

**REGISTERED COMPANY NUMBER: 05982733 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1119912**

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2021  
for  
Hart Voluntary Action Limited

Gilroy & Brookes Accountants Ltd  
Suite 15  
The Enterprise Centre  
Coxbridge Business Park  
Farnham  
Surrey  
GU10 5EH

Hart Voluntary Action Limited

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for the Year Ended 31 March 2021

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## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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) (effective 1 January 2015).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

Company Registered number	598273 (England and Wales)
Registered Charity number	1119912
Registered Office	Civic Offices Harlington Way Fleet Hampshire GU51 4AE
Trustees	W Roberts (Chairman) M Covacic (Vice Chairman) B East (Treasurer) L Alderson (appointed 4 May 2020) M Rawlins S Parker G Woods
Ex- Officio Appointed by Hart District Council	Cllr Stuart Bailey
Company Secretary	Caroline Winchurch
Independent Examiner	Anna Coote MAAT Gilroy & Brookes Accountants Ltd Chartered Accountants Suite 15 The Enterprise Centre Coxbridge Business Park Farnham Surrey GU10 5EH
Bankers	National Westminster Bank 176 Fleet Road Fleet Hampshire GU51 4DE

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### **OBJECTIVES AND ACTIVITIES**

The core objectives of the Charity are:

- Firstly, to promote and improve the capacity of the voluntary sector throughout Hart District through the one-to-one support, provision of information and training, and representation of the voluntary sector in consultation with statutory agencies and with due regard to guidance published by the Charity Commission on public benefit.
- Secondly, through the Hart Volunteer Centre, the Charity aims to promote and sustain voluntary organisations by helping groups recruit and retain volunteers and by putting potential volunteers in touch with volunteering opportunities.

In addition to its core activities, the Charity has a community development role in identifying unmet needs and gaps in provision of services primarily in Hart District and in neighbouring areas where applicable. The Charity has also been awarded the responsibility for the administration of grants for specific initiatives aimed at further promoting community engagement and community activities in Hart District. In so doing, the Charity is mindful of the guidance published by the Charity Commission on Public Benefit.

#### **Covid-19 Pandemic**

The 2020/21 Financial Year was dominated by the Covid-19 pandemic, which affected all operations of the charity, as well as putting Hart Voluntary Action into the frontline of the local volunteering response. The Trustees followed the Charity Commission's Covid-specific guidance on charity management - an example of this being the move to virtual board meetings and Annual General Meeting. See further detail in the Achievements and Performance section below.

During the reporting period the Charity continued to deliver the following services:

- **121 Youth Counselling**
- **Hart and Rushmoor Young Carers**
- **Hart Health Walks**
- **Home from Hospital Service for North East Hampshire residents**
- **North East Hampshire and Farnham Making Connections (ended June 2020)**
- **Sunshine and Showers Depression Support Groups**
- **The Annexe Counselling Rooms**

During the year, the Charity launched two new initiatives as an extension to its counselling services listed above:

- **Level 5 Counselling Adolescents Diploma training**
- **121 Adult Counselling pilot**

The Charity also acts as a link between the voluntary and community sector and public sector when active consultation and formal partnership representation have become increasingly important. The Charity has continued to be an active participant in various partnerships at the Hart district and county of Hampshire level: the Hart Starting Well Network, Hart Ageing Well Network, Hart Health and Wellbeing Partnership, and various strategic groups of the North East Hampshire & Farnham Clinical Commissioning Group. As such, the Charity plays a significant role through its objectives and activities in achieving the community goals in Hart District Council's Corporate and Health and Wellbeing Strategic Plans, and contributing to Hampshire County Council's Strategic Plans.

## **STRATEGIC REPORT**

### **Achievement and performance**

#### **Covid-19 Pandemic Response in Hart District**

##### **Hart Response Hub**

Working in partnership with Hampshire County Council and Hart District Council, Hart Voluntary Action launched the Hart Response Hub in late March 2020 as part of a network of Local Response Centres across Hampshire. Requests for support, for example shopping for essentials or prescription collections, made by local residents and their relatives via the Hampshire County Council's central Coronavirus Support Helpline were passed to the Hart Response Hub for follow-up. Hart Voluntary Action's Volunteer Centre processed around 700 enquiries to volunteer during March and April 2020, as well as linking up with local parish-level volunteer groups to ensure all requests for support were matched with the most suitable volunteer solution.

A joint team of Hart District Council and Hart Voluntary Action staff provided the Hart Response Hub contact centre between April and September 2021 handling hundreds of individual requests for support and matches with volunteers, some of who continued to support the residents they had been matched with for many months. In October 2021, the lead for the ongoing management of the Hart Response Hub passed to Hart Voluntary Action and continued to the end of the financial year and into the following financial year.

The volunteer response to supporting others in Hart during the height of the pandemic, especially during lockdown periods was fantastic, and the Trustees would like to thank everyone who worked with Hart Voluntary Action to provide this support. In particular the Trustees would like to thank all of those people who were key points of contact for Hart Voluntary Action in their local communities in support of Covid-response volunteers: Mark Cooper from Fleet Lions (covering Fleet and Elvetham Heath), Jenny Radley and Julia Ambler (covering Church Crookham and Crookham Village), Dorothy Harvey (covering Hartley Wintney), Hartley Wintney Voluntary Care Group (covering Bramshill, Heckfield, Hartley Wintney and Mattingley), Colin Ive (covering Yateley and Eversley), Cllr Angela McFarlane (covering Odiham), Anne Atkins, Hook Parish Council (covering Hook and Rotherwick), and Veronica Cannan (covering South Warnborough).

The Trustees would also like to thank the Hart Volunteer Centre staff and volunteers who put in many extra hours, to meet the many hundreds of requests to volunteer, but also following up with volunteers who were in a number of cases dealing with residents in distress or with complex health issues, and providing that link back into statutory services where needed.

##### **Covid-vaccinations volunteering support**

In early December 2020, Hart Voluntary Action was approached by the local Clinical Commissioning Group to provide non-clinical volunteer support to the GP surgery (primary care network PCN) level Covid-vaccinations activity. Again, the Hart Volunteer Centre responded quickly in working firstly with the Yateley PCN which started vaccinations in late December and then with the Fleet PCN which started vaccinations in mid-February. This involved recruiting and scheduling volunteer shifts often at short notice due to the availability of vaccine. Volunteers acted as marshals in car parks and on reception duties, providing that first point of contact to people arriving for their appointments. Again, the level of response from local residents who came forward to volunteer has been essential in the success of the roll-out of the local vaccination hubs, and the Hart Volunteer Centre team could not have managed without the 1000s of volunteer hours put in by a team of around 200 volunteers over the reporting period.

Alongside vaccinations hub volunteering, Hart Voluntary Action took on volunteer car drivers to handle transport to medical and vaccinations appointments whilst some of the voluntary car driver groups were not operating. Whilst transport to hospital and surgery appointments were greatly reduced during the year, volunteer drivers were essential for transporting older people to their vaccinations, particularly older and clinically extremely vulnerable residents many of whom had not left their homes since the start of the first lockdown in March.

Hart Voluntary Action volunteer drivers were also taken on to handle the delivery of oximeter kits to Covid-positive patients at home, so that their oxygen levels could be monitored, thus reducing the need for treatment in hospital unless it was an emergency. Volunteer drivers worked in teams covering the Fleet, Yateley and Farnham PCN areas.

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### **Support for the Voluntary and Community Sector**

Hart Voluntary Action worked in partnership with Hart District Council to distribute small grants to community organisations, including parish and town councils, which were providing emergency community response to residents and clients. When lockdown restrictions were eased in September 2020, grants were also made to community organisations to help restart face to face activity safely for example to meet the increased costs of putting additional hygiene and Covid-secure procedures in place. During the financial year, just under £11,000 was donated in small grants to 32 organisations/groups.

#### **Achievement and performance: Hart Voluntary Action's Services**

**Core Council for Voluntary Services Support** - HVA's usual support for the voluntary and community sector was greatly reduced during the 2020/21 as the focus for the whole sector switched to pandemic response. In between the first and second lockdown, the charity managed to hold one face to face voluntary sector forum under the prevailing government guidance, and produced one issue of its Hart Matters newsletter highlighting activity that was returning as lockdown restrictions eased in September 2020 before lockdown was again re-imposed at the end of December 2020. Navigating and sharing guidance around what activity it was possible and not possible for community organisations to provide in terms of face to face support and activity was one way in which Hart Voluntary Action could continue to provide support to its voluntary and community sector membership.

The **Making Connections** social prescription service for the North East Hampshire and Farnham area was passed over to the new contract holder Family Action in July 2020. Up to that point Making Connections project staff were also engaged in providing vital support remotely to people with ongoing health issues who were identified by health and social care professionals as being at risk of increased social isolation created by lockdown restrictions. Making Connections clients who required ongoing support to access social and wellbeing activities once restrictions were eased were passed to the new Family Action North East Hampshire and Social Prescribing service to ensure continuity.

The **Home from Hospital Service for North East Hampshire** saw reduced numbers of referrals for patients requiring low level support following hospital discharge, but more requests to assist patients being discharged from care homes or needing to be linked to ongoing voluntary Covid response services. The service continued to meet the varied and specific requests for support - one example being furnishing and equipping a rented property for a patient who had been hospitalised shortly after moving to the area - from the Hampshire Adults' Health and Care Team at Frimley Park Hospital. During the reporting period, the contract for the delivery of a new Home from Hospital service expanding to cover Surrey Heath and Farnham, as well as North East Hampshire was put out to tender, and the contract awarded to the British Red Cross as of 1 April 2021.

**121 Youth Counselling** moved swiftly to virtual and online counselling support for its young clients aged 11-25 years, following professional guidance and shared training provided for and by counselling professionals, and had re-established its counselling provision by April 2020. Counsellors worked with their clients by phone or video/online, ensuring continuity of support during an extremely stressful time for children and young people. Thanks to additional grant funding, 121 Youth Counselling also put in place some interim short-term counselling support (up to six sessions) for children and young people, who would not usually be displaying stress or anxiety or need a counselling service. During the year the 121 Youth Counselling service worked with 117 clients.

When restrictions eased in September, 121 Youth Counselling was able to restart face to face counselling sessions for most of its clients at the **Annexe Counselling Rooms** at Odiham Cottage Hospital. The venue, which is managed by the charity was the only counselling venue that was open to HVA during the year, and HVA Trustees would like to thank Odiham Cottage Hospital Trustees for their continued support and to Hart District Council for the award of business interruption grant funding to partially compensate for loss of income from room hire to external counsellors.

In late 2020, HVA was awarded a grant from the Hampshire and Isle of Wight Suicide Innovation Prevention Fund administered by Southampton City Council for a pilot adult counselling service. **121 Adult Counselling** launched in January 2021 with additional staff/volunteer resource to provide targeted counselling to adults aged 18 years+ who are dealing with suicidal ideation or self-harm. Seven clients were referred to the service during the financial year.

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

**Sunshine and Showers** depression support groups for adults dealing with depression or anxiety continued to run from Odiham Cottage Hospital when restrictions allowed, and an online group was also set up to provide peer support.

In September, HVA launched its first **Level 5 Counselling Adolescents Diploma** training course with a full cohort of twelve students, of whom five were on placement with HVA's 121 Youth Counselling project providing just over 400 client counselling sessions to young people aged 11-16 years. Other counsellors were on placement with youth counselling services in other parts of Hampshire as well as Berkshire and Surrey. The course ran until May 2021 with all twelve counsellors successfully completing their training and gaining accreditation via the CPCAB (Counselling and Psychotherapy Central Awarding Body). Funding earned from fee-paying students plus a small outstanding grant from the Berkeley Foundation means that the course can be repeated in the new financial year. HVA Trustees would like to thank the two tutors Sue Byrne and Ed Magee for all of their work in making this course a success, and giving the opportunity to HVA to be registered as a CPCAB training centre.

**Hart Health Walks** was the one HVA service that had to stop completely during the financial year because of government Coronavirus guidance. HVA re-opened walks on a much reduced basis when restrictions permitted and only in Fleet and Crookham Village. In spite of this new walkers joined and the service provided a much needed opportunity for exercise and socialising for those who were on their own, or who had remained at home for most of the early months of the pandemic.

The **Hart and Rushmoor Young Carers** service was extremely busy throughout the year. Whilst lockdown restrictions were in place, members of the team visited young carers' families at the entrances to their homes with donations of food and supplies and to be able to check on their welfare. Work was carried out to ensure that no young carer or their family members were short of food and that they knew how to access support from the local authority response centres or other charities. Young carers were supported to access education and housing support. Whilst respite club sessions were closed, meetings moved online. Over the summer months, young carers had the opportunity to take part in outdoor activities organised by the staff/volunteer team. In mid-September, respite club sessions were able to re-open under government guidance for youth work and continued with some breaks up to the end of March. The service received a high number of new referrals for young carers - a total of 67 - and a total of 93 young carers engaged in activity during the reporting period.

None of the above services would have been possible without the grant and contract funding secured through HVA's fundraising activity. HVA Trustees would like to thank Hampshire County Council, Hart District Council, Odiham Cottage Hospital Combined Trusts and No Limits (South) for their ongoing support of HVA's core activity and frontline mental health services. The Trustees would also like to thank North East Hampshire & Farnham Clinical Commissioning Group (now part of Frimley Clinical Commissioning Group), the National Lottery Community Fund, Children in Need, Aldershot Charities, Groundwork/Tescos Bags of Help, the Shanly Foundation, Hook and Odiham Rotary Club, Hampshire and IoW Community Foundation, Scottish and Southern Electric Resilient Communities Fund for financial donations and grants made during 2020-21. Towards the end of the financial year, HVA received small grants from Church Crookham, Elvetham Heath and Fleet Town/Parish Councils towards volunteer transport for vaccinations and from local businesses - the Spice Merchant, Christopher Coyle and North Hampshire Homes, which will be mostly spent in the new financial year.

In addition, HVA Trustees would like to thank the following organisations for their support during the past financial year which has enabled HVA to make certain services happen: Crookham Street Social Club, Oakley Health Group, Yateley Town Council, and YelaBUS.

#### **Reserves Policy**

The purpose of the reserves is to ensure that the Charity is capable of meeting any shortfall in funding which would result in a reduction in the organisation's activities and its inability to meet immediate financial commitments.

The Trustees have reviewed the Charity's reserves policy for the coming year and have agreed that the Board will make a fresh assessment annually of the amount the charity needs to hold in designated reserve.

For the 2021/22 financial year, the designated reserves are £101,500 which represents approximately 9 months' unrestricted running costs. HVA's reserves are currently in excess of the designated amount held as HVA faces a potential shortfall in the funding of its core activities in the coming year and uncertainty over the level of funding future years.

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### **Risk Assessment**

A formal risk assessment procedure is in place using Charity Commission guidelines. The Trustees review the major risks and their implications and steps are taken to mitigate potentially adverse effects. The procedures continue to be maintained and monitored on an on-going basis.

Regular reviews of the policies and governance procedures of the Charity fall to Human Resources and Governance Sub-Committee, and the Finance and Strategy Sub-Committee continue to meet to review financial and strategic planning for the Charity.

#### **Volunteers**

The involvement of volunteers in the delivery of Covid-response, medical transport and vaccinations support has at times taken HVA's total volunteer team up to around 450 active volunteers with many more on the waiting list to be deployed during the pandemic. It would have been impossible to deliver the level of achievements and performance without all of the new volunteers who stepped forward during the year. Alongside the pandemic response HVA has continued to rely on volunteers for variety of roles which enables the charity to deliver a cost-effective service to the community. Regular volunteer roles include: young leaders, club assistants and drivers for the Hart and Rushmoor Young Carers service, walk leaders for Hart Health Walks, group co-facilitators for Sunshine and Showers, counsellors and reception volunteers for our Counselling Services..

We would like to offer our thanks to all of our volunteers who give up their time willingly to help with our projects or in the Volunteer Centre. Whether it is on a regular basis or being called upon on an ad-hoc basis, without them we could not achieve as much as we do.

#### **Staff**

The Trustees would like to thank the staff team for all their contributions to the day-to-day running of the Charity's activities.

#### **Changes to the Trustee Board**

Laura Alderson was formally appointed to the Trustee Board on 4 May 2020, a decision that was ratified at the 2020 Annual General Meeting in February 2021. Keith Hawkswell resigned as a Trustee in April 2021.

#### **Financial review**

There was a deficit on the general fund of £39,302 and a surplus of £78,141 on the restricted funds for the year ended 31 March 2021 giving an overall surplus of £38,839.

Essentially all restricted funds and service delivery projects are externally funded, and do not impose a charge on HVA's own funds. Management fees, which are normally based on full cost recovery, are earned from these projects.

The main sources of unrestricted income are the core grants received from Hampshire County Council and Hart District Council, which fund the core Council for Voluntary Services (CVS) function. This income supports three members of staff: the Chief Executive, the Volunteer Centre Development Officer, and the Administrator as well as the financial management services for the Charity.

Reserve funds are held on deposit in an interest bearing account at Nationwide Building Society.



## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### **STRATEGIC REPORT**

##### **Plans for the future period**

**Covid-response:** HVA will continue to play a role in the Hart Response Hub and it is anticipated that this service will be in place until at least January 2022. Covid-vaccinations volunteering support will also be part of the charity's ongoing extra activity in the new financial year. HVA is a member of the Here for Hart Community Recovery working group of agencies focusing on the communities of people most impacted by the pandemic in Hart District and how partnership working can improve support and services in the areas such as mental health, employment, housing and household income.

**CVS collaboration :** Towards the end of the financial year, a new single purpose vehicle - the Community Infrastructure Partnership was registered with the CIC (Community Interest Company) Regulator bringing together the following CVS's alongside HVA: Action Hampshire, Basingstoke Voluntary Action, Gosport Voluntary Action, One Community, Rushmoor Voluntary Services and Unity. The aim of the CIC is to provide more opportunities for these seven organisations to collaborate on contracts and projects to meet the needs of capacity development for the voluntary and community sector in Hampshire, bringing further expertise and financial resources into the county of Hampshire.

The Charity will continue to work closely with Hampshire County Council and Hart District Council to look at ways the voluntary and community sector can add value to the work of the local authorities, especially in the areas of health and wellbeing for the general population and targeted health and social care support for older people and vulnerable children and families. For Hampshire County Council this will include additional community development support for local voluntary and community organisations, which support residents most directly impacted by the Coronavirus pandemic and for Hart District Council this will include the launching of the Minding the Garden community gardening plot within Hart's Green Garden in Edenbrook Country Park.

#### **INDEPENDENT EXAMINER**

Gilroy & Brookes Accountants has been re-appointed as independent examiner for the ensuing year.

#### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

Hart Voluntary Action Limited (HVA) is a charitable company limited by guarantee and was incorporated on 30th October 2006. It took over the operations, assets, (excluding the fixed assets which were held at nil value) and liabilities of Hart Voluntary Action on 1st April 2008. The governing documents are the Articles of Association, which were replaced with the approval of the membership at the HVA Annual General Meeting on 12th November 2018.

##### **Organisational structure**

The Trustees are responsible for governance, including setting the Charity's strategy and policies, and reviewing progress against objectives. The Chief Executive, working closely with the Trustees, carries out the day-to-day management of the Charity. However, all Trustees are encouraged to take an interest in the Charity's programme of activity and services as mentors to staff leads.

##### **Appointment of Trustees**

The Annual General Meeting elects Trustees and Honorary Officers, who have to be members of the Charity. During the year, additional trustees may be co-opted by the Board of Trustees for formal adoption at the next AGM. New trustees are recruited by formal appeal to the Charity membership, through personal contacts of staff and the existing trustees and via the Hart Volunteer Centre.

##### **Trustee induction and training**

Trustees are formally inducted in the work of the Charity and their own responsibilities as a Trustee over a period of months. This initially involves discussions with Honorary Officers and other Trustees, briefing by the Chairman and Chief Executive; a review of the latest Annual Report, Annual Accounts, and current projects. Any training or education the new trustee needs is scheduled as required.

##### **Related parties**

The only related parties are the Trustees. They receive no remuneration, but expenses reimbursed are as shown in the notes to the Financial Statements. As a Council for Voluntary Service (CVS) the Charity is part of the wider network of Hampshire CVSs, and is a member of national bodies such as the National Association for Voluntary and Community Action, and Small Charities Coalition. An essential function of the Charity is to work with local voluntary and community organisations, in partnership with the Local Authority and other statutory bodies at district and county level.

##### **Risk Management**

The Trustees have a risk management strategy, which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified;
- The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise;
- Ongoing reviews carried out during the year to ensure continued awareness particularly with regard to specific projects.

##### **Trustees' Responsibilities**

The Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2021

-Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity, and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees are also responsible for regularly reviewing the Charity's policies and ensuring that they remain fit for purpose. During the last year the Charity's HR and Governance Committee has investigated current legislation, researched relevant policies and updated 22 policies and procedures including the Charity's Service User Complaints' policy and Health and Safety Policy.

#### **Statement of disclosure of information to Independent Examiners**

All directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as they are aware, that:

-There is no relevant information of which the company's independent examiners are unaware; and

-They have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant information and to establish that the company's independent examiners are aware of that information.

#### **Public Benefit Statement**

The Trustees, in carrying out their duties, have due regard to the guidance published by the Charity Commission on public benefit. This report addresses the public benefit reporting requirements published by the Charity Commission. The Objectives and Activities section provides a summary of activities and explains how these activities provide benefit to the community. More detailed information about the activities and their success is reported in the Achievements and Performance section of this report.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 29 October 2021 and signed on the board's behalf by:

  
.....  
W Roberts - Trustee

Independent Examiner's Report to the Trustees of  
Hart Voluntary Action Limited

**Independent examiner's report to the trustees of Hart Voluntary Action Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of MAAT which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Anna Coote  
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Suite 15  
The Enterprise Centre  
Coxbridge Business Park  
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GU10 5EH

Date: 3 December 2021

Hart Voluntary Action Limited

Statement of Financial Activities  
for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	87,773	397,845	485,618	553,402
Investment income	3	219	-	219	816
<b>Total</b>		87,992	397,845	485,837	554,218
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Expenditure on charitable activities		127,294	319,703	446,997	556,228
<b>NET INCOME/(EXPENDITURE)</b>		(39,302)	78,142	38,840	(2,010)
<b>Transfers between funds</b>	13	54,396	(54,396)	-	-
<b>Net movement in funds</b>		15,094	23,746	38,840	(2,010)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		135,268	108,513	243,781	245,791
<b>TOTAL FUNDS CARRIED FORWARD</b>		150,362	132,259	282,621	243,781

The notes form part of these financial statements

Hart Voluntary Action Limited

Balance Sheet  
31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	11	16,140	23,889	40,029	87,878
Cash at bank and in hand		181,350	108,370	289,720	178,686
		<u>197,490</u>	<u>132,259</u>	<u>329,749</u>	<u>266,564</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(47,128)	-	(47,128)	(22,783)
<b>NET CURRENT ASSETS</b>		<u>150,362</u>	<u>132,259</u>	<u>282,621</u>	<u>243,781</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>150,362</u>	<u>132,259</u>	<u>282,621</u>	<u>243,781</u>
<b>NET ASSETS</b>		<u>150,362</u>	<u>132,259</u>	<u>282,621</u>	<u>243,781</u>
<b>FUNDS</b>	13				
Unrestricted funds				150,362	135,268
Restricted funds				132,259	108,513
<b>TOTAL FUNDS</b>				<u>282,621</u>	<u>243,781</u>


The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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 Sections 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 Sections 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.

The financial statements were approved by the Board of Trustees and authorised for issue on 29 October 2021 and were signed on its behalf by:

  
W Roberts - Trustee

The notes form part of these financial statements

## **1. ACCOUNTING POLICIES**

### **BASIS OF PREPARING THE FINANCIAL STATEMENTS**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **FINANCIAL REPORTING STANDARD 102 - REDUCED DISCLOSURE EXEMPTIONS**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### **INCOME**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

### **TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
Plant & machinery	-100% on cost

### **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 restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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.

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**2. DONATIONS AND LEGACIES**

	2021	2020
	£	£
Donations	23,143	10,281
Gift Aid	139	79
Hampshire County Council Core and Restricted Grants	70,180	65,900
Hart District Council Core and Restricted Grants	50,430	40,230
Odiham Cottage Hospital Combined Trusts	23,096	27,692
National Lottery Community Fund	50,406	33,890
North East Farnham Clinical Commissioning Group	149,433	321,833
Other Charitable Income	87,802	52,447
HVA Training Income	-	1,050
Other Grants	20,590	-
Children in Need	10,399	-
	<u>485,618</u>	<u>553,402</u>

**3. INVESTMENT INCOME**

	2021	2020
	£	£
Bank Interest	<u>219</u>	<u>816</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 5) £	Totals £
Expenditure on charitable activities	<u>431,158</u>	<u>15,839</u>	<u>446,997</u>

**5. SUPPORT COSTS**

	Management £
Expenditure on charitable activities	<u>15,839</u>

**6. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	<u>-</u>	<u>953</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**8. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	287,939	336,766
Social security costs	17,326	18,548
Other pension costs	11,321	12,396
	<u>316,586</u>	<u>367,710</u>

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

	2021	2020
Employees	<u>29</u>	<u>33</u>

No employees received emoluments in excess of £60,000.

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	80,456	472,946	553,402
Investment income	<u>816</u>	<u>-</u>	<u>816</u>
<b>Total</b>	81,272	472,946	554,218
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Expenditure on charitable activities	<u>139,202</u>	<u>417,026</u>	<u>556,228</u>
<b>NET INCOME/(EXPENDITURE)</b>	(57,930)	55,920	(2,010)
<b>Transfers between funds</b>	<u>79,905</u>	<u>(79,905)</u>	<u>-</u>
<b>Net movement in funds</b>	21,975	(23,985)	(2,010)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	113,293	132,498	245,791
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>135,268</u>	<u>108,513</u>	<u>243,781</u>

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**10. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	7,560	6,539	14,099
<b>DEPRECIATION</b>			
At 1 April 2020 and 31 March 2021	7,560	6,539	14,099
<b>NET BOOK VALUE</b>			
At 31 March 2021	-	-	-
At 31 March 2020	-	-	-

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade debtors	34,624	80,048
Other debtors	3,116	3,309
Prepayments and accrued income	2,289	4,521
	40,029	87,878

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade creditors	5,437	13,666
Other creditors	33,649	-
Social security and other taxes	6,215	6,323
Pensions	380	-
Accrued expenses	1,447	2,794
	47,128	22,783

**13. MOVEMENT IN FUNDS**

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
Unrestricted funds	135,268	(39,302)	54,396	150,362
<b>Restricted funds</b>				
Restricted funds	108,513	78,142	(54,396)	132,259
<b>TOTAL FUNDS</b>	243,781	38,840	-	282,621

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**13. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted funds	87,992	(127,294)	(39,302)
<b>Restricted funds</b>			
Restricted funds			
	397,845	(319,703)	78,142
<b>TOTAL FUNDS</b>	<u>485,837</u>	<u>(446,997)</u>	<u>38,840</u>

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
Unrestricted funds	113,293	(57,930)	79,905	135,268
<b>Restricted funds</b>				
Restricted funds				
	132,498	55,920	(79,905)	108,513
<b>TOTAL FUNDS</b>	<u>245,791</u>	<u>(2,010)</u>	<u>-</u>	<u>243,781</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted funds	81,272	(139,202)	(57,930)
<b>Restricted funds</b>			
Restricted funds			
	472,946	(417,026)	55,920
<b>TOTAL FUNDS</b>	<u>554,218</u>	<u>(556,228)</u>	<u>(2,010)</u>

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**13. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
Unrestricted funds	113,293	(97,232)	134,301	150,362
<b>Restricted funds</b>				
Restricted funds	132,498	134,062	(134,301)	132,259
<b>TOTAL FUNDS</b>	<u>245,791</u>	<u>36,830</u>	<u>-</u>	<u>282,621</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted funds	169,264	(266,496)	(97,232)
<b>Restricted funds</b>			
Restricted funds	870,791	(736,729)	134,062
<b>TOTAL FUNDS</b>	<u>1,040,055</u>	<u>(1,003,225)</u>	<u>36,830</u>

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

**15. TRANSFER BETWEEN FUNDS**

Transfers between funds includes £54,396 in respect of management charges attributed to certain restricted funds for administration and other office costs paid through the unrestricted general funds..

Hart Voluntary Action Limited

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	23,143	10,281
Gift Aid	139	79
Hampshire County Council Core and Restricted Grants		
Hart District Council Core and Restricted Grants	70,180	65,900
Odiham Cottage Hospital Combined Trusts	50,430	40,230
National Lottery Community Fund	23,096	27,692
North East Farnham Clinical Commissioning Group	50,406	33,890
Other Charitable Income	149,433	321,833
HVA Training Income	87,802	52,447
Other Grants	-	1,050
Children in Need	20,590	-
	10,399	-
	<hr/>	<hr/>
	485,618	553,402
<b>Investment income</b>		
Bank Interest	219	816
	<hr/>	<hr/>
<b>Total incoming resources</b>	485,837	554,218
 <b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	287,939	336,766
Social security	17,326	18,548
Pensions	11,321	12,396
Insurance	2,561	2,531
Telephone	7,230	6,708
Postage and stationery	2,575	1,648
Advertising	1,215	2,680
Sundries	643	3,025
Staff expense	2,557	2,272
Staff Mileage	6,774	14,155
Volunteer Expense	5,209	7,108
Website Cost	288	944
Computer expense	5,689	7,562
Office costs	1,946	1,080
Subscriptions	536	1,420
HVA Training expense	-	1,634
Project specific costs	60,771	101,115
Supervision Expenses	6,325	7,175
Staff Training	931	1,134
External Accountancy Costs	9,164	9,349
AGM / Vol Sector Forum	158	-
Penalty	-	350
	<hr/>	<hr/>
	431,158	539,600

This page does not form part of the statutory financial statements

Hart Voluntary Action Limited

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021

	2021 £	2020 £
<b>Support costs</b>		
<b>Management</b>		
Accommodation lease	8,400	8,400
Accountancy fees	6,709	6,312
Bank Charges	640	734
Meeting expenses	90	229
Fixtures and fittings	-	953
	<hr/>	<hr/>
	15,839	16,628
	<hr/>	<hr/>
Total resources expended	446,997	556,228
	<hr/>	<hr/>
<b>Net income/(expenditure)</b>	38,840	(2,010)
	<hr/>	<hr/>