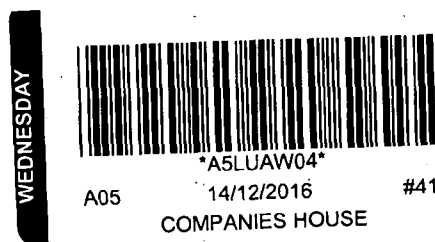


**Ashfield Voluntary Action**  
(Company number 04244661, charity number 1089635)  
**Financial statements**  
**for the year ended 31 March 2016**

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**ca**PLUS  
COMMUNITY ACCOUNTING

**Ashfield Voluntary Action**  
**Directors' report (incorporating the Trustees' annual report)**  
**for the year ended 31 March 2016**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2016. The accounts have been prepared in accordance with the Companies Act 2006.

**Full name** Ashfield Voluntary Action

**Other name** by which the charity is known AVA

**Previous name** Ashfield Links Forum      **Date of change** 22/04/10

**Registered charity number** 1089635

**Registered company number** 04244661

**Address of principal office**

Ashfield Health & Wellbeing Centre, Portland Street, Kirkby in Ashfield, Notts, NG17 7AE

**Directors (Trustees)**

Nicolas Joseph Garrett, Chair/ Treasurer

Kenneth Lunt, Vice Chair

Brian Tomlinson

Pauline Anne Jackson, from 18/05/16

Barry Springthorpe

Pamela Springthorpe

Philip Graham Marshall

Trevor Nolan, from 30/09/15

**Secretary**

Janet Richardson

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road, Nottingham, NG1 3FB

**Governance and management**

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 2 July 2001. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Trustees are appointed at the Annual General Meeting.

**Objectives and activities**

- To promote any charitable purpose for the benefit of the community in the local government district of Ashfield (the area of benefit) and, in particular, the advancement of education, the protection of health, and the relief of poverty, distress and sickness;
- To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

**Public benefit statement**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

## **Ashfield Voluntary Action**

### **Summary of the main activities undertaken for the public benefit**

- To promote any charitable purpose for the benefit of the community in the local government district of Ashfield (the area of benefit) and, in particular, the advancement of education, the protection of health, and the relief of poverty, distress and sickness;
- To promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

### **Summary of the achievements and performance during the period**

#### **WHAT A YEAR!**

In July 2015 we left our offices in Fox Street after 14 years, leaving many happy and sad times behind us. We moved into the newly refurbished Miller Suite at the Health & Wellbeing Centre in Kirkby. We moved on the hottest week of the year and one of the days was the hottest July day ever recorded. I can remember the effort all the staff and volunteers put in to ensure the move went as smoothly as possible. We are now settled in our new venue and I have to say that the accommodation is lovely and also is completely accessible for all. We would like to thank Andrea Brown, Rachel Snow and the staff at the Wellbeing Centre for making our transition as painless as possible. We are now fully accessible and can do so much more to support people and the community. ACCESS which ran in a very small room under the stairs at Fox Street now has a beautiful room for up to 10 people making life so much easier for the member of staff and his volunteers. Projects now have their own rooms to work in rather than trying to work in a room with several people and projects. Laffs N Crafts now has a lovely, light and airy room to meet in and the group has developed and grown.

Steve Shaw, Health & Social Care Officer retired at the end of March 2016. Steve was a dedicated worker and supporter of AVA and although we miss him he still pops in to say hello and have a cup of coffee.

One of our much loved Trustees for a very long time (Brian) resigned for personal reasons but I will always remember his words 'I am really, really going to miss being a part of the AVA family'. He is right – it is a bit like being part of a big family – there is always a cup of tea and someone friendly to talk to at AVA.

Funding of course is always a problem. Keeping all our services going and developing new projects is not easy. We submitted an application to Reaching Communities and were delighted to get through Stage 1. We submitted Stage 2 and then it seemed a long time waiting with baited breath, not daring to check emails in case the dreaded 'we are very sorry but we cannot fund your project' email came through. When the phone call did come it was to say 'we are very happy to tell you that we will fund your project'. The emotions were so overwhelming that I can remember that I couldn't speak (or think) all I could say was 'thank you, thank you, thank you'! From that application form, Step By Step has been created which will support people in Ashfield with mental health issues to obtain support. The project has started and will run for 5 years.

For many years Ashfield Voluntary Action has had no core funding. There hasn't been any funding for group support or volunteering and, as anyone working in the voluntary sector knows, funding for these activities is very difficult to obtain. Wherever possible this part of our work has been picked up by our wonderful staff who have done this work on a voluntary basis.

## **Ashfield Voluntary Action**

During the year support has been given to groups and has ranged from the provision of information, advice on starting a group, registering as a charity, funding advice, printing, etc. Extended support to groups has been given when/where possible.

### **Radiotherapy Car Scheme**

This service has reduced the stress and anxiety for patients at a very difficult time. The volunteer drivers have been specifically chosen to work on this project for their empathy, responsibility and dedication for these patients. Many of our drivers have lost loved ones to cancer and want to support others through the process. The patients and the volunteer drivers often become friends during the course of the treatment sessions. We try to keep the number of drivers per patient at about five which facilitates a relationship to develop between client and driver during the course of the treatment. Some of our volunteer drivers have become good friends with the patients and their family and often remain friends after the treatment sessions have finished.

The patients this service is offered to are chosen by radiotherapy staff at the hospital. They know the patients individual circumstances and know the ones that are in the greatest need and will gain the most benefit from this service.

#### **Comments from clients:**

- It is a worthwhile system, I hope it continues as I would of struggled to make appointments;
- They were lovely drivers, they were reassuring and helpful which made my journeys stress free;
- I think this is a wonderful idea, I wish all people having cancer treatment could use this service;
- It is an excellent service and saves people a lot of stress;
- Everything is top class;
- Staff more than helpful;
- Fantastic service. Really appreciate it. I remained independent whilst receiving the treatment;
- It has made an anxious time less stressful.

We have seen the confidence levels of our volunteer drivers grow as they worked on this project. They take pride in the work they do and really care about the people they are supporting. They use their own cars and take their work seriously and responsibly.

**Health and Social Care:** Steve Shaw worked as Health & Social Care Officer for many years and took his well-deserved retirement at the end of March 2016. Sarah Taylor picked up the mantle from Steve and is doing a superb job.

The post is funded by Mansfield and Ashfield CCG and there are two main elements to the role; supporting patient participation and targeted work around specific groups identified by Mansfield and Ashfield CCG.

Steve Shaw had built up many contacts over the years and was a well-known and respected figure. He routinely attended a wide-variety of meetings around health and social care, was an active member of the Citizens Reference Panel, and supported all of the Ashfield Patient Participation Groups.

## **Ashfield Voluntary Action**

Due to the wide scope and complexity of the role, at the request of the Trustees, Steve took a phased retirement and worked closely with Sarah Taylor over a six month period to ensure the seamless transfer of the role.

Sarah has continued to support Patient Participation Groups; building her own relationships with groups, she attends a wide-range of meetings and events and is actively involved in the Citizens Reference Panel. In addition, she continues to produce Network News which is sent out to all the Patient Participation Groups and Practices in Mansfield and Ashfield.

Sarah conducted two pieces of research and consultation at the request of the CCG; one looking at Barriers to Accessing Healthcare experienced by those affected by Domestic Abuse and the other examined the same issues in relation to people affected by problematic alcohol and/or drug use. Both pieces of work have been well-received by the CCG.

**Volunteer Car Scheme:** Funding from Nottinghamshire County Council has continued for this project which is so vital for vulnerable people in our community. The Car Scheme provides transport for the vulnerable and elderly living within Hucknall and Sutton in Ashfield. We all know that being able to get out and about, seeing other people and socialising helps both physical and mental health. In order to use the service, clients are required to register with the car scheme once a year and once registered they are able to telephone to book a journey. The journey cost is based on the distance from the driver's home and there is a minimum cost of five miles.

The Volunteer Car Scheme is an invaluable service for people who are often isolated. It makes doing the weekly shop, medical appointments, or just for visiting friends possible. The drivers are very patient and helpful and friendships between volunteer driver and client are often made.

To run the scheme we rely on our volunteer drivers and we're always looking for more people to join our friendly team. There is no minimum time commitment and if you'd like to find out more please get in touch.

This year we have supported 612 clients to travel 5076 trips and covered 49536 miles.

### **ACCESS**

ACCESS provides a friendly supportive environment for those needing to access digital services. Computers and the internet are available for people in our community who do not have these services due to: being unable to afford a computer or the internet or not having the skills to use them. A member of staff, supported by volunteers, ensures the project is running well. Everyone is welcome to attend ACCESS whatever their needs.

Part of a thank you message received from a participant on ACCESS follows: An elderly lady came one day who had never switched a computer on and was understandably nervous – at the end of the session Christian names had been exchanged – two cups of coffee had been gratefully consumed and a “thank you, good bye” was followed by “see you at the next session”. This project really bridges the generational gap as well as the digital divide. Older members are supported by mostly younger volunteers and it is amazing to see them sharing stories and having a laugh with each other.

ACCESS was first funded by the Coalfields Regeneration Trust and when that came to an end funding was obtained from Nottinghamshire County Council to continue the project.

## **Ashfield Voluntary Action**

### **Young and Successful Programme**

The Lottery funded Talent Match - Young and Successful Programme has had an operational Micro hub in Kirkby through Ashfield Voluntary Action for over a year.

The programme is designed to provide mentored support to young people aged 18 – 25 years old who have been experiencing various barriers to employment, and help them to overcome those barriers.

The programme delivery started in August 2015 and since that time 33 young people have been recruited on to the programme, 22 were young men and 11 were young ladies, highlighting the fact that there are more issues and barriers for young men than for young women.

One year on 4 have been disengaged from the programme, three did not want the additional support the programme offered and 1 left the area.

Many of the young people have low skills and low qualifications which have resulted in low self-esteem and no aspiration.

Whilst this is a rolling programme the first aspects we looked at were on line English and Maths courses, delivered in the computer suite on a day it was not used by the Access Computer course.

Seven people engaged in these programmes to improve their English and Maths grades. Another three have been engaging in basic skills whilst doing their work placement at Untapped Resource and in the Good Wood programme. Another four will take up the opportunity shortly. Dyslexia seems to be an issue so we had a Dyslexia Awareness workshop; and where relevant we screen people for Dyslexia; 10 people were identified as having dyslexia issues.

Ten of the young people attended a work placement for 4 weeks, 9 went onto do a 6-10 week traineeship, and 2 of those went onto paid Apprenticeships, one with the DWP and one with Veritas Marketing. One person was encouraged to gain a place on a graphic art foundation course at New College Nottingham, something he never thought he could do.

Three people took up a volunteering opportunity with the Access course, another in the Options Café, two with the Community gardens; four with the Young People Participation programme; and another with Home Start.

Five people have been offered part-time employment with: Morven Park School breakfast and after school club; The Original Factory Shop; A nursing home; and Centre Parks chalet cleaning. Four have found temporary work until Christmas at: UPS delivery; Thornton's Chocolate; Prolog and Capita.

What we aim to do is find the right training programme work placement and employment opportunity for each individual, then help them to develop their skills to be able to secure the employment. It is not always possible to do this but we aim to help people with their social problems as well. Three were diagnosed with multiple personality disorders, one with schizophrenia; four were referred to the Fit for Work Counselling Programme for anxiety and other mental health issues. This also involved a raft of support for homelessness; debt advice; food parcels; phone top ups and electricity cards and purchase of work clothing and shoes for our desperate young people.

## **Ashfield Voluntary Action**

This whole programme was backed up by a series of activities to build confidence and support on the Young Persons Participation Programme and by the Employment Team helping to find opportunities. This has been a truly amazing year for the Young and Successful programme. As the programme progresses into its second year we are hoping for even better outcomes for the Young People of Kirkby and the surrounding area.

### **TEA-M (Together Everyone Achieves More)**

Ashfield Voluntary Action has played a large part in the development of TEA-M. TEA-M is a consortium of local, experienced third sector organisations who have a track record of delivery in Nottinghamshire and who are committed to working together to deliver high quality services to their communities.

Together Everyone Achieves More (TEA-M) strives to improve the quality of life for local people through providing high quality, responsive, generalist and specialist services.

TEA-M will help to ensure diversity in the delivery of services which utilises and builds on the skills, knowledge and expertise of the local Voluntary Community Sector.

### **Volunteering**

Although we currently have no funding to provide volunteer services, we have still provided one to one interviews for 265 people who wanted to take part in volunteering. Many of these people are long-term unemployed who are looking to gain experience for their CV's, references and generally help others whilst they find employment. A large number of people come to us for volunteer opportunities because they have a long-term health condition which prevents them from working and need individual support to find an opportunity which is right for them.

We have also supported over 115 people to take part in volunteering through interview, email and telephone contact. These are usually the people who know, more or less, what they want to do but just need support to find the right placement for them.

We currently have between 40 and 50 volunteers working within Ashfield Voluntary Action on a variety of projects.

We supported 141 voluntary and community groups by recruiting and placing volunteers within their organisations. There are 220 different volunteer opportunities for potential volunteers available. These range from one off events: helpers for fun days to long term voluntary commitments in day centres, citizens advice bureaux, youth clubs, pet rescue centres, schools etc.

There were 546 communications between AVA and voluntary groups about volunteering and volunteer opportunities.

### **Laffs n Crafts**

Laffs n Crafts celebrated its 2nd birthday this February. The weekly group is now at full capacity and has gone from strength to strength. It has enjoyed a wide variety of activities including crafting projects, theatre, seaside trips and meals out and discovering and learning new skills. Positive feedback from members, reports have said their confidence and social skills have increased and they look forward to Monday mornings. One member has said that the group has made a big difference as she did not leave the house before joining the group but now enjoys assisting in the organisation of some group sessions and attending social events both with and away from the group.

## **Ashfield Voluntary Action**

Members of the group have also volunteered at AVA events and enjoy being involved in other events around the Ashfield Health & Wellbeing Centre. Throughout the winter the group worked hard knitting woollen items (see below) for Operation Orphan, an organisation that sends vital aid to children in developing countries. Members said how this had refreshed their knitting skills and helped to pass the winter evenings.

Laffs n Crafts members have many positive ideas for future projects and look forward to another successful year.

### **Lifestyles Service**

The Lifestyle Service provides a bespoke service to individuals and gives information on how to reduce the risks of falls and assists people out of social isolation. From April 2015 to March 2016 the Lifestyles Service received over 300 referrals. Support given can range from giving information on how to reduce the risks of falls, attending social activities, confidence building and signposting to other relevant organisations.

The Lifestyles service also delivers presentations to self-help and community groups on how to reduce the risks of slips trips and falls. Also we deliver a promotional presentation introducing the service to various health professionals.

As well as the service leaflet the service produces the Lifestyles booklet which is a directory of activities for the over 50's across Ashfield and Mansfield. Putting this document together is a large task but is helped significantly by our Lifestyles volunteer. The demand for the Lifestyles activity booklet has been phenomenal during the last 12 months and is being used and requested by many health professionals as well as members of the public.

Attending activities and community groups with our clients enables us to become more proficient in advising suitable activities to meet the clients' needs and match their abilities. In addition, this part of the service also helps gain knowledge and awareness from the activity deliverers and this has helped with good communication and promotion of both the service and the Lifestyles booklet.

We are experiencing a great response from the 'GP Practice Roadshow' that we are delivering throughout Ashfield and Mansfield. This is an on-going initiative which has been well received by participating surgeries.

Moving to our new premises this year at the Ashfield Health and Wellbeing Centre has created new partnership opportunities and the added benefit of a well-attended and accessible reception area to deliver events, stands and display the services and promotional material. Lifestyles has taken advantage of this situation and has both delivered and attended partner events on site.

The Lifestyles Service is frequently out and about in the community promoting the service by attending Flu Vaccination Days, Patient Participation Events, hospital events, community centres, libraries, shopping centres and other locations. The Lifestyles Service works closely with the Community Hospitals Falls Team who constantly keeps us updated with changes to existing non-clinical practises and any new resources available. We continue to seek out new opportunities to improve and develop our service thought the coming years.

### **Additional Support for Individuals in the Community**

We have always been asked for support by individuals from within our community. This year the number of people seeking support has grown beyond all expectation.

### **First Contact**

During the year we sent information to over 100 individuals about local groups and activities.



## **Ashfield Voluntary Action**

Thanks must go to the Board of Trustees whose diligence ensures that Ashfield Voluntary Action continues to serve the community of Ashfield.

Thanks to the experience of our Chair, Treasurer, Finance Officer and the Manager the finances of Ashfield Voluntary Action have been managed responsibly and appropriately.

The Trustees would like to say a special thank you to the staff of Ashfield Voluntary Action who have worked with continued dedication to ensure our work within the community of Ashfield continues:

|              |                  |               |               |
|--------------|------------------|---------------|---------------|
| Deb Murray   | Janet Richardson | Linda Knowles | Linda Powell  |
| Sarah Taylor | Teresa Jackson   | Anthony Lynch | Steve Astbury |
| Steve Shaw   | Steve Wass       |               |               |

Welcome to our new staff members who have joined us since April 2016:

|               |            |
|---------------|------------|
| Paige Bramley | Ellen Clay |
|---------------|------------|

A special thank you to our funders for 2015/2016:  
Mansfield and Ashfield Clinical Commissioning Group  
Coalfields Regeneration Trust  
Nottinghamshire County Council  
Big Lottery - Awards For All

### **And finally**

'A GREAT BIG THANK YOU TO EVERYONE IN THE ASHFIELD COMMUNITY THAT HAS SUPPORTED US. A SPECIAL THANK YOU GOES TO ALL THE VOLUNTEERS WORKING WITHIN ASHFIELD VOLUNTARY ACTION AND THE VOLUNTARY SECTOR THROUGHOUT ASHFIELD'

### **Financial review**

At the end of the period, the charity's unrestricted funds were in deficit by £33,926. The balances of restricted funds were £50,247. During the year, £7,525 was transferred from the general fund to two restricted funds to cover the deficit in those activities. The management and trustees have been looking for possible grants and donations, and also generating income through charitable activities.

### **The charity's policy on reserves**

To keep a designated reserve of £7,000 for staff redundancies, this amount to be reviewed in 2016.

### **Exemptions**

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

### **Responsibilities of the trustees**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

## Ashfield Voluntary Action

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 14, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also 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 proper 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 Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

### Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signed P. Springthorpe Date 9.12.16  
Pamela Springthorpe, Director

**Independent examiner's report to the trustees of  
Ashfield Voluntary Action  
for the year ended 31 March 2016**

I report on the accounts of the charity, which are set out on pages 12 to 18.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's report**

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

**Independent examiner's qualified statement**

Attention is drawn to the negative balance of the charity's unrestricted funds. With this exception, there are no other issues in connection with my examination:

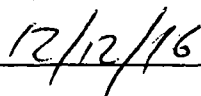
1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

 John O'Brien MSc, FCCA, FCIE

Employee of Community Accounting Plus

Date



**Ashfield Voluntary Action**  
**Statement of financial activities**  
**(incorporating the income and expenditure account)**  
**for the year ended 31 March 2016**

|                                    | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2016<br>£ | Total<br>2015<br>£ |
|------------------------------------|------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                |      |                            |                          |                    |                    |
| Grants & donations                 | 2    | 11055                      | 88920                    | 99975              | 198443             |
| Fees, sales & rent income          |      | 12959                      | -                        | 12959              | 10757              |
| Bank interest                      |      | 141                        | -                        | 141                | 123                |
| Miscellaneous                      |      | 705                        | -                        | 705                | 2592               |
| <b>Total</b>                       |      | <b>24860</b>               | <b>88920</b>             | <b>113780</b>      | <b>211915</b>      |
| <b>Expenditure on:</b>             |      |                            |                          |                    |                    |
| Wages, NI & pension                |      | 40005                      | 90969                    | 130974             | 115258             |
| Payroll service                    |      | 926                        | 1604                     | 2530               | 756                |
| Travel & subsistence               |      | 138                        | 1303                     | 1441               | 1866               |
| Training & conference              |      | -                          | 1250                     | 1250               | -                  |
| Volunteer expenses                 |      | 6723                       | 4450                     | 11173              | 11034              |
| Rent & services                    |      | 5245                       | 7072                     | 12317              | 12489              |
| Insurance                          |      | 823                        | 169                      | 992                | 1165               |
| Telephone & internet               |      | 2490                       | 1628                     | 4118               | 4097               |
| Postage, printing & stationery     |      | 1696                       | 2768                     | 4464               | 3328               |
| Publications & subscriptions       |      | 392                        | -                        | 392                | 607                |
| Equipment, repairs & renewals      |      | 92                         | 20                       | 112                | 471                |
| Goods purchased for resale         |      | -                          | -                        | -                  | 388                |
| Hospitality                        |      | 28                         | 44                       | 72                 | 127                |
| Legal & professional               |      | 1103                       | 26                       | 1129               | 1258               |
| Depreciation                       | 3    | 696                        | -                        | 696                | 696                |
| Catering                           |      | -                          | -                        | -                  | 966                |
| Project expenditure                |      | 699                        | 4186                     | 4885               | 2914               |
| Publicity & promotion              |      | -                          | 170                      | 170                | -                  |
| Bank charges                       |      | 5                          | -                        | 5                  | -                  |
| Management                         |      | (18341)                    | 18341                    | -                  | -                  |
| Sundry expenditure                 |      | 1250                       | 739                      | 1989               | 2337               |
| <b>Total</b>                       |      | <b>43970</b>               | <b>134739</b>            | <b>178709</b>      | <b>159757</b>      |
| <b>Net income/(expenditure)</b>    |      | <b>(19110)</b>             | <b>(45819)</b>           | <b>(64929)</b>     | <b>52158</b>       |
| <b>Transfers between funds</b>     | 7    | <b>(7525)</b>              | <b>7525</b>              | <b>-</b>           | <b>-</b>           |
| <b>Net movement in funds</b>       |      | <b>(26635)</b>             | <b>(38294)</b>           | <b>(64929)</b>     | <b>52158</b>       |
| <b>Reconciliation of funds:</b>    |      |                            |                          |                    |                    |
| Total funds brought forward        |      | (7291)                     | 88541                    | 81250              | 29092              |
| <b>Total funds carried forward</b> |      | <b>(33926)</b>             | <b>50247</b>             | <b>16321</b>       | <b>81250</b>       |

All the activities of the charitable company are classed as continuing  
The notes on pages 14 to 18 form part of these financial statements

**Ashfield Voluntary Action**  
**Balance sheet**  
**at 31 March 2016**  
**Company number 04244661**

|                                     | Note | £       | 2016<br>£    | 2015<br>£    |
|-------------------------------------|------|---------|--------------|--------------|
| <b>Fixed assets:</b>                |      |         |              |              |
| Tangible assets                     | 3    | 1008    |              | 1704         |
| <i>Total fixed assets</i>           |      |         | 1008         | 1704         |
| <b>Current assets:</b>              |      |         |              |              |
| Debtors                             | 4    | 345     |              | 25702        |
| Cash at bank and in hand            |      | 35666   |              | 55071        |
| <i>Total current assets</i>         |      | 36011   |              | 80773        |
| <b>Liabilities:</b>                 |      |         |              |              |
| Creditors:                          |      |         |              |              |
| Amounts falling due within one year | 5    | (20698) |              | (1227)       |
| <i>Net current assets</i>           |      |         | 15313        | 79546        |
| <b>Total net assets</b>             |      |         | <b>16321</b> | <b>81250</b> |
| <b>The funds of the charity</b>     |      |         |              |              |
| Restricted income funds             |      |         | 50247        | 88541        |
| Unrestricted funds                  |      |         | (33926)      | (7291)       |
| <i>Total charity funds</i>          |      |         | <b>16321</b> | <b>81250</b> |

**Exemption from audit**

For the year ending 31/03/16 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company's regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed B. Springthorpe Dated 9-12-16  
Kenneth Lunt, Director

BARRY SPRINGTHORPE, DIRECTOR

# Ashfield Voluntary Action

## Notes to the accounts

### for the year ended 31 March 2016

#### 1. Accounting policies

##### Basis of the preparation of the accounts

The financial statements have been prepared under the historical cost convention, with the exception of listed investments which are included at their market value. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

##### Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

##### Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

##### Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a straight line basis.

The rates applicable are:

|           |       |              |       |
|-----------|-------|--------------|-------|
| Equipment | 20.0% | IT Equipment | 33.3% |
|-----------|-------|--------------|-------|

#### 2. Grants & donations

|                                                   | Unrestricted funds | Restricted funds | Total funds  | 2015          |
|---------------------------------------------------|--------------------|------------------|--------------|---------------|
|                                                   | £                  | £                | £            | £             |
| Ashfield District Council                         | 650                | -                | 650          | 34000         |
| Big Lottery Fund                                  | -                  | 9956             | 9956         | -             |
| Boots Charitable Trust                            | -                  | -                | -            | 5000          |
| Coalfields Regeneration Trust                     | -                  | -                | -            | 9020          |
| Community Development Foundation                  | -                  | -                | -            | 2253          |
| Mansfield & Ashfield Clinical Commissioning Group | 6251               | 39816            | 46067        | 138201        |
| Nottinghamshire Fire Authority                    | -                  | -                | -            | 1845          |
| Nottingham Groundworks                            | -                  | 15047            | 15047        | -             |
| Notts County Council                              | 1000               | 23821            | 24821        | 5558          |
| Sundry grants & donations                         | 3154               | 280              | 3434         | 2566          |
|                                                   | <b>11055</b>       | <b>88920</b>     | <b>99975</b> | <b>198443</b> |

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### 3. Tangible assets (analysis of opening & closing carrying amounts)

|                                     | General<br>equipment | IT<br>equipment | Total        |
|-------------------------------------|----------------------|-----------------|--------------|
|                                     | £                    | £               | £            |
| <b>Cost or valuation</b>            |                      |                 |              |
| At beginning of the year            | 37505                | 1620            | 39125        |
| Additions                           | -                    | -               | -            |
| Disposals                           | -                    | -               | -            |
|                                     | <u>37505</u>         | <u>1620</u>     | <u>39125</u> |
| <b>Depreciation and impairments</b> |                      |                 |              |
| At beginning of the year            | 36881                | 540             | 37421        |
| Disposals                           | -                    | -               | -            |
| Depreciation                        | 156                  | 540             | 696          |
|                                     | <u>37037</u>         | <u>1080</u>     | <u>38117</u> |
| <b>Net book value</b>               |                      |                 |              |
| At beginning of the year            | 624                  | 1080            | 1704         |
| At end of the year                  | <u>468</u>           | <u>540</u>      | <u>1008</u>  |

### 4. Debtors

|                              | 2016       | 2015         |
|------------------------------|------------|--------------|
|                              | £          | £            |
| Trade debtors                | 345        | 160          |
| Prepayments & accrued income | -          | 292          |
| Other debtors                | -          | 25250        |
|                              | <u>345</u> | <u>25702</u> |

### 5. Creditors - amounts falling due within one year

|                 | 2016         | 2015        |
|-----------------|--------------|-------------|
|                 | £            | £           |
| Trade creditors | 19604        | 17          |
| Other creditors | 1094         | 1210        |
|                 | <u>20698</u> | <u>1227</u> |

### 6. Staff costs and numbers

|                       | 2016          | 2015          |
|-----------------------|---------------|---------------|
|                       | £             | £             |
| Wages and salaries    | 123634        | 105305        |
| Social security costs | 4824          | 6955          |
| Pension               | 2516          | 2998          |
|                       | <u>130974</u> | <u>115258</u> |

No employee received emoluments of more than £60,000.

The average number of employees during the year was 8 (2015: 7).

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### 7. Movements in funds

|                               | Balances<br>brought<br>forward<br>£ | Income<br>£  | Expenditure<br>£ | Transfers<br>£ | Balances<br>carried<br>forward<br>£ |
|-------------------------------|-------------------------------------|--------------|------------------|----------------|-------------------------------------|
| <b>Unrestricted funds</b>     |                                     |              |                  |                |                                     |
| General Fund                  | (14291)                             | 24860        | (43970)          | (7525)         | (40926)                             |
| Designated Redundancy Fund    | 7000                                | -            | -                | -              | 7000                                |
|                               | <u>(7291)</u>                       | <u>24860</u> | <u>(43970)</u>   | <u>(7525)</u>  | <u>(33926)</u>                      |
| <b>Restricted funds</b>       |                                     |              |                  |                |                                     |
| 3Cs Patient Transport Project | 3784                                | -            | -                | -              | 3784                                |
| Car Scheme                    | -                                   | 12838        | (14332)          | 1494           | -                                   |
| Health & Social Care Officer  | 28890                               | 20816        | (33196)          | -              | 16510                               |
| Live Styles *                 | 32383                               | 19000        | (26828)          | -              | 24555                               |
| Winter Warriors               | 23484                               | -            | (23484)          | -              | -                                   |
| Access for Digital Services   | -                                   | 3952         | (9983)           | 6031           | -                                   |
| Talent Match                  | -                                   | 22358        | (17460)          | -              | 4898                                |
| Removal (Awards for All)      | -                                   | 9956         | (9456)           | -              | 500                                 |
|                               | <u>88541</u>                        | <u>88920</u> | <u>(134739)</u>  | <u>7525</u>    | <u>50247</u>                        |

\* The fund was renamed. It was Falls Prevention Project in previous year.

£12,838 of grant was received for the Car Scheme fund. This project also generated £6,158 of unrestricted income which is included in the General fund. The transfer from the General fund to the Car Scheme fund is to cover the deficit in this fund.

The transfer from the General fund to the Access for Digital Services is to cover the deficit on the activities.

### 8. Analysis of net assets by fund

|                                                | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------------------|----------------------------|--------------------------|---------------------|
| Tangible assets                                | 1008                       | -                        | 1008                |
| Debtors                                        | 345                        | -                        | 345                 |
| Cash at bank and in hand                       | (14581)                    | 50247                    | 35666               |
| Creditors: Amounts falling due within one year | (20698)                    | -                        | (20698)             |
|                                                | <u>(33926)</u>             | <u>50247</u>             | <u>16321</u>        |

### 9. Trustees' remuneration, benefits and expenses

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

### 10. Related party transactions

There have been no related party transactions during the period.



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### **11. Fees payable to independent examiner**

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus was £912 for independent examination of accounts.

### **12. Pension commitments**

The Charity operates a defined contribution pension scheme, during the year the Charity made contributions to the scheme of £2,516 (2015:£2,998). At 31 March 2016 there was no outstanding liability.

### **13. Comparative information**

For comparison purpose, the Statement of financial activities for the year-ended 31/03/2015 is presented as below:  
(see next page)

## Ashfield Voluntary Action

|                                    | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£  |
|------------------------------------|----------------------------|--------------------------|----------------------|
| <b>Income from:</b>                |                            |                          |                      |
| Grants & donations                 | 29711                      | 168732                   | 198443               |
| Fees & sales                       | 10757                      | -                        | 10757                |
| Bank interest                      | 123                        | -                        | 123                  |
| Miscellaneous                      | 2592                       | -                        | 2592                 |
| <b>Total incoming resources</b>    | <b><u>43183</u></b>        | <b><u>168732</u></b>     | <b><u>211915</u></b> |
| <b>Expenditure on:</b>             |                            |                          |                      |
| Wages, NI & pension                | 48394                      | 66864                    | 115258               |
| Payroll service                    | 279                        | 477                      | 756                  |
| Travel & subsistence               | 440                        | 1426                     | 1866                 |
| Volunteer expenses                 | 1375                       | 9659                     | 11034                |
| Rent & services                    | 10436                      | 2053                     | 12489                |
| Insurance                          | 1075                       | 90                       | 1165                 |
| Telephone & internet               | 2882                       | 1215                     | 4097                 |
| Postage, printing & stationery     | 1911                       | 1417                     | 3328                 |
| Publications & subscriptions       | 607                        | -                        | 607                  |
| Equipment, repairs & renewals      | 182                        | 289                      | 471                  |
| Goods purchased for resale         | 388                        | -                        | 388                  |
| Other project payments             | 1933                       | 981                      | 2914                 |
| Hospitality                        | 127                        | -                        | 127                  |
| Legal & professional               | 1258                       | -                        | 1258                 |
| Depreciation                       | 696                        | -                        | 696                  |
| Catering                           | 40                         | 926                      | 966                  |
| Sundry expenditure                 | 2252                       | 85                       | 2337                 |
| <b>Total</b>                       | <b><u>74275</u></b>        | <b><u>85482</u></b>      | <b><u>159757</u></b> |
| <b>Net income/(expenditure)</b>    | <b><u>(31092)</u></b>      | <b><u>83250</u></b>      | <b><u>52158</u></b>  |
| Transfers between funds            | (6817)                     | 6817                     | -                    |
| <b>Net movement in funds</b>       | <b>(37909)</b>             | <b>90067</b>             | <b>52158</b>         |
| <b>Reconciliation of funds:</b>    |                            |                          |                      |
| Total funds brought forward        | <u>30618</u>               | <u>(1526)</u>            | <u>29092</u>         |
| <b>Total funds carried forward</b> | <b><u>(7291)</u></b>       | <b><u>88541</u></b>      | <b><u>81250</u></b>  |