

Company registration number: 03867757

Charity registration number: 1079880

# Rushcliffe Community and Voluntary Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2019

Community Accounting Plus  
7 Mansfield Road  
Nottingham  
NG1 3FB

# **Rushcliffe Community and Voluntary Service**

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# **Rushcliffe Community and Voluntary Service**

## **Reference and Administrative Details**

<b>Trustees</b>	Garry Bryant Paul Childs Philip Gronow Jane Hawthorn Richard McCallum Michael Shorten Rebecca Woodcock John Gray
<b>Secretary</b>	Carolyn Perry
<b>Senior Management Team</b>	Chief Executive Officer, Carolyn Perry
<b>Principal Office</b>	Cotgrave Hub Rivermead Cotgrave Nottingham NG12 3UQ
<b>Company Registration Number</b>	03867757
<b>Charity Registration Number</b>	1079880
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus 7 Mansfield Road Nottingham NG1 3FB

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2019.

### **Trustees**

Garry Bryant

Paul Childs

Philip Gronow

Jane Hawthorn

Richard McCallum

Michael Shorten

Rebecca Woodcock

John Gray

Alan Harvey (resigned 28 January 2019)

Carol Hodgkinson (resigned 27 September 2018)

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

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association adopted 28 October 1999 and most recently amended 22 October 2009. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

The procedures to be observed are contained in the RCVS Memorandum and Articles of Association adopted on 22nd October 2009.

At each AGM one-third of trustees retire from office. The trustees retiring are decided according to length of service. The AGM elects trustees and honorary officers by vote through a show of hands or by proxy vote. Each member has one vote.

Trustees may be elected at the AGM:

- If recommended for re-election by the trustees;
- If nominated by a member of RCVS not less than 14 nor more than 35 clear days before the date of the meeting.

Trustees may appoint a person who is willing to act as a trustee but they must retire at the next AGM. The number of trustees will be not less than 6 and not more than 15. At RCVS the Board of Trustees is referred to as the Management Committee.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Objectives and activities**

#### ***Objects and aims***

The objects of the company shall be to promote any charitable purpose for the benefit of the community principally, but not exclusively for the local government district of Rushcliffe and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness: and in the furtherance of said purpose, but not otherwise to promote and organise co-operation in the achievement of same and to that end to bring together representatives of the voluntary organisations and statutory authorities within the area of benefit.

Rushcliffe Community and Voluntary Service provides advice, information and support to voluntary and community organisations across the Borough of Rushcliffe and delivers a range of health and social welfare services. We work closely with partner organisations across all sectors.

#### ***Public benefit***

The aims of RCVS are to encourage voluntary activity within local communities and to provide services that enable older and vulnerable people to maintain their independence.

We achieve this by:

- Volunteering development: Providing information and advice to voluntary and community groups on all issues relating to good practice in volunteer management and supporting volunteers;
- Volunteer brokerage: Helping people find voluntary work to suit their interests and skills;
- Signpost organisations to funding information, training, legal structures and governance, and most other issues relating to the community and voluntary sector;
- Involving and engaging residents, patients and carers in health care planning;
- Manage the Visitor Centre at HMP Whatton, providing support and a welcoming place for friends and families of prisoners to spend time and relax before and after their visit;
- Support for older and vulnerable people to access services and support through our older people's projects including: a) The provision of safe, affordable and reliable transport service to a wide range of people from our communities; older people, people with physical and learning disabilities, unemployed people and people that don't have access to public transport. b) Befriending and practical help to reduce social isolation and support independent living.

The Trustees of the Charity have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Achievements and performance**

During the year RCVS has remained committed to delivering a wide range of high quality services to local residents, and voluntary and community groups and organisations.

Our Volunteer Centre had contact with over 500 potential volunteers, all of whom were offered appropriate opportunities to suit their skills and interests. We have undertaken direct work with 21 volunteer involving organisations to help them implement good practice, and assisted with the development of 100 new volunteering opportunities. In addition, we hosted and facilitated our Volunteer Coordinator Network. Feedback from participants demonstrated that the network is valuable, and gives organisations the opportunity to share experiences and ideas. Feedback also informed RCVS and the Volunteer Centre of further assistance that groups require in the future.

RCVS have been actively involved in the development of a Social Prescribing model for Rushcliffe, Let's Live Well in Rushcliffe (LLWiR). As a key partner in the co-production of the model, RCVS led on the development of volunteering within the service. Working with a variety of cross sector partners we co-produced and delivered a volunteer training programme, and supported the service to embed volunteering into LLWiR.

We continued to provide much needed services to meet the needs of older people through the Rushcliffe Befriends and our Rushcliffe & Gedling Voluntary Transport Scheme. Our Voluntary Transport Scheme continued to provide this vital service to over 400 registered passengers and 85 volunteer drivers support the scheme.

We worked alongside our colleagues at NHS Rushcliffe Clinical Commissioning Group (CCG) to involve and engage patients, carers and the general public in the work of NHS Rushcliffe CCG. Rushcliffe CVS facilitate a range of Patient Forums including the Diabetes, Long Term Conditions and Learning Disability Forums.

For more information see our Annual Report.

### **Financial review**

The restricted funds show a loss of £11,669 over the past year. This relates to one project, where the income and expenditure fell into different accounting periods. Unrestricted funds show a surplus of £15,324 – this is better than expected and derives from a combination of a one-off grant for a short-term project, successful new fund-raising efforts and savings on operational costs. NCC have restored a level of grant aid to each of the district CVS's to contribute towards the cost of providing support to the voluntary sector and this has helped stabilise finances as well as strengthening these services.

The organisation undertook a thorough review of its operations and finances during the year with an objective of improving its future sustainability and effectiveness. As a consequence, there has been a complete restructure of the organisation and new focus on developing services to support independent living, primarily for the elderly. This does not include personal care provision and will be on a chargeable basis. The objective is to build upon existing expertise in this sector and provide a wider range of services. It will enable RCVS to develop new income streams and reduce the dependence on grant aid. The transition is underway and reserves have been ring fenced to support this exciting new work.

### ***Policy on reserves***

The Trustees have agreed that adequate reserves should be maintained to cover potential closure (redundancy) costs, project contingencies, general variations in income generation and cash flow; this amounts to £88,000. All other unrestricted reserves have been ring fenced to develop new services and initiatives to improve longer term sustainability and address short term deficits. Total unrestricted free reserves are £169,991.

# Rushcliffe Community and Voluntary Service

## Trustees' Report

### *Principal risks and uncertainties*

#### *Main risks*

The main risks relate to uncertainty about future funding and potential deficits in 2020/21 and beyond. A lesser risk is the greater volatility associated with income earned through the provision of paid-for services as opposed to grant aided projects.

There are no known immediate risks.

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Rushcliffe Community and Voluntary Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Richard McCallum  
Trustee

## **Rushcliffe Community and Voluntary Service**

### **Independent Examiner's Report to the trustees of Rushcliffe Community and Voluntary Service**

#### **Independent examiner's report to the trustees of Rushcliffe Community and Voluntary Service ('the Company')**

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

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

As the charity's trustees of the 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 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 that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

7 Mansfield Road  
Nottingham  
NG1 3FB

Date:.....



## Rushcliffe Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	84,413	-	84,413	67,327
Charitable activities	3	5,305	97,252	102,557	121,318
Investment income	5	1,762	-	1,762	2,203
<b>Total Income</b>		<u>91,480</u>	<u>97,252</u>	<u>188,732</u>	<u>190,848</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(86,438)</u>	<u>(98,639)</u>	<u>(185,077)</u>	<u>(223,366)</u>
<b>Total Expenditure</b>		<u>(86,438)</u>	<u>(98,639)</u>	<u>(185,077)</u>	<u>(223,366)</u>
Net income/(expenditure)		5,042	(1,387)	3,655	(32,518)
Transfers between funds		<u>10,282</u>	<u>(10,282)</u>	<u>-</u>	<u>-</u>
Net movement in funds		15,324	(11,669)	3,655	(32,518)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>156,686</u>	<u>34,000</u>	<u>190,686</u>	<u>223,204</u>
Total funds carried forward	17	<u><u>172,010</u></u>	<u><u>22,331</u></u>	<u><u>194,341</u></u>	<u><u>190,686</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 17.

## Rushcliffe Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the **previous accounting period** and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	67,327	-	67,327
Charitable activities	3	2,297	119,021	121,318
Investment income	5	2,203	-	2,203
Total Income		<u>71,827</u>	<u>119,021</u>	<u>190,848</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(101,270)</u>	<u>(122,096)</u>	<u>(223,366)</u>
Total Expenditure		<u>(101,270)</u>	<u>(122,096)</u>	<u>(223,366)</u>
Net expenditure		<u>(29,443)</u>	<u>(3,075)</u>	<u>(32,518)</u>
Net movement in funds		(29,443)	(3,075)	(32,518)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>186,129</u>	<u>37,075</u>	<u>223,204</u>
Total funds carried forward	17	<u><u>156,686</u></u>	<u><u>34,000</u></u>	<u><u>190,686</u></u>

## Rushcliffe Community and Voluntary Service

(Registration number: 03867757)  
Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	12	2,019	1,700
<b>Current assets</b>			
Debtors	13	13,476	14,168
Cash at bank and in hand		<u>221,150</u>	<u>231,461</u>
		234,626	245,629
<b>Creditors: Amounts falling due within one year</b>	14	<u>(42,304)</u>	<u>(56,643)</u>
<b>Net current assets</b>		<u>192,322</u>	<u>188,986</u>
<b>Net assets</b>		<u>194,341</u>	<u>190,686</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		22,331	34,000
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>172,010</u>	<u>156,686</u>
<b>Total funds</b>	17	<u>194,341</u>	<u>190,686</u>

For the financial year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 19 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Michael Shorten  
Trustee

# **Rushcliffe Community and Voluntary Service**

## **Notes to the Financial Statements for the Year Ended 31 March 2019**

### **1 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Rushcliffe Community and Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

## **Rushcliffe Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2019**

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
General equipment	25.0% straight line
IT equipment	33.3% straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

## **Rushcliffe Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2019**

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 2 Income from donations and legacies

	Unrestricted General funds £	Total 2019 £	Total 2018 £
Grants, including capital grants;			
Government grants	48,730	48,730	26,775
Grants from companies	35,683	35,683	40,547
Other income from donations and legacies	-	-	5
	<u>84,413</u>	<u>84,413</u>	<u>67,327</u>

#### 3 Income from charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2019 £	Total 2018 £
Grants	-	78,897	78,897	97,817
Sales & fees	5,305	18,355	23,660	23,501
	<u>5,305</u>	<u>97,252</u>	<u>102,557</u>	<u>121,318</u>

#### 4 Grants & donations

	General funds £	Restricted funds £	Total £
The National Lottery Community Fund	-	27,679	27,679
Notts County Council	8,847	40,325	49,172
Rushcliffe Borough Council	15,000	-	15,000
Rushcliffe CCG	9,879	-	9,879
Prison Advice and Care Trust	35,683	-	35,683
Notts Healthcare Foundation Trust	15,000	-	15,000
Co-op Community fund	-	4,647	4,647
Sundry donations	4	6,246	6,250
	<u>84,413</u>	<u>78,897</u>	<u>163,310</u>

#### 5 Investment income

	Unrestricted General funds £	Total 2019 £	Total 2018 £
Interest receivable and similar income;			
Interest receivable on bank deposits	1,762	1,762	2,203
	<u>1,762</u>	<u>1,762</u>	<u>2,203</u>

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 6 Expenditure on charitable activities

	Unrestricted funds		Total 2019 £	Total 2018 £
	General £	Restricted funds £		
Equipment, repairs & renewals	4,571	-	4,571	8,469
Insurance	2,083	-	2,083	1,987
Marketing & promotions	94	49	143	362
Postage	1,954	20	1,974	1,655
Printing & photocopying	702	848	1,550	874
Professional fees	4,310	4,250	8,560	6,535
Publications & subscriptions	399	-	399	680
Recruitment	264	178	442	98
Rent & premises maintenance	8,979	-	8,979	14,478
Room hire & events	443	-	443	1,950
Salaries, NIC & pensions	86,762	60,467	147,229	175,540
Staff expenses	350	233	583	855
Staff training	120	-	120	120
Stationery & office supplies	563	-	563	633
Tea bar supplies	1,888	-	1,888	1,468
Telephone	1,441	-	1,441	1,477
Volunteer expenses	1,168	1,508	2,676	4,742
Management & office costs	(31,082)	31,082	-	-
Depreciation	1,240	-	1,240	1,349
Bank charges	189	4	193	94
	<u>86,438</u>	<u>98,639</u>	<u>185,077</u>	<u>223,366</u>

#### 7 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2019 £	2018 £
Depreciation of fixed assets	<u>1,240</u>	<u>1,349</u>



## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 8 Trustees remuneration and expenses

During the period, one Trustee was a volunteer driver, no expenses were reimbursed. The trustee retained the fees paid by the passengers (45p a mile).

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	141,023	157,923
Social security costs	1,246	9,067
Pension costs	4,960	8,550
	<u>147,229</u>	<u>175,540</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2019</b>	<b>2018</b>
	<b>No</b>	<b>No</b>
Average number of employees	<u>11</u>	<u>16</u>

4 (2018 - 11) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £4,960 (2018 - £8,550).

During the year, the charity made redundancy and/or termination payments which totalled £8,264 (2018 - £4,552).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £27,234 (2018 - £31,685).

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2019 £	2018 £
Independent examination	800	1,000
Other financial services	100	200
	900	1,200

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 12 Tangible fixed assets

	General equipment £	IT equipment £	Total £
<b>Cost</b>			
At 1 April 2018	3,220	13,754	16,974
Additions	1,559	-	1,559
Disposals	(2,104)	(9,254)	(11,358)
At 31 March 2019	2,675	4,500	7,175
<b>Depreciation</b>			
At 1 April 2018	3,220	12,054	15,274
Charge for the year	390	850	1,240
Eliminated on disposals	(2,104)	(9,254)	(11,358)
At 31 March 2019	1,506	3,650	5,156
<b>Net book value</b>			
At 31 March 2019	1,169	850	2,019
At 31 March 2018	-	1,700	1,700

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 13 Debtors

	2019 £	2018 £
Trade debtors	12,644	9,555
Prepayments	832	1,056
Accrued income	-	1,398
Other debtors	-	2,159
	<u>13,476</u>	<u>14,168</u>

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

	2019 £	2018 £
Trade creditors	-	999
Other creditors	35,929	45,019
Deferred income	6,375	10,625
	<u>42,304</u>	<u>56,643</u>

#### 15 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each member is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 16 Commitments

##### Capital commitments

The premises lease for Cotgrave Hub started on 30th November 2018 and is for 5 years at £6,000 per annum. There is a 3 month break clause within the lease.

The total amount contracted for but not provided in the financial statements was £Nil (2018 - £Nil).

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 17 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>					
<i>General</i>					
General	156,686	91,480	(86,438)	10,282	172,010
<b>Restricted funds</b>					
Voluntary Transport scheme (VTS)	8,649	61,698	(49,523)	(10,282)	10,542
Rushcliffe Befriends	25,351	27,679	(49,116)	-	3,914
Access to Volunteering	-	7,875	-	-	7,875
<b>Total restricted funds</b>	<u>34,000</u>	<u>97,252</u>	<u>(98,639)</u>	<u>(10,282)</u>	<u>22,331</u>
<b>Total funds</b>	<u>190,686</u>	<u>188,732</u>	<u>(185,077)</u>	<u>-</u>	<u>194,341</u>

The transfer from the VTS fund to the General fund reflects the release of any restrictions on the use of these funds.

The specific purposes for which the funds are to be applied are as follows:

The Voluntary Transport Scheme provides a responsive, accessible and flexible service to enable people to live independently, participate in their community and to access social activities, health appointments, shopping, education and other services.

The Rushcliffe Befriends project receives funding from The National Lottery Community Fund and the project supports Rushcliffe residents who are isolated, lack confidence and find it difficult to get out and about by matching them with a carefully chosen volunteer befriender, also aged 50+ and living in Rushcliffe. A befriender visits a person in their home, provides company and supports them to participate in activities of their choice until they can continue independently. The project aims to help tackle loneliness and to improve confidence and well-being through providing company, conversation and information.

The Access to Volunteering project will support volunteers with learning disabilities to access suitable volunteer opportunities.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2019

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	186,129	71,827	(101,270)	156,686
<b>Restricted funds</b>				
Voluntary Transport scheme (VTS)	6,146	55,694	(53,191)	8,649
Rushcliffe Befriends	21,446	50,827	(46,922)	25,351
Building Capabilities	5,805	-	(5,805)	-
Ripple	3,678	12,500	(16,178)	-
<b>Total restricted funds</b>	<u>37,075</u>	<u>119,021</u>	<u>(122,096)</u>	<u>34,000</u>
<b>Total funds</b>	<u><u>223,204</u></u>	<u><u>190,848</u></u>	<u><u>(223,366)</u></u>	<u><u>190,686</u></u>

#### 18 Analysis of net assets between funds

	Unrestricted funds		2019 Total funds £
	General £	Restricted funds £	
Tangible fixed assets	2,019	-	2,019
Current assets	194,101	40,525	234,626
Current liabilities	(24,110)	(18,194)	(42,304)
Total net assets	<u>172,010</u>	<u>22,331</u>	<u>194,341</u>
	Unrestricted funds		2018 Total funds £
	General £	Restricted funds £	
Tangible fixed assets	1,700	-	1,700
Current assets	185,417	60,212	245,629
Current liabilities	(30,431)	(26,212)	(56,643)
Total net assets	<u>156,686</u>	<u>34,000</u>	<u>190,686</u>

#### 19 Related party transactions

There were no related party transactions in the year.