

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 2021

Voluntary Action South Leicestershire

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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**Voluntary Action South Leicestershire
Company Information
For the year ended 31 March 2021**

Trustees:

Linda Jones (Chair)
Kate Godber
Howard Grant
Barbara Johnson
Pritibala Joshi
Gail Lamb (Treasurer)
Helen Murray
Suzanne Packer

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 2021

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 2021.

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 or the Board. 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	Resigned 18 January 2021
	Martin Dyke	Appointed 1 June 2020, Resigned 28 September 2020
	Kate Godber	
	Howard Grant	Appointed 27 October 2020
	Michael Herbert	Resigned 28 September 2020
	Barbara Johnson	Appointed 27 October 2020
	Pritibala Joshi	Appointed 27 October 2020
	Helen Murray	Appointed 27 October 2020
	Suzanne Packer	Appointed 27 October 2020
	Peter Van-Herrewewe	Resigned 1 July 2020

The Trustees are also the members of the company.

Company Secretary: Maureen O'Malley

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 2021

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 detailed below. Each project/activity has been affected to some extent by the outbreak of the Covid 19 pandemic, shortly before the start of the financial year, which resulted in the UK government announcing various restrictive measures on 23 March 2020. These measures limited the charity's ability to operate as normal and caused us to reassess how we deliver our services to ensure that they remained effective and appropriate for the needs of our service users.

1. Support for Carers Leicestershire

The Covid 19 pandemic has been a particularly difficult time for our unpaid carers. Support for Carers referrals increased as many family carers refused any support coming into the home and looked instead for telephone support. Regular respite breaks were no longer available during this time and more family members were helping to provide support that was so desperately needed.

Overall, the Support for Carers service delivery was the least affected of VASL projects, with only the carers clinics having to be postponed. The service ran smoothly in terms of operation and delivery and, as we progressed through the year, we introduced a number of online carers groups using Zoom.

Our network and partnership working with other organisations and services continues to be very successful, including designing and developing the carers passport which has been recognised across the whole of Leicestershire

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES (continued)

Activities and Projects (continued)

2. Young Carers

The Young Carers Project has supported young carers and their families throughout the pandemic in a variety of ways.

We spent the first 6-8 weeks of Lockdown in regular phone contact with all of our families sorting out various practical issues: food parcels, utility bills, laptops, school meal vouchers, mental health support etc.

For May half term, the team researched and organised 'Bags of Happiness' which we hand-delivered to all our young carers – these were activity bags full of fun things to do to keep them occupied at home. Goodies included: baking kits, cook books, stationary, art supplies, gardening kits, tennis balls, pamper kits etc.

We then moved to online support and began running fortnightly Zoom groups which began in June 2020 and continued right through until we started meeting face-to-face again in May 2021. The Zoom groups were a chance to stay connected with each other and for the young people to have regular contact with a trusted adult. The sessions were fun and interactive and provided a much-needed regular focus for the young people.

At Christmas, we organised presents for them all which gave the team another opportunity to do doorstep visits to all our families. By the end of March 2021, we were eagerly planning a 'roadmap' for our return to face-to-face groups in the Spring.

The Trustees are incredibly proud of the Young Carers team for the way in which they adapted our project to meet the needs of our service users during a really difficult year and we have been amazed at the resilience and strength of our incredible young people.

3. Community Champions Befriending Scheme

The Community Champions Befriending Scheme continued to alleviate loneliness throughout the pandemic, by meeting the needs of clients and volunteers, who were both online and offline.

For people who were offline, we posted monthly newsletters, arranged for volunteers to ring, write or email regularly and the Community Champions team delivered cream teas/Lottery Activity Bags/Healthy at Home bags. These deliveries gave us a chance to have a door stop chat which was well received. People really relished proper face to face contact so, as restrictions eased, we also introduced home and garden visits, and arranged outdoor meetings so that people could chat in groups again.

For online users, we held monthly Zoom Community Gatherings with visiting speakers, and quizzes. There were also monthly Zoom learning sessions and volunteer-led mini-Zooms for clients to build new connections online.

We adapted the project so that we could operate remotely- both volunteer recruitment and client assessments were done over the telephone and matches made without visiting people.

It is well known that the pandemic has made loneliness deeper and wider but our project has been appreciated as evidenced by the following response from one of our users: *"Thank you so much for your support. I've found Community Champions lovely and it's really helped me during lockdown and beyond. I really look forward to getting emails from my Community Friend"*.

4. VASL Transport

As most of our volunteer drivers are aged over 70, we took the difficult decision to temporarily close the Car Scheme with effect from 14th April 2020. However, those volunteers under 70 delivered prescriptions, shopped, dog walked, kept in touch by telephone with car scheme clients, carried out activities for local churches, such as distributing quizzes to those shielding/self-isolating etc. From 4th June, they also started helping Market Harborough Jubilee Foodbank by delivering food parcels throughout Harborough district, Monday to Friday.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES (continued)

Activities and Projects (continued)

The Transport staff dealt with more than seventy referrals from Harborough District Council, these ranged from giving phone numbers and contact details for: shops who will deliver; Anglican Church groups who will shop for you; and village volunteer support groups. In addition, where appropriate, they put people in touch with our other projects such as Community Champions and My Mind Matters. The staff have also kept in regular email/telephone/Zoom contact with the volunteer drivers.

We had some outdoor social distanced meet ups, when the weather permitted, and rang round as many as we could of our 1,800 clients, checking that they were well and seeing if they needed help with anything e.g. shopping or just a regular chat. Everyone we rang appreciated our calls and the information that we were able to provide, they just loved talking to someone!

5. My Mind Matters

Our My Mind Matters project team has continued, throughout the pandemic, 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.

A new manager for the project was recruited during the year and commenced the role in July 2020. The team worked well in adapting to accommodate the service users and found ways to support them during the pandemic.

The project moved workshops/groups online to support service users so they can engage within the community from their homes whilst in lockdown/isolation.

It has been a challenging year, due to staff changes and not being able to work in the office or meet with colleagues. However, due to good teamwork and communication, we were able to overcome these challenges and, overall, the My Mind Matters team managed extremely well under the difficult circumstances.

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.

Volunteering in the community has never been more needed than during this last year and our volunteers were quick to step in and help in whatever way they could and were able to.

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.

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.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE

At the beginning of the year the Trustees set the following strategic priorities for 2020/21:

Organisational

- To manage and reduce the impact of Covid 19 and the period of Lockdown on the services to clients in all of the projects.
- To be proactive in responding to the needs of those who are at high risk of Covid 19, including working with Harborough District Council to recruit and place volunteers.
- To support and protect the wellbeing of staff during the lockdown and to ensure their jobs are safe, including using the Government's Job Retention Scheme, if appropriate.
- To ensure the staff are supported and empowered in their work for us, including providing regular supervision and support, annual appraisals, and training as required.
- To ensure Safeguarding is a priority throughout the organisation, including evidencing Safeguarding Competences by our Staff and Trustee Board, by means of regular refresher training and seeking outside expertise, where required.
- To manage our budgets for the year to ensure that costs remain in line with expectation.

Project based

- To keep commissioners and funders informed of required changes to the projects, including the likely impact on contract requirements; renegotiate contracted targets, outcomes, and contract extensions, as required.
- To provide regular information to funders about the performance and outcomes of the projects including, but not exclusively, the reporting requirements specified in the contracts or grants.
- To recognise the important funding received from the Market Harborough and Bowden's Charity and to establish regular meetings and feedback to them.
- To continue to keep Councillors and Officials at Harborough District Council informed about the work, objectives and performance of VASL and to seek opportunities for partnership working to meet our shared objectives.
- To review the Community Champions Project as it completes year 3 of the 5-year funding from the Big Lottery. Identify the lessons learned from the project and develop a strategy for the remaining years of the funding and in the future.
- To review, and learn from, the changes to projects and business support in response to the pandemic, the lockdown and necessary social distancing, to improve and further develop services and the ways we operate in the future

As it turned out, the year was dominated by the Covid 19 pandemic.

As an organisation, we had to react quickly to the enforced changes so as to continue to ensure that we met our charitable objectives. Each project and service reviewed their activities and looked for ways to provide a service whilst keeping staff, volunteers and clients safe and complying with government guidelines and restrictions.

It is very pleasing to report that the whole team moved seamlessly to working from home, online support and providing the best possible service under the circumstances.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

Our partnership working with Harborough District Council was strengthened when we teamed up with the HDC Covid Support helpline. We signposted volunteers to where they could help, and helped clients who were shielding to get essential shopping, medication and other vital services. We also extended our befriending services to support anyone shielding by providing a regular phone call to reduce loneliness and isolation.

Our transport scheme was affected the most in terms of delivery, as we had to put the service on hold from the end of March 2020 and it only restarted in April 2021. The staff and volunteers were redeployed to other work and services within VASL, these included delivering for the Foodbank and regular support to our transport volunteers and clients.

We were also fortunate to be provided with financial support from the Lottery Covid Emergency Fund. This extra funding allowed us to improve our IT and telephony capabilities allowing video conferencing at the touch of a button. The funding also allowed us to deliver over 250 lottery activity bags to those clients who are unable to be connected digitally.

The running of the organisation continued uninterrupted and we recruited five new trustees during the year. We also renewed two quality standards following external verification: Investing in Volunteers and Trusted Charity Mark, Level 2 (previously Pqasso). Trustees and staff were delighted by these endorsements of our work.

The Board were actively involved as we navigated through a very difficult and unprecedented time. They met every month, and the Trustees were heavily involved in Covid Risk Assessments.

As we reached the end of the year the country was in yet another full lock down, however the vaccination programme was well underway and we began to plan services opening up to mirror the government road map.

In particular, we began to consult with members, stakeholders, staff and volunteers to put together a new three-year strategic plan to be in place by 1st April 2021. Following this process, it was very quickly identified that Mental Health and Wellbeing would be high on the priority list, for post Covid support. It was agreed that we would seek funding to recruit a Mental Health Befriending Project Manager and get a new project launched. Funding for this one-year pilot was sought and confirmed from a number of grant holders, including Harborough District Council, Postcode Trust, Shire Grant and the Trustees also allocated funding from VASL opportunity reserves.

Although it was a very surreal year, the Trustees are extremely proud of the part VASL has played in supporting the community in a very fearful time and we will continue to play our part into the future.

We are, as ever, most grateful to all of those who have provided funds to support our work throughout 2020/21. 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; and
- HDC Community Grants.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

The difference we have made

The Table below summarises the difference VASL made in our Communities during 2020-21.

Community assisted	Total Individuals	How Have They Benefited?
Carers across Leicestershire	2,623 individual family carers supported.	<ul style="list-style-type: none"> • Carer helpline (Monday to Friday, 9am – 5pm) • Online support through website, Facebook, Twitter • Support group sessions delivered to share experiences • County-wide Forum events • Newsletters providing information and contacts • Telephone befriending • 6,810 hours of advice, information, guidance and one-to one support.
Young Carers	23	<ul style="list-style-type: none"> • Fortnightly support group sessions providing respite time and a chance to be with peers • One to one Zoom support where most needed • Email and Facebook support
Isolated Older People and people needing help with transport	186 isolated people 848 Foodbank deliveries	<ul style="list-style-type: none"> • Social support –Community Champions • Befriending, digital & telephone support, penpals, 67 events and gatherings • Volunteers provided transport for Foodbank clients
People needing support with the mental health	155	<ul style="list-style-type: none"> • Information • Advice and Navigation • One to One Support
Volunteers	8 VASL trustees 170 VASL Volunteers	<ul style="list-style-type: none"> • Supporting all VASL Projects
Community Groups in Harborough		<ul style="list-style-type: none"> • Local Groups encouraged to attend Community Networking events • Ad hoc support

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

The difference we have made (continued)

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

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Financial Performance

The financial period covered by the accounts and this report was a 12-month period from 1 April 2020 to 31 March 2021. The annual income was £517,203 (2020: £545,889) and the total costs were £468,939 (2020: £506,048). This resulted in a net surplus of £48,264 (2020: £39,841). There was a £8,549 surplus in unrestricted funds (2020: £495 deficit) and a £39,715 surplus in restricted funds (2020: £40,336).

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.

In particular, the VASL Board agreed that:

- a) They would continue to designate a fund in its accounts to be its financial reserve.
- b) They would designate an additional fund in its accounts to be its adversity reserve to cover extraordinary circumstances such as those seen in 2020 and 2021 due to the Covid pandemic.
- c) No expenditure of money from either designated 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.
- d) The core fund operational reserves should be designated for business development costs to cover delivery of the strategic plan.
- e) The financial reserves, adversity 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

Following a review of risks, the Board decided that it is appropriate to establish and maintain its designated adversity reserve at £20,000.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW (continued)

Policy on reserves (continued)

Unrestricted reserves which have not been designated amounted to £79,002 at 31 March 2021 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 £153,286, 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

During the year, VASL carried out consultation with all stakeholders to influence a new Strategic Plan for 2021-2024. Views and opinions were sought from our clients, volunteers, staff, trustees, funders and strategic partners. The plan was finalised in early April 2021.

Many of our project and service deliverables are still very much valid for the coming years. The strategic plan also reflects the urgent issue of Covid recovery, majoring on supporting all client groups in building confidence and wellbeing. We have already developed a new project, Wellbeing Befriending, supporting adults over 18 years of age with mild to moderate mental health issues.

There are also a number of potential new developments and partnerships on the horizon including supporting a Loros Wellbeing Centre in Market Harborough. We are also keen to see how we can further support dementia clients and their carers.

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 2021

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 Trusted Charity Mark, Level 2 (previously 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.

FUND-RAISING STANDARDS INFORMATION

The charity does not carry out significant fundraising activities.

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 2019 (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 2021

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

A handwritten signature in dark ink, appearing to read 'Linda Jones', is written over a light blue horizontal line.

Linda Jones CBE
Chair
Dated 27 September 2021

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 2021 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 2021, 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

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 directors 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- the engagement partner ensured that the engagement team collectively had the appropriate experience, competence, capabilities and skills to identify or recognise non-compliance with laws and regulations;
- through discussions with the trustees and other management, and from our commercial knowledge of the charitable company's multiple activities and objectives, we identified the laws and regulations applicable to the charitable company and focused on specific laws and regulations which we considered may have a direct material effect on the financial statements and operations of the charitable company. These included company law, data protection, anti-bribery, employment, environmental and health & safety legislation; and
- we remained alert to instances of non-compliance throughout the audit and assessed the extent of compliance through discussions with management and examination of documentation.

We assessed the susceptibility of the company's financial statements to material misstatement and obtained an understanding of how fraud might occur by:

- making enquiries of management as to where they considered there was a susceptibility to fraud and their knowledge of any actual, suspected or alleged fraud; and
- considering the internal controls in place to mitigate the risk of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify unusual or unexpected relationships;
- reviewed the nominal ledger and, specifically, journal entries to identify large or unusual transactions and investigated them; and
- we assessed the extent to which accounting entries relied on a high degree of judgement and/or estimation.

In response to the risk of irregularities and non-compliance with laws and regulations we designed procedures which included:

- agreeing financial statement disclosures to supporting documentation;
- reading minutes of trustees meetings, relevant regulators and any of the company's professional advisers; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures outlined above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing

standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment and/or 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. 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 (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

8th November 2021

Voluntary Action South Leicestershire

STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	<i>Total Funds 2020 £</i>
INCOME FROM:					
Donations and legacies	3	56,081	457,029	513,110	<i>491,527</i>
Charitable activities	4	-	1,147	1,147	<i>51,426</i>
Investment income - Bank interest receivable		2,263	-	2,263	<i>2,936</i>
Other		683	-	683	<i>-</i>
Total income		<u>59,027</u>	<u>458,176</u>	<u>517,203</u>	<u><i>545,889</i></u>
EXPENDITURE ON:					
Charitable activities	5	144,593	324,346	468,939	<i>506,048</i>
Total expenditure		<u>144,593</u>	<u>324,346</u>	<u>468,939</u>	<u><i>506,048</i></u>
Net income/(expenditure) for the year		(85,566)	133,830	48,264	<i>39,841</i>
Net transfers between funds	11	94,115	(94,115)	-	<i>-</i>
Net movement in funds	11	<u>8,549</u>	<u>39,715</u>	<u>48,264</u>	<u><i>39,841</i></u>
Reconciliation of funds:					
Balances brought forward		200,453	113,571	314,024	<i>274,183</i>
Balances carried forward		<u>209,002</u>	<u>153,286</u>	<u>362,288</u>	<u><i>314,024</i></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 2021**

	Note	2021 £	2020 £
Current Assets			
Debtors	9	6,047	1,291
Cash at bank and in hand		<u>400,908</u>	<u>354,175</u>
		406,955	355,466
Creditors:			
Amounts falling due within one year	10	(44,667)	(41,442)
Net Current Assets/Net Assets		<u><u>362,288</u></u>	<u><u>314,024</u></u>
Funds	11		
Unrestricted funds			
General funds		79,002	90,453
Designated funds		<u>130,000</u>	<u>110,000</u>
		209,002	200,453
Restricted funds		153,286	113,571
Total Funds		<u><u>362,288</u></u>	<u><u>314,024</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 27 September 2021 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 2021

	2021 £	2020 £
Net movement in funds	48,264	39,841
Interest shown in investing activities	(2,263)	(2,936)
(Increase)/Decrease in Debtors	(4,756)	(875)
Increase/(Decrease) in Creditors	3,225	4,018
Net cash generated by/(used in) operating activities	<u>44,470</u>	<u>40,048</u>
Cash flows from investing activities		
Interest income	2,263	2,936
Change in cash and cash equivalents in the year	<u>46,733</u>	<u>42,984</u>
Cash and cash equivalents brought forward	354,175	311,191
Cash and cash equivalents carried forward	<u><u>400,908</u></u>	<u><u>354,175</u></u>
Cash and cash equivalents comprise:		
Cash at bank and in hand	<u><u>400,908</u></u>	<u><u>354,175</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 2021

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 2019 (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, during the year the charity temporarily moved its staff to homeworking and 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 2021

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 £2,000 per item, 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 2021

3 INCOME FROM DONATIONS & LEGACIES	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Grants received in the year from:				
Leicestershire County Council	-	287,191	287,191	292,714
Harborough District Council	14,100	4,151	18,251	14,100
Big Lottery Fund	-	121,633	121,633	97,831
BBC Children in Need	-	7,477	7,477	9,896
Market Harborough & The Bowdens Charity	34,664	30,480	65,144	29,880
Other providers	-	10,154	10,154	27,473
	<u>48,764</u>	<u>461,086</u>	<u>509,850</u>	<u>471,894</u>
Movement in deferred income	-	(5,604)	(5,604)	(564)
	<u>48,764</u>	<u>455,482</u>	<u>504,246</u>	<u>471,330</u>
Other donations and voluntary income	7,317	1,547	8,864	20,197
Total income from donations and legacies	<u>56,081</u>	<u>457,029</u>	<u>513,110</u>	<u>491,527</u>

In the year ended 31 March 2020, £457,230 of Grants and £10,941 of Other donations and voluntary income related to restricted funds (see Note 11).

Certain grants received in the year 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:

	2021	2020
	£	£
Deferred income at the start of the year	24,457	23,893
Net Movement in the year	5,604	564
Deferred income at the end of the year	<u>30,061</u>	<u>24,457</u>

4 INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Contributions from users of the Transport Schemes	-	1,147	1,147	51,426
Total income from charitable activities	<u>-</u>	<u>1,147</u>	<u>1,147</u>	<u>51,426</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Costs incurred in connection with:				
Governance:				
Auditors' remuneration (including preparation of accounts)	5,220	-	5,220	5,220
Staff & volunteers:				
Gross wages and salaries	63,058	259,872	322,930	298,643
Employers' NI Contributions	4,479	12,988	17,467	16,726
Pension contributions	3,298	11,542	14,840	14,236
Staff travel and training	776	3,161	3,937	6,673
Staff recruitment/redundancy	-	-	-	4,691
Other staff costs	92	-	92	327
Volunteers' costs	47	3,899	3,946	43,590
Event costs	-	8,917	8,917	14,897
	<u>71,750</u>	<u>300,379</u>	<u>372,129</u>	<u>399,783</u>
Sub-Total carried forward	76,970	300,379	377,349	405,003

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

5 EXPENDITURE ON CHARITABLE ACTIVITIES (continued)	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Sub-Total brought forward	76,970	300,379	377,349	405,003
Premises and assets:				
Insurance	3,369	-	3,369	3,159
Other premises costs	25,868	-	25,868	27,012
	<u>29,237</u>	<u>-</u>	<u>29,237</u>	<u>30,171</u>
Office, administration & IT:				
Office expenses & IT	30,834	18,360	49,194	39,190
Repairs and renewals	-	27	27	474
Consultancy & professional fees	7,474	4,192	11,666	23,109
Publicity and promotion of charitable activities	-	1,388	1,388	8,051
Miscellaneous expenses	78	-	78	50
	<u>38,386</u>	<u>23,967</u>	<u>62,353</u>	<u>70,874</u>
Total expended on charitable activities	<u>144,593</u>	<u>324,346</u>	<u>468,939</u>	<u>506,048</u>

Of the total costs incurred in the year ended 31 March 2020, £344,015 related to restricted funds (see Note 11).

The above costs are allocated as follows:

	Directly attributed to activities £	Support Costs £	2021 Total £	2020 Total £
Governance	-	5,220	5,220	5,220
Staff & volunteers	300,379	71,750	372,129	399,783
Premises and assets	-	29,237	29,237	30,171
Office, administration & IT	23,967	38,386	62,353	70,874
	<u>324,346</u>	<u>144,593</u>	<u>468,939</u>	<u>506,048</u>

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

Carers Services	180,014	55,228	235,242	250,266
Befriending services	62,899	21,930	84,829	97,472
Transport services	61,653	16,568	78,221	114,023
Development of Community Services:				
Funded by restricted grants	19,780	389	20,169	17,500
Funded from unrestricted income	-	50,478	50,478	26,787
	<u>324,346</u>	<u>144,593</u>	<u>468,939</u>	<u>506,048</u>

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. During the year one trustee was reimbursed £34 for expenses incurred on behalf of the Charity. No expenses were paid to trustees during the previous year.

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

7 STAFF NUMBERS AND EMOLUMENTS

	Year Ended 31 March 2021	Year Ended 31 March 2020
The average number of employees in the year was as follows:		
Engaged on charitable activities	18.25	16.75
Engaged in management and administration	2.00	2.75
Totals	20.25	19.50

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

	Year Ended 31st March 2021 £	Year Ended 31st March 2020 £
Salaries	322,930	298,643
Social Security Costs	17,467	16,726
Pension contributions	14,840	14,236
Redundancy/termination costs	-	3,980
Total paid by the charity	355,237	333,585

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 2021 contributions of £Nil (2020: £1,312) 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 £117,236 (2020: £125,053).

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

8 NET INCOME/(EXPENDITURE) FOR THE YEAR

	Year Ended 31st March 2021	Year Ended 31st March 2020
Net Income/(Expenditure) is stated after charging the following expenses:		
Operating lease rentals	18,482	18,197
Auditors' remuneration		
Edward Thomas Peirson & Sons	2,100	2,100
For audit services	3,120	3,120
For other assurance services		

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

9 DEBTORS

	2021 £	2020 £
Trade Debtors	-	1,197
Prepayments	5,825	-
Other Debtors	222	94
	6,047	1,291

10 CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Accrued expenses	9,411	12,193
Deferred income - grants (see Note 3)	30,061	24,457
Other taxes and social security	5,195	4,792
	44,667	41,442

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

11 FUNDS

	At 1 April 2020 £	Income £	Expenditure £	Movement in Deferred Income £	Transfers £	At 31 March 2021 £
Unrestricted Funds:						
General Fund	90,453	59,027	(144,593)	-	74,115	79,002
Designated Funds:						
Financial Reserve	110,000	-	-	-	-	110,000
Adversity Reserve	-	-	-	-	20,000	20,000
Total unrestricted funds	200,453	59,027	(144,593)	-	94,115	209,002
Restricted Funds:						
Related to Development of Community Services	1,413	21,980	(19,780)		(389)	3,224
Related to carers:						
Leicester carers project	26,503	177,930	(120,436)	-	(37,633)	46,364
Young carers	24,664	12,431	(16,024)	-	(2,723)	18,348
Digital Inclusion	9,647	-	(3,735)	-	-	5,912
Mental Health	4,408	65,904	(39,819)	-	(14,872)	15,621
Related to befriending:						
Community champions	-	101,208	(62,899)	(606)	(21,930)	15,773
MH Befriending	-	4,998	-	(4,998)	-	-
Related to transport:						
Transport	46,936	79,329	(61,653)	-	(16,568)	48,044
Total restricted funds	113,571	463,780	(324,346)	(5,604)	(94,115)	153,286
Total Funds	314,024	522,807	(468,939)	(5,604)	-	362,288

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. The adversity reserve was created in January 2021 to cover additional expenditure that may be incurred in extraordinary circumstances such as those experienced in 2020 due to the Covid pandemic. No expenditure of money from either 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 2021

11 FUNDS (continued)

Fund movements during the year ended 31 March 2020 were as follows:

	At 1 April 2019 £	Income £	Expenditure £	Movement in Deferred Income £	Transfers £	At 31 March 2020 £
Unrestricted Funds:						
General Fund	90,948	26,292	(162,033)	-	135,246	90,453
Designated Fund:						
Financial Reserve	110,000	-	-	-	-	110,000
Total unrestricted funds	200,948	26,292	(162,033)	-	135,246	200,453
Restricted Funds:						
Related to Development of Community Services	-	18,913	(10,265)	-	(7,235)	1,413
Related to carers:						
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
Related to befriending:						
Community champions	-	98,036	(72,707)	(564)	(24,765)	-
Related to transport:						
Transport	34,742	126,217	(90,771)	-	(23,252)	46,936
Total restricted funds	73,235	520,161	(344,015)	(564)	(135,246)	113,571
Total Funds	274,183	546,453	(506,048)	(564)	-	314,024

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

The allocation of net assets between funds at 31 March 2021 was as follows:

	General Fund £	Designated Fund £	Restricted Funds £	Total £
Debtors	6,047	-	-	6,047
Cash at bank and in hand	87,302	130,000	183,606	400,908
Creditors: Amounts falling due within one year	(14,347)	-	(30,320)	(44,667)
Total Net Assets	79,002	130,000	153,286	362,288

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

The allocation at 31 March 2020 was:

	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)
Total Net Assets	90,453	110,000	113,571	314,024

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

13 OPERATING LEASE COMMITMENTS

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

	2021	2020
	£	£
Aggregate payments due:		
Within one year	17,301	18,556
In two to five years	3,064	18,109
In more than five years	-	-
	<u>20,365</u>	<u>36,665</u>

14 RELATED PARTIES

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