

**Charity registration number 1094699**

**Company registration number 04488714 (England and Wales)**

**CRAWLEY COMMUNITY ACTION LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# CRAWLEY COMMUNITY ACTION LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Sue Bloom (Chair) (Appointed 02/10/2013) Ashwin Soni (Finance Director) (Appointed 10/10/2019) Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009) Paul Castle (Company Secretary) (Appointed 03/10/2011) Dr Iyadh Daoud (Appointed 19/09/2003) Vivienne Gray (Appointed 02/10/2013) Marilyn Le Feuvre (Appointed 10/10/2018) David Murphy (Appointed 17/07/2002) Peter Mansfield-Clark (Appointed 20 January 2022)
<b>Chief Executive</b>	Toby Shaw (Appointed 01.04.2022)
<b>Secretary</b>	Paul Castle
<b>Charity number</b>	1094699
<b>Company number</b>	04488714
<b>Registered office</b>	The Orchard 1-2 Gleneagles Court Brighton Road Crawley West Sussex RH10 6AD
<b>Independent examiner</b>	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT
<b>Bankers</b>	Royal Bank of Scotland Drummond House (F) Branch Customer Service Centre 1 Redheughs Avenue Edinburgh EH12 9JN

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# CRAWLEY COMMUNITY ACTION LTD

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# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### Trustees Report and Accounts

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

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.

### **Objectives and activities**

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 Action 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 Action, 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.

### **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. Crawley Community Action typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards.

The nature of the activities carried out by Crawley Community Action 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 Action to further its charitable activities are, and are duly reported as being, for the public benefit.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### **Achievements and performance**

#### **Supporting Voluntary and Community Organisations in Crawley**

Over the past year, we've worked tirelessly to support new, and established community groups, charities, and social enterprises in Crawley. This work has taken place in the shadow of the Covid-19 pandemic and in very difficult economic situation for all. This has resulted in increased demand on the voluntary sector and pressures on budgets caused by high inflation and a challenging fundraising environment. Our focus on supporting the sector has been to ensure that voluntary and community organisations have the capacity and capability to meet the needs of the local community.

We have supported over 60 community leaders from 45 community initiatives by providing advice, guidance and mentoring. We provided training and networking opportunities which supported community organisations to be more effective also providing fundraising advice through 1:1 surgeries and 1 large funding event. During the year we helped local groups raise £75,000 towards their community work.

During the year, we responded to needs as they arose. This included working with people from Ukraine, helping them to develop a new community association to celebrate and share their Ukrainian culture in Crawley. We have also worked with our partners to provide broader support with people's welfare needs and are in discussions about setting up a Ukrainian school. We have also worked with Crawley Borough Council and Citizen's Advice West Sussex to undertake a community consultation as part of the Shared Prosperity Funding programme in Crawley.

We have developed and supported new partnerships, in our role as an instigator and facilitator of community action. This has included updating the Crawley Older Person's Directory and creating a new initiative called 'Crawley Active', which is bringing together partners to address the low levels of physical activity in the area and the associated health implications. We also hosted community meetings, including one between the Foreign, Commonwealth and Develop Office (FCD), The Sussex Community Foundation (SCF), and local grass-roots community organisations in Crawley.

Crawley Community Action has for many years operated 'The Orchard', Crawley's hub for the voluntary sector. The Orchard is home to 11 local charities and community organisations as well as being the registered address for many more. The building also has two meeting rooms, which are subsidised for use by community organisations. The rising energy costs have been a challenging for us, as they have been for many charities. However, the staff and trustees from the Premises subcommittee have worked very hard to keep costs as low as possible, whilst maintaining the building as a welcoming and comfortable place to work and visit. Through this hard work we have been able to ensure that the building is operated at full capacity as well as providing a subsidised venues for a range of important services for Crawley, including English language classes, support for domestic abuse survivors, and services for LGBTQ+ young people. We were also able to provide a venue for St John Ambulance, which enabled them to re-locate back into Crawley.

#### **Supporting Volunteers and Promoting Volunteering**

During the year we secured funding from the National Lottery Reaching Communities Fund, which enabled us to create our 'Crawley Volunteers' programme of work. The Crawley Volunteers programme is encouraging and supporting people to be more active in their local communities, recognising that volunteers are essential to a healthy and effective voluntary and community sector. Through this work we are supporting individual volunteers, as well as organisations who work with volunteers.

We have maintained a comprehensive database of volunteering opportunities and have been able to promote 135 different volunteering roles. We registered 302 people with our volunteering service, giving them the opportunity to be more active in their community. We also launched an initiative called the 'Crawley Community Task Force' (CCTF) which is providing more flexible opportunities for people to volunteer. This followed feedback from people keen to volunteer, but who did not have the time to make an on-going commitment. The CCTF is also turning into a valuable resource for local charities who might need volunteers for a one-off event or activity. The CCTF currently has already undertaken 127 hours of volunteering and we plan to increase this considerably in the coming year.

We have helped local charities to get the most out of their volunteers by providing advice and guidance on working with volunteers, volunteer recruitment, volunteer management, and policy development. We are in the process of developing the Crawley Volunteer Manager's Forum, which will provide a focal point for volunteering and opportunities to share best practice and improve standards of volunteer management across the town. We have also celebrated the contribution made by volunteers to our community as part of the national Volunteers Week 2022 event.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### **Crawley Social Prescribing**

This has been the busiest year for our Social Prescribing Service: Crawley Social Prescribing. We received referrals for 836 individuals, which was a 10% increase on the previous year. This reflected a growing need in the community for our support and increased awareness and recognition of the value of social prescribing interventions as part of local health services.

Our dedicated team of Link Workers have supported people with a wide range of social, emotional and practical needs. Understandably we have seen increasing needs related to the national cost-of-living crisis. This includes people experiencing the emotional and practical challenges of debt, housing and employment insecurity. Over 650 people have engaged with the service, this includes people living with long-term health conditions, mental health issues, complex social needs, and people experiencing loneliness and social isolation. Following our intervention, 85% of the people we supported reported improvements in their wellbeing.

Working with all of the town's GP practices we are able to accept referrals to support their patients. We have also increasingly focused on engaging with minority communities, especially where there are known health inequalities, undertaking outreach work to ensure that we are engaging with all sections of our community. We have been focussed on broadening the scope of our social prescribing service to better meet the needs of minoritized communities and those experiencing health inequalities. We are increasingly focussing on community outreach, especially where this gives us the opportunity to engage and support people who we might otherwise not reach.

As the year ended we were in negotiations with our commissioner, the newly formed Sussex Integrated Care Service (ICS). We will be recommissioned to deliver Crawley Social Prescribing until September 2024 which means the service will continue to support many hundreds of local people in the coming year. As part of expanding this work, we are exploring with our commissioner providing social prescribing input to newly formed maternity hubs. This is an exciting development for social prescribing, one that we are very pleased to be able to pilot in the coming months.

### **The South East Thriving Communities Programme**

Crawley Community Action hosts the South East England Thriving Communities Programme on behalf of the National Academy of Social Prescribing (NASP). Thriving Communities is the national support programme initiated by the NASP in response to the impact and challenges caused by the COVID-19 pandemic. It's aimed at helping voluntary, community, faith and social enterprise organisations share learning, ideas and best practice. By developing partnerships and fostering new connections we hope to create a stronger voluntary and community sector, one where social prescribing is able to take root and to thrive.

We have been undertaking this work across the Southeast, working in Kent, Surrey, Sussex, Buckinghamshire, Berkshire, Oxfordshire, Hampshire and the Isle of Wight. Led by our Regional Lead for the programme, with support from the Social Inclusion Coordinator, the programme has been working with organisations delivering social prescribing in their local communities and the local voluntary and community sector organisations providing the activities, which social prescribers need to refer to, as well as listening to the needs of link workers and strategic partners. The programme lead has created links with social prescribing host organisations from the NHS and the voluntary and community sector, and is working with networks of social prescribers and the local authority and NHS system leads who support social prescribing across the region.

A central part of this work has been the Learning Together Programme, which supports voluntary and community sector and faith organisations from a range of sectors through a 6-month learning programme. Learning Together is a series of webinars and meetings with information about social prescribing, what it is and how it works and how to get involved. There are thematic webinars and networking meetings. We have also offered optional development opportunities and training, group coaching and Action Learning Sets as part of the programme. As part of this work, we delivered a small grant programme which funded 12 voluntary organisations across the region, supporting them to work effectively and meet the needs of their beneficiaries.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### **Looking Forward: The next year and beyond**

Crawley Community Action (CCA) has ambitious plans for the next two years that focus on expanding our services and improving the quality of life for our local community. We aim to increase our reach and impact by building on our existing programmes, which include group development, volunteer services, and health and wellbeing initiatives. CCA plans to enhance its community development work by strengthening partnerships with local businesses, community groups, and government agencies to support initiatives that promote community cohesion, social inclusion, and community action.

To further our volunteer services, CCA plans to expand volunteer recruitment and management systems, providing training and support to ensure volunteers are well-equipped to carry out their roles. We are also exploring opportunities to develop new volunteering programmes that respond to emerging needs in the community. In addition to its core programmes and initiatives, CCA plans to engage more deeply with the community through a range of events and activities. We aim to host or participate in regular events that bring together people from different backgrounds and cultures to celebrate diversity and promote community cohesion. These events will include volunteers fairs, funding advice surgeries, health events, and themed forums, such as the one we are creating for volunteer managers.

To ensure that it achieves its goals and objectives, CCA plans to invest in its staff and volunteers through training and development. The organisation recognises that its success depends on the commitment and skills of our staff and volunteers, and we are committed to providing opportunities for them to develop their skills, knowledge, and experience. CCA also intends to explore opportunities for partnerships and collaborations with other organisations, leveraging the collective expertise and resources of the community to achieve its objectives.

We would like to express our thanks and gratitude to our funders, partners, and supporters. Their support has been absolutely invaluable to us and our mission throughout the past year. Without their generous contributions and belief in our work, we would not have been able to accomplish everything that we have achieved during the year. We look forward to continuing to collaborate with them all as well as developing new relationships that will strengthen our organisation and enable us to achieve even more for the local community in the coming months and years.

### **Financial review**

Crawley Community Action 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 £265,291 (2022:£164,821).

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 £65,000 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 £117,992 (2022: £60,615). 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

### **Reserves policy**

Crawley Community Action Ltd 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.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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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 consider that unrestricted funds levels of between £120,000 - £180,000 is sufficient.

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.

### **Investment policy**

The policy is to place the investment of surplus funds in the bank deposit accounts with 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.

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 updating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

### **Plans for future periods**

During the year, we experienced some of the most significant challenges the charity has ever faced. A large drop in our income, with little notice, necessitated a Herculean effort from Trustees and the staff team to ensure that the charity was able to weather this storm. In rising to this challenge, we have demonstrated the charity is able to respond to the most demanding of situations. We have implemented a new business model, which has seen us develop relationships with new funders and diversify our funding.

We end the year with the charity in a strong position to continue to build on the progress we have made. For over 60 years Crawley Community Action has been making a positive contribution to our community. We are pleased to remain in a strong position to be planning for our future and responding to the needs of our beneficiaries.

In the coming year we are looking forward to:

- Working with the National Lottery Reaching Communities Fund to develop our new volunteering programme 'Crawley Volunteers'
- Continuing to work with Heads On and the NHS Community Partnership Fund to who support our Living Healthier Lives project.
- Developing new services at the Orchard to ensure that it is sustainable and that it continues to serve the needs of local voluntary and community sector.
- Working with our funders and partners in the NHS to continue to support clients through our successful Crawley Social Prescribing service.
- Providing the best possible support to local community groups with support from the Postcode Society Trust and Crawley Borough Council.

### **Structure, governance and management**

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# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Sue Bloom (Chair) (Appointed 02/10/2013)

Ashwin Soni (Finance Director) (Appointed 10/10/2019)

Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)

Paul Castle (Company Secretary) (Appointed 03/10/2011)

Chris Cheshire DL (Appointed 17/09/2004) (Resigned 1 June 2022)

Dr Iyadh Daoud (Appointed 19/09/2003)

Vivienne Gray (Appointed 02/10/2013)

Marilyn Le Feuvre (Appointed 10/10/2018)

David Murphy (Appointed 17/07/2002)

Peter Mansfield-Clark (Appointed 20 January 2022)

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 updating of insurance cover, staff employment procedures, financial procedures and authorisation processes. The principal risks relate to keeping up-to-date with legislation and regulations, and to having robust IT systems and communication, adequate funding, good staffing, and other resources to enhance performance on projects to develop and sustain well-funded services.

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.

The trustees' report was approved by the Board of Trustees.

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Sue Bloom (Chair) (Appointed 02/10/2013)

**Trustee**

Date: .....

# CRAWLEY COMMUNITY ACTION LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CRAWLEY COMMUNITY ACTION LTD

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I report to the trustees on my examination of the financial statements of Crawley Community Action Ltd (the charitable company) for the year ended 31 March 2023.

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

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements 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 the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

#### **Darren Harding ACA FCCA DChA**

Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: .....

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2023*

### Current financial year

	Notes	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b><u>Income from:</u></b>						
Donations	3	116,548	-	351,655	468,203	438,962
Charitable activities	4	178,107	-	-	178,107	112,409
Investments	5	1,941	-	-	1,941	97
<b>Total income</b>		<u>296,596</u>	<u>-</u>	<u>351,655</u>	<u>648,251</u>	<u>551,468</u>
<b><u>Expenditure on:</u></b>						
<b><u>Charitable activities</u></b>						
Provision of CCA support	6	200,695	-	290,928	491,623	498,726
<b>Total charitable expenditure</b>		<u>200,695</u>	<u>-</u>	<u>290,928</u>	<u>491,623</u>	<u>498,726</u>
<b>Net incoming resources before transfers</b>		95,901	-	60,727	156,628	52,742
Gross transfers between funds		3,350	-	(3,350)	-	-
<b>Net income for the year/ Net incoming resources</b>		99,251	-	57,377	156,628	52,742
<b><u>Other recognised gains and losses</u></b>						
Actuarial gain on defined benefit pension schemes		1,219	-	-	1,219	13,930
<b>Net movement in funds</b>		100,470	-	57,377	157,847	66,672
Fund balances at 1 April 2022		164,821	73,000	60,615	298,436	231,764
<b>Fund balances at 31 March 2023</b>		<u>265,291</u>	<u>73,000</u>	<u>117,992</u>	<u>456,283</u>	<u>298,436</u>

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

All income and expenditure derive from continuing activities.

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

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2023*

**Prior financial year**

	Notes	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
<b><u>Income from:</u></b>					
Donations	3	71,071	-	367,891	438,962
Charitable activities	4	112,409	-	-	112,409
Investments	5	97	-	-	97
<b>Total income</b>		<b>183,577</b>	<b>-</b>	<b>367,891</b>	<b>551,468</b>
<b><u>Expenditure on:</u></b>					
<b><u>Charitable activities</u></b>					
Provision of CCA support	6	197,619	-	301,107	498,726
<b>Total charitable expenditure</b>		<b>197,619</b>	<b>-</b>	<b>301,107</b>	<b>498,726</b>
<b>Net incoming resources before transfers</b>		<b>(14,042)</b>	<b>-</b>	<b>66,784</b>	<b>52,742</b>
Gross transfers between funds		(15,274)	25,000	(9,726)	-
<b>Net income for the year/ Net incoming resources</b>		<b>(29,316)</b>	<b>25,000</b>	<b>57,058</b>	<b>52,742</b>
<b><u>Other recognised gains and losses</u></b>					
Actuarial gain on defined benefit pension schemes		13,930	-	-	13,930
<b>Net movement in funds</b>		<b>(15,386)</b>	<b>25,000</b>	<b>57,058</b>	<b>66,672</b>
Fund balances at 1 April 2021		180,207	48,000	3,557	231,764
<b>Fund balances at 31 March 2022</b>		<b>164,821</b>	<b>73,000</b>	<b>60,615</b>	<b>298,436</b>

# CRAWLEY COMMUNITY ACTION LTD

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Debtors	11	38,567		59,156	
Cash at bank and in hand		429,013		430,662	
		<u>467,580</u>		<u>489,818</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(9,154)</u>		<u>(188,020)</u>	
Net current assets			458,426		301,798
<b>Provisions for liabilities</b>			<u>(2,143)</u>		<u>(3,362)</u>
<b>Net assets</b>			<u>456,283</u>		<u>298,436</u>
<b>Income funds</b>					
Restricted funds	15		117,992		60,615
<u>Unrestricted funds</u>					
Designated funds	16	73,000		73,000	
General unrestricted funds		<u>265,291</u>		<u>164,821</u>	
			<u>338,291</u>		<u>237,821</u>
			<u>456,283</u>		<u>298,436</u>

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 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on .....

.....  
Ashwin Soni (Finance Director) (Appointed 10/10/2019)  
**Trustee**

.....  
Paul Castle (Company Secretary) (Appointed 03/10/2011)  
**Trustee**

**Company registration number 04488714**

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 MARCH 2023*

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### 1 Accounting policies

#### Charity information

Crawley Community Action Ltd is a charitable company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

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

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.

#### 1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

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.

#### 1.5 Expenditure

Liabilities and related expenditure are recognised in full in the accounts as soon as the 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 charitable company in undertaking its work to meet its charitable objectives.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment 1-2 years Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

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 little value.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### 1.8 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.

#### 1.9 Taxation

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

#### 1.10 Provisions

Provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

#### 1.11 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.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due. The scheme is a multi-employer scheme where the scheme is currently in deficit, and since 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. Further details are given in the notes to the accounts.

#### 1.13 Debtors

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

#### 1.14 Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any discounts due.

### 2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 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.

### 3 Donations

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
Donations	999	-	999	-	-	-
Grants and contract income receivable for core activities	115,549	351,655	467,204	71,071	367,891	438,962
	<u>116,548</u>	<u>351,655</u>	<u>468,203</u>	<u>71,071</u>	<u>367,891</u>	<u>438,962</u>



# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 4 Charitable activities

	Provision of CCA support 2023 £	Provision of CCA support 2022 £
Sales within charitable activities	100,333	73,696
Charitable rental income	73,675	37,725
Other income	4,099	988
	<u>178,107</u>	<u>112,409</u>

### 5 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest receivable	1,941	97
	<u>1,941</u>	<u>97</u>

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 6 Charitable activities

	Provision of CCA support 2023 £	Provision of CCA support 2022 £
Staff costs	345,377	322,882
Staff/Volunteer travelling	1,031	327
Staff training	183	180
Fundraising costs	5,500	5,825
Recruitment advertising	83	348
Project fees	31,404	63,996
Marketing costs	12,485	5,447
Rent	-	2,894
	<hr/>	<hr/>
	396,063	401,899
Share of support costs (see note 7)	88,965	91,857
Share of governance costs (see note 7)	6,595	4,970
	<hr/>	<hr/>
	491,623	498,726
	<hr/>	<hr/>
<b>Analysis by fund</b>		
Unrestricted funds - general	200,695	197,619
Restricted funds	290,928	301,107
	<hr/>	<hr/>
	491,623	498,726
	<hr/>	<hr/>

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7	Support costs	Support costs	Governance costs	2023	Support costs	Governance costs	2022
		£	£	£	£	£	£
	Service and water charges	6,771	-	6,771	5,786	-	5,786
	Insurance	5,008	-	5,008	4,513	-	4,513
	Light and heat	24,020	-	24,020	12,402	-	12,402
	Maintenance and other premises costs	19,626	-	19,626	16,185	-	16,185
	Office equipment	7,139	-	7,139	8,275	-	8,275
	Printing, postage and stationery	1,765	-	1,765	6,708	-	6,708
	Telephone	8,420	-	8,420	12,209	-	12,209
	Subscriptions	1,302	-	1,302	1,416	-	1,416
	Consultancy fees and software	13,062	-	13,062	22,667	-	22,667
	General expenses	1,852	-	1,852	1,696	-	1,696
	Independent examination fees	-	3,799	3,799	-	3,000	3,000
	Legal and professional	-	2,550	2,550	-	1,970	1,970
	Bank charges	-	246	246	-	-	-
		<u>88,965</u>	<u>6,595</u>	<u>95,560</u>	<u>91,857</u>	<u>4,970</u>	<u>96,827</u>
	Analysed between Charitable activities	<u>88,965</u>	<u>6,595</u>	<u>95,560</u>	<u>91,857</u>	<u>4,970</u>	<u>96,827</u>

Governance costs includes payments to the Independent Examiner of £3,000 (2022- £3,000) for the independent examination.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

#### Trustees' expenses

There were a total of £616 expenses paid to trustees in the year ended 31 March 2022 (2021: £803).

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Core service	3	4
Premises management	2	1
Social prescribing	3	5
Crawley Volunteers	1	-
Thriving Communities	2	-
	<hr/>	<hr/>
Total	11	10
	<hr/> <hr/>	<hr/> <hr/>

### Employment costs

	2023 £	2022 £
Wages and salaries	297,281	278,470
Social security costs	28,388	24,778
Other pension costs	19,708	19,634
	<hr/>	<hr/>
	345,377	322,882
	<hr/> <hr/>	<hr/> <hr/>

### Key Management Personnel

5 (2022: 1) member of staff was deemed to be key management personnel. The total employment benefits of key management personnel were £196,227 (2021 - £40,209).

There were no employees whose annual remuneration was more than £60,000.

### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	35,328	56,357
Other debtors	289	2,799
Prepayments and accrued income	2,950	-
	<hr/>	<hr/>
	38,567	59,156
	<hr/> <hr/>	<hr/> <hr/>

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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

	Notes	2023 £	2022 £
Deferred income	14	-	103,234
Trade creditors		2,734	78,817
Other creditors		3,420	3,149
Accruals		3,000	2,820
		<u>9,154</u>	<u>188,020</u>

### Provisions for liabilities

	2023 £	2022 £
Pension provision	<u>2,143</u>	<u>3,362</u>

### Movements on provisions:

	Pension provision £
At 1 April 2022	3,362
Utilisation of provision	(1,225)
Unwinding of discount	63
Adjustment for change in discount rate	(57)
	<u>2,143</u>
At 31 March 2023	<u>2,143</u>

Eligible employees participate in a pension scheme. Crawley Community Action Ltd, 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 2023, including additional employer contributions of £1,225 (2022: £4,376) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £19,708 (2022: £19,634) and is included within the charge for salaries.

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

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.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

(Continued)

### Provisions for liabilities

Following a change in legislation in 2005 there is a potential debt to the employer that could be levied by the Trustee of 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 Action Ltd was notified in July 2023 by The Pension Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial positions of the Growth Plan at 30 September 2022. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £21,586.

Crawley Community Action Ltd was notified in July 2022 by The Pension Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial positions of the Growth Plan at 30 September 2021. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £35,421.

The scheme is classified as a 'last-man standing arrangement'. Therefore the 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. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

From 1 April 2022 to 31 January 2025:	£3,312,000 per annum	(payable monthly)
---------------------------------------	----------------------	-------------------

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 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 Trustee asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

From 1 April 2019 to 30 September 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 company has agreed to a deficit funding arrangement the 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 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 ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

(Continued)

### Provisions for liabilities

#### RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2023 (£s)	Period Ending 31 March 2022 (£s)
Provision at start of period	3,362	17,292
Unwinding of the discount factor (interest expense)	63	100
Deficit contribution paid	(1,225)	(4,376)
Remeasurements - impact of any change in assumptions	(57)	(77)
Remeasurements - amendments to the contribution schedule	-	(9,577)
Provision at end of period	2,143	3,362

#### INCOME AND EXPENDITURE IMPACT

	Period Ending 31 March 2023 (£s)	Period Ending 31 March 2022 (£s)
Interest expense	63	100
Remeasurements – impact of any change in assumptions	(57)	(77)
Remeasurements – amendments to the contribution schedule	-	(9,577)
Contributions paid in respect of future service*	*	*
Costs recognised in income and expenditure account	*	*

\*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. To be completed by the company.

#### ASSUMPTIONS

	31 March 2023 % per annum	31 March 2022 % per annum	31 March 2021 % per annum
Rate of discount	5.52	2.35	0.66

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.

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

#### DEFICIT CONTRIBUTIONS SCHEDULE

Year ending	31 March 2023 (£s)	31 March 2022 (£s)	31 March 2021 (£s)
Year 1	1,225	1,225	4,376
Year 2	1,021	1,225	4,507
Year 3	-	1,021	4,642
Year 4	-	-	3,985

The company must recognise 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.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 14 Deferred income

	2023 £	2022 £
Arising from Deferred income	-	103,234

### 15 Restricted funds

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

	Movement in funds				
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Crawley Volunteers	-	55,931	(34,899)	(350)	20,682
Crawley Active	-	-	(300)	5,000	4,700
Thriving communities	42,924	91,404	(99,274)	(5,000)	30,054
Social Prescribing	13,671	149,436	(124,120)	(3,000)	35,987
Living Healthier Lives	4,020	54,884	(32,335)	-	26,569
	<u>60,615</u>	<u>351,655</u>	<u>(290,928)</u>	<u>(3,350)</u>	<u>117,992</u>

	Movement in funds				
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Crawley Volunteers	3,557	-	-	(3,557)	-
Horsham Advice Work	-	50,400	(47,231)	(3,169)	-
Thriving communities	-	117,328	(74,404)	-	42,924
Social Prescribing	-	155,536	(138,866)	(3,000)	13,671
SCF	-	20,000	(20,000)	-	-
Living Healthier Lives	-	24,627	(20,606)	-	4,020
	<u>3,557</u>	<u>367,891</u>	<u>(301,107)</u>	<u>(9,726)</u>	<u>60,615</u>

### Restricted income funds - Review of operations

The Premises fund is the departmental operation overseen by the Premises Manager 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 Action as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.



# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### 15 Restricted funds

(Continued)

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.

CCA 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.

CCA 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.

CCA continued with the programme of up-dating the facilities for the benefit of tenants and their staff, room hirers and visitors to The Orchard building.

As part of our membership of the West Sussex Infrastructure Alliance, we have continued to contribute to county-wide initiatives and programmes. This has included developing volunteering services and a piece of work to implement a volunteering system that can be better integrated with our partners across the county. As part of our commitment to the Alliance, and in support of our neighbouring areas, we worked in partnership with Horsham Council to provide developmental support to community groups in their district. This work was delivered by a CCA staff member who was embedded within the council's voluntary sector support service and ensured county-wide infrastructure support was available. Having played an important role in supporting this work, during the year we were pleased to hand it over to a charity based in Horsham as a more appropriate and sustainable way to deliver this service.

In 2020 we received a grant from Sussex Community Foundation to undertake focussed work with groups from minority ethnic communities. Following the decision by the Borough Council to stop core funding for CCA, which included support to local community groups, we sought agreement from the SCF to shift the focus of the funded work. We were very grateful for their flexibility, which enabled us to maintain a broader package of support for the local community. Group development support was made available to minority ethnic groups under our Living Healthier Lives project, which is addressing health inequalities within diverse communities. With these separate strands of work we were able to maintain our group development offer to the local community.

Social Prescribing has been a significant part of our work during the year. This includes our contract with the Clinical Commissioning Group (now Integrated Care Service) to provide social prescribing services to local residents. This work has been undertaken as part of our Crawley Social Prescribing service. We have also delivered other pieces of work as part of our social prescribing services. We have undertaken specialist social prescribing work with people from minority communities, as well as increasing our engagement with those communities to raise awareness of social prescribing. This work has been carried out as part of our Living Healthier Lives Project. We have also been active in leading developments in social prescribing across the South East region. Crawley Community Action hosts the South East Regional Lead for the Thriving Communities Programme, run by the National Academy for Social Prescribing (NASP). This programme's aim is to support the voluntary and community sector and social enterprises to engage with social prescribing. Part of the Thriving Communities programme involves recruiting voluntary and community sector organisations to the Learning Together programme and offering funding and communication opportunities from NASP partners. This fund is restricted to the work that is being undertaken by NASP and their partners.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Transfers £	Movement in funds		Balance at 31 March 2023 £
			Balance at 1 April 2022 £	Incoming resources £	
Redundancy provision	8,000	-	8,000	-	8,000
Pension liability provision	40,000	25,000	65,000	-	65,000
	<u>48,000</u>	<u>25,000</u>	<u>73,000</u>	<u>-</u>	<u>73,000</u>

The redundancy provision is the amount set aside by the trustees to establish a fund for 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 Action Ltd over and above that already provided in the accounts.

#### 17 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Fund balances at 31 March 2023 are represented by:			
Current assets/(liabilities)	267,434	73,000	117,992	458,426
Provisions	(2,143)	-	-	(2,143)
	<u>265,291</u>	<u>73,000</u>	<u>117,992</u>	<u>456,283</u>
	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2020 are represented by:				
Current assets/(liabilities)	168,183	73,000	60,615	301,798
Provisions	(3,362)	-	-	(3,362)
	<u>164,821</u>	<u>73,000</u>	<u>60,615</u>	<u>298,436</u>

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### 18 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	-	536
	<u>          </u>	<u>          </u>

The charitable company 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.

### 19 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).