



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

Community Action Dacorum

(Working Name for: Dacorum Council for Voluntary Service)

A non-profit company limited by guarantee: No 01745852 (England and Wales)
Registered Charity: No 288080

Financial Statements and Trustees' Report for the year ended 31 March 2021

Registered Office:
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Dacorum Council For Voluntary Service

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Legal and Administrative Information

NAME OF CHARITABLE COMPANY: Dacorum Council for Voluntary Service (Community Action Dacorum)

COMPANY LIMITED BY GUARANTEE NUMBER: 01745852

CHARITY COMMISSION NUMBER: 288080

TRUSTEES (NON-EXECUTIVE DIRECTORS)

Colin Gage (Chair)
Glenda Ferneyhough (Vice Chair)
Doug Root (Vice Chair)
Chris Dove (Hon. Treasurer)
John Birnie
Ian Laidlaw-Dickson
Pushpa Kalu
Tina Howard
Richard Roberts
Roger Taylor

SENIOR STAFF MEMBERS TO WHOM DAY-TO-DAY MANAGEMENT OF THE CHARITABLE COMPANY IS DELEGATED BY THE TRUSTEES:

Simon Aulton Chief Executive Officer
Helen Mutio Deputy Chief Executive

PRINCIPAL ADVISERS:

BANKERS:

Metro Bank
56-58 Marlow Centre
Hemel Hempstead
Hertfordshire
HP1 1DX

Barclays Bank
11 Bank Court
Hemel Hempstead
Hertfordshire
HP1 1BX

The Cooperative Bank
3/7 Market Street
Watford
Hertfordshire
WD18 0PB

Santander Bank
160 The Marlowes
Hemel Hempstead
Hertfordshire
HP1 1BB

AUDITORS:

Moore Kingston Smith LLP
4 Victoria Square
St Albans
Hertfordshire
AL1 3TF

SOLICITORS

SA Law
Gladstone Place
36-38 Upper Marlborough Road
St Albans
Hertfordshire
AL1 3UU

Report of the Trustees for the year ended 31 March 2021

The Trustees are pleased to present their report and annual accounts of Dacorum Council for Voluntary Services (Community Action Dacorum) for the year ended 31 March 2021. These comply with current statutory requirements, the memorandum and articles of association and the requirements of the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP) 2015.

Structure, Governance and Management

Dacorum Council for Voluntary Service (DCVS) operating as Community Action Dacorum (CAD) is a registered non-profit company limited by guarantee and governed by a memorandum of association and articles of association. Community Action Dacorum is also a registered charity with the Charity Commission of England and Wales.

Dacorum Council for Voluntary Service is controlled solely by its members, who elect its Trustees and whose members make up the board of directors. The charity is governed by its Memorandum and Articles of Association, initially dated 11th August 1983, and is subject to the requirements and the protection of both charity and company law.

The company has an executive board, known as the Board of Trustees, of at least four individuals. The Board of Trustees meets 6 times per year to make decisions and receive the report of the Chief Executive Officer who is line managed by the Chair of the Board. The CEO is responsible for operations and manages the CAD management team who in turn manage staff, interns and volunteers. The Trustees set the salaries of key management personnel and oversee the allocation of pay increases for all personnel.

The charity owns a wholly owned subsidiary trading company, "DCVS Trading Ltd.", which includes Hertfordshire Interpretation and Translation Service (HITS). This trading company was formed prior to the financial year ending 31st March 2019.

DCVS Trading Ltd, is a company limited by shares. It is controlled by a board of directors brought together from the local community, including three directors who also serve as Trustees of the charity. The board meets 6 times per year to make decisions and receive the report of the Chief Executive Officer. The CEO is responsible for the operations and line manages the DCVS Trading Ltd. management team, who in turn line manage staff and contractors. All profits from the trading company are transferred under the terms of a deed of covenant by Gift Aid donation to Community Action Dacorum.

History and Governing Document

Dacorum Council for Voluntary Service is a charitable company, limited by guarantee, incorporated on 8 December 1976 with its activities taken over by the company on 1 October 1983, and registered with the Charity Commission on 1 October 1983. In addition to the legal name the charity has as a working name Community Action Dacorum, which is primarily used in promoting the work and activities of the organisation.

Community Action Dacorum makes a positive difference to the lives of people within Dacorum in the areas of Communities ; Employment ; Wellbeing. As a council for voluntary service, we make a difference to the lives of people in Dacorum, bringing people together to achieve more in their communities and improve quality of life.

Recruitment and Appointment of Trustees

Trustees are appointed for an initial term of three years and can stand for re-election at the Annual General Meeting. The Trustees elect from their membership the positions of Chair, two Vice Chairs and Honorary Treasurer. All trustees are volunteers.

The Board of Directors meets six times a year and has a membership of all Directors. The Finance and General Purposes Committee also meets six times a year and comprises eight members of the Board of Directors. Reporting to the board are five committees which oversee the service delivery and marketing of the charity. During the COVID-19 crisis additional groups have temporarily met to support the management of the charity during this time. These include a weekly finance group, to review cash flow and income and a business forecasting group that meets monthly.

Community Action Dacorum has an Equal Opportunity Policy which is applicable both internally to all staff, volunteers, the board and externally. We also have a Safeguarding Policy, a Modern Slavery Policy, a User Engagement Policy, a Data Management Policy, and a Volunteering Policy. We have an employee handbook and a Finance Management Policy.

Community Action Dacorum inducts new Trustees on appointment and provides opportunities for Trustees to undertake training on a regular basis.

Risk Management

The Trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems and procedures are established in order to manage and mitigate those risks. The Board and senior staff review the activities of Community Action Dacorum and identify the risks to which it is exposed, in particular those related to operation, governance and finances. This process involves identifying risks and prioritising them in terms of potential impact and likelihood of occurrence. Controls to prevent or mitigate the risks are identified, together with deadlines for their implementation. The resulting risk register is reviewed by the Board and senior staff at least once a year. The Board reviews the Risk Register during its quarterly board meetings (standing agenda item). Risks and actions are identified, and minutes are recorded for follow up and sign off.

During 2020/2021, an additional Risk Register, specifically focussed on the impact of COVID-19 and mitigating the associated risks posed by the virus has been produced in partnership with our external Health and Safety advisor. This has been reviewed by Trustees on a bi-monthly basis or as there have been significant changes to the assessment.

Adherence to The Charity Code

The charity adheres to the guidelines laid down in The Charity Code and follows the principles that are in that document. During the year 2020 to 2021 the Trustees have undertaken training on the code and its application.

Objectives and Activities

Summary of the Objects of the Charity

As set out in its governing document, Community Action Dacorum objects state that the charity exists to “link the public, corporate and voluntary sectors for the benefit of the community.” Specifically, these are:

1. To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Dacorum and its environs and in particular, build the capacity of third sector organisations, providing them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
2. To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

Our Vision

“Our Vision is for Community Action Dacorum to be recognised throughout our region as a leading provider of community services and projects of the highest quality, efficiency and value.”

Our Mission

“Our Mission is to improve the quality of life and well-being of our community by working constructively with individuals and organisations to overcome the barriers they face.”

We do this through the delivery of services that make a real difference to the lives of people in the Borough.

Our intended impact

Community Action Dacorum aims to impact on individuals, charitable organisations and communities within Dacorum borough and beyond. Community Action Dacorum makes a difference to the lives of people in Dacorum by providing services that address social issues such as loneliness, isolation or unemployment which helps people to be active citizens within our community. This may be by direct service provision, project work or by supporting and working in partnership with, our member organisations to multiply the impact our work can have.

Our core values and beliefs

We believe that community organisations play a vital role in an inclusive society. We aim to achieve this by:

- Listening to and respecting others’ ideas and aspirations;
- Giving everyone the right to equality of opportunity and the chance to make a contribution;
- Committing to quality in all that we do and emphasising throughout our activities that quality matters;
- Bringing people and organisations together across different sectors of the community to achieve more;
- Encouraging the widespread participation of volunteers in the organisation and leadership of all our activities and Business Units;
- Working always in an ethical and responsible manner;
- Responding to the need for change in a timely and responsible way;
- Seeking to develop new initiatives which address developing social needs.

The Trustees aim to review their three year strategy during 2021/2022 to ensure it is still current and fit for purpose.

Achievement and performance for the public benefit

Summary of the main activities undertaken for the public benefit in relation to the charity's objects

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our Trustee meetings. The Trustees are content that the activities of the charity meet the requirements of being for the public benefit. Community Action Dacorum remains focused on its charitable objects and mission.

During the year, many additional programs of work have been delivered specifically to address the communities needs during the COVID-19 pandemic. These have included providing volunteers and services to support people who were shielding or felt unable to go to do their shopping. We have also supported the vaccination process, providing around 31,000 volunteering hours, as well as widely promoting the benefits of the vaccination to hard-to-reach communities. Our services have been developed during the year to be delivered cross departmentally rather than sticking with our current departmental groupings.

Sadly, some services were not able to be delivered due to the pandemic and the difficulties of delivering face-to-face services. Our minibus service was mothballed and is slowly returning in 2021, and our ShopMobility service was mostly unable to operate during the year. The Repair Sheds and Creative Learning were two good examples of where our services were able to be continuously delivered online rather than face-to-face.

In reviewing the work undertaken through the majority of 2020/2021 (during the pandemic), the charity continued to carry out its key objectives well. The focus remained on key areas of operation:

- Community
- Employment
- Wellbeing

Through our impactful delivery, we were able to continue to provide a high-quality service to people in Dacorum Borough and throughout Hertfordshire, expanding our service offer to include additional opportunities including expansions in our adult learning programs and our Repair Sheds. The latter was recognised as the winner of the National Schools and Academies Award for Innovation, for the partnership between Community Action Dacorum and St Luke's Academy in Redbourn.

The Repair Sheds are a great example of the fantastic work that our volunteers continue to do for their community. A combination of high-quality volunteering experiences and strategic partnerships has allowed us to ensure our work is impactful for all of our community. For example our Repair Shed volunteers spend 1/3rd of their time volunteering for their host charities; this means that not only does the Repair Shed address loneliness and isolation in the over 50s, it provides direct support and benefit for young people with learning difficulties in the Borough. By delivering this through intergenerational volunteering, it provides purpose to our volunteers and transfers experience to the young people. To address waiting lists in the north of the Borough, we have agreed a partnership with Sunnyside Northchurch to open a third Repair Shed on their site.

We have continued to deliver our contracts for both HCC and DBC during the year and have agreed extensions on some of them. These are impactful services that support people in the Borough, for example our ShopMobility service extends independence for people with mobility difficulties. The daughter of one of our

users expressed the impact well, saying “thank you for ShopMobility, it gives my mother and me an afternoon to be Mum and Daughter together [not patient and carer]”.

Additional information of objectives and activities

Community Action Dacorum has continued to deliver multiple services directly and in cooperation with our local and international partners. These services include; Building Better Opportunities, Community Transport, Connect Dacorum, Creative Learning, European Projects, Radio Dacorum, Repair Sheds, ShopMobility and Support 4 Dacorum.

We are grateful to our funders, sponsors and donors without whom we would be unable to continue delivering our charitable objects. This year, we received tenders and grants from Dacorum Borough Council, European Commission ERASMUS + Key Action 2 and European Volunteer Service, Hertfordshire County Council, HAFLS and Others. We are also grateful to the support of our commercial supporters and sponsors.

How our regular programs performed during the year:

Service	We achieved
Building Better Opportunities	<p>We have worked closely with Hertfordshire County Council in the delivery of two Building Better Opportunities projects in the county. This has included the central management and recruitment of staff, lead on the Equality & Diversity Plan, creation of central marketing material, recording project dissemination, and chair of the BBO Steering Group.</p> <p>In addition to our support role with the County Council in the central management, we have employed five Mentors who have worked with individuals facing social isolation to support them to build their self-confidence and overcome barriers. The aim of the project is to support participants into employment, volunteering or further learning. The project has the ethos of providing in-depth support and mentoring and this has led to positive outcomes as outlined in a series of case studies.</p>
Community Transport	<p>We have adapted our Community Transport services during the year, our Store2Door project was very well received and made peoples lives better during the lockdown periods and beyond. The service supported over 400 vulnerable individuals with shopping and prescription collections on a weekly basis, reducing anxieties of individuals and families both in Dacorum and further afield.</p> <p>We were unable to use most of our minibuses during the year, and all but two were mothballed. We continued to run a school bus service between Wiggington and Tring School however this contract was not continued, and the service withdrawn during the year.</p>
Connect Dacorum	<p>Connect Dacorum has held six virtual Networking Events, including a Christmas Lunch fundraiser where Connect Dacorum members enjoyed their lunch at home on Zoom. Participants were entertained by local entrepreneur Ben Moorehouse at the meal.</p> <p>It was not possible to run the Dragon's Apprentice initiative for safety reasons.</p>

Creative Learning	<p>During the year we worked hard to convert our face-to-face training courses online. This includes using Zoom and Teams to deliver our training programs. We have provided learning opportunities to over 400 adults (aged 19+) in a wide range of topics: English for Speakers of Other Languages, Arts & Crafts, Belly Dancing, Exercise, Swimming, Confidence Building, Employment Skills, Healthy Eating, Technology and Know Your Town. In our delivery we have met and exceeded the targets set by the funder, including quality provision in line with Ofsted requirements.</p>
European Projects	<p>We have been engaged in 23 funded projects over the year in the fields of volunteering, creating digital Tools for teachers/trainer, employability, youth engagement and active citizenship. This has included many projects where we are the lead applicant, with the topics including Local and International Active Seniors, Combating Loneliness, Cultural Diversity in youth work, My Community 2020 covering local history, Social Enterprise in a youth work, SMIIM - Interpreting & Cultural Mediation to break down language barriers, Top 10 Employability Skills 2020 to improve skills to match current demand, providing opportunity to other local voluntary organisations to attend training in other EU countries.</p> <p>The ethos of the European Project activity is to share our knowledge, learn from other countries facing the same social issues and to use this learning to improve our local provision. In addition, the activities continue to provide a valuable professional development opportunity for participants.</p>
Radio Dacorum	<p>With the support of our volunteer presenters, we have continued to broadcast world-wide via the internet, seven days per week with DJs hosting shows from their homes. During this year we have broadcast a live lunchtime program to support people through the pandemic, as well as public information programs including information about the vaccination, and Music for Memory, a program supporting people with dementia.</p> <p>We average 2,262 listener hours per month and continue to build our social media presence and advertising base.</p>
Repair Shed	<p>We now host three sheds: two at Sunnyside Rural Trust and a third at St Luke's Foundation School. They continue to thrive and add to the important contribution we make in addressing social isolation. The shed members, who are predominantly aged over 50, have continued to recycle, reuse and repair, with the goods made being sold at local community events to contribute to the costs of the project.</p> <p>Whilst sheds were unable to meet during the lockdowns, they continued to meet socially online and share their homemade creations.</p>
Shopmobility	<p>Shopmobility has been able to open briefly during the year and uptake was slow, however since the last lockdown and the reduction</p>

	of restrictions, people are now increasing their uptake of the service and numbers are gently increasing week on week.
Support4Dacorum	<p>We hold a three-year contract with Dacorum Borough Council (commenced Dec 2016) which has been extended to at least Dec 2021 to deliver the Support4Dacorum service. During the year the contract has met and have in some instances exceeded the Key Performance Indicator targets.</p> <p>This service has delivered over 1000 volunteers during the Coronavirus pandemic, supporting the efforts to help isolating people and those clinically vulnerable. In addition this team has led the work with the vaccination centres, delivering over 10,000 hours of volunteering and saving the NHS £1½m in staff time.</p>

During the year DCVS Trading was developed and continues to contribute to the overall delivery of Community Action Dacorum's charitable activities. Currently our commercial services for interpretation and translation are provided through this trading subsidiary, which is available for other income generating activities in the future. The details are reported in the separate accounts for the trading company and the profits of £175,543 are reported as a Gift Aid donation in the charity's accounts to the parent charity in its individual accounts.

Financial Review

The parent charity had incoming resources of £1,146,929 and expenditure of £961,940 for the year giving rise to a surplus of £184,989. At the year end the charity had total reserves of £922,272 comprising of £14,747 of restricted funds and £907,525 of unrestricted general funds

Treasury Policy

The charity has the power to invest its monies which are not immediately required in such investments, securities or property as may be thought fit. Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term. Therefore, there are only few funds for medium term investment. Having considered the options available, the Board has taken a balanced approach to investment and has invested its portfolio across a small number of bank deposit accounts. Income from investment this year was £166 down from £235.

Reserves Policy

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 26 weeks of resources expended. At this level, which is periodically reviewed, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. Should this happen, it would be necessary to consider how such funding would be replaced or activities changed. As of 31st March 2021 the charity had total access to free reserves in its accounts (based on current assets less current liabilities) of £811,908, which amounted to 26 weeks of extended reserves. However, Trustees are aware that as services return to normal, there will be a need for investment in some assets before they can generate income, which will reduce this figure.

Funds Held on Behalf of Others

As a part of our role as a CVS, Community Action Dacorum operates a payroll service for our members. As part of this service Community Action Dacorum holds funds on behalf of our member organisations, which are used to pay salaries on a monthly basis. As of 31st March 2021, the charity held £125,185 (2020: £91,126) on behalf of our payroll service users. In addition, we hold around €250,000 for European partner organisations who co-deliver Erasmus+ projects with us. These are held as a specific account in the Community Action Dacorum balance sheet.

Other Operational Information

External Plans for 2021 - 2022

Provided that we continue to receive our current and new funders' support the focus of management efforts in the financial year 2021/22 will be to support the delivery of the agreed strategic objectives:

- To ensure that we remain a leading charity within Dacorum / Hertfordshire and are recognised for our expertise and quality of service provision;
- To build partnerships with likeminded organisations across Hertfordshire and beyond to improve the offer that Community Action Dacorum can make to the people of Dacorum.
- To focus our services on delivering programs that are tailored to the needs of Dacorum residents post pandemic. Specifically, our focus will be on:
 - Working with community organisations to promote recovery.
 - Working to improve the employment chances of Dacorum residents.
 - Working to reduce loneliness and isolation, focussing on improving wellbeing for Dacorum residents.
- To ensure we secure renewal of existing grant agreements and contracts across the charity and have a pro-active approach to building on and expanding our work through identifying and securing new sources of income;
- To continue to develop our skills and knowledge spotting opportunities for crossover between our services to ensure we are recognised as having specific and valuable expertise in the areas we work.

Internal Plans for 2021-2022:

- To set a budget to ensure we at least breakeven and can limit the impact of COVID-19 on the level of reserves of the charity;
- Ensure we deliver provision within the agreed budget and comply with all aspects of the law relevant to our work as a charity;
- Update our strategy in the light of COVID-19 and develop operational delivery plans focused on new needs;
- Hold our staff, Trustees and volunteers Away Day;
- To continue to work towards being an employer of choice in Dacorum.

COVID-19:

The impact of COVID-19 on the charity is significant. Although at the beginning of the financial year the pandemic had only just started, its effect can be seen in the outcomes for the year. Rapid deployment of staff to work remotely has taken priority both in terms of human, technological and financial resources and this will be considerably more significant in the next period. Through agile management of the situation there are also benefits to the charity; more partnership working and closer relationships with funders and similar local charities has been one of these, our standing and leadership within the community has increased further, and our staff team are both able to work remotely and happy doing so.

Through prudent financial management, and regular tracking of both cash flow and income, the Trustees have been reassured that the impact of the virus on the viability of the charity is manageable with limited need to draw on reserves at this time. However, prudence will be a watchword for the foreseeable future as well as the need for the charity to expand and diversify its range of income sources to mitigate a reduction in income from charitable activities.

Statement of responsibilities of the Trustees

The Trustees 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 period that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- comply with applicable accounting standards, including FRS102, subject to any material departures disclosed and explained in the financial statements;
- state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all the 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.

The Trustees' Annual Report is approved by the Trustees of the Charity. The Strategic Report, which forms part of the Annual Report, is approved by the Trustees in their capacity as directors in company law of the Charity.

Signed on behalf of the Trustees on 23rd September 2021



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Colin Gage
Chairman

Dacorum Council For Voluntary Service

Independent Auditor's Report to the Trustees of Dacorum Council for Voluntary Service

Opinion

We have audited the financial statements of Dacorum Council For Voluntary Service ('the company') for the year ended 31 March 2021 which comprise the consolidate and parent Statement of Financial Activities, the consolidate and parent Balance Sheet, the consolidate Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report have been prepared in accordance with applicable legal requirements.

Dacorum Council For Voluntary Service

Independent Auditor's Report to the Trustees of Dacorum Council for Voluntary Service

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 10, 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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in 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.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charitable company and considered that the most significant are the Companies Act 2006, the Charities Act 2011, the Charity SORP, and UK financial reporting standards as issued by the Financial Reporting
 - We obtained an understanding of how the charitable company complies with these requirements by discussions with management and those charged with governance.
 - We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.
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Dacorum Council For Voluntary Service

Independent Auditor's Report to the Trustees of Dacorum Council for Voluntary Service

- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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 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 any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Silvia Vitiello
Senior Statutory Auditor
For and on behalf of Moore Kingston Smith LLP, Statutory Auditor

4 Victoria Square
St Albans
Hertfordshire
AL1 3TF

Date: 21.10.21

Dacorum Council For Voluntary Service

Consolidated Statement of Financial Activities
For the year ended 31 March 2021

Note	2021			2020			Total Funds £
	Unrestricted Funds General £	Unrestricted Funds Designated £	Restricted Funds £	Unrestricted Funds General £	Unrestricted Funds Designated £	Restricted Funds £	
INCOME AND ENDOWMENTS:							
2	564,933	-	-	525,236	-	-	525,236
	853	-	-	13,668	-	-	13,668
3	166	-	-	235	-	-	235
	<u>565,952</u>	<u>-</u>	<u>-</u>	<u>539,139</u>	<u>-</u>	<u>-</u>	<u>539,139</u>
4	1,473,424	-	-	2,403,823	-	-	2,403,823
	<u>1,473,424</u>	<u>-</u>	<u>-</u>	<u>2,403,823</u>	<u>-</u>	<u>-</u>	<u>2,403,823</u>
	<u>2,039,376</u>	<u>-</u>	<u>-</u>	<u>2,942,962</u>	<u>-</u>	<u>-</u>	<u>2,942,962</u>
EXPENDITURE:							
5	1,854,387	-	-	2,922,636	-	3,000	2,925,636
	<u>1,854,387</u>	<u>-</u>	<u>-</u>	<u>2,922,636</u>	<u>-</u>	<u>3,000</u>	<u>2,925,636</u>
8	184,989	-	-	20,326	-	(3,000)	17,326
	<u>184,989</u>	<u>-</u>	<u>-</u>	<u>20,326</u>	<u>-</u>	<u>(3,000)</u>	<u>17,326</u>
	<u>184,989</u>	<u>-</u>	<u>-</u>	<u>20,326</u>	<u>-</u>	<u>(3,000)</u>	<u>17,326</u>
Reconciliation of Funds							
	722,536	-	14,747	702,210	-	17,747	719,957
14	<u>907,525</u>	<u>-</u>	<u>14,747</u>	<u>722,536</u>	<u>-</u>	<u>14,747</u>	<u>737,283</u>

The statement of financial activities includes all gains and losses recognised in the year and all income and expenditure derive from continuing activities.

The notes on pages 21 to 32 form part of these financial statements.

Dacorum Council For Voluntary Service

Statement of Financial Activities
For the year ended 31 March 2021

Note	2021			2020			
	Unrestricted Funds General £	Unrestricted Funds Designated £	Restricted Funds £	Unrestricted Funds General £	Unrestricted Funds Designated £	Restricted Funds £	Total Funds £
INCOME AND ENDOWMENTS:							
2	740,477	-	-	538,635	-	-	538,635
	854	-	-	13,668	-	-	13,668
3	166	-	-	175	-	-	175
	<u>741,497</u>	<u>-</u>	<u>-</u>	<u>552,478</u>	<u>-</u>	<u>-</u>	<u>552,478</u>
4	405,432	-	-	576,766	-	-	576,766
	<u>405,432</u>	<u>-</u>	<u>-</u>	<u>576,766</u>	<u>-</u>	<u>-</u>	<u>576,766</u>
	<u>1,146,929</u>	<u>-</u>	<u>-</u>	<u>1,129,244</u>	<u>-</u>	<u>-</u>	<u>1,129,244</u>
EXPENDITURE:							
5	961,940	-	-	1,108,918	-	3,000	1,111,918
	<u>961,940</u>	<u>-</u>	<u>-</u>	<u>1,108,918</u>	<u>-</u>	<u>3,000</u>	<u>1,111,918</u>
8	184,989	-	-	20,326	-	(3,000)	17,326
	<u>184,989</u>	<u>-</u>	<u>-</u>	<u>20,326</u>	<u>-</u>	<u>(3,000)</u>	<u>17,326</u>
	<u>184,989</u>	<u>-</u>	<u>-</u>	<u>184,989</u>	<u>-</u>	<u>(3,000)</u>	<u>17,326</u>
Reconciliation of Funds							
	722,536	-	14,747	702,210	-	17,747	719,957
14	<u>907,525</u>	<u>-</u>	<u>14,747</u>	<u>722,536</u>	<u>-</u>	<u>14,747</u>	<u>737,283</u>
	<u>907,525</u>	<u>-</u>	<u>14,747</u>	<u>722,536</u>	<u>-</u>	<u>14,747</u>	<u>737,283</u>

The statement of financial activities includes all gains and losses recognised in the year and all income and expenditure derive from continuing activities.

The notes on pages 21 to 32 form part of these financial statements.

Dacorum Council For Voluntary Service

Consolidated Balance Sheet

For the year ended 31 March 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets:					
Tangible assets	9		<u>115,188</u>		<u>137,235</u>
Total fixed assets			<u>115,188</u>		<u>137,235</u>
Current assets:					
Debtors	12	425,373		615,952	
Cash at bank and in hand		<u>1,526,266</u>		<u>794,265</u>	
Total current assets		<u>1,951,639</u>		<u>1,410,217</u>	
Liabilities:					
Creditors: Amounts falling due within one year	13	<u>(1,144,555)</u>		<u>(810,169)</u>	
Net current assets			<u>807,084</u>		<u>600,048</u>
Total assets less current liabilities			<u>922,272</u>		<u>737,283</u>
The funds of the charity:					
Restricted funds	14		<u>14,747</u>		<u>14,747</u>
Unrestricted funds					
General funds	14		<u>907,525</u>		<u>722,536</u>
Total funds			<u>922,272</u>		<u>737,283</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies.

These financial statements were approved by the members of the Board of Trustees on 23/9/21 and signed on their behalf by:



Mr Colin Gage

Signed on behalf of the Board of Trustees

Charity number: 288080

Company number: 01745852 (England & Wales)

The notes on pages 21 to 32 form part of these financial statements.

Dacorum Council For Voluntary Service

Balance Sheet

For the year ended 31 March 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets:					
Tangible assets	9		110,363		130,223
Investments	11		1		1
Total fixed assets			<u>110,364</u>		<u>130,224</u>
Current assets:					
Debtors	12	597,716		622,812	
Cash at bank and in hand		<u>1,157,796</u>		<u>657,250</u>	
Total current assets		<u>1,755,512</u>		<u>1,280,062</u>	
Liabilities:					
Creditors: Amounts falling due within one year	13	<u>(943,604)</u>		<u>(673,003)</u>	
Net current assets			<u>811,908</u>		<u>607,059</u>
Total assets less current liabilities			<u>922,272</u>		<u>737,283</u>
The funds of the charity:					
Restricted funds	14		14,747		14,747
Unrestricted funds					
General funds	14		<u>907,525</u>		<u>722,536</u>
Total funds			<u>922,272</u>		<u>737,283</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies.

These financial statements were approved by the members of the Board of Trustees on 23/9/21 and signed on their behalf by:



Mr Colin Gage

Signed on behalf of the Board of Trustees

Charity number: 288080

Company number: 01745852 (England & Wales)

The notes on pages 21 to 32 form part of these financial statements.

Dacorum Council For Voluntary Service

Consolidated Statement of Cash Flows For the year ended 31 March 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
Net cash provided by operating activities	1	744,152	394,589
Cash flows from investing activities:			
Interest received		166	235
Purchase of property, plant and equipment		(12,316)	(62,368)
Sale of investment properties		-	-
Net cash used in investing activities		<u>(12,150)</u>	<u>(62,133)</u>
Change in cash and cash equivalents in the reporting period		732,001	332,456
Cash and cash equivalents at the beginning of the reporting period		794,265	461,809
Cash and cash equivalents at the end of the reporting period		<u>1,526,266</u>	<u>794,265</u>

Dacorum Council For Voluntary Service

Notes to the Consolidated Cash Flow Statement
For the year ended 31 March 2021

1 Reconciliation of net income to net cash flow from operating activities

	2021 £	2020 £
Net income for the reporting period	184,989	17,326
Adjustments for:		
Depreciation charges	34,363	39,775
Interest received	(166)	(235)
Decrease in debtors	190,579	99,779
Increase in creditors	334,386	237,944
Net cash provided by operating activities	<u>744,152</u>	<u>394,589</u>

2 Analysis of cash and cash equivalents

Cash in hand	1,526,266	794,265
Total cash and cash equivalents	<u>1,526,266</u>	<u>794,265</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies

Basis of preparation of the Financial Statements

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Companies Act 2006, The Charities Act 2011 and follows the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland ('the SORP'). The financial statements have been prepared on the historical basis except for the modification to a fair value basis for certain financial instruments as specified in the accounting policies below.

Going concern

In light of the on-going Covid-19 pandemic, the trustees have assessed whether the use of going concern is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. In particular, the trustees have considered the charitable company's forecasts and projections and have taken account of pressures on fee income. After making enquiries, the trustees have concluded that there is a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. The charitable company therefore continues to adopt the going concern basis in preparing its financial statements.

Basis of consolidation

The results of DCVS Trading Limited have been consolidated on a line by line basis. The results for the subsidiary are disclosed in note 11.

Significant judgements and estimates

No items in these financial statements include significant judgements and estimates that management has made in the process of applying these accounting policies or that have a significant risk of causing material adjustment to the book value of assets and liabilities within the next financial year.

Incoming resources

Grants are recognised as income over the period to which they relate. Any grant funding received in advance is recognised as deferred income on the balance sheet.

All other incoming resources are recognised when the charity is entitled to the income, there is certainty of receipt and the monetary value can be measured with reasonable accuracy.

Resources expended and the basis of allocation of costs

Expenditure is accounted for on an accruals basis. Overheads and other costs not directly attributable to particular projects are apportioned to the relevant funds on the basis of management estimates of the amount attributable to that activity in the year, either by reference to staff, time or space occupied, as

Costs relating to a particular activity are allocated directly and others are apportioned on an appropriate staff basis. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designated to reflect the use of the resources.

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies (continued)

Fixed assets

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less estimated residual value, over the expected useful life on the following basis:

Motor vehicles	- 8 years Straight Line
Office fixture and fittings	- 20% Reducing Balance
Computer equipment	- 3 years Straight Line
Lease premium	- 7 years Straight Line

Investments

Interests in subsidiaries are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals are recognised immediately in profit or loss.

A subsidiary is an entity controlled by the charitable company. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

Financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method, unless arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Financial liabilities

Basic financial liabilities are initially measured at transaction price.

Taxation

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

Fund accounting

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

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

Designated funds are reserves which have been earmarked for particular uses by the trustees.

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

Pension costs and other post-retirement benefits

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

The charitable company is also part of the Local Government Pension Scheme (Hertfordshire County Council). See note 16 for the details

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies (continued)

Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate at the date of the transaction. All differences are taken to the Statement of Financial Activities.

2.1 Donations and legacies

	Group			
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Gifts and donations	1,025	-	1,025	5,383
Sponsorship	6,321	-	6,321	9,154
Affiliation fees	1,884	-	1,884	20,999
Grants	555,703	-	555,703	489,700
	<u>564,933</u>	<u>-</u>	<u>564,933</u>	<u>525,236</u>

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

	Group			
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Dacorum Borough Council	54,950	-	54,950	47,886
Hertfordshire County Council	245,250	-	245,250	235,376
Job Retention Scheme	77,793	-	77,793	-
Other Grants	177,710	-	177,710	206,438
	<u>555,703</u>	<u>-</u>	<u>555,703</u>	<u>489,700</u>

2.2 Donations and legacies

	Charity			
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Gifts and donations	176,569	-	176,569	19,817
Sponsorship	6,321	-	6,321	9,154
Affiliation fees	1,884	-	1,884	19,964
Grants	555,703	-	555,703	489,700
	<u>740,477</u>	<u>-</u>	<u>740,477</u>	<u>538,635</u>

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

	Charity			
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Dacorum Borough Council	54,950	-	54,950	47,886
Hertfordshire County Council	245,250	-	245,250	235,376
Job Retention Scheme	77,793	-	77,793	-
Other Grants	177,710	-	177,710	206,438
	<u>555,703</u>	<u>-</u>	<u>555,703</u>	<u>489,700</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

3.1 Investments

	Group			Total 2020 £
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	
Bank interest	166	-	166	235

3.2 Investments

	Charity			Total 2020 £
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	
Bank interest	166	-	166	175

4.1 Income from charitable activities

	Group			Total 2020 £
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	
Management fees	12,252	-	12,252	13,560
Contract income	1,339,419	-	1,339,419	2,122,302
Rent receivable	3,900	-	3,900	4,300
Earned income	117,483	-	117,483	263,282
Other income	370	-	370	379
	<u>1,473,424</u>	<u>-</u>	<u>1,473,424</u>	<u>2,403,823</u>

4.2 Income from charitable activities

	Charity			Total 2020 £
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	
Management fees	60,252	-	60,252	62,064
Contract income	253,387	-	253,387	312,670
Rent receivable	3,900	-	3,900	4,300
Earned income	87,523	-	87,523	197,353
Other income	370	-	370	379
	<u>405,432</u>	<u>-</u>	<u>405,432</u>	<u>576,766</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

5.1 Expenditure on charitable activities

	Group			
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Costs directly related to activities				
Activity costs	95,906	-	95,906	170,764
Events	-	-	-	5,074
Bad debts	1,484	-	1,484	-
Insurance	10,686	-	10,686	10,112
Staff conference and training	-	-	-	3,842
Staff recruitment	-	-	-	1,901
Direct staff costs (note 7)	1,099,624	-	1,099,624	880,696
Subscriptions and publications	4,660	-	4,660	4,095
Translation / interpreting	348,216	-	348,216	940,057
Premises costs	23,579	-	23,579	26,072
Motor expenses	10,494	-	10,494	63,795
Volunteer expenses	13,134	-	13,134	49,192
Depreciation	21,489	-	21,489	22,854
	<u>1,629,272</u>	<u>-</u>	<u>1,629,272</u>	<u>2,178,454</u>
Other				
Advertising and publicity	599	-	599	2,112
Staff costs (note 7)	99,490	-	99,490	587,130
Communication costs	18,305	-	18,305	20,702
Computer costs	51,719	-	51,719	61,936
Office expenses	5,082	-	5,082	18,545
Governance costs (note 6)	22,811	-	22,811	29,601
Depreciation	12,874	-	12,874	16,920
Sundry	10,994	-	10,994	4,376
Bank charges	3,232	-	3,232	2,930
Foreign exchange (gain)/loss	9	-	9	(70)
	<u>225,115</u>	<u>-</u>	<u>225,115</u>	<u>744,182</u>

Support costs are allocated on a judgemental basis with the exception of staff costs which are based on time spent.

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

5.2 Expenditure on charitable activities	Unrestricted Funds £	Restricted Funds £	Charity	
			Total 2021 £	Total 2020 £
Costs directly related to activities				
Activity costs	78,385	-	78,385	125,705
Events	-	-	-	5,074
Bad debts	1,484	-	1,484	-
Insurance	10,686	-	10,686	10,112
Staff conference and training	-	-	-	3,822
Staff recruitment	-	-	-	1,901
Direct staff costs (note 7)	648,917	-	648,917	412,537
Subscriptions and publications	2,325	-	2,325	2,018
Premises costs	21,937	-	21,937	25,489
Motor expenses	10,494	-	10,494	63,795
Volunteer expenses	13,134	-	13,134	49,192
Depreciation	21,489	-	21,489	22,854
	<u>808,851</u>	<u>-</u>	<u>808,851</u>	<u>722,499</u>
Other				
Advertising and publicity	100	-	100	2,112
Staff costs (note 7)	58,711	-	58,711	275,024
Communication costs	11,227	-	11,227	13,438
Computer costs	33,426	-	33,426	34,650
Office expenses	4,530	-	4,530	15,775
Governance costs (note 6)	22,773	-	22,773	29,563
Depreciation	9,293	-	9,293	9,453
Sundry	9,763	-	9,763	4,198
Bank charges	3,257	-	3,257	2,295
Foreign exchange (gain)/loss	9	-	9	(90)
	<u>153,089</u>	<u>-</u>	<u>153,089</u>	<u>386,418</u>

Support costs are allocated on a judgemental basis with the exception of staff costs which are based on time spent.

6.1 Governance costs	Unrestricted Funds £	Restricted Funds £	Group	
			Total 2021 £	Total 2020 £
Auditors' remuneration	16,812	-	16,812	16,050
Professional fees	5,999	-	5,999	13,551
	<u>22,811</u>	<u>-</u>	<u>22,811</u>	<u>29,601</u>

6.2 Governance costs	Unrestricted Funds £	Restricted Funds £	Charity	
			Total 2021 £	Total 2020 £
Auditors' remuneration	16,787	-	16,787	16,050
Professional fees	5,986	-	5,986	13,551
	<u>22,773</u>	<u>-</u>	<u>22,773</u>	<u>29,601</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

7.1 Staff costs - Group	2021	2020
	£	£
Wages and salaries	1,125,502	1,377,067
Social security costs	58,084	66,062
Other pension costs	15,528	24,697
	<u>1,199,114</u>	<u>1,467,826</u>

Included in staff costs above are costs in relation to contracted workers engaged via workers' agreements for translation and adult learning services. These workers are not employees of the charity.

Number of employees - Group

The average number of employees including workers during the year was:	2021	2020
Management	12	12
Administration	7	7
Activity	210	229
	<u>229</u>	<u>248</u>

7.2 Staff costs - Charity	2021	2020
	£	£
Wages and salaries	670,035	648,347
Social security costs	35,101	32,984
Other pension costs	2,492	6,230
	<u>707,628</u>	<u>687,561</u>

Number of employees - Charity

The average number of employees during the year was:	2021	2020
Management	12	12
Administration	7	7
Activity	35	35
	<u>54</u>	<u>54</u>

Key management personnel include the Chief Executive Officer, Deputy Chief Executive Officer, and the Chief Financial Officer. The total employee benefits of the Group and Charity's key management personnel were £118,616 (2020: £105,631).

No trustees received any remuneration or were reimbursed for any expenses in the current or prior year.

8.1 Net incoming / outgoing resources

	Group	
Net movements in resources are stated after charging / (crediting):	2021	2020
	£	£
Auditors' remuneration	16,812	16,050
Depreciation	34,363	39,775
Loss / (gain) on foreign exchange	9	(70)
	<u>9</u>	<u>(70)</u>

8.2 Net incoming / outgoing resources

	Charity	
Net movements in resources are stated after charging / (crediting):	2021	2020
	£	£
Auditors' remuneration	16,787	16,012
Depreciation	30,782	32,307
Loss / (gain) on foreign exchange	9	(90)
	<u>9</u>	<u>(90)</u>

Dacorum Council For Voluntary Service

Notes to the Financial Statements
For the year ended 31 March 2021

9 A) Tangible fixed assets Group	Short Term Lease £	Motor Vehicles £	Plant & machinery £	Total £
Cost:				
At 1 April 2020	16,622	386,696	195,461	598,779
Additions	-	4,583	7,733	12,316
At 31 March 2021	<u>16,622</u>	<u>391,279</u>	<u>203,194</u>	<u>611,095</u>
Depreciation:				
At 1 April 2020	16,622	273,968	170,954	461,544
Charge for the year	-	21,489	12,874	34,363
At 31 March 2021	<u>16,622</u>	<u>295,457</u>	<u>183,828</u>	<u>495,907</u>
Net Book Value:				
At 31 March 2021	<u>-</u>	<u>95,822</u>	<u>19,366</u>	<u>115,188</u>
At 31 March 2020	<u>-</u>	<u>112,728</u>	<u>24,507</u>	<u>137,235</u>
9 B) Tangible fixed assets Charity	Short Term Lease £	Motor Vehicles £	Plant & machinery £	Total £
Cost:				
At 1 April 2020	16,622	386,696	173,180	576,498
Additions	-	4,583	6,339	10,922
At 31 March 2021	<u>16,622</u>	<u>391,279</u>	<u>179,519</u>	<u>587,420</u>
Depreciation:				
At 1 April 2020	16,622	273,968	155,685	446,275
Charge for the year	-	21,489	9,293	30,782
At 31 March 2021	<u>16,622</u>	<u>295,457</u>	<u>164,978</u>	<u>477,057</u>
Net Book Value:				
At 31 March 2021	<u>-</u>	<u>95,822</u>	<u>14,541</u>	<u>110,363</u>
At 31 March 2020	<u>-</u>	<u>112,728</u>	<u>17,495</u>	<u>130,223</u>

10 Freehold property

The company holds the freehold of 3 St Mary's Road, Hemel Hempstead. This is subject to an equitable interest with Hightown Praetorian Housing Association Limited who are entitled to receive one half of the sale proceeds if the property is ever sold. The property is currently let to Dacorum Borough Council on a 125 year lease at a peppercorn rent. The lease commenced in December 1995.

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11 Fixed Asset Investments

The company has a trading subsidiary, DCVS Trading Limited, of which it is the sole shareholder. The company is incorporated in England & Wales and its registration number is 01745852.

In the year ended 31 March 2021 the company made profits of £nil and at the period end had net assets of £1 after donating profits of £175,543 (2020: £14,434) to the charity.

	Group £	Charity £
Cost as at 1 April 2020	-	1
Additions	-	-
Disposals	-	-
Cost as at 31 March 2021	<u>-</u>	<u>1</u>

12 Debtors

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade debtors	207,479	358,657	97,942	84,308
Prepayments and other debtors	217,894	257,295	80,099	117,560
Amounts due from trading subsidiary	-	-	419,675	420,944
	<u>425,373</u>	<u>615,952</u>	<u>597,716</u>	<u>622,812</u>

13 Creditors: amounts falling due within one year

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade creditors	82,999	58,476	82,999	58,476
Funds held for others	125,185	91,126	125,184	91,126
Tax and social security costs	209,496	149,481	58,183	57,653
Deferred income	646,361	408,252	636,361	408,252
Other creditors	80,514	102,834	40,877	57,496
	<u>1,144,555</u>	<u>810,169</u>	<u>943,604</u>	<u>673,003</u>

Movement in deferred income

Deferred income brought forward	408,252	161,005	408,252	161,005
Released in year	(408,252)	(161,005)	(408,252)	(161,005)
New provision added	646,361	408,252	636,361	408,252
Deferred income carried forward	<u>646,361</u>	<u>408,252</u>	<u>636,361</u>	<u>408,252</u>

Income is recognised in the year to which it relates, these conditions are set by grants and contracts.

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Notes to the Financial Statements
For the year ended 31 March 2021

14 A) Reserves - Group

	At 1 April 2020 £	Incoming resources £	Resources expended £	Transfers, gains and losses £	At 31 March 2021 £
General Reserve	722,536	2,039,376	(1,854,387)	-	907,525
Total unrestricted funds	722,536	2,039,376	(1,854,387)	-	907,525
Dacorum CSP	7,680	-	-	-	7,680
TLI	3,109	-	-	-	3,109
Highfield	3,958	-	-	-	3,958
Total restricted funds	14,747	-	-	-	14,747
Total funds	737,283	2,039,376	(1,854,387)	-	922,272

14 B) Reserves - Charity

	At 1 April 2020 £	Incoming resources £	Resources expended £	Transfers, gains and losses £	At 31 March 2021 £
General Reserve	722,536	1,146,929	(961,940)	-	907,525
Total unrestricted funds	722,536	1,146,929	(961,940)	-	907,525
Dacorum CSP	7,680	-	-	-	7,680
TLI	3,109	-	-	-	3,109
Highfield	3,958	-	-	-	3,958
Total restricted funds	14,747	-	-	-	14,747
Total funds	737,283	1,146,929	(961,940)	-	922,272

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Notes to the Financial Statements
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15 A) Analysis of net assets - Group	General	Restricted	Total
	£	£	£
Fixed Assets	115,188	-	115,188
Debtors	425,373	-	425,373
Cash at bank and in hand	1,511,519	14,747	1,526,266
Creditors: amounts falling due within one year	(1,144,555)	-	(1,144,555)
	<u>907,525</u>	<u>14,747</u>	<u>922,272</u>
15 B) Analysis of net assets - Charity	General	Restricted	Total
	£	£	£
Fixed Assets	110,364	-	110,364
Debtors	597,716	-	597,716
Cash at bank and in hand	1,143,049	14,747	1,157,796
Creditors: amounts falling due within one year	(943,604)	-	(943,604)
	<u>907,525</u>	<u>14,747</u>	<u>922,272</u>

16 Pension commitments

The charity operates a defined contribution scheme. Contributions payable by the charity to the fund amounted to £18,714 during this year (2020 - £16,822).

There was an outstanding contribution amount at 31 March 2021 of £3,403 (2020: £7,055).

The Charity is also part of the Local Government Pension Scheme (Hertfordshire County Council). An actuarial valuation was prepared by Hymans Robertson LLP for the year ended 31 March 2016. This report indicated a possible pension deficit that is indeterminable and under discussion.

17 Operating lease commitments

Leases:

At the reporting end date, the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Due within one year	1,588	1,588
Due after one year	1,588	3,176
	<u>3,176</u>	<u>4,764</u>

18 Share Capital

The company has no share capital and is limited by guarantee. Each members liability is limited to £1.

Dacorum Council For Voluntary Service

Notes to the Financial Statements
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19 Related party transactions

During the year the Charity provided services totalling £1,538 (2020: £1,649) to Dacortium, a charitable company connected by common officers. At the balance sheet date an amount of £669 (2020: £17,146 due to) was due from Dacortium.

DCVS Trading Ltd is a wholly owned subsidiary of Dacorum Council for Voluntary Service. It is a company registered in England and Wales with the same registered office.

The Charity has taken the exemption under paragraph 33 of FRS 102 Section 1A from disclosing related party transactions with wholly owned subsidiaries.