

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 2022

Voluntary Action South Leicestershire

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

CONTENTS

	Page
Charity Information	1
Report of the Trustees	2
Independent Auditor's Report	14
Statement of Financial Activities (including Income & Expenditure Account)	18
Balance Sheet	19
Statement of Cash Flows	20
Notes to the Financial Statements	21

**Voluntary Action South Leicestershire
Company Information
For the year ended 31 March 2022**

Trustees:

Linda Jones (Chair)
Kate Godber
Howard Grant
Barbara Johnson
Gail Lamb (Treasurer)
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 2022

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 2022.

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	
	Howard Grant	
	Kate Godber	
	Barbara Johnson	
	Suzanne Packer	
	Pritibala Joshi	Resigned 21 June 2022
	Helen Murray	Resigned 1 July 2022

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 2022

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, which resulted in the UK government announcing various restrictive measures. 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

Family carers were significantly affected during the pandemic and our Support for Carers service began this year supporting carers to make tentative steps to reinstate respite services, if available. Many carers' own health, particularly their mental health, had deteriorated during lockdown. Our team of seven workers provided an easy to reach telephone support line, providing a listening ear and professional support, signposting to specialist help where appropriate. The team reinstated face to face support groups and also resumed networking events and forums with health and social care professionals.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES (continued)

Activities and Projects (continued)

2. Young Carers

The Young Carers group restarted face to face meetings in April 2021. The group resumed fortnightly meetings at the Cube Youth Centre in Market Harborough. Several new Young Carers joined the group and were soon integrated and enjoying the activities and time away from their caring responsibilities. The group went on a number of school holiday day activities during the year, giving the young carers a chance to experience new activities and opportunities.

As further explained in the Achievements and Performance section of this report, the VASL Young Carers' Manager left the project at the end of November 2021 and the group was, of necessity, suspended. Following a thorough review of the project it has been agreed that the Young Carers Group will transfer to the Harborough Children's and Young Peoples Charity ("HCYC") and will recommence its activities in September 2022.

3. Community Champions

Community Champions is now a hybrid project and offers our clients and volunteers a range of real life and online connection experiences.

Befriending through home visits, telephone calls and letter writing has continued. There have been regular learning events (e.g., Dementia Friends, Bereavement, Creative Writing, Animal drawing) which have been appreciated.

We have enjoyed bringing volunteers together again for face to face connection, and there have been monthly Community Gatherings for clients. Digital support sessions have re-started at Market Harborough and Lutterworth libraries and monthly mini-zooms led by volunteers are enjoyed by clients.

The Steering Group has helped shape ideas for the new funding application and our inter-generational work continues with schools in Ullesthorpe and Market Harborough. We have a volunteer-led Breakfast Club and Zoom Book Club. Monthly newsletters have been praised for keeping all informed of project progress.

4. VASL Transport

The VASL Car Scheme restarted its activities on 12 April 2021 after a one year break due to Covid-19.

Many volunteer drivers were keen to get back to driving and helping clients get to vital health appointments. However, we began the year with fewer drivers, as a number were still being cautious and not ready to resume their volunteering roles.

The demand from clients increased quickly as hospitals tackled the back log of appointments, placed on hold during the pandemic and, whilst volunteer driver numbers have steadily increased throughout the year, overall numbers remain lower than pre-pandemic.

During September, we resumed our popular monthly bus trips to shopping centres, market towns and garden centres.

5. My Mind Matters

The My Mind Matters service has transitioned from telephone only support during the pandemic to a combination of telephone, face to face and group support.

During this period, we continued to offer telephone support by Community Recovery Service or advice and navigation and also reintroduced face to face Community Recovery Service support with a weekly Walk and Talk group. We provided options for clients receiving Community Recovery Service or advice and navigation to support them in the best way possible for their situation or mental health.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES (continued)

Activities and Projects (continued)

We refer and signpost on to other support services like Vita Minds, Bower House, First Contact Plus, Adult Social Care, local support that offers Green or Blue prescribing and Citizens Advice Bureau.

We offer general wellbeing advice and education for better mental health, building self-esteem and confidence and gaining a routine. We also encourage independence and promote self-development through coping and dealing techniques, volunteering, learning new skills or regaining old ones to enhance each client's life.

Our Walk and Talk group has developed each week. We now have 17 members, although numbers can fluctuate, and also have two volunteers that help out at the group on a weekly basis.

News about our Walk and Talk group is circulated to professionals like social prescribers, Local Area Coordinator and Reablement workers. They have provided positive feedback as to how the group is helping people's mental health, reducing loneliness and assisting them in gaining social skills.

We have focused on outreach and promotion of the project by attending events run by the Job Centre, Rural Community Council and Social prescribers. It has been important to keep connected with other professionals, face to face, through meetings and having a regular presence at places throughout the Harborough District, such as Renew Wellbeing Café, The Well and Crisis Café. We work collaboratively with these professionals to ensure that we have knowledge of local events and support services and to update them with any information on our project. We have also re-connected with professionals that we worked with pre-pandemic.

6. Wellbeing Befriending

After the initial launch of the Wellbeing Befriending Service in May 2021 it was opportune to take some time, in March 2022, to reflect on what we had learnt during the initial stages of the project. The key points of learning are as follows:

- Supporting people with befriending telephone calls has been a huge reminder that mental health issues affect and impact on each and every one of us in some way regardless of our age or background;
- We know that, prior to Covid-19, people faced many barriers which prevented them accessing services; this, of course, has been amplified since the pandemic. The key barriers people face is around knowing what services are out there and then having the confidence to make the first step;
- The role of the volunteer has reinforced how powerful and transformational non-judgemental active listening can be;
- People from all walks of life are keen to make a difference and have displayed such kindness time and time again to complete strangers across the District; and
- As a direct result of telephone befriending, people are feeling more connected to their communities and more valued. The positive feedback we have received has encouraged and motivated us to continue and reach out to those in need and adapt our service accordingly.

Our learning will be included in further funding applications.

7. Volunteering

As an organisation, we continue to provide quality volunteering opportunities, with excellent training and support. Volunteering in the community continues to be vital to the projects and services we provide.

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

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES (continued)

Activities and Projects (continued)

8. 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 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 Leicestershire County Council.

We have developed and strengthened our relationships with Health through the newly formed Primary Care Networks.

Public Benefit

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

ACHIEVEMENTS AND PERFORMANCE

At the beginning of the year the Trustees set the following strategic priorities for 2021/22:

Organisational

- To manage the recovery in VASL following the lockdowns due to the Covid pandemic and to incorporate the learning from the changes in practices introduced during the pandemic
- To establish working arrangements in each of the projects to manage the continuing risk and best meet the needs of the clients.
- To support the staff in adapting to the changing working arrangements as we move to implement the VASL Road Maps towards increased face to face working.
- To be responsive to possible further waves of increased Covid infections during the year, managing the risks to staff, volunteers and clients.
- To ensure regular feedback to funders, including the required reporting of progress, but also to build effective mutually beneficial relationships.
- To ensure the wellbeing of VASL staff, keeping their needs under review and developing new ways of supporting them, as necessary.

Project based

- To establish a one year pilot project of Mental Health Befriending, evaluating its effectiveness and, subject to the results, apply for longer term funding.
- To re-start the Transport Scheme, monitoring the risks to volunteers and clients, and seek to develop and expand it over the year.
- To continue to evaluate the Community Champions Project and, based on the results, to seek an extension of funding beyond the current 5 year grant.
- To define the scope for a new project, working in partnership with other organisations, to support people with dementia and their carers and, if deemed feasible, seek funding for a pilot project.
- To review and develop VASL's diversity, equity and inclusion in staffing, projects and engagement with the community/ public, including taking into account the lessons from 'Black Lives Matter'.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

VASL started the year still in recovery mode from the Covid-19 pandemic. Many of our services were cautiously opening face to face and group work. We were delighted to restart our Transport Scheme on the 12 April 2021 after a year on hold.

The pandemic did, however, give us an opportunity to evaluate how we worked and Zoom and Hybrid working were embedded into all of our services.

As part of Covid-19 recovery, we identified the need for an additional project. Following the negative impact on people's Mental Health and Wellbeing that Covid-19 brought, we developed a Wellbeing Befriending Project and recruited a manager and secured 12 months of funding from various sources. We continue to develop the project, with a view to making further funding applications based on the evidence of need.

We successfully applied for a further three-year extension funding for our Community Champions Project from the Lottery Community Fund. Loneliness and isolation are still very much an issue and have been exacerbated by the lockdowns and over 70's shielding.

During the year we approached the end of a five-year lease for our accommodation based in Torch House. With the uncertainty of what the future holds for office bases and working patterns, we approached the Torch Trustee Board and successfully negotiated a new annual rolling lease which gives flexibility for both parties.

In November 2021, VASL's young carers manager moved on to pastures new. Although we advertised several times for a replacement, we were unsuccessful in recruiting. Having reviewed the project and discussed with trustees, staff, and partners, a way forward was agreed. We approached HCYC, a Harborough based local youth charity, to explore the transfer of the young carers project. The discussions were successful, and both charities agreed to the transfer of the project. We also approached the main funder, Children in Need, who agreed to the transfer of funding. Harborough District Young Carers Group will restart in September 2022.

As we approached the start of a new financial year on 1 April 2022, VASL was facing two upcoming retendering opportunities. My Mind Matters, Mental Health, Wellbeing and Recovery Service and Support for Carers.

During the year, led by the Chair of VASL Board of Trustees, we implemented a review to develop VASL's diversity, equity and inclusion in staffing, projects and engagement with the community/ public, including taking into account the lessons from 'Black Lives Matter'. A working group has met regularly and mandatory training for staff and trustees introduced.

This year has again been a time of change and adaptation for VASL, however we look forward to future developments and continuing to address local issues and support our community.

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,
- Harborough District Council Community Grants.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

The difference we have made

The Table below summarises the difference VASL made in our Communities during 2021-22.

Community	Total Individuals	How Have They Benefited?
Carers across Leicestershire	2953 individual family carers supported.	<ul style="list-style-type: none"> • Carer helpline (Monday - Friday, 9am – 5pm) • Online support through website, Facebook, Twitter • Support group sessions delivered to share experiences and enjoy social time. • County-wide Forum events • Newsletters provided information and contacts • Telephone befriending • 6751 hours of advice, information, guidance, and one-to-one support
Community	Total Individuals	How Have They Benefited?
Young Carers	22	<ul style="list-style-type: none"> • Fortnightly support group sessions provided respite time and a chance to be with peers • One to one zoom support where most needed • Email and Facebook support • Trips/outings during school holidays
Isolated Older People	161	<ul style="list-style-type: none"> • Social support – Community Champions • Befriending, digital & telephone support, penpals 61 events and gatherings
People needing help with transport	547	<ul style="list-style-type: none"> • VASL social car scheme volunteers provided transport for foodbank clients.
Number of Foodbank deliveries	1050	
People needing support with their Mental Health	126	<ul style="list-style-type: none"> • Information • Advice and Navigation • One to One Support
Volunteers	8 VASL Trustees 157 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 2022

Community	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 ● Primary Care Networks ● 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 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 ● LOROS 	<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 2022

FINANCIAL REVIEW

Financial Performance

The financial period covered by the accounts and this report was a 12-month period from 1 April 2021 to 31 March 2022. The annual income was £537,190 (2021: £517,203) and the total costs were £519,572 (2021: £468,939). This resulted in a net surplus of £17,618 (2021: £48,264). There was a £10,505 deficit in unrestricted funds (2021: £8,549 surplus) and a £28,123 surplus in restricted funds (2021: £39,715).

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

Policy on cost recovery

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

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

Policy on reserves

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

The Trustees agreed that:

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

The VASL board reviewed its financial risks and decided not to increase or decrease its designated adversity reserve of £20,000 nor its designated financial reserve of £110,000 comprising:

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

Unrestricted reserves which have not been designated amounted to £68,497 at 31 March 2022 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 £181,409, 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.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

PLANS FOR FUTURE PERIODS

At the start of the financial year we adopted a new Strategic Plan for 2021-2024, which incorporated views and opinions from our clients, volunteers, staff, trustees, funders and strategic partners.

The Strategic Plan acknowledges that many of our project and service deliverables are still very much valid for the coming years and also reflects the urgent issue of Covid recovery, majoring on supporting all client groups in building confidence and wellbeing. In particular, we will be looking to develop the newly created, Wellbeing Befriending project, which is initially 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.

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.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

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.

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.

VOLUNTARY ACTION SOUTH LEICESTERSHIRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

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 black ink that reads "Linda Jones". The signature is written in a cursive style with a large initial 'L' and a distinct 'J'.

Linda Jones CBE
Chair

Dated September 2022

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 2022 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 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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.

**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.

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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, employment 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;
- performing substantive procedures on material balances and transactions; and

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

- 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.

E T Peirson & Sons

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

17th November 2022

Voluntary Action South Leicestershire

STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:					
Donations and legacies	3	53,015	461,362	514,377	513,110
Charitable activities	4	-	21,098	21,098	1,147
Investment income - Bank interest receivable		1,715	-	1,715	2,263
Other		-	-	-	683
Total income		<u>54,730</u>	<u>482,460</u>	<u>537,190</u>	<u>517,203</u>
EXPENDITURE ON:					
Charitable activities	5	164,214	355,358	519,572	468,939
Total expenditure		<u>164,214</u>	<u>355,358</u>	<u>519,572</u>	<u>468,939</u>
Net income/(expenditure) for the year		(109,484)	127,102	17,618	48,264
Net transfers between funds	11	98,979	(98,979)	-	-
Net movement in funds	11	<u>(10,505)</u>	<u>28,123</u>	<u>17,618</u>	<u>48,264</u>
Reconciliation of funds:					
Balances brought forward		209,002	153,286	362,288	314,024
Balances carried forward		<u>198,497</u>	<u>181,409</u>	<u>379,906</u>	<u>362,288</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 2022

	Note	2022 £	2021 £
Current Assets			
Debtors	9	6,932	6,047
Cash at bank and in hand		416,435	400,908
		<u>423,367</u>	<u>406,955</u>
Creditors:			
Amounts falling due within one year	10	(43,461)	(44,667)
Net Current Assets/Net Assets		<u>379,906</u>	<u>362,288</u>
Funds			
	11		
Unrestricted funds			
General funds		68,497	79,002
Designated funds		130,000	130,000
		<u>198,497</u>	<u>209,002</u>
Restricted funds		181,409	153,286
Total Funds		<u>379,906</u>	<u>362,288</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 September 2022 and signed on its behalf by:



Linda Jones CBE - Trustee

Voluntary Action South Leicestershire

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Net movement in funds	17,618	48,264
Interest shown in investing activities	(1,715)	(2,263)
(Increase)/Decrease in Debtors	(885)	(4,756)
Increase/(Decrease) in Creditors	(1,206)	3,225
Net cash generated by/(used in) operating activities	<u>13,812</u>	<u>44,470</u>
Cash flows from investing activities		
Interest income	1,715	2,263
Change in cash and cash equivalents in the year	<u>15,527</u>	<u>46,733</u>
Cash and cash equivalents brought forward	400,908	354,175
Cash and cash equivalents carried forward	<u><u>416,435</u></u>	<u><u>400,908</u></u>
Cash and cash equivalents comprise:		
Cash at bank and in hand	<u><u>416,435</u></u>	<u><u>400,908</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 2022

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 2022

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 2022

3 INCOME FROM DONATIONS & LEGACIES	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Grants received in the year from:				
Leicestershire County Council	-	284,763	284,763	287,191
Harborough District Council	14,100	12,300	26,400	18,251
Big Lottery Fund	-	102,738	102,738	121,633
BBC Children in Need	-	10,000	10,000	7,477
Market Harborough & The Bowdens Charity	34,664	20,250	54,914	65,144
Other providers	-	22,800	22,800	10,154
	<u>48,764</u>	<u>452,851</u>	<u>501,615</u>	<u>509,850</u>
Movement in deferred income	-	4,377	4,377	(5,604)
	<u>48,764</u>	<u>457,228</u>	<u>505,992</u>	<u>504,246</u>
Other donations and voluntary income	4,251	4,134	8,385	8,864
Total income from donations and legacies	<u>53,015</u>	<u>461,362</u>	<u>514,377</u>	<u>513,110</u>

In the year ended 31 March 2021, £455,482 of Grants and £1,547 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:

	2022 £	2021 £
Deferred income at the start of the year	30,061	24,457
Net Movement in the year	(4,377)	5,604
Deferred income at the end of the year	<u>25,684</u>	<u>30,061</u>

4 INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Contributions from users of the Transport Schemes	-	21,098	21,098	1,147
Total income from charitable activities	<u>-</u>	<u>21,098</u>	<u>21,098</u>	<u>1,147</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Costs incurred in connection with:				
Governance:				
Auditors' remuneration (including preparation of accounts)	5,377	-	5,377	5,220
Staff & volunteers:				
Gross wages and salaries	69,723	285,141	354,864	322,930
Employers' NI Contributions	4,661	16,277	20,938	17,467
Pension contributions	3,433	13,128	16,561	14,840
Staff travel and training	2,172	2,475	4,647	3,937
Other staff costs	65	-	65	92
Volunteers' costs	-	18,783	18,783	3,946
Event costs	13	6,900	6,913	8,917
	<u>80,067</u>	<u>342,704</u>	<u>422,771</u>	<u>372,129</u>
Sub-Total carried forward	85,444	342,704	428,148	377,349

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

5 EXPENDITURE ON CHARITABLE ACTIVITIES (continued)	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	<i>Total Funds 2021 £</i>
Sub-Total brought forward	85,444	342,704	428,148	377,349
Premises and assets:				
Insurance	3,811	-	3,811	3,369
Other premises costs	28,545	-	28,545	25,868
	<u>32,356</u>	<u>-</u>	<u>32,356</u>	<u>29,237</u>
Office, administration & IT:				
Office expenses & IT	30,409	9,008	39,417	49,194
Repairs and renewals	2,134	36	2,170	27
Consultancy & professional fees	13,789	2,361	16,150	11,666
Publicity and promotion of charitable activities	-	1,249	1,249	1,388
Miscellaneous expenses	82	-	82	78
	<u>46,414</u>	<u>12,654</u>	<u>59,068</u>	<u>62,353</u>
Total expended on charitable activities	<u>164,214</u>	<u>355,358</u>	<u>519,572</u>	<u>468,939</u>

Of the total costs incurred in the year ended 31 March 2021, £324,346 related to restricted funds (see Note 11).

The above costs are allocated as follows:

	Directly attributed to activities £	Support Costs £	2022 Total £	2021 Total £
Governance	-	5,377	5,377	5,220
Staff & volunteers	342,704	80,067	422,771	372,129
Premises and assets	-	32,356	32,356	29,237
Office, administration & IT	12,654	46,414	59,068	62,353
	<u>355,358</u>	<u>164,214</u>	<u>519,572</u>	<u>468,939</u>

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

Carers Services	199,170	63,559	262,729	235,242
Befriending services	84,268	27,331	111,599	84,829
Transport services	70,373	18,089	88,462	78,221
Development of Community Services:				
Funded by restricted grants	1,547	-	1,547	20,169
Funded from unrestricted income	-	55,235	55,235	50,478
	<u>355,358</u>	<u>164,214</u>	<u>519,572</u>	<u>468,939</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 2022 or in the preceding financial year. During the year ended 31 March 2021 one trustee was reimbursed £34 for expenses incurred on behalf of the Charity. No expenses were paid to trustees during the year ended 31 March 2022.

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

7 STAFF NUMBERS AND EMOLUMENTS

	Year Ended 31 March 2022	Year Ended 31 March 2021
The average number of employees in the year was as follows:		
Engaged on charitable activities	18.42	18.25
Engaged in management and administration	2.00	2.00
Totals	20.42	20.25

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

	Year Ended 31st March 2022 £	Year Ended 31st March 2021 £
Salaries	354,864	322,930
Social Security Costs (net of Employment Allowance)	20,938	17,467
Pension contributions	16,561	14,840
Total paid by the charity	392,363	355,237

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 2022 contributions of £Nil (2021: £Nil) were included in accruals.

The total employment benefits (including pension contributions) of the key management personnel, comprising the Trustees (who received no remuneration), the Charity Manager and the managers of: Carer Services, Transport; Community Champions; Wellbeing Befreinding; and Business Support, were £150,270 (2021: £117,236).

8 NET INCOME/(EXPENDITURE) FOR THE YEAR

	Year Ended 31st March 2022	Year Ended 31st March 2021
Net Income/(Expenditure) is stated after charging the following expenses:		
Operating lease rentals	20,922	18,482
Auditors' remuneration		
Edward Thomas Peirson & Sons		
For audit services	2,257	2,100
For other assurance services	3,120	3,120

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

9 DEBTORS

	2022 £	2021 £
Trade Debtors	106	-
Prepayments	6,700	5,825
Other Debtors	126	222
	6,932	6,047

10 CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Accrued expenses	10,552	9,411
Deferred income - grants (see Note 3)	25,684	30,061
Other taxes and social security	7,225	5,195
	43,461	44,667

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

11 FUNDS

	At 1 April 2021 £	Income £	Expenditure £	Movement in Deferred Income £	Transfers £	At 31 March 2022 £
Unrestricted Funds:						
General Fund	79,002	54,730	(164,214)	-	98,979	68,497
Designated Funds:						
Financial Reserve	110,000	-	-	-	-	110,000
Adversity Reserve	20,000	-	-	-	-	20,000
Total unrestricted funds	209,002	54,730	(164,214)	-	98,979	198,497
Restricted Funds:						
Related to Development of Community Services	3,224	-	(1,547)	-	-	1,677
Related to carers:						
Leicester carers project	46,364	171,030	(140,701)	-	(46,340)	30,353
Young carers	18,348	16,351	(13,801)	-	(2,439)	18,459
Digital Inclusion	5,912	-	(3,735)	-	-	2,177
Mental Health	15,621	66,598	(40,933)	-	(18,248)	23,038
Related to befriending:						
Community champions	15,773	102,932	(67,163)	(621)	(24,892)	26,029
MH Befriending	-	29,663	(17,105)	4,998	11,029	28,585
Related to transport:						
Transport	48,044	91,509	(70,373)	-	(18,089)	51,091
Total restricted funds	153,286	478,083	(355,358)	4,377	(98,979)	181,409
Total Funds	362,288	532,813	(519,572)	4,377	-	379,906

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 2022

11 FUNDS (continued)

Fund movements during the year ended 31 March 2021 were as follows:

	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 Fund:						
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

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

The allocation of net assets between funds at 31 March 2022 was as follows:

	General Fund £	Designated Fund £	Restricted Funds £	Total £
Debtors	6,826	-	106	6,932
Cash at bank and in hand	78,930	130,000	207,505	416,435
Creditors: Amounts falling due within one year	(17,259)	-	(26,202)	(43,461)
Total Net Assets	68,497	130,000	181,409	379,906

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

The allocation at 31 March 2021 was:

	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

Voluntary Action South Leicestershire

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

13 OPERATING LEASE COMMITMENTS

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

	2022	2021
	£	£
Aggregate payments due:		
Within one year	12,161	17,301
In two to five years	153	3,064
In more than five years	-	-
	<u>12,314</u>	<u>20,365</u>

14 RELATED PARTIES

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