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**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**COMMUNITY ACTION DERBY LIMITED**  
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**COMMUNITY ACTION DERBY LIMITED**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**Trustees** J Smale (appointed 21 October 2020)  
M Attenborrow  
A K Curley, Chair  
R Shaikh  
R G Khumalo  
M T Mudzamiri  
R Manship (appointed 21 October 2020)  
Dr K Wing  
P J Rickerby  
S E Holmes (resigned 10 October 2020)  
M Vernon (appointed 21 October 2020)  
M Newey

**Company registered number** 29947898

**Charity registered number** 1043482

**Registered office** 4 Charnwood Street  
Derby  
DE1 2GT

**Observers** N Peatfield  
J Khan

**Company secretary** Kim Harper

**Chief executive officer** Kim Harper

**Independent auditors** Bates Weston Audit Ltd  
Statutory Auditors  
Chartered Accountants  
The Mills  
Canal Street  
Derby  
DE1 2RJ

**Bankers** Lloyds Bank  
43 Irongate  
Derby  
DE1 3FT

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**COMMUNITY ACTION DERBY LIMITED**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**CHARITABLE OBJECTS**

Our charitable objects are:

- To promote any charitable purposes for the benefit of the community in the city of Derby and neighbourhood and, in particular, the advancement of education, the furtherance of health and the relief of poverty, distress and sickness;
- To promote and organise co-operation in the achievement of the above purposes;
- The provision, maintenance or improvement of a public park or other amenity in the vicinity of a landfill site, where it is for the protection of the environment.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Community Action Derby Ltd is registered as a charitable company limited by guarantee, registered with both Companies House and the Charity Commission for England & Wales, It was established under a Memorandum of Association on 25 November 1994 as amended by special resolutions dated 17 February 1995, 28 November 1995, 11 November 1998 and 2 November 2007 and Certificate of Incorporation dated 24 July 2009. Registered charity number 1043482 and company limited by guarantee number 994798. Registered office: 30 Charnwood Street, Derby DE1 2GU.

The management of the charitable company is the responsibility of the charity trustees who are elected and co-opted under the terms of the Articles of Association as detailed below. The directors of the company are also charity trustees for the purpose of charity law and under the Articles of Association are known as Management Board members.

The charity's Management Board meets quarterly and is responsible for the strategic direction and policy of the organisation. The operational management of the charity and day-to-day responsibility for its running lies with the Chief Executive Officer, with a team of managers responsible for the delivery of defined services and functions, including the line management of frontline staff and volunteers.

**RECRUITMENT, APPOINTMENT AND INDUCTION OF TRUSTEES**

The Management Board is elected and co-opted by the charity's members under the terms of the Articles of Association. Members of the charity are individuals or non-profit distributing voluntary bodies in sympathy with the objects of the charity, or their nominated representatives in the case of unincorporated organisations.

The Management Board consists of between 6 and 16 Board members including up to 2 Board members appointed by Derby City Council and 1 Board members appointed by Derbyshire County Council. Under the requirements of the Memorandum and Articles of Association one third of the Board must retire at each annual general meeting. They are eligible for re-election. The Board has powers to co-opt members at any time during the year should a position become vacant and the new appointment is then required to stand for election at the following AGM.

The organisation strives to ensure the diversity of its beneficiaries is reflected within the membership of the board and that directors have the relevant business and practical experience required. Recruitment of Board members achieved by a variety of methods, including inviting nominations from the charity's members and a direct approach, where the need for specific skills has been identified.

The organisation has a Trustee induction pack, which all new Trustees receive on acceptance of their nomination to the Management Board. The induction process consists of a meeting with the senior management team and a meeting with the Chief Executive as well as the provision of literature and discussion on the background and history of the organisation and the roles and responsibilities of Trustees. Regular training is facilitated to update Trustees on current regulations and on their commitment as Trustees, including SORP, internal policy implementation, responsibilities of Trustees and Human Resources.

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**TRUSTEES' REPORT (CONTINUED)**  
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**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The annual pay and working hours of the organisation's senior staff members is reviewed annually as part of the budget setting process. Where a significant change in salary is proposed or requested this is benchmarked against comparable posts in charities of a similar nature and size.

**AFFILIATION TO AND MEMBERSHIP OF OTHER BODIES**

The charity is a member of the National Association for Voluntary and Community Action (NAVCA) a national umbrella and membership organisation for local voluntary sector support and development organisations, and provides services that cover the core areas of work defined by NAVCA as a condition of membership, all of which fall within our charitable objects. These are: Development, Representation, Liaison, Practical Support and Strategic Partnerships. The charity is also member of the National Council of Voluntary Organisations (NCVO).

The charity is a member of 3D (Third Sector Support for Derbyshire) an informal collaborative network of similar organisations operating across Derby & Derbyshire.

**RELATED PARTIES**

Community Action has no related parties that make a significant impact upon the operating policies adopted by the organisation. Declarations of interest are completed annually by Trustees to ensure that the opportunities for conflict of interest, pecuniary or non-pecuniary are mitigated against. A list of all current related parties for the financial year and details of related party transactions has been disclosed in the accounts.

**PUBLIC BENEFIT**

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the organisation's aims and objectives and in planning activities, and have complied with the Charities Act 2011.

Our main beneficiaries are voluntary, community and social enterprise (VCSE) organisations and, indirectly, their beneficiaries. Some of our activities also directly benefit individuals such as those engaging with our employability projects, social prescribing link workers or those using the Volunteer Centre service to find volunteering.

All our charitable activities deliver against 5 main strategic aims which are:

- To identify the needs of the VCSE sector and use this information to facilitate change
- To build the capacity of VCSE groups to be more effective
- To empower the sector to work together better
- To ensure policy decisions are informed by the VCSE sector's views
- To ensure accountable representation of the sector in the city

Through our wide VCSE sector membership we are able to engage, bring together and facilitate meaningful communication with diverse groups, to identify their needs and those of their beneficiaries, and use this information to bring about positive change, for individuals and communities

The public benefits that flow from our charitable objects, strategic aims and activities include:

- By identifying priorities and needs within communities, then working with VCSE organisations to build capacity, supporting the development of new groups and services, securing additional resources, or increasing the quantity or quality of activities or support available. This leads in turn to improvements in beneficiaries' physical and emotional well-being and quality of life, as well as more stable and cohesive communities.

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**TRUSTEES' REPORT (CONTINUED)**  
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- By ensuring the voices and views of diverse VCSE organisations are heard by policy makers, better decisions are made and better quality public services are developed and delivered which more effectively meet the physical, emotional, social and spiritual needs of all sectors of the community and reduce inequality.
- By encouraging the VCSE sector to work better together, and facilitating collaboration, resources are used more effectively, and learning and skills are shared resulting in better, more joined-up delivery of services to beneficiaries. The need and potential for partnership working has never been more evident than during the last year, working together to tackle the challenges presented by the Covid 19 pandemic.
- We also deliver services which directly improve the wellbeing, skills, life chances and quality of life of individuals by involving them in positive community activities. We do this by connecting them with support, social activities, training, advice, or opportunities to participate in formal or informal volunteering.

Our activities during the year 2020/2021 are described in more detail in the report below.

The public benefits identified above are evidenced through:

- Reports on performance and levels of service, which detail the number and nature of interventions and the outcomes arising from this
- Feedback from those who use our services, including evaluation of personal benefits/outcomes and quality of service
- Feedback from VCSE organisations on the difference that our interventions have made to their service delivery, outcomes and the difference made to local communities

We have not identified any private benefits other than those incidental to the furtherance of our charitable purposes. Nor have we identified any harm arising from our purposes.

### **ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR**

2020/21 was not the year that any charity had expected or planned to have. A week before the start of the financial year the entire country went into a national lockdown in response to the global Covid 19 (Coronavirus) pandemic. This presented considerable challenges to Community Action both operationally and strategically.

As a charity we had to adapt at speed to new ways of working, delivering services and managing staff. At the same time, as a VCSE infrastructure organisation we had a significant role to play in leading and coordinating the community response, requiring us to respond rapidly and appropriately to the needs of our communities.

#### **1. Community Response to COVID-19**

The approach taken from the start was:

- To work in partnership in particular with Derby City Council, Health and other public sector colleagues, and with a wide range of VCSE partners across the city, to ensure a coordinated and integrated response across all sectors
- In developing programmes and approaches in response to Covid-19, to plan for the long term, building resilience that will support post-pandemic recovery, rather than ad-hoc or piecemeal responses.

During the COVID-19 Pandemic, Derby's VCSE Sector has been proactive and received recognition, support and resources from Derby City Council and others directly supporting the Derby's response. Voluntary and Community groups have joined forces to coordinate help and provide support for people who live alone or who are self-isolating with family, relatives or partners.

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The formation of the early Derby COVID-19 Support Group, made up of Community Action Derby, Derby City Council, Derby Homes, Public Health, Thrive Derby and representatives of Derby COVID-19 Mutual Aid Facebook Group agreed an initial way forward encouraging potential volunteers to focus on people who need support – however big or small – in their local neighbourhoods. Voluntary and Community groups joined forces to coordinate help and support for people who live alone or who are self-isolating with family, relatives or partners.

The Community Hub was created and based within Community Action to support anyone who has no support in the community who was vulnerable or self-isolating, including those identified by the NHS as clinically extremely vulnerable (the shield and protect' group). A single phone line and email point of contact were set up, to support the local delivery via Ward Teams, consisting of Local Area Co-ordinators and Neighbourhood staff in addition to voluntary groups.

During the year and up to 31/3/21 there were over 4000 requests for support and offers from 1100 volunteers offering their time, these were via our formal email and shared phone line. In addition to these a number of volunteers came forward directly, wanting to be 'Good Neighbours' very much working at a community level with the local voluntary and community sector and our statutory partners to support those in need in their communities. The support requests were wide ranging from prescriptions collection and food parcel requests to those that wanted to be connected to another person in the community. We have worked collectively in Derby to ensure that Good Neighbours and Volunteers are supported and that we take a longer term approach rather than transactional, one off volunteering.

## **2. Alliance Development**

There was a genuine commitment by local voluntary and community groups to form unified working partnerships for communities. Community Action therefore led on the development of a number of Alliances in the City including:

- Black, Asian and Minority Ethnic (BAME) Equality Alliance
- Food 4 Thought (Food Network Alliance)
- Information and Advice Alliance
- Staywell – Wellbeing Alliance
- Youth Alliance

### **BAME (Black, Asian and Minority Ethnic) Equality Alliance**

A collaboration of grassroots BAME and other specialist groups established to support the needs of different communities affected by COVID-19. The partnership has facilitated collaboration between BAME and diversity groups and faith centres working closely by sharing resources, distributing food and involving volunteers. Normanton, Arboretum and Sinfin wards saw an emergence of existing and newly forming groups working together and establishing community links for all sections of the communities facing particular hardship.

As many of the older generation were impacted by lockdown, a younger generation of community activists took on a leadership role with energy, commitment and a willingness to work together for the benefit of the wider community. While there are still challenges ahead, there is an important opportunity to build on this for positive impact.

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**TRUSTEES' REPORT (CONTINUED)**  
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A series of 'think tank' sessions, consultations and interventions led to genuine partnership between the community, statutory sector and voluntary organisations, including faith groups, agreeing. Five priorities were identified for the Alliance to focus on:

- Health & Wellbeing (Physical, Emotional & Mental)
- Education & Employment
- Criminality
- Cohesion & Integration
- Extremism

The impact of the pandemic highlighted significant health inequalities, in Derby as elsewhere. In December 2020 we were funded by Public Health to support targeted work in populations at highest risk from COVID-19, particularly BAME and inner city communities where infection rates were disproportionately high. We worked closely with local faith centres, voluntary organisations and places of worship, and facilitated meetings with community leaders, to disseminate key messages about how to prevent the spread of COVID-19, and to address hesitancy around community testing and vaccination.

During the later stages of the pandemic, energies refocused on supporting the establishment of BAME-led groups and voices, including Black Lives Matter Derby, Derby Asian Strategic Partnership Alliance; and establishing pop up vaccination clinics at the Pakistan Community Centre and Derby West Indian Community Association. We also developed a closer working relationship with the Multi-Faith Centre as they relaunched their offer to develop greater interfaith networks and support.

#### **Food Network Alliance (Food 4 Thought)**

This formed to coordinate the COVID-19 emergency food response, with financial support from Derby City Council and Derbyshire Community Foundation. The focus was people-centred rather than food-focused ensuring the diverse needs of Derby's communities were met. A coordinated partnership approach was established including a 'universal approach' to referrals and establishing one storage facility 10 community based distribution hubs, and a van to supply and support all 17 wards within Derby City.

During the year 25,896 emergency parcels of food and essential supplies were supplied by F4T to the most isolated and vulnerable in the community including the homeless, older people, lone parents and disabled people.

Working with the City Council's welfare team, schools and named referral partners we developed and delivered a Winter Grant programme of additional food via parcels, vouchers, and support with the payment of bills. 555 referrals were supported and £96,990 was awarded to 167 couples with children, 338 single parent families, 38 single people and twelve couples – benefitting 1,211 children in total.

A further development was the scoping of community shops as part of the Alliance's longer term food strategy for the city.

#### **Information and Advice Alliance**

A collaborative network of organisations providing frontline advice, guidance, education and advocacy support to individuals within the wider community. The focus is to support the most vulnerable and create a holistic and cohesive service offer that avoids duplication and meets community needs. Emergency funding was provided to support advice services aligned to the Alliance to enable them to effectively meet the need of those accessing their services. During the year members signed up to a Memorandum of Understanding and worked towards the development of common referral system, shared portal and data sharing platform.

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### **Staywell – Wellbeing Alliance**

Recognising the impact of Covid and its adverse impact on mental health and anxiety in our communities, we supported Staywell CIC and its partners to develop a Wellbeing Alliance for the city. Staywell has a specific focus on peer led and recovery wellbeing initiatives and supporting organisations that are working in this field via its training, peer support networks and linking with wider wellbeing agendas in the city.

### **Youth Alliance**

The Youth Alliance developed a similar model of bringing partners together to agree priorities and act as a forum for coproduction and collaboration in the development and delivery of services for young people in the city. Following development and establishment of a pilot programme members of the Alliance were able to support young people in need via a range of tailored mentoring services which we available throughout the pandemic.

### **3. Building the capacity of VCSE organisations**

VCSE organisations of all sizes were themselves grappling with the impact of the pandemic on their organisation and the challenge of finding new ways of delivering their activities and services.

#### **Support to VCSE groups**

Throughout the pandemic we communicated regularly with our networks, providing briefings via e-bulletins, social media and on our website, providing information, guidance and updates to support them in the activities. Our team continued to provide 1:1 support to VCSE organisations on a range of issues including funding searches, funding bids and accessing emergency funding (115 interventions); governance and constitutional issues, setting up new groups (34 interventions); support to mutual aid and community groups responding to the pandemic; recruitment and placement of volunteers as well as support and guidance to those who manage volunteers. Over 1760 Covid Good Neighbour volunteers have been recruited and linked to their local Covid response via neighbourhood teams, a base of around 350 volunteers has remained active at the end of the reporting period.

We moved our forums online, continuing to offer crucial opportunities for organisations to share, learn work together and provide peer support during the crisis (10 forums with 61 attendances).

#### **Funding dissemination**

We managed and disseminated a number of grants funds during the year as well as working with funders to promote their offer actively to a diverse range of organisations. These included:

- **Derby City Council Covid-19 Emergency Grants:** Covid 19 Emergency Grants of up to £250 were made available to groups based in the city of Derby in April 2020, to help them to deal with either the additional costs associated with the pandemic, or a loss of income. Between April and October 2020, 81 small grants (up to £250) were awarded to 74 organisations. In November 2020 the maximum grant value rose to £500 and from November 2020 through to 31st March 2021 a further 46 grants were awarded. In total £38,980 in Emergency Grant funds was disbursed during the year.
- **Office of the Police & Crime Commissioner Vulnerability Fund:** A new small grants pot (grants up to £1,000) for VCSE organisations across Derby and Derbyshire managed in partnership with our Third Sector Support for Derbyshire (3D) colleagues, with £50k allocated to Derby City. A total of 20 applications were approved for support by the end of March 2021.
- **Severn Trent Water Community Fund:** We helped STWCF distribute £29,500 to 13 organisations from its £1m fund to support non-profit organisations and charities helping the most vulnerable in society during the COVID-19 pandemic.
- **Foundation Derbyshire:** A grant of £12,000 was secured under the Corona Virus Relief Fund – Infrastructure Group Support, which was used to support the work of the Equality Alliance, helping those in

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our community who were hardest hit by the pandemic as well as direct support to F4T for delivery of emergency food provision.

- **Martin Lewis Foundation:** A grant of £10,000 was secured to support those most heavily disadvantaged during the pandemic.

#### **4. Health and Employability Support**

##### **Social Prescribing Link Workers**

We receive NHS funding via Derby City North Primary Care Network to employ and manage a team of 3 Social Prescribing Link Workers. These roles support a caseload of patients with non-clinical needs referred by the PCN, connecting them with community based support and activities which benefit their health and wellbeing.

During the year referrals have been consistent with referrals working well. One issue has been the closure of local community resources and community based organisations have not been open, therefore the referrals have tended to be to more structured support such as Aquarius or Derby Homes as well as befriending opportunities and programmes.

##### **Employability Projects**

Despite the challenges of delivering services during the pandemic and during lockdowns, we successfully delivered two projects supporting people into work.

- **Way2Work:** The first year of a three year project supporting unemployed and economically inactive individuals with employability skills and training. The service exceeded its targets for both service delivery and job outcomes, supporting 30 individuals during the year through a series of online video conferencing courses, together with one to one support.
- **Achieve Your Potential:** A 6 (later extended to 9) month ESF community grant project funded through Futures Nottingham, to support key unemployed individuals with employability and IT skills. We recruited 27 learners in total (90% of target) and achieved our job outcome target of 5 into employment, making a genuine impact to participants that received support from CA. 15 registered on Learn My Way, an online platform to learn digital skills. Learners were supported with a combination of face-to-face and telephone sessions, telephone and email support, and online groups facilitated by Staywell Derby.

#### **5. Wider Strategic Projects**

Community Action also played a wider strategic role as an active member 3D (Third Sector Support for Derbyshire, the county network for VCSE infrastructure organisations) and our national umbrella organisation NAVCA. We were also part of the Derby & Derbyshire Local Resilience Forum Community Response group, a weekly meeting of partners involved in the COVID-19 emergency response across the city and county, and chaired its Stronger Communities sub-group which took an overview of operational issues around managing community volunteers.

We were nominated by our peers to the role of **VCS Emergencies Partnership Liaison Lead** representing Derby & Derbyshire on the Midlands Regional VCSEP Cell, linking with national systems to support and coordinate the voluntary sector emergency response to the pandemic;

The charity also managed a number of regional and sub-regional projects and initiatives:

- System Lead for the **NHS Volunteer Responder 'Embed and Evaluate' programme** within Derby & Derbyshire. This was a piece of work to evaluate the effectiveness of the national NHS Volunteer Responder community response to COVID-19, its role within local community response systems, and to make recommendations for the future;
- Securing the contract as Midlands Lead to deliver the **National Academy for Social Prescribing (NASP)**

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**TRUSTEES' REPORT (CONTINUED)**  
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**Thriving Communities Programme** across our region. It offers frontline VCSE organisations opportunities to learn, share ideas and connect with others across the region as well as linking with national NASP initiatives such as the Thriving Communities Fund and Ideas Hub. Following successful delivery of the first phase the contract was extended into a second year.

- Manage **Club Matters**, one of 4 pilot initiatives funded by Sport England. This is a partnership project which aims to engage VCSE and grassroots sports clubs across the D2N2 area (Derby, Derbyshire, Nottingham & Nottinghamshire) with the aim of increasing levels of physical activity, particularly among those sectors of the community who are traditionally less active.

**HOW HAVE OUR ACTIVITIES DURING THE YEAR CONTRIBUTED TO OUR 5 STRATEGIC AIMS?**

Despite the exceptional circumstances, our activities have continued to sit within our organisation's long term strategic aims, which are:

**(i) To identify the needs of the VCSE sector and use this information to facilitate change**

Through our connections with a wide range of local VCSE organisations (over 1,300 groups on our current database), during a time of national crisis, we were able to ensure that the needs of our communities informed and contributed to the COVID-19 response. We were proactive in working with a wide range of community groups and venues, faith groups and places of worship, and community leaders, to make sure that the needs of those who were most vulnerable, most affected by pre-existing inequalities, and most at risk, were met in ways that were appropriate and effective.

**(ii) To build the capacity of VCSE groups to be more effective**

COVID-19 presented considerable new challenges to all VCSE groups, with unprecedented impact on their finances, service delivery, demand for support and levels of need. By continuing to offer information and support to the sector, including the dissemination of additional resources, and working together to find new and different ways of providing support, our sector was able to respond quickly and effectively to the crisis.

**(iii) To empower the sector to work together better**

From the start, we took a partnership based approach, building alliances within and across sectors to enable a robust and comprehensive collective strategy to COVID-19. Derby City is widely recognised for its swift and effective community response, enabling and empowering communities to take action at a very local level whilst embedding longer term partnership strategies and programmes.

**(iv) To ensure policy decisions are informed by the VCSE sector's views**

Our cross-sector response to the pandemic has built strong relationships between the VCSE in the city and our public sector partners. We now have a robust platform from which to tackle the considerable challenges of recovery from COVID-19 and 'building back better' in the long term. We are involved with broad agendas such as social prescribing as both a service provider and strategic partner, ensuring informed grassroots intelligence is used to influence locally and (through our wider partnerships and projects) regional and national policy.

**(v) To ensure accountable representation of the sector in the city**

Our VCSE Alliance model is embedded within the emerging local strategic partnership structures in Derby City, engaging a wide and diverse of VCSE organisations. We continue to work similarly to embed the VCSE in the city within the new health structures as an equal partner.

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**FUTURE PLANS**

**Building Back - Better Together**

Throughout the pandemic we were mindful of the long term need to support recovery and resilience beyond Covid, building on new and strengthened working partnerships. This has led to the development of a 'universal approach' - Better Together - moving towards integrated, locality-based services which operate across sectors, centred around a Community Hub model.

During the pandemic, a shared database and referral system was implemented to support delivery of the emergency response. This is now being developed into a more sustainable, accessible, long term platform to enable more coordinated cross-agency and cross-sector working.

Community Action will continue to be a lead partner in this development, as well as continuing to support the developing Alliances. These are linked into recovery networks via the Stronger Communities Outcome Board – which is now embedded within the City Strategic Partnership framework. The aim is to support recovery and maximise resource by working together and working to each other's strengths, in order to better support our communities.

The development of health and care structures as we moved towards Joined Up Care Derbyshire Integrated Care System (ICS) also offers opportunities to embed and engage the Derby VCSE within wider systems of service development and decision making.

**Supporting Community Resilience and Recovery**

The community response to the pandemic has nurtured new models of volunteering. Many people were happy to be a 'Good Neighbour' linking up and being a support for others in their local community – without necessarily wanting to engage in more formal volunteering roles. Over the coming year, a new, public health funded role will build on this momentum by engaging with Good Neighbours offering advice, guidance and support networks in their respective communities as needed - working with them to build resilience and connectedness and empowering communities.

We also continue to support the Food Network Alliance, Derby Food 4 Thought as a central focus point for sustainable food development in the city, beyond its COVID-19 emergency response role as a network which works via its members to meet community needs and build local resilience.

As we emerge from Covid, with Government interventions such as furlough ending, and as the full economic impact becomes clear, demands on advice and support services will increase. Services also report newly emerging client bases, often out of scope of funded help – previously employed, homeowners and individuals who have never previously needed advice agencies. A survey of a broad range of Information, Advice and Guidance organisations is planned, to build a comprehensive understanding of needs, gaps and resources, and develop a robust response.

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### **Tackling Inequalities**

The BAME Equality Alliance has flagged the urgent need to focus on some of the systemic health/wealth inequalities exposed and exacerbated by the pandemic.

We will continue to provide support to our BAME led groups, and we are working in conjunction with Public Health to develop Derby Health Inequalities Partnership. Three strands of work are emerging: Community consultation and engagement to understand what health issues are most important within our communities; health promotion and education, supporting the development of knowledge, skills and confidence in health issues; and an advisory function for health services and providers to improve their offer for our communities, and holding them to account for their actions following that advice.

### **City Centre Hub**

At the end of the year we moved our main base to new premises at Shot Tower, a shared space with City Council staff and other VCSE partners. Once out of lockdown, this will embed our Volunteer Centre as well as actively developing volunteering and cross-sector working in Derby.

### **FINANCIAL REVIEW**

The charity's income, expenditure and activities increased significantly during the year, largely as a result of the Covid-19 pandemic and charitable activities relating to leading, coordinating and supporting community responses to those affected. This included acting as the coordinating body and grant holder for a number of partnerships and alliances of organisations working together to ensure a robust and joined-up response.

### **Principle funding sources**

Income during the year increased sixfold compared with the previous year from £298,853 to £1,904,399. This included ongoing funding from Derby & Derbyshire CCG for our infrastructure support work as well as new contracts with Derby North Primary Care Network to provide Social Prescribing Link Worker services, with Active Sports Trust to deliver the Club Matters project and with the National Academy for Social Prescribing to deliver Thriving Communities programme in the Midlands. However the largest source of funding was from Derby City Council to support Alliance work including the City Advice Network, Food 4 Thought Alliance and BAME Equalities Alliance as well as wider Covid response. Smaller funds were received from Foundation Derbyshire and Big Lottery for charitable activities relating to the pandemic.

### **How expenditure has supported the key objectives of the charity**

Expenditure for charitable activities likewise increased significantly from £327,942 in the previous year to £1,207,465. The cost of staffing to deliver charitable objectives remains the largest expenditure item with staffing costs of £439,195 representing 35% of total expenditure. £385,035 was paid out directly to other voluntary and community organisations either as small grants funds or to support their activities as delivery partners in programmes and activities for which the Community Action was the lead coordinating body.

The Covid-19 pandemic created an unpredictable and volatile set of circumstances to which our activities and operations had to respond at speed. Funders were equally flexible in providing additional resource and allowing flexibility in the use of resources, to enable an appropriate response by the charity and its delivery partners.

### **Plans for future periods**

The impact of the pandemic continues into the subsequent financial year. The response to this, as well as supporting the voluntary and community sector and wider community, through the challenges of its aftermath and recovery, will continue to be a priority in line with our charitable objects. A significant proportion of funds received for the Covid response are, with the agreement of funders, carried forward as restricted funds to enable these activities to continue – most significantly funds relating to the Food 4 Thought Alliance and provision of

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emergency food parcels.

The charity will continue to build on the alliance model of working, in partnership with other organisations with similar objectives, to ensure charitable funds are used most effectively and have the greatest impact.

**Investment powers, policy and performance**

The trustees' investment powers are governed by the Memorandum and Articles of Association, which permits the charity's funds to be invested in, or on such investments, securities or property as may be thought fit.

The main assets of the charity continued to be the freehold land and buildings of its main premises and two investment properties. During the year, the decision was taken to move operations to the City Centre Hub at Shot Tower, to move administrative functions into one of the investment properties, and to put the charity's property at 4/5 Charnwood Street, Derby on the market. The capital realised from the sale will be used to pay off a proportion of the mortgage on the charity's properties with the balance to be invested as agreed by the trustees.

**Policy on financial reserves**

It is the considered view of the trustees that it is necessary and in the best interests of the charity to maintain a fund of free, unrestricted reserves at a level sufficient to enable the organisation in the short term to maintain ongoing services and enable financial commitments to be fulfilled. The level of reserves is reviewed and agreed by the trustees annually. In previous years, a free reserve of between 3 and 6 months core running costs has been maintained and this continues to be the case. In this financial year, this will be 3 months worth of expenditure excluding grants expended amount to £205,680.

At the end of the reporting period, total funds for the charity stand at £1,147,020. £782,827 of the total funds held are restricted and not considered to be available for general purposes of the charity. The amount of reserves held at the end of the reporting period, after making allowances for fixed assets and associated loans is £67,401.

Given the significant increase in the charity's income and activities, a more thorough review of the charity's reserves policy, including calculation of the level of designated reserves required for different eventualities, is planned during 2021/22.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....  
**P J Rickerby**



.....  
**R Shaikh**

Date: 02/12/2021

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMUNITY ACTION DERBY LIMITED**

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**Opinion**

We have audited the financial statements of Community Action Derby Limited (the 'charity') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Other matter**

The accounts for the year ended 31 March 2020 were unaudited and we express no opinion on them and the corresponding figures.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMUNITY ACTION DERBY LIMITED**  
**(CONTINUED)**

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We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

**Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the Charity and industry in which it operates, we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMUNITY ACTION DERBY LIMITED**  
**(CONTINUED)**

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2006 and Charities Act 2011. Audit procedures performed by the engagement team included:

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

**Wayne Thomas ACA (Senior statutory auditor)**

for and on behalf of

**Bates Weston Audit Ltd**

Statutory Auditors

Chartered Accountants

The Mills

Canal Street

Derby

DE1 2RJ

Date:

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Grants and donations	3	223,451	1,649,077	1,872,528	211,850
Other trading activities	4	-	48,583	48,583	87,003
		<u>223,451</u>	<u>1,697,660</u>	<u>1,921,111</u>	<u>298,853</u>
<b>Total income</b>					
<b>Expenditure on:</b>					
Charitable activities	6	104,086	1,103,670	1,207,756	327,942
		<u>104,086</u>	<u>1,103,670</u>	<u>1,207,756</u>	<u>327,942</u>
<b>Total expenditure</b>					
<b>Net movement in funds before other recognised gains/(losses)</b>					
		119,365	593,990	713,355	(29,089)
<b>Other recognised gains/(losses):</b>					
Actuarial gains/(losses) on defined benefit pension schemes		(2,291)	-	(2,291)	3,371
		<u>117,074</u>	<u>593,990</u>	<u>711,064</u>	<u>(25,718)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward		247,119	188,837	435,956	461,674
Net movement in funds		117,074	593,990	711,064	(25,718)
		<u>364,193</u>	<u>782,827</u>	<u>1,147,020</u>	<u>435,956</u>
<b>Total funds carried forward</b>					

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

The notes on pages 19 to 34 form part of these financial statements.

**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 29947898**

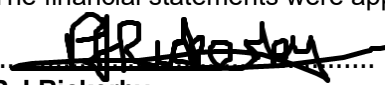
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	11	354,454	322,998
Investment property	12	315,500	315,500
		<u>669,954</u>	<u>638,498</u>
<b>Current assets</b>			
Debtors	13	362,808	16,534
Cash at bank and in hand		685,384	116,769
		<u>1,048,192</u>	<u>133,303</u>
Creditors: amounts falling due within one year	14	(331,535)	(66,391)
		<u>716,657</u>	<u>66,912</u>
<b>Net current assets</b>		<u>716,657</u>	<u>66,912</u>
<b>Total assets less current liabilities</b>		<u>1,386,611</u>	<u>705,410</u>
Creditors: amounts falling due after more than one year	15	(172,606)	(190,086)
Defined benefit pension scheme liability	23	(66,985)	(79,368)
		<u>1,147,020</u>	<u>435,956</u>
<b>Total net assets</b>		<u>1,147,020</u>	<u>435,956</u>
<b>Charity funds</b>			
Restricted funds	17	782,827	188,837
Unrestricted funds	17	364,193	247,119
		<u>1,147,020</u>	<u>435,956</u>
<b>Total funds</b>		<u>1,147,020</u>	<u>435,956</u>

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:

...  .....  
**P J Rickerby**

Date: 01/11/2021

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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	2021 £	2020 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	635,859	3,568
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(51,144)	-
	<hr/>	<hr/>
<b>Net cash (used in)/provided by investing activities</b>	(51,144)	-
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
Repayments of borrowing	(16,100)	(15,220)
	<hr/>	<hr/>
<b>Net cash used in financing activities</b>	(16,100)	(15,220)
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	568,615	(11,652)
Cash and cash equivalents at the beginning of the year	116,769	128,421
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<u>685,384</u>	<u>116,769</u>

The notes on pages 19 to 34 form part of these financial statements

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. General information**

Community Action Derby Limited is a company limited by guarantee not having a share capital. In the event of a winding up of the company every member agrees to contribute such amount as may be required (not exceeding £1) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

**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 charity meets the definition of a public benefit entity under FRS 102

The accounts have been prepared on the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

**2.2 Income**

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

Revenue grants are included in the SOFA when receivable, except when the donors specify that they must be used in future accounting periods, in which case they are deferred. Capital grants in relation to specific fixed asset acquisitions are credited to the SOFA when receivable.

Investment income is credited to the SOFA when received. Unrealised and realised gains and losses are included in the SOFA in the period in which the gain or loss is made.

**2.3 Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Costs not directly attributed to particular headings have been allocated to activities on a basis consistent with use of the resources. Governance costs are those incurred in connection with the charity's compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.4 Government grants**

Government grants are recognised when the grant is receivable and conditions have been met.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Freehold property	-	2.5%
Motor vehicles	-	25 - 33%
Office Equipment	-	10 - 25%

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of financial activities.

**2.6 Investment Properties**

Investment properties are measured at fair value at each reporting date with changes in fair value recognised in the SOFA.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount.

**2.8 Liabilities**

Liabilities and provisions 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.

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**COMMUNITY ACTION DERBY LIMITED**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.9 Pensions**

The charity participates in The Pensions Trust Growth Plan, a multi-employer defined benefits scheme, the assets of which are held separately from those of the charity in an independent administered fund.

Normal contributions are charged to the SOFA in the period in which they are payable to the scheme.

The pension liability is the responsibility of The Pensions Trust which has identified the assets/liabilities of the scheme that are attributable to the charity. The pension surplus/(deficit) is calculated based on the net present value of future deficit payments over a set term which is currently 10 years as required by FRS102.

The unwinding of the discount is treated as an interest expense within the SOFA and gains/losses on re-measurement of the surplus/deficit are shown in the SOFA under other recognised gains and losses.

**2.10 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 Charity 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 Charity 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.

The revaluation reserve relates to the revaluation surplus on freehold properties carried at market value.

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**3. Income from grants and donations**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Government grants</b>				
Coronavirus Job Retention Scheme	-	3,086	<b>3,086</b>	-
	-	3,086	<b>3,086</b>	-
Donations	-	28,225	<b>28,225</b>	-
Grants	223,451	1,570,407	<b>1,793,858</b>	211,727
Contract income	-	47,359	<b>47,359</b>	123
	223,451	1,645,991	<b>1,869,442</b>	211,850
	223,451	1,649,077	<b>1,872,528</b>	211,850
<i>Total 2020</i>	<i>27,040</i>	<i>184,810</i>	<i>211,850</i>	

**4. Income from other trading activities**

**Income from non charitable trading activities**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Room hire and general services income	-	24,397	<b>24,397</b>	62,528
Training income	-	-	-	400
Other income	-	24,186	<b>24,186</b>	24,075
	-	48,583	<b>48,583</b>	87,003
<i>Total 2020</i>	<i>87,003</i>	<i>-</i>	<i>87,003</i>	

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5. Analysis of grants**

	<b>Grants to Institutions 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Core Services. Alliances & Policy Work	385,035	<b>385,035</b>	-

Grants have been paid out in order to facilitate the delivery of charitable activities as part of the response to the COVID-19 pandemic.

Amounts over £50,000 to institutions have been disclosed individually below:

Citizens Advice Mid Mercia - £56,250  
Direct Help and Advice - £55,250

Community Action acts as the coordinating and administrative body for grant funding received to deliver the City Advice Network. The sums above were paid over to the 2 organisations as their share of grant funds received for the Network, for their role as direct delivery partners.

Disability Direct - £72,666

£48,750 was paid to Disability Direct as a direct delivery partner in the City Advice Network, as above.  
£23,916 was paid over for partnership work on two Big Lottery funded development programmes relating to equalities and Covid support.

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Core Services, Alliances & Policy Work	67,660	894,689	<b>962,349</b>	252,438
Contract Delivery	36,426	208,981	<b>245,407</b>	75,297
Learning	-	-	-	207
	<u>104,086</u>	<u>1,103,670</u>	<u><b>1,207,756</b></u>	<u>327,942</u>
<i>Total 2020</i>	<u>139,110</u>	<u>188,832</u>	<u>327,942</u>	

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2021 £</b>	<b>Grant funding of activities 2021 £</b>	<b>Support costs 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Core Services, Alliances & Policy Work	468,081	385,035	109,233	<b>962,349</b>	252,438
Contract Delivery	245,407	-	-	<b>245,407</b>	75,297
Learning	-	-	-	-	207
	<u>713,488</u>	<u>385,035</u>	<u>109,233</u>	<u><b>1,207,756</b></u>	<u>327,942</u>
<i>Total 2020</i>	<u>232,495</u>	<u>-</u>	<u>95,447</u>	<u>327,942</u>	

**Analysis of support costs**

	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Staff costs	<b>22,219</b>	73,652
Depreciation	<b>16,237</b>	4,570
Pension interest expense	<b>1,783</b>	2,436
Premises costs	<b>35,746</b>	4,161
Office running costs	<b>18,444</b>	5,083
Central office functions	<b>14,804</b>	2,157
Other costs	-	3,388
	<u><b>109,233</b></u>	<u>95,447</u>

**8. Auditors' remuneration**

The auditors' remuneration amounts to an auditor fee of £4,500 (2020 - £ -).

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**9. Staff costs**

	2021 £	2020 £
Wages and salaries	392,001	219,320
Social security costs	29,515	12,061
Contribution to defined contribution pension schemes	17,679	10,395
	439,195	241,776

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Number of administrative staff	14	12
Number of management staff	3	1
	17	13

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and Deputy Chief Executives. The total employment benefits of the key management personnel were £95,035 (2020: £40,553).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

**11. Tangible fixed assets**

	Freehold property £	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>				
At 1 April 2020	355,000	-	15,788	370,788
Additions	-	26,558	24,586	51,144
At 31 March 2021	355,000	26,558	40,374	421,932

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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

	Freehold property £	Motor vehicles £	Office equipment £	Total £
<b>Depreciation</b>				
At 1 April 2020	35,500	-	12,290	47,790
Charge for the year	8,875	4,171	6,642	19,688
At 31 March 2021	<u>44,375</u>	<u>4,171</u>	<u>18,932</u>	<u>67,478</u>
<b>Net book value</b>				
At 31 March 2021	<u>310,625</u>	<u>22,387</u>	<u>21,442</u>	<u>354,454</u>
At 31 March 2020	<u>319,500</u>	<u>-</u>	<u>3,498</u>	<u>322,998</u>

Freehold land and buildings were subject to independent, professional valuation at 17 March 2016. The valuation was undertaken by Salloway Property Consultants on the basis of open market value in accordance with the Appraisal and Valuation Manual of the Royal Institute of Chartered Surveyors.

The trustees do not believe that the carrying values of freehold land and buildings are materially different to current market values and consequently no adjustments have been made.

The Charity has adopted a policy of revaluation for tangible fixed assets. Had these assets been measured at historic cost, the carrying values would have been as follows:

	2021 £	2020 £
Freehold property	<u>94,083</u>	<u>102,636</u>

**12. Investment property**

	Investment property £
<b>Valuation</b>	
At 1 April 2020	315,500
At 31 March 2021	<u>315,500</u>

The historic cost equivalent of land and buildings included at 31 March 2021 is £719,123 (2020: £719,123)

**COMMUNITY ACTION DERBY LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**12. Investment property (continued)**

with a carrying value of £467,430 (2020: £485,408).

Investment property was subject to independent, professional valuation at 17 March 2016. The valuation was undertaken by Salloway Property Consultants on the basis of open market value in accordance with the Appraisal and Valuation Manual of the Royal Institute of Chartered Surveyors.

**13. Debtors**

	2021 £	2020 £
<b>Due within one year</b>		
Trade debtors	337,310	14,248
Prepayments and accrued income	25,498	2,286
	362,808	16,534
	362,808	16,534

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

	2021 £	2020 £
Bank loans	16,380	15,000
Trade creditors	51,547	1,447
Other taxation and social security	11,349	4,397
Other creditors	5,977	-
Accruals and deferred income	246,282	45,547
	331,535	66,391
	331,535	66,391
	2021 £	2020 £
Deferred income at 1 April 2020	35,935	9,156
Resources deferred during the year	219,352	35,935
Amounts released from previous periods	(35,935)	(9,156)
	219,352	35,935
	219,352	35,935

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**15. Creditors: Amounts falling due after more than one year**

	2021 £	2020 £
Bank loans	<u>172,606</u>	<u>190,086</u>

Lloyds Bank Plc hold a 1st legal charge over the freehold and investment properties in relation to the loans disclosed above.

**16. Prior year adjustments**

An investment property was misclassified as freehold property in the prior year. An adjustment has been made and the correcting entry reduced freehold property by £130,500 and increased investment property by £130,500 at 31 March 2020. There was no adjustment to the reserves brought forward

Capital grants received to fund asset purchases were brought forward in the prior year. An adjustment has been made and the correcting entry reduced deferred income more than one year by £41,633 and reduced income by £1,762 at 31 March 2020. The reserves brought forward were increased by £39,901.

**17. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>						
General Funds	260,736	223,451	(102,303)	(16,457)	-	365,427
Pension reserve	(79,368)	-	(1,783)	16,457	(2,291)	(66,985)
Revaluation reserve	65,751	-	-	-	-	65,751
	<u>247,119</u>	<u>223,451</u>	<u>(104,086)</u>	<u>-</u>	<u>(2,291)</u>	<u>364,193</u>

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

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2021 £
<b>Restricted funds</b>						
Core services inc. policy work	-	1,021,071	(916,932)	-	-	104,139
Capital grants	187,481	-	(1,762)	-	-	185,719
Other project delivery	1,356	-	-	-	-	1,356
Food 4 Thought Alliance	-	333,340	(6,074)	-	-	327,266
COVID-19 Food parcels & Staff Support	-	245,000	(174,833)	-	-	70,167
Test and Trace Service Support	-	98,249	(4,069)	-	-	94,180
	<u>188,837</u>	<u>1,697,660</u>	<u>(1,103,670)</u>	<u>-</u>	<u>-</u>	<u>782,827</u>
<b>Total of funds</b>	<u><u>435,956</u></u>	<u><u>1,921,111</u></u>	<u><u>(1,207,756)</u></u>	<u><u>-</u></u>	<u><u>(2,291)</u></u>	<u><u>1,147,020</u></u>

The capital grants fund represents £181,080 from Derby City Council via the ERDF fund to assist with acquiring premises to operate. Other capital grants relate to historic purchases of freehold property.

Food 4 Thought Alliance funding provides for ongoing support, development and staffing of the Food Alliance over the next 2 years as the Alliance looks to becoming self-sustaining. Funds donated to the Alliance have been carried forward to support the purchase of food supplies in 2021/22.

COVID-19 Food parcels and staff support relates the ongoing provision of emergency food parcels and the related staffing costs of distribution and administration.

Test and Trace Service Support relates to CA's role within the Derby Community Hub – including staffing and equipment in support of the Good Neighbour scheme.

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

**Statement of funds - prior year**

	<i>Balance at 1 April 2019 £</i>	<i>As restated Income £</i>	<i>As restated Expenditure £</i>	<i>As restated Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2020 £</i>
<b>Unrestricted funds</b>						
General Funds	302,314	114,043	(137,892)	(15,576)	(2,153)	260,736
Pension reserve	(96,281)	-	(1,218)	15,978	2,153	(79,368)
Revaluation reserve	65,751	-	-	-	-	65,751
	<u>271,784</u>	<u>114,043</u>	<u>(139,110)</u>	<u>402</u>	<u>-</u>	<u>247,119</u>
<b>Restricted funds</b>						
Core services including policy work	-	109,945	(111,511)	1,566	-	-
Capital grants	191,280	-	(3,799)	-	-	187,481
Other project delivery	647	74,865	(75,559)	1,403	-	1,356
	<u>191,927</u>	<u>184,810</u>	<u>(190,869)</u>	<u>2,969</u>	<u>-</u>	<u>188,837</u>
<b>Total of funds</b>	<u><u>463,711</u></u>	<u><u>184,810</u></u>	<u><u>(329,979)</u></u>	<u><u>3,371</u></u>	<u><u>-</u></u>	<u><u>435,956</u></u>

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**18. Summary of funds**

**Summary of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2021 £
General funds	247,119	223,451	(104,086)	-	(2,291)	364,193
Restricted funds	188,837	1,697,660	(1,103,670)	-	-	782,827
	<u>435,956</u>	<u>1,921,111</u>	<u>(1,207,756)</u>	<u>-</u>	<u>(2,291)</u>	<u>1,147,020</u>

**Summary of funds - prior year**

	<i>Balance at 1 April 2019 £</i>	<i>As restated Income £</i>	<i>As restated Expenditure £</i>	<i>As restated Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2020 £</i>
General funds	271,784	114,043	(139,110)	402	-	247,119
Restricted funds	191,927	184,810	(190,869)	2,969	-	188,837
	<u>463,711</u>	<u>298,853</u>	<u>(329,979)</u>	<u>3,371</u>	<u>-</u>	<u>435,956</u>

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

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

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	316,315	38,139	354,454
Investment property	167,920	147,580	315,500
Current assets	231,732	816,460	1,048,192
Creditors due within one year	(112,183)	(219,352)	(331,535)
Creditors due in more than one year	(172,606)	-	(172,606)
Provisions for liabilities and charges	(66,985)	-	(66,985)
<b>Total</b>	<u>364,193</u>	<u>782,827</u>	<u>1,147,020</u>

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**19. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	283,097	39,901	322,998
Investment property	167,920	147,580	315,500
Current assets	131,947	1,356	133,303
Creditors due within one year	(66,391)	-	(66,391)
Creditors due in more than one year	(190,086)	-	(190,086)
Provisions for liabilities and charges	(79,368)	-	(79,368)
<b>Total</b>	<u>247,119</u>	<u>188,837</u>	<u>435,956</u>

**20. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2021 £</b>	<b>2020 £</b>
Net income/expenditure for the year (as per Statement of Financial Activities)	<u>713,355</u>	<u>(29,089)</u>
<b>Adjustments for:</b>		
Depreciation charges	19,688	15,982
Gains/(losses) on provision	(2,291)	3,371
Movement in debtors	(346,274)	(989)
Movement in creditors	263,764	31,205
Movement in pension liability	(12,383)	(16,912)
<b>Net cash provided by operating activities</b>	<u>635,859</u>	<u>3,568</u>

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**21. Analysis of cash and cash equivalents**

	2021 £	2020 £
Cash in hand	685,384	116,769
<b>Total cash and cash equivalents</b>	<b>685,384</b>	<b>116,769</b>

**22. Analysis of changes in net debt**

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	116,769	568,615	685,384
Debt due within 1 year	(15,000)	(1,380)	(16,380)
Debt due after 1 year	(190,086)	17,480	(172,606)
	<b>(88,317)</b>	<b>584,715</b>	<b>496,398</b>

**23. Pension commitments**

Community Action Derby Limited participates in The Pensions Trust Growth Plan (the Scheme), which is a Group Pension scheme for employees of Community Action Derby Limited.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to address the level of future contributions required so that the Scheme can meet its pension obligations as they fall due.

The last formal valuation of the Scheme was performed as at 30 September 2017 by a professionally qualified Actuary using the Section 75 buy-out valuation basis. The market value of the Scheme's assets at the valuation date was £794.9 million. The valuation revealed the value of liabilities of £926.4 million equivalent to a past service funding level of 85.8% and a Scheme deficit of £131.5 million.

The trustees have made a provision at 31 March 2021 in the accounts, based on the discounted net present value of future deficit payments over the next 5 years in the amount of £66,985 (2020: £79,368).

The pension charge relating to the above Scheme for the year was £17,679 (2020: £10,395).

The recovery plan for the Scheme aims to eliminate the deficit via a combination of additional contributions from the employer and investment returns over a further period of 5 years. The additional contributions required are £16,457 per annum commencing from 1 April 2020 and will escalate at 3% per annum for the remaining 5 year period of the recovery plan. The recovery plan will be reviewed at each triennial scheme valuation and the contribution level may be adjusted depending upon results.

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**24. Related party transactions**

It is a requirement to be associated with a member organisation in order to be a Trustee.

S Holmes is a trustee of Community Action Derby Limited and Access 2 Advice Community Interest Company. The charity recognised income from Access 2 Advice Community Interest Company totalling £Nil (2020: £20,353) during the year.

M Attenborrow is a trustee of Community Action Derby Limited and Steps for the Future. Expenditure for support contract services was incurred for the amount of £250 (2020: £50).

R Shaikh is a trustee of Community Action Derby Limited and Artcore. Expenditure for the amount of £1,100 (2020: £500) was incurred during the year.

R Manship is is a trustee of Community Action Derby Limited and Headway. Expenditure for the amount of £500 (2020: £Nil) was incurred during the year.

M Mudzamiri is is a trustee of Community Action Derby Limited and Springwater. Expenditure for the amount of £500 (2020: £Nil) was incurred during the year.

J Smale and K Wing are trustees of Community Action Derby Limited and Disability Direct. Expenditure for the amount of £72,666 (2020: £Nil) was incurred during the year.

M Vernon is a trustee of Community Action Derby Limited and Sinfin Community Centre. Expenditure for the amount of £3,568 (2020: £Nil) was incurred during the year.