

REGISTERED NUMBER: COMPANY 08179244

CHARITY 1149335

REPORT OF THE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

FOR

COMMUNITY ACTION MALVERN AND DISTRICT

REGISTERED CHARITY LIMITED BY GUARANTEE

COMMUNITY ACTION MALVERN AND DISTRICT

REGISTERED CHARITY LIMITED BY GUARANTEE

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FOR THE YEAR ENDED 31 MARCH 2019

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COMMUNITY ACTION MALVERN AND DISTRICT

REGISTERED CHARITY LIMITED BY GUARANTEE

COMPANY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2019

DIRECTORS: C H Kirk (Chair)
B A Regimbeau (Deceased 18 December 2018)
A Turpin (Treasurer)
Mrs CE Bennion
Mrs K Sutton
N M Thompson
M Amery
P N Hubble
R Emery (Appointed 7 August 2018)

COMPANY SECRETARY: Mrs J E Phillips

REGISTERED OFFICE: Third Floor
28-30 Belle Vue Terrace
Malvern
Worcestershire
WR14 4PZ

REGISTERED NUMBER: Company 08179244
Charity 1149335

INDEPENDENT EXAMINER: Elizabeth Eyre FCA
Elizabeth Eyre Limited
Bank Street Business Centre
6 Bank Street
Malvern
WR14 2JN

BANKERS: HSBC PLC
1 Church Street
Malvern
Worcestershire
WR14 2AB

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019

The directors present their report with the financial statements of the company for the year ended 31 March 2019. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102.

CONSTITUTION

The charity is a company limited by guarantee which is governed by its Memorandum and Articles of Association adopted on 14 August 2012. In accordance with Section 60(1) (a) of the Companies Act 2006, the company is exempt from the requirements of that Act to include 'limited' as part of its name. The charity is registered with the Charity Commissioners. The charity registration number is 1149335 and the company registration number is 08179244.

PRINCIPAL AND REGISTERED OFFICE AND ADVISERS

The principal address and registered office is Third Floor, 28-30 Belle Vue Terrace, Malvern, Worcestershire, WR14 4PZ. The independent examiner is Elizabeth Eyre FCA, Elizabeth Eyre Limited, Bank Street Business Centre, 6 Bank Street, Malvern WR14 2JN.

The solicitors are Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WRI IUQ.

The bankers are HSBC PLC, 1 Church Street, Malvern, Worcestershire, WR14 2AB.

The insurance brokers are Wood Insurance, 115/125 Oxford Street, Pontycymmer, Bridgend, CF32 8DE,

DIRECTORS (WHO ARE ALSO TRUSTEES)

The directors, who are also trustees, during the period under review, were:

CH Kirk	Mrs C E Bennion
Mrs K Sutton	M Amery
N M Thompson	A R Turpin
B A Regimbeau (deceased 18.12.18)	
R Emery (appointed 07.08.18)	

The company is limited by guarantee and therefore no director has any interest in the share capital of the company. The directors are appointed at the Annual General Meeting to ensure that the Board represents a cross section of the community and individuals with relevant professional backgrounds.

Trustees are recruited from individuals/organisations who are associate members. An assessment of member skills is undertaken annually to determine any gaps in skills which would assist the Board to function more effectively.

New Board members are provided with copies of the most recent annual report and accounts, a role description of the responsibilities of a trustee, a copy of the Memorandum and Articles of Association, copies of recent minutes of meetings and a copy of the Charity Commission publication, "Responsibilities of Charity Trustees" New trustees also have an induction session with the Chief Officer and with the Chair.

New trustees are asked to consider any potential conflict of interest and these are recorded as appropriate. The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the Board.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The directors/trustees are responsible for financial controls and accounts; for developing and overseeing a reserves policy; for ensuring that all procedures and policies adhere to their legal requirements as employers; for reviewing risk management of the organisation; to ensure all aspects of charity and company law are fully and properly adhered to and to generally protect the charity's property. The trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

The directors are responsible for agreeing the annual report and accounts, as well as reviewing the activity during the year against the annual year plan. The Chief Officer has delegated authority, under terms approved by the Board, for all day to day activity including financial, employment and staff supervision, but has to present a report at each meeting of the Board.

The company's financial management is based on detailed budgets prepared for all the company's activities prior to the start of each financial year. These reflect expected costs and income calculated from previous years' experience, and take account of any known, or planned changes in activity or financial circumstances. Any such significant changes are discussed in advance with directors who retain overall responsibility for the financial management of the company.

Expenditure and Income are monitored monthly against the budgets set and a monthly financial monitoring report is produced by the company's treasurer. These reports are sent to the chair and chief officer and also appear on the agenda for each director's meeting. This system enables any significant variations from financial plans to be identified early and any necessary action to be agreed quickly.

The company's bookkeeper accounts for receipts and payments on a weekly basis. Responsibilities include weekly banking and bank account reconciliations. The bookkeeper reconciles income and expenditure on a monthly basis and this then forms the basis for the monthly financial reporting.

CHIEF OFFICER

The chief officer of the charity is Mrs J E Phillips.

OBJECTIVES AND ACTIVITIES

The principal activity of the company in the period under review was that of promoting any charitable purpose for the benefit of the public principally, but not exclusively, in the local area of Malvern and surrounding districts and environs, and in particular to build the capacity of Third Sector Organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

The trustees confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit when determining the charity's activities.

Community Transport

Our community minibuses have continued to help local groups and organisations with their outings around Malvern and beyond. The total number of trips for the year is 599. This figure remains similar to that of previous years and there appears to be a fair split between those trips booked by local groups (349) compared to those that we operate on behalf of Worcestershire County Council (250). The bus services that we offer to Tewkesbury, Cheltenham, Gloucester, Upton and the service we run alongside Dial-A-Ride all continue to operate well and are much needed services for those living in remote areas who would be otherwise unable to access their local towns easily. We are always looking at ways to improve the bus services by offering flexible pick up and drop off points in order to help make our services available to all.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

OBJECTIVES AND ACTIVITIES (Continued)

Community Transport (Continued)

The wheelchair car bookings have reduced over the last couple of years, it is unknown whether this is because of lack of demand or simply lack of knowledge about their availability. With 692 trips over the year they are still widely used but there is definitely scope and availability for this number to increase. Our three minibuses and two wheelchair cars remain well maintained and have had no major issues this year. Bus A, remains a concern and we hope it may be possible to look at replacing this minibus next year. We have gained four new volunteers over the year; however we have lost the same number due to reasons of ill health or restrictions to driving licence categories on reaching the age of 70.

Shoparound

Trips	113
Passenger journeys	2,248
W/chair + accompanied clients	177 = 40% increase

Shoparound continues to be a much loved and appreciated service CA offers to our elderly. The small volunteer team of 8 drivers and 12 escorts provide a door to door unique service. The figures during 18-19 overall were up mainly due to better weather and less cancellations. Although we travelled to the regular destinations we also arranged 84 clients to view the one off special poppy display at Hereford Cathedral which everyone thoroughly enjoyed. Film club shows a film on the second Thursday of each month at The Cube. Our guests have a lunch first at The Café and then see a film such as 'Hello Dolly', 'Paddington Bear', 'Funny Face' and 'Pillow Talk'.

Sunday Tea Clubs

Trips	17
Passenger journeys	966 = 32% increase
W/chair + accompanied clients	106

Tea Club seems to be even more popular than ever. Our passengers can quite often feel cut off and isolated at weekends. The tea clubs offer a chance to be out with company and enjoy a spread of homemade food. We are supported by 11 host groups through the year, the tea are offered freely sometimes with entertainment and food but always with a smile. All our services only exist with the wonderful support of the volunteers.

Car Service

The Community Car Service has once again seen a very busy year and has carried out 9,672 journeys. Our team of 52 volunteer drivers have travelled a massive 77,242 miles during the year. We have gained around six new drivers this year, but have lost several due to retirement or ill health, so actually have a similar number that at this point last year. We are continually looking to recruit new drivers due to ever increasing demand and would urge any prospective volunteers to contact us. Our clients travel chiefly to medical appointments, but also to many destinations such as to go shopping, to the bank or hairdressers or to visit relatives. Many of these journeys would be almost impossible without our services. The Community Car Service is essential for maintaining the independence of older people within the Malvern area.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

OBJECTIVES AND ACTIVITIES (Continued)

GDPR

2018 saw the implementation of the new data protection laws and, therefore, staff and volunteers phoned all clients on our database to ensure that they are happy for us to keep their personal information on file and on computer. We also held training presentations for all our volunteers to update them on how the new regulations would affect the way we work and every volunteer signed a statement to confirm that they had received training.

As part of this initiative, we also updated the volunteer/minibus and driver handbooks and every volunteer received an updated handbook.

Praise should especially go to Margot van der Weijer who has worked tirelessly to keep our database up-to-date and ensure that clients signed registration forms are returned to us. Thank you Margot.

Helping Hands

We are still helping a few regular clients in this project and we are most grateful to the volunteers who continue to offer support to them.

Volunteer Coffee Mornings

These are arranged every few months and enable the volunteers to meet up both with each other and with the staff. They continue to be very well attended and are a great success.

Volunteer Christmas Party

Once again we were fortunate to have Duncan Ironmonger host two dates in January 2019 for our Volunteer Christmas Party. He even put on a table magician for the volunteers which was very well received.

Community Newsletter

This incorporates the Friends Newsletter and is published approximately 3-4 times a year. More and more of our volunteers are also using it as a way of publicising their own churches events, etc. and feedback is positive. It is also sent to other organisations and charities on our mailing list and is well used.

Website

The website is fully operational now. We continue to post regular news and events on the site.

Friends Coffee Mornings with Stalls

This year we have offered stalls at each of the Friends Coffee Mornings and we have a regular group of people who take a table which include Malvern Lions, Pamela Balchandani, Macular Society, Alzheimer's Society and JIGSAW (Worcestershire Mental Health Relative and Carer Support Group).

We also regularly invite the Crime Prevention team to promote awareness to our clients.

Reception

Once again, our team of volunteer receptionists have done (and continue to do) a fabulous job of answering the phones and taking bookings and anything else that we throw at them. They particularly rose to the GDPR challenge for which I am very grateful. They step into the breach and often go the extra mile and we are very grateful to all of them.

Thanks also to Friends, trustees, and executive committee for all their hard work. We really do appreciate all the time and effort they put in to help us.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

OBJECTIVES AND ACTIVITIES (Continued)

REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements.

The charity's activities have been financed by grants and donations and the operating surplus transferred to reserves was £13,278 (2018 deficit £1,317). The total income received during the year was £213,000 (2018 £210,632). The income was to finance the operation of the charity. The total expenditure during the year was £199,722 (2018 £211,949) which includes vehicle running costs of £73,543 (2018 £79,213) and salaries of £93,714 (2018 £98,263).

RISK ASSESSMENT

The trustees' review the risks to which the charity might be exposed as identified by the trustees, and has established systems and procedures to manage those risks.

FUTURE PLANS

The company anticipates a continuation of its current activity and looks to expand with a new project and new community bus routes.

Funding from local authorities will continue to be under pressure, which will mean that fundraising and attracting more donations will remain a major priority.

The company has accumulated a good level of reserves from previous activities but longer term financial projections indicate that these are like to start to be eroded if pressures on income continue into future years.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable 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 to do business.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

STATEMENT OF DIRECTORS' RESPONSIBILITIES (Continued)

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

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



ON BEHALF OF THE BOARD:

C H Kirk – Chair

Date: 18th September 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY ACTION MALVERN AND DISTRICT

I report on the accounts of the company for the year ended 31 March 2019 which are set out on pages 9 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 and that an Independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Charities Act; and
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities SORP FRS 102 have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Elizabeth Eyre FCA
Elizabeth Eyre Limited
Bank Street Business Centre
Malvern
WR14 2JN
Date: October 2019**

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND
EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>2019</u>	<u>Unrestricted</u> <u>Funds</u> <u>2018</u>
<u>Income</u>			
Incoming resources from generated funds:			
Voluntary Income	6	41,595	33,351
Activities for Generating Funds	7	741	931
Investment Income	8	1,899	1,976
Incoming Resources from Charitable Activities	9	<u>168,765</u>	<u>174,374</u>
<u>Total Income</u>		<u>213,000</u>	<u>210,632</u>
<u>Expenditure</u>			
Charitable Activities	10	<u>199,722</u>	<u>211,949</u>
<u>Total Expenditure</u>		<u>199,722</u>	<u>211,949</u>
<u>Net Expenditure and Net Movement in Funds For The Year</u>		13,278	(1,317)
Total Funds Brought Forward		<u>207,075</u>	<u>208,392</u>
<u>Total Funds Carried Forward</u>		<u>220,353</u>	<u>207,075</u>

The notes form part of these financial statements

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE
COMPANY REGISTERED NUMBER 08179244

BALANCE SHEET AT 31 MARCH 2019

	Note	2019		2018	
		£	£	£	£
FIXED ASSETS					
Tangible assets	11		13,518		29,891
CURRENT ASSETS					
Debtors	12	5,852		5,807	
Cash at bank and in hand		208,035		179,369	
Total current assets		213,887		185,176	
Creditors: amounts falling due within one year	13	(7,052)		(7,992)	
NET CURRENT ASSETS			206,835		177,184
NET ASSETS			220,353		207,075
FUNDS					
Unrestricted funds			220,353		207,075
			220,353		207,075

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and,
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Charities SORP FRS 102.

ON BEHALF OF THE BOARD:

CH Kirk – Chair
A Turpin – Treasurer



Approved by the Board on: 18th September 2019

The notes form part of these financial statements

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named in the Report of the Directors. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1.00 per member of the charity.

Funds

General Funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The Charity does not undertake trading on its own account. Income from the Friends of Community Action is recorded when receivable.

Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Charitable Activity Costs are the costs of fulfilling the objects of the charity.

Tangible fixed assets

Depreciation is provided on all tangible fixed assets, stated at cost, at the following annual rates in order to write off each asset over its estimated useful life. Assets are included at cost and any capital expenditure less than £100 is not capitalised.

Office equipment	- 25% on cost
Motor vehicles	- 25% on cost

Fund Accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

Accounting Policies (continued)

Interest receivable

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

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Creditors and Provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Financial Instruments

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

Cash at Bank and in Hand

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

Preparation of the Accounts on a Going Concern Basis

There are no material uncertainties about the Charity's ability to continue. On this basis the Charity is considered to be a going concern.

2. TURNOVER

The turnover and profit before taxation are attributable to the charitable activities of the company.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

3. STAFF COSTS

	2019	2018
	£	£
Wages and salaries	89,671	94,762
Social security costs	2,411	2,628
Pension costs	1,632	873
	<u>93,714</u>	<u>98,263</u>

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

	<u>2019</u>	<u>2018</u>
Administration	<u>7</u>	<u>7</u>

There are no payments to trustees for salaries or expenses during the period.

No employee received emoluments amounting to more than £60,000.

4. OPERATING PROFIT

The operating profits stated after charging:

	2019	2018
	£	£
Depreciation – owned assets	16,373	20,546
Independent examiner's fee in respect of external scrutiny	1,000	875

5. TAXATION

The company is a registered charity and is not liable to corporation tax.

6. VOLUNTARY INCOME

	2019	2018
	£	£
Grants:		
Malvern Town Council	10,900	10,900
Donations:		
Friends of Community Action	13,500	8,500
Co-op sponsorship	-	4,411
Sundry	14,401	8,480
Shoparound	2,099	840
Tea Club	695	220
	<u>41,595</u>	<u>33,351</u>

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

7. ACTIVITIES FOR GENERATING FUNDS

	2019	2018
	£	£
Annual Fairs	326	764
Printing and stationery	415	167
	741	931

8. INVESTMENT INCOME

	2019	2018
	£	£
Bank interest	1,899	1,976
	1,899	1,976

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

9. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2019	2018
	£	£
Car Service Contracts:		
Worcestershire County Council	10,229	10,281
Malvern Hills District Council	10,229	10,281
Worcestershire Community Transport	5,886	6,296
Community Transport Service Contracts:		
Worcestershire County Council	2,931	3,061
Malvern Hills District Council	2,931	3,311
Worcestershire Community Transport	8,266	9,130
Bus Service Operators Grant	1,934	1,869
Worcestershire County Council - Tewkesbury	7,280	6,673
Worcestershire County Council – New Bus Route	18,440	24,425
Upton Shuttle	-	3,298
Shoparound:		
Worcestershire County Council	2,132	2,378
Malvern Hills District Council	2,198	2,378
Worcestershire Community Transport	1,347	1,293
Tea Club:		
Worcestershire Community Transport	548	578
Worcestershire County Council	854	462
Malvern Hills District Council	788	462
	<u>75,993</u>	<u>86,176</u>
Fares:		
Car Service	50,013	47,199
Community Transport	26,986	28,152
Shoparound	11,623	8,810
Tea Club	2,732	2,251
Helping Hands	1,418	1,786
	<u>168,765</u>	<u>174,374</u>

**COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

10. CHARITABLE ACTIVITIES

	2019 £	2019 £	2018 £	2018 £
Charitable Expenditure				
Car running costs		33,320		31,205
Community transport vehicle running costs		25,878		29,493
Depreciation – motor vehicles		<u>14,345</u>		<u>18,515</u>
		73,543		79,213
Independent examiner’s fees		1,000		875
Support Costs				
Employers pension	1,632		873	
Salaries	89,671		94,762	
Employers NIC	2,411		2,628	
Telephone	2,165		2,262	
Postage	748		694	
Stationery	3,119		2,824	
Advertising and website	195		1,000	
Rent	11,512		11,512	
Rates	947		920	
Insurance	1,100		1,070	
Subscriptions	779		1,477	
Computer costs	3,155		3,294	
Staff training and DBS checks	180		919	
Travel	933		1,291	
Special events	-		395	
Sundry expenses	4,369		3,101	
Depreciation – office equipment	2,028		2,031	
Professional fees	-		412	
Repairs	<u>235</u>		<u>396</u>	
		<u>125,179</u>		<u>131,861</u>
		<u>199,722</u>		<u>211,949</u>

**COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

11. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Office Equipment £	Total £
COST			
As at 1 April 2018	89,482	10,509	99,991
Additions	-	-	-
As at 31 March 2019	<u>89,482</u>	<u>10,509</u>	<u>99,991</u>
DEPRECIATION			
As at 1 April 2018	61,987	8,113	70,100
Charge for the year	14,345	2,028	16,373
As at 31 March 2019	<u>76,332</u>	<u>10,141</u>	<u>86,473</u>
NET BOOK VALUE			
As at 31 March 2019	<u>13,150</u>	<u>368</u>	<u>13,518</u>
As at 31 March 2018	<u>27,495</u>	<u>2,396</u>	<u>29,891</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	5,130	5,807
Prepayments	722	-
	<u>5,852</u>	<u>5,807</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Social security and other taxes	1,732	1,786
Accruals	1,000	1,000
Creditors	4,320	5,206
	<u>7,052</u>	<u>7,992</u>

14. UNRESTRICTED FUND

The Unrestricted General Fund can be used for any charitable purpose approved by the trustees. The fund balance, excluding fixed assets, at 31 March 2019 was £206,835 (2018 £177,184).

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

15. **RESERVES**

The constitution states that no member shall be entitled, on dissolution, to any part of the assets of the company. Any assets remaining, after payment of liabilities, shall be distributed to other charitable institutions having similar objects to some of the objects of the company as approved by the Charity Commissioners.

16. **RELATED PARTIES**

There are no related party transactions.

COMMUNITY ACTION MALVERN AND DISTRICT
SCHEDULE OF FIXED ASSETS AS AT 31 MARCH 2019

	<u>Date</u>	<u>Cost</u>	<u>Balance as</u>	<u>Depreciation</u>	<u>Balance as</u>
	<u>Purchased</u>		<u>at 01.04.18</u>	<u>Charge</u>	<u>at 31.03.19</u>
<u>Equipment</u>					
Furniture			829	829	-
Computers			1,015	1,015	-
Notebook	2018	597	448	149	299
Shredder	2018	139	104	35	69
			<u>2,396</u>	<u>2,028</u>	<u>368</u>
<u>Motor Vehicles</u>					
Fiat Doblo RE08 BUJ	2013	5,845	-	-	-
Minibus BG61 OAH	2013	25,000	-	-	-
Nissan MK12 GPZ	2015	11,495	5,269	2,874	2,395
VW Crafter WJ 16 LMV	2016	45,886	22,226	11,471	10,755
			<u>27,495</u>	<u>14,345</u>	<u>13,150</u>

This page does not form part of the statutory financial statements

