

REGISTERED NUMBER: COMPANY 08179244

CHARITY 1149335

REPORT OF THE DIRECTORS AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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 2020

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COMMUNITY ACTION MALVERN AND DISTRICT

REGISTERED CHARITY LIMITED BY GUARANTEE

COMPANY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2020

DIRECTORS:	C H Kirk A Turpin Mrs CE Bennion Mrs K Sutton N M Thompson M Amery P N Hubble R Emery	(Chair) (Treasurer) (resigned 3 rd March 2020)
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 2020

The directors present their report with the financial statements of the company for the year ended 31 March 2020. 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 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 (resigned 3 rd March 2020)
Mrs K Sutton	M Amery
N M Thompson	A R Turpin
R Emery	P N Hubble

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 2020 (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.

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 an anonymous donor host two dates in January 2020 for our Volunteer Christmas Party.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

OBJECTIVES AND ACTIVITIES (Continued)

Community Newsletter

This incorporates the Friends Newsletter and is published approximately 3-4 times a year. It is also sent to other organisations and charities on our mailing list and is well used.

Friends Coffee Mornings with Stalls

Once again we 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 a fabulous job of answering the phones and taking bookings and anything else that we throw at them.

Car Service

The car service has once again seen a very busy year with our 52 drivers doing a total of 4,137 lifts. During the year they have travelled almost 74,000 miles to many different destinations both medical and social.

Our drivers have remained at around the same amount this year, with a few leaving but also gaining a few extra. We are extremely grateful to them for all the time they give so willingly and make such a difference to our passengers' lives.

Our clients travel chiefly to medical appointments, but also to many other 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.

Community Transport

Our Community Action minibuses have continued to support groups such as; scouts/youth groups, church groups and care homes along with continuing the weekly trips to Tewkesbury, Cheltenham, Gloucester and the CB3 route which brings people from Barnard's Green, Hanley Swan, Upton, Welland and Malvern Wells back into Malvern town or to the retail park.

A new service (CB4) was launched in October 2019 named the 'Dyson Linker', which was trialled following local councillors in collaboration with local residents identifying a need for a community bus to the outer area of Malvern Link, it was hoped that this service would help residents access the retail park, doctors surgeries and Malvern town more easily. However, sadly due to lack of demand this service ended in December 2019 following the three month trial.

It is also regrettable that the Cheltenham & Gloucester bus service (CB2) ended on 26th March 2020. After many years of support from Worcestershire County Council and many publicity attempts to increase numbers it was decided that the demand simply was not there anymore.

In January, we introduced a new vehicle to our fleet. Our previous bus, VW Crafter, had become tired and was starting to experience some rather costly repairs. Our new bus is a Ford Iveco and will hopefully endure many miles taking clients on enjoyable day trips and around town for years to come.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

OBJECTIVES AND ACTIVITIES (Continued)

Community Transport (Continued)

Our wheelchair adapted cars continue to provide crucial link enabling disabled passengers to attend medical appointments, visit family or even go shopping. They can also be booked privately.

This project now has a total of 40 volunteer drivers and without them this service simply would not be possible.

Shoparound

Trips	95
Passenger journeys	1,906
Accompanied or wheelchair	146

Shoparound continued to be enjoyed and appreciated by our local elderly. Our trips cover a range of destinations and activities to suit all. We have viewed historic Witley Court, wondered at the amazing gardens at Ralph Court, shopped at The Range Store in Worcester, bought plants at Garden Centres and eaten out in lots of cafes. The popular local towns are still a favourite but we have added a few new destinations.

Shoparound was supported with funding from AONB, with us travelling through scenic countryside. We saw the wonderful delphiniums at Wick, Bourton on the Water, Holloways centre and Webbs. In September for the second time we went to Alfrick Show, a traditional country fair with fruit and veg competitions, Arena displays, stalls, music, dog show and even a ride around the field on a small train!

The enjoyment and friendships these trips offer is very unique and a pleasure to offer on behalf of CA.

We were able to work with The Cube showing monthly film shows and staying to eat lunch at the café.

Sunday Tea Clubs

Tea Club events	14
Passenger journeys	897

The Tea Club guests need a little more assistance and time but this definitely doesn't mean they don't know how to have fun. The CA teas are offered by local Churches and groups and enjoyed by the hosts, guests and our small team of devoted volunteers.

Each tea will be a different event with sing-a-longs, poetry, quizzes, bands, a hand bell concert, stalls, raffles but always with an impressive spread of lovely homemade food. We have been able to share special birthdays, it's not every day we can sing to a 99 year old lady. These Sunday afternoons are special and produces a lot of happy sometimes noisy chatter.

New Activity - Men's Shed

The Men's Shed Project is a very exciting one. The idea came about on reflection of the lack of social opportunities for older men, which is an increasing health concern in the UK. Men's Sheds provide an enjoyable way to stay socially integrated in our local communities, stay active and learn or pass on skills.

Malvern Council has been very supportive of the project and Malvern in Bloom gave us our first 'commission' making bird boxes.

We hope that with the support of our members this project will go from strength to strength.

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2020 (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 result for the year was a deficit of £11,004 (2019 £13,278 surplus). The total income received during the year was £211,382 (2019 £213,000). The income was to finance the operation of the charity. The total expenditure during the year was £222,386 (2019 £199,722) which includes vehicle running costs of £78,882 (2019 £73,543) and salaries of £101,762 (2019 £93,714).

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 Covid-19 pandemic has reduced the demand for many of our services, but has also resulted in us developing new services and recruiting new volunteers. We have been fortunate up to now because generous donations from a range of sources have enabled us to avoid drawing on our reserves.

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 2020 (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: 2020

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 2020 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: 2020

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 2020

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>2020</u>	<u>Unrestricted</u> <u>Funds</u> <u>2019</u>
<u>Income</u>			
Incoming resources from generated funds:			
Voluntary Income	6	44,754	41,595
Activities for Generating Funds	7	98	741
Investment Income	8	2,672	1,899
Incoming Resources from Charitable Activities	9	<u>163,858</u>	<u>168,765</u>
<u>Total Income</u>		<u>211,382</u>	<u>213,000</u>
 <u>Expenditure</u>			
Charitable Activities	10	<u>222,386</u>	<u>199,722</u>
<u>Total Expenditure</u>		<u>222,386</u>	<u>199,722</u>
 <u>Net (Expenditure)/Income and Net Movement in Funds For The Year</u>		 (11,004)	 13,278
Total Funds Brought Forward		<u>220,353</u>	<u>207,075</u>
<u>Total Funds Carried Forward</u>		<u>209,349</u>	<u>220,353</u>

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

BALANCE SHEET AT 31 MARCH 2020

		2020		2019	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	11		4,722		13,518
CURRENT ASSETS					
Debtors	12	8,375		5,852	
Cash at bank and in hand		201,899		208,035	
Total current assets			210,274		213,887
Creditors: amounts falling due within one year	13	(5,647)		(7,052)	
NET CURRENT ASSETS			204,627		206,835
NET ASSETS			209,349		220,353
FUNDS					
Unrestricted funds			209,349		220,353
			209,349		220,353

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and,
- b) 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:

2020

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 2020

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, the employees and the volunteers. 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 2020 (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 2020 (Continued)

3. **STAFF COSTS**

	2020	2019
	£	£
Wages and salaries	96,097	89,671
Social security costs	3,023	2,411
Pension costs	2,642	1,632
	<u>101,762</u>	<u>93,714</u>

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

	<u>2020</u>	<u>2019</u>
Administration	<u>7</u>	<u>7</u>

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

Payments of £425 were made to trustees to reimburse expenses.

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

4. **OPERATING PROFIT**

The operating profits stated after charging:

	2020	2019
	£	£
Depreciation – owned assets	14,846	16,373
Independent examiner’s fee in respect of external scrutiny	1,000	1,000

5. **TAXATION**

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

6. **VOLUNTARY INCOME**

	2020	2019
	£	£
Grants:		
Malvern Town Council	10,900	10,900
Donations:		
Friends of Community Action	21,000	13,500
Co-op sponsorship	-	-
Sundry	9,394	14,401
Shoparound	635	2,099
Tea Club	75	695
Men’s Sheds	2,750	-
	<u>44,754</u>	<u>41,595</u>

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

7. ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Annual Fairs	-	326
Printing and stationery	98	415
	98	741

8. INVESTMENT INCOME

	2020	2019
	£	£
Bank interest	2,672	1,899
	2,672	1,899

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

9. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Car Service Contracts:		
Worcestershire County Council	9,378	10,229
Malvern Hills District Council	8,224	10,229
Worcestershire Community Transport	5,601	5,886
Community Transport Service Contracts:		
Worcestershire County Council	3,083	2,931
Malvern Hills District Council	2,841	2,931
Worcestershire Community Transport	7,749	8,266
Bus Service Operators Grant	1,866	1,934
Worcestershire County Council - Tewkesbury	7,280	7,280
Worcestershire County Council – New Bus Route	18,895	18,440
Dyson Linker CB4	7,800	-
Shoparound:		
Worcestershire County Council	2,023	2,132
Malvern Hills District Council	1,972	2,198
Worcestershire Community Transport	1,385	1,347
Tea Club:		
Worcestershire Community Transport	571	548
Worcestershire County Council	1,060	854
Malvern Hills District Council	1,025	788
	<u>80,753</u>	<u>75,993</u>
Fares:		
Car Service	48,424	50,013
Community Transport	22,387	26,986
Shoparound	9,112	11,623
Tea Club	2,626	2,732
Helping Hands	496	1,418
Men’s Sheds membership	60	-
	<u>163,858</u>	<u>168,765</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

10. CHARITABLE ACTIVITIES

	2020	2020	2019	2019
	£	£	£	£
Charitable Expenditure				
Car running costs		32,388		33,320
Community transport vehicle running costs		32,219		25,878
Men's Sheds		4,804		-
Depreciation – motor vehicles		14,275		14,345
		83,686		73,543
Independent examiner's fees		1,000		1,000
Support Costs				
Employers pension	2,642		1,632	
Salaries	96,097		89,671	
Employers NIC	3,023		2,411	
Telephone	1,808		2,165	
Postage	1,006		748	
Stationery	3,275		3,119	
Advertising and website	672		195	
Rent	14,345		11,512	
Rates	1,219		947	
Insurance	1,108		1,100	
Electricity	88		-	
Subscriptions	914		779	
Computer costs	2,966		3,155	
Staff training and DBS checks	136		180	
Travel	1,290		933	
Special events	-		-	
Sundry expenses	3,451		4,369	
Depreciation – office equipment	571		2,028	
Professional fees	3,014		-	
Repairs	75		235	
		137,700		125,179
		222,386		199,722

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

11. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Office Equipment £	Total £
COST			
As at 1 April 2019	89,482	10,509	99,991
Additions	4,500	1,550	6,050
As at 31 March 2020	<u>93,982</u>	<u>12,059</u>	<u>106,041</u>
DEPRECIATION			
As at 1 April 2019	76,332	10,141	86,473
Charge for the year	14,275	571	14,846
As at 31 March 2020	<u>90,607</u>	<u>10,712</u>	<u>101,319</u>
NET BOOK VALUE			
As at 31 March 2020	<u>3,375</u>	<u>1,347</u>	<u>4,722</u>
As at 31 March 2019	<u>13,150</u>	<u>368</u>	<u>13,518</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	7,678	5,130
Prepayments	697	722
	<u>8,375</u>	<u>5,852</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Social security and other taxes	365	1,732
Accruals	1,000	1,000
Creditors	4,282	4,320
	<u>5,647</u>	<u>7,052</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 2020 was £204,627 (2019 £206,835).

COMMUNITY ACTION MALVERN AND DISTRICT
REGISTERED CHARITY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 (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 2020

	<u>Date</u> <u>Purchased</u>	<u>Cost</u>	<u>Balance as</u> <u>at 01.04.19</u>	<u>Depreciation</u> <u>Charge</u>	<u>Balance as</u> <u>at 31.03.120</u>
<u>Equipment</u>					
Furniture			-	-	-
Computers			-	-	-
Notebook	2018	597	299	149	150
Shredder	2018	139	69	34	35
Lenovo laptop	2020	1,050	-	263	787
Lathe	2020	200	-	50	150
Tools	2020	300	-	75	225
			<u>368</u>	<u>571</u>	<u>1,347</u>
<u>Motor Vehicles</u>					
Fiat Doblo RE08 BUJ	2013	5,845	-	-	-
Minibus BG61 OAH	2013	25,000	-	-	-
Nissan MK12 GPZ	2015	11,495	2,395	2,395	-
VW Crafter WJ16 LMV	2016	45,886	10,755	10,755	-
Minibus CN08 BHV	2020	4,500	-	1,125	3,375
			<u>13,150</u>	<u>14,275</u>	<u>3,375</u>

This page does not form part of the statutory financial statements