

# **CRAWLEY COMMUNITY & VOLUNTARY SERVICE**

Charity registration No. 1094699

Company registration No. 4488714

**Update as at 25.8.2020 (d), pre Independent Examination**

# **CRAWLEY COMMUNITY & VOLUNTARY SERVICE**

A company limited by guarantee

## **Trustees' Report and Accounts**

**For the year ended 31 March 2020**

# Crawley Community & Voluntary Service

## Trustees' Report and Accounts For the year ended 31 March 2020

### Reference and Administrative Information

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

# Crawley Community & Voluntary Service

## Trustees' Report and Accounts For the year ended 31 March 2020

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# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

### Trustees' Report and Accounts

The trustees present their report and accounts for the year ended 31 March 2020.

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 2020

### 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 2020

### Achievements and Performance in the year

#### Overview

##### Supporting the Community and Voluntary Sector

The continuing need for our activities is evidenced by the ongoing demand which we satisfy, and the increasing volumes of funding generated by and for voluntary groups through our interventions.

We provide a comprehensive and highly valued funding, governance and organisational development support to voluntary and community organisations, social enterprises and faith sector across Crawley, which helps to create a vibrant, diverse and sustainable local active community.

The support is instrumental in building capacity, capability and resilience, increasing skills and confidence and ensuring that organisations are effective and fit for purpose. Our 'critical friend' approach has helped build strong, honest and meaningful relationships which have helped groups to review existing practices and plans in a considered way with a view to future growth and development.

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

The teams delivered on our new six strategic priorities:

- 1 Enable sustainable growth and development in the voluntary sector
- 2 Create a stronger, more inclusive and cohesive community through volunteer activity
- 3 Be the leading, trusted and informed voice for the community
- 4 Support and develop our team members in their professional development, ensuring a supportive workplace
- 5 Actively encouraging a sustainable approach to the use of resources
- 6 Become a sustainable, resilient organisation

Demand for all aspects of funding support continues to be the main reason we engage organisations together with good practice around volunteer recruitment. There is a pronounced tendency for smaller organisations to look for a broader range of support, while more established and larger organisations generally approach us for help with a very specific and usually significant issue.

There is a continuing need for governance and organisational development. A growing number of groups have requested advice and guidance with multiple areas of capacity building. In particular, there has been a strong demand for assistance with choosing the right legal structure for their organisation and moving from unincorporated status to the Charitable Incorporated Organisation (CIO) model. In addition, there continues to be significant need to access specific professional services, such as solicitors for lease and HR issues, and financial expertise around taxation, financial management and reporting.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

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

Our checking-in work continues to provide a useful overview of an organisation's strengths and weaknesses and has proved to be an effective tool for organisations of all sizes and aspirations. Needs are quickly identified through an initial one-to-one diagnostic session that provides an efficient means for smaller groups in particular to plan for the future in an informed and considered way. For larger, more established organisations we also use a bespoke Code of Good Governance Health Check. This in-depth process helps management committees to assess basic legal and regulatory responsibilities, and recommended good practice within a framework of seven guiding principles: organisational purpose; integrity; leadership; board effectiveness; openness and accountability; diversity; and risk/control.

There is an ongoing need for organisations to diversify their income base to ensure they are not over-reliant on too few sources of income. However, there is also evidence that many organisations are not sufficiently skilled in developing more complex bids for larger grants, or sufficiently aware of the huge range of available funding sources, particularly from Charitable Trusts and Foundations. We will develop appropriate thematic funding workshops and training to address this gap, covering areas such as measuring impact, evidencing needs, and the importance of creating written funding strategies.

### Key Achievements

212 in-depth one-to-one, e-mail, and telephone support sessions to 92 separate organisations  
15 community groups successfully became registered charities and social enterprises as a result of our guidance

22 new projects identified and provided with start-up and ongoing guidance and support, which has created social and wellbeing activities for over 500 people

21 BAME groups have received governance, funding and organisational support, which has helped to develop better local partnerships and better health outcomes for over 750 people

221 new volunteers identified

40 members of the Volunteer Managers Group

53 volunteer management and recruitment sessions delivered

### Community Group Income Generation

Successful grants for local community groups totalling £172,412 were achieved through our significant interventions, such as assistance with completion of bids, and research of most appropriate funding sources as part of the development of organisational funding strategies.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

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

#### Young Crawley

Through the Young Crawley Family Credits project, voluntary and community organisations in the town work together with Early Help (formerly known as Integrated Prevention and Earliest Help) Key Workers to help children, young people and families improve their physical, mental and social health, wellbeing and resilience.

During the year to March 2020 144 referrals were discussed directly with Early Help key workers for a total of 206 individuals in 100 families. Referrals were made to 9 of the Young Crawley organisations on the menu this year. The range of organisations included Aspens, Crawley Town Community Foundation, Home-Start CHAMS, Lifecentre, and Relate. Of the referrals discussed 4 were cancelled at provisional referral stage (prior to referral being made on Holistix) either because the family did not wish to access support or support was not relevant. 96 referrals were taken forward for a total of 197 individuals in 96 families.

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

- Specialist support (mental health / autism / young families / disability): 36
- Specialist counselling: 22
- Focused youth activities: 38

The positive impact of the project has shown to be particularly strong with all KPIs (Key Performance Indicators) having increased for individuals and families that have received support through the Young Crawley Family Credits project. Overall, the distance travelled demonstrated that the project was continuing to improve the health, wellbeing and resilience of families in the town.

Notwithstanding the positive impact and success of the Young Crawley project, West Sussex County Council did not continue funding and the project closed at the end of March 2020.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

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

#### Prescription Plus

Prescription Plus (Social Prescribing) works hand in hand with the NHS in Crawley to improve health and wellbeing by connecting patients to community support and activities. Social prescribing is a means of enabling GPs and their other health and care professionals in their practices to refer people to a range of local, non-clinical services to support individuals to take greater control of their own health. Documented case studies demonstrate the life-changing impact of Prescription Plus on the lives of many of our clients in the town.

As in previous years, cost and transport barriers to accessing local support were removed from clients referred to Prescription Plus. This is a unique feature of the project which supports the engagement of the most vulnerable members of our local community.

The 38 original organisations signed up and trained to be a part of the Prescription Plus menu continue to provide support to clients. Referrals to these organisations were supported by the Prescription Plus team. There is now a waiting list of additional support services wishing to be part of the menu. We also signposted to over 70 organisations not part of our menu.

Eight of the twelve GP practices in Crawley continue to support us to make the project work in their practices, with some practices appointing a Prescription Plus champion. Where possible, our Community Support Co-ordinators have attended Multidisciplinary Team Meetings and Link Worker Community of Practice meetings, and work out of surgery premises.

The Prescription Plus office means that the project has had the benefit of many existing community connections and has therefore been in a better place to link in with other work going on in the community.

This year 441 referrals were received. Reasons for referral include, in order of primacy, Social isolation, Other, Depression, Other mental health, Anxiety, Financial worries, and Housing and homelessness. 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 clients 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, and the Posh Club.

The clients reported improvements in their wellbeing; their ability to find solutions and manage their own conditions, finances and housing; and their 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.

There have been a number of challenges as far as staffing has been concerned. This has included long-term absences and reduced working hours, resulting in the service unable to run at capacity for at least 6 months, with one member of staff supporting clients face-to-face and one part-time member of staff offering telephone support.

The service has also been affected by reduced management and strategic support. From November 2019 to March 2020, Crawley Borough Council gave additional officer support for one day a week to review processes and present development options.

The project had to suspend client transport in January due to staffing issues. Clients were given information on other means of transport.

The remaining four Crawley surgeries were due to come on board mid 2019 but due to ongoing staffing, and reduced management and strategic support issues, this did not happen.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

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

Referrals of clients with complex difficulties beyond the scope of the project continue to place the team under pressure. This has had an impact on NHS Clinical Commissioning Group (CCG) targets. We developed clear referral guidelines with participating GP practices and are in regular communication with them.

The national trend for undue stress and high turnover within the Link Worker role is a concern we are witnessing in the team. Although we have put measures in place to support our Community Support Co-ordinators, the demand and pressure continues to be an issue. In addition to ongoing peer support within the team, we have put external supervision in place to support their work and are linking in with national Link Worker networks for the latest guidance and support for the role. Staff sickness during the year had an impact on our targets.

Changes in the implementation of social prescribing nationally through Primary Care Networks (PCNs) have had an impact on the project. Though PCNs employing Link Workers have been encouraged to work alongside existing projects, the risk of duplication has not been addressed. As an established social prescribing project with unique features ensuring the best possible connections with community resources, and the best possible opportunity for breaking down barriers to engagement, Prescription Plus is in an ideal place to partner with local PCNs. Conversations to this effect took place mid 2019 with participating GP practices. Although SystemOne updates have been maintained by the Prescription Plus team, the departure of our key contact from the CCG has meant that data showing cost savings from the project has not yet been pulled from the system. We are continuing to work with the GP Practices and the CCG to have this implemented.

The current CCG funded project finishes at the end of September 2020. Development options have been discussed and draft plans outlined since February 2020, and it is expected that new funding will permit the project to continue successfully.

### **Office and Organisational Infrastructure**

COVID-19 came to a head in the final month of our financial year such that its impact on our operations in the period covered by our reporting was not significantly detrimental. With lockdown, we closed The Orchard building on 19 March 2020, and all our staff were assigned to working from home. Since then, following meetings with the tenants and adherence to strict guidelines, it was agreed that the building would be reopened for staff only from 1 June 2020 with the use of the building compartmentalised.

We were fortunate that strong action that had to be taken had been initiated in February 2020 with the new IT support contract with Wessex IT that loaded activity monitoring and management software onto all laptops and PCs to run on the Office 365 OneDrive application which is cloud-based, and is suited to remote working. The old server is now switched off.

The new website designed and built by Madison Solutions went live on 19 March 2020. We are now able to easily refresh information and messages for members and the community.

A new accounting software package from Xero that is cloud-based and has greater functionality replaced the old Sage accounting software on 27 February 2020.

Our HR data has been transferred into a secure application from Breathe HR, and our Volunteer Centre volunteer management database upgraded to ensure the safe and secure (and GDPR compliant) storage of data.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

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

#### Thank you

The trustees would like to warmly thank CCVS staff and our reception volunteers without whose professionalism our services could not be delivered so successfully. We particularly thank Lisa Phillips who left in May 2019 and who had been with us for ten years.

Susan Brumpton, the former Chief Executive, left in April 2019.

John Williams was appointed our new Chief Executive in July 2019. We are going through an exciting reinvention right now, strengthening our focus on building resilience in the local community through a renewed focus on community assets and partnerships.

In addition, we have reinvigorated our relationship with Crawley Borough Council and our partners in the West Sussex Community and Voluntary Sector Alliance, as well as engaging with partners and sponsors in the private sector.

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 we also thank Crawley CCG (NHS Clinical Commissioning Group) for the continued funding of Prescription Plus until September 2020.

# Crawley Community & Voluntary Service

## Trustees' Report For the year ended 31 March 2020

### 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	
David Murphy	
Ashwin Soni	Appointed 10 October 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 2020

### 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 £162,040.

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 the 2018 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 £26,336. 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 2020

### 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 2020

### Financial Review *continued*

#### Plans for Future Periods

From informal surveys, reviews and as part of our regular action planning sessions with organisations since April 2019 we have identified the following priorities and concerns which will inform our development work up to 2022:

- Diversifying current funding sources to create a more reliable income base
- Measuring and demonstrating effective impact
- Recruitment and retention of volunteers and trustees
- Governance and compliance
- Engaging the business sector and pro bono professional services
- Policy development, particularly safeguarding, equality and data protection
- Support to complete funding applications
- Review of existing legal structures and governing documents
- Financial management and reporting requirements
- Support for social enterprises

Crawley Community & Voluntary Service is a charity which enables and supports volunteers, volunteer groups and charities in and around Crawley. We advocate for the voluntary and community sector with local government and other statutory authorities. We have been supporting Crawley's community and voluntary sector for 60 years.

We are changing the name of the charity. Crawley Community Action is our new name, demonstrating our commitment to Crawley's people and communities.

A Special Resolution for approval by members will be proposed at the forthcoming Annual General Meeting to agree the change of name of the charity, and the related amendments to the Memorandum and Articles of Association.

On behalf of the board of trustees

Jeremy Yeats-Edwards  
**Trustee**

Dated

# 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 2020.

### 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:.....

# Crawley Community & Voluntary Service

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Income Funds £	Total 2020 £	Total 2019 £
<b>Income</b>						
Donations	2	1,933		-	1,933	2,234
Charitable activities	3	166,293		337,961	504,254	466,586
Investment income	4	2,213		-	2,213	1,444
<b>Total</b>		<b>170,439</b>		<b>337,961</b>	<b>508,400</b>	<b>470,264</b>
<b>Expenditure</b>						
Charitable expenditure						
Provision of CVS support	5	186,521		370,943	557,464	477,704
<b>Total</b>		<b>186,521</b>		<b>370,943</b>	<b>557,464</b>	<b>477,704</b>
<b>Net income/(expenditure) for the year before transfers</b>		(16,082)		(32,982)	(49,064)	(7,440)
<b>Transfers between funds</b>		41,269		(41,269)	-	-
<b>Net income/(expenditure) for the year after transfers</b>		25,187		(74,251)	(49,064)	(7,440)
Pension provision	14	4,366			4,366	7,864
		29,553		(74,251)	(44,698)	424
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>		132,487	48,000	100,587	281,074	280,650
<b>Total funds carried forward</b>		<b>162,040</b>	<b>48,000</b>	<b>26,336</b>	<b>236,376</b>	<b>281,074</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 2020

	Notes	Unrestricted 2020 £	Designated 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
<b>Fixed Assets</b>						
Tangible assets	11				-	-
<b>Current assets</b>						
Debtors	12	52,604			52,604	54,919
Cash at bank and in hand		167,634	48,000	97,962	313,596	334,175
<b>Total current assets</b>		220,238	48,000	97,962	366,200	389,094
<b>Liabilities</b>						
<b>Creditors falling due within one year</b>	13	37,709		71,626	109,335	83,165
<b>Total assets less current liabilities</b>		182,529	48,000	26,336	256,865	305,929
<b>Provisions for liabilities</b>						
Pension provision	14	20,489			20,489	24,855
<b>Net assets</b>		162,040	48,000	26,336	236,376	281,074
<b>The funds of the charity</b>						
Restricted Income funds	15				26,336	100,587
Unrestricted Income funds:						
- Designated funds	16				48,000	48,000
- Unrestricted funds					162,040	132,487
<b>Total charity funds</b>					236,376	281,074

# Crawley Community & Voluntary Service

## BALANCE SHEET

AS AT 31 MARCH 2020

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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 2020. 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 .....

.....  
Jeremy Yeats-Edwards  
**Trustee**  
**Company Registration No. 4488714**

.....  
David Murphy  
**Trustee**

# Crawley Community & Voluntary Service

## STATEMENT OF CASH FLOWS

AS AT 31 MARCH 2020

	2020	2019
	£	£
Net movement in funds per statement of financial activities	(44,698)	424
Interest receivable	(2,213)	(1,444)
(Increase)/decrease in debtors	2,315	15,406
Increase/(decrease) in creditors	21,804	(52,954)
Net cash provided by/(used in) operating activities	<u>(22,792)</u>	<u>(38,568)</u>
Cash flows from investing activities		
Interest received	2,213	1,444
Net cash provided by/(used in) investing activities	<u>2,212</u>	<u>1,444</u>
Change in cash and cash equivalents in the year	(20,579)	(37,124)
Cash and cash equivalents at the beginning of the year	334,175	371,299
Cash and cash equivalents at the end of the year	<u>313,596</u>	<u>334,175</u>
Analysis of cash and cash equivalents		
Cash at bank and in hand	<u>313,596</u>	<u>334,175</u>

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

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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 2020

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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 2020

### 2 Income – Donations

	Unrestricted Funds	Restricted Income Funds	Total 2020	Total 2019
	£	£	£	£
Donations	1,933	-	1,933	2,234
	<u>1,933</u>	<u>-</u>	<u>1,933</u>	<u>2,234</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 2020 is estimated at £15,000 (2019 £15,000) which includes the trustees.

### 3 Income from charitable activities

	Unrestricted Funds	Restricted Income Funds	Total 2020	Total 2019
	£	£	£	£
Grants and contract income receivable for core activities	148,715	194,381	343,096	322,369
Rent income		24,118	24,118	24,146
Service charges income		101,636	101,636	72,644
Contributions to overheads	2,712		2,712	1,710
Hire of The Orchard meeting rooms		15,531	15,531	19,259
Photocopying and printing services		2,215	2,215	4,472
Management fees	14,620		14,620	14,620
Subscriptions			-	-
Other income	246	80	326	7,366
	<u>166,293</u>	<u>337,961</u>	<u>504,254</u>	<u>466,586</u>

### 4 Investment income

	Unrestricted Funds	Restricted Income Funds	Total 2020	Total 2019
	£	£	£	£
Interest receivable	2,213		2,213	1,444
	<u>2,213</u>	<u>-</u>	<u>2,213</u>	<u>1,444</u>

### 5 Expenditure on charitable activities

	Direct Costs	Support Costs	Total 2020	Total 2019
	£	£	£	£
Charitable activities: Provision of CVS support	381,911	175,463	557,464	477,704

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

### 6 Support costs

	2019	2018
	£	£
Premises costs	93,465	70,557
Office costs	79,178	50,006
Governance costs	2,820	2,820
	<u>175,463</u>	<u>123,383</u>

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

This is stated after charging:	2020	2019
	£	£
Operating leases	4,556	4,556
Depreciation	-	-
Bank interest	-	-
Independent examination fees	2,820	2,820
	<u>7,376</u>	<u>7,376</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee was reimbursed 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 2020

### 10 Employees

Number of employees

The average monthly number of employees during the year was:

	2020	2019
	Number	Number
Crawley Community & Voluntary Service (Core service)	5	7
Crawley Community & Voluntary Service (Premises management)	3	3
Other projects, Young Crawley Family Credits and Prescription Plus (Social Prescribing)	5	4
	<u>13</u>	<u>14</u>
	2020	2019
	£	£
Wages and salaries	244,012	249,861
Social security costs	13,392	19,156
Pension costs	14,916	17,464
	<u>272,320</u>	<u>286,481</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:

	2020	2019
	£	£
Key management salaries	<u>33,312</u>	<u>50,540</u>

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### 11 Fixed Assets

	Office Equipment £
Cost	
At 1 April 2019	15,326
Additions	-
Disposal	-
At 31 March 2020	<u>15,326</u>
Depreciation	
At 1 April 2019	15,326
Provided in year	-
Eliminated on disposal	-
At 31 March 2020	<u>15,326</u>
Net book value	
At 31 March 2019	<u>-</u>
At 31 March 2020	<u>-</u>

### 12 Debtors

	2020 £	2019 £
Trade debtors	18,862	51,275
Other debtors	33,742	3,644
	<u>52,604</u>	<u>54,919</u>

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 13 Creditors falling due within one year

	2020	2019
	£	£
Trade creditors	68,046	45,252
Other creditors	4,449	4,153
Accruals	13,587	10,362
Deferred income	23,253	23,398
	<u>109,335</u>	<u>83,165</u>

The movement on Deferred income is as follows:

	Balance at 1 April 2019 £	Received in year £	Released to income in year £	Balance at 31 March 2020 £
Deferred income	<u>23,398</u>	<u>23,253</u>	<u>23,389</u>	<u>23,253</u>
	Balance at 1 April 2018 £	Received in year £	Released to income in year £	Balance at 31 March 2019 £
Deferred income	<u>84,807</u>	<u>23,398</u>	<u>84,807</u>	<u>23,398</u>

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 2020

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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 2020, including additional employer contributions of £4,125 (2019 £4,216) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £14,916 (2019 £17,464) 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, sets 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 July 2020 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 2019. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community & Voluntary Service was calculated as £58,518.

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.

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 2020

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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 Pensions 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 (payable monthly and increasing by 3% each on 1st April)
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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 2019 is £24,855. The decrease of £4,366 in the provision arising in the current year has been released such that the amount recognised as at 31 March 2020 is £20,489.

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 2020

### 14 Pension costs – continued

#### Reconciliation of opening and closing provisions

	Year ending 31 March 2020	Year ending 31 March 2019
	£	£
Provision at start of period	24,855	32,719
Unwinding of the discount factor (interest expense)	315	524
Deficit contribution paid	(4,125)	(4,216)
Remeasurements - impact of any change in assumptions	(556)	227
Remeasurements - amendments to the contribution schedule	-	(4,399)
Movement in the year	<u>(4,366)</u>	<u>(7,864)</u>
Provision at end of period	<u>20,489</u>	<u>24,855</u>

#### Income and expenditure impact

	Year ending 31 March 2020	Year ending 31 March 2019
	£	£
Interest expense	315	524
Remeasurements – impact of any change in assumptions	(556)	227
Remeasurements – amendments to the contribution schedule	-	(4,399)
Contributions paid in respect of future service*		
Costs recognised in income and expenditure account		
Deficit contribution paid	4,125	4,216
Pension provision	(4,366)	(7,864)

\*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 2020	31 March 2019	31 March 2018
	% per annum	% per annum	% per annum
Rate of discount	2.53	1.39	1.71

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 2020

### 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 2020 £	31 March 2019 £	31 March 2018 £
Year 1	4,248	4,125	4,216
Year 2	4,376	4,248	4,343
Year 3	4,507	4,376	4,473
Year 4	4,642	4,507	4,607
Year 5	3,985	4,642	4,745
Year 6	-	3,985	4,888
Year 7	-	-	5,034
Year 8	-	-	2,593
Year 9	-	-	-
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 2020

### 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 1 April 2019 £	Incoming resources £	Resources expended £	Transfer £	Funds at 31 March 2020 £
Premises fund	33,869	143,580	159,851		17,598
Community Training and Development	1,209	-	-		1,209
Young Crawley Family Credits	37,148	51,357	51,357	(37,148)	-
Prescription Plus - pilot	4,121	-	-	(4,121)	-
Prescription Plus - CCG	3,780	143,024	144,259		2,545
CREW project	20,460	-	15,476		4,984
<b>Total Restricted Income Funds</b>	<b>100,587</b>	<b>337,961</b>	<b>370,943</b>	<b>(41,269)</b>	<b>26,336</b>

  

	Funds at 1 April 2018 £	Incoming resources £	Resources expended £	Transfer £	Funds at 31 March 2019 £
Premises fund	54,849	120,609	141,589		33,869
Community Training and Development	1,209	-	-		1,209
Young Crawley Family Credits	34,474	60,000	57,326		37,148
Prescription Plus - pilot	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 Funds</b>	<b>111,666</b>	<b>293,621</b>	<b>304,700</b>		<b>100,587</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 2020

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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 £16,271 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 £17,598 at 31 March 2020.

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. This deficit budgeting with a low service charge rate however could no longer be sustained such that the service charge rose unavoidably to £12 per square foot for the quarters commencing 25 March 2019. The outturn for the Premises management operation produced an operating excess of expenditure over income for the year ended 31 March 2020 of £16,271.

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 the replacement of the four external doors costing £14.6k, and on boiler repairs 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 a number of years until recently temporarily suspended pending a consideration of the way forward.

There remains £1,209 in the fund at 31 March 2020.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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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, wellbeing, and resilience. The project was extended into its sixth year with funding for £51,357 to 31 March 2020. Validated disbursements, administration and salary costs during the year were £51,357. Notwithstanding the positive impact and success of the Young Crawley project, West Sussex County Council did not continue funding and the project closed at the end of March 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 wellbeing, and thereby lessen the non-medical excessive or unnecessary use of the GP surgery or other primary care provider.

With its concept now being recognised, the 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 2020 were £144,259.

Broadly similar to the Young Crawley project, the CREW (Crawley Resilience & Emotional Wellbeing) project is a pilot started in September 2018 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 West Sussex County Council and from Sussex Community Foundation at its inception in September 2018. It was anticipated that this project would grow further through into the current year with additional funding but that did not occur. Validated disbursements, administration and salary costs during the year ended 31 March 2020 were £15,476.

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 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 1 April 2019 £	Resources expended £	Transfer £	Funds at 31 March 2020 £
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 1 April 2018 £	Resources expended £	Transfer £	Funds at 31 March 2019 £
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>

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 2020 the charity had commitments under these operating leases, payable by quarterly instalments, as follows:

	2020 £	2019 £
Expiry date		
Up to one year	-	-
Between two and five years	9,647	14,202
Over five years	-	-
	<u>9,647</u>	<u>14,202</u>

# Crawley Community & Voluntary Service

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 18 Statement of Financial Activities

The comparatives for the Statement of Financial Activities by fund for the year ended 31 March 2019 are:

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Income Funds £	Total 2019 £
<b>Income</b>					
Donations	2	2,234		-	2,234
Charitable activities	3	172,965		293,621	466,586
Investment income	4	1,444		-	1,444
<b>Total</b>		<b>176,643</b>		<b>293,621</b>	<b>470,264</b>
<b>Expenditure</b>					
Charitable expenditure					
Provision of CVS support	5	173,004		304,700	477,704
<b>Total</b>		<b>173,004</b>		<b>304,700</b>	<b>477,704</b>
<b>Net income/(expenditure) for the year before transfers</b>		<b>3,639</b>		<b>(11,079)</b>	<b>(7,440)</b>
<b>Transfers between funds</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>
Pension provision	14	7,864		-	7,864
		11,503		(11,079)	424
<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>Total funds carried forward</b>		<b>132,487</b>	<b>48,000</b>	<b>100,587</b>	<b>281,074</b>

# Crawley Community & Voluntary Service

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted Funds 2020 £	Restricted Income Funds 2020 £	Unrestricted Funds 2019 £	Restricted Income Funds 2019 £
<b>Income</b>				
<b>Grants and contract income:</b>				
Crawley Borough Council	122,787		122,787	
Crawley Commissioning Group - Prescription Plus		143,024		90,573
West Sussex County Council - Young Crawley Family Credits	25,928	51,357	26,570	60,000
West Sussex County Council - CREW project				11,300
Other funders				11,139
Donations	1,933		2,234	
Rent income		24,118		24,146
Service charges income		101,636		72,644
Contributions to overheads	2,712		1,710	
Hire of The Orchard meeting rooms		15,531		19,259
Photocopying and printing services		2,215		4,472
Management fees	14,620		14,620	
Subscriptions	-		-	
Bank interest	2,213		1,444	
Sundry income	246	80	7,278	88
<b>Total income in the year</b>	<b>170,439</b>	<b>337,961</b>	<b>176,643</b>	<b>293,621</b>
<b>Net incoming resources available, carried forward</b>	<b>170,439</b>	<b>337,961</b>	<b>176,643</b>	<b>293,621</b>

# Crawley Community & Voluntary Service

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £
<b>Net incoming resources available, brought forward</b>	170,439	337,961	176,643	293,621
<b>Charitable expenditure</b>				
<b>Direct costs</b>				
Salaries	109,882	166,438	135,294	151,187
Staff travelling	993	1,376	574	1,500
Staff training	1,194	2,524	378	764
Volunteer travelling and training	-	768	-	547
Meeting and event costs	742	113	1,764	184
Recruitment advertising	4,800	1,170	450	1,015
Management fees	-	14,620	-	14,620
Project expenses	-	77,381	-	46,044
<i>Sub-total - Direct costs</i>	117,611	264,390	138,460	215,861
<b>Support costs - Premises costs</b>				
Rent			-	-
Service charges	17,878	17,431	10,833	11,436
Water charges	-	1,022	-	1,620
Insurance	2,047	1,725	1,943	1,658
Light and heat	-	15,946	-	20,179
Maintenance	-	30,861	-	16,121
Other premises costs	-	6,555	-	6,767
	19,925	73,540	12,776	57,781
<b>Support costs - Office costs</b>				
Office equipment	17,195	4,048	7,131	7,025
Depreciation office equipment	-	-	-	-
Printing, copier, stationery and website	13,162	6,377	3,620	9,149
Postage	359	457	542	656
Telephone	999	11,678	1,362	12,996
Subscriptions	1,240	-	1,029	-
Consultancy fees and software	9,780	10,193	2,400	1,010
Legal fees	2,481	-	1,880	-
General expenses	949	260	984	222
Independent examination	2,820	-	2,820	-
	48,985	33,013	21,768	31,058
<i>Sub-total - Support costs</i>	68,910	106,553	34,544	88,839
<b>Total charitable expenditure</b>	186,521	370,943	173,004	304,700
<b>Total resources expended</b>	186,521	370,943	173,004	304,700
<b>Net income/(expenditure) for the year</b>	(16,082)	(32,982)	3,639	(11,079)
<b>Transfers between funds</b>	41,269	(41,269)	-	-
	25,187	(74,251)	3,639	(11,079)
Pension provision credit	4,366	-	7,864	-
<b>Net movement in funds</b>	29,553	(74,251)	11,503	(11,079)
<b>Funds brought forward</b>	132,487	100,587	120,984	111,666
<b>Funds carried forward</b>	162,040	26,336	132,487	100,587