

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019
FOR
BASSETLAW ACTION CENTRE
(A COMPANY LIMITED BY GUARANTEE)**



GLOVER
& Co.
CHARTERED ACCOUNTANTS

BASSETLAW ACTION CENTRE
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FOR THE YEAR ENDED 31 MARCH 2019

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BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

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 2019. 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Bassetlaw Action Centre is a community resource centre whose aims are to fulfil the charity's objectives of:-

The furtherance of any charitable purposes in England as the Charity may determine and in particular by:-

- the provision of facilities and services designed to further the education of persons in the community.
- the provision of a community transport service.
- the provision of community services to promote the independence of elderly and vulnerable people.

In order to deliver these objectives, the Bassetlaw Action Centre has formed close partnerships with a range of government and voluntary sector departments, local, regional and national, including local authorities, social services, health authorities etc.

Public benefit

The services offered by the Bassetlaw Action Centre are aimed at improving the skills, knowledge, health and well being of older and vulnerable people within the Bassetlaw community and to promote independent living for longer.

BASSETLAW ACTION CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The services offered by the Bassetlaw Action Centre fall under several main project headings as follows:

Bassetlaw Self Help - aims to provide organisations and individuals with the knowledge and information to ensure appropriate practical support is available, and involves the production of a Self Help directory, wall chart and database, which to date encompasses well over 150 groups/organisations. Copies of the Self Help directory and wall chart are produced and circulated electronically, free of charge to all voluntary, statutory and community organisations, and in addition to this a free photocopying service is provided. The Self Help Co-ordinator will also assist groups within the district to set up a 'Self-Help' group, with the provision of guidance on Constitutions and other legal aspects.

Staying Well Programme/Expert Patients - This is a six week self-management programme for people living with a long term condition. A number of courses have been delivered throughout Bassetlaw during the year. The programme is designed to empower individuals to better manage their long term condition; and to date has been very well received by other people with long term health conditions. In addition participants are signposted to health intervention services where appropriate.

Share a Ride - this is part of the core work of the Bassetlaw Action Centre. This area of work is no longer promoted by Bassetlaw Action Centre as it does not attract any external funding. The Share A Ride signage was disposed of during the year; being passed over to the North Notts BID. This initiative is aimed at the general public, and raises the awareness of the availability of 'sharing your car' with other individuals for primarily transport to work. The scheme has grown substantially over the past few years and includes major industrial and commercial organisations in the locality participating in the scheme, that continue to do so despite the lack of active promotion.

Community Car Scheme - offers a transport service for those individuals who for a variety of reasons (mobility/rurality etc.) cannot utilise public transport methods. Cars are available to individuals for hospital appointments, dental appointments, hairdressing appointments etc., to name just a few. Individuals using the service are expected to pay an annual registration fee, and a booking fee to assist with the running costs of the scheme, clients also pay a mileage rate to contribute to volunteer expenses. Partnership working arrangements are well established now with a number of organisations including, Nottinghamshire County Council, Bassetlaw CCG and Bassetlaw CVS for Social Prescribing.

Car Scheme Plus - operates in a similar way to the Community Car Scheme above but is designed for service users with limited mobility who would be unable to access a non-adapted volunteer's car. The Car Scheme Plus vehicle is fully wheelchair accessible and also accommodates a mobility scooter. In addition the Car Scheme Plus vehicle is fitted with a Turney seat for passengers to have assisted access into the vehicle. Journeys in the Car Scheme Plus are quoted on an individual basis.

Community Minibus - Bassetlaw consists of some 250 square miles, two thirds of which is very rural and isolated, and as a result of reductions in national transport arrangements (buses in particular), a community minibus is beneficial to the Bassetlaw community. The community minibus can be hired with a driver by community groups for a variety of social, health and business activities, and in addition the Bassetlaw Action Centre offers day trips to shopping centres, the coast, and other interesting sightseeing trips. The project is becoming well established and interest continues to grow, with a wider variety of groups utilising this service. In October 2016 Bassetlaw Action Centre took delivery of a new fully accessible coach built minibus through a successful bid to the Department for Transport (DfT) Rural Minibus Fund.

Social Prescribing - This is a newly developed partnership with BCVS, with funding from BCCG. Bassetlaw Action Centre is providing transport, home support and a new befriending service for Social Prescribing Clients. As a result of this new area of work additional volunteer befrienders have been recruited.

The Home Support Service is currently available across the community offering a range of domestic services from general cleaning, shopping and a sitting service. The service is open to all residents in Bassetlaw who need some additional support to help them remain independent at home. This is a chargeable service and can be offered as a long term or ad-hoc arrangement. This service has seen significant growth this year, demonstrating that there is a need for this service locally.

Bassetlaw Stroke Information Service provides information and a signposting service for stroke survivors, their carers and their families. A range of practical services can be arranged together with on-going support by being "a listening ear". Stroke survivors are encouraged to participate in the staying well programme and joining a dedicated support group for stroke survivors for peer support as part of their recovery journey. This service has now been expanded to include long term neurological conditions (LTNCs) in addition to Stroke.

BASSETLAW ACTION CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Keeping Warm and Well Campaign in conjunction with other statutory organisations i.e. Fire Services, Nottinghamshire County Council and Bassetlaw CCG, involves the allocation of information packages for sustainable warmth, allocation of radiators to those in need of heating amongst other activities, to reduce excessive winter deaths in older people. In addition our energy advisor assists with tariff switching and energy advice. Additional resources were secured in the year from Bassetlaw Clinical Commissioning Group (BCCG) for the allocation of thermometers and emergency radiators.

NNSP - The North Nottinghamshire Support Partnership is a multi-agency advice and support network for adults in Bassetlaw through a single point of access. NNSP works by enabling people to access a wide range of services through a single point of access. The simple checklist helps to identify the support, information and advice a client might benefit from. Completed checklists generate referrals to partner agencies prompting them to contact the customer with the support, information and advice required. Partner agencies have 28 days to do so as part of the NNSP partnership agreement.

A range of other services and facilities are available for individuals and organisations, including advice on funding sources and applications, provision of low cost space and meeting rooms, low cost photocopying and administration services, and training on basic skills and introductory Information Technology which is delivered in small friendly groups in partnership with the Workers Educational Association - East Midlands District.

FINANCIAL REVIEW

Financial position

The budget for both income and expenditure was set at the beginning of the financial year, however, it was clear that the income expected and shown in the budget did not meet all of the expenditure to be incurred, and whilst in previous years a 'break even' budget would be presented and approved, it was clear that this could not be presented at the outset of the financial year, as the decisions on funding proposals submitted by Bassetlaw Action Centre to other statutory, and voluntary organisations for the continuance of services would not be known until mid year. The organisation had also developed an appetite to generate more income and reduce reliance on small, short term funding streams. In the event that these intentions together with outstanding funding bids were successful, then a 'break even' budget would have occurred and in the light of this it was therefore agreed by the Trustees that the budget as presented at the beginning of the financial year, showing a shortfall of income would be approved on the basis that additional funding would be secured in the year. We are delighted to announce that by the end of the financial year we had made up the shortfall in income resulting in a small surplus by the end of the year.

The Trustees recognise that the utilisation of the Charity's reserves is acceptable in order to continue to deliver all services, and the decision taken by the board to not reduce services was absolutely the right thing to do.

Furthermore as we look to the next twelve month period we have a balanced budget without the use of charity reserves. This is an exceptional turn around in 12 months and the organisation is in a much stronger position financially than it was this time last year.

The utilisation of the charity's reserves can only be undertaken within the limits and parameters set by the Trustees, who have agreed that sufficient reserves be retained to cover re-investment in capital equipment (especially transport), funding needed to operate for a minimum of three months in the event of funding shortfalls, and lastly the financial risk assessment which covers the costs to be met in the event of closure of the charity.

It is very clear, that in the light of year upon year of funding cuts from local authorities and other statutory agencies to the charitable sector that other methods of raising funding to deliver services must be sourced, and plans have already been laid to do this. The organisation will continue to invest resources into generating its own income whilst maintaining the ethos, aims and objectives of the organisation.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

FINANCIAL REVIEW

Principal funding sources

The principal funding sources over the past twelve months for the Charity have been:-

- Bassetlaw Self Help, Expert Patients Programme 'Staying Well', Stroke Information Service - Funded by Bassetlaw CCG.
- Share a Ride - Funded by Bassetlaw Action Centre.
- Community Car Scheme - Funded by Nottinghamshire County Council and Bassetlaw CCG.
- Car Scheme Plus - Funded by Nottinghamshire County Council.
- Community Minibus - Funded by Nottinghamshire County Council and the Department for Transport.
- Keeping Warm and Well - Funded by DECC, Department of Energy and Climate Change.
- Social Prescribing - Funded by Bassetlaw CCG through BCVS.
- NNSP - North Notts Support Partnership - Funded by Bassetlaw District Council through BCVS.
- Volunteer Recruitment - Funded by People's Postcode Lottery.

Investment policy and objectives

The Trustees within the terms of the Memorandum and Articles of Association have the power to invest all funds not immediately required by the charity, and as such have set out procedures to do this in the longer term.

Reserves policy

The Charity has been unsuccessful in securing funding for the forthcoming year for all its current activities. The breakdown of funds currently held is as follows:-

	£
Funding retained to cover the financial risk assessment	66839
Funding needed to operate for a minimum of three months	85000
	<hr/>
	151839

Any funds held over and above these amounts will continue to be utilised to carry the cost of developmental activities and furtherance of the aims and objectives of the Charity.

Designated Funds:

The Charity has designated a minibus replacement fund of £63,000, an MPV replacement fund of £25,000 and a building fund of £25,000.

FUTURE PLANS

Bassetlaw Action Centre, in conjunction with partners, will continue to identify funding and resources to develop the services as identified previously in this report. Bassetlaw Action Centre is also working in partnership with Bassetlaw Community & Voluntary Service (BCVS) to provide and expand the Social Prescribing Service which aims at helping elderly, frail and socially isolated patients to access services and activities available throughout the Bassetlaw Area. The new Social Prescribing Contract allows for supporting all adults, not just elderly, frail adults, therefore we anticipate further growth in this area.

Bassetlaw Action Centre also plans to expand income generation through their Transport and Home Support Services, and to secure additional external funding to continue to meet the needs of the charity and the local community. The Home Support Service has seen almost a 50% increase in turnover in the year compared to a 3% increase in the previous year.

Bassetlaw Action Centre is also looking to purchase the building it currently rents, to provide a secure future for the organisation and they have secured £150,000 from Garfield Weston for this purpose. This is detailed within note 8 of the following financial statements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (which was established in February 1996) is a private Company Limited by Guarantee and was incorporated on 12th June 2004. It is governed by a Memorandum of Association, which sets out the powers of the charitable company, and is governed under its Articles of Association.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Directors of the Company are also Trustees for the purpose of Charity law.

From time to time the existing Trustees need to review the skills, experience and knowledge of the Trustee members, and new Trustees may need to be appointed. During the year the trustees amended the memorandum and articles of association to increase the number of trustees of the charity to ensure future needs are met.

The procedures to do this are:

- Identification by Members of the Board of Trustees of suitable candidates (ie their skills, experience, knowledge of the work and local community issues) via networks, and network organisations.
- Senior Manager discusses the vacancy opportunity with potential candidates and outlines the nature of the business.
- Interested candidates are invited to meet existing Members of the Board of Trustees at a Trustee meeting.
- Job description/roles and responsibilities are discussed and agreed, and subject to agreement by existing Trustees, interested candidates are invited to join the Bassetlaw Action Centre board.

Organisational structure

The Trustees of the charity meet regularly to govern the affairs of the company, which are carried out on a day to day basis by the Senior Manager and other staff employed to enable the charity to fulfil its objectives, carry out general administrative duties and assist with fund raising activities and initiatives. The Senior Manager and Finance Manager are also invited to the Trustee meetings to report on the activities of the charity.

Induction and training of new trustees

New Trustees are encouraged to meet with the Senior Manager to enable familiarisation with the charity and the complexity of the working environment and client needs, to gain an understanding of the current financial position and funding arrangements, staffing and other resources, and the future plans and objectives of the charity.

New Trustees are encouraged to visit the Charity Commission website, where documents outlining Trustee responsibilities, charity law and other issues are available.

Related parties

There are no Directors or Trustees related party issues.

Risk management

The Trustees operate a risk management approach to the charity's business and the process involves:

- Setting out objectives/targets to be achieved annually.
- Setting out an annual budget.
- Delegating authority to ensure objectives and targets are achieved.
- Undertaking an annual Financial Risk Assessment

In addition, the Trustees have also set out and implemented policies and procedures to cover quality assurance, equal opportunities, health and safety, environmental issues and recycling, IT data and financial policies covering investment, reserves and limits of authority for expenditure.

These policies are reviewed annually, and monitoring takes place to measure the impact of the implementation of these policies the results of which are used to improve the quality and effectiveness of staff and the services by the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05177066 (England and Wales)

Registered Charity number

1106908

Registered office

The Warehouse
Canal Steet
RETFORD
DN22 6EZ

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

B Bailey	- resigned 28.8.2018
M A Bowskill	
M E Browne	
Mrs J Caley	
Miss D M Colton	
D Liggins	
M Storey	
A A D Tromans	
Ms N L Chavaudra	- appointed 25.2.2019
Ms J E Coyne	- appointed 25.2.2019
Ms E Thompson	- appointed 25.2.2019

Company Secretary

Miss D M Colton

Independent examiner

Glover & Co
Chartered Accountants
13/15 Netherhall Road
DONCASTER
DN1 2PH

Bankers


Unity Trust Bank plc
Four Brindley Place
Birmingham
B1 2JB

Senior Manager

Mrs L Tupling

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

Approved by order of the board of trustees on 19 August 2019 and signed on its behalf by:



Miss D M Colton - Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BASSETLAW ACTION CENTRE**

Independent examiner's report to the trustees of Bassetlaw Action Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

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 Institute of Chartered Accountants in England and Wales 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



Mrs Jane Mellor
Institute of Chartered Accountants in England and Wales
Glover & Co
Chartered Accountants
13/15 Netherhall Road
DONCASTER
DN1 2PH

19 August 2019

BASSETLAW ACTION CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted fund £	2019 Total funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,107	-	1,107	1,589
Charitable activities					
Bassetlaw Action Centre		9,797	2,328	12,125	36,742
Car Scheme		56,688	52,710	109,398	112,445
Car Scheme Plus		15,572	-	15,572	12,141
Minibus		7,946	-	7,946	8,813
Housing Choice		-	24,302	24,302	-
Home Support		53,672	2,885	56,557	38,865
Stroke Service		-	26,864	26,864	26,864
Staying Well		-	20,694	20,694	17,885
Self Help		-	10,000	10,000	27,809
Warm & Well		-	8,318	8,318	5,000
Social Prescribing/Befriending	19	-	24,182	24,201	14,333
North Notts Support Partnership		24,200	-	24,200	17,000
Other income		764	-	764	6,331
Total		169,765	172,283	342,048	325,817
EXPENDITURE ON					
Charitable activities					
Bassetlaw Action Centre		4,447	2,328	6,775	108,895
Car Scheme		56,688	52,710	109,398	112,445
Car Scheme Plus		15,572	-	15,572	12,141
Minibus		7,946	-	7,946	8,813
Housing Choice		-	24,302	24,302	-
Home Support		53,672	2,885	56,557	51,963
Stroke Service		-	29,563	29,563	26,864
Staying Well		-	20,694	20,694	17,885
Self Help		-	11,904	11,904	27,809
Warm & Well		-	9,325	9,325	5,000
Social Prescribing/Befriending	19	-	24,182	24,201	14,333
North Notts Support Partnership		24,200	-	24,200	17,000
Total		162,544	177,893	340,437	403,148
NET INCOME/(EXPENDITURE)		7,221	(5,610)	1,611	(77,331)
Transfers between funds	9	(41,173)	41,173	-	-
Net movement in funds		(33,952)	35,563	1,611	(77,331)

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

STATEMENT OF FINANCIAL ACTIVITIES - CONTINUED (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted fund £	2019 Total funds £	2018 Total funds £
RECONCILIATION OF FUNDS					
Total funds brought forward		337,987	5,610	343,597	420,928
TOTAL FUNDS CARRIED FORWARD		<u>304,035</u>	<u>41,173</u>	<u>345,208</u>	<u>343,597</u>

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

BALANCE SHEET AT 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted fund £	2019 Total funds £	2018 Total funds £
FIXED ASSETS					
Tangible assets	6	1,050	41,173	42,223	57,493
CURRENT ASSETS					
Debtors	7	26,982	-	26,982	19,210
Cash at bank and in hand		279,392	150,000	429,392	270,214
		<u>306,374</u>	<u>150,000</u>	<u>456,374</u>	<u>289,424</u>
CREDITORS					
Amounts falling due within one year	8	(3,389)	(150,000)	(153,389)	(3,320)
NET CURRENT ASSETS		<u>302,985</u>	<u>-</u>	<u>302,985</u>	<u>286,104</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>304,035</u>	<u>41,173</u>	<u>345,208</u>	<u>343,597</u>
NET ASSETS		<u>304,035</u>	<u>41,173</u>	<u>345,208</u>	<u>343,597</u>
FUNDS	9				
Unrestricted funds				304,035	337,987
Restricted funds				41,173	5,610
TOTAL FUNDS				<u>345,208</u>	<u>343,597</u>

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

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

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of 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.

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

The financial statements were approved by the Board of Trustees on 19 August 2019 and were signed on its behalf by:


D Liggins -Trustee

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

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

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 2015)', 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.

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.

Short leasehold	- in accordance with the property
Motor vehicles	- 20% on cost
Computer equipment	- 33% 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 trustees report.

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.

2. DONATIONS AND LEGACIES

	2019 £	2018 £
Gifts	<u>1,107</u>	<u>1,589</u>

3. NET INCOME/(EXPENDITURE)

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

	2019 £	2018 £
Depreciation - owned assets	16,843	28,612
Surplus on disposal of fixed asset	<u>-</u>	<u>(6,000)</u>

BASSETLAW ACTION CENTRE

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

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

For the year ended 31 March 2019 expenses amounting to £208 were paid on behalf of a trustee, Mr David Liggins, in respect of his travel to and hotel accommodation relating to attendance at the Locality Conference held in Bristol. In 2018 there were no expenses paid.

5. STAFF COSTS

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

	2019	2018
	18	16
	<u> </u>	<u> </u>

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

6. TANGIBLE FIXED ASSETS

	Short leasehold £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 April 2018	91,869	107,934	102,151	301,954
Additions	-	-	1,573	1,573
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2019	91,869	107,934	103,724	303,527
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION				
At 1 April 2018	91,869	51,174	101,418	244,461
Charge for year	-	15,587	1,256	16,843
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2019	91,869	66,761	102,674	261,304
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE				
At 31 March 2019	-	41,173	1,050	42,223
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2018	-	56,760	733	57,493
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade debtors	18,050	7,985
Prepayments	8,932	11,225
	<u> </u>	<u> </u>
	26,982	19,210
	<u> </u>	<u> </u>

BASSETLAW ACTION CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	1,049	750
Deferred income	150,000	-
Accrued expenses	2,340	2,570
	<u>153,389</u>	<u>3,320</u>

9. MOVEMENT IN FUNDS

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
Non-Designated Funds	(56,034)	7,221	(41,173)	(89,986)
Designated Funds	394,021	-	-	394,021
	<u>337,987</u>	<u>7,221</u>	<u>(41,173)</u>	<u>304,035</u>
Restricted funds				
Restricted fund	5,610	(5,610)	41,173	41,173
	<u>343,597</u>	<u>1,611</u>	<u>-</u>	<u>345,208</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Non-Designated Funds	169,765	(162,544)	7,221
Restricted funds			
Restricted fund	172,283	(177,893)	(5,610)
	<u>342,048</u>	<u>(340,437)</u>	<u>1,611</u>

BASSETLAW ACTION CENTRE

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

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted Funds				
Non-Designated Funds	4,687	(123,586)	62,865	(56,034)
Designated Funds	347,766	46,255	-	394,021
	<u>352,453</u>	<u>(77,331)</u>	<u>62,865</u>	<u>337,987</u>
Restricted Funds				
Restricted fund	68,475	-	(62,865)	5,610
	<u>420,928</u>	<u>(77,331)</u>	<u>-</u>	<u>343,597</u>
TOTAL FUNDS				

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Non-Designated Funds	136,014	(259,600)	(123,586)
Designated Funds	46,255	-	46,255
	<u>182,269</u>	<u>(259,600)</u>	<u>(77,331)</u>
Restricted funds			
Restricted fund	143,548	(143,548)	-
	<u>325,817</u>	<u>(403,148)</u>	<u>(77,331)</u>
TOTAL FUNDS			

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

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
Non-Designated Funds	4,687	(116,365)	21,692	(89,986)
Designated Funds	347,766	46,255	-	394,021
	<u>68,475</u>	<u>(5,610)</u>	<u>(21,692)</u>	<u>41,173</u>
Restricted funds				
Restricted fund	68,475	(5,610)	(21,692)	41,173
	<u>420,928</u>	<u>(75,720)</u>	<u>-</u>	<u>345,208</u>
TOTAL FUNDS				

BASSETLAW ACTION CENTRE

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

9. MOVEMENT IN FUNDS - continued

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 £
Unrestricted funds			
Non-Designated Funds	305,779	(422,144)	(116,365)
Designated Funds	46,255	-	46,255
	<hr/>	<hr/>	<hr/>
	352,034	(422,144)	(70,110)
 Restricted funds			
Restricted fund	<hr/> 315,831	<hr/> (321,441)	<hr/> (5,610)
 TOTAL FUNDS	<hr/> <hr/> 667,865	<hr/> <hr/> (743,585)	<hr/> <hr/> (75,720)

10. OTHER FINANCIAL COMMITMENTS

The charity has future lease commitments relating to a lease on the property to which it trades from, which will be paid within three years, totalling £25,333 (2018: £41,333).

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

BASSETLAW ACTION CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1,107	1,589
Charitable activities		
Charitable activities income	143,694	134,093
Grant aid	196,483	74,246
Contracts	-	92,558
Service level agreements	-	17,000
	<hr/> 340,177	<hr/> 317,897
Other income		
Gain on sale of tangible fixed assets	-	6,000
Bank interest received	764	331
	<hr/> 764	<hr/> 6,331
Total incoming resources	<hr/> 342,048	<hr/> 325,817
EXPENDITURE		
Charitable activities		
Wages	189,411	206,216
Social security	8,276	10,021
Pensions	12,080	14,500
Premises costs	20,366	21,071
Insurance	1,769	1,700
Light and heat	2,321	2,259
Telephone	4,675	7,264
Printing, postage & stationery	6,235	7,957
Advertising	1,559	78
Sundries	9,973	8,083
Refreshments	1,948	2,009
Motor and travel costs	16,993	17,421
Driver costs	32,975	51,492
Short leasehold depreciation	-	7,064
Motor vehicles depreciation	15,587	19,587
Computer equipment depr	1,256	1,961
	<hr/> 325,424	<hr/> 378,683
Support costs		
Finance		
Bank charges	2,343	1,928
Information technology		
Repairs and renewals	8,542	8,465
Governance costs		
Accountancy fees	2,376	2,780
Consultancy fees	-	8,715
Accounting software fees	1,488	1,470
Carried forward	3,864	12,965

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BASSETLAW ACTION CENTRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019**

	2019 £	2018 £
Governance costs		
Brought forward	3,864	12,965
Legal fees	264	1,107
	<hr/> 4,128	<hr/> 14,072
Total resources expended	340,437	403,148
	<hr/>	<hr/>
Net income/(expenditure)	<u><u>1,611</u></u>	<u><u>(77,331)</u></u>

This page does not form part of the statutory financial statements