

**Trustees' report and financial statements for Wessex Community Action**  
**For the 16-month period ended 31 July 2022**  
**Charity No 1019716**  
**Company Registration No 02797768**

**Fletcher & Partners**  
**Chartered Accountants**  
**Salisbury**

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## WESSEX COMMUNITY ACTION

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### TRUSTEES' REPORT FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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## Administrative details

Registered office	Unit 6, Paxton Business Centre, Whittle Road, Churchfields, Salisbury, Wiltshire, SP2 7YR
Telephone	01722 326822 or 07444 415205
Email	info@wessexcommunityaction.org.uk
Web	www.wessexcommunityaction.org.uk www.wiltshiretogether.org.uk
Independent Examiner	J Fletcher, Fletcher & Partners, Crown Chambers, Bridge Street, Salisbury, SP1 2LZ
Bankers	Unity Trust Bank, 9 Brindley Place, Birmingham, B1 2HB
Company registered number	02797768
Charity registered number	1019716

## Directors and officers

Norman Barter	
Elizabeth Conway	resigned 6 May 2022
Peter Curbishley	Secretary
Stephen Donald	resigned 15 March 2022
Anna Dumas	appointed 18 July 2022
Peter Hawkins	resigned 26 September 2022
Christopher Horwood	resigned 25 January 2022
Marinda Houlden	appointed 19 November 2022
Andrew Longland	Financial Officer
Ian Phillips	Chair
Sarah Rouse	resigned 21 November 2022
David Todman	appointed 20 March 2023
Peter Wrighton	former Chair - resigned 3 January 2022

## Chief Executive Officer

Amber Skyring

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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## Chair's introduction

During 2021-22 Wessex Community Action (WCA) has continued to work closely with an ever-expanding (10 formal regional and national) range of key partner organisations and consortiums to ensure that local voluntary and community sector organisations have a voice in the planning and delivery of national services. We continue to bring key parts of the sector together through the Forums we organise and deliver vital one-to-one support to organisations to help them with a whole range of strategic, governance and funding issues. Volunteers are key to the successful delivery of services, and we have launched and continue to develop the online Wiltshire Together Community platform. The platform is already having a huge impact; allowing organisations to promote their events and activities as well as volunteering opportunities in one easily accessible place.

It has been another challenging reporting period with all the threats that the not-for-profit sector faces. We hope that, whilst navigating through the sheer volume of ongoing and extraordinary challenges over the last few years, we have to date demonstrated our resilience and ability to be a steady, resourceful anchor for the voluntary and community sector in Wiltshire, and that in spite of those challenges, its creditable to our aptitude to flex and adjust to meet those emerging needs is both testament of the skill and commitment of our staff and the community whom we serve.

Our staff have worked incredibly hard to support voluntary and community sector organisations to cope with rising demand on their services, energy costs, recruitment and retention of staff, volunteers and trustees, and the reduction in funding in line with inflation. The rise in the cost of living was also being felt across the team, and I am pleased to say that we were able to agree to an increase in salaries for staff to acknowledge the impact of this.

We remain a relatively small team of highly dedicated staff, ably led by Chief Executive Amber Skyring and assisted by Operations Manager, Linda Cantillon-Guyatt. I would like to acknowledge and thank all the amazing team on behalf of the trustees; their hard work and dedication is very much appreciated.

It has been a period of change in our trustee board. During the reporting period, Sarah Rouse, Elizabeth Conway, Steve Donald and Peter Hawkins retired from the Board and I would like to place on record our thanks for their contributions over many years. I would also like to thank all the trustees; your support and counsel has been most welcome. A warm welcome to Anna Dumas, Mo Houlden and David Todman who have joined the Board recently and are already making a real difference at WCA with their HR, fundraising and business experience.

I would like to formally recognise the impact that Chris Horwood made at WCA during his time as a trustee, serving 9 years; Chris sadly passed away in May 2022.

The trustees and I are immensely proud of the positive impact that WCA is having across the sector and how our asset-based approach is enabling local community organisations to thrive. WCA continues with a strong purpose, and is in a financially sound position, with a super experienced team and a strong leader. I look forward to forming new, and building on existing relationships so that we continue to influence and enhance the quality of life for people in Wiltshire.

Ian Phillips  
Chair

The trustees are pleased to present their report together with the financial statements of the Charity, for the period covering sixteen months from 1 April 2021 to 31 July 2022. The report serves the purposes of both a Trustees' report and a directors' report under company law. The trustees confirm that their report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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The term 'Company' used throughout the report and accounts refers to charitable company limited by guarantee. Since the Company qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

## Aims and objectives

### Charitable aims

The purpose of the Charity, as laid out in the Memorandum and Articles of Association, is to “promote any charitable purpose for the benefit of the community in the administrative area covered by Wiltshire Council, in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness”. We achieve our charitable aims by providing a range of support services to the voluntary and community sector.

### Vision

To support the development of thriving communities; where people belong and can take actions on the things that matter to them.

### Our mission

To take an asset-based approach to the way we work using these six stepping stones:

- building connections
- finding 'connectors'
- mapping assets
- identifying community building themes
- identifying match funds, and
- celebration and planning

### Our values

We believe that success comes through empowerment: community development is what people do for themselves and that organisations can be supported to foster grassroots action.

- Asset-based community development: building on the strengths or assets in our community to address its needs.
- Adding Value: not competing with or threatening the interests of member organisations but advocating the use of existing services and signposting people appropriately.
- Sustainability: supporting sustainable solutions to local issues, meeting local needs now without compromising those of the future.
- Accountability: being accountable to the community as a whole.
- Co-operation: facilitating co-operation and collaboration both within the VCSE and with business and public agencies.
- A lighter touch: working with the minimum of bureaucracy.
- Innovation: seeking to support, broker and/or facilitate innovative approaches/ways of working.
- Equality of Opportunity: being committed to creating an equitable and inclusive society.

### Objectives

Local infrastructure organisations like Wessex Community Action help communities to meet their needs and achieve their aspirations, making places anyone would want to live, work and visit. We have identified four broad missions of local infrastructure. These are the functions we think are needed to support a thriving voluntary and community sector.

- Leadership and advocacy – we have seen the importance of strong clear leadership to make the best of a local thriving voluntary and community sector through Covid. The leadership and advocacy role played is fundamental. Note that we are not seeing representation or voice as the key function, rather leadership and advocacy to enable others to also have influence.

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## WESSEX COMMUNITY ACTION

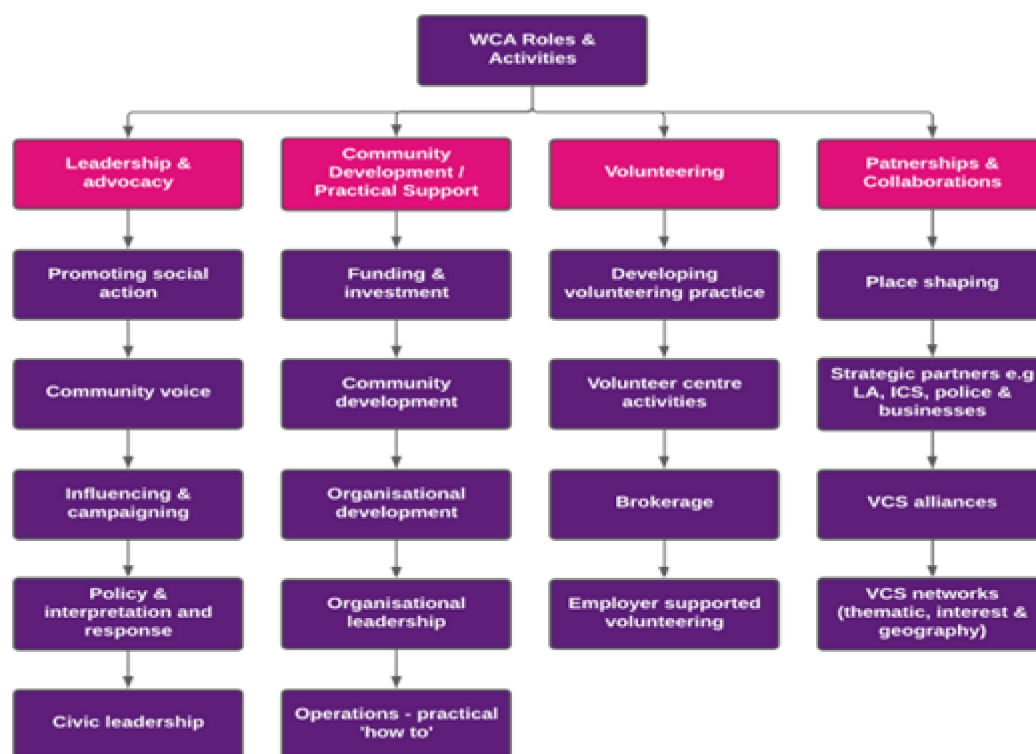
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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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- Community development/practical support – this covers a wide range of activity from training to community development work and informal advice and support.
- Volunteering – volunteers are at the heart of our work and those we support. The function is wide-ranging, from developing good volunteer programmes, to providing brokerage and stimulating employee volunteering.
- Partnerships and collaborations – at both strategic and operational level. Our aspiration is to bring partners together to make decisions, work together, provide services, listen to communities and are key to fostering relationships for the benefit of the local communities.

Achieving public benefit is a fundamental driver of the way we approach our work. In setting objectives and planning for activities, the trustees have given due consideration to general guidance, published by the Charity Commission relating to public benefit including the guidance 'Public benefit: running a charity (PB2)'.



## Structure, governance and management

### Organisational structure

The trustees have amended the Company's Articles of Association so that future members of the Company shall be the Trustees/Directors, and that they shall have the power to appoint new Directors. The trustees meet six times a year as a full board, and various working groups/sub-committees are convened for more detailed work on various issues as required. The day-to-day management of the charity is delegated to the CEO.

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## WESSEX COMMUNITY ACTION

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### **Recruitment, appointment, induction of Trustees**

The trustees regularly look at existing skills and experience and new trustees are recruited to ensure the trustee board has a broad range of management experience to meet the needs of Wessex Community Action and its strategic aims. We advertise for new trustees on the Wiltshire Together platform and other sector sites. The induction process for new trustees includes an information pack, and meetings covering the history, finances, longer term strategies and governance arrangements of the Charity, as well as the roles and responsibilities of trustees.

#### **Risk review**

Each year the trustees review and update the risk register which identifies all key perceived risks to the organisation and agrees actions to mitigate those risks. This last took place in March 2023. Generally, the trustees are satisfied that the Charity addresses the major risks faced and that adequate operating systems and procedures are in place. The Chief Executive reports on reserves, cashflow and budget variance at each trustees' meeting, with recommendations when appropriate.

#### **Related parties**

Other than reported in Notes 13 and 27 there are no transactions with related parties that are required to be disclosed in these accounts.

## **Review of developments, activities and achievements**

Wessex Community Action has been in existence as a Council for Voluntary Services (CVS) since 1974. The re-organisation of Local Government in Wiltshire from local authorities to one unitary authority in 2009, and the subsequent withdrawal of funding, and hiatus in the delivery of core CVS services to support local community organisations in 2015 saw a severe disruption in support for the sector. After some difficult years, we have been able to overcome the challenges with the appointment of a new CEO and Lottery Funding (secured in 2019) which has enabled WCA to embark on a programme of local infrastructure work to build the effectiveness, capacity and sustainability of the Voluntary and Community Sector (VCSE) in Wiltshire, helping it to thrive and deliver essential services to communities. We are very grateful to the Lottery for their support.

During the Covid-19 pandemic, it was found that places with a strong local infrastructure organisation, like ours, had a more co-ordinated and hence better response to supporting their local communities. A robust local infrastructure organisation will underpin a thriving and vibrant voluntary and community sector, and flourishing communities.

To aid and promote the role of local infrastructure organisations like Wessex Community Action, the National Association of Voluntary and Community Action (NAVCA), our national membership body, identified four elements which when delivered together offer synergy, greater impact, and stronger support for communities.

We have, therefore, adopted and are working to NAVCA's Local Infrastructure Framework and have aligned our work to this, to aid clarity about our role, develop awareness, communicate impact and highlight the benefits of having a well-resourced, supported, and sustainable local infrastructure organisation in Wiltshire.

Throughout the reporting period, we have been working to achieving NAVCA's Local Infrastructure Quality Accreditation mark. This is intended to demonstrate the quality and impact of our work, benchmarking our activities and outcomes against clear criteria and highlighting our strengths and impact, and opportunities for future development.

Since the National Lottery funding was awarded; the Covid-19 pandemic, the Russian invasion of Ukraine and subsequent refugee crisis, the rising cost of living, and the transformation of the Integrated Care System and Wiltshire Council service review have all impacted the operating environment. As one local partner reflected in our most recent State of the Sector Survey, the past few years have been tumultuous.

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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*"This is the strangest period I've experienced in 40 years in our sector. Vacancies are very difficult to fill. Uncertainty across the country, in Wiltshire and so on. So many issues and opportunities at the same time."*

As a result, we have redirected our limited resources to support and assist the sector to effectively respond to the external emerging crises. We have successfully raised our profile amongst both voluntary and community groups, and our statutory partners, developing good relationships and new ways to connect with our communities.

The remainder of this report uses the four elements of local infrastructure as a framework to share our achievements, areas for learning and future plans.

#### 1. Leadership and advocacy

Wessex Community Action has been committed to cultivating its role as a leader and advocate for the sector over the past 16 months. Positioned between numerous local, regional and national networks - of which we are a member - and a vast and diverse Voluntary and Community Sector (VCSE) in Wiltshire, we are well-positioned to contribute and co-ordinate; sharing insights and emerging trends, accessing and disseminating timely and relevant information and resources, and facilitating a supported VCSE response where required.

As an enabler, connector and 'door opener', we aim to ensure the VCSE has a strong voice and is heard, is informed, empowered and ready to influence and mobilise as required.

Wessex Community Action is the lead 'independent' interface between local VCSE and key stakeholders. We develop a coherent shared vision, agree a common sense of purpose and bring organisations together, participating in local regional and national partnerships, including:

- Wiltshire Integrated Care Alliance (ICA)
- Bath/Swindon/Wiltshire (BSW) Wiltshire Joint VCSE Lead on Integrated Care System (ICS)
- Voluntary Community Sector Emergency Partnership (VCSEP) – regionally and national engagement
- NAVCA Anti- Racist Group
- NAVCA Health and Wellbeing Forum
- Connecting with Our Communities (CWOC) – ICA workstream.
- BSW (Bath/Swindon/Wiltshire) Academy
- BSW Equalities Leads Partnership
- Professional Leadership Network (ICA)
- Wiltshire Council Refugee Partnership
- Wiltshire Local Resilience Forum

#### VCSE Leadership Alliance

We have been instrumental, alongside Community First, in the formation of a Wiltshire VCSE Leadership Alliance to influence and facilitate greater collaboration between the sector and Bath, North East Somerset, Swindon and Wiltshire (BSW) Health and Care Partnership, the local authority and businesses. The Alliance aims to establish the role of the VCSE sector in the delivery and transformation of services and reinforce the sector as a key strategic partner.

*"Many thanks for this helpful update on some great progress in giving us all a voice in the changes ahead." **Dorothy House Hospice.***

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### **NAVCA Local Infrastructure Quality Accreditation (LIQA)**

We have participated in the pilot, not only to work towards gaining the accreditation, but also to work with NAVCA to help shape and develop the Accreditation to ensure it is fit for purpose for other small local infrastructure organisations. Our staff have also trained and secured the role of LIQA Assessors. The experience will not only help inform our own practice through the assessment of our peers and learning for others, but it can also provide an additional nominal income stream.

#### **Voluntary Sector Expo – June 2022**

WCA organised and managed the Wiltshire VCSE Expo (webinar of over 30 organisation over 4 days) to showcase the scope and breadth of the VCSE in Wiltshire. The aspiration was to develop awareness and understanding amongst key stakeholders about the VCSE and to articulate and demonstrate the strengths and assets the VCSE brings and to promote the benefits of working closely and collaboratively.

*“Loved hearing about colleagues’ work and organisations - what an amazing array of support Wiltshire has. Thank you for organising the expo”.* **Sounds Better CIC**

*“I just wanted to share my thoughts on the Wiltshire Voluntary Sector EXPO launch event which was held virtually in June. First, I would like to say thank you, it was incredibly helpful and informative, and I had no idea how many services were out there and what incredible work they do and what they can offer the communities in Wiltshire. Finally, I just wanted to assure you that myself and another ICB colleague fed this back to our weekly colleague briefings and explained the scope of what was presented to us, how valuable the sessions were and urged as many attend the next EXPO event as possible, I am just sad that this is a year away.”*

Emma Crockett, Service Redesign Lead, NHS Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (ICB)

#### **State of the Sector 2022**

114 VCSE organisations participated in 2022 State of the Sector Survey providing intelligence to support us to develop knowledge and understanding for use in shaping and influencing debates locally, regionally, and nationally about priorities and action and to amplify their needs and aspirations.

#### **Co-ordinated Wiltshire VCSE response to National Consultation**

We consulted and co-ordinated the voluntary sector response to Vision for Volunteering and National Lottery Community Fund Strategy Renewal consultations.

#### **The Voluntary and Community Sector Emergencies Partnership**

This is a partnership of VCSE organisations with the aim of improving co-ordination at national and local levels before, during and after emergencies. Bringing together local, national and global expertise from the sector, the Emergencies Partnership aims to help people prepare for, respond to and recover from emergencies and rebuild their lives. The Partnership also has an influencing role and gives a voice to those at risk of or affected by disasters and emergencies in the UK, so that they are at the heart of any response.

We joined the Partnership in the midst of the Covid-19 pandemic and we work at the local, regional and national level providing a conduit for local intelligence into the Partnership and out to local stakeholder partnerships, such as Wiltshire Council’s Refugee Partnership.

We joined the Partnership to provide a Wiltshire perspective and to inform and support local stakeholders’ preparation and emergency response. We are now a member of the Wiltshire Local Resilience Forum and have participated in the forums Multi-Agency Tactical Training for Emergencies (MATT).

#### **Opportunities, development and future plans**

As the local infrastructure organisation for Wiltshire, Wessex Community Action has developed a good understanding and overview of the challenges, opportunities and issues faced by the sector from its state of the sector surveys, network and forum discussions which we use to inform and influence key local, regional and national debate and decision making.

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However, the sector is immense and varied, in both its size and governance with a multitude of small grassroots groups, small and medium groups and charities, and we need to be as responsive as we can to their emerging and growing needs whilst maintaining an open dialogue and two-way communication that:

- shares information and opportunities that are appropriate and relevant and
- facilitate and engage sector members in discussions and debates to ensure adequate representation on key issues & policy developments

We have established a strong, central, co-ordinating position, bringing together sector leaders and key decision-makers to respond to, influence and shape decision-making and we now hold a more influential position to advocate for VCSE representation on local decision-making forums e.g., the Health & Wellbeing Forum.

Though capacity constraints on VCSE leaders to actively participate on the many and varied forums, boards and workstreams is still a challenge, we act as a voice to raise understanding of these barriers so that these restraints can be fully acknowledged. We continue to seek and advocate for financial assistance so the VCSE can fully participate and engage equally alongside other key stakeholders. One of our leadership and representational aims, is to achieve greater understanding and recognition around the value and contribution that the sector makes to addressing community needs and contributing to the local economy.

## 2. Partnership and collaboration

At both strategic and operational level Wessex Community Action is a focal point and catalyst for partnerships and collaboration. Using insights and intelligence, we bring together the voluntary and community sector (VCSE) and statutory partners, creating opportunities to work together around a common purpose and fostering relationships for the benefit of the local communities.

We facilitate networks and forums that build on the existing strengths, share knowledge and experience, co-operate and collaborate to add value. Partnership & collaboration is the “Golden Thread” that runs throughout our work.

We currently host five regular Forums that are open to VCSE colleagues from a mix of new and emerging groups, volunteers and established organisations as well as interested individuals from key partner organisations. These include:

### **Wiltshire VCSE Leadership Alliance**

A strategic network of CEOs and senior managers from larger, mainly commissioned VCSE organisations, who have come together to cultivate a strategic and influential relationship with the emerging Integrated Care System. This network also offers the potential for more co-ordinated and collective representation with local statutory partners.

*“This is really helpful. I will share it with my teams as it gives an excellent oversight into what’s happening.”*

***Wiltshire Wildlife Trust, member of Wiltshire VCSE Leadership Alliance re update on changes of the Health System structures and role of the VCSE***

### **The Wiltshire Voluntary & Community Sector Forum**

A forum open to all VCSE organisations across Wiltshire and regularly attended by local council and health officers.

### **The Wiltshire Volunteer Managers Forum**

A peer support group for Volunteer Managers and Co-ordinators interested in sharing common experience and interests with a view to developing knowledge and good practice in volunteer management.

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#### **The Children & Families Voluntary Sector Forum**

Administered by us under contract to Wiltshire Council that brings together VCSE organisations working with children and families.

#### **The Wiltshire Inclusion Network (WIN)**

An emerging “community of practice” with a common interest in promoting the inclusion agenda and working to champion diversity and equity within the sector. This developmental group aims to work collectively to maximise the opportunities and mutual benefits for organisations and communities, that are less likely to be available to an individual organisation.

The forums established and facilitated by us aim to provide updates on key topics and issues, opportunities for networking, learning and development and on-going professional development through creating a community of practise, action learning sets and our peer leadership program, with a view to:

- Enable voluntary and community groups to come together to exchange information, share ideas and address issues of mutual interest and importance.
- Ensure the sector is informed and up to date with relevant and appropriate policy developments and trends, to support the sector “voice” and ensure effective representation at a strategic level.
- Make best use of sector skills, resources, information and expertise by working co-operatively.
- Facilitate dialogue between organisation and develop links with prospective partners.
- Influence local strategies that will bring community benefit.

#### **Opportunities, development and future plans**

These Networks and Forums are still relatively new and whilst the mutual benefits of collaboration and partnership working are widely recognised and agreed, it takes time and resources to fully maximise the potential from working together. Several of the Forums are beginning to gather momentum and show positive results, which is encouraging, however as with much of this work there is still much to do, particularly with regard to undertaking more joint work and collaborative projects, largely because partner organisations are already working at full capacity to deliver services and meet growing demand created by the pandemic and more recently the cost-of-living crisis.

Occasions, like the recent Winter Pressures work, where forum members and VCSE partners could collaborate to jointly bid to deliver commissioned services, provide the best opportunities to join forces. However, public sector commissioning has not, to date been conducive to this happening and it is hoped that the advent of the new Integrated Care System, in which the VCSE is a named partner, will provide additional opportunities in the future.

As an organisation with asset-based community development at its core, we pursue opportunities to work with others, exploring ways to maximise our limited resources and meet the needs of the sector. Over the last 12 months, we have continued to develop relationship with individuals who have skills, knowledge and experience that may be of benefit to the sector, businesses such as Dyson, and Southwest Local Economic Partnership to expand our training and support offer to VCSE groups.

A key area of development for us is the Wiltshire Together Community online platform. Wiltshire Together is growing and evolving all the time and we are now working closely with the Families and Childrens Transformation Partnership to utilise Wiltshire Together as the front door to Early Help Support.

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The advertisement features the 'Wiltshire Together' logo, which consists of a stylized 'W' made of hands. It shows a laptop displaying the website's 'Welcome to Wiltshire Together' page. The text below the laptop reads: 'The community platform that brings Wiltshire Together'. Contact information includes '01722 326822 | info@wessexcommunityaction.org.uk | Hosted by Wessex Community Action'. A list of 'REASONS TO JOIN!' includes: Owned and managed by you; Free, quick and easy to use; Share information about who you are and what you do; Promote and explore activities and events; Post and find volunteering opportunities; Explore and find advice and support services available to you; Make connections with groups and charities across Wiltshire. A QR code is provided with the text 'SCAN ME!' and an arrow. A purple box at the top right states: 'Wiltshire Together is a free community platform for voluntary groups, charities and people in the community who want to build partnerships, promote community events or search for volunteering opportunities in Wiltshire.' Below this, it says: 'A COMMUNITY RESOURCE OWNED BY THE COMMUNITY FOR THE COMMUNITY' and 'www.wiltshiretogether.org.uk'.

### 3. Community Development

Community Development is arguably the primary purpose of a local infrastructure organisation. Whether it is working in partnership and collaborating, representing and advocating for the sector and local communities, or promoting and supporting volunteering, the desired outcome of each function, is to empower and enable local communities to thrive.

The infographic is titled 'A Healthy VCSE Organisation' and features the 'Wessex Community Action' logo (Supporting Community and Voluntary Activity) and a heart with a pulse line icon. It is structured into five vertical pillars, each with a title, an icon, and a list of key areas:

- Getting Going** (Icon: Checklist):
  - Project Planning
  - Writing an effective Business Plan
  - Digital Transformation Plan
- Good Governance** (Icon: Gavel):
  - Choosing your Legal Structure
  - Trustee Roles & Responsibilities
  - Developing your Policies & Procedures
  - HR & Staff support
- Volunteers** (Icon: Handshake):
  - Good practice in Volunteer Management
  - Recruiting volunteers, role descriptions
  - How to recognise and thank your volunteers
  - Volunteers and the Law
- Fit for Funding** (Icon: Document with pencil):
  - Evidencing need for your organisation
  - Monitoring & Evaluation
  - Developing a Funding Strategy
  - Where to find Funding and Income Generation
- Networking, Marketing & Promotion** (Icon: Megaphone):
  - Marketing Strategy
  - Social Media
  - Digital Inclusion
  - Forums/Wiltshire Together

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As a leader and advocate for the sector, we work strategically (e.g. Wiltshire Leadership Alliance and The Voluntary and Community Sector Emergencies Partnership) to channel VCSE and community voices into decision making and service planning, and to influence and respond to current topics and agendas (e.g. National Lottery Strategy Consultation); resulting in collaboration and partnerships that turn ideas into action (e.g. Wiltshire Together), and connect VCSE organisations for the benefit of communities (e.g. Community Hubs established / emerging to support Ukrainian Refugees in Wiltshire).

Our Forums facilitate connection, the sharing of skills and practical knowledge and work together on key topics (Volunteers Week) and our one-to-one support to community organisations is underpinned by information, advice and guidance, practical support and volunteering to aid the professionalism and sustainability of the sector, all for the ultimate benefit of local communities.

#### **Opportunities, development and future plans**

Wiltshire Community Action is well positioned to have oversight of emerging key issues and aims to draw together, empower, and co-ordinate partners, offering support and guidance where necessary. For example, we are a champion for Equality, Diversity and Inclusion, a member of the NAVCA anti-racist group and Bath, Swindon and Wiltshire Integrated Care Partnership's Equality, Diversity and Inclusion workstream and initiated the Wiltshire Inclusion Network to develop and support a more inclusive sector.

We are increasingly receiving referrals from Wiltshire Community Foundation, Wiltshire Council and Salisbury City Council, to help groups with governance and funding issues, as well as recommendations from other VCSE sector organisations demonstrating our growing reputation and reach. However, as a small team with limited resources (we receive no core funding from Wiltshire Council), we are looking at how we can support groups in a way that is effective and efficient, as well as source funding that will enable the groups to access more in depth "consultancy" support.

We are developing Beacon, our CRM to aid market segmentation, communication and dialogue with communities of interest / practice on key issues policy developments as well as monitor our interaction and support to the sector and the impact this has on their aspirations and sustainability.

Our training offer has been widely praised but has achieved mixed results. Training, whilst necessary and requested, can be viewed as a luxury expense when competing against the cost of frontline delivery. Training offered with no cost is relatively easy for groups to "no show" and charging a fee is a delicate balance of attracting participants and covering the cost of delivery.

#### **4. Volunteering**

As we move towards establishing a Volunteer Centre for Wiltshire, Wiltshire Community Action has been supporting volunteering under the 5 functions:

1. Strategic Development of Volunteering
2. Good Practice Development
3. Developing Volunteering Opportunities
4. Voice of Volunteering
5. Brokerage

We do this by:

- Developmentally, through the sharing and development of knowledge, skills and experience via the Volunteer Managers Forum, Newsletters, training etc, with the aim of driving the development of good volunteer engagement and management practice, ensuring robust policies and procedures and therefore a positive experience for, and improved retention of volunteers,
- Operationally, connecting people and opportunities via the online Wiltshire Together platform and promoting the value and benefits of volunteering,

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- Strategically, by gathering, understanding and sharing the challenges and opportunities faced to inform the national volunteering strategy, as well as our own Volunteer Centre development plan.

The appointment of a Community and Volunteer Development Officer in March 2022 has enhanced capacity and the opportunity to grow our volunteering offer with a view to gaining NAVCA's Volunteer Centre Quality Accreditation in 2023/24.

#### **Key successes:**

**Wiltshire Together** continues to promote and gain traction in advertising volunteering opportunities across Wiltshire.

#### **Wiltshire Volunteer Managers Forum**

There are now 50 members of the Forum, managed by a steering group of nine partners, and an agreed annual programme of work to address challenges and interests expressed by the forum members.

#### **Volunteers Week Social Media Campaign**

Raises awareness and promote the benefits of volunteering, (supported by members of the Volunteer Managers Forum) reached 429 people, up 700% compared with our Facebook average. Facebook Volunteer Week posts achieved the highest, reach, reactions and comments for us to date.

*"It's brilliant to have WCA as a resource to local charities and organisations who engage with volunteers. Their help with information and advice is invaluable to support organisations with good practice when working with volunteers".* **Wiltshire Creative**

*"I was given useful advice on volunteer policy and procedures; this was invaluable as I am new in this area and really benefited from the support of WCA".* **Share Salisbury**

We continue to develop relationships with employers on their Employer Led Volunteering Schemes such as with Dyson, whose graduate interns, interested in volunteering, developed, and trained the VCSE on social media skills. Alongside this, we are cultivating new relationships with retired professional individuals to share skills and experience with the sector.

#### **Opportunities, development and future plans**

Wessex Community Action is able to develop a holistic overview of VCSE organisations through our practical community development support, so that when assisting groups achieve their aspirations we can include information, advice and guidance on attracting, managing and retaining volunteers and are developing the resources and training to enable us to fulfil this efficiently.

WCA had intended to achieve the Volunteer Centre Quality Accreditation (VCQA) during this years reporting period. However, the Accreditation has transferred from the National Council for Voluntary Organisations (NCVO) to NAVCA and is only open to previously accredited Volunteer Centres. We are not an accredited Volunteer Centre, so will have to wait until the opportunity is opened more widely. However, our staff have been selected as VCQA assessors which will provide insight into the criteria and requirements of the standard as well as supporting our own learning and development of our volunteer centre functions.

To help with the increasing attainment and retention of volunteers, there needs to be some agility and understanding that volunteers are there to enrich the organisation and not replace the need for paid staff. Therefore, we plan to raise awareness, showcase local examples where differing forms of volunteering e.g., micro-volunteering has been incorporated or minority groups engaged (as identified through Vision for Volunteering) to help change the culture of volunteering, support and encourage more people to volunteer.

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## WESSEX COMMUNITY ACTION

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### 5. Transport

Wessex Community Action continues to deliver its contracted service of community transport to Exeter House School, a commissioned service through Wiltshire Council. We currently transport 47 children per day and run a fleet of 9 buses in total. We also run a Day Centre contract for elderly people to day centres in Salisbury.

We have a team of seven drivers, most of whom are already retired when they join us. Each year our fleet of drivers work a total of 9,258 hrs and cover 133,246 miles in very rural locations. Feedback from our parent survey on the WCA transport services showed a 100% satisfaction. Our dedicated drivers are the backbone of this services and their commitment to transport and to support our elderly, children and young people with physical and learning disabilities, requires a particular quality of driver, so we value them as an integral part of the WCA team and miss them when they finally do retire.

We undertook the recruitment of a personal assistance (PA's) on one Exeter House routes, which was a pilot to inform the potential recruitment and management of PA's in the future. PA's are currently recruited and managed by Wiltshire Council. This new approach for a contractor to recruit both driver and PAs', creating 'organisational teams' on the buses is likely to be the framework of future contracts.

This financial year remained another difficult year where we had to seek additional funding for our transport service considering the increased cost of fuel, driver recruitment challenges and increased maintenance and parts costs as a result of the state of the economy. Our fleet of minibuses which we have built up over a number of years now requires increasing maintenance, but we have no hope of replacing them due to the withdrawal of grants. Our current contract will be up for renewal in 2024 and it's likely that the any new transport contracts will look significantly different going forward and we will have to take this into account when future planning.

## Finances and reserves

### Results for the year

The trustees agreed to change the financial year end so that our accounting period was aligned with those of the National Lottery and Wiltshire Council, and hence the 16-month reporting period in these financial statements. As such, it is difficult to compare our financial results with those of the previous year. At the end of the reporting period the charity had a total income of £472,849 and a total expenditure of £512,801, which meant we made a deficit of £39,952.

The Charity's total funds amounted to £159,910 held in unrestricted funds. Our aim is to maintain sufficient unrestricted reserves to enable us to continue operating as a going concern, to provide a level of funding for unexpected opportunities and to provide cover for risks such as unforeseen expenditure or unanticipated loss of income. The trustees feel it prudent to have a maximum of six months' running costs in reserves, particularly due to the current challenges in our operating environment. The current level of reserves represents just over three months of budgeted expenditure in the new financial year.

With only two more years of Lottery Funding remaining, we are working hard to bring in other funders to help increase the number of successful applications for projects they receive from Wiltshire voluntary and community organisations and provide their grantees with the support needed for the effective delivery of services to vulnerable groups. We are also looking at other ways to generate income.

### Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

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## WESSEX COMMUNITY ACTION

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### TRUSTEES' REPORT (CONTINUED) FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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## Responsibilities of the trustees

The trustees (who are also Directors of Wessex Community Action for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then 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,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:

Unit 6, Paxton Business Centre  
Whittle Road  
Churchfields  
Salisbury  
Wiltshire SP2 7YR

Approved by the trustees and signed on their behalf by:

**Ian Phillips**  
(Chair of Trustees)

Date: 18 April 2023

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## WESSEX COMMUNITY ACTION

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### INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 31 JULY 2022

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#### **Independent examiner's report to the Trustees of Wessex Community Action ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the period ended 31 July 2022.

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

As the Trustees of the Company (and 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 the Company's accounts 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 of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:  
J Fletcher

Dated: 21 April 2023  
FCA

**Fletcher & Partners**  
Crown Chambers  
Bridge Street  
Salisbury  
Wiltshire  
SP1 2LZ

**WESSEX COMMUNITY ACTION**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE 16-MONTH PERIOD ENDED 31 July 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations and legacies	3	24,791	133,986	158,777	118,117
Charitable activities	4	309,758	-	309,758	221,192
Other trading activities		259	-	259	48
Investments	6	28	-	28	-
Other income	7	4,027	-	4,027	5,334
<b>Total income</b>		<b>338,863</b>	<b>133,986</b>	<b>472,849</b>	<b>344,691</b>
<b>Expenditure on:</b>					
Raising funds		24,578	-	24,578	19,919
Charitable activities		356,152	18,269	374,421	237,741
Other expenditure		-	113,802	113,802	60,796
<b>Total expenditure</b>		<b>380,730</b>	<b>132,071</b>	<b>512,801</b>	<b>318,456</b>
<b>Net (expenditure)/income before net (losses)/gains on investments</b>		<b>(41,867)</b>	<b>1,915</b>	<b>(39,952)</b>	<b>26,235</b>
Net (losses)/gains on investments		(442)	-	(442)	623
<b>Net (expenditure)/income</b>		<b>(42,309)</b>	<b>1,915</b>	<b>(40,394)</b>	<b>26,858</b>
Transfers between funds	19	27,063	(27,063)	-	29,188
<b>Net movement in funds</b>		<b>(15,246)</b>	<b>(25,148)</b>	<b>(40,394)</b>	<b>56,046</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		175,156	25,148	200,304	144,258
Net movement in funds		(15,246)	(25,148)	(40,394)	56,046
<b>Total funds carried forward</b>		<b>159,910</b>	<b>-</b>	<b>159,910</b>	<b>200,304</b>

The Statement of financial activities includes all gains and losses recognised in the period.

The notes on pages 18 to 35 form part of these financial statements.

**WESSEX COMMUNITY ACTION**  
**REGISTERED NUMBER: 02797768**

**BALANCE SHEET**  
**AS AT 31 JULY 2022**

	Note	31 July 2022 £	31 March 2021 £
<b>Fixed assets</b>			
Tangible assets	15	15,384	17,850
Investments	14	2,419	2,861
		17,803	20,711
<b>Current assets</b>			
Debtors	16	86,688	33,601
Cash at bank and in hand		171,035	241,324
		257,723	274,925
Creditors: amounts falling due within one year	17	(115,616)	(95,332)
		142,107	179,593
<b>Net current assets</b>		142,107	179,593
<b>Total assets less current liabilities</b>		159,910	200,304
<b>Total net assets</b>		159,910	200,304
<b>Charity funds</b>			
Restricted funds	19	-	25,148
Unrestricted funds	19	159,910	175,156
<b>Total funds</b>		159,910	200,304

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the period in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Ian Phillips**

(Chair of Trustees)

Date: 18 April 2023

The notes on pages 18 to 35 form part of these financial statements.

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## WESSEX COMMUNITY ACTION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### 1. General information

Wessex Community Action is a charitable company limited by guarantee, incorporated in England and Wales with the company number 02797768. Its registered office is Unit 6 Paxton Business Centre, Whittle Road, Churchfields, Salisbury, Wiltshire, United Kingdom, SP2 7YR.

The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports Regulations 2008) only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Wessex Community Action 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.

##### 2.2 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.

Revenue grants are shown in the Statement of Financial Activities in the year in which they are received. Where the grant has to be matched to a different period, the deferred element is deducted from income and carried forward in liabilities.

Income from charitable activities includes transport receipts, training income and administrative services.

Legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be quantified.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

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## WESSEX COMMUNITY ACTION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### 2. Accounting policies (continued)

##### 2.3 Expenditure

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to the third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable headings as per the relevant notes in the accounts.

##### 2.4 Turnover

Turnover, comprises revenue recognised by the company in respect of services supplied during the year, exclusive of Value Added Tax.

##### 2.5 Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

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## WESSEX COMMUNITY ACTION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### 2. Accounting policies (continued)

##### 2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised.

Tangible fixed assets are initially recognised at cost. After recognition, under the revaluation model, tangible fixed assets whose fair value can be measured reliably shall be carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. If there is no market-based evidence of fair value because of the specialised nature of the tangible fixed asset and it is rarely sold, except as part of a contributing business, a Company may need to estimate fair value using an income or depreciated replacement cost approach.

Gains and losses on revaluation are recognised in the Statement of financial activities, with a separate revaluation reserve being shown in the Statement of funds note.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Motor vehicles	- 25% straight line
Fixtures and fittings	- 100% straight line
Office equipment	- 100% straight line
Computer equipment	- 100% straight line

##### 2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

##### 2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

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## WESSEX COMMUNITY ACTION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### 2. Accounting policies (continued)

##### 2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges in the Statement of Financial Activities.

##### 2.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 2.12 Pensions

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the period.

##### 2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**3. Income from donations and legacies**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	2,608	56	2,664	6,524
Grants	22,183	133,930	156,113	111,593
Total 2022	<u>24,791</u>	<u>133,986</u>	<u>158,777</u>	<u>118,117</u>
Total 2021	<u>34,702</u>	<u>83,415</u>	<u>118,117</u>	

**4. Income from charitable activities**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Transport	300,712	300,712	218,502
Training	9,046	9,046	2,690
Total 2022	<u>309,758</u>	<u>309,758</u>	<u>221,192</u>
Total 2021	<u>221,192</u>	<u>221,192</u>	

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**5. Income from other trading activities**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Printing & hire services	259	259	-
SCCC Session fees	-	-	48
Total 2022	<u>259</u>	<u>259</u>	<u>48</u>
Total 2021	<u>48</u>	<u>48</u>	

**6. Investment income**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Dividends from listed investments	<u>28</u>	<u>28</u>	<u>-</u>

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**7. Other incoming resources**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Profit on disposal of vehicles	4,027	4,027	1,167
Other incoming resources	-	-	4,167
Total 2022	<u>4,027</u>	<u>4,027</u>	<u>5,334</u>
Total 2021	<u>5,334</u>	<u>5,334</u>	

**8. Expenditure on raising funds**

	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Voluntary income generation	11,422	11,422	8,715
Other activities for raising funds	13,156	13,156	11,204
Total 2022	<u>24,578</u>	<u>24,578</u>	<u>19,919</u>
Total 2021	<u>19,919</u>	<u>19,919</u>	

All expenditure on raising funds in 2022 and 2021 was from unrestricted funds.

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**9. Expenditure on Charitable Activities**

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Transport	275,917	68,761	344,678	218,192
Training	23,852	-	23,852	4,044
Salisbury Child Contact Centre	5,891	-	5,891	4,920
Redworth Club	-	-	-	10,585
	<u>305,660</u>	<u>68,761</u>	<u>374,421</u>	<u>237,741</u>
Total 2022	<u>305,660</u>	<u>68,761</u>	<u>374,421</u>	<u>237,741</u>
	<u>160,309</u>	<u>77,432</u>	<u>237,741</u>	
Total 2021	<u>160,309</u>	<u>77,432</u>	<u>237,741</u>	

Of the total expenditure on charitable activities £374,421 (2021 - £215,269) was from unrestricted funds and £18,269 (2021 - £22,472) was from restricted funds.

**10. Other expenditure**

	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
National Lottery Community Fund RC South West Region	113,802	113,802	51,286
Strengthening VCSE sector	-	-	9,510
	<u>113,802</u>	<u>113,802</u>	<u>60,796</u>
Total 2022	<u>113,802</u>	<u>113,802</u>	<u>60,796</u>

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**11. Support costs**

Support costs are allocated between the following headings on the following basis:

Wages & Salaries & Book keeping: time spent by core staff on each activity.

Premises costs: 25% Voluntary income generation, 25% Activities for raising funds and 50% to Transport.

Governance costs and Other costs: allocated equally.

Office and IT costs: 10% Voluntary income generation, 10% Activities for raising funds and 80% to Transport.

Travel: 40% Voluntary income generation, 40% Activities for raising funds and 20% to Transport.

	Voluntary income generation 2022 £	Activities for raising funds 2022 £	Transport 2022 £	Total funds 2022 £	Total funds 2021 £
Wages & salaries	964	2,495	36,892	40,351	62,428
Premises costs	6,398	6,398	12,796	25,592	17,508
Office & IT costs	1,644	1,644	11,902	15,190	8,167
Travel	70	70	35	175	198
Other costs	1,107	1,107	1,107	3,321	2,772
Book-keeping	128	331	4,918	5,377	3,428
Governance	1,111	1,111	1,111	3,333	2,850
<b>Total 2022</b>	<b>11,422</b>	<b>13,156</b>	<b>68,761</b>	<b>93,339</b>	<b>97,351</b>
<b>Total 2021</b>	<b>8,715</b>	<b>11,204</b>	<b>77,432</b>	<b>97,351</b>	

**Governance costs comprise:**

The independent examiner's remuneration amounts to an independent examiner fee of £600 (2021 - £550), and accountancy of £2,733 (2021 - £2,300).

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**12. Net Income/(Expenditure)**

This is stated after charging:

	31 July 2022 £	31 March 2021 £
Depreciation of tangible fixed assets: - owned by the charity	15,783	8,050
Profit on disposal of assets - owned by the charity	4,027	1,167
	<u>19,810</u>	<u>9,217</u>

**13. Analysis of staff costs**

	31 July 2022 £	31 March 2021 £
Salaries and wages	262,406	161,990
Social security costs	8,820	9,858
Pension costs	2,841	1,470
	<u>274,067</u>	<u>173,318</u>

There were no employees with emoluments over £60,000.

The average monthly head count was 12 staff (2021 - 11 staff).

The total paid to key management personnel during the period (including pension contributions) was £104,777 for sixteen months (2021 - £73,740 for twelve months).

**Trustees' remuneration and expenses**

During the period, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the period ended 31 July 2022, no Trustee expenses have been incurred (2021 - £NIL).

**WESSEX COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

**14. Fixed asset investments**

	Listed investments £
Cost or valuation	
At 1 April 2021	2,861
Revaluations	(442)
	2,419
At 31 July 2022	2,419
Net book value	
At 31 July 2022	2,419
At 31 March 2021	2,861

The investment comprises shares held in Santander. The historical cost was £11,499.

**15. Tangible fixed assets**

	Motor vehicles £	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2021	72,240	8,733	3,300	10,972	95,245
Additions	13,317	-	-	-	13,317
Disposals	(14,320)	-	-	-	(14,320)
	71,237	8,733	3,300	10,972	94,242
At 31 July 2022	71,237	8,733	3,300	10,972	94,242
Depreciation					
At 1 April 2021	54,390	8,733	3,300	10,972	77,395
Charge for the period	15,783	-	-	-	15,783
On disposals	(14,320)	-	-	-	(14,320)
	55,853	8,733	3,300	10,972	78,858
At 31 July 2022	55,853	8,733	3,300	10,972	78,858

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

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**15. Tangible fixed assets (continued)**

	Motor vehicles £	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
Net book value					
At 31 July 2022	15,384	-	-	-	15,384
At 31 March 2021	17,850	-	-	-	17,850

**16. Debtors**

	31 July 2022 £	31 March 2021 £
Due within one year		
Trade debtors	74,123	18,795
Other debtors	1,833	5,629
Prepayments and accrued income	10,732	9,177
	<u>86,688</u>	<u>33,601</u>

**17. Creditors: Amounts falling due within one year**

	31 July 2022 £	31 March 2021 £
Trade creditors	10,616	5,886
Other taxation and social security	4,512	3,071
Other creditors	43,228	8,736
Accruals and deferred income	57,260	77,639
	<u>115,616</u>	<u>95,332</u>

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
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**18. Deferred income**

	2022 £	2021 £
Deferred income at 1 April 2021	74,043	2,917
Resources deferred during the period	(20,565)	74,043
Amounts released from previous periods	-	(2,917)
Deferred income at 31 July 2022	<u>53,478</u>	<u>74,043</u>

Included in accruals and deferred income was an element of the grant received from the National Lottery Community Fund. The element of expenditure that it related to during the year was accounted for and the balance deferred to match the expenses over the period it covers.

**WESSEX COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

**19. Statement of funds**

**Statement of funds - current period**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>						
General Funds - all funds	175,156	338,863	(380,730)	27,063	(442)	159,910
<b>Restricted funds</b>						
Salisbury Child Contact Centre	25,148	-	(5,891)	(19,257)	-	-
Transport	-	12,378	(12,378)	-	-	-
RC South West Region	-	121,608	(113,802)	(7,806)	-	-
	<u>25,148</u>	<u>133,986</u>	<u>(132,071)</u>	<u>(27,063)</u>	<u>-</u>	<u>-</u>
<b>Total of funds</b>	<u><u>200,304</u></u>	<u><u>472,849</u></u>	<u><u>(512,801)</u></u>	<u><u>-</u></u>	<u><u>(442)</u></u>	<u><u>159,910</u></u>

**WESSEX COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022**

**19. Statement of funds (continued)**

**Statement of funds - prior period**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>						
General Funds - all funds	100,326	261,276	(235,188)	48,119	623	175,156
<b>Restricted funds</b>						
Salisbury Child Contact Centre	16,188	13,880	(4,920)	-	-	25,148
Redworth Club	18,234	14,087	(10,585)	(21,736)	-	-
Strengthening Wiltshire VCSE	9,510	-	(9,510)	-	-	-
Transport	-	6,967	(6,967)	-	-	-
RC South West Region	-	43,481	(46,286)	2,805	-	-
NAVCA	-	5,000	(5,000)	-	-	-
	<u>43,932</u>	<u>83,415</u>	<u>(83,268)</u>	<u>(18,931)</u>	<u>-</u>	<u>25,148</u>
<b>Total of funds</b>	<u><u>144,258</u></u>	<u><u>344,691</u></u>	<u><u>(318,456)</u></u>	<u><u>29,188</u></u>	<u><u>623</u></u>	<u><u>200,304</u></u>

**WESSEX COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS  
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**20. Summary of funds**

**Summary of funds - current period**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2022 £
General funds	175,156	338,863	(380,730)	27,063	(442)	159,910
Restricted funds	25,148	133,986	(132,071)	(27,063)	-	-
	<u>200,304</u>	<u>472,849</u>	<u>(512,801)</u>	<u>-</u>	<u>(442)</u>	<u>159,910</u>

**Summary of funds - prior period**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2021 £
General funds	100,326	261,276	(235,188)	48,119	623	175,156
Restricted funds	43,932	83,415	(83,268)	(18,931)	-	25,148
	<u>144,258</u>	<u>344,691</u>	<u>(318,456)</u>	<u>29,188</u>	<u>623</u>	<u>200,304</u>

Restricted fund purposes:

During the year Wessex Community Action accepted the offer of a grant from the National lottery Community Fund (RC South West Region) with the aim of developing more active and resilient VCSE organisations in Wiltshire. The grant is due to be received in stages over a period of four years.

**21. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	Unrestricted funds 31 July 2022 £	Total funds 31 July 2022 £
Tangible fixed assets	15,384	15,384
Fixed asset investments	2,419	2,419
Current assets	257,723	257,723
Creditors due within one year	(115,616)	(115,616)
Total	<u>159,910</u>	<u>159,910</u>

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## WESSEX COMMUNITY ACTION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16-MONTH PERIOD ENDED 31 JULY 2022

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#### 21. Analysis of net assets between funds (continued)

##### Analysis of net assets between funds - prior period

	Unrestricted funds 31 March 2021 £	Restricted funds 31 March 2021 £	Total funds 31 March 2021 £
Tangible fixed assets	17,850	-	17,850
Fixed asset investments	2,861	-	2,861
Current assets	249,777	25,148	274,925
Creditors due within one year	(95,332)	-	(95,332)
Total	<u>175,156</u>	<u>25,148</u>	<u>200,304</u>

#### 22. Capital Commitments

At 31 March 2021 there were no capital expenditure commitments (2020 - no commitments).

#### 23. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £2,842 (2021 - £1,470). Contributions of £624 were outstanding at the balance sheet date and are included in creditors (2021 - £309).

The expense and liability is either allocated directly to the charitable activity where the employee is engaged in that activity, or allocated in accordance with note 11 for support staff.

There were no pension commitments not included in the balance sheet.

#### 24. Volunteers

Due to the Covid19 pandemic the Salisbury Child Contact Centre (SCCC) closed during the year. The charity had a rota of numerous volunteers, of which, not all were used, to help with community support during the Covid19 pandemic.

#### 25. Indemnity insurance

The charity holds third party indemnity insurance to protect the Trustees and volunteers.

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**WESSEX COMMUNITY ACTION**

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**NOTES TO THE FINANCIAL STATEMENTS  
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**26. Operating lease commitments**

At 31 July 2022 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	31 July 2022 £	31 March 2021 £
Not later than 1 year	7,500	5,250

**27. Related party transactions**

During 2022 no transactions took place between the charity and WCA Trading Services Limited, a company under common control.

Amounts owed to the charity did not increase and stands at a balance of £9,999 owing at the year end (2021 - £9,999). This balance has been fully provided against in the accounts.