

# **CRAWLEY COMMUNITY & VOLUNTARY SERVICE**

Charity registration No. 1094699

Company registration No. 4488714

Update as at 2.9.2019 after trustees meetings

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## **CRAWLEY COMMUNITY & VOLUNTARY SERVICE**

A company limited by guarantee

### **Trustees' Report and Accounts**

For the year ended 31 March 2019

# Crawley Community & Voluntary Service

## Trustees' Report and Accounts For the year ended 31 March 2019

### Reference and Administrative Information

|  |  |
|--|--|
| Name of the charity                    | Crawley Community & Voluntary Service  |
| Trustees                               | Jeremy Yeats-Edwards<br>Desmond Broadbridge<br>Sue Bloom<br>Paul Castle<br>Chris Cheshire DL<br>Dr Iyadh Daoud<br>Brian Eastman<br>Vivienne Gray<br>Marilyn Le Feuvre<br>David Murphy  |
| Charity registration number            | 1094699  |
| Company registration number            | 4488714  |
| Chief Executive                        | Susan Brumpton (until 15 April 2019)<br>John Williams (from 1 July 2019)   |
| Company Secretary                      | Brian Eastman  |
| Principal office and Registered office | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley, West Sussex<br>RH10 6AD<br><br>Telephone: 01293 657000<br>e-mail: <a href="mailto:info@crawleycvs.org">info@crawleycvs.org</a><br>website: <a href="http://www.crawleycvs.org">www.crawleycvs.org</a> |
| Independent Examiner                   | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>Chartered Accountants<br>1-7 Station Road<br>Crawley, West Sussex<br>RH10 1HT   |
| Bankers                                | Royal Bank of Scotland plc<br>Drummond House (F) Branch,<br>Customer Service Centre,<br>Drummond House,<br>1 Redheughs Avenue,<br>Edinburgh,<br>EH12 9JN   |

# **Crawley Community & Voluntary Service**

## **Trustees' Report and Accounts For the year ended 31 March 2019**

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# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2019

### Trustees' Report and Accounts

The trustees present their report and accounts for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's Memorandum and Articles of Association, applicable law and the requirements of 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 (FRS102) (effective 1 January 2015) – the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, and the Charities Act 2011.

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name. The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

Following the Special Resolution passed at the Annual General Meeting held on 1 October 2010, the name of the charity (and the charitable company) was changed from Crawley Council for Voluntary Service to Crawley Community & Voluntary Service. The certificate of incorporation on change of name was registered at Companies House by the Registrar of Companies for England and Wales on 10 December 2010. The name change has also been registered with the Charity Commission.

### Objectives and Activities of the charity

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission.

Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community & Voluntary Service are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- to promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community & Voluntary Service, enabling them to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Public Benefit Statement

The requirements for reporting public benefit in an annual report are that the report will contain;

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. These are laid out in the Operational Plan for the year, and the longer term Strategy Plan for the next three years. Crawley Community & Voluntary Service typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards. The Operational Plan outcome is monitored and reviewed quarterly to ensure service delivery meets aims and objectives.

The nature of the activities carried out by Crawley Voluntary & Community Service are detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website. By means of these narratives and publicity, the trustees show that the activities undertaken by Crawley Community & Voluntary Service to further its charitable activities are, and are duly reported as being, for the public benefit.

# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Achievements and Performance in the year

#### Overview

We are pleased to report another successful year at CCVS. We have continued to achieve our targets and expand the work that we do, increasing our membership and embarking on exciting new projects.

CCVS operates in three teams, Engagement, Partnerships, and Resources.

The teams delivered on our four strategic priorities:

**Priority 1** Enable the emergence of new voluntary sector organisations

**Priority 2** Support the growth and development of established voluntary sector organisations

**Priority 3** Promote and represent the voluntary sector within Crawley

**Priority 4** Improve our own internal structure, systems and processes to enable us to continue to provide support to the sector

Following comments from our 2018 Survey of Members, consulting with key stakeholders locally, including our commissioners and funders, and our own staff, these current four strategic priorities first identified in our strategy 2013-2018 are being simplified down to three priorities to be relevant looking to the next five years. Most members considered "supporting growth and development" of existing charities to still be most important, but also thought that CCVS was effective at representing their organisation. However, some established groups questioned the value of encouraging "the emergence of new organisations", asking if resources might be better used joining forces with existing organisations. With new needs arising and new ways of working therefore, two priorities have been merged into one, to support the growth and development of any voluntary sector organisation, whether pre-existing or new, so that for 2019 onward, CCVS will have three main priorities:

**Priority 1** – support the growth and development of voluntary sector organisations

**Priority 2** – promote and represent the voluntary sector within Crawley

**Priority 3** – provide the best possible service to members

#### Engagement

The Engagement Team aims to attract as many organisations and individuals as possible into CCVS services, and to ensure that key messages from CCVS are promoted. They organise and administrate "lighter touch" CCVS activities, including training and forums, working closely with the partnerships team.

Our market analysis gathered that there are an estimated 600 voluntary and community sector organisations in Crawley, delivering work in areas including social care, youth work, arts and sports.

This means CCVS has approximately one third of the VCS organisations in Crawley as members.

# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Achievements and Performance in the year *continued*

Following a review of the C CVS training undertaken in the autumn of 2017, we concluded that Learning Lunches and Briefing Sessions on current topical subjects were more popular with members and local organisations than formal training courses which were arduous to plan and provide, and which did not attract many to spend the time to attend them.

However, the General Data Protection Regulation (GDPR) came into effect in May 2018 and proved to be the major topic for training this year to support our members to be GDPR conversant and compliant, with a library of guidance and templates additionally available. C CVS too undertook its own training process to understand how GDPR affects the organisation, and to educate staff, volunteers and trustees on the specific practices to undertake to make sure that C CVS is and remains compliant.

Volunteer Crawley is now delivered by the Public Engagement Officer. There has been continued support to local organisations to recruit volunteers by promoting opportunities on the new volunteering pages of our website. Downloads from this page include "current opportunities", "trustee roles", and "volunteering in your neighbourhood".

The Crawley Observer places a half-page advert for Volunteer Crawley in each weekly edition, and we are very thankful to Crawley Observer for providing this regular and strong visual media. Our Public Engagement Officer now focuses on providing one-to-one interviews to those seeking to volunteer who have additional support needs, and to those in special circumstances.

Others with more general enquiries are encouraged to use online resources or come to Drop-Ins. Volunteer Crawley has responded to 327 enquiries registered in the past year which compares to 240 enquiries in the year before.

The Drop-Ins (now called Volunteer Advice Sessions) continue at three/four sessions each month. The venues are now Crawley Library, Broadfield Library, Crawley Town Hall, and Maidenbower Park Pavilion. There is now a good spread of venues and dates across the town.

Key achievements in the past year were:

- 27 new groups were provided with start-up advice and support.
- 88 Voluntary and Community groups have received in-depth one-to-one, email and telephone advice and guidance.
- 15 Minority Ethnic community groups have been successfully engaged and provided with ongoing support around improving governance and organisational development.
- Organised and co-hosted 4 funding surgeries and events in partnership with Crawley Borough Council and West Sussex County Council with a total of 78 groups attending.
- Funding support has helped local groups with successful bids totalling £86,097.

A total of 88 groups have accessed the advice service during the year and received in-depth advice and support around governance, funding and organisational development. Engagement has been provided through a combination of one-to-one meetings, email and telephone advice and support.



# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2019

### Achievements and Performance in the year *continued*

Overall, there have been 240 separate requests for advice and guidance on a wide-range of capacity building issues with over a third of groups requiring assistance with more than one aspect of organisational support. The breakdown of the advice and support provided is as follows:

Governance (governing documents, legal structures, policies etc.): 83

Funding (identifying potential funding sources; funding strategies; reviewing applications etc.): 129

Organisational development (start-up/business planning/income generation and sustainability issues/project planning): 28

Small groups receiving assistance with governance and organisational development support highlighted how much they value being supported in a practical and empowering way rather than being overwhelmed with too much information. The one-to-one meeting continues to be the quickest and most appropriate way to build trust and rapport with groups, and has been instrumental in achieving much of the impact of the service during the year.

When receiving dedicated funding support groups have reported greater overall awareness of funding opportunities through our funding news updates and registering with online database portals such as Funding Central. Anecdotal feedback also suggests that more groups feel that they now have a better understanding of how to develop a successful funding bid. During the past year we have helped groups to successfully apply to a range of funding bodies, including Sussex Community Foundation; Longley Trust; Gatwick Airport Community Trust; Crawley Borough Council and the National Lottery with bids succeeding totalling £86,097. We have managed to significantly increase the number of successful applications from Crawley groups to Sussex Community Foundation thanks to improved promotion, and the establishment of more formal links with the grants officers and donors which has contributed to a better understanding of the local VCS. There have also been some positive outcomes for groups in Crawley successfully reaching their Crowdfunding targets through both the West Sussex Crowd, and Crawley Crowd funding schemes. We continue to arrange local seminars and drop-in surgeries aimed at raising awareness of the different National Lottery programmes, especially for groups who have not previously applied.



# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Achievements and Performance in the year *continued*

#### Young Crawley Family Credits

The project continues to operate successfully, and during the year 150 referrals were discussed directly with IPEH (Integrated Prevention and Earliest Help services West Sussex) key workers, for a total of 268 individuals in 106 families. Referrals were made to 12 of the Young Crawley organisations on the menu this year. Of the referrals discussed 11 were cancelled at provisional referral stage (prior to referral being made on Holistix – the software to assess and case manage needs), either because the family did not wish to access support, or support was not relevant. Seven referrals are awaiting confirmation and 133 referrals were taken forward for a total of 230 individuals in 99 families (live referrals).

The referrals taken forward were for the following areas of support:

- Specialist support (mental health / autism / young families / disability): 48
- Specialist counselling: 27
- Focused youth activities: 57

The current status of these referrals:

- Cancelled (client disengaged after referral made via Holistix): 42
- Referral ongoing: 52
- Referral extended: 5
- Referrals complete: 41

For 2018-19 £60,946 was allocated for support provided through the project, consisting of £29,310 from 2018-19 funding, and £31,636 carried over from the previous year. This amount is to fund support provided throughout all referrals still ongoing from 2017-18, along with new referrals made during 2018-19. This has been allocated as follows:

#### Referrals carried over from 2017-18

- Agreed budget carried over for support and activities: £35,770
- Spent on support / activities attended by the family: £15,160
- Spent on no-shows and late cancellations (in addition to original agreed costs): £610
- Cancelled with no charge (returned to the budget): £10,040
- Costs agreed which are still allocated for support (awaiting either payment or cancellation): £10,570

#### Referrals 2018-19

- Budget being held for provisional referrals: £80
- Original budget agreed for support and activities for live referrals: £51,295
- Agreed for extended support and activities (incl. in original agreed budget): £1,255
- Spent on support / activities attended by the family: £13,857
- Spent on no-shows and late cancellations (in addition to original agreed costs): £2,405
- Cancelled with no charge (returned to the budget): £12,108
- Costs agreed which are still allocated for support (awaiting either payment or cancellation): £25,330

The positive impact of the project has shown to be particularly strong with the majority of KPIs (Key Performance Indicators) having improved significantly.

# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Achievements and Performance in the year *continued*

#### **Prescription Plus**

Prescription Plus works hand in hand with the NHS in Crawley to improve health and wellbeing by connecting patients to community support and activities. This year 441 referrals were received. Of the 207 cases which were closed at least 114 were assessed as having improved wellbeing, quality of life, independence, or self-management.

A focus group of 45 patients ranging in age from 20 to 94 and presenting a range of disorders collectively received tailored support from a range of organisations. These included Sage Counselling, Age UK, Relate, Sussex Oakleaf, the Posh Club, and several others.

The patients reported improvements in their wellbeing, their ability to find solutions and manage their own conditions, finances and housing, and connections with family, friends and local community.

Feedback from GP practices has been good, in particular the referral system and the rapid response of the social prescriber. Feedback from patients has been very positive.

#### **CREW**

The CREW (Crawley Resilience and Emotional Wellbeing) Project is a new project around emotional wellbeing for children, young people and families from the Young Crawley Consortium. This project developed throughout 2017/2018 by a range of local partners including schools, Crawley Borough Council, West Sussex County Council, and a range of voluntary and community sector organisations, was launched as a pilot project in November 2018 when funding was received.

Through the project, local schools will be able to access a range of training for staff and volunteers, support for children, young people and families, and positive activities for children and young people provided by local organisations with the aim of improving mental health and emotional wellbeing.

# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Achievements and Performance in the year *continued*

#### Thank you

The Trustees would like to warmly thank and congratulate CCVS staff without whose professionalism our services could not be delivered so successfully. We would also like to thank our reception volunteers who this year gave us many hours of support.

We particularly thank Lisa Phillips our Partnerships Manager who left in May 2019 after ten years with CCVS. The trustees and staff wish her well in her future endeavours.

We are also lucky to have a board of trustees who are consistently supportive, well informed and enthusiastic.

Peter Mansfield-Clark resigned as a trustee in April 2019 after many years valuable service. Peter Mansfield-Clark stepped in to the Chief Executive post in August 2016 while Rachel Rich (née Booles) was taking maternity leave, and in the period after her resignation upon not returning from maternity leave shortly thereafter. The board of trustees will miss his critical eye, valued judgement, and long experience of the workings of the voluntary sector in Crawley when he was involved with Crawley Open House.

James Wilson resigned as a trustee in February 2019 upon leaving employment with one of our tenants at The Orchard, Gatwick Detainees Welfare Group, an important charity in Crawley where James Wilson brought an additional viewpoint to CCVS.

We are grateful for the support of Crawley Borough Council our main funder and appreciate the spirit of partnership which continues to develop.

We thank West Sussex County Council for their ongoing support, and funding for the Young Crawley Family Credits project.

We also thank Crawley CCG (NHS Clinical Commissioning Group) for funding the continuation and expansion of Prescription Plus.

Finally, we are very grateful to Crawley Observer who have supported Volunteer Crawley so well for the past year, and to all our other corporate supporters.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2019

### Structure, Governance and Management

#### Trustees

The trustees, who are also the directors for the purpose of company law, who served during the year, were:

|                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| Jeremy Yeats-Edwards      | Chairman                  |                           |
| Desmond Broadbridge       | Treasurer                 |                           |
| Sue Bloom                 |                           |                           |
| Paul Castle               |                           |                           |
| Chris Cheshire DL         |                           |                           |
| Dr Iyadh Daoud            |                           |                           |
| Brian Eastman             |                           |                           |
| Vivienne Gray             |                           |                           |
| Marilyn Le Feuvre         | Appointed 10 October 2018 |                           |
| Peter Mansfield-Clark MBE | Appointed 10 October 2018 | Resigned 5 April 2019     |
| David Murphy              |                           |                           |
| James Wilson              |                           | Resigned 22 February 2019 |

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

Trustees are elected by members of the charitable company at a General Meeting. Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the up-dating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

# **Crawley Community & Voluntary Service**

## **Trustees' Report**

**For the year ended 31 March 2019**

### **Financial Review**

Crawley Community & Voluntary Service embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £132,487.

Mindful of the obligation for the potential liability for the deficit on the pension scheme, certain sums had been set aside over many years. In last year's accounts, a transfer was made to formally set up a Designated Fund out of Unrestricted funds in hand to cover the potential additional amount of £40,000 estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community & Voluntary Service over and above that already provided in the accounts.

Restricted Income funds in hand at the year-end were £100,587. See Note 15 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives.

### **Investment policy**

The policy is to place the investment of surplus funds onto bank deposit accounts with the bank parent of The Royal Bank of Scotland plc. The policy, in line with the bank changing the range of deposits accounts available, is to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Financial Review *continued*

#### Reserves policy

Crawley Community & Voluntary Service receives funding from different sources to provide services in the promotion of charitable purposes for the benefit of the Crawley community in line with its objects. These funds are normally provided for an agreed period, usually one year. Such funding normally permits underspends to be carried forward flexibly to continue service provision into part of the subsequent year and thus make best use of resources.

The trustees, from long established practice, would expect any intention of these funders to withdraw (or substantially reduce) the level of such annual funding to be the subject of long-term discussions signalled well in advance.

Provided funders gave sufficient notice of intention to make such changes, the trustees would respond to effect any organisational changes required to meet new financial constraints in an ordered manner and in good time, so as to avoid having to take precipitous actions to the detriment of staff, their duties and the services provided to the community.

Nevertheless the trustees believe it is important they hold as financial reserves at all times, the funds necessary to secure the loyalty and continuous employment of trained staff, trusted contacts and relationships with clients and colleagues, and maintenance of facilities and contracted services to ensure an ordered service provision capacity beyond short-term measures. The trustees only wish to have these financial reserves at a minimum level and therefore review the funds required annually.

The reserves policy will fund:

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.



# Crawley Community & Voluntary Service

## Trustees' Report

For the year ended 31 March 2019

### Financial Review *continued*

#### Plans for Future Periods

Following the 2018 Survey of Members, we will be working on our new simplified three priorities to be relevant looking to the next year, and onwards.

Our new Chief Executive, John Williams, was appointed in July 2019, and we look forward to his strong leadership in the future.

In 2019/2020 we will be focusing our efforts on continuing the expanded Prescription Plus project which we believe has the potential to transform the lives of so many living in Crawley.

We will also be building on and looking for continuing funding for the CREW project pilot for children, young people and families from the Young Crawley Consortium in three Crawley schools, and we will continue to develop the joint forum Skills Swap programme which aims to increase understanding and knowledge between organisations in Crawley.

At The Orchard we will be reviewing the facilities in our meeting rooms to ensure that they continue to be of a high standard, and seeking to maintain full occupation of the offices.

On behalf of the board of trustees



Jeremy Yeats-Edwards  
Trustee

Dated 2nd September 2019

# Crawley Community & Voluntary Service

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CRAWLEY COMMUNITY & VOLUNTARY SERVICE (the Charitable Company)

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I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

### Responsibilities and basis of report

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

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

### Independent examiner's statement

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

1. accounting records were not kept in respect of the Charitable 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.



Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
Chartered Accountants  
1-7 Station Road  
Crawley, West Sussex, RH10 1HT

Dated: 05/09/19

# Crawley Community & Voluntary Service

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

|   | Notes | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Income<br>Funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|---|-------|----------------------------|--------------------------|------------------------------------|--------------------|--------------------|
| <b>Income</b>   |       |                            |                          |                                    |                    |                    |
| Donations   | 2     | 2,234                      |                          | -                                  | 2,234              | 31,411             |
| Charitable activities   | 3     | 172,965                    |                          | 293,621                            | 466,586            | 335,677            |
| Investment income   | 4     | 1,444                      |                          | -                                  | 1,444              | 561                |
| <b>Total</b>  |       | <b>176,643</b>             |                          | <b>293,621</b>                     | <b>470,264</b>     | <b>367,649</b>     |
| <b>Expenditure</b>  |       |                            |                          |                                    |                    |                    |
| Charitable expenditure  |       |                            |                          |                                    |                    |                    |
| Provision of CVS support                                      | 5     | 173,004                    |                          | 304,700                            | 477,704            | 408,085            |
| <b>Total</b>  |       | <b>173,004</b>             |                          | <b>304,700</b>                     | <b>477,704</b>     | <b>408,085</b>     |
| <b>Net income/(expenditure) for the year before transfers</b> |       | <b>3,639</b>               |                          | <b>(11,079)</b>                    | <b>(7,440)</b>     | <b>(40,436)</b>    |
| <b>Transfers between funds</b>                                |       | <b>-</b>                   |                          | <b>-</b>                           | <b>-</b>           | <b>-</b>           |
| <b>Net income/(expenditure) for the year after transfers</b>  |       | <b>3,639</b>               |                          | <b>(11,079)</b>                    | <b>(7,440)</b>     | <b>(40,436)</b>    |
| Pension provision   | 14    | 7,864                      |                          | -                                  | 7,864              | 4,114              |
|   |       | <b>11,503</b>              |                          | <b>(11,079)</b>                    | <b>424</b>         | <b>(36,322)</b>    |
| <b>Reconciliation of funds</b>                                |       |                            |                          |                                    |                    |                    |
| <b>Total funds brought forward</b>                            |       | <b>120,984</b>             | <b>48,000</b>            | <b>111,666</b>                     | <b>280,650</b>     | <b>316,972</b>     |
| <b>Total funds carried forward</b>                            |       | <b>132,487</b>             | <b>48,000</b>            | <b>100,587</b>                     | <b>281,074</b>     | <b>280,650</b>     |

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

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

All income and expenditure derives from continuing activities.

# Crawley Community & Voluntary Service

## BALANCE SHEET

AS AT 31 MARCH 2019

|  | Notes | Unrestricted<br>2019<br>£ | Designated<br>2019<br>£ | Restricted<br>2019<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|--|-------|---------------------------|-------------------------|-------------------------|--------------------|--------------------|
| <b>Fixed Assets</b>                                  |       |                           |                         |                         |                    |                    |
| Tangible assets                                      | 11    |                           |                         |                         | -                  | -                  |
| <b>Current assets</b>                                |       |                           |                         |                         |                    |                    |
| Debtors  | 12    | 54,919                    |                         |                         | 54,919             | 70,325             |
| Cash at bank<br>and in hand                          |       | 134,833                   | 48,000                  | 151,342                 | 334,175            | 371,299            |
| <b>Total current<br/>assets</b>                      |       | 189,752                   | 48,000                  | 151,342                 | 389,094            | 441,624            |
| <b>Liabilities</b>                                   |       |                           |                         |                         |                    |                    |
| <b>Creditors<br/>falling due<br/>within one year</b> | 13    | 32,410                    |                         | 50,755                  | 83,165             | 128,255            |
| <b>Total assets<br/>less current<br/>liabilities</b> |       | 157,342                   | 48,000                  | 100,587                 | 305,929            | 313,369            |
| <b>Provisions for<br/>liabilities</b>                |       |                           |                         |                         |                    |                    |
| Pension<br>provision                                 | 14    | 24,855                    |                         |                         | 24,855             | 32,719             |
| <b>Net assets</b>                                    |       | 132,487                   | 48,000                  | 100,587                 | 281,074            | 280,650            |
| <b>The funds of<br/>the charity</b>                  |       |                           |                         |                         |                    |                    |
| Restricted<br>Income funds                           | 15    |                           |                         |                         | 100,587            | 111,666            |
| Unrestricted<br>Income funds:                        |       |                           |                         |                         |                    |                    |
| - Designated<br>funds                                | 16    |                           |                         |                         | 48,000             | 48,000             |
| - Unrestricted<br>funds                              |       |                           |                         |                         | 132,487            | 120,984            |
| <b>Total charity<br/>funds</b>                       |       |                           |                         |                         | 281,074            | 280,650            |

# Crawley Community & Voluntary Service

## BALANCE SHEET

AS AT 31 MARCH 2019

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.


The accounts were approved by the board on .....

2nd September 2019



Jeremy Yeats-Edwards  
Trustee

Company Registration No. 4488714



David Murphy  
Trustee

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts are prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, and the Charities Act 2011.

#### **1.2 Income**

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

All income, including grants and contract income, is credited to the statement of financial activities in the year in which the charity becomes entitled to that income.

Creditors include grant, contract income and other income deferred where this relates to a contractual obligation to provide a service in a future period.

#### **1.3 Expenditure**

Liabilities and related expenditure are recognised in full in the accounts as soon as an obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charity in undertaking its work to meet its charitable objectives.

#### **1.4 Capital Expenditure on Tangible Fixed Assets**

Tangible fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000. Depreciation is calculated on a straight line basis to write down the cost of such major purchases of tangible fixed assets over their estimated useful lives, between one and two years.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain so little value.

#### **1.5 Funds accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of the charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.



# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies – continued

#### 1.6 Pension contributions

The charity operates a defined contribution scheme for its employees. The pension costs are charged to the income and expenditure account as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charity has agreed to a deficit funding arrangement, the charity recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in Note 14 Pension costs.

#### 1.7 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

#### 1.8 Leases

Operating lease rentals are charged to the income and expenditure account as each equal quarterly expense instalment is incurred over the lease term.

#### 1.9 Taxation

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

#### 1.10 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

#### 1.11 Cash at bank and in hand

Cash at bank and cash in hand includes cash, bank current accounts and short term bank deposit accounts.

#### 1.12 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.13 Financial Instruments

The charitable 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.

#### 1.14 Key judgements and accounting estimates

The preparation of the financial statements requires judgements, estimates and assumptions to be made that affect the amounts reported for assets and liabilities as at the balance sheet date, and the amounts reported for income and expenditure during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The main judgement and accounting estimates included in the accounts are:

Deferred income – Grant or contract income is deferred where the income is in respect of a future accounting period.

Pension liability – A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

### 2 Income – Donations

|           | Unrestricted<br>Funds | Restricted<br>Income<br>Funds | Total<br>2019 | Total<br>2018 |
|-----------|-----------------------|-------------------------------|---------------|---------------|
|           | £                     | £                             | £             | £             |
| Donations | 2,234                 | -                             | 2,234         | 31,411        |
|           | <u>2,234</u>          | <u>-</u>                      | <u>2,234</u>  | <u>31,411</u> |

Crawley Community & Voluntary Service benefits from many voluntary hours contributed by organisations and supporters. The value of the help received in the year ended 31 March 2019 is estimated at £15,000 (2018 £15,000) which includes the trustees.

### 3 Income from charitable activities

|   | Unrestricted<br>Funds | Restricted<br>Income<br>Funds | Total<br>2019  | Total<br>2018  |
|---|-----------------------|-------------------------------|----------------|----------------|
|   | £                     | £                             | £              | £              |
| Grants and contract income receivable for core activities | 149,357               | 173,012                       | 322,369        | 209,899        |
| Rent income   | -                     | 24,146                        | 24,146         | 23,432         |
| Service charges income                                    | -                     | 72,644                        | 72,644         | 61,627         |
| Contributions to overheads                                | 1,710                 | -                             | 1,710          | -              |
| Hire of The Orchard meeting rooms                         | -                     | 19,259                        | 19,259         | 18,327         |
| Photocopying and printing services                        | -                     | 4,472                         | 4,472          | 3,491          |
| Management fees   | 14,620                | -                             | 14,620         | 14,620         |
| Subscriptions   | -                     | -                             | -              | -              |
| Other income  | 7,278                 | 88                            | 7,366          | 4,281          |
|   | <u>172,965</u>        | <u>293,621</u>                | <u>466,586</u> | <u>335,677</u> |

### 4 Investment income

|                     | Unrestricted<br>Funds | Restricted<br>Income<br>Funds | Total<br>2019 | Total<br>2018 |
|---------------------|-----------------------|-------------------------------|---------------|---------------|
|                     | £                     | £                             | £             | £             |
| Interest receivable | 1,444                 | -                             | 1,444         | 561           |
|                     | <u>1,444</u>          | <u>-</u>                      | <u>1,444</u>  | <u>561</u>    |

### 5 Expenditure on charitable activities

|                          | Direct<br>Costs | Support<br>Costs | Total<br>2019 | Total<br>2018 |
|--------------------------|-----------------|------------------|---------------|---------------|
|                          | £               | £                | £             | £             |
| Charitable activities:   |                 |                  |               |               |
| Provision of CVS support | 354,321         | 123,383          | 477,704       | 408,085       |

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

### 6 Support costs

|                  | 2019           | 2018           |
|------------------|----------------|----------------|
|                  | £              | £              |
| Premises costs   | 70,557         | 60,743         |
| Office costs     | 50,006         | 40,158         |
| Governance costs | 2,820          | 2,820          |
|                  | <u>123,383</u> | <u>103,721</u> |

### 7 Net income/(expenditure) for the year

This is stated after charging:

|                              | 2019         | 2018         |
|------------------------------|--------------|--------------|
|                              | £            | £            |
| Operating leases             | 4,556        | 5,077        |
| Depreciation                 | -            | -            |
| Bank interest                | -            | -            |
| Independent examination fees | 2,820        | 2,820        |
|                              | <u>7,376</u> | <u>7,897</u> |

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. One trustee was reimbursed £41 for travelling and other expenses during the year.

### 9 Related Parties

The nature of the organisational activities of Crawley Community & Voluntary Service is in the bringing together in council representatives of the voluntary organisations and statutory authorities to promote, and work with, charitable organisations in the Crawley area. So as to network and understand better the wide range of charitable activities undertaken, some trustees of Crawley Community & Voluntary Service serve through nomination to represent other charitable organisations. Several trustees are also therefore trustees of those other charitable organisations.

None of the trustees or related parties collectively are considered to have a dominant influence on the operation of Crawley Community & Voluntary Service. Trustees declare their interests at formal meetings so that potential conflicts of interest can be assessed.

There were no related party transactions during the year.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 10 Employees

Number of employees

The average monthly number of employees during the year was:

|   | 2019<br>Number | 2018<br>Number |
|---|----------------|----------------|
| Crawley Community & Voluntary Service (Core service)                                    | 7              | 7              |
| Crawley Community & Voluntary Service (Premises management)                             | 3              | 3              |
| Other projects, Young Crawley Family Credits and Prescription Plus (Social Prescribing) | 4              | 2              |
|   | <u>14</u>      | <u>12</u>      |

|                       | 2019<br>£      | 2018<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 249,861        | 211,547        |
| Social security costs | 19,156         | 16,143         |
| Pension costs         | 17,464         | 12,953         |
|                       | <u>286,481</u> | <u>240,643</u> |

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

Aggregate salaries paid to the key management persons on the payroll were:

|                         | 2019<br>£     | 2018<br>£     |
|-------------------------|---------------|---------------|
| Key management salaries | <u>50,540</u> | <u>43,849</u> |

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 11 Fixed Assets

|                        | Office<br>Equipment<br>£ |
|------------------------|--------------------------|
| Cost                   |                          |
| At 1 April 2018        | 15,326                   |
| Additions              | -                        |
| Disposal               | -                        |
| At 31 March 2019       | <u>15,326</u>            |
| Depreciation           |                          |
| At 1 April 2018        | 15,326                   |
| Provided in year       | -                        |
| Eliminated on disposal | -                        |
| At 31 March 2019       | <u>15,326</u>            |
| Net book value         |                          |
| At 31 March 2018       | <u>-</u>                 |
| At 31 March 2019       | <u>-</u>                 |

### 12 Debtors

|               | 2019<br>£     | 2018<br>£     |
|---------------|---------------|---------------|
| Trade debtors | 51,275        | 69,865        |
| Other debtors | 3,644         | 460           |
|               | <u>54,919</u> | <u>70,325</u> |

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 13 Creditors falling due within one year

|                 | 2019          | 2018           |
|-----------------|---------------|----------------|
|                 | £             | £              |
| Trade creditors | 45,252        | 31,389         |
| Other creditors | 4,153         | 8,622          |
| Accruals        | 10,362        | 3,437          |
| Deferred income | 23,398        | 84,807         |
|                 | <u>83,165</u> | <u>128,255</u> |

The movement on Deferred income is as follows:

|                 | Balance at<br>1 April<br>2018<br>£ | Received<br>in year<br>£ | Released<br>to income<br>in year<br>£ | Balance at<br>31 March<br>2019<br>£ |
|-----------------|------------------------------------|--------------------------|---------------------------------------|-------------------------------------|
| Deferred income | 84,807                             | 23,398                   | 84,807                                | 23,398                              |

|                 | Balance at<br>1 April<br>2017<br>£ | Received<br>in year<br>£ | Released<br>to income<br>in year<br>£ | Balance at<br>31 March<br>2018<br>£ |
|-----------------|------------------------------------|--------------------------|---------------------------------------|-------------------------------------|
| Deferred income | 39,618                             | 87,557                   | 42,368                                | 84,807                              |

Deferred income includes grants and contract income from funders received in advance of expenditure that is due to take place on specific projects in a future accounting period. Such grants and contract income are accounted for not as income in the year that the monies were actually received, but as Deferred income and recognised as a liability in the Balance Sheet until release as income in that future accounting period.

Similarly, Deferred income includes rents and service charges invoiced to tenants quarterly in advance due at the March quarter where such income is recognised as a liability in the Balance Sheet until released as income in the future accounting period that such income is earned.



# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 14 Pension costs

Eligible employees participate in a pension scheme. Crawley Community & Voluntary Service, the employer, contributes an additional amount to the employee's contribution deducted from monthly payroll to a pension scheme administered by The Pensions Trust. The employer's regular contribution is 6% of the employee's gross salary with the employee equally contributing 6% of gross salary. The scheme is a defined contribution scheme. The assets of the scheme are held separately from those of the organisation in an independently administered fund. The cost of providing pensions for the year ended 31 March 2019, including additional employer contributions of £4,216 (2018 £4,094) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £17,464 (2018 £12,953) and is included within the charge for salaries.

Crawley Community & Voluntary Service, the employer, participates in The Pensions Trust's Growth Plan. The Growth Plan is a multi-employer pension plan which provides benefits to some 950 non-associated participating employers, and which is in most respects a money purchase arrangement but it has some guarantees. From October 2001 contributions were invested in personal funds that have a capital guarantee and which are converted to pension on retirement.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Growth Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Growth Plan. The debt is due in the event of the employer ceasing to participate in the Growth Plan or the Growth Plan winding up. The amount of the debt depends on many factors and can be volatile over time.

Crawley Community & Voluntary Service was notified in May 2019 by The Pensions Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial position of the Growth Plan as at 30 September 2018. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community & Voluntary Service was calculated as £55,575.

Crawley Community & Voluntary Service was notified in July 2018 by The Pensions Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial position of the Growth Plan as at 30 September 2017. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community & Voluntary Service was calculated as £65,213.

Additionally, the scheme is classified as a "last-man standing arrangement". Therefore the charitable company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 14 Pension costs – continued

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Pension Trust Trustee has asked certain participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

|                                       |  |
|---------------------------------------|--|
| From 1 April 2019 to 31 January 2025: | £11,243,000 per annum<br>(payable monthly and increasing by 3%<br>each on 1st April) |
|---------------------------------------|--|

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charitable company has agreed to a deficit funding arrangement the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The amount recognised and charged as a provision in the prior year financial statements as at 31 March 2018 is £32,719. The decrease of £7,864 in the provision arising in the current year has been released such that the amount recognised as at 31 March 2019 is £24,855.

The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 14 Pension costs – continued

#### Reconciliation of opening and closing provisions

|  | Year ending<br>31 March 2019<br>£ | Year ending<br>31 March 2018<br>£ |
|--|-----------------------------------|-----------------------------------|
| Provision at start of period                             | 32,719                            | 36,833                            |
| Unwinding of the discount factor (interest expense)      | 524                               | 458                               |
| Deficit contribution paid                                | (4,216)                           | (4,094)                           |
| Remeasurements - impact of any change in assumptions     | 227                               | (478)                             |
| Remeasurements - amendments to the contribution schedule | (4,399)                           | -                                 |
| Movement in the year                                     | (7,864)                           | (4,114)                           |
| Provision at end of period                               | 24,855                            | 32,719                            |

#### Income and expenditure impact

|  | Year ending<br>31 March 2019<br>£ | Year ending<br>31 March 2018<br>£ |
|--|-----------------------------------|-----------------------------------|
| Interest expense   | 524                               | 458                               |
| Remeasurements – impact of any change in assumptions     | 227                               | (478)                             |
| Remeasurements – amendments to the contribution schedule | (4,399)                           | -                                 |
| Contributions paid in respect of future service*         | -                                 | -                                 |
| Costs recognised in income and expenditure account       | 4,216                             | 4,094                             |
| Deficit contribution paid                                |                                   |                                   |
| Pension provision  | (7,864)                           | (4,114)                           |

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes.

#### Assumptions

|                  | 31 March 2019<br>% per annum | 31 March 2018<br>% per annum | 31 March 2017<br>% per annum |
|------------------|------------------------------|------------------------------|------------------------------|
| Rate of discount | 1.39                         | 1.71                         | 1.32                         |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 14 Pension costs – continued

The following schedule details the deficit contributions agreed between the charitable company and the scheme at each year end period:

#### Deficit contributions schedule

| Year ending | 31 March 2019<br>£ | 31 March 2018<br>£ | 31 March 2017<br>£ |
|-------------|--------------------|--------------------|--------------------|
| Year 1      | 4,125              | 4,216              | 4,094              |
| Year 2      | 4,248              | 4,343              | 4,216              |
| Year 3      | 4,376              | 4,473              | 4,343              |
| Year 4      | 4,507              | 4,607              | 4,473              |
| Year 5      | 4,642              | 4,745              | 4,607              |
| Year 6      | 3,985              | 4,888              | 4,745              |
| Year 7      | -                  | 5,034              | 4,888              |
| Year 8      | -                  | 2,593              | 5,034              |
| Year 9      | -                  | -                  | 2,593              |
| Year 10     | -                  | -                  | -                  |
| Year 11     | -                  | -                  | -                  |
| Year 12     | -                  | -                  | -                  |
| Year 13     | -                  | -                  | -                  |
| Year 14     | -                  | -                  | -                  |
| Year 15     | -                  | -                  | -                  |
| Year 16     | -                  | -                  | -                  |
| Year 17     | -                  | -                  | -                  |
| Year 18     | -                  | -                  | -                  |
| Year 19     | -                  | -                  | -                  |
| Year 20     | -                  | -                  | -                  |

The charitable company recognises a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account, i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the charitable company's balance sheet liability.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 15 Restricted income funds

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

|  | Funds at<br>1 April<br>2018<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Funds at<br>31 March<br>2019<br>£ |
|--|----------------------------------|----------------------------|----------------------------|-----------------------------------|
| Premises fund                            | 54,849                           | 120,609                    | 141,589                    | 33,869                            |
| Community Training and<br>Development    | 1,209                            | -                          | -                          | 1,209                             |
| Young Crawley Family<br>Credits          | 34,474                           | 60,000                     | 57,326                     | 37,148                            |
| Prescription Plus                        | 21,134                           | -                          | 17,013                     | 4,121                             |
| Prescription Plus - CCG                  |                                  | 90,573                     | 86,793                     | 3,780                             |
| CREW project                             |                                  | 22,439                     | 1,979                      | 20,460                            |
| <b>Total Restricted Income<br/>Funds</b> | <b>111,666</b>                   | <b>293,621</b>             | <b>304,700</b>             | <b>100,587</b>                    |

|   | Funds at<br>1 April<br>2017<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Funds at<br>31 March<br>2018<br>£ |
|---|----------------------------------|----------------------------|----------------------------|-----------------------------------|
| Premises fund                             | 80,383                           | 106,980                    | 132,514                    | 54,849                            |
| Community Training and<br>Development     | 2,383                            | -                          | 1,174                      | 1,209                             |
| Young Crawley Family<br>Credits 2016-2017 | 32,017                           | (32,017)                   | -                          | -                                 |
| Young Crawley Family<br>Credits 2017-2018 |                                  | 92,560                     | 58,086                     | 34,474                            |
| Prescription Plus                         | 46,223                           | 22,536                     | 47,625                     | 21,134                            |
| <b>Total Restricted Income<br/>Funds</b>  | <b>161,006</b>                   | <b>190,059</b>             | <b>239,399</b>             | <b>111,666</b>                    |

### Restricted income funds – Review of operations

The Premises fund is the departmental operation overseen by a Premises and Reception Officer to run the building at The Orchard with its many charitable sector tenants. All the building running costs are accounted for by Crawley Community & Voluntary Service as lead manager for The Orchard building, to be then recharged to all tenants by way of rent and a variable quarterly service charge. The Premises fund for The Orchard building premises management operation is accounted for within Crawley Community & Voluntary Service as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 15 Restricted income funds – Review of operations *continued*

The Premises fund operation has in the past built up a Sinking fund, Contingency fund and Bad debt provision from the operating budget each year to provide for future contingencies and the major costs of the up-keep of the building. With the absorption of £20,980 from funds set aside in past years to offset the excess of expenditure over income of the Premises management operation for the year, the amount of these funds set aside totalled £33,869 at 31 March 2019.

Over the past years contracts for The Orchard have been reviewed to seek to gain best value for money, and with nearly full occupation of The Orchard, increased meeting room hire income, and income from short-term letting of spare office space, the Premises management operation has been able to maintain a quarterly service charge rate of £7 per square foot or less to its tenants from March 2010 through to June 2018. However with tenants on the second floor moving out in August 2016 and January 2017 who could not be replaced, that low service charge rate could not continue, and so was raised from £7 to £9 per square foot for the remaining three quarters of 2017/2018, and for the four quarters of 2018/2019. The outturn for the Premises management operation produced an operating excess of expenditure over income for the year ended 31 March 2019 of £20,980. This deficit budgeting with a low service charge rate however can no longer be sustained such that the service charge rises unavoidably to £12 per square foot for the quarter commencing 25 March 2019.

Crawley CVS continues to see The Orchard building as a key resource for tenants and their operations in Crawley providing well-equipped offices, meeting rooms and facilities. Crawley CVS was granted a lease to the building at The Orchard, 1 & 2 Gleneagles Court, Brighton Road, Crawley in 2006 by Crawley Borough Council to manage the building for several charitable organisations to move in together as tenants to create a successful voluntary sector centre for Crawley. No rent is payable under this lease which was renewed in 2016 until November 2021. In turn Crawley CVS leases to its voluntary sector tenants the parts of the building they require for space for which the tenants pay rent. At the rent review that fell due in November 2016, tenant leases were renegotiated at no rent increase to support them in their own work. The new leases to tenants are for a period of five years.

The Premises and Resources Officer continued with the programme of up-dating the facilities and equipment that the Premises management operation provides with expenditure on improved security with repairs to doors, new locks, up-dated door key pads allied to the fire alarm system, video door entry system, CCTV system, replacement of double-glazed windows, and other improvements to the facilities within the building for the benefit of tenants and their staff, room hirers and visitors to The Orchard building.

Crawley Borough Council set up a Crawley VCS (Voluntary and Community Sector) Capacity Building Training and Development fund with £36,000 in 2012/2013 to facilitate the capacity building of community groups and service development. Initially the fund was accessed by groups for specific training and development requests approved by Crawley Borough Council.

In 2014 Crawley CVS developed a training programme with some cost recovery built into the model that was successfully repeated for the subsequent four years to March 2018. There remains £1,209 in the fund at 31 March 2019.



# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 15 Restricted income funds – Review of operations *continued*

Crawley CVS led a consortium to bid for funding for a Young Crawley Family Credits project. The project that commenced in February 2014 is part of the West Sussex County Council "Think Families" Expansion Programme initiative. Through the Young Crawley Family Credits project, voluntary and community organisations in the town work together with Think Family Neighbourhood Key Workers to help children, young people and families improve their physical, mental and social health, well-being and resilience. The project was extended into its fifth year with funding for £60,000 to 31 March 2019. Validated disbursements, administration and salary costs during the year were £57,326. The project is funded to be extended for a further year into 2019/2020.

With the success of the initiative taken by Crawley CVS, and the experience of managing a concept such as the Young Crawley Families Credit project, Crawley CVS were awarded by Crawley Borough Council on behalf of West Sussex County Council, the management of the pilot Crawley Social Prescribing project that commenced in June 2016. The pilot project ran its course and then was extended through to June 2018 with the added benefit of a £23k donation from Southgate Medical Practice. This project at first termed Social Prescribing has latterly become known as Prescription Plus. For this project, four Crawley GP practices refer "patients" through Crawley CVS to be given access to a certain amount of "credits" which can be "spent" through provider organisations on a range of appropriate social engagement activities or support services of a non-medical nature to improve health and well-being, and thereby lessen the non-medical excessive or unnecessary use of the GP surgery or other primary care provider. However with its concept now being recognised and our success with the pilot project meant that thirty months funding was secured for £312,075 from the Crawley CCG (NHS Clinical Commissioning Group) to continue and moreover expand the project for the period from April 2018 to September 2020. The expanded project permitted the engagement of two additional staff during 2018/19, and a further staff engagement was put in place in February 2019 earlier than planned/budgeted. Validated disbursements, administration and salary costs during the year ended 31 March 2019 were £86,793.

A new pilot project was started this year. Broadly similar to the Young Crawley project, the CREW (Crawley Resilience & Emotional Wellbeing) project is a pilot running for the school academic year. It is a partnership of sixteen local organisations and six schools which aims to support children, young people, families, and school staff and volunteers with their mental health and emotional wellbeing. Schools have funding to buy in specialist support according to their needs. Support comes in the form of specialist training, a range of support and information around mental health and emotional wellbeing, and positive activities to help improve mental health.

There was a small amount of funding from Crawley Borough Council and from Sussex Community Foundation, and it is anticipated this project will grow from its start in September 2018 through into the next year.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 16 Designated funds

The income funds of the charity include designated funds that have been set aside out of Unrestricted funds by the trustees for specific purposes:

| Movement in funds           | Funds at<br>1 April<br>2018<br>£ | Transfer<br>£ | Resources<br>expended<br>£ | Funds at<br>31 March<br>2019<br>£ |
|-----------------------------|----------------------------------|---------------|----------------------------|-----------------------------------|
| Redundancy provision        | 8,000                            | -             | -                          | 8,000                             |
| Pension liability provision | 40,000                           | -             | -                          | 40,000                            |
|                             | <u>48,000</u>                    | <u>-</u>      | <u>-</u>                   | <u>48,000</u>                     |

|                             | Funds at<br>1 April<br>2017<br>£ | Transfer<br>£ | Resources<br>expended<br>£ | Funds at<br>31 March<br>2018<br>£ |
|-----------------------------|----------------------------------|---------------|----------------------------|-----------------------------------|
| Redundancy provision        | 8,000                            | -             | -                          | 8,000                             |
| Pension liability provision |                                  | 40,000        | -                          | 40,000                            |
|                             | <u>8,000</u>                     | <u>40,000</u> | <u>-</u>                   | <u>48,000</u>                     |

The redundancy provision is the amount set aside by the trustees to establish a fund to cover future redundancy costs.

The pension liability provision is the amount set aside by the trustees to establish a fund to cover the potential additional amount of estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community & Voluntary Service over and above that already provided in the accounts.

### 17 Operating lease commitments

The charity leases one multifunctional photocopier/printer, and a mail franking machine, as facilities for use by tenants and in office administration. There are two operating leases covering these machines, one lease for a period of sixty months which commenced in May 2017 when the previous lease expired, and one lease for a period of seventy five months which commenced in October 2016. Each lease is payable by quarterly instalments.

At 31 March 2019 the charity had commitments under these operating leases, payable by quarterly instalments, as follows:

|                            | 2019<br>£     | 2018<br>£     |
|----------------------------|---------------|---------------|
| Expiry date                |               |               |
| Up to one year             | -             | -             |
| Between two and five years | 14,202        | 18,758        |
| Over five years            | -             | -             |
|                            | <u>14,202</u> | <u>18,758</u> |

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 18 Statement of Financial Activities

The comparatives for the Statement of Financial Activities by fund for the year ended 31 March 2018 are:

|   | Notes | Unrestricted Funds<br>£ | Designated Funds<br>£ | Restricted Income Funds<br>£ | Total 2018<br>£ |
|---|-------|-------------------------|-----------------------|------------------------------|-----------------|
| <b>Income</b>   |       |                         |                       |                              |                 |
| Donations   | 2     | 8,875                   |                       | 22,536                       | 31,411          |
| Charitable activities   | 3     | 168,154                 |                       | 167,523                      | 335,677         |
| Investment income   | 4     | 561                     |                       | -                            | 561             |
| <b>Total</b>  |       | <b>177,590</b>          |                       | <b>190,059</b>               | <b>367,649</b>  |
| <b>Expenditure</b>  |       |                         |                       |                              |                 |
| Charitable expenditure  |       |                         |                       |                              |                 |
| Provision of CVS support                                      | 5     | 168,686                 |                       | 239,399                      | 408,085         |
| <b>Total</b>  |       | <b>168,686</b>          |                       | <b>239,399</b>               | <b>408,085</b>  |
| <b>Net income/(expenditure) for the year before transfers</b> |       | <b>8,904</b>            |                       | <b>(49,340)</b>              | <b>(40,436)</b> |
| <b>Transfers between funds</b>                                |       | <b>(40,000)</b>         | <b>40,000</b>         | <b>-</b>                     | <b>-</b>        |
| <b>Net income/(expenditure) for the year after transfers</b>  |       | <b>(31,096)</b>         | <b>40,000</b>         | <b>(49,340)</b>              | <b>(40,436)</b> |
| Pension provision   | 14    | 4,114                   | -                     | -                            | 4,114           |
|   |       | <b>(26,982)</b>         | <b>40,000</b>         | <b>(49,340)</b>              | <b>(36,322)</b> |
| <b>Reconciliation of funds</b>                                |       |                         |                       |                              |                 |
| <b>Total funds brought forward</b>                            |       | <b>147,966</b>          | <b>8,000</b>          | <b>161,006</b>               | <b>316,972</b>  |
| <b>Total funds carried forward</b>                            |       | <b>120,984</b>          | <b>48,000</b>         | <b>111,666</b>               | <b>280,650</b>  |

# Crawley Community & Voluntary Service

**NOTES TO THE ACCOUNTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2019*

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