

VOLUNTARY ACTION ARUN & CHICHESTER  
CHAIRMAN'S STATEMENT, TRUSTEES' REPORT  
AND  
INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2020

Company No. 05667986

Registered Charity No. 1113641

## **VOLUNTARY ACTION ARUN & CHICHESTER** **(A Company Limited by Guarantee)**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 March 2020**

The trustees present their report together with the council's financial statements that have been independently examined for the year ended 31st March 2020.

#### **Objects**

To provide a focus for voluntary organisations and to facilitate and ease communication between the voluntary and statutory sectors and to encourage action in partnership, striving towards a just society with equal opportunities for all.

#### **Organisation**

The council is governed by its board of trustees who set the policy of the charity. The policies are implemented by the trustees. Charity members also take part in the policy making activity of the charity by passing resolutions at the annual general meeting. The Trustee Board consists of elected trustees and appointed trustees. Elected trustees are elected at Annual General Meetings and appointed trustees are appointed at an ordinary meeting of the Trustee Board. The Trustee Board meets at least 4 times a year.

#### **Status and administration**

VOLUNTARY ACTION ARUN & CHICHESTER is a registered charity (Charity number: 1113641) and a company limited by guarantee (Company number: 05667986).

The charity is governed by its Memorandum and Articles of Association as issued on incorporation on 6th January 2006 as amended on 3rd November 2011, which is based upon the standard constitution of the National Association for Voluntary and Community Action (NAVCA).

#### **Financial results**

The financial statements comply with current statutory requirements, the Statement of Recommended Practice – "Accounting and Reporting by Charities": the Charities SORP 2005, the Financial Reporting Standards for Smaller Entities (effective January 2015) and with the requirements of the Council's governing documents.

The results for the year are set out in the Statement of Financial Activities.

#### **Review of activities, achievements and developments**

The charity is dependent on grants for the majority of its income. These grants together with a small amount of investment income and donations have enabled the charity to fund its activities.

#### **Reserves policy**

At 31st March 2020, the charity held reserves of £266,168 (2019: £247,787) of which £73,357 (2019: £46,109) were restricted. The unrestricted reserves are to be used to continue the objects of the organisation and to ensure maintenance of the staff structure. The trustees aim to maintain sufficient reserves to meet six months operating expenses and the ongoing staff structure. The levels of reserves that are held are to be used to continue the objects of the organisation.

#### **Risk management**

The trustees have introduced a formal risk management process to assess business risks and implement risk management strategies. This involved identifying the types of risks the organisation faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying means of mitigating risks. As part of this process the trustees have reviewed the adequacy of the organisation's current internal controls.

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 March 2020**

The trustees are pleased to report that the charity's internal financial controls, in particular, conform to guidelines issued by the Charity Commission.

**Trustee training**

New trustees are made familiar with their legal obligations under charity law, the contents of the charity's governing regulations, the committee and decision making process and the recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**Public benefit**

The current activities of the charity are detailed in the annual report. The trustees confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing the company's aims and objectives and in planning future activities.

**Disclosure of information to the independent examiner**

So far as each trustee at the date of approval of this report is aware

- There is no relevant accounting information of which the company's independent examiners are unaware and
- The trustees have taken all steps that they ought to have to make themselves aware of any relevant accounting information for the examination and to establish that the independent examiners are aware of that information.

Office address	Town Hall Clarence Road Bognor Regis West Sussex. PO21 1LD
Registered office	Town Hall Clarence Road Bognor Regis West Sussex. PO21 1LD
Bankers	Barclays Bank plc 5 East Street Chichester West Sussex. PO19 1HH
Independent examiners	Watling and Hirst Limited Cawley Place 15 Cawley Road Chichester West Sussex. PO19 1UZ

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 March 2020**

**Trustees**

The trustees of the charity, who are also the directors of the charitable company, who served during the year were:

Mr. Antony John Sneller (Chair)	Mrs. Clare Yvonne De Bathe (to July 2019)
Mr. Chris Dawe	Mr. Leslie David Ribbens
Mrs. Sue Holmes	Mrs. Joanne Kondabeka
Ms. Miranda Litchfield	Mr. Nik Demetriades (from May 2019)

None of the trustees has any beneficial interest in the charity. All of the trustees are members of the charity and guarantee to contribute an amount not exceeding £1 in the event of a winding up.

**Trustees' responsibilities**

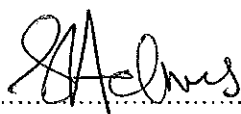
The trustees (who are also the directors of the charitable company) are responsible for preparing the Directors' and Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of the charitable company's affairs and of the incoming resources and application of resources including the income and expenditure of the charitable company for the year. In preparing these financial statements the trustees are required to:-

- Select suitable accounting policies and then 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operations.

The trustees are responsible for keeping proper accounting records which 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.

The financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The report of the trustees was approved by the board on the 29<sup>th</sup> July 2020 and signed on its behalf by:



Sue Holmes Vice Chair

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

	Notes	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
<b>Income and Endowments from:</b>					
Charitable activities	2	164,882	218,791	383,673	184,624
Investments	3	2,385	0	2,385	2,223
Other	4	13,559	0	13,559	11,532
<b>Total</b>		<b>180,826</b>	<b>218,791</b>	<b>399,617</b>	<b>198,378</b>
<b>Expenditure on:</b>					
Charitable activities	5	178,391	191,544	369,935	221,568
Other	5	2,674	0	2,674	1,927
<b>Total</b>		<b>181,065</b>	<b>191,544</b>	<b>372,609</b>	<b>223,495</b>
Net Gains/(Losses) on investment assets		-8,627	0	-8,627	-820
Net income/(expenditure)		-8,866	27,247	18,381	-25,938
Transfers between funds		0	0	0	0
Net Movement in Funds		-8,866	27,247	18,381	-25,938
<b>Reconciliation of Funds:</b>					
Total Funds balances brought forward at 1st April 2019		201,679	46,109	247,787	273,725
Total Funds balances carried forward at 31st March 2020		<b>192,813</b>	<b>73,356</b>	<b>266,169</b>	<b>247,788</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities. The Notes at pages 7 to 14 form part of these accounts.

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**BALANCE SHEET**  
**AS AT 31ST MARCH 2020**

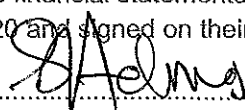
	Notes	2020	2019
<b>Fixed Assets</b>			
Tangible Assets	7	0	0
Investment Assets	8	59,965	66,646
<b>Total Fixed Assets</b>		<b>59,965</b>	<b>66,646</b>
<b>Current Assets</b>			
Debtors	9	696	78
Cash at bank and in hand		209,514	185,369
		<b>210,210</b>	<b>185,447</b>
Creditors : Amounts falling due within one year	10	-4,006	-4,304
<b>Net Current Assets</b>		<b>206,204</b>	<b>181,143</b>
<b>Net Assets</b>		<b>266,169</b>	<b>247,788</b>
<b>Represented By:</b>			
Restricted Funds	11	73,357	46,109
Unrestricted Funds	11	192,812	201,679
<b>Total Funds</b>	<b>11, 12</b>	<b>266,169</b>	<b>247,788</b>

For the financial year ended 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

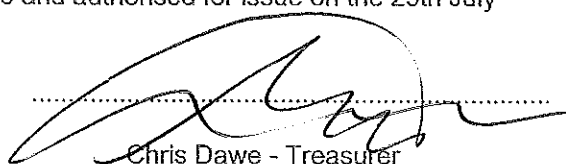
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its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

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 and authorised for issue on the 29th July 2020 and signed on their behalf by.



Sue Holmes - Vice Chair



Chris Dawe - Treasurer

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

Company Registration No. 05667986

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**1 Accounting policies**

**Basis of accounting**

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), amended by Charities SORP (FRS 102) Update Bulletin 1 (effective 1 January 2016), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Voluntary Action Arun & Chichester 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 note(s).

These financial statements for the year ended 31 March 2020 are prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

There are no material uncertainties about Voluntary Action Arun & Chichester's ability to continue as a going concern.

**Incoming resources**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a specified service is deferred until the criteria for income recognition are met.

**Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

## **VOLUNTARY ACTION ARUN & CHICHESTER (A Company Limited by Guarantee)**

### **Resources expended**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and allocated to appropriate headings in the financial statements. Items recharged by unrestricted funds are included as project costs in restricted funds.

Governance costs include all expenditure incurred in running the charity as an organisation.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

### **Apportionment of expenses**

Expenditure has been apportioned between charitable expenditure and governance costs, on the basis of direct apportionment.

### **Depreciation**

Fixed assets are capitalised and depreciated over the estimated useful lives of the assets as follows:  
Office equipment: 4 years straight line

### **Taxation**

The council is a registered charity and is therefore not subject to corporation tax charge.

### **Operating leases**

Rentals payable under operating leases are charged to the statement of financial activities on a straight line basis over the least term.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the council.

Restricted funds represent funds received for specific projects. The costs of raising and administering together with direct costs are charged against specific funds as set out in note 11 to the financial statements.

### **Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense when they fall due.



**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

NOTES TO THE ACCOUNTS	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
<b>Income and endowments from:</b>				
<b>2. Charitable Activities</b>				
Grants to assist core functions of VAAC	164,882	0	164,882	171,206
Bersted Green Learning Centre	0	8,713	8,713	6,218
Co-Impact & Volunteer Plus	0	0	0	7,200
Partnership Officer	0	65,000	65,000	0
West Sussex VCSi Alliance	0	140,288	140,288	0
Boltini Trust	0	2,500	2,500	0
Awards for All	0	2,290	2,290	0
	<b>164,882</b>	<b>218,791</b>	<b>383,673</b>	<b>184,624</b>
<b>2. Grant Funding</b>				
Arun District Council	50,000	0	50,000	49,460
Chichester District Council	47,600	0	47,600	44,000
Coastal West Sussex Commissioning Group	0	65,000	65,000	0
Littlehampton Town Council	1,500	0	1,500	1,500
National Lottery	0	2,290	2,290	0
University of Chichester	0	0	0	4,275
West Sussex County Council	65,782	140,288	206,070	67,472
Other	0	2,500	2,500	11,699
	<b>164,882</b>	<b>210,078</b>	<b>374,960</b>	<b>178,406</b>
<b>3. Investments</b>				
Bank Interest	439	0	439	353
Investment Dividends	1,946	0	1,946	1,869
	<b>2,385</b>	<b>0</b>	<b>2,385</b>	<b>2,223</b>
<b>4. Other</b>				
Project Management	11,411	0	11,411	9,653
Fund raising events	534	0	534	0
Recharged Facilities/Equipment	1,264	0	1,264	979
VAAC Service Charge	350	0	350	900
	<b>13,559</b>	<b>0</b>	<b>13,559</b>	<b>11,532</b>

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

5. Expenditure on:	Staff & Consultancy	Premises	Communication & Promotion	Governance	Other Support	Total 2020 £	Total 2019 £
VAAC	153,205	7,000	18,085	2,674	101	181,066	186,652
Bersted Green Learning Centre	0	2,375	4,337	0	0	6,712	3,672
Mental Health Alliance	3,544	0	634	0	28,972	33,150	15,940
Co-Impact & Volunteer Plus	0	0	0	0	0	0	13,632
Working Smarter	0	0	0	0	0	0	3,600
Partnership Officer	3,630	0	7,562	0	32,500	43,692	0
West Sussex VCSi Alliance	2,181	0	67	0	104,595	106,843	0
Boltini Trust	0	0	0	0	0	0	0
Awards for All	0	0	0	0	1,146	1,146	0
	<b>162,560</b>	<b>9,375</b>	<b>30,685</b>	<b>2,674</b>	<b>167,314</b>	<b>372,609</b>	<b>223,495</b>

**6. Staff Costs**

	2020 £	2019 £
Salaries	144,314	142,799
Social Security Costs	7,409	7,188
Pension (Employer)	6,185	6,186
	<b>157,908</b>	<b>156,173</b>
The average monthly number of employees during the average number of full and part time staff	5.5	5.5
	8	9

There were no employees whose emoluments exceeded £60,000

The total expenses re-imbursed to Trustees during the year was £162.25.

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

	Plant & Equipment	Total
<b>7. Tangible Fixed Assets</b>		
Cost or Valuation		
1st April 2019	7,394	7,394
Additions	0	0
Disposals	0	0
 31st March 2020	 7,394	 7,394
Depreciation		
1st April 2019	7,394	7,394
	0	0
Eliminated on Disposal		0
 31st March 2020	 7,394	 7,394
Net Book Value		
31st March 2020	0	0
1st April 2019	0	0

<b>8. Investment Fixed Assets</b>	<b>2020</b>	<b>2019</b>
Carrying (market) value at the start of year	66,646	65,597
Add: additions to investment at cost	1,946	1,869
Add/(deduct): net gain/(loss) on revaluation	-8,627	-820
Carrying (market) value at the end of year	59,965	66,646

The value of the investments had increased to £65,544 by the end of Quarter 1 2020-21.

<b>9. Debtors</b>	<b>2020</b>	<b>2019</b>
Debtors	78	78
Prepayments	618	0
	696	78

<b>10. Creditors</b>	<b>2020</b>	<b>2019</b>
Other Creditors & Accruals	4,006	4,304
Deferred Income	0	0
	4,006	4,304

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

11. Movement in Funds	1st April 2019 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	31st March 2020 £
<b>Unrestricted Funds:-</b>					
General Funds for combating social exclusion and improving access to services	201,679	180,826	189,692	0	192,813
<b>Total Unrestricted funds</b>	<b>201,679</b>	<b>180,826</b>	<b>189,692</b>	<b>0</b>	<b>192,813</b>
<b>Restricted Funds:-</b>					
Bersted Green Learning Centre	12,959	8,713	6,713	0	14,960
Mental Health Alliance	33,150	0	33,150	0	0
Partnership Officer	0	65,000	43,692	0	21,308
West Sussex VCSi Alliance	0	140,288	106,843	0	33,445
Boltini Trust	0	2,500	0	0	2,500
Awards for All	0	2,290	1,146	0	1,144
<b>Total Restricted Funds</b>	<b>46,109</b>	<b>218,791</b>	<b>191,544</b>	<b>0</b>	<b>73,356</b>
<b>Total Funds</b>	<b>247,788</b>	<b>399,617</b>	<b>381,236</b>	<b>0</b>	<b>266,169</b>

**12. Analysis of Net Assets Between Funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Investment Assets	59,965	0	59,965
Current Assets	136,380	73,832	210,210
Current Liabilities	-3,532	-474	-4,006
	<b>192,813</b>	<b>73,356</b>	<b>266,169</b>

**13. Independent Examination**

	2020	2019
Independent Examiner Fee	1,600	1,300
Underprovision in prior year	153	15

At the year end, there was no capital expenditure contracted for but not provided in the financial statements.

**14 Company Limited by Guarantee**

VOLUNTARY ACTION ARUN & CHICHESTER is a company limited by guarantee. Every member of the Trust undertakes to contribute to the assets of the company, in the event of the same being wound up while they are a member or within one year after they cease to be a member for payment of the debts and liabilities of the company contracted before they cease to be a member and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such amount as may be required not exceeding £1.

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**(A Company Limited by Guarantee)**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF**

**THE VOLUNTARY ACTION ARUN & CHICHESTER ("the Company")**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2020, which are set out on pages 5 to 12.

**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 can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the Companies Act 2006; 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 (FRS102).

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.

.....  
  
 Mr Tony Rose FCCA - Director  
 Watling & Hirst Limited  
 Chartered Certified Accountants  
 Cawley Place  
 15 Cawley Road  
 Chichester, West Sussex, PO19 1UZ

Date: 7/9/2020 .....

