

**Report of the Trustees and**  
**Financial Statements**  
**for the Year Ended 31 March 2022**  
**for**  
**Voluntary Action Swindon**

Monahans  
Statutory Auditors  
Hermes House  
Fire Fly Avenue  
Swindon  
Wiltshire  
SN2 2GA

**Voluntary Action Swindon**

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**for the Year Ended 31 March 2022**

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**Report of the Trustees**  
**for the Year Ended 31 March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Board is pleased to report that the charity continued to deliver a good quality service to our stakeholders during 2021/2022 financial year, making the best use of limited funding and resources.

Staff, Volunteers and Trustees worked well together to deliver a challenging and diverse set of objectives and I would like to extend my thanks to everyone for the part they each played in our successful delivery.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity's object and its principal activity continues to be that of promoting any charitable purpose for the benefit of the community in the Borough of Swindon.

As the Council for Voluntary Services in Swindon we achieve this through providing funding and governance advice; training and other support services, being the voice for the Swindon Voluntary sector on several platforms as well as encouraging collaboration within the Voluntary Sector and the statutory services. We also support Swindon Borough Council in delivery of its equality commitments, providing scrutiny and ensuring that the equality voice of the Swindon community has a platform.

Since April 2019 we have also delivered the Swindon Shopmobility Service helping people with mobility issues to continue to access town centre shops and facilities independently.

During this financial year and looking ahead to the future, one of the key changes we will seek to influence is the inclusion of the Voluntary and Community Sector in the developing Integrated Care System.

**Strategies**

Our key strategies for achieving our aims and objectives are:

**Board and Team**

A VAS Board which reflects the diverse community we support with the appropriate range of skills and experience. A VAS team of staff and volunteers sufficiently resourced, experienced and respected.

**Sanford House**

Sanford House is a well known, valued, influential, connected and welcoming Community Hub for people in Swindon.

**John Street**

John Street is a fully utilized and more environmentally friendly office center and advice and support center for the local community.

**Services**

VAS is a respected and well known provider of Training and Conference facilities and other services for the community sector in Swindon providing a high quality, value for money responsive service to all of our stakeholders

**Connected and Valued:**

VAS is a well known, respected and valued partner and voice for the Swindon Community Sector working to ensure that the sector is valued, understood, connected and a valued partner in integrated health and wellbeing service provision in Swindon.

**Income:**

VAS has diversified income streams but remains a valued and funded SBC service for the Community Sector.

**Equality and Diversity**

The Swindon Equality Coalition and VAS's broader equality work continues to help make Swindon a more inclusive Town and helps to support inclusive SBC campaigns.

**Shopmobility and Café Mobility:**

Shopmobility is a valued, self sustained, high quality and well-known service for people with mobility issues. Café mobility due to be launched in spring 2022, is a popular, ethical, accessible and well used café generating the income gap to sustain Shopmobility

We measure the success of our delivery through feedback, surveys and the level of awareness the sector has of VAS.

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

From its premises at 1 John Street and through its landlord responsibilities for Sanford House Community Hub, Voluntary Action Swindon provides a wide range of services to voluntary and community organisations in the Borough of Swindon. These include:

- Funding and Governance Advice
- Trustee Network
- Shopmobility Service
- Championing Equality and Diversity in Swindon
- Providing a voice on behalf of the Voluntary sector
- Representing and encouraging participation from the sector in the developing Integrated Care System.
- Encouraging and supporting collaboration between the sector and the statutory services
- Training Courses
- Facilities Management
- Meeting room hire/facilitation of training space
- Support services including DBS check facilitation and a printing/copying service
- Weekly newsletter
- Key information dissemination through our website and social media

**Public benefit**

By achieving our aims Voluntary Action Swindon delivers public benefit indirectly by helping the broad range of charities and other voluntary organisations within the Borough of Swindon. Our range of services help to inform these charities, build their capacity and maximise their resources to deliver their valuable services within the community.

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. The trustees consider that they have acted in the public benefit.

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**ACHIEVEMENT AND PERFORMANCE**  
**FUNDING AND GOVERNANCE SUPPORT**

Requests for help:

Over the year we have dealt with 443 requests for help from the Swindon Voluntary and Community Sector, which has included funding and governance help and engagement with a wide range of other issues.

We also continue to share important information with and between the sector through our weekly newsletter VAS-ID, our website and our social media feeds.

**Collaborative Funding Bids**

We have coordinated two collaborative funding bids on behalf of the Voluntary Sector to the Swindon Integrated Care Alliance (ICA). The first was in January 2021 to provide much needed post COVID capacity funding to some essential services which resulted in a grant of £121,000 distributed by the ICA via Swindon Borough Council in August 2021 to 6 organisations. In January 2022, we led a further collaborative bid to support the developing Integrated Care System with winter pressures. The funds awarded, resourced the Live Well team and some Voluntary Sector members working together to provide proactive support for patients and families post hospital discharge, and to support a wellbeing programme focussed on those frequently attending GP practices. A grant of £149,813 was made to four organisations to support these two programmes.

**Pro Bono Donations**

During January 2020 and November 2021, we distributed over 34,000 face masks donated to us by First City Nursing for the Voluntary and Community Sector and in July 2021, 10,800 bottles of high-quality hand gel donated to us by L'Oréal via Business in the Community.

**Community Outbreak Management Fund**

Between March 2021 and October 2021, Voluntary Action Swindon managed a £205,518 grant fund on behalf of Swindon Borough Council. In this work VAS distributed grants to 31 local voluntary and community organisations to help reduce inequalities affecting COVID safety and infection management; promote positive infection control behaviours and messages and address vaccine hesitancy. The grants reached over 80,000 people in Swindon and leveraged over £10,000 in additional funding across a diverse range of communities and organisations.

**EQUALITY AND DIVERSITY**

We have continued to deliver our work to support the equality agenda in Swindon through leading the Swindon Equality Coalition (SEC) which was re-launched in July 2020 with a new core group of 11 people which grew to 23 by October 2020 and to 29 this year. Representatives from the SEC currently sit on the Equality Advisory Group; BAME COVID Task and Finish Group; Adult Housing and Social Care Scrutiny Committee; Hate Crime, Silver Scrutiny; Swindon Local Offer Champions Group and input was provided to the Youth Justice System Team. Work has also continued to develop a collaborative funding bid to the National Lottery to develop a stronger youth voice and forum in Swindon including a successful Speak Out Swindon youth survey to which over 100 young people responded.

We also ran a week-long 'Breaking Barriers' virtual awareness conference where twenty voluntary organisations shared their Equality, Diversity and Inclusion journeys followed by discussion and action plans involving them and 54 additional participants from the sector.

We also launched two new on-line networking groups, one for people affected by disability and one for the LGBTQ+ community.

**COLLABORATION**

**'VAS VX' virtual event**

We have continued our vital role in encouraging collaboration, both across the voluntary and community sector and between the sector and statutory services. This included delivering our virtual 'VAS VX' event in the last week of April 2021 where 40 local voluntary organisations presented their services and referrals pathways to an audience composed of Swindon Borough Council commissioners and frontline workers and referral agencies from all sectors. Over 140 people took part in the week-long virtual conference with many more accessing presentation and information provided via the specially created VX online directory.

**VAS Live**

Our monthly 'VAS Live' virtual networking sessions continued to be popular and were attended by over 240 participants hearing presentations on Lottery Funding; business skills for charities; co-operatives; risk management; effective communications; fraud prevention; mental health and PR and effective use of the media.

**VCSE Leadership Alliance**

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

Our VCSE COVID recovery group, made up of leaders from across the sector met in April to hear an update from Swindon Borough Council's public health team and then transitioned into an ongoing VCSE Leadership Alliance meeting three more times during the year to hear updates on the developing Integrated Care System; the Community Services Mental Health Framework; the BSW New Model of Care and also welcomed guest speakers from the sector either to introduce themselves as new charities to Swindon or share important updates such as the cost of living crisis from Citizens Advice.

**Swindon Food Alliance**

The Swindon Food Alliance, originally established during the peak of COVID to better co-ordinate food need, met four times to share information on trends and issues. Latterly this group has moved to be co-ordinated by Swindon Borough Council following the appointment of a new full time Food Champion in the Live Well team.

**Voluntary and Community Sector Emergencies Partnership (VCSEP)**

We continued to lead the VCSEP work for Swindon and Wiltshire, convening regular meetings with colleagues in Wiltshire and attending networking meetings across the Southwest of England. This was part of a national programme funding by central government and led by the British red Cross, to better co-ordinate the VCSE response to COVID and other emergencies.

**VAS Trustee Network**

We launched the VAS Trustee Network on the 19th of May 2021 with the Swindon Borough Council Public health Director providing an update on COVID as well as speakers covering Trustee recruitment and leadership. Three more networking sessions followed in August, November and February covering important topics of Safeguarding; Diversity and Inclusion; Fraud Prevention; Grant applications; Counter Terrorism and the new Martin's Law and the Disclosure and Barring service.

**Swindon Time to Change/ Wellbeing Group**

Following the winding up of the National Time to Change Campaign, we were asked to take on responsibility for the Swindon Time to Change group made up of around 12 members of the Voluntary Sector with a focus on mental health including the wider determinants. Over the year this has been developed into the Swindon Wellbeing group with a web and social media presence and a developed plan to co-ordinate collaborative events and campaigns.

**VOICE FOR THE VOLUNTARY SECTOR**

VAS has continued to provide a voice for the Swindon local Voluntary Sector at a variety of key boards and forums:

- Health and Wellbeing Board
- COVID-19 Health and Wellbeing Board
- Swindon and Wiltshire Local Enterprise Partnership
- Swindon Safeguarding Board
- Swindon Borough Council COVID recovery group
- Domestic Violence Forum
- Swindon Adult Learning Advisory Board
- Swindon Rough Sleepers Forum

**Towns Fund**

VAS has continued to play a key role in the Towns Fund project for Swindon helping to secure the £19.5 million investment into the regeneration of the Town Centre as a member of the Towns Fund Board and the Project Development Group. The Community Panel, led by VAS, made up of over 26 representatives from a broad range of community groups, has been focussed this year on providing feedback on the more detailed business cases for each of the six projects through focussed online workshops led by Swindon Borough Council and its appointed consultants.

**Integrated Care System**

VAS, along with most of the other Councils for Voluntary Service (CVS) across England, has been heavily involved in the developing Integrated Care Systems, specifically for Swindon the Bath and North East Somerset (BaNES), Swindon and Wiltshire (BSW). We have formed a VCSE Leadership Alliance at BSW system level with CVS colleagues from BaNES and Wiltshire and have been heavily involved in the developing Swindon Integrated Care Alliance (ICA) as a member of the Joint Committee and the Development Executive Group. We have engaged other members of the sector with this work with two key charities that are also represented on the Swindon ICA alongside VAS, together with 27 organisations engaged as part of a broader Professional Leadership Network.

We are also working with national CVS colleagues and our umbrella organisation NAVCA (National Association of Voluntary and Community Action) and a dedicated team within NHS England to ensure that the VCSE is a valued partner in integrated care.

**FACILITIES MANAGEMENT**

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**Sanford House**

We have continued to effectively manage Sanford House under a management agreement with Swindon Borough Council as a community hub of 10 charity tenants, continuing to manage COVID infection control in the building. During the latter part of 2021 we made some minor changes to the ground floor office space to welcome the Swindon Borough Council Live Well team to the building. The Live Well team also took over the management of the reception area from Citizens Advice and the main reception was re-opened to the public in January 2022 to provide a drop-in service to people in need of support.

As well as continuing to support collaboration between the charity tenants and the Live Well team, we have also supported the building being used as a drop in vaccination centre on Tuesdays; welcomed paediatric nurses to rooms within the building once a week to manage a backlog of families with children with learning difficulties; welcomed adult social workers once a fortnight as part of the Local Authority 'talking Point' initiative and continued to use the space for convening and education.

**John Street**

We have also continued to manage our own building in John Street with a further 4 charity tenants. This has included investing £62,000 from dedicated reserves in replacing the leaking flat roof on the building.

**Conference and meeting room hire**

Through our conference room in John Street, along with the one in Sanford House, we have hosted and promoted Adult Community Learning courses in Maths, English; Goal setting; Support Work in Schools, Employability Skills, Construction

Health and safety and an Introduction to Hospitality, all helping people develop skills and access employment.

During the year we saw our managed meeting room hire bookings recovery from the COVID period rising from 61 bookings in quarter one to 581 bookings in quarter four - managing 1253 room bookings during the year.

**CHAMPIONING APPRENTICESHIPS**

Thanks to a three-year capacity grant from the National Lottery Fund we have been able to support our Level 3 Business Administration apprentice to complete her apprenticeship and move into a permanent role within the charity. This apprentice was developed in partnership with Swindon Borough Council using its apprenticeship levy to cover the training element. We have continued to champion apprenticeships in the sector and in October 2021 we were awarded the Outstanding SME Apprentice Ambassador award and the Gold Service Award for championing apprenticeships by the Southwest Apprenticeships Ambassador Network. Our Business Administration apprentice was also nominated and came third place in the Apprenticeship of the Year award in the Wiltshire Life Awards.

The National Lottery grant has also enabled us to maintain our level of support for funding and governance advice at a time when this has never been more needed; expand our work developing collaboration networks across the sector and improve our efficiency through implementing a new data base and grant search engine.

**VETERAN SUPPORT**

Thanks also to an initial one-year grant from the Veterans Foundation we have been able to recruit a Veteran Support Worker from the beginning of March 2022 to research and better join up the services available to Veterans in Swindon.

**SHOPMOBILITY**

During this financial year we have trained our Shopmobility staff in mobility scooter servicing which has enabled us to save money on paying for servicing and generate additional income through servicing private scooters. We have also secured permission and planning consent to launch a small café unit adjacent to Shopmobility through which we aim to generate additional income to sustain the Shopmobility service. We were grateful for a £7,000 grant from National Lottery to help us equip the café which we aim to open in Spring 2022.

**OTHER PROJECTS**

**Census Support Centre**

With grant funding from the Good Things Foundation, we were also established the only Census 2021 support centre in Sanford House Swindon between March and early May 2021 training 11 Census Support volunteers offering support in 6 different languages.

**Pride of Swindon Awards**

We were pleased to support these annual awards, now in their 13th year, by the administration of all the nominations, the notification to all those nominated; preparing the packs for the judging panel; chairing the judging panel; notification to the finalists and those that were unsuccessful and helping to organise the award event.

**Safer Streets Survey and Focus Groups**

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

In partnership with Swindon Community Safety Partnership, VAS was commissioned to provide two surveys, one aimed at adults, and one aimed at under 18's to gather differing views on how safe people felt generally when out and about in Swindon. This was funded from Safer Streets Funding Round 3. The surveys were developed in March and went live in April and we received 600+ responses to the adult survey, and 82 responses to the under 18 survey. We also ran two focus groups at both New College Swindon sites at North Star and Queens Drive as part of their Health and Wellbeing week, to speak to students face to face and gather their views directly.

**FINANCIAL REVIEW**

**Financial position**

Total funds at 31 March 2022 were £429,594, of which £122,948 were restricted. Funds held as fixed assets were £101,214. Designated funds total £193,000.

**Significant Events**

At the beginning of this financial year our conference room income was still reduced due to the impact of COVID infection risk management, continued remote working and the advancement of on-line meeting portals. We were able to access some of the local government COVID emergency funding to offset some of the impact of this.

**Principal funding sources**

Our principal funding sources are:

- Commissioned grant income from Swindon Borough Council to deliver our core infrastructure support to the sector.
- Grant income through a management agreement with Swindon Borough Council to manage Sanford House as an effective community hub.
- National Lottery grant to provide additionally capacity for three years 2022-2025
- Other grant income
- Trading Income

**Investment policy and objectives**

The investment policy and objectives is agreed by the Board to minimise risk by spreading the investment of reserves to maximise the protection through the Financial Services Compensation Scheme protecting the first £85,000 of any savings. Also, to maximise return whilst ensuring available cash flow to meet liabilities and to be able to respond to emergency building repair issues.

**Principal risks and uncertainties**

The Board review the principal risks for the charity on a regular basis and put strategies in place to manage these risks. Our top four principal risks at this point are:

IT Hardware/Software/Security - mitigated by the donation of laptops; upgrades to the latest Windows and security software; continuing to contract an IT service provider and planned upgraded to Wi-Fi and server.

Key person reliance - mitigated by cross training, up to date procedures and the recruitment of an apprentice.

Inadequate building health and safety management - mitigated by regular health and safety checks, training, strong supervision and policy review.

Losing the opportunity to manage Sanford House - mitigated by high quality delivery on landlord responsibilities and maximising the added value delivered by the asset to all stakeholders.

Factors likely to affect future financial performance or position are mitigated by an adequate reserves policy.



**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**FINANCIAL REVIEW**

**Reserves policy**

**Operational Reserve**

Most VAS's income comes from the local authority, supplemented by trading income through room hire, car park space rental, training and Shopmobility custom. Should circumstances in the future mean that this income reduces or is impacted, VAS would have to seek new funding sources at a sufficient level to enable it to continue to deliver its charitable aims. The Trustees feel it is necessary to keep a minimum of six months and ideally twelve months operational costs in reserve as well as financial provision to cover any necessary restructuring if necessary. This reserve stands at £133,000. The charity also holds free reserves within its general fund of £12,432. Total free reserves are £145,432 which represents 65% of annual staff costs and 39% of twelve months operational costs.

**Property Maintenance Fund**

The Trustees recognise the age of 1 John Street and its deteriorating infrastructure where the majority of the VAS team and some tenants are based. They feel that it is appropriate to hold some reserve in anticipation of urgent repair on the building. £62,000 was invested in a new flat roof during 2021 and the Trustees are mindful of potential improvements to windows and the heating system in the future and the cost of temporary facilities should the repair work render the current office environment uninhabitable during repair works to ensure continuity of service. Current reserves held for this are £35,000.

**New Property Fund**

In the longer term, given that 1 John Street is in an area earmarked for redevelopment, any sale and purchase of new premises will require legal and surveyor costs and/or temporary office accommodation during any renovations. The Trustees have decided to make a provision of £25,000 for this to ensure continuity of service.

**FUTURE PLANS**

Our key objectives for the next year include:

- Completing a new 'State of the Swindon Sector' Survey and learning from the results.
- Launching and developing Café Mobility.
- Continuing to market and grow the customer base of the Shopmobility Service.
- Continuing to provide responsive and proactive Funding and Governance Advice.
- Continuing to champion equality and diversity and inclusion.
- Ensuring that the Swindon VCSE is a valued partner in the Swindon Integrated Care Alliance.
- Helping to ensure that the VCSE is a valued partner in the broader BSW Integrated Care System.
- Continue to be a representative voice for the Swindon VCSE on key boards and forums.
- Secure sustainable funding and develop our work to improve the coordination of services to veterans in Swindon.
- Sustain and grow existing and build new collaboration networks.
- Deliver a high quality and well attended Swindon Voluntary Sector Conference.
- Continue to champion apprenticeships in the Voluntary Sector.
- Complete an environmental audit on our John Street property.
- Update the skills audit for the Board of Trustees and develop a Trustee succession plan

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Voluntary Action Swindon is a charitable company, limited by guarantee. The charitable company was established under Memorandum of Association, which sets out the objects and powers of the charitable company and is governed under its Articles of Association.

**Recruitment and appointment of new trustees**

The focus of the organisation's work is providing advice and general support to voluntary organisations within the Borough of Swindon. The aim is to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body, and to enhance the potential pool of trustees, the charity continually seeks to identify potential new trustees relevant to the nature of its work and to improve the diversity of the Board.

Business, social care and charity skills are well represented on the Board. In an effort to maintain a broad mix, members are requested to provide an outline of their skills and, in the event of particular skills being lost due to retirements these are targeted through recruitment.

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

Members support the aims of the organisation and are invited to the Annual General Meeting. Members elect the trustees, and these individuals are also company directors. The members of the Board are elected to serve for a period of five years after which they must be re-elected at the next Annual General Meeting. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding £1.

Voluntary Action Swindon can have a Board of up to 12 members who meet on a regular basis and are responsible for the strategic direction and policy of the charity. At present there are 8 members of the Board from a variety of professional backgrounds relevant to the work of the charity. The CEO also attends Board meetings but has no voting rights.

The Board operates two sub committees, one focussing on Finance and HR issues the other on Facilities Management and Health and Safety. Both committees and the CEO work to an agreed delegation document.

**Induction and training of new trustees**

An induction pack has been prepared, drawing information from the various Charity Commission publications. This is distributed to all new trustees along with the Memorandum and Articles, and the latest financial statements. As part of a planned Trustee Induction training programme. Training is made available to trustees throughout the year, and they are encouraged to attend external events.

**Key management remuneration**

The Chief Executive Officer undertakes annual external benchmarking of salaries to available benchmarking and shares the source data output from this with the Board of Trustees. Each employees' salary is benchmarked to a market rate and, within affordability, the Trustees strive to adjust salaries annually with the aim moving competent and experienced staff to as close to the middle market rate as possible.

**Fundraising Standards**

As a charity we do not carry out significant fundraising activities but are aware of the Fundraising Standard requirements and would seek to adhere to them at all times.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

01604168 (England and Wales)

**Registered Charity number**

287732

**Registered office**

1 John Street  
Swindon  
Wiltshire  
SN1 1RT

**Trustees**

A W Amos (resigned 12.10.21)  
D Bell  
R Barrett  
M Flay  
S Frawley  
S Henderson  
J Markey  
S Peart  
R Thiagarajah

Chief Executive Officer - P Webb

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Auditors**

Monahans  
Statutory Auditors  
Hermes House  
Fire Fly Avenue  
Swindon  
Wiltshire  
SN2 2GA

**Bankers**

Lloyds TSB Bank PLC  
5 High Street  
Swindon  
Wiltshire

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Voluntary Action Swindon 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are 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 auditors are aware of that information.

**AUDITORS**

The auditors, Monahans, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 5 August 2022 and signed on its behalf by:

R Barrett - Trustee

**Report of the Independent Auditors to the Members of**  
**Voluntary Action Swindon**

**Opinion**

We have audited the financial statements of Voluntary Action Swindon (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 (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 2022 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 Auditors' 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**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors 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.

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 this gives rise to a material misstatement in the financial statements themselves. 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.

**Opinions on other matters 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 the 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## **Report of the Independent Auditors to the Members of** **Voluntary Action Swindon**

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, 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.

### **Our 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 a Report of the Independent Auditors 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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity and the voluntary sector, we identified that the principal risks of non-compliance with laws and regulations related to health and safety, employment law, Companies Act 2006 and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charity. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the the Charities Statement of Recommended Practice and Companies Act 2006.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to revenue recognition and management override. Audit procedures performed by the audit engagement team included:

- discussions with management, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- understanding and review of management's internal controls designed to prevent and detect irregularities, and fraud;
- review of the minutes of the Trustees meetings;
- designing audit procedures to incorporate unpredictability;
- performing analytical procedures to identify any unusual or unexpected relationships that might indicate risks of material misstatement due to fraud;
- review of the financial statements disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management about actual and potential litigation and claims;
- testing transactions entered into outside of the normal course of the charity's business; and
- identifying and testing journal entries, in particular any journal entries with fraud characteristics such as journals with round numbers.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and the transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

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 Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of**  
**Voluntary Action Swindon**

**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 auditors' 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.

James Gare (Senior Statutory Auditor)  
for and on behalf of Monahans  
Statutory Auditors  
Hermes House  
Fire Fly Avenue  
Swindon  
Wiltshire  
SN2 2GA

31 August 2022

**Voluntary Action Swindon**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	159,975	262,067	422,042	285,877
<b>Charitable activities</b>	5				
Funding Advice and Sector Support		24,553	35,518	60,071	37,013
Direct Community Support		21,469	-	21,469	11,900
Investment income	4	469	-	469	1,647
Other income		14,390	-	14,390	4,695
<b>Total</b>		<u>220,856</u>	<u>297,585</u>	<u>518,441</u>	<u>341,132</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Funding Advice and Sector Support		213,170	161,954	375,124	297,932
Direct Community Support		40,113	2,389	42,502	42,087
<b>Total</b>		<u>253,283</u>	<u>164,343</u>	<u>417,626</u>	<u>340,019</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(32,427)</u>	<u>133,242</u>	<u>100,815</u>	<u>1,113</u>
<b>Transfers between funds</b>	20	<u>23,045</u>	<u>(23,045)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>(9,382)</u>	<u>110,197</u>	<u>100,815</u>	<u>1,113</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		316,028	12,751	328,779	327,666
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>306,646</u></u>	<u><u>122,948</u></u>	<u><u>429,594</u></u>	<u><u>328,779</u></u>

The notes form part of these financial statements

**Voluntary Action Swindon (Registered number: 01604168)**

**Balance Sheet**  
**31 March 2022**

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	14	101,214	90,408
<b>CURRENT ASSETS</b>			
Stocks	15	500	500
Debtors: amounts falling due within one year	16	48,852	6,364
Debtors: amounts falling due after more than one year	16	28,606	-
Cash at bank		285,055	269,146
		<u>363,013</u>	<u>276,010</u>
<b>CREDITORS</b>			
Amounts falling due within one year	17	(34,633)	(37,639)
<b>NET CURRENT ASSETS</b>		<u>328,380</u>	<u>238,371</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		429,594	328,779
<b>NET ASSETS</b>		<u>429,594</u>	<u>328,779</u>
<b>FUNDS</b>	20		
Unrestricted funds		306,646	316,028
Restricted funds		122,948	12,751
<b>TOTAL FUNDS</b>		<u>429,594</u>	<u>328,779</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 5 August 2022 and were signed on its behalf by:

R Barrett - Trustee



**Voluntary Action Swindon**

**Cash Flow Statement**  
**for the Year Ended 31 March 2022**

	Notes	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	31,540	5,949
Net cash provided by operating activities		31,540	5,949
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(16,100)	-
Interest received		469	1,647
Net cash (used in)/provided by investing activities		(15,631)	1,647
<b>Change in cash and cash equivalents in the reporting period</b>		15,909	7,596
<b>Cash and cash equivalents at the beginning of the reporting period</b>		269,146	261,550
<b>Cash and cash equivalents at the end of the reporting period</b>		285,055	269,146

The notes form part of these financial statements

**Voluntary Action Swindon**

**Notes to the Cash Flow Statement**  
**for the Year Ended 31 March 2022**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2022 £	2021 £
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	100,815	1,113
<b>Adjustments for:</b>		
Depreciation charges	5,294	410
Interest received	(469)	(1,647)
Increase in debtors	(71,094)	(484)
(Decrease)/increase in creditors	(3,006)	6,557
<b>Net cash provided by operations</b>	<u>31,540</u>	<u>5,949</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.21 £	Cash flow £	At 31.3.22 £
<b>Net cash</b>			
Cash at bank and in hand	269,146	15,909	285,055
	<u>269,146</u>	<u>15,909</u>	<u>285,055</u>
<b>Total</b>	<u>269,146</u>	<u>15,909</u>	<u>285,055</u>

## **Voluntary Action Swindon**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2022**

#### **1. GENERAL INFORMATION**

Voluntary Action Swindon is a charitable company limited by guarantee, without share capital, incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is 1 John Street, Swindon SN1 1RT. The principal activities can be found in the Trustees' Report.

#### **2. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

##### **Going concern**

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, 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.

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured.

Where material, donated goods and services 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, where material, donated goods and services 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.

In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refer to the trustees' annual report for more information about their contribution.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on straight line basis
Fixtures and fittings	- 25% on straight line basis

Expenditure on tangible fixed assets amounting to less than £1000 per item is not capitalised

## **Voluntary Action Swindon**

### **Notes to the Financial Statements - continued** **for the Year Ended 31 March 2022**

#### **2. ACCOUNTING POLICIES - continued**

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **3. DONATIONS AND LEGACIES**

	2022 £	2021 £
Donations	6,678	250
Grants	415,364	285,627
	<u>422,042</u>	<u>285,877</u>

Grants received, included in the above, are as follows:

	2022 £	2021 £
Swindon Borough Council	279,815	202,362
Wiltshire Community Foundation	-	5,000
National Lottery	94,524	57,250
The Veterans	20,000	-
Other grants	21,025	21,015
	<u>415,364</u>	<u>285,627</u>

**Voluntary Action Swindon**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2022**

**4. INVESTMENT INCOME**

	2022	2021
	£	£
Deposit account interest	469	1,647
	<u>          </u>	<u>          </u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

		2022	2021
	Activity	£	£
Letting and rental income	Funding Advice and Sector Support	58,943	35,996
Community print	Funding Advice and Sector Support	605	530
Training and conference	Funding Advice and Sector Support	523	487
Shopmobility sales	Direct Community Support	21,469	11,900
		<u>          </u>	<u>          </u>
		81,540	48,913
		<u>          </u>	<u>          </u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Funding Advice and Sector Support	198,327	176,797	375,124
Direct Community Support	39,944	2,558	42,502
	<u>          </u>	<u>          </u>	<u>          </u>
	238,271	179,355	417,626
	<u>          </u>	<u>          </u>	<u>          </u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2022	2021
	£	£
Staff costs	224,180	206,191
Community print	3,344	1,953
Project costs	3,922	866
Shopmobility costs	4,697	5,505
Food delivery project	-	4,792
Café costs	2,128	-
	<u>          </u>	<u>          </u>
	238,271	219,307
	<u>          </u>	<u>          </u>

**8. SUPPORT COSTS**

	Management	Finance	Governance costs	Totals
	£	£	£	£
Funding Advice and Sector Support	170,129	254	6,414	176,797
Direct Community Support	2,172	386	-	2,558
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	172,301	640	6,414	179,355
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	6,014	-
Depreciation - owned assets	5,294	410
Independent examination	-	1,016
Operating leases	1,529	1,529
	<u>          </u>	<u>          </u>

**Voluntary Action Swindon**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2022**

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**11. STAFF COSTS**

	2022 £	2021 £
Wages and salaries	205,246	189,466
Social security costs	12,147	10,307
Other pension costs	6,787	6,418
	<u>224,180</u>	<u>206,191</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Administration	1	1
Management	4	1
Support	6	8
	<u>11</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

The average monthly number of full-time equivalent employees during the year was 11 (2021: 10):

Key management personnel for the charity comprises the Trustees and the Chief Executive Officer. The total employee benefits for key management personnel of the charity were £50,739.

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	91,165	194,712	285,877
<b>Charitable activities</b>			
Funding Advice and Sector Support	37,013	-	37,013
Direct Community Support	11,900	-	11,900
Investment income	1,647	-	1,647
Other income	4,695	-	4,695
<b>Total</b>	<u>146,420</u>	<u>194,712</u>	<u>341,132</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Funding Advice and Sector Support	95,075	202,857	297,932
Direct Community Support	37,087	5,000	42,087
<b>Total</b>	<u>132,162</u>	<u>207,857</u>	<u>340,019</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>14,258</u>	<u>(13,145)</u>	<u>1,113</u>
<b>Transfers between funds</b>	<u>6,938</u>	<u>(6,938)</u>	<u>-</u>

**Voluntary Action Swindon**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2022**

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
Net movement in funds	21,196	(20,083)	1,113

**RECONCILIATION OF FUNDS**

Total funds brought forward	294,832	32,834	327,666
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>316,028</b>	<b>12,751</b>	<b>328,779</b>

**13. GOVERNMENT GRANT INCOME:**

	2022 £	2021 £
Swindon Borough Council	236,492	202,362
National lottery	90,576	57,250

There were no unfulfilled conditions or other contingencies attached to these grants. The charity has not directly benefited from any other forms of government assistance.

**14. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 April 2021	113,425	44,939	158,364
Additions	-	16,100	16,100
At 31 March 2022	113,425	61,039	174,464
<b>DEPRECIATION</b>			
At 1 April 2021	23,425	44,531	67,956
Charge for year	2,269	3,025	5,294
At 31 March 2022	25,694	47,556	73,250
<b>NET BOOK VALUE</b>			
At 31 March 2022	87,731	13,483	101,214
At 31 March 2021	90,000	408	90,408

**15. STOCKS**

	2022 £	2021 £
Stocks	500	500

**Voluntary Action Swindon**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2022**

**16. DEBTORS**

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	5,637	1,177
Other debtors	36,144	-
Prepayments	7,071	5,187
	<u>48,852</u>	<u>6,364</u>
Amounts falling due after more than one year:		
Other debtors	<u>28,606</u>	<u>-</u>
Aggregate amounts	<u>77,458</u>	<u>6,364</u>

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	9,007	2,061
Social security and other taxes	4,276	4,801
Other creditors	2,166	-
Accrued expenses	19,184	30,777
	<u>34,633</u>	<u>37,639</u>

**18. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022 £	2021 £
Within one year	1,529	1,529
Between one and five years	1,911	3,440
	<u>3,440</u>	<u>4,969</u>

**19. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed assets	101,214	-	101,214	90,408
Current assets	240,065	122,948	363,013	276,010
Current liabilities	<u>(34,633)</u>	<u>-</u>	<u>(34,633)</u>	<u>(37,639)</u>
	<u>306,646</u>	<u>122,948</u>	<u>429,594</u>	<u>328,779</u>



**Voluntary Action Swindon**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2022**

**20. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	101,028	(32,427)	45,045	113,646
Property maintenance fund	60,000	-	(25,000)	35,000
Operational reserve fund	130,000	-	3,000	133,000
Property fund	25,000	-	-	25,000
	<u>316,028</u>	<u>(32,427)</u>	<u>23,045</u>	<u>306,646</u>
<b>Restricted funds</b>				
SBC - Sanford House	8,965	32,731	(14,045)	27,651
Sanford House	2,786	-	-	2,786
National Lottery	1,000	(1,000)	-	-
The Veterans Foundation	-	18,850	-	18,850
BSW ICS Capacity Funding	-	7,000	(5,000)	2,000
Mind	-	1,116	-	1,116
Cafe mobility	-	9,795	(4,000)	5,795
Capacity funding	-	64,750	-	64,750
	<u>12,751</u>	<u>133,242</u>	<u>(23,045)</u>	<u>122,948</u>
<b>TOTAL FUNDS</b>	<u>328,779</u>	<u>100,815</u>	<u>-</u>	<u>429,594</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	220,856	(253,283)	(32,427)
<b>Restricted funds</b>			
SBC - Sanford House	155,277	(122,546)	32,731
National Lottery	-	(1,000)	(1,000)
The Veterans Foundation	20,000	(1,150)	18,850
BSW ICS Capacity Funding	9,000	(2,000)	7,000
Mind	1,350	(234)	1,116
Shopmobility	12,250	(12,250)	-
Cafe mobility	12,184	(2,389)	9,795
Capacity funding	87,524	(22,774)	64,750
	<u>297,585</u>	<u>(164,343)</u>	<u>133,242</u>
<b>TOTAL FUNDS</b>	<u>518,441</u>	<u>(417,626)</u>	<u>100,815</u>

## Voluntary Action Swindon

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

#### 20. MOVEMENT IN FUNDS - continued

##### Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	124,832	14,258	(38,062)	101,028
Property maintenance fund	45,000	-	15,000	60,000
Operational reserve fund	100,000	-	30,000	130,000
Property fund	25,000	-	-	25,000
	<u>294,832</u>	<u>14,258</u>	<u>6,938</u>	<u>316,028</u>
<b>Restricted funds</b>				
SBC - Sanford House	30,048	(20,134)	(949)	8,965
Sanford House	2,786	-	-	2,786
National Lottery	-	6,989	(5,989)	1,000
	<u>32,834</u>	<u>(13,145)</u>	<u>(6,938)</u>	<u>12,751</u>
<b>TOTAL FUNDS</b>	<u>327,666</u>	<u>1,113</u>	<u>-</u>	<u>328,779</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	146,420	(132,162)	14,258
<b>Restricted funds</b>			
SBC - Sanford House	132,462	(152,596)	(20,134)
National Lottery	57,250	(50,261)	6,989
Wiltshire Community Foundation	5,000	(5,000)	-
	<u>194,712</u>	<u>(207,857)</u>	<u>(13,145)</u>
<b>TOTAL FUNDS</b>	<u>341,132</u>	<u>(340,019)</u>	<u>1,113</u>

The charity's restricted funds have the following purposes:

Sanford House - Funds utilised to meet legal expenditure.

SBC - Sanford House - Funds applied to expenditure on project development costs, internal and external costs.

Wiltshire Community Foundation - Covid Food Shopping - Fund established to assist with food deliveries to the vulnerable during the Covid pandemic difficulties.

National Lottery - Funds provided by the National Lottery Fund to provide emergency assistance for loss of income during the pandemic restrictions and a networking grant.

Capacity funding - National Lottery funding to improve and enhance the service provided to charities and community groups

The Veterans Foundation - fund the recruitment and employment of a veteran support worker

BSW ICS Capacity Funding - to provide capacity funding to Swindon VCSE organisations to engage in future ICS/ICA work.

Mind - Time to Talk project funding

Café mobility - Funding to establish outdoor coffee shop and heated seating space adjacent to shopmobility service run

## **Voluntary Action Swindon**

### **Notes to the Financial Statements - continued** **for the Year Ended 31 March 2022**

#### **20. MOVEMENT IN FUNDS - continued**

Shopmobility - to employ a shopmobility supervisor to focus on reducing isolation and improving wellbeing of adults with mobility issues

The charity's designated funds have the following purposes:

Property Maintenance Fund - Fund to provide for any emergency and major repairs and refurbishments as and when required.

Operational Reserve Fund - Funds set aside equivalent to 6 months (ideally 12) of core operating costs of the organisation in accordance with the reserves policy mentioned in the Trustees Report.

Property Fund - Funds set aside to cover costs to identify new premises and pay for surveyors and architects fees should the John Street property be involved in any Town Centre development.

#### **Transfers between funds**

£4,000 transferred from Cafe mobility to general fund to represent the purchase of fixed assets from this fund.

£14,045 transferred from Sanford Street to general fund represents the amount per the agreement that can be retained.

#### **21. EMPLOYEE BENEFIT OBLIGATIONS**

The charity operates a defined contribution pension scheme. The costs for the period was £6,787 (2021: £6,418). At 31 March 2022 contributions totalling £665 (2021: £618) were outstanding.

#### **22. RELATED PARTY DISCLOSURES**

The trustee, J Markey, provides training courses to charities. He received payment of £496 (2021: £31) from Voluntary Action Swindon for this service. This payment does not relate to services as a trustee.

There were no other related party transactions during the year.

#### **23. AGENCY ARRANGEMENTS**

Voluntary Action Swindon entered into an agreement with Swindon Borough Council to manage the distribution of the Covid community outbreak funding. Voluntary Action Swindon distributed these funds to other charities in Swindon as an agent for Swindon Borough Council. In the year ended 31 March 2022 the charity received £205,518 and disbursed £205,518 from the fund. there were no undistributed funds at 31 March 2022.