

**Registered Charity Number: 1141274**

**Company Number: 07517828**

**Voluntary Action South Leicestershire  
(a charitable company limited by guarantee)**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 March 2020**

# **Voluntary Action South Leicestershire**

## **REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

### **CONTENTS**

	Page
Charity Information	1
Report of the Trustees	2
Independent Auditor's Report	14
Statement of Financial Activities (including Income & Expenditure Account)	17
Balance Sheet	18
Statement of Cash Flows	19
Notes to the Financial Statements	20

**Voluntary Action South Leicestershire  
Company Information  
For the year ended 31 March 2020**

**Trustees:**

Linda Jones (Chair)  
Sarah Cawdell  
Martin Dyke  
Kate Godber  
Michael Herbert  
Gail Lamb (Treasurer)  
Peter Van Herrewege

**Charity Manager & Company Secretary**

Maureen O'Malley

**Company Number**

07517828 (England and Wales)

**Charity Number**

1141274

**Registered Office**

1st Floor Torch House  
Torch Way  
Northampton Road  
Market Harborough  
Leicestershire  
LE16 9HL

**Auditors:**

Edward Thomas Peirson & Sons  
Chartered Accountants  
21 The Point  
Rockingham Road  
Market Harborough  
Leicestershire  
LE16 7NU

**Bankers:**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**HR Advisers:**

Peninsula Business Services Ltd  
Riverside  
New Bailey Street  
Manchester  
M3 5PB

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

The Trustees present their Report, which includes the Directors' Report required by company law, together with the Financial Statements of the charitable company ("the charity") for the year ended 31 March 2020.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Charity Name**

The charity's formal name is Voluntary Action South Leicestershire but it is also known, and frequently referred to, as VASL.

#### **Statutory information**

Information regarding the charitable company's registration numbers, registered office, current trustees, senior manager and other advisers is set out at Page 1 to the financial statements.

#### **Directors/Trustees and Management**

The directors of the charity are also its trustees for the purpose of charity law and throughout this report and financial statements are referred to collectively as the Trustees. Those who have served in this capacity during the period covered by the financial statements are as follows: –

Chair:	Linda Jones CBE	
Treasurer:	Gail Lamb	
	Sarah Cawdell	
	Ann Charlton	Resigned 20 January 2020
	Kate Godber	
	David Green	Resigned 29 July 2019
	Michael Herbert	
	Catherine Sweet	Deceased 12 March 2020
	Peter Van-Herrewewege	

The Trustees are also the members of the company.

Mr Martin Dyke was appointed as an additional trustee on 1 June 2020.

Company Secretary:	David Green	Resigned 29 July 2019
	Catherine Sweet	Appointed 29 July 2019, Deceased 12 March 2020
	Maureen O'Malley	Appointed 12 March 2020

### **OBJECTIVES AND ACTIVITIES**

#### **Objects**

The charity's objects, as set out in the Articles of Association of the charitable company, are:

- to promote any charitable purposes for the benefit of the community, principally but not exclusively in the local government area of Harborough and wider Leicestershire (herein called the 'area of benefit') and, in particular, to develop services which enhance the well-being of people who are in a situation of need, hardship or distress, or who are aged or sick. Such support services include, but are not limited to, support for carers of all ages, social transport, and mental health support; and
- to provide high quality services in response to identified need, actively involving volunteers and working in partnership with third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **OBJECTIVES AND ACTIVITIES (continued)**

#### **Aims and strategies**

In satisfaction of these objects our aims are to:

- develop services which enhance the wellbeing of people who are in particular need of support;
- use and value the important contribution of volunteers in all our services;
- be proactive and reactive to local needs;
- encourage and promote social inclusion; and
- continually learn, improve and innovate as an organisation.

Our mission is to improve and enrich the lives of people in our community by providing services and volunteer facilitated activities with strategic objectives of:

- meeting community needs;
- ensuring sustainable growth; and
- achieving organisational excellence

Our vision is to cement our position as the lead 3rd sector organisation in Harborough District and a major provider of services across the county.

Our success is reliant on all trustees, staff and volunteers applying our key values of:

- Respect – treating everyone with dignity and fairness
- Equality of opportunity – recognising and welcoming diversity
- Openness – in the way we work
- Responsiveness – to the needs of the community
- Collaboration – working with others to achieve joint aims

#### **Activities and Projects**

The principal projects and activities with which we have been involved in the year are as follows:

##### **1. Support for Carers Leicestershire**

VASL's Support for Carers Leicestershire project has continued to provide much needed support and advice to unpaid family carers across the whole of Leicestershire.

We are delighted to report that, in November 2019, we were successful in securing the tender to provide the service for a further 2 +1 years. There are a few changes in delivery of the service including: 7 evening carers' groups across the County; closer partnership working with GP's (including 5 carer's clinic in surgeries); and offering a 24-hour urgent response time to a referral. The team worked extremely hard getting these new services in place by March 2020. and, unfortunately, these had only just got up and running when they were postponed due to the outbreak of the Covid-19 pandemic.

A new carers' guide booklet has been designed by the team; it is a huge success, with many GP surgeries and Looked-After Child workers, using them as a carers' information pack. We have also been successful in taking on another De Montfort University intern.

Our Carers Website, [www.supportforcarers.org](http://www.supportforcarers.org) continues to provide up to date, relevant information to Carers and Professionals across Leicestershire.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **OBJECTIVES AND ACTIVITIES (continued)**

#### **Activities and Projects (continued)**

#### **2. Young Carers**

VASL runs a Young Carers Activity Group for young people in Harborough District who are providing care and support to a loved one with long-term ill health, physical disability, mental health problems or substance misuse issues.

The Young Carers Project runs a fortnightly evening activity group at The Cube youth centre in Market Harborough. The centre has excellent facilities, including a coffee bar and well-equipped kitchen, pool table, table tennis, basketball, table football, games consoles and a large outdoor area. We offer snacks and refreshments, and run activities including arts and crafts, baking and cooking workshops and games evenings.

We are also able to offer transport to and from the group, thanks to our wonderful team of volunteer drivers and chaperones. Transport is crucial and often means the difference as to whether a young carer can attend the group or not. This makes our project unique, as no other Young Carers group in Leicestershire is able to provide transport to service users.

During the school holidays, we run a variety of trips which gives the young carers the chance to have fun and adventures that they would otherwise not be able to experience due to their home circumstances and caring responsibilities. Trips this year have included: the Aquapark at Rutland Water; roller skating; Tamworth Snow Dome; go karting; and several meals out. Referrals to the Project during the past year have increased by 200% on previous years' averages. In total, 18 young carers have been referred this year from a variety of sources including Barnardos, Home Start, and The Bower House, as well as some self-referrals.

#### **3. Community Champions Befriending Scheme**

The Community Champions Befriending Scheme continues to go from strength to strength. We now have 80 volunteers (including 2 in New Zealand!) who provide regular social contact to clients through: weekly home visits; accompanying them out into the community; regular telephone calls; and being pen or email pals.

Our digital volunteers provide one to one support at home, and since October 2019 have run monthly sessions in Market Harborough library, showing older people how to use their smartphones and tablets to stay in touch with people, research information, pursue hobbies and book doctors' appointments online.

We produce a monthly project newsletter for volunteers and clients, which shares information about project progress, signposts community information and gives details of forthcoming events. In this way we empower clients and volunteers to be active citizens.

We hosted 12 monthly Community Gatherings with free accessible transport enabling 40 people to meet over coffee and cake at cafes and golf clubs. These events enabled people to make new friendships and hear from relevant community groups e.g, The Repair Café and The Well. We also hosted 11 quieter, smaller, non-Transport Community gatherings at cafes in the town where clients can make their own way there.

In addition, we continue to work in partnership with Harborough District Council, Leicestershire County Council, Adult Learning, Libraries and Museums to promote interventions that alleviate loneliness. This year we have also started inter-generational activities with Welland Park Academy and the Scouts which have been beneficial for all involved and have chaired the Leicester Befriending Network to facilitate peer support.

Our progress has been documented in an Impact Report and a qualitative Community Research report which have been shared with internal and external stakeholders. The project rapidly adapted its delivery mode when the social distancing restrictions imposed by Covid-19 meant that face to face events were no longer possible. Since the start of the pandemic, Community Champions volunteers are phoning, writing, or emailing people and we know from feedback that this has made a positive difference, especially to people who have been shielding.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **OBJECTIVES AND ACTIVITIES (continued)**

#### **Activities and Projects (continued)**

#### **4. VASL Transport**

As part of the Transport Scheme, our volunteer drivers drove 85,788 miles and completed 6,012 passenger journeys, taking clients to health appointments, social/educational destinations and visits to loved ones in hospital or nursing homes.

Our big recruitment campaign to recruit more volunteers continued in 2019; 15 new drivers joined the Transport Team this year, which brought our total number of drivers to 61 at the end March 2020.

The Transport drivers are always rightly praised for their work. Here are some of the comments we have received from clients over the year:

“The volunteer driver went above and beyond the call of duty – what a very nice man”.

“The driver was brilliant yesterday, he is an asset to VASL Car Scheme, very much appreciated the wonderful service”.

“I always feel very safe with them, I consider we are very lucky to have this service”.

“Your service has made a great difference to my getting to hospital”.

“Very helpful service, especially when anxious about medical appointments”.

Unfortunately, due to the Covid-19 pandemic and the consequent risk to volunteers and clients, all transport requests were suspended at the end of March. Many of VASL volunteer drivers and most of our transport clients, fall into the over 70's category, and following government guidelines were asked to shield for 12 weeks.

#### **5. My Mind Matters**

Our My Mind Matters project team continues to provide a service to support individuals within the Harborough District by providing information, advice and navigation, and one to one support, around mental health wellbeing.

The aim of the project is to promote empowerment, emotional resilience, social inclusion and overcome social and personal barriers.

Workshops are usually run within areas across the whole district but, during the Covid-19 pandemic, they have taken place virtually, over Zoom. The workshops cover topics such as the importance of social connections, self-esteem and coping techniques to encourage positive mental health.

The project continues to build on its strengths through working closely with GP surgeries, organisations and partnerships within the community.

#### **6. Volunteering**

The majority of VASL services and projects are heavily reliant on the skills and expertise of our volunteers. As an organisation we continue to provide quality volunteering opportunities, supported by excellent training and support for the volunteers.

VASL volunteering opportunities are publicised and promoted in the community on a regular basis. We hold the Investing in Volunteers Accreditation which is a recognised quality mark for volunteer involving organisations.

#### **7. Representation and Engagement**

VASL continues to sit on key forums and engagement groups throughout Harborough District and wider Leicestershire. We are regularly consulted by health and social care agencies to help identify and shape services that support our client groups and the wider community. We continue to have a close working relationship with Harborough District Council and responded quickly to the Covid-19 crisis by supporting the Covid Community Hub.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **Public Benefit**

The Trustees are pleased to confirm that they have referred, and continue to refer, to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

### **ACHIEVEMENTS AND PERFORMANCE**

At the beginning of the year the Trustees set the following strategic priorities for 2019/20:

#### **Organisational**

- To continue to raise VASL's profile, and ensure effective communications internally and externally in line with the VASL Communications Strategy.
- To provide ongoing training for managers and staff to enable them to effectively carry out their roles and contribute to achieving the VASL priorities, whilst demonstrating that their contributions are recognised and valued.
- Research gaps in services and apply for long term funding for new and existing projects, seeking to diversify funding sources.
- To review VASL's Memorandum and Articles, amend them to reflect current business, achieve Charity Commission approval and sign off at the Annual General Meeting.
- To continue to develop good governance in VASL and the Board, including achieving adoption of the new Memorandum and Articles.
- To successfully apply for re-accreditation for PQASSO and Investing in Volunteers quality standards

#### **Project based**

- To Successfully tender for the new Leicestershire Carers Support Service.
- To prepare and, if necessary, to begin to implement an overarching strategy to mitigate the impact of the potential loss of the Countywide Support for Carers Project.
- To reshape, redesign and relaunch the Young Carers project in the Harborough District, in partnership with Harborough Children's and Young Peoples Charity (HCYC). Review the effectiveness of the partnership and consider implications for future partnerships for VASL.
- To continue to develop the Transport Scheme in line with the Transport Review.
- To continue to align VASL's local support with government initiatives including Mental Health Support, Loneliness, preventative services, social prescribing.
- To continue to strengthen relationships with Harborough District Council through officer engagement and engagement with local Councillors.

The outcome has been another year of challenges and changes for VASL.

We began the year by reviewing the structure and staffing of our Business Support Team with a view to streamlining to reduce costs. This action was essential to accommodate the £19k reduction in the Support for Carers Contract retendering process. It was with regret that we made two business support posts redundant. The Support for Carers contract was released in May and VASL tendered for the two-year contract having carefully considered the additional deliverables against the reduced funding. We were successful in our bid and the new contract started on 1st November 2019.



# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **ACHIEVEMENTS AND PERFORMANCE (continued)**

During the early part of the year the board undertook a review of our Young Carers Group following the resignation of our longstanding Young Carers Manager. The Young Carers Project was relaunched in May following the appointment of a new Manager and an agreed partnership with a local youth organisation, HCYC. VASL signed an agreement with HCYC to provide Young Peoples Safeguarding and youth practise support and supervision for our Young Carers Manager. This partnership has proved to be invaluable and allowed our Young Carers Group to thrive.

As part of the financial strategy for VASL it was agreed that, to ensure a stable future for VASL, we would approach Market Harborough and The Bowden's Charity to seek additional longer-term core/operational funding. After a thorough application and a meeting with their trustees, we were delighted to be awarded £35k per year for 5 years to support the core overheads of VASL.

As well as securing funding for core costs we also approached the Lloyds Foundation and secured funding to redevelop both our VASL and Support for Carers Websites. This was also successful, and we received £15k to carry out this work. By the end of October, we had a new and updated VASL website which is brighter and easier to navigate.

Towards the end of the year VASL was informed that the organisation had been nominated by a Harborough District Councillor for the Queen's Award for Voluntary Service. We were visited at the offices by Mr Richard Brooks, Deputy Lieutenant, who spent time talking to Trustees, Staff and Volunteers. In the New year we also successfully reapplied, and were awarded, our Investing in Volunteers accreditation for another three years.

We are, as ever, most grateful to all of those who have provided funds to support our work throughout 2019/20. The funding that we have received has ranged from individual donations and one off pots of funding from individuals, community groups and businesses to larger grants from organisations including:

- Leicestershire County Council;
- Harborough District Council;
- Market Harborough and The Bowden's Charity;
- National Lottery Community Fund;
- BBC Children in Need;
- Leicester, Leicestershire and Rutland Community Foundation;
- Lloyds Foundation;
- Leicestershire County Council Shire Grants;
- Postcode Community Trust;
- HDC Community Grants; and
- The Howard Watson Symington Memorial Charity.

### **Impact of Covid-19**

No one could have predicted that the financial year would end with the World gripped by the Covid-19 pandemic. When the Covid19 crisis hit. VASL staff moved from Torch Trust to homeworking on the 18th March 2020.

We are extremely proud of all staff, Trustees and Volunteers who stepped up to this incredible challenge and adapted our services and support quickly to support the most vulnerable in our community. We quickly forged a partnership with Harborough District Council to recruit Covid19 Volunteers and address the very basic needs, such as shopping, medication collection and providing a listening ear, to those who were lonely, isolated and anxious.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **ACHIEVEMENTS AND PERFORMANCE (continued)**

#### **The difference we have made**

The Table below summarises the difference VASL made in our Communities during 2018-19.

<b>Community assisted</b>	<b>Total Individuals</b>	<b>How Have They Benefited?</b>
<b>Carers across Leicestershire</b>	3,410	<ul style="list-style-type: none"><li>• Carer helpline (Monday to Friday, 9am – 5pm)</li><li>• Online support through website, Facebook, Twitter</li><li>• Support group sessions delivered to share experiences</li><li>• County-wide forum events</li><li>• Newsletters providing information and contacts</li><li>• Telephone befriending</li><li>• 6,981 hours of advice, information, guidance and one-to one support.</li></ul>
<b>Young Carers</b>	17	<ul style="list-style-type: none"><li>• Fortnightly support group sessions providing respite time and a chance to be with peers</li><li>• One to one support where most needed</li><li>• Email and Facebook support</li><li>• 8 activity days/ extra outings.</li></ul>
<b>Isolated Older People and people needing help with transport</b>	190 isolated people 5,612 passenger journeys	<ul style="list-style-type: none"><li>• Social support –Community Champions</li><li>• Used VASL social car scheme for health and social journeys for a total of 85,717 miles</li></ul>
<b>People needing support with the mental health</b>	273	<ul style="list-style-type: none"><li>• Information</li><li>• Advice and Navigation</li><li>• One to One Support</li></ul>
<b>Volunteers</b>	8 VASL trustees 132 VASL Volunteers	<ul style="list-style-type: none"><li>• Supporting all VASL Projects</li></ul>
<b>Community Groups in Harborough</b>		<ul style="list-style-type: none"><li>• Local Groups encouraged to attend VCS/Community Networking events</li><li>• Ad hoc support</li></ul>

# VOLUNTARY ACTION SOUTH LEICESTERSHIRE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

### ACHIEVEMENTS AND PERFORMANCE (continued)

#### The difference we have made (continued)

Community assisted	Total Individuals	How Have They Benefited?
<b>The Business and Public Sectors</b>	<p>We worked with many different organisations including:</p> <ul style="list-style-type: none"> <li>Leicestershire County Council</li> <li>Harborough District Council</li> <li>NHS community mental health teams</li> <li>CCG's</li> <li>Healthwatch</li> <li>Waitrose</li> <li>Local schools, libraries, adult learning</li> <li>GP practices across Leicestershire</li> <li>Parish Councils</li> <li>Schools/Education Establishments</li> </ul>	<ul style="list-style-type: none"> <li>Worked in partnership with VASL to support their customers and share knowledge and ideas</li> <li>Raised their community profile</li> <li>Engaged with businesses</li> </ul>
<b>Charities/Third Sector/Grant Makers</b>	<p>We worked with many different charities including:</p> <ul style="list-style-type: none"> <li>Market Harborough &amp; The Bowdens Charity</li> <li>Harborough FM</li> <li>LLR Community Foundation</li> <li>Big Lottery</li> <li>Children In Need</li> <li>Age UK</li> <li>LAMP</li> <li>Dementia Harborough</li> <li>Befriending Network</li> <li>Community Transport Association</li> <li>Alzheimer's Society</li> <li>Sustainable Harborough</li> <li>HCYC</li> <li>The Cube Youth Centre</li> <li>Brickworks Music</li> </ul>	<ul style="list-style-type: none"> <li>Met their charitable aims by awarding grants to VASL for project activity</li> <li>Took referrals for services from VASL staff</li> <li>Attended VASL forums</li> <li>Consulted on project development</li> </ul>
<b>The Wider Community</b>		<ul style="list-style-type: none"> <li>Support for Carers Leicestershire website provides information and support</li> <li>VASL website provides information, support and access to services</li> </ul>

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **FINANCIAL REVIEW**

#### **Financial Performance**

The financial period covered by the accounts and this report was a 12 month period from 1 April 2019 to 31 March 2020. The annual income was £545,889 (2019: £498,237) and the total costs were £506,048 (2019: £526,286). This resulted in a net surplus of £39,841 (2019: £28,049 deficit). There was a £40,336 surplus in restricted funds (2019: £33,589 deficit) and a £495 deficit in unrestricted funds (2019: £5,540 surplus).

VASL continues to operate in a period of considerable financial uncertainty in relation to core funding from statutory bodies and project funding from other agencies. In view of this the Trustees considered it prudent to retain a designated financial reserve of £110,000 to cover contingencies (see Policy on reserves below).

#### **Policy on cost recovery**

In undertaking a grant funded project, VASL aimed to apply the principles of Full Cost Recovery. That is, it recognised that each project undertaken by VASL was supported by a central organisation whose costs must be covered by the organisation as a whole. Each project had therefore to contribute its share of the central cost.

Accordingly, except where there was an explicit agreement with the funder on the amount of grant which was to be applied to central costs, an overheads charge was levied in proportion to the staff time devoted to the project. These charges were calculated as part of the annual budgeting process, and were applied in the accounts as inter-fund transfers.

#### **Policy on reserves**

VASL's policy on reserves has been designed to protect it from uncertainties in funding from statutory and grant making bodies, and other financial risks. Its aim is to ensure that there are sufficient funds to meet all its contractual obligations and to continue in operation until there has been time to reorganise to meet the contingency.

The Trustees agreed that:

- a) The VASL Board would continue to designate a fund in its accounts to be its financial reserve.
- b) No expenditure of money from the financial reserve could be committed for any purpose except by explicit decision of the board. In so deciding, the board would consider whether, when and how the reserve could be replenished.
- c) The core fund operational reserves should be designated for business development costs to cover delivery of the strategic plan.
- d) The financial reserves and business development reserves should be invested in 3 interest-bearing instant access accounts to a maximum of £85,000 in each.

The VASL board has reviewed its financial risks and decided that it is appropriate to maintain its designated financial reserve at £110,000 calculated thus:

Three months' core running costs	£50,000
Negative cash flow in run down situation	£25,000
Reserve for possible redundancy costs	£35,000

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **FINANCIAL REVIEW (continued)**

#### **Policy on reserves (continued)**

Unrestricted reserves which have not been designated amounted to £90,948 at 31 March 2020 and the Board considers that these are at an acceptable level for the day to day operating requirements of the charity. The aggregated reserves of restricted income funds amounted to £113,571, which is in line with the expectation of the Board. This reflects the receipt of grants in advance of incurring the associated expenditure in respect of projects which cover more than one financial year.

### **PLANS FOR FUTURE PERIODS**

Following the successful re tendering of the Support for Carers contract, we are continuing to develop and implement additional services, including working closely with GP surgeries across the county to provide carers' clinics. Unfortunately, when the Covid 19 crisis hit in March, many of the new developments had to be put on hold. However, we have continued to offer all our services, contracts and support via telephone and email. Whilst most of our staff will continue to work from home for the foreseeable future, we are confident that our services will be largely unaffected and we will continue to support the local Covid-19 Hub provided by Harborough District Council. We are extremely grateful to the Market Harborough and the Bowden's Charity for their pledge of a grant towards our core funding for a five-year period.

With a strong Board and supportive staff, we are confident that VASL will continue to rise to each new challenge that it faces and will turn many of them into new opportunities.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Constitution and Governing Document**

The charity was incorporated on 4 February 2011 as a company limited by guarantee (Company Number 07517828), not having a share capital, and is governed by its Memorandum and Articles of Association of that date, as amended on 18 March 2019. It was registered as a charity by the Charity Commissioners for England and Wales on 8 April 2011 (Registered Number 1141274).

Each of the members has agreed to contribute the sum of £1 in the event of the charity being wound up.

#### **Appointment of trustees**

Trustees are nominated from persons who through residence, occupation, employment or otherwise have special knowledge of the area of benefit, or who are otherwise able, by virtue of their personal or professional qualifications, to make a significant contribution to the pursuit of the objects or the management of the charity.

#### **Trustee induction and training**

New trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the company. During the briefing they are also given a tour of the charity's premises and are introduced to the employees and other trustees. All trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

#### **Organisational Structure**

The Trustees hold formal meetings every eight weeks and have elected a Chair, Secretary and Treasurer from their number. The Trustees are responsible for setting the strategic direction of the charity and have delegated day to day decisions concerning its operation to Maureen O'Malley the Senior Manager.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)**

#### **Arrangements for setting staff pay**

Staff pay, including that of the senior manager, reflects the level of responsibilities of the posts and is benchmarked with similar sized voluntary and community sector organisations. Cost of living increases take into account inflation and levels awarded for public and voluntary sector organisations. These decisions are taken by the full Board of Trustees on the recommendation of the Board's Human Relations subcommittee

#### **Risk management**

The Trustees keep the charity's activities under regular review in order to identify the opportunities available to the charity and the risks to which it is exposed. Where risks are identified, for example in relation to fraud, systems and procedures are established and implemented to mitigate those risks identified and to minimise their impact should they materialise.

In particular, the Trustees recognise that the charity is a service organisation and that one of the principal risk that it faces, in attempting to fulfil its aims and objects, is that its standard of service falls short of that which might reasonably be expected by users. As a result, we have implemented a quality assurance policy statement based on the Practical Quality Assurance System for Small Organisations ("PQASSO"). This defines the benchmarks for standards throughout the Voluntary Sector and comprehensive arrangements to monitor progress in implementing and adhering to these standards. In addition we are committed to providing training programmes to staff and volunteers to assist them in all areas of activity in which they are likely to become involved in the operation of the charity.

### **TRUSTEES' RESPONSIBILITIES STATEMENT**

The trustees (who are also directors of VASL for the purposes of company law) are responsible for preparing the Report of the Trustees and the 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 year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2015 (FRS 102);
- 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 operation.

The trustees are responsible for keeping adequate accounting records that 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.

# **VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020**

### **TRUSTEES' RESPONSIBILITIES STATEMENT (continued)**

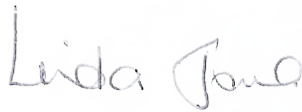
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### **PREPARATION OF REPORT**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

### **ON BEHALF OF THE BOARD**



Linda Jones CBE

Chair

Dated 28th September 2020

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF VOLUNTARY ACTION SOUTH LEICESTERSHIRE**

### **Opinion**

We have audited the financial statements of Voluntary Action South Leicestershire for the year ended 31 March 2020 which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice)

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Continued



# **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF VOLUNTARY ACTION SOUTH LEICESTERSHIRE (continued)**

## **Other information (continued)**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

## **Responsibilities of trustees**

As explained more fully in the Trustees' Responsibilities Statement set out on pages 12 and 13, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Continued

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF VOLUNTARY ACTION SOUTH LEICESTERSHIRE  
(continued)**

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Callum Veasey ACA MAAT  
(Senior Statutory Auditor)  
For and on behalf of:  
Edward Thomas Peirson & Sons  
Statutory Auditor  
Chartered Accountants  
21, The Point  
Rockingham Road  
Market Harborough  
Leicestershire  
LE16 7NU

28.09.2020

## Voluntary Action South Leicestershire

### STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOME FROM:</b>					
Donations and legacies	3	23,356	468,171	491,527	438,066
Charitable activities	4	-	51,426	51,426	52,020
Investment income - Bank interest receivable		2,936	-	2,936	2,651
Other		-	-	-	5,500
<b>Total income</b>		<u>26,292</u>	<u>519,597</u>	<u>545,889</u>	<u>498,237</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	5	162,033	344,015	506,048	526,286
<b>Total expenditure</b>		<u>162,033</u>	<u>344,015</u>	<u>506,048</u>	<u>526,286</u>
<b>Net income/(expenditure) for the year</b>		(135,741)	175,582	39,841	(28,049)
<b>Net transfers between funds</b>	11	135,246	(135,246)	-	-
<b>Net movement in funds</b>	11	<u>(495)</u>	<u>40,336</u>	<u>39,841</u>	<u>(28,049)</u>
<b>Reconciliation of funds:</b>					
<b>Balances brought forward</b>		200,948	73,235	274,183	302,232
<b>Balances carried forward</b>		<u>200,453</u>	<u>113,571</u>	<u>314,024</u>	<u>274,183</u>

All activities relate to continuing operations.

The Statement of Financial Activities includes all gains and losses recognised during the year.


The notes on pages 20 to 27 form part of these accounts

**Voluntary Action South Leicestershire (Company No. 07517828)****BALANCE SHEET AS AT 31 MARCH 2020**

	<b>Note</b>	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
<b>Current Assets</b>			
Debtors	9	1,291	416
Cash at bank and in hand		<u>354,175</u>	<u>311,191</u>
		355,466	311,607
<b>Creditors:</b>			
Amounts falling due within one year	10	(41,442)	(37,424)
<b>Net Current Assets/Net Assets</b>		<u><u>314,024</u></u>	<u><u>274,183</u></u>
<b>Funds</b>	11		
<b>Unrestricted funds</b>			
General funds		90,453	90,948
Designated funds - Financial Reserve		<u>110,000</u>	<u>110,000</u>
		200,453	200,948
<b>Restricted funds</b>		113,571	73,235
<b>Total Funds</b>		<u><u>314,024</u></u>	<u><u>274,183</u></u>

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

The accounts were approved by the Board of Trustees on 28th September 2020 and signed on its behalf by:



Linda Jones - Trustee

The notes on pages 20 to 27 form part of these accounts

## Voluntary Action South Leicestershire

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2020

	2020 £	2019 £
<b>Net movement in funds</b>	39,841	(28,049)
Interest shown in investing activities	(2,936)	(2,651)
(Increase)/Decrease in Debtors	(875)	408
Increase/(Decrease) in Creditors	4,018	(8,255)
<b>Net cash generated by/(used in) operating activities</b>	<u>40,048</u>	<u>(38,547)</u>
<b>Cash flows from investing activities</b>		
Interest income	2,936	2,651
<b>Change in cash and cash equivalents in the year</b>	<u>42,984</u>	<u>(35,896)</u>
<b>Cash and cash equivalents brought forward</b>	311,191	347,087
<b>Cash and cash equivalents carried forward</b>	<u><u>354,175</u></u>	<u><u>311,191</u></u>
<b>Cash and cash equivalents comprise:</b>		
Cash at bank and in hand	<u><u>354,175</u></u>	<u><u>311,191</u></u>

The notes on pages 20 to 27 form part of these accounts

# Voluntary Action South Leicestershire

## Notes to the accounts for the year ended 31 March 2020

### 1. STATUS OF THE COMPANY

The company is a private company registered in England & Wales and is limited by guarantee. It does not have a share capital but every member of the company is required, in the event of it being wound up while he or she is a member (or within twelve months of their ceasing to be a member), to contribute the sum of £1 towards the debts and liabilities of the charity, which were incurred before they ceased to be a member, and the costs of winding up.

The Memorandum and Articles of Association specify that the company is a non-profit making organisation that shall apply any income that it receives in fulfilling its objectives and it is registered as a charity by the Charity Commissioners for England and Wales. If upon winding up any assets remain after the satisfaction of all debts and liabilities they shall be transferred to some other charitable body or bodies having similar objects to the charity.

### 2 PRINCIPAL ACCOUNTING POLICIES

#### (i) Accounting convention and basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued in October 2019 ("SORP (FRS 102)"), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) ("FRS 102"), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

#### (ii) Basis of accounting, going concern and impact of Covid 19.

The financial statements are prepared under the historical cost convention and on a going concern basis. The trustees consider that there are no material uncertainties which cast doubt on the charity's ability to continue as a going concern. In forming this opinion they have considered the level of funds held and the expected level of income and expenditure in the twelve months from the date of the approval of these financial statements and, in particular, have considered the impact of the Covid 19 pandemic on the charity's operational and financial activities.

From an operational perspective the charity has temporarily moved its staff to homeworking and has adapted its services, in partnership with other agencies, to provide support to the most vulnerable members of the local community. The pandemic has had no direct impact on the balance sheet at the year end and funding, for the charity's ongoing projects and core activities, is provided by bodies which are considered to have a high degree of resilience to its financial effects.

#### (iii) Incoming resources

All incoming resources are reported gross of any related expenditure.

**Donations and legacies** comprises all incoming resources from sponsorships, legacies, donations and grants (including those received from local governmental organisations). Such income is recognised in the period: in which the charity is legally entitled to the receipt; after any performance conditions have been met; the amount can be measured with reasonable certainty; and it is probable that the income will be received. Where there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then the income is deferred until those conditions are fully met. Any such income which is deferred to a future accounting period is carried forward in the balance sheet within creditors falling due within one year.

No amounts are included in accounts for services donated by volunteers.

**Incoming resources from charitable activities** comprise amounts receivable by the charity, from users of the services that it provides, in undertaking its charitable activities.

**Investment income** comprises interest receivable on cash balances held in appropriate interest bearing deposits. Such income is recognised when it is receivable and is allocated to the fund to which it relates.

**Other trading activities** comprise income from letting and licensing arrangements for space in property held primarily for functional use by the charity but which is temporarily surplus to its operational requirements.

**Other income** represent miscellaneous operational receipts that do not relate to any of the above headings.

## Voluntary Action South Leicestershire

### Notes to the accounts for the year ended 31 March 2020

#### 2 PRINCIPAL ACCOUNTING POLICIES (continued)

##### (iv) Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay, it is probable that settlement will be required and the amount of the obligation can be measured reliably. As the charity is not VAT registered the expenditure is stated inclusive of VAT. All of the expenditure in the year has been categorised as relating to charitable activities.

**Cost of charitable activities** represents the direct costs incurred in providing services to its users/beneficiaries in fulfillment of the charity's objects together with all of the support costs, such as governance, staff, premises and administration costs that are directly attributable to those activities.

Any support costs that are not directly attributable to particular headings are allocated to activities on a basis consistent with use of the resources. This allocation involves a significant degree of management judgement but the charity has to consider the cost benefit of detailed calculations and record keeping.

##### (v) Tangible fixed assets and depreciation

Expenditure of a capital nature, which exceeds £1,000, is capitalised at cost as a fixed asset and depreciation is provided on a straight-line basis so as to write off the cost over the anticipated useful economic life of the asset. The relevant rate is 25% per annum.

##### (vi) Financial instruments

All of the charity's financial assets and financial liabilities are of a kind that qualify as basic financial instruments. Such basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value.

##### (vii) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### (viii) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred on a straight-line basis over the term of the lease.

##### (ix) Pension costs

Payments to defined contributions schemes on behalf of the charity's employees are charged as an expense in the Statement of Financial Activities as they are incurred.

##### (x) Fund accounting

The charity has various types of funds for which it is responsible and which require separate disclosure.

**Unrestricted funds** comprise those general funds which the Trustees are free to use in accordance with the charity's objects.

**Designated funds** are unrestricted funds which the Trustees have earmarked for particular purposes.

**Restricted funds** are funds which have been given to the charity for particular purposes specified by the donor or by the terms of an appeal, within the overall aims of the charity. The donation and any income arising therefrom must be used in accordance with the specified purposes.

Transfers are made from restricted funds to general funds to cover the agreed contribution from each fund towards the general management expenses of the charity.

A description of the funds in existence in the year is given at Note 11.

## Voluntary Action South Leicestershire

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

<b>3 INCOME FROM DONATIONS &amp; LEGACIES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants received in the year from:				
Leicestershire County Council	-	292,714	292,714	276,239
Harborough District Council	14,100	-	14,100	14,000
Big Lottery Fund	-	97,831	97,831	95,571
BBC Children in Need	-	9,896	9,896	12,242
Market Harborough & The Bowdens Charity	-	29,880	29,880	11,877
Other providers	-	27,473	27,473	6,595
	14,100	457,794	471,894	416,524
Movement in deferred income	-	(564)	(564)	1,356
	14,100	457,230	471,330	417,880
Other donations and voluntary income	9,256	10,941	20,197	20,186
<b>Total income from donations and legacies</b>	<b>23,356</b>	<b>468,171</b>	<b>491,527</b>	<b>438,066</b>

In the year ended 31 March 2019, £403,800 of Grants and £16,535 of Other donations and voluntary income related to restricted funds (see Note 11).

Certain grants received in the year from Big Lottery Fund are subject to performance conditions which the charity has to fulfil in order to become entitled to use the income. The balance of the income deferred, which is included in Creditors: Amounts falling due within one year, comprises:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Deferred income at the start of the year	23,893	25,249
Net movement in the year	564	(1,356)
Deferred income at the end of the year	<u>24,457</u>	<u>23,893</u>

<b>4 INCOME FROM CHARITABLE ACTIVITIES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Contributions from users of the Transport Schemes	-	51,426	51,426	52,020
<b>Total income from charitable activities</b>	<b>-</b>	<b>51,426</b>	<b>51,426</b>	<b>52,020</b>

<b>5 EXPENDITURE ON CHARITABLE ACTIVITIES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Costs incurred in connection with:</b>				
Governance:				
Auditors' remuneration (including preparation of accounts)	5,220	-	5,220	5,220
Staff & volunteers:				
Gross wages and salaries	68,060	230,583	298,643	318,269
Employers' NI Contributions	4,633	12,093	16,726	19,532
Pension contributions	3,543	10,693	14,236	14,679
Staff travel and training	1,518	5,155	6,673	8,092
Staff recruitment/redundancy	4,451	240	4,691	600
Other staff costs	286	41	327	830
Volunteers' costs	650	42,940	43,590	44,007
Event costs	474	14,423	14,897	18,908
	<u>83,615</u>	<u>316,168</u>	<u>399,783</u>	<u>424,917</u>
Sub-Total carried forward	88,835	316,168	405,003	430,137



## Voluntary Action South Leicestershire

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

<b>5 EXPENDITURE ON CHARITABLE ACTIVITIES</b> <b>(continued)</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Sub-Total brought forward	88,835	316,168	405,003	430,137
Premises and assets:				
Insurance	3,159	-	3,159	3,482
Other premises costs	27,012	-	27,012	27,611
	<b>30,171</b>	<b>-</b>	<b>30,171</b>	<b>31,093</b>
Office, administration & IT:				
Office expenses & IT	26,664	12,526	39,190	35,479
Repairs and renewals	448	26	474	1,453
Consultancy & professional fees	15,479	7,630	23,109	18,144
Publicity and promotion of charitable activities	386	7,665	8,051	9,466
Miscellaneous expenses	50	-	50	514
	<b>43,027</b>	<b>27,847</b>	<b>70,874</b>	<b>65,056</b>
<b>Total expended on charitable activities</b>	<b>162,033</b>	<b>344,015</b>	<b>506,048</b>	<b>526,286</b>

Of the total costs incurred in the year ended 31 March 2019, £351,891 related to restricted funds (see Note 11).

The above costs are allocated as follows:

	<b>Directly attributed to activities</b>	<b>Support Costs</b>	<b>2020 Total</b>	<b>2019 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Governance	-	5,220	5,220	5,220
Staff & volunteers	316,168	83,615	399,783	424,917
Premises and assets	-	30,171	30,171	31,093
Office, administration & IT	27,847	43,027	70,874	65,056
	<b>344,015</b>	<b>162,033</b>	<b>506,048</b>	<b>526,286</b>

These costs are associated with the following categories of charitable activity in the year:

Carers Services	170,272	79,994	250,266	278,453
Befriending services	72,707	24,765	97,472	103,303
Transport services	90,771	23,252	114,023	129,768
Development of Community Services:				
Funded by restricted grants	10,265	7,235	17,500	-
Funded from unrestricted income	-	26,787	26,787	14,762
	<b>344,015</b>	<b>162,033</b>	<b>506,048</b>	<b>526,286</b>

The basis of allocation of support costs is management budgeting and review of estimated usage. Inevitably, this has involved a significant element of judgement but the charity has to consider the cost benefit of detailed calculations and record keeping.

## 6 TRUSTEES' REMUNERATION & EXPENSES

None of the Trustees, or any persons connected with them, received any remuneration for their services as trustees in either the year ended 31 March 2020 or in the preceding financial year. No expenses were paid for or reimbursed to trustees during either year.

# Voluntary Action South Leicestershire

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 7 STAFF NUMBERS AND EMOLUMENTS

	Year Ended 31 March 2020	Year Ended 31 March 2019
The average number of employees in the year was as follows:		
Engaged on charitable activities	16.75	15.5
Engaged in management and administration	2.75	4
<b>Totals</b>	<b>19.50</b>	<b>19.5</b>

No person's emoluments exceeded £60,000 per annum and the aggregate amount paid was as follows:

	Year Ended 31st March 2020 £	Year Ended 31st March 2019 £
Salaries	298,643	318,269
Social Security Costs	16,726	19,532
Pension contributions	14,236	14,679
Redundancy/termination costs	3,980	-
<b>Total paid by the charity</b>	<b>333,585</b>	<b>352,480</b>

Contributions to the employees' defined contribution pension plans are included in resources expended as they are incurred and are allocated between funds using the same method as the salaries to which they relate. At 31 March 2020 contributions of £1,312 (2019: £Nil) were included in accruals.

The total employment benefits (including pension contributions) of the key management personnel, comprising the Trustees (who received no remuneration), the Charity Manager and the managers of: Carer Services, Transport; Community Champions; and Business Support, were £125,053 (2019: £130,737).

Redundancy/termination claims were settled in full during the year and there were no outstanding amounts provided for at the year end.

### 8 NET INCOME/(EXPENDITURE) FOR THE YEAR

	Year Ended 31st March 2020	Year Ended 31st March 2019
Net Income/(Expenditure) is stated after charging the following expenses:		
Operating lease rentals	18,197	17,019
Auditors' remuneration		
Edward Thomas Peirson & Sons	2,100	2,100
For audit services		
For other assurance services	3,120	3,120

Edward Thomas Peirson & Sons prepared and audited the statutory accounts.

### 9 DEBTORS

	2020 £	2019 £
Trade Debtors	1,197	416
Other Debtors	94	-
	<b>1,291</b>	<b>416</b>

### 10 CREDITORS: Amounts falling due within one year

	2020 £	2019 £
Accrued expenses	12,193	8,444
Deferred income - grants (see Note 3)	24,457	23,893
Other taxes and social security	4,792	5,087
	<b>41,442</b>	<b>37,424</b>

# Voluntary Action South Leicestershire

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 11 FUNDS

	At 1 April 2019 £	Income £	Expenditure £	Movement in Deferred Income £	Transfers £	At 31 March 2020 £
<b>Unrestricted Funds:</b>						
<b>General Fund</b>	90,948	26,292	(162,033)	-	135,246	90,453
<b>Designated Fund:</b>						
Financial Reserve	110,000	-	-	-	-	110,000
<b>Total unrestricted funds</b>	<b>200,948</b>	<b>26,292</b>	<b>(162,033)</b>	<b>-</b>	<b>135,246</b>	<b>200,453</b>
<b>Restricted Funds:</b>						
<b>Related to Development of     Community Services</b>	-	18,913	(10,265)		(7,235)	1,413
<b>Related to carers:</b>						
Leicester carers project	-	193,867	(109,956)	-	(57,408)	26,503
Young carers	26,968	15,982	(15,199)	-	(3,087)	24,664
Digital Inclusion	11,203	-	(1,556)	-	-	9,647
Mental Health	322	67,146	(43,561)	-	(19,499)	4,408
<b>Related to befriending:</b>						
Community champions	-	98,036	(72,707)	(564)	(24,765)	-
<b>Related to transport:</b>						
Transport	34,742	126,217	(90,771)	-	(23,252)	46,936
<b>Total restricted funds</b>	<b>73,235</b>	<b>520,161</b>	<b>(344,015)</b>	<b>(564)</b>	<b>(135,246)</b>	<b>113,571</b>
<b>Total Funds</b>	<b>274,183</b>	<b>546,453</b>	<b>(506,048)</b>	<b>(564)</b>	<b>-</b>	<b>314,024</b>

**Unrestricted funds** comprise those funds which the Trustees are free to use in accordance with the charity's objects.

**Designated funds** are unrestricted funds which have been earmarked for particular purposes. The financial reserve is maintained at a level which is approximately equal to the aggregate of: three months' core running costs; the amount required to cover potential redundancy costs; and anticipated net cash outflows in the event of the charity's activities being wound up. No expenditure of money from this reserve can be committed except by explicit decision of the board.

**Restricted funds** are funds which have been given to or have been raised by the charity for particular purposes. They are grouped together into the broad categories to which they relate, namely: carers; befriending; transport and other activities. The Trustees' report provides additional information in relation to these activities and funds.

**Transfers** from the various restricted funds to the general fund are made in respect the agreed contribution from each fund towards the business support costs of the charity. Occasionally, transfers are also made between restricted funds to reflect the value of the benefit received by a fund from expenditure incurred in another fund.

Any deficit remaining, at the end of a project that has financed by restricted funds, is covered by a transfer from the general fund.

# Voluntary Action South Leicestershire

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 11 FUNDS (continued)

Fund movements during the year ended 31 March 2019 were as follows:

	At 1 April 2018 £	Income £	Expenditure £	Movement in Deferred Income £	Transfers £	At 31 March 2019 £
<b>Unrestricted Funds:</b>						
<b>General Fund</b>	95,408	20,302	(174,395)	-	149,633	90,948
<b>Designated Fund:</b>						
Financial Reserve	100,000	-	-	-	10,000	110,000
<b>Total unrestricted funds</b>	<b>195,408</b>	<b>20,302</b>	<b>(174,395)</b>	<b>-</b>	<b>159,633</b>	<b>200,948</b>
<b>Restricted Funds:</b>						
<b>Related to carers:</b>						
Leicester carers project	7,010	189,299	(131,209)	-	(65,100)	-
Young carers	20,517	20,911	(11,023)	-	(3,437)	26,968
Digital Inclusion	11,411	-	(208)	-	-	11,203
Mental Health	995	41,555	(39,983)	25,249	(27,494)	322
<b>Related to befriending:</b>						
Community champions	31,375	95,821	(74,752)	(23,893)	(28,551)	-
<b>Related to transport:</b>						
Adult social care transport	-	12,230	(3,941)	-	(8,289)	-
Transport	23,474	109,533	(87,653)	-	(10,612)	34,742
Multi purpose vehicle	12,042	7,230	(3,122)	-	(16,150)	-
<b>Total restricted funds</b>	<b>106,824</b>	<b>476,579</b>	<b>(351,891)</b>	<b>1,356</b>	<b>(159,633)</b>	<b>73,235</b>
<b>Total Funds</b>	<b>302,232</b>	<b>496,881</b>	<b>(526,286)</b>	<b>1,356</b>	<b>-</b>	<b>274,183</b>

### 12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

The allocation of net assets between funds at 31 March 2020 was as follows:

	General Fund £	Designated Fund £	Restricted Funds £	Total £
Debtors	-	-	1,291	1,291
Cash at bank and in hand	105,066	110,000	139,109	354,175
Creditors: Amounts falling due within one year	(14,613)	-	(26,829)	(41,442)
<b>Total Net Assets</b>	<b>90,453</b>	<b>110,000</b>	<b>113,571</b>	<b>314,024</b>

All liabilities connected with the payroll are included in the above analysis as relating to the General Fund.

The allocation at 31 March 2019 was:

	General Fund £	Designated Fund £	Restricted Funds £	Total £
Debtors	-	-	416	416
Cash at bank and in hand	103,305	110,000	97,886	311,191
Creditors: Amounts falling due within one year	(12,357)	-	(25,067)	(37,424)
<b>Total Net Assets</b>	<b>90,948</b>	<b>110,000</b>	<b>73,235</b>	<b>274,183</b>

## Voluntary Action South Leicestershire

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

#### 13 OPERATING LEASE COMMITMENTS

The charity is committed to make the following aggregate future minimum lease payments under non- cancellable operating leases:

	<b>2020</b>	<b>2019</b>
<b>Aggregate payments due:</b>	<b>£</b>	<b>£</b>
Within one year	18,556	15,953
In two to five years	18,109	30,820
In more than five years	-	-
	<u>36,665</u>	<u>46,773</u>

#### 14 RELATED PARTIES

There were no related party transactions in the year or in the preceding financial year.