

Company registration number: 02693602

Charity registration number: 1015841

# Newark and Sherwood Community and Voluntary Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

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

# Newark and Sherwood Community and Voluntary Service

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# Newark and Sherwood Community and Voluntary Service

## Reference and Administrative Details

<b>Trustees</b>	Tom Geraghty, Treasurer Terry Shrimpton Johnathan Lee Ivor Walker Lisa Geary Jackie Insley Arran Coggan Jeremy Hague
<b>Senior Management Team</b>	Madeleine O'Sullivan, CEO Helen Stanbridge, Director of Operations Kirsty Joynes, Finance Manager
<b>Principal Office</b>	Northgate Business Centre Ltd 38-40 Northgate Newark N24 1EZ
<b>Company Registration Number</b>	02693602
<b>Charity Registration Number</b>	1015841
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# Newark and Sherwood 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 2021.

### Trustees

Tom Geraghty, Treasurer

Terry Shrimpton

Johnathan Lee

Ivor Walker

Lisa Geary

Jackie Insley (appointed 21 April 2020)

Arran Coggan (appointed 20 January 2021)

Jeremy Hague (appointed 20 January 2021)

Stuart Wallace (appointed 18 August 2020 and resigned 6 May 2021)

Tony Colton (resigned 3 May 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 dated 4 March 1992 and most recently amended 23 November 1992. 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 management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

### Objectives and activities

#### *Public benefit*

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.

#### **Objects**

- To promote any charitable purpose for the benefit principally but not exclusively to the community in Newark and Sherwood district and in particular the advancement of education, the protection of health and relief of poverty, distress and sickness;
- To promote and organise co-operation in the achievement of the above purpose and to that end bring together in Council the representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes within the Newark and Sherwood area.

#### **Mission**

- To support and develop local organisations and to promote and encourage local voluntary activities in the Newark and Sherwood district.

# Newark and Sherwood Community and Voluntary Service

## Trustees' Report

### Principles

- Working with the Community, for the Community;
- Promoting Voluntary Action in Newark and Sherwood;
- Developing and maintaining links with a wide range of Voluntary and Community organisations;
- Values the unique vision that local communities bring the innovation, development and delivery of services;
- Committed to the delivery of quality services that deliver value for money.

### Core Functions

- Coordination and liaison;
- Representation and consultation;
- Development and support of voluntary and community groups;
- Practical support services;
- Promotion of partnership working.

### CVS Services

Newark and Sherwood CVS is the point of contact for our local voluntary sector; we promote social action - support and develop local organisations; promote and encourage local voluntary activities; and develop relationships between all sectors; and make sure our local communities have a voice. 'Working for the Community with the Community' involves delivery of :

- Community transport has a team of 45 volunteer drivers. Door 2 Door is a social car service operating across Newark and Sherwood District. Our goal is to provide an efficient and caring service for our vulnerable clients, who are mainly older people who have difficulties accessing transport;
- Dementia Information - One to one support, information and advice for people with dementia and their carers;
- Volunteer Centre - The volunteer centre supports individuals to get involved and make a difference with their local community through volunteering opportunities, such as volunteer driving, luncheon club helper, befriending and more. The centre also supports organisation with good practice in volunteer management;
- Group Development Support - Providing a wide range of advice, support and signposting;
- Listening Line - a six-month pilot project. Listening Line is a telephone befriending service for residents in Newark and Sherwood who are experiencing loneliness or feel isolated;
- Engagement and Patient Experience -The CVS Community Engagement Team work with a range of community forums, networks and individuals, to raise awareness of health issues and gather feedback on current and planned health and care services;
- Ollerton project - Engaging with the people of Ollerton and Boughton, to help support and develop groups around areas of local need or concern. We can help if you are about to start a new community group, develop your existing group, require help with your management committee or managing people, or if you are looking for funding. We can also help with volunteering, helping to develop individual skills and enhance employability;
- Partnership Working - Newark & Sherwood CVS identify and bring together relevant organisations to work collaboratively, providing us with a unique opportunity to achieve our collective aims, make best use of existing expertise and resources, and consider new opportunities for partnership working;
- By working together we can have a measurable impact on individuals and communities; we can increase organisational resilience by joining up services and resources, and learn from each other;
- Digital support - Our digital support service is designed to help enable community groups and organisations to adapt and continue in a digital landscape. Funded through our community-based projects, we offer a range of digital training and support services tailored specifically taolored for groups;
- Training & Consultancy - e.g. MIDAS training for drivers, Dementia Friends & Volunteering;
- Provision of resources to community and voluntary organisations e.g. Online resources.

# Newark and Sherwood Community and Voluntary Service

## Trustees' Report

### Achievements and performance

#### *COVID support*

From the start of the crisis it became apparent very quickly that many community organisations lacked the technical skills, knowhow and equipment to respond to the crisis and unfortunately had to suspend their services; others who relied on older volunteers had to close because this group of volunteers were having to isolate. And the need for trusted information and guidance was overwhelming. All of these issues informed our work and the ways in which we could assist organisations through the pandemic. The following highlights what we did:

First Wave - Three weeks into the pandemic and we were able to mobilise an army of volunteers and set up a range of services to support the most vulnerable in our communities.

Website - With the help of a volunteer we regularly updated the website with the latest news from trusted sources. We developed our own guidance pack, volunteer agreement and other useful information for groups to adapt for their own shopping schemes.

Information - the new NCC Community Hub was launched and we were able to provide them with a mountain of information on activity around the area.

Support to Groups - we supported existing & new groups with information & guidance around volunteering e.g. Parish Councils. We joined local WhatsApp groups enabling us to stay connected and offer support outside of office hours.

Support to individuals - our shopping scheme was launched with volunteers providing a shopping service to the most vulnerable members of our communities. Supported 85 clients with over 350 shopping trips.

Dementia Information was provided with additional support for queries that relate to Covid-19.

D2D supported our users with welfare checks via telephone support; those who need support with shopping were referred to the shopping support scheme. Over 800 telephone calls were made.

Partnership working - we worked with our Public sector colleagues e.g. the District Council, CCG and County Council working together to ensure that the needs of our community were met.

We supported the Regional Voluntary Sector network with updates.

We worked with other VCSOs & the VCS Emergencies Partnership, including NAVCA and NCVO.

Phoenix - Supporting communities to prepare and move on from Covid-19, to enable them to survive and continue to provide and deliver much needed community services. Funded by the National Lottery, the Phoenix project was developed.

#### Nottinghamshire Vaccination Programme

- Over 1,200 volunteers registered;
- 7 mass vaccination centres;
- On average 630 volunteers per week doing 4 hr shifts = 2,520hrs.

#### *Communication & Digital*

- Re-develop the NSCVS website - including new elements and online resources <https://www.nandscvs.org/resources/training/>;
- Developed and facilitated telephone-based services.

## Newark and Sherwood Community and Voluntary Service

### Trustees' Report

#### ***Volunteering***

- Created an online virtual volunteer centre. Employed a Volunteer Coordinator to support the volunteering aspect of the project;
- Implemented a series of 'pop-up' volunteering clinics delivered online and remotely/in-person.

#### Volunteer Centre:

- 1,400 enquiries;
- 1,304 volunteers placed;
- 4 virtual pop up events, including 2 presentations to 16-18 year olds;
- Delivered training to support safe recruitment of volunteers during the pandemic.

#### ***Listening Line***

Since the project was launched in October 2020 the team have:

- Made 332 calls to clients;
- Total of 179 volunteer call hours to end of March;
- Target was to recruit 8 volunteers and we now have 14 active befriending volunteers;
- There have been 37 referrals into the service between October and March 2021;
- 27 active matches with clients receiving a weekly call lasting between 30-60 minutes to end of March;
- Referrals made into the HART team for Welfare Checks, the Home Library Service, Meal Delivery Services and the Foodbank.

#### ***Dementia Information Service***

- 102 referrals;
- 203 follow up telephone calls;
- Total email contacts this year 575.

#### ***Door 2 Door***

- Supported clients to access vaccination program.

#### ***Recovery Cell Engagement work***

We undertook a qualitative consultation project for the Clinical Commissioning Group to gain insight into the most vulnerable communities and their access to services during the pandemic including information provision, access, satisfaction or otherwise with remote consultations, delays to accessing healthcare, early hospital discharge, attendance at A&E and understanding the broader health inequalities.

We engaged 22 grassroots local community groups/organisations and partners to gain feedback including (including those people for whom English is a second language, vulnerable women and victims of domestic violence, carers, Asylum seekers, cancer patients, mental health, homeless, gypsy and traveler community, LD/Dementia, people with hearing and sight loss, children and young people.

#### ***Community development & support***

We have developed a new LGBTQ+ group, a Hard of hearing group and supported two groups in a potential merger to allow both groups to continue. Two groups have benefitted from our newly created top tips for developing formal infrastructure in readiness to resume face to face meetings e.g., group constitutions.

Groups have also been supported with funding advice.

Newark Parkinson's Group were introduced to the Primary Care Development Centre and assisted to make a presentation about the difficulties in arriving at an early diagnosis and the challenges brought from limited consultation time to make a diagnosis of Parkinson's at two Protected Learning Time events on 9th and 23rd September.

We collaborated with NCC Communities Team to deliver the Safer Streets project, aiming to make our locality an intrinsically better and safer place to live.

We played an active role in the Towns Fund Board and three sub-committees and assisted with a public survey, which resulted in Newark being awarded £25m by the government.

# Newark and Sherwood Community and Voluntary Service

## Trustees' Report

Specific work has been undertaken in the former coalmining communities of Ollerton & Boughton to promote active community involvement and support initiatives to make it a great place to live. This year we helped to set up a community radio station called Bowe Radio.

### *Communications & PR*

- Regular use of Facebook & Twitter;
- Regular E-Bulletin;
- Regular outreach events.

### *Quality*

Continued monitoring and evaluation of services through staff performance.

### **Financial review**

#### *Policy on reserves*

Newark and Sherwood Community and Voluntary Service is required to ensure that reserves are available in each financial year to meet any reasonable foreseeable contingency. In reviewing the potential costs should a significant reduction in income arise, the trustees have determined that unrestricted reserves be maintained at three months running costs. This is reviewed annually.

#### *Principal risks and uncertainties*

##### *Financial risk*

Decommissioning of contracts.

# Newark and Sherwood Community and Voluntary Service

## Trustees' Report

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Newark and Sherwood 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:

- 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 ..... and signed on its behalf by:

.....  
Terry Shrimpton  
Trustee

## Newark and Sherwood Community and Voluntary Service

### Independent Examiner's Report to the trustees of Newark and Sherwood Community and Voluntary Service

#### Independent examiner's report to the trustees of Newark and Sherwood 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 2021.

#### Responsibilities and basis of report

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

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

#### Independent examiner's statement

Since the Company'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 and Fellow of the Association of Charity Independent Examiners, 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 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:.....

## Newark and Sherwood Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	3,858	-	3,858	429
Charitable activities	3	-	304,662	304,662	259,206
Investment income	5	244	-	244	420
<b>Total income</b>		<u>4,102</u>	<u>304,662</u>	<u>308,764</u>	<u>260,055</u>
<b>Expenditure on:</b>					
Charitable activities	6	(1,760)	(279,933)	(281,693)	(275,211)
Other expenditure	7	(1,279)	-	(1,279)	(511)
<b>Total expenditure</b>		<u>(3,039)</u>	<u>(279,933)</u>	<u>(282,972)</u>	<u>(275,722)</u>
Net income/(expenditure)		1,063	24,729	25,792	(15,667)
Transfers between funds		9,220	(9,220)	-	-
Net movement in funds		10,283	15,509	25,792	(15,667)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>56,251</u>	<u>58,618</u>	<u>114,869</u>	<u>130,536</u>
Total funds carried forward	19	<u><u>66,534</u></u>	<u><u>74,127</u></u>	<u><u>140,661</u></u>	<u><u>114,869</u></u>

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 19.

## Newark and Sherwood Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2021 (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 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	429	-	429
Charitable activities	3	625	258,581	259,206
Investment income	5	420	-	420
Total income		<u>1,474</u>	<u>258,581</u>	<u>260,055</u>
<b>Expenditure on:</b>				
Charitable activities	6	(55,812)	(219,399)	(275,211)
Other expenditure	7	(511)	-	(511)
Total expenditure		<u>(56,323)</u>	<u>(219,399)</u>	<u>(275,722)</u>
Net (expenditure)/income		(54,849)	39,182	(15,667)
Transfers between funds		<u>(3,033)</u>	<u>3,033</u>	-
Net movement in funds		(57,882)	42,215	(15,667)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>114,133</u>	<u>16,403</u>	<u>130,536</u>
Total funds carried forward	19	<u><u>56,251</u></u>	<u><u>58,618</u></u>	<u><u>114,869</u></u>

## Newark and Sherwood Community and Voluntary Service

### (Registration number: 02693602) Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	13	2,577	3,059
<b>Current assets</b>			
Debtors	14	12,094	13,800
Cash at bank and in hand	15	<u>131,143</u>	<u>100,002</u>
		143,237	113,802
<b>Creditors: Amounts falling due within one year</b>	16	<u>(5,153)</u>	<u>(1,992)</u>
<b>Net current assets</b>		<u>138,084</u>	<u>111,810</u>
<b>Net assets</b>		<u>140,661</u>	<u>114,869</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	19	74,127	58,618
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>66,534</u>	<u>56,251</u>
<b>Total funds</b>	19	<u>140,661</u>	<u>114,869</u>

For the financial year ending 31 March 2021 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 9 to 23 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Tom Geraghty  
Trustee

# Newark and Sherwood Community and Voluntary Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 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

Newark and Sherwood 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.

#### *Donations and legacies*

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### *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.

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	33.33% straight line
General equipment	20% 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.

#### 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.

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 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.

#### 2 Income from donations and legacies

	<b>Unrestricted funds</b>		
	<b>General £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Donations and legacies;			
Donations from companies, trusts and similar proceeds	2,333	2,333	429
Grants, including capital grants;			
Government grants	1,525	1,525	-
	<u>3,858</u>	<u>3,858</u>	<u>429</u>

#### 3 Income from charitable activities

	<b>Restricted funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Grants & donations	303,850	303,850	249,731
Registration fees	812	812	8,780
Mileage contributions	-	-	70
Sundry income	-	-	625
	<u>304,662</u>	<u>304,662</u>	<u>259,206</u>

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Boots	-	10,000	10,000
Coalfields Regeneration Trust	-	26,250	26,250
JN Derbyshire Trust	1,500	-	1,500
Legal & General	-	3,000	3,000
National Association for Voluntary and Community Action	-	3,000	3,000
National Lottery Community Fund	-	44,782	44,782
Newark and Sherwood District Council	-	37,575	37,575
NHS Nottingham and Nottinghamshire CCG	1,500	68,602	70,102
Nottinghamshire Community Fund	-	9,040	9,040
Nottinghamshire County Council	25	27,690	27,715
Nottinghamshire Together (Notts County Council)	-	11,796	11,796
Nottinghamshire NHS Foundation Trust	833	-	833
Sherwood Forest NHS Hospitals Trust	-	61,615	61,615
Sundry donations	-	500	500
	<u>3,858</u>	<u>303,850</u>	<u>307,708</u>

#### 5 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	244	244	420
	<u>244</u>	<u>244</u>	<u>420</u>

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 6 Expenditure on charitable activities

	Unrestricted General funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Bank charges	-	69	69	85
Contractors	-	3,250	3,250	-
Depreciation	1,207	1,002	2,209	3,766
Events & activities	-	250	250	716
Grant repayment	-	-	-	888
Hospitality & refreshments	-	30	30	36
Insurance	-	909	909	1,490
IT software & consumables	-	9,435	9,435	6,801
Legal & professional fees	-	2,585	2,585	1,870
Marketing	-	20	20	201
Partnership grant distribution	-	-	-	11,344
Postage	-	449	449	636
Printing & stationery	-	1,678	1,678	2,002
Recruitment & advertising	-	-	-	956
Rent & rates	-	-	-	22,856
Dilapidation, cleaning & removal costs	-	-	-	35,668
Room hire	-	-	-	746
Salaries, NI & pensions	553	223,446	223,999	161,017
Staff expenses & training	-	3,820	3,820	8,466
Subscriptions & memberships	-	499	499	400
Sundry expenditure	-	-	-	454
Telephone & internet	-	2,890	2,890	1,883
Utilities	-	-	-	849
Volunteer expenses	-	8,411	8,411	2,721
Volunteer drivers' expenses	-	-	-	9,360
Vaccination project delivery by Mansfield CVS	-	21,190	21,190	-
	<u>1,760</u>	<u>279,933</u>	<u>281,693</u>	<u>275,211</u>

#### 7 Other expenditure

	Unrestricted funds	Total 2021	Total 2020
	General £	£	£
Loss on disposal of tangible fixed assets	<u>1,279</u>	<u>1,279</u>	<u>511</u>
	<u>1,279</u>	<u>1,279</u>	<u>511</u>

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Loss on disposal of fixed assets held for the charity's own use	1,279	511
Depreciation of fixed assets	2,209	3,766
	<b>3,488</b>	<b>4,277</b>
	<b>3,488</b>	<b>4,277</b>

#### 9 Trustees remuneration and expenses

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.

#### 10 Fees payable to independent examiner

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

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Independent examination	1,030	1,030
	<b>1,030</b>	<b>1,030</b>
	<b>1,030</b>	<b>1,030</b>

#### 11 Staff costs

The aggregate payroll costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	203,261	147,178
Social security costs	11,443	6,472
Pension costs	9,295	7,367
	<b>223,999</b>	<b>161,017</b>
	<b>223,999</b>	<b>161,017</b>

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

	<b>2021</b>	<b>2020</b>
	<b>No</b>	<b>No</b>
Average number of employees	11	9
	<b>11</b>	<b>9</b>

10 (2020 - 9) of the above employees participated in the Defined Contribution Pension Schemes.

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

Contributions to the employee pension schemes for the year totalled £9,295 (2020 - £7,367).

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 £78,710 (2020 - £64,543).

#### 12 Taxation

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

#### 13 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 April 2020	12,085	12,085
Additions	3,006	3,006
Disposals	(8,464)	(8,464)
At 31 March 2021	<u>6,627</u>	<u>6,627</u>
<b>Depreciation</b>		
At 1 April 2020	9,026	9,026
Charge for the year	2,209	2,209
Eliminated on disposals	(7,185)	(7,185)
At 31 March 2021	<u>4,050</u>	<u>4,050</u>
<b>Net book value</b>		
At 31 March 2021	<u>2,577</u>	<u>2,577</u>
At 31 March 2020	<u>3,059</u>	<u>3,059</u>

#### 14 Debtors

	2021 £	2020 £
Prepayments	4,117	3,780
Other debtors	7,977	10,020
	<u>12,094</u>	<u>13,800</u>

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 15 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	-	9
Cash at bank	131,143	99,993
	<u>131,143</u>	<u>100,002</u>

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

	2021 £	2020 £
Accruals	<u>5,153</u>	<u>1,992</u>

#### 17 Obligations under leases and hire purchase contracts

##### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
<b>Other</b>		
Within one year	973	1,620
Between one and five years	<u>88</u>	<u>-</u>
	<u>1,061</u>	<u>1,620</u>

#### 18 Charity status

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

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 19 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	56,251	4,102	(3,039)	9,220	66,534
<b>Restricted funds</b>					
Community Engagement Project	12,864	46,602	(37,903)	(1,752)	19,811
Dementia Project	-	22,000	(19,541)	(2,459)	-
Door to Door Project	2,158	12,457	(13,506)	(1,109)	-
Nottinghamshire Together	2,865	11,796	(7,800)	-	6,861
Social Prescribing Project	7,950	-	(6,376)	(1,574)	-
Ollerton Development Project	2,635	26,250	(31,591)	2,706	-
Reaching Communities	29,246	-	(28,643)	(603)	-
Vounteer Centre	900	11,260	(8,314)	(1,752)	2,094
Coronavirus	-	21,085	(21,010)	(75)	-
Divisional fund	-	1,500	(468)	(1,032)	-
Golden Thread	-	10,000	-	-	10,000
Phoenix	-	44,782	(43,964)	(818)	-
Vaccination Programme	-	61,615	(39,665)	-	21,950
VC SEP	-	3,000	(2,356)	-	644
Listening Line	-	26,315	(12,888)	(660)	12,767
Safer Streets	-	6,000	(5,908)	(92)	-
<b>Total restricted funds</b>	<u>58,618</u>	<u>304,662</u>	<u>(279,933)</u>	<u>(9,220)</u>	<u>74,127</u>
<b>Total funds</b>	<u>114,869</u>	<u>308,764</u>	<u>(282,972)</u>	<u>-</u>	<u>140,661</u>

The transfers from the Community Engagement Project, Door to Door Project, Volunteer Centre and Dementia funds to the General fund represent contributions towards redundancy contingency.

The transfer from the General fund to the Ollerton Development Project fund is to cover the deficit on this activity.

The transfers from the Divisional fund and Phoenix funds to the General fund represent partly the net book value of fixed assets, the use of which is not subject to any restriction and partly the release of any restriction on the use of these funds.

The transfer from the Listening Line fund to the General fund represents the net book value of fixed assets, the use of which is not subject to any restriction.

The transfers from the Social Prescribing Project, Reaching Communities, Safer Streets and Coronavirus funds to the General fund reflect the release of any restriction on the use of these funds.

## **Newark and Sherwood Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

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

Community Engagement Project - funded by NHS Newark and Sherwood CCG the project aims to improve community engagement with health services in the Newark and Sherwood area.

Dementia Project - funded by NHS Newark and Sherwood CCG the project aims to improve awareness of information available in respect of dementia.

Door to Door Project - funded by Nottinghamshire County Council the project aims to increase provision of community transport across Newark and Sherwood for those over 60 or with disability and who find it difficult to access transport services.

Nottinghamshire Together - funded by Nottinghamshire County Council this project aims to build on the strategic success of the existing Nottinghamshire Together partnership and its achievements in the co-production and redesign of services to whole system commissioning. Offering a single point of access for strategic infrastructure support whilst playing an active role in local place based area co-ordination.

Social Prescribing Project - funded by NHS Newark and Sherwood CCG, this project aims to provide support to Link workers across Mid Notts Primary Care Networks.

Ollerton Development Project - funded by Coalfield Regeneration Trust, this project aims to support and empower Ollerton & Boughton communities to identify issues and create their own sustainable solutions.

Reaching Communities - funded by National Lottery Community fund, this project to increase partnership working across the CVS's and engagement with stakeholders.

Coronavirus - funded by grants and donations from several sources to support CVS work during pandemic.

Divisional fund - funded by Nottinghamshire County Council to provide staff with home working office equipment.

Phoenix - funded by National Lottery Community Fund to support communities to prepare and move on from Covid-19.

Golden Thread - funded by Boots to support young people into volunteering.

Vaccination programme - funded by Sherwood Forest NHS Hospitals Trust to support national vaccination program at a local level across Nottinghamshire.

VC SEP - funded by DCMS to share knowledge & local intelligence with local communities to identify issues or unmet community needs are raised and to collaborate with all VC SEP Partners to support the design and development of a sustainable platform for future emergency response.

Listening line - funded by NSDC to support isolated residents with weekly befriending call.

Safer streets - funded by NCC to support local residents.

Volunteer Centre - funded by NSDC to provide support services to organisations who involve volunteers and individuals looking for volunteering opportunities.

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

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

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	114,133	1,474	(56,323)	(3,033)	56,251
<b>Restricted funds</b>					
Community Engagement Project	-	71,652	(58,788)	-	12,864
Dementia Project	-	22,000	(23,109)	1,109	-
Door to Door Project	-	20,495	(18,337)	-	2,158
Transport Project	-	42,400	(45,464)	3,064	-
Step Up Volunteering	7,538	-	(7,544)	6	-
Nottinghamshire Together	8,865	11,796	(17,796)	-	2,865
Social Prescribing Project	-	11,667	(3,717)	-	7,950
Ollerton Development Project	-	17,500	(14,292)	(573)	2,635
Reaching Communities	-	49,811	(19,992)	(573)	29,246
Vounteer Centre	-	11,260	(10,360)	-	900
<b>Total restricted funds</b>	<u>16,403</u>	<u>258,581</u>	<u>(219,399)</u>	<u>3,033</u>	<u>58,618</u>
<b>Total funds</b>	<u><u>130,536</u></u>	<u><u>260,055</u></u>	<u><u>(275,722)</u></u>	<u><u>-</u></u>	<u><u>114,869</u></u>

## Newark and Sherwood Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 20 Analysis of net assets between funds

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>
	<b>General £</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	2,577	-	2,577
Current assets	63,957	79,280	143,237
Current liabilities	-	(5,153)	(5,153)
Total net assets	<u>66,534</u>	<u>74,127</u>	<u>140,661</u>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2020 Total funds</b>
	<b>General £</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	3,059	-	3,059
Current assets	53,251	60,551	113,802
Current liabilities	(59)	(1,933)	(1,992)
Total net assets	<u>56,251</u>	<u>58,618</u>	<u>114,869</u>

#### 21 Benefits in kind

During the period charity benefited from a rent free office space (due to Covid) from Sherwood District Council.

#### 22 Related party transactions

During the year the charity made the following related party transactions:

##### **Tom Geraghty & Associates Ltd**

(During the year the charity acquired services totalling £634 (2020 - £634) from Tom Geraghty & Associates Ltd, a company in which Tom Geraghty is a director and controlling shareholder.)

At the balance sheet date the amount due Tom Geraghty & Associates Ltd was £Nil (2020 - £Nil).