

Company registration number: 03867757

Charity registration number: 1079880

Rushcliffe Community and Voluntary Service

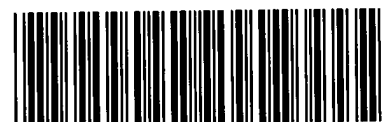
(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

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Rushcliffe Community and Voluntary Service

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Rushcliffe Community and Voluntary Service

Reference and Administrative Details

Trustees	Garry Bryant
	Paul Childs
	Philip Gronow
	Jane Hawthorn
	Richard McCallum
	Michael Shorten
	John Gray
	Stephen James
Secretary	Carolyn Perry
Senior Management Team	Chief Executive Officer, Carolyn Perry
Principal Office	Cotgrave Hub
	Rivermead
	Cotgrave
	Nottingham
	NG12 3UQ
Company Registration Number	03867757
Charity Registration Number	1079880
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Rushcliffe Community and Voluntary Service

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

Trustees

Garry Bryant

Paul Childs

Philip Gronow

Jane Hawthorn

Richard McCallum

Michael Shorten

Rebecca Woodcock (resigned 25 February 2020)

John Gray

Stephen James (appointed 25 February 2020)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association adopted 28 October 1999 and most recently amended 22 October 2009. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The procedures to be observed are contained in the RCVS Memorandum and Articles of Association adopted on 22nd October 2009.

At each AGM one-third of trustees retire from office. The trustees retiring are decided according to length of service. The AGM elects trustees and honorary officers by vote through a show of hands or by proxy vote. Each member has one vote.

Trustees may be elected at the AGM:

- If recommended for re-election by the trustees;
- If nominated by a member of RCVS not less than 14 nor more than 35 clear days before the date of the meeting.

Trustees may appoint a person who is willing to act as a trustee but they must retire at the next AGM. The number of trustees will be not less than 6 and not more than 15. At RCVS the Board of Trustees is referred to as the Management Committee.

Rushcliffe Community and Voluntary Service

Trustees' Report

Chair's Report

The 2019-20 year finished with the rise of the Covid-19 pandemic that has occupied the news and life in unprecedented ways; the Covid-19 pandemic could easily obliterate what went before during the year. I am going to reflect on what occurred before and what has been the reaction within the organisation and business of Rushcliffe Community and Voluntary Services (RCVS). The full impact and responses will appropriately be reported on in the 2020-21 year.

In reflecting on the 2019-20 year I am particularly cognisant of the charitable objects of RCVS that include "the advancement of education, the protection of health and the relief of poverty, distress and sickness". It is quite noticeable that more emphasis is being placed on a holistic approach to health with the recognition of not just physical health but also mental health. So much of our activities in volunteering and the provision of services is directly concerned with the health and well-being of communities and individuals within those communities. In particular, our services involving the older and more vulnerable members of our community. Loneliness and isolation are being recognised as growing issues more widely and ways to tackle these in society. We are devoted to ensuring that these members of our community are connected in safe and helpful ways.

The ways that we undertake this is by encouraging and supporting volunteering within our communities. During 2019-20 RCVS established a Supported Volunteering Project to assist people with special needs. Further developments included the first phase of an enhanced service to give added benefits for people who are assisted by volunteer drivers to get out and about in Rushcliffe and Gedling districts. The Voluntary Transport scheme continued to provide a highly regarded service to many older and vulnerable people. Our Handy Housekeeper Service is also assisting people with maintaining a clean and comfortable home, with a reliable and friendly visit whilst undertaking domestic duties. The sterling work in assisting visitors to HMP Whatton continues to much gratitude. Unfortunately, our Rushcliffe Befriends service ended but recent events have seen the growth of our telephone befriending services over south Nottinghamshire in Broxtowe, Gedling and Rushcliffe areas. Services to assist with shopping and prescription collection also commenced in March 2020. The tremendous work undertaken by our volunteers is really appreciated.

With the move to increased service provision we restructured the organisation with the appointment of an Operations Manager. This role is being undertaken successfully by Carole Green. We also welcomed a new dynamic Volunteer Centre Co-ordinator, Jade Armstrong, to enhance our engagement with volunteers and help them discover the opportunities and pleasures of volunteering. To support the business aspects of the organisation we also appointed a Business Support post on a part-time basis. I must acknowledge the tremendous dedication and perseverance of the staff, led by the Chief Executive Carolyn Perry, both during the main part of 2019-20 and particularly latterly as they adapt to the various changing scenarios. I extend on behalf of all Trustees a very heartfelt thank you!

I would also like to thank all the Trustees for their continuing work in supporting the development, and at times the survival of RCVS.

The Covid-19 pandemic has given us an impetus and recognition of the vital and continuing role that volunteering has in our society and within the protection of health and the relief of poverty (material and mental), the distress of isolation and sickness. RCVS will actively seek ways to build on this as a strong voice, advocate and provider of essential services in our communities.

Richard McCallum, Chair RCVS

Rushcliffe Community and Voluntary Service

Trustees' Report

Objectives and activities

Objects and aims

The objects of the company shall be to promote any charitable purpose for the benefit of the community principally, but not exclusively for the local government district of Rushcliffe and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness: and in the furtherance of said purpose, but not otherwise to promote and organise co-operation in the achievement of same and to that end to bring together representatives of the voluntary organisations and statutory authorities within the area of benefit.

Rushcliffe Community and Voluntary Service provides advice, information and support to voluntary and community organisations across the Borough of Rushcliffe and delivers a range of health and social welfare services. We work closely with partner organisations across all sectors.

Achievements and performance, including public benefit

As a local development and support organisation Rushcliffe Community & Voluntary Service (RCVS) provides services to local voluntary organisations, community groups, charities, faith groups, and others who wish to promote, support or engage in local voluntary action. These services enable organisations and individuals to deliver better services to members of the public who live or work in Rushcliffe.

We achieve this by:

- Providing information and advice to voluntary and community groups on all issues relating to good practice in volunteer management, including recruitment, training and supporting volunteers, advise on policy when involving volunteers;
- Helping people find voluntary work to suit their interests and skills, acting as a broker between those that want to volunteer and organisations that need them;
- Signpost organisations to funding information, training, legal structures and governance, and most other issues relating to the community and voluntary sector;
- Supporting older people to access services and support through our older people's projects.

During the year RCVS has remained committed to delivering a wide range of high quality services to local residents, and voluntary and community groups and organisations.

Our Volunteer Centre had contact with over 500 potential volunteers, all of whom were offered appropriate opportunities to suit their skills and interests. We have undertaken direct work with 25 volunteers involving organisations to help them implement good practice, and assisted with the development of 137 new volunteering opportunities. In addition, we hosted and facilitated our Volunteer Coordinator Network. Feedback from participants demonstrated that the network is valuable, and gives organisations the opportunity to share experiences and ideas.

Our Supported Volunteering Project, Connected Communities, which supports those with Learning Disabilities and Autism started in July 2020. 37 service users have accessed the service. Additional work has been undertaken with Volunteer Involving organisations ensuring they have the support they need to involve volunteers with additional needs.

We continued to provide much needed services to meet the needs of older people through Rushcliffe Befriends, Handy Housekeepers and our Rushcliffe & Gedling Voluntary Transport Scheme. Our Voluntary Transport Scheme continued to provide this vital service to over 400 registered passengers and 70 volunteer drivers support the scheme.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Rushcliffe Community and Voluntary Service

Trustees' Report

Financial review

The charity generated a surplus of just over £30,000. This sum includes the advance receipt of a £10,000 grant for the following year, so the true figure is a surplus of about £20,000. It was anticipated that there would be a surplus for the year resulting from time-limited funding for one project plus the allocation of additional volunteering funding to delivery organisations such as RCVS. It was planned to carry this surplus forward to 21/22, when a significant funding shortfall is anticipated. The charity has continued its policy to develop paid for services to generate earned income to supplement grant income. The range of services has been growing as expected and they have been quickly adapted to provide support to vulnerable people during the Covid19 pandemic (without charge). This will delay them making a net financial contribution to the organisation.

Policy on reserves

The Trustees have agreed that adequate reserves should be maintained to cover potential closure (redundancy) costs, project contingencies, general variations in income generation and cash flow; this amounts to £135,000. This figure is higher than last year because of the current uncertainty about the short and long term impact of Covid19. All other unrestricted reserves have been ring fenced to develop new services and initiatives to improve longer term sustainability and address immediate deficits. Total unrestricted free reserves are £198,904.

Principal risks and uncertainties

Main risks

The main risks relate to uncertainty about future funding and potential deficits in 2020/21 and beyond. A lesser risk is the greater volatility associated with income earned through the provision of paid-for services as opposed to grant aided projects.

There are no known immediate risks.

Plans for Future Periods

Covid19 is having a considerable impact in the current year and it will continue to do so in the year after. The immediate result has been a dramatic drop in earned income because of the suspension of various services. The main funding grants have continued to be received, supplemented by some additional grants to support emergency community response. Action has been taken to ensure any shortfall in the current year is contained.

The financial situation beyond is less certain. A number of grants are on a three-year funding cycle which come to an end in 21/22 and grant funding for another project ceases in that year. The plan was to grow the paid for services prior to then to reduce the dependence on grant aid. Covid19 has stalled that growth but the increased involvement in community support has the potential to provide a platform for alternative revenue streams. So, whilst the picture is uncertain it is not necessarily negative. The charity has the skills and resources to support service development and the reserves to manage any temporary income shortfall.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Rushcliffe Community and Voluntary Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. 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 charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

Rushcliffe Community and Voluntary Service

Trustees' Report

Statement of Trustees' Responsibilities

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 10 December 2020 and signed on its behalf by:



Richard McCallum
Trustee

Rushcliffe Community and Voluntary Service

Independent Examiner's Report to the trustees of Rushcliffe Community and Voluntary Service

Independent examiner's report to the trustees of Rushcliffe Community and Voluntary Service ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020.

Responsibilities and basis of report

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


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

Independent examiner's statement

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

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



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 08/01/2021

Rushcliffe Community and Voluntary Service

Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and Endowments from:					
Donations and legacies	2	62,481	-	62,481	84,413
Charitable activities	3	37,071	90,788	127,859	102,557
Investment income	5	2,259	-	2,259	1,762
Total Income		101,811	90,788	192,599	188,732
Expenditure on:					
Charitable activities	6	(65,717)	(96,450)	(162,167)	(185,077)
Total Expenditure		(65,717)	(96,450)	(162,167)	(185,077)
Net income/(expenditure)		36,094	(5,662)	30,432	3,655
Transfers between funds		(5,651)	5,651	-	-
Net movement in funds		30,443	(11)	30,432	3,655
Reconciliation of funds					
Total funds brought forward		172,010	22,331	194,341	190,686
Total funds carried forward	18	202,453	22,320	224,773	194,341

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 18.

Rushcliffe Community and Voluntary Service

Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the **previous accounting period** and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	2	84,413	-	84,413
Charitable activities	3	5,305	97,252	102,557
Investment income	5	1,762	-	1,762
Total Income		<u>91,480</u>	<u>97,252</u>	<u>188,732</u>
Expenditure on:				
Charitable activities	6	<u>(86,438)</u>	<u>(98,639)</u>	<u>(185,077)</u>
Total Expenditure		<u>(86,438)</u>	<u>(98,639)</u>	<u>(185,077)</u>
Net income/(expenditure)		5,042	(1,387)	3,655
Transfers between funds		<u>10,282</u>	<u>(10,282)</u>	<u>-</u>
Net movement in funds		15,324	(11,669)	3,655
Reconciliation of funds				
Total funds brought forward		<u>156,686</u>	<u>34,000</u>	<u>190,686</u>
Total funds carried forward	18	<u>172,010</u>	<u>22,331</u>	<u>194,341</u>

Rushcliffe Community and Voluntary Service

(Registration number: 03867757)
Balance Sheet as at 31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	3,549	2,019
Current assets			
Debtors	13	7,615	13,476
Cash at bank and in hand	14	<u>262,184</u>	<u>221,150</u>
		269,799	234,626
Creditors: Amounts falling due within one year	15	<u>(48,575)</u>	<u>(42,304)</u>
Net current assets		<u>221,224</u>	<u>192,322</u>
Net assets		<u>224,773</u>	<u>194,341</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		22,320	22,331
Unrestricted income funds			
Unrestricted funds		<u>202,453</u>	<u>172,010</u>
Total funds	18	<u>224,773</u>	<u>194,341</u>

For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 8 to 20 were approved by the trustees, and authorised for issue on 10 December 2020 and signed on their behalf by:



Michael Shorten
Trustee

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Rushcliffe Community and Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

Gift aid

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
General equipment	25.0% straight line
IT equipment	33.3% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

2 Income from donations and legacies

	Unrestricted General funds £	Total 2020 £	Total 2019 £
Grants, including capital grants;			
Government grants	26,796	26,796	48,730
Grants from companies	35,683	35,683	35,683
Other income from donations and legacies	<u>2</u>	<u>2</u>	<u>-</u>
	<u>62,481</u>	<u>62,481</u>	<u>84,413</u>

3 Income from charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2020 £	Total 2019 £
Grants	-	90,788	90,788	78,897
Sales & fees	34,692	-	34,692	23,660
Sundry receipts	<u>2,379</u>	<u>-</u>	<u>2,379</u>	<u>-</u>
	<u>37,071</u>	<u>90,788</u>	<u>127,859</u>	<u>102,557</u>

4 Grants & donations

	General funds £	Restricted funds £	Total £
The National Lottery Community Fund	-	27,679	27,679
Notts County Council	11,796	37,840	49,636
Baily Thomas	-	20,000	20,000
Rushcliffe Borough Council	15,000	105	15,105
Prison Advice and Care Trust	35,683	-	35,683
Sundry donations	<u>2</u>	<u>5,164</u>	<u>5,166</u>
	<u>62,481</u>	<u>90,788</u>	<u>153,269</u>

5 Investment income

	Unrestricted General funds £	Total 2020 £	Total 2019 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>2,259</u>	<u>2,259</u>	<u>1,762</u>

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

6 Expenditure on charitable activities

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds £	2020 £	2019 £
Equipment, repairs & renewals	4,273	1,394	5,667	4,571
Insurance	1,942	-	1,942	2,083
Marketing & promotions	538	176	714	143
Postage	1,405	-	1,405	1,974
Printing & photocopying	315	-	315	1,550
Professional fees	2,909	-	2,909	8,560
Publications & subscriptions	176	120	296	399
Recruitment	598	44	642	442
Rent & premises maintenance	8,004	-	8,004	8,979
Room hire & events	288	-	288	443
Salaries, NIC & pensions	75,962	53,139	129,101	147,229
Staff expenses	608	428	1,036	583
Staff training	-	35	35	120
Stationery & office supplies	1,326	10	1,336	563
Tea bar supplies	1,754	-	1,754	1,888
Telephone	1,607	-	1,607	1,441
Volunteer expenses	1,386	640	2,026	2,676
Management & office costs	(40,464)	40,464	-	-
Depreciation	2,624	-	2,624	1,240
Sundry expenditure	18	-	18	-
Bank charges	432	-	432	193
Bad debts	16	-	16	-
	<u>65,717</u>	<u>96,450</u>	<u>162,167</u>	<u>185,077</u>

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020 £	2019 £
Depreciation of fixed assets	<u>2,624</u>	<u>1,240</u>

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

8 Trustees remuneration and expenses

During the period, two Trustees were volunteer drivers who, in common with all volunteer drivers, receive mileage expenses at 45p per mile.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	122,462	141,023
Social security costs	2,861	1,246
Pension costs	3,778	4,960
	<u>129,101</u>	<u>147,229</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2020 No	2019 No
Average number of employees	<u>13</u>	<u>11</u>

3 (2019 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,778 (2019 - £4,960).

During the year, the charity made redundancy and/or termination payments which totalled £994 (2019 - £8,264).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £29,056 (2019 - £27,234).

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2020 £	2019 £
Independent examination	800	800
Other financial services	605	100
	<u>1,405</u>	<u>900</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	General equipment £	IT equipment £	Total £
Cost			
At 1 April 2019	2,675	4,500	7,175
Additions	-	4,154	4,154
Disposals	-	(1,950)	(1,950)
At 31 March 2020	<u>2,675</u>	<u>6,704</u>	<u>9,379</u>
Depreciation			
At 1 April 2019	1,506	3,650	5,156
Charge for the year	390	2,234	2,624
Eliminated on disposals	-	(1,950)	(1,950)
At 31 March 2020	<u>1,896</u>	<u>3,934</u>	<u>5,830</u>
Net book value			
At 31 March 2020	<u>779</u>	<u>2,770</u>	<u>3,549</u>
At 31 March 2019	<u>1,169</u>	<u>850</u>	<u>2,019</u>

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

13 Debtors

	2020 £	2019 £
Trade debtors	4,696	12,644
Prepayments	2,919	832
	<u>7,615</u>	<u>13,476</u>

14 Cash and cash equivalents

	2020 £	2019 £
Cash on hand	675	621
Cash at bank	261,509	220,529
	<u>262,184</u>	<u>221,150</u>

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	608	-
Other creditors	33,719	35,929
Accruals	1,299	-
Deferred income	12,949	6,375
	<u>48,575</u>	<u>42,304</u>

16 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each member is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

17 Commitments

Capital commitments

The premises lease for Cotgrave Hub started on 30th November 2018 and is for 5 years at £6,000 per annum. There is a 3 month break clause within the lease.

The total amount contracted for but not provided in the financial statements was £Nil (2019 - £Nil).

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

18 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
General	172,010	101,811	(65,717)	(5,651)	202,453
Restricted funds					
Voluntary Transport scheme (VTS)	10,542	35,234	(41,551)	6,000	10,225
Access to Volunteering	7,875	27,875	(23,655)	-	12,095
Rushcliffe Befriends	3,914	27,679	(31,244)	(349)	-
Total restricted funds	<u>22,331</u>	<u>90,788</u>	<u>(96,450)</u>	<u>5,651</u>	<u>22,320</u>
Total funds	<u>194,341</u>	<u>192,599</u>	<u>(162,167)</u>	<u>-</u>	<u>224,773</u>

The transfer from the General fund to the VTS fund is to maintain a realistic reserve level and avoid the restricted fund accumulating a deficit.

The transfer from Rushcliffe Befriends to the General fund was the small, residual balance remaining in the fund and any restrictions being released on this fund.

The specific purposes for which the funds are to be applied are as follows:

The Voluntary Transport Scheme provides a responsive, accessible and flexible service to enable people to live independently, participate in their community and to access social activities, health appointments, shopping, education and other services.

The Rushcliffe Befriends project receives funding from The National Lottery Community Fund and the project supports Rushcliffe residents who are isolated, lack confidence and find it difficult to get out and about by matching them with a carefully chosen volunteer befriender, also aged 50+ and living in Rushcliffe. A befriender visits a person in their home, provides company and supports them to participate in activities of their choice until they can continue independently. The project aims to help tackle loneliness and to improve confidence and well-being through providing company, conversation and information.

The Access to Volunteering project will support volunteers with learning disabilities to access suitable volunteer opportunities.

Rushcliffe Community and Voluntary Service

Notes to the Financial Statements for the Year Ended 31 March 2020

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Unrestricted funds					
<i>General</i>					
General	156,686	91,480	(86,438)	10,282	172,010
Restricted funds					
Voluntary Transport scheme (VTS)	8,649	61,698	(49,523)	(10,282)	10,542
Access to Volunteering	-	7,875	-	-	7,875
Rushcliffe Befriends	25,351	27,679	(49,116)	-	3,914
Total restricted funds	34,000	97,252	(98,639)	(10,282)	22,331
Total funds	190,686	188,732	(185,077)	-	194,341

19 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	2020 Total funds
	General £	£	£
Tangible fixed assets	3,549	-	3,549
Current assets	225,969	43,830	269,799
Current liabilities	(27,065)	(21,510)	(48,575)
Total net assets	202,453	22,320	224,773

	Unrestricted funds	Restricted funds	2019 Total funds
	General £	£	£
Tangible fixed assets	2,019	-	2,019
Current assets	194,101	40,525	234,626
Current liabilities	(24,110)	(18,194)	(42,304)
Total net assets	172,010	22,331	194,341

20 Related party transactions

There were no related party transactions in the year.