34,073	(21,480)	-	12,754
Local Councils	-	46,054	(46,054)	-	-
YAW Club Programme	3,849	29,609	(28,458)	-	5,000
Youth Consultants	-	19,966	(19,966)	-	-
Oxenwood	-	82,164	(82,164)	-	-
Mini bus	-	25,000	(2,600)	(22,400)	-
Housing Hub	9,354	75,000	(84,354)	-	-
	121,062	466,678	(373,269)	(22,400)	192,071
Encouraging Enterprise					
Accelerate	(7,135)	8,392	(9,549)	-	(8,292)
Grants Programme	76,398	26,345	(43,583)	-	59,160
Plain Action	(998)	30,415	(29,417)	-	-
Vale Action	(1,076)	45,470	(44,394)	-	-
	67,189	110,622	(126,943)	-	50,868
Tackling Disadvantage					
Community Transport	16,758	40,116	(40,719)	-	16,155
Link Schemes	56,468	51,724	(54,451)	-	53,741
Splash	38,002	199,124	(182,127)	-	54,999
YAW Young Carers	34,999	260,675	(215,674)	-	80,000
Digital Access project	-	25,000	(12,341)	(12,659)	-
Building Bridges	(44,983)	307,767	(273,785)	-	(11,001)
YAW Project Inspire	-	107,435	(107,435)	-	-
	101,244	991,841	(886,532)	(12,659)	193,894
Grants Payable					
Business Grants & Loan Fund	24,854	9	-	-	24,863
Community Transport Development Grants	-	500	(500)	-	-
Landfill Communities Fund	646,172	383,481	(512,920)	-	516,733
Link Grants Fund	81,112	8,030	(7,519)	-	81,623
	752,138	392,020	(520,939)	-	623,219
	£ 1,049,721	£ 1,979,205	£ (1,909,480)	£ (35,059)	£ 1,084,387
Youth Action Wiltshire					

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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.

Community Development

Strengthens 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 youth voice, Community Led Housing through the partnership Homes of Our Own. Community First administers 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.

Accelerate part of the Community Transport services shows a deficit of £8,292 which has been caused by a loss of MIDAS income due to COVID-19. This is expended to be recovered within the next 6-12 months.

Grants and Enterprise

The leader programme gave grants to support local business but was completed and closed in early 2021.

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 jointly funded by The National Lottery Community Fund and the European Social Fund.

Building Bridges shows a deficit of £11,001 because of the way Community First historically recovered internal charges. This method was reviewed in the year and the deficit has dropped. The deficit will be bought back to a surplus position in the next financial year.

ENDOWMENT FUNDS

The Charity has been fundraising to establish an endowment fund in relation to Youth Action Wiltshire. During the year £980 (2020: £1,220) was received and passed to the Wiltshire Community Foundation who hold the fund for the benefit of the Charity.

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
SUMMARY OF FUNDS					
Designated Funds	523,951	-	(12,957)	35,059	546,053
General Funds	91,108	232,112	(173,700)	-	149,520
	<u>615,059</u>	<u>232,112</u>	<u>(186,657)</u>	<u>35,059</u>	<u>695,573</u>
Restricted Funds	1,049,721	1,979,205	(1,909,480)	(35,059)	1,084,387
	<u>£ 1,664,780</u>	<u>£ 2,211,317</u>	<u>£ (2,096,137)</u>	<u>£ Nil</u>	<u>£ 1,779,960</u>

Transfers between funds represents the value of fixed assets purchased with restricted funding.

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:

	2021 £	2020 £
Not later than one year	6,643	265
Later than one and not later than 5 years	5,622	10,082
Later than five years	-	-
	<u>£ 12,265</u>	<u>£ 10,347</u>

19. PENSION COMMITMENTS

Until 31 January 2020 Community First was a member of the Wiltshire Pension Fund which operates a defined benefit pension arrangement. The scheme provided benefits based on salary at their date of leaving the scheme and length of service. With effect from 31 October 2014 all employees, with the exception of three key posts, were transferred to the Royal London defined contribution scheme. The defined benefit scheme closed on 31 January 2020 with the three remaining members of this scheme transferring to the Royal London defined contribution scheme. The accumulated deficit was removed from the accounts resulting in a significant gain in the year.

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 £23,652.

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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 £52,652.

There were outstanding pension contributions at the balance sheet date of £7,533 (2020: No outstanding or prepaid balances).

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 Company Secretary 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 Company Secretary.

21. SUBSEQUENT EVENTS

Since 31 March 2021 the spread of COVID-19 has continued to impact economies and businesses across the world. Community First has a good IT infrastructure which has enabled staff to work remotely from home with minimal disruption to the charity. A recent staff survey showed that the team generally welcome the opportunity to work from home and feel a better life/work balance. A priority for the coming year is to review the permanency of this arrangement and the feasibility of moving to a hybrid approach of home and office accommodation. The Leadership Team have closely monitored the ongoing situation and have focused on ensuring that the charity can continue to deliver its programmes in as normal a manner as possible. Oxenwood Outdoor Education Centre has been particularly affected with a temporary closure in place and staff being furloughed. Budgets have been reprofiled and it is hoped that this centre can re-open in the coming months. Although the duration and eventual impact of COVID-19 is not yet known the pandemic has not materially affected the Charity's assets and liabilities. The Trustees are therefore of the opinion that these events are non-adjusting post balance sheet events.

22. CONTROLLING PARTY

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

COMMUNITY FIRST

FINANCIAL SUPPORT AND OTHER CONTRIBUTIONS

For the year ended 31 March 2021

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

Accommodation Welfare Committee
ACRE
Asda
Ball Aerosol Packaging Limited
BBC Children in Need
Beaufort Hunt Supporters Club
The Blagrove Trust
Bowood Ladies Golfers
Bradenstoke Solar Community Fund
Brewster Maude Charitable Trust
Bristol Trust
Carers Support Wiltshire
Castle Combe Parish Council
Chaloners Masonic Lodge – Melksham
Childrens Chance
Chippenham Borough Lands Charity
Community Development Foundation
Co-op Local Causes Fund
Crapper & Sons Landfill Ltd
DEFRA – Department of The Environment
DCMS - The Department for Digital, Culture,
Media & Sport
The D'Oyly Carte Charitable Trust
Easterton Parish Council
Edington Parish Council
ES Shops Limited
European Social Fund
Everyclick Limited
Friends of Youth Action Wiltshire
AW Gale Charitable Trust
Greensquare Accord
Groundwork UK
The Hedley Foundation
Henry C Hoare Charitable Trust
Henry Smith Charity
'Hidden Heroes' Campaign Supporters
Hills Minerals & Waste Limited
Hugo Halkes Charitable Trust
The Inchcape Foundation
The James Weir Foundation
The Jodrel Charitable Trust
Julius Silman Charitable Trust
JH King Charity
The Lansdowne Lodge Benevolent Fund
The Lions Club of Bradford on Avon
The Lions Club of Chippenham
The Lions Club of Devizes
Macmillan Cancer Support
Melksham Town Council
The National Benevolent Fund
The National Lottery Community Fund
NHS Wiltshire Clinical Commissioning Group

Persimmon Charitable Trust
Police & Crime Commissioner for Wiltshire &
Swindon
The Radnor Charitable Trust
Ray Harris Charitable Trust
Rotary Club of Bradford on Avon
The Rothschild Foundation
The Seend Singers
EAP Sells 2007 Trust
The Sobell Foundation
Sport England
Stampede Sports
St James Place Charitable Foundation
St James Trust
SVO (Calne) Limited
Tristenagh Trust
The Underwood Trust
USB UK Limited
VCS Emergency Partnership
The Verdon-Smith Family Charitable Trust
Walker Logistics Limited
WASP – Wiltshire & Swindon Sport
Wiltshire Association of Local Councils
Wiltshire Community Foundation
Wiltshire Council
Wiltshire Wildlife Trust
Youth Action Wiltshire Committee

We would also like to acknowledge the support of the following partners:

Barnardo's
Relate
Wiltshire Wildlife Trust

The Charity has also benefited from the generous support of many individuals whose donations and gifts have enabled services to be maintained and expanded and an endowment fund to be established to provide income in future years.

We were sad to hear of the sad passing of George McDonic MBE this year. He was a great supporter of Community First for many years and was a Trustee from 1997 to 2007 and then became a Vice President. We would like to acknowledge and thank George for all his years of service to the charity.