

Charity Registration No. 1063655

Company Registration No. 03351855 (England and Wales)

**SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

## **TRUSTEES REPORT REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the charity's governing document, 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) (effective 1 January 2019)".

#### **Objects of the charity**

- 1) To promote any charitable purpose and Social Enterprises for the benefit of the community in Essex, Suffolk, Hertfordshire, Norfolk, Bedfordshire and Cambridgeshire and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- 2) To promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in council representatives of the voluntary organisations and statutory bodies within the area of benefit.

#### **Objectives and activities**

##### **Objectives and aims**

The charity aims to achieve its objects by working closely with a wide range of partners, including other Voluntary and Community sector groups, the public and private sectors and health organisations. Beneficiaries come from all walks of life and include children through to older people.

##### **Ensuring our work delivers our aims**

We review our aims, objectives and activities each year. The review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those we aim to support. These are incorporated into an annual operational plan, which is supported by a three-year strategic plan.

##### **Significant activities**

The charity, as a council for voluntary services (CVS), undertakes 5 core functions with the additional volunteering function:

##### **Development work**

Identifying local need, working with others to develop appropriate action and working strategically to benefit the local voluntary and community sector.

##### **Liaison and representation**

Liaison: Helping to maintain links with a wide range of voluntary and community organisations and promoting cross sector relations.

##### **Representation**

Enabling the local voluntary and community sector to present its views on service design and delivery to statutory sector agencies through consultation, networking, seminars and workshops.

##### **Services and support**

Funding, legal, financial, management and constitutional information and guidance, training, providing local and strategic information via a range of methods, back office support, office lettings and room hire.

##### **Strategic partnership**

Forming partnerships between the major Public, Community and Voluntary sectors with the aim of improving Southend for the benefit of all within our local area.

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Volunteering**

To provide stimulation and support for individual volunteers and organisations that involve them.

### **Public Benefit**

The Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning our future activities.

The Trustees always consider how planned activities will contribute to the aims and objectives they have set for the charity.

In consideration of the significant activities stated above the Trustees are satisfied the Charity meets all requirements for the provision of providing a Public Benefit.

### **Achievements and performance**

#### **Charitable activities**

Our main area of activity is based around developing and supporting an informed and effective voluntary and community sector in our local area.

#### **Development work**

Our development work involves building the capacity of the Voluntary and Community sector (VCS) to enable them to survive the challenging economic times. We provide one to one guidance and supported 261 (144 in 2019-20) of our members on issues such as setting up a charity, governance, fundraising, partnership working and involving volunteers. We also supported 110 (98 in 2019-20) new and emerging groups.

#### **Liaison and representation**

SAVS continues to support and represent VCFSE organisations of all sizes in Southend. This year we have seen a fantastic growth in our digital reach, to over 8,000 individuals, which has enabled us to better promote the sector to the residents of Southend. Our networking and information sharing support has also increased since last year. SAVS has held over 30 networking events and workshops this year, which have built relationships between the VCFSE and wider organisations within Southend. SAVS continues to look for new ways to engage and support the community, particularly via the use of technology. This year we re-developed our website, have released a Podcast and are in the process of developing a Mobile Application.

#### **Support services**

We have provided advice and guidance to many individuals and groups in areas such as developing constitutions, business plans, funding applications and policy development. There are many changes to the way the Voluntary and Community sector are and will be funded in the future. We provide information about these changes, and encourage our members to think and work differently to ensure they can take advantage of the opportunities ahead. In this unprecedented year for us all, we have worked with many voluntary sector organisations to support them with funding and survival plans in order that they could fill funding gaps, increase, reimagine and reopen their activities.

#### **Additional support services**

Due to the demand for extra services we have developed various paid for services such as bid writing, Independent Examinations, PAT testing. Throughout the pandemic, SAVS has supported its Statutory partners in delivering a Covid response and recovery plan in Southend. In particular, we led the Communications and Community Engagement Cell in partnership with SBC, provided direct support to residents via a helpline and team of volunteers, and facilitated over 20 community Covid sessions.

#### **Strategic partnerships**

We continue to play a key role in representing the Voluntary and Community Sector at Key Strategic Partnerships. We have worked in partnership with Southend Borough Council, South East Essex Alliance, Essex Police, EPUT, Southend NHS Hospital Trust, and many others to ensure the voice of the VCFSE is heard and considered in the delivery and development of services. During this year much of our work and partnerships has focused on a response to COVID 19 and how we support communities and residents during the lockdown.

## **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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#### **Volunteering**

We continue to support a number of initiatives that work alongside volunteers that support both the voluntary sector and citizens. Our Time banking, A Better Start Southend, Safe as Houses and Triple T projects continue to be successful with 70+ volunteers involved

#### **Supported volunteering**

This project is funded through the Reaching Communities programme of the Big Lottery and enables us to support people with mental ill health into volunteering. With funding secured until 2021 this vital service will continue to support people with reconnect to their communities.

#### **Turning Tides**

The work of our Turning Tides project continues to develop into new areas with the key theme being that of engaging with the public to raise awareness, provide information, seek their views, keep them safe and build resilience. By engaging with the public in their neighbourhoods, we were able to identify and support the most vulnerable people in the community, many of whom have little or no social contact. We are pleased that we have continued to help improve the lives of many people through our various Turning Tides initiatives during the pandemic period, which over the past 12 months have included our Folk like Us project to help combat loneliness and social isolation, our fraud project Safe as Houses to support victims or potential victims of frauds and our Triple T youth clubs for children in the most disadvantaged areas of Southend. To enhance our work with disadvantaged children we have delivered the second year of our Family Support pilot to provide a holistic approach to the more vulnerable families and help bridge them into support services and enable them to make better day-to-day decisions.

#### **A better start**

The A Better Start Southend element of our engagement work, which began in January 17, continues with successful delivery of the second year of a three + two year tender to deliver the Parent Engagement Service. The service primarily focuses on developing the parent voice through recruiting and training Parent Champions/Ambassadors and supporting them to become the voice of parents and participate in the various governance meetings of ABSS.

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Financial review**

#### **Principle funding sources**

Aside from the income generated by our office resource, the principal funding sources for the charity are currently by way of grants and commissioned project income under service level agreements from our projects.

#### **Investment policy and objectives**

The charity continues to review its investment policy, and current policy dictates the organisation of cash investments between a selection of reputable banking providers as to ensure all deposits are within the government backed protection limits.

#### **Reserve policy**

We are pleased to report that SAVS financial position continues to be sound and that the organisation continues on a firm financial footing. This has been achieved by a dedicated and committed workforce, who work with enthusiasm and imagination to meet the changing needs of the Southend Voluntary and Community Sector.

At the year end, the charity had unrestricted reserves of £202,743 (2020; £187,830) of this amount £62,908 (2020; £62,908) has been designated for future repairs and renewals and a contingency fund should redundancies be required. This leaves an unrestricted fund position of £139,835 (2020; £124,922).

Given that the majority, approximately 91%, (2020; 87%), of the charity's income is derived from grants, renewals of which are not guaranteed beyond their current agreement periods, the trustees feel that it is necessary to accumulate unrestricted reserves to a level which, in their opinion, will safeguard its continued operation for a period long enough to obtain alternative sources of funding, should its current sources of grant funding cease completely.

Target reserves for 2021/22 are £210,826. This may not be achieved, but the policy will be to add to unrestricted reserves until that level is reached, and thereafter review the position to ensure that any surplus funds are correctly used.

#### **Going concern**

Whilst preparing these financial accounts due consideration has been given to the continued operation of the Charity. The Covid 19 pandemic has affected the way the Charity operates, with more homeworking and remote contact with clients. It also placed additional workload on staff to take forward initiatives to mitigate the effects of the pandemic on the local population. Additional funding was received for these projects and existing funding continues. Therefore, these accounts have been prepared on a going concern basis.

#### **Funds in deficit**

There was a deficit on certain Restricted Funds totalling £2,110, of this only £90 was in a fund, which has ceased, and this deficit will be covered by reserves. There was a deficit on an unrestricted fund of £1,002, caused by Covid restrictions. This deficit will carry forward into the next Financial Year.

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **FUTURE PLANS**

**Our key targets for 2021/22 include:**

To develop our work under five strategic objectives:

#### **Capacity Building and Infrastructure support:**

- Capacity building – accessing funding, support, governance and sustainability
- To provide support and guidance tailored to groups, organisations and individuals
- Facilitate access to community buildings and spaces
- Provide advice, signposting, representation and advocate on organisations behalf
- Work at local and regional level with MSE and potential partners with all strategic bodies and Integrated Care System
- Philanthropy and giving Facilitate and encourage corporate social responsibility
- Sector analytics, data and community insight \*Promotion of resource bank, networking, gap analysis, websites, social media, newsletters, case studies, films
- IT Tech labs
- Develop SAVS membership offer
- Stakeholders Feedback
- To receive and respond to stakeholders feedback to aid improvements to delivery
- To develop and create a mechanism for stakeholder feedback that is responsible

#### **Building Dynamic Communities**

- Provide opportunities for early preventative intervention
- Promoting the benefits, Connecting and utilising of Southend's assets – green and open spaces, community spaces etc.
- Reduce Loneliness and build confidence - all ages
- A network of community builders and connectors
- Working at PCN levels to embedded ABCD place based practice
- Supporting individuals to take forward ideas and set up activities and projects
- Enabling individuals to have more control over their lives
- Co-design and co-ownership
- Sharing skills and knowledge through ages (inter-generational)
- ABCD Training and mentoring
- Influencing public sector bodies that they are all inclusive to communities
- Sharing different learning from each other in communities
- Helping communities to identify gaps and pilot/incubate new projects
- Mobilise the voluntary and community to emerging emergencies

#### **Empowering voices**

- Facilitate VCS representation in strategic partnerships
- Facilitate a range of VCS Networks
- Support and challenge civic leadership & community champions
- Support the Council's community strategy and Southend 2050
- Relationship building; Stakeholders, partners and individuals
- Policy interpretation and response
- Encourage inclusive and diverse participations across all age groups and diversities to create a sense of belonging
- Holding a mirror up both internally and externally
- Report back on what we are doing to empowering voices

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Develop successful partnerships, collaborations and relationships**

- Continue to provide and support investment through channels such as the Community Investment Board and Southend Emergency Fund (linking to objective 1)
- Seek opportunities for investment through Corporate Social Responsibility or Community Infrastructure Levy (Section 106)
- Promote Southend's VCFSE at national and regional levels
- Develop VCFSE consortia and collaborative working to maximise impact
- Provide sector wide measurements and evaluation; including analysis and narrative on return on investment and social impact, celebrating success and learning
- Analyse gaps and strength in provision to influence co designed place based solutions
- Promote co design, co production and co ownership
- Build and enhance cultural offer across Southend to include into health and wellbeing agenda
- Build a network to promote and embed diversity and inclusion across all partners

### **Sustainability**

- Ensure best practice
- Utilise an organisation wide evaluation and impact framework
- Break even to increase unrestricted reserves by 2%
- Income diversification
- Ensure strong brand and reputation
- Environmental aware and reduce our negative impact on the environment and be transparent about our activities
- Be ethically aware
- Demonstrate our Social Value
- To promote and embed diversity and inclusion within our organisation
- Recruitment and retention of staff and volunteers
- Training and development of staff and volunteers
- Be a more efficient organisation

### **Structure, governance and management**

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Recruitment and appointment of new trustees**

Trustees are recruited through a formal and transparent process and are appointed at the Annual General Meeting. Provisions exists from trustees to be co-opted onto the board from skills availability purposes.

#### **Organisational structure**

Southend Association of Voluntary Services has a Board of Trustees that meets every 3 months and is responsible for the strategic direction and policy of the organisation. The Board is made up of individuals from a variety of different professional backgrounds, with the technical expertise to support the services provided by the charity.

A scheme of delegation is in place and the day-to-day responsibility for the provision of services rests with the Chief Officer and Deputy Chief Officer along with the Finance Manager and Management Team.

The Chief Officer is responsible for ensuring that the charity delivers the services and that the key performance indicators are met. The Finance Manager is responsible for the day to day management of the finances. The management team has responsibility for individual supervision of their staff and ensuring that the team continue to develop their skills and working practices in line with good practice.



## **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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#### **Induction and training of new trustees**

Trustees new to the charity take part in the induction programme, which introduces the following:-

- Memorandum and Articles of Association
- Latest minutes and financial statements
- Annual report
- Resourcing and current financial position as set out in the latest financial statements
- Future plans and objectives
- Contact information for fellow trustees and staff

All new trustees receive a comprehensive Induction Pack for ease of reference. In addition, trustees have received a copy of Trustee and Management Committee - National Occupational Standards.

All of our trustees are familiar with the work of the charity and are involved in annual planning days for both staff and trustees.

#### **Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have considered the major risks to which the charity is exposed, and have put in place a system to mitigate these risks.

A risk register has been established which will be reviewed and updated annually.

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03351855 (England and Wales)

**Registered Charity number**

1063655

**Registered office**

SAVS Centre  
29/31 Alexander Street  
Southend on Sea  
Essex  
SS1 1BW

**Trustees**

Adrian Buggle  
Nigel P Havens  
Paul Hill  
John L Lamb  
Maureen J Longley  
Janice Walker  
Gabrielle Rydings

**Independent examiner**

Julian Golding  
Azets Audit Services  
Chartered Accountants  
1-5 Nelson Street  
Southend  
Essex  
SS1 1EG

**Solicitors**

BTMK Solicitors  
19 Clifftown Road  
Southend on Sea  
Essex  
SS1 1AB

**President**

His Worship, The Mayor

### **FUNDS HELD AS CUSTODIAN FOR OTHERS**

The charity sometimes holds funds on behalf of a small number of local voluntary organisations who are themselves in the process of obtaining charitable status. This is a sponsorship and governance service which we provide in the formative months of an emerging charity and Social Enterprise only.

The funds are held in our Metro account and are separately accounted for in our accounting records. These funds are only distributed on receipt of appropriately authorised requests from the organisations involved.

At the year-end £50 (2020: £400) was held in this manner.

In addition SAVS received £12,520 on behalf of Southend Emergency Fund, which SAVS will host in 2021-22.

## **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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

**Mrs M J Longley**

Trustee

Dated: 26 October 2021

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

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I report to the trustees on my examination of the financial statements of Southend Association of Voluntary Services (the Company) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity (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 charity 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 charity'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 charity'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 ICAEW, 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 charity 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.

Julian Golding  
ICAEW  
Azets Audit Services  
Chartered Accountants  
1 Nelson Street  
Southend-On-Sea  
Essex  
SS1 1EG  
United Kingdom

Dated: 26 October 2021

# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b>Income from:</b>							
Donations and legacies	4	6,735	7,765	14,500	2,954	8,176	11,130
Charitable activities	3	154,986	771,078	926,064	149,873	505,979	655,852
Investments	5	2,126	-	2,126	3,824	-	3,824
<b>Total income</b>		<b>163,847</b>	<b>778,843</b>	<b>942,690</b>	<b>156,651</b>	<b>514,155</b>	<b>670,806</b>
<b>Expenditure on:</b>							
Charitable activities	6	148,934	677,107	826,041	168,149	517,948	686,097
<b>Net income/(expenditure) for the year/</b>							
<b>Net movement in funds</b>		14,913	101,736	116,649	(11,498)	(3,793)	(15,291)
Fund balances at 1 April 2020		187,830	121,983	309,813	199,328	125,776	325,104
<b>Fund balances at 31 March 2021</b>		<b>202,743</b>	<b>223,719</b>	<b>426,462</b>	<b>187,830</b>	<b>121,983</b>	<b>309,813</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		5,671		10,552
<b>Current assets</b>					
Debtors	11	23,174		17,786	
Cash at bank and in hand		531,719		349,400	
		<u>554,893</u>		<u>367,186</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(119,102)</u>		<u>(50,425)</u>	
Net current assets			435,791		316,761
<b>Total assets less current liabilities</b>			441,462		327,313
<b>Creditors: amounts falling due after more than one year</b>	13		(15,000)		(17,500)
<b>Net assets</b>			<u>426,462</u>		<u>309,813</u>
<b>Income funds</b>					
Restricted funds	15		223,719		121,983
Unrestricted funds			202,743		187,830
			<u>426,462</u>		<u>309,813</u>

## **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

### **BALANCE SHEET (CONTINUED)**

***AS AT 31 MARCH 2021***

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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.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 financial statements, so far as applicable to the company.

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 26 October 2021

Mrs M J Longley

**Trustee**

**Company Registration No. 03351855**

# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	18		184,357		(42,498)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(1,664)		(11,094)	
Interest received		2,126		3,824	
<b>Net cash generated from/(used in) investing activities</b>			462		(7,270)
<b>Financing activities</b>					
Repayment of loans		(2,500)		(2,500)	
<b>Net cash used in financing activities</b>			(2,500)		(2,500)
<b>Net increase/(decrease) in cash and cash equivalents</b>			182,319		(52,268)
Cash and cash equivalents at beginning of year			349,400		401,668
<b>Cash and cash equivalents at end of year</b>			531,719		349,400



# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

## **STATEMENT OF CASH FLOWS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Critical accounting estimates and judgements**

In the application of the charity'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.

### **2 Accounting policies**

#### **Charity information**

Southend Association of Voluntary Services is a private company limited by guarantee incorporated in England and Wales. The registered office is SAVS Centre, 29-31 Alexandra Street, Southend-On-Sea, Essex, SS1 1BW, United Kingdom.

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

The financial statements have been prepared in accordance with the charity's [governing document], 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) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

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

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

#### **2.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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. Further information relating to going concern can be found in the Report of the Trustees.

#### **2.3 Charitable funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purposes of each fund is included in the notes to the financial statements.

#### **2.4 Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **2 Accounting policies**

**(Continued)**

#### **2.5 Expenditure**

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. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

Expenses are allocated per project on a controlled and calculated basis depending on work load and funding agreement as per grant applications.

#### **2.6 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:

Fixtures and fittings	25% on cost
Computers	33% on cost
Motor vehicles	25% on cost

#### **2.7 Taxation**

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

#### **2.8 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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Charitable activities

	Charitable Income	Charitable Income
	2021	2020
	£	£
Resource office lettings	48,297	66,567
Sundry income	24,415	1,834
Grants	775,352	504,979
Service level agreement income	78,000	78,000
Cafe/buffet takings	-	4,472
	<u>926,064</u>	<u>655,852</u>
Analysis by fund		
Unrestricted funds	154,986	149,873
Restricted funds	771,078	505,979
	<u>926,064</u>	<u>655,852</u>
<b>Performance related grants</b>		
Folks Like Us	214,011	158,246
Triple T's	42,124	53,541
A Better Start	165,301	155,347
South Essex Activity Transport	-	20,000
Social Prescribing	131,027	11,333
Police and Crime Commissioner: Safe as Houses	1,271	13,000
Co-production champion	90,000	30,000
Supported Volunteering	75,377	42,252
Time Banking	7,570	14,260
Other	48,671	7,000
	<u>775,352</u>	<u>504,979</u>

### 4 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations	<u>6,735</u>	<u>7,765</u>	<u>14,500</u>	<u>2,954</u>	<u>8,176</u>	<u>11,130</u>

# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Bank deposit interest	2,126	3,824

### 6 Charitable activities

	2021	2020
	£	£
Staff costs	659,220	510,185
Charitable expenditure	164,181	173,055
	823,401	683,240
Share of governance costs (see note 7)	2,640	2,857
	826,041	686,097
<b>Analysis by fund</b>		
Unrestricted funds	148,934	168,149
Restricted funds	677,107	517,948
	826,041	686,097

### 7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Auditors' remuneration for non audit work	-	2,640	2,640	-	2,857	2,857
	-	2,640	2,640	-	2,857	2,857
Analysed between						
Charitable activities	-	2,640	2,640	-	2,857	2,857

Auditors' remuneration for non audit work constitutes fees payable in respect of the Charity's Independent Examination.

## **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### **8 Trustees**

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

No director/trustee received any remuneration or reimbursement of expenses during the year (2020 - none).

No director/trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2020 - none).

#### **Trustees' expenses**

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

#### **9 Employees**

The average monthly number of employees during the year was: 32

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Chief officer	1	1
Project workers	21	17
Caretaker	1	2
Administration / Financial Management	10	7
Total	<u>33</u>	<u>27</u>
<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>659,220</u>	<u>510,185</u>

Kristina Jackson undertakes the role of the Chief Officer for Southend Association of Voluntary Services, She is employed by Thurrock CVS and works for SAVS 2.5 days a week.

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

# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 10 Tangible fixed assets

	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2020	57,604	44,674	13,670	115,948
Additions	-	1,664	-	1,664
At 31 March 2021	57,604	46,338	13,670	117,612
<b>Depreciation and impairment</b>				
At 1 April 2020	54,721	37,005	13,670	105,396
Depreciation charged in the year	2,019	4,526	-	6,545
At 31 March 2021	56,740	41,531	13,670	111,941
<b>Carrying amount</b>				
At 31 March 2021	864	4,807	-	5,671
At 31 March 2020	2,883	7,669	-	10,552

### 11 Debtors

	2021	2020
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	17,489	12,365
Other debtors	1,459	1,147
Prepayments and accrued income	4,226	4,274
	23,174	17,786

### 12 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other loans (see note 14)	14	2,500
Trade creditors	273	2,629
Other creditors	15,591	381
Accrued expenses	100,738	44,915
	119,102	50,425

### 13 Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Other loans (see note 14)	14	15,000

## **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2021***

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**14 Loans and overdrafts**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other loans	17,500	20,000
	<u>          </u>	<u>          </u>
Payable within one year	2,500	2,500
Payable after one year	15,000	17,500
	<u>          </u>	<u>          </u>

The loan above was received from Southend-on-Sea Borough Council in 2005 to finance the deficit on the Alexandra Street project. It is interest free and repayable in annual instalments of £2,500, the last instalment falling due on 30th November 2027.

# **SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

### **15 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources Transfers expended between funds £	Balance at 1 April 2020 £	Incoming resources £	Resources Transfers expended between funds £	Balance at 31 March 2021 £	
Folk Like Us	1,437	119,345	(100,556)	227	125,008	(97,064)	(17,960)	10,211
Safe As Houses	2,258	13,000	(12,472)	725	1,271	(1,271)	-	725
Social Prescription	16,541	11,333	(7,292)	4,041	131,027	(113,214)	(9,600)	12,254
Supported Volunteering	3,853	42,257	(37,532)	1,144	75,377	(36,290)	(7,434)	32,797
Triple T's	21,391	8,688	(7,177)	18,322	7,925	(14,516)	-	11,731
Turning Tides	31,126	2,472	(4,118)	29,480	6,423	(1,474)	-	34,429
South Essex Active Transport	4,816	20,000	(20,398)	3,594	-	-	-	3,594
Timebanking	4,799	14,260	(10,087)	6,901	7,570	(6,915)	(2,071)	5,485
Folk Like Us- Shoebury	11,527	38,901	(37,825)	6,423	39,523	(32,792)	(6,180)	6,974
Triple T's- Family	14,178	16,779	(17,455)	12,049	333	(2,431)	-	9,951
Capacity Building	13,850	-	-	-	-	-	-	-
A Better Start	-	155,347	(129,595)	326	175,684	(147,214)	(26,640)	2,156
CIN Triple T's	-	33,773	(28,783)	3,390	34,234	(35,929)	(1,680)	15
Innovation Fund	-	8,000	-	12,791	-	-	-	20,791
Co-production Champion	-	30,000	(15,430)	-	90,000	(50,941)	-	53,629
Folk Like Us- Covid 19	-	-	-	-	49,480	(33,406)	(5,253)	10,821
Home Safe	-	-	-	-	20,548	(13,507)	-	7,041
Covid 19 Funding	-	-	-	-	10,005	(10,095)	-	(90)
Misc projects	-	-	-	-	4,435	(3,038)	(192)	1,205
	125,776	514,155	(428,720)	121,983	778,843	(600,097)	(77,010)	223,719



# SOUTHEND ASSOCIATION OF VOLUNTARY SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	5,671	-	5,671	10,552	-	10,552
Current assets/(liabilities)	212,072	223,719	435,791	194,778	121,983	316,761
Long term liabilities	(15,000)	-	(15,000)	(17,500)	-	(17,500)
	<u>202,743</u>	<u>223,719</u>	<u>426,462</u>	<u>187,830</u>	<u>121,983</u>	<u>309,813</u>

### 17 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

### 18 Cash generated from operations

	2021 £	2020 £
Surplus/(deficit) for the year	116,649	(15,291)
Adjustments for:		
Investment income recognised in statement of financial activities	(2,126)	(3,824)
Depreciation and impairment of tangible fixed assets	6,545	9,407
Movements in working capital:		
(Increase) in debtors	(5,388)	(6,636)
Increase/(decrease) in creditors	68,677	(26,154)
<b>Cash generated from/(absorbed by) operations</b>	<u>184,357</u>	<u>(42,498)</u>

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.