

Charity number 1148943
Company number 8028602

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 March 2020
FOR
BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

CONTENTS OF THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2020

	Page
Report of the Trustees	3 to 12
Independent Examiner's Report	13
Statement of Financial Activities	14
Balance Sheet	15
Notes to the Financial Statements	16 to 22

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

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 2020. 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 2019).

Legal and Administrative Information

Trustees	Stella Calkin [Chair] Paul Nagle [Vice Chair] Stacey Clancy [Ex-Officio] Gillian Blake Richard Gregory Phillip Lennon Marion Wilson Angie Cahill [resigned on 1 st October 2019] Don Sydney [resigned on 21 st November 2019]
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The ex-officio position does not have voting rights and is not elected to the trustee board.

The trustees are appointed at the Annual General Meeting or co-opted during the year.

Charity number 1148943

Company number 8028602

Registered office The George Hurd Centre
1st Floor, Audley Way
Basildon
Essex
SS14 2FL

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

We have great pleasure in presenting this annual report on the work of Basildon, Billericay and Wickford CVS, together with the financial statements of the charity for the year ended 31 March 2020.

Basildon Billericay and Wickford Council for Voluntary Service was originally formed in June 1989 and is governed by its constitution. We are a registered charity (1148943) and a company limited by guarantee (8028602) and are governed by the trustees who are nominated and elected by our members. BBW CVS is the working name for the charity. Membership of BBW CVS comprises charities, voluntary organisations, CICs and statutory authorities operating in the area.

The main activities undertaken to further the charity's purposes were for the public benefit and that the trustees have had regard to the Charity Commission's guidance on public benefit.

Objectives and Activities

As Trustees, our role is to exercise independent control and legal responsibility for the charity's management and administration. One of the pivotal changes we have made to our operation over the past year has been the appointment of a new Chief Officer (Simon Johnson) who has been crucial in revitalising the organisation and putting forward new initiatives and ideas which are gradually transforming and improving the way we work, whilst realigning our charitable purposes.

The objects of BBW CVS, as set out in its constitution, are:

- a) to promote any charitable purposes for the benefit of the community in the local government district of Basildon and Thames Gateway/South Essex area (herein after called "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;
- b) to promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in BBW CVS representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that, in carrying out these charitable purposes, the BBW CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The charity is administered and managed in accordance with its constitution by the trustees. Day to day management of the charity is delegated to the Chief Officer.

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

In furtherance of the above purposes, but not otherwise, the BBW CVS shall have power:

a) to raise funds and to invite and receive contributions provided that in raising funds the trustee board shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;

b) to buy, take on lease, or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

c) subject to a consent required by law, to sell, lease or dispose of all or any part of the property of the BBW CVS;

d) subject to consents required by law, to borrow money and to charge all or any part of the property of the BBW CVS with repayment of the money so borrowed;

e) to employ such staff (who shall not be members of the trustee board) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependents);

f) to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

g) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

h) to appoint and constitute such advisory committees as the trustee board may think fit;

i) to do all such other lawful things as are necessary for the achievement of the objects.

Achievements and Performance

Throughout this financial year, we continued to provide support across the not-for-profit sector within the Basildon Borough. We worked with both Basildon Borough Council and Essex County Council who both continued to provide us with basic core funding. These organisations commissioned us to deliver a variety of support for the public and our not-for-profit sector. This encouraged us to achieve the training of 91 people from 40 organisations in Mental Health First Aid. We also trained other organisation's staff about Mental Health Depression screening which upskilled 72

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

people from 20 organisations. We made further contributions towards supporting our borough's health which included supporting Ace Lifestyle and our volunteers helped 188 people who are obese. Befriending was an area that was identified for growth within our county and we supported 13 groups to provide one-to-one befriending. We enhanced this activity further by hosting a focused networking forum.

Social Isolation has also been recognised as a local priority and we supported our local Mayor to develop a community group focused on this issue. The newly-formed group is called 'More in Common Basildon Borough' and is a part of the Jo Cox foundation. In addition to this, we directly supported 109 over-65-year-olds to be more digitally competent. We also administer a Winter Warmth Fund to support our most vulnerable; we agreed six projects with total funding of £2,370.

In addition to our commissioned targets, we encouraged and supported £287k for two of our hosted projects. This included the delivery of the award-winning Emergency Night Shelter and the Heart of Pitsea, which secured funding to develop a playground. We also supported the Fun Walk Trust which distributes sponsorships and match-funding across our sector of not-for-profit organisations. We recognise that we encouraged further investment into our borough through support and advice but this is challenging to quantify as we are aware that our member newsletters were circulated to a broader audience from that which we receive feedback.

Below is a brief update for each of our main projects achievement that we host and support:

Basildon Emergency Night Shelter

This project is led by a selection of local churches and attracts over 150 volunteers. The shelter operates between October and March. This year it provided 1,418 'bed nights' for 88 guests. The project was delivered differently this year as the night staff were employed to provide a consistent service. All of the workers had previous, valuable experience with last year's shelter, which provided the homeless guests with much-needed comfort and support.

Fun Walk Trust

This organisation is keen to grow and felt that BBW CVS could improve this opportunity for local organisations by supporting the delivery and financial management of the project, as the administrative requirements has grown year on year. We helped support the event by developing a robust system to manage its finances which has contributed to 70 organisations being able to provide 900 sponsored walkers to participate in the event. This project raised £105k in 2019 for

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

our local good causes which helped support their core operations as the finance was unrestricted, allowing the beneficiary organisations to invest in their infrastructure, which can generally be quite challenging with other funding streams.

Heart of Pitsea

For the seventh year running, we have continued to support Heart of Pitsea as their local trusted organisation (LTO) by managing their money, their staff and serving as a link between them and Big Local, who are in charge of the programme. They have continued to develop and fund community projects which benefit all residents of the Pitsea area. This work included health-related projects such as Emergency First Aid Training for Basildon Academy students and basic first aid for primary pupils in a hugely successful programme called Mini Medics. They also presented a series of well-attended Health Markets at the local doctors' surgery. Community Counselling continued to be facilitated by The Listening Post and the Hearing Help Essex also worked in the area providing a walk-in service for those hard of hearing to have their hearing aids cleaned and overhauled.

April saw the official launch of their Legacy Park which saw them hosting a series of community events which attracted hundreds of people to the new park. Phase 2 of the project, which includes the establishment of wetlands and nature trails, is set to be completed by 2021. Their hardworking youth forum (Youth YOUUnique Generation) received accolades for all the important work they have been doing, which has included Poo Patrol (poster designs for the Pitsea parks), Experiences & Extras (a partnership project with the Basildon Academies) and the Youth Market Challenge project which saw young entrepreneurs competing in a business competition. Heart of Pitsea continued to deliver social events for the community which have included the weekly social club Community Connect, Triffik 12 (summer activities for young people), Little Monsters and Youth YOUUnity (regular youth clubs), Incredible Edible (their well-established fresh food gardening project), an assortment of quizzes and the festive Pitsea Community Christmas event in partnership with local groups, businesses and organisations.

Essex Local Delivery Pilot

The Essex Local Delivery Pilot (LDP) is a new and exciting initiative, led by Active Essex, to build healthier, more active communities across Essex. An active lifestyle creates huge benefits for the health and wellbeing of individuals and families, as well as making local communities more vibrant, connected, and resilient. Essex is one of 12 pilots chosen by Sport England to test innovative approaches that could unlock something ground-breaking for the whole country and find solutions that increases

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

activity levels that are genuinely replicable and sustainable. This is a bold new approach for Sport England, investing over £100 million in a once-in-a-generation national pilot to tackle population levels of physical inactivity. The pilots will run initially until 2025. Our Essex pilot covers three areas: Colchester, Tendring and Basildon. There is an allocation of £9 million dedicated to these areas and the funding is likely to be split evenly between each area. BBW CVS are deeply involved within the leadership team and support the pilot by encouraging contributions from the voluntary and community sector.

The scheme this year supported BBW CVS in installing a video suite to encourage video funding applications. This suite is still in development and will be fully functional during 2020-21. It will include video conference facilities to encourage learning from further afield which will help to gain better knowledge and insight from communities across the country and possibly the world.

Volunteer Network

BBW CVS hosts the Volunteer Centre whereby we act as a broker between organisations/groups recruiting volunteers and individuals looking for volunteer opportunities. As well as supporting others with volunteer recruitment and management we recruit our own volunteers who support with the delivery of both the Volunteer Centre and CVS more widely. In 2019/20 we had approximately 9 volunteers supporting us with service delivery which included volunteers delivering weekly Weight Management sessions to the public over two sites, administration and outreach support for our Volunteer Centre, South Essex Active Travel and Time Bank projects as well as general office administration and research support. Volunteers are recruited and managed by our Volunteer Coordinator. The input we receive from our volunteers is invaluable and enables us to provide a wider scope and enhanced level of services.

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

The Future

BBW CVS has gone through many changes over the last few months with the arrival of our new Chief Officer. This has allowed us to review and refresh our services ready for the new financial year. We have recently conducted strategic planning days to help us address the financial deficits over the past few years. We feel positively that we can re-establish a strong role within our sector and build upon our strengths whilst developing new opportunities. We recognise that technology is changing and we recognise the importance of leading our sector by embracing new ways of working to be more productive, efficient and impactful. Historically, we have not developed a sustainable model or built upon the methods we use to generate income. We hope to diversify our funding streams and negotiate fresh service level agreements with our local and county councils. We recognise these changes will take time but we will continue to develop and navigate through our pre-existing commitments.

In the meantime, we are grateful to continue receiving support for core CVS services from Essex County Council and Basildon Borough Council. Our thanks are also due to our other investors who included the Essex Community Foundation, Local Trust, Active Essex and Essex Local Delivery Pilot.

Thanks are due to our staff, volunteers and members for all their efforts throughout the year in making a thriving and effective community sector in the area covered by Basildon Borough.

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

Structure, Governance and Management

Risk Management

The management of risk is reviewed by the Chief Officer, staff team and by the trustee board on a periodic basis but no less than half yearly. The trustees examine the major risks which the charity faces in relation to its governance and management, its internal operations and its business; financial risks, compliance risks and environmental and external risks.

Further, the trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss.

They include:

- a strategic plan and an annual budget approved by the trustees.
- regular consideration by the trustees of financial results, variance from budgets and performance against the non-financial annual plan.
- delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission. Separate provision is made regarding health and safety which is the subject of periodic review. The review is conducted using the combined risk assessment and policy template published by the Health and Safety Executive.

Pay Policy

Remuneration policy for senior staff remains unchanged. In considering remuneration, the charity's purposes, values and achievements, as well as its income and activities, will influence how its policy is developed and put into practice. In particular, the trustees aim is that the charity's pay policy should be to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver the charity's aims.

In deciding top levels of pay and rewards, trustees consider:

- the purposes, aims and values of the charity, and its beneficiaries' needs
- how this affects pay policy for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experiences and competencies that the charity needs from its senior staff and the scope of their roles

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

- the charity's current business plan and how implementing it may affect the number of senior staff the charity needs to employ or recruit, and the nature of these roles
- the charity's ability to pay, perceived by employees, donors and beneficiaries ~ whether it's affordable, including in the longer term (perhaps based on a risk assessment of future income and expenditure)
- the appropriateness of the pay in the context of the charity

The trustees confirm that no member of staff receives remuneration above £60,000.

Reserves Policy

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, whilst enabling on-going development through project funding from large funders like the Big Lottery and charitable trusts.

As a board the trustees are committed to:

- keeping the reserves policy under review to ensure it meets a charity's changing needs and circumstances.
- that the level of reserves is monitored throughout the year.

Our aim is to ensure that we can give confidence to stakeholders that the charity's finances are being managed and can also provide an indicator of future funding needs. In the development of this policy, the board is mindful of risks identified in the services risk assessment and action plan. It is recommended that the reserves are set at the equivalent of 18 months core costs. This will enable provision to be made for the risk of unforeseen emergency or other unexpected need for funds; providing cover for unforeseen day-to-day operational costs; changes or a reduction in a source of income, e.g. a grant, not being renewed enabling funds needed to give the trustees time to take action if income falls below expectations and to make provision for redundancy costs. The free reserves at the year-end amounted to £126,212, which equates to 14 months running costs.

Grant Making Policy

BBW CVS receive donations and grants from a wide variety of sources with the intention to support other organisations within the non-profit sector. Our charity, in considering its public benefit obligations, has a policy of making grants to a wide variety of charities and institutions to assist the purpose of the finance that has been provided, which is generally to support a charitable purpose. A selected panel approve or refuse the applications based on their assessment of the merits of each request and whether the purpose of the application is within the objectives of the funder. Our charity makes grants only to registered charitable organisations, or to

BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2020

non-profit organisations within Basildon, Billericay & Wickford. We complete financial control checks and the legitimacy of the receiving organisation to ensure that the funds provided are safe and utilised for the appropriate purpose. The organisations that receive funding in this form are obliged to provide monitoring and feedback.

Financial Review of Activities

Total income for the year was £332k, with total expenditure of £298k It needs to be taken into account that a considerable proportion of these transactions relate to specific projects (Heart of Pitsea Big Local, The Fun Walk Trust and the Homeless Working Group) for whom we are custodial trustees.

The total surplus for the year was £34k, representing a surplus on these projects of £37k and a deficit on the core BBW CVS activities of £3k. Hence, the free reserves reduced to £126k.

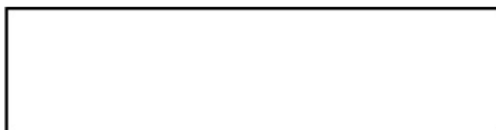
Details of the changes in the components of the income and expenditure, balance sheet and cash flow are contained in the full set of Financial Statements for the year.

Impact of COVID-19

The trustees have considered the financial impact of the Coronavirus pandemic and are satisfied that, while it has necessitated changes to the way the organisation operates, there is no significant adverse impact on the organisation's position as a going concern.

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

ON BEHALF OF THE BOARD:



Stella Calkin - Chair of Trustees

Independent Examiner's Report to the Trustees of Basildon, Billericay and Wickford Council Voluntary Service

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020 which are set out on pages 14 to 25.

Responsibilities and basis of report

As the charity 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 company'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 the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the 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 that in any material respect:

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.



Lorna Overstall FCA
Institute of Chartered Accountants in England and Wales
Wilson Sandford Limited
85 Church Road
Hove
BN3 2BB

15 December 2020

Basildon, Billericay Wickford Council for Voluntary Service

Statement of Financial Activities
incorporating an Income and Expenditure Account
for the Year Ended 31 March 2020

	Notes	Unrestricted Fund £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Income from					
Donations & Legacies	3	-	4,120	4,120	11,939
Charitable Activities	4	64,879	260,025	324,904	449,841
Other Trading Activities	5	1,847	600	2,447	1,314
Investment Income	6	442	-	442	308
Total Income		67,168	264,745	331,913	463,402
Expenditure on					
Charitable Activities	7	56,266	242,042	298,308	398,415
Total Expenditure		56,266	242,042	298,308	398,415
Net Income		10,902	22,703	33,605	64,987
Transfers Between Funds	15	(14,531)	14,531	-	-
Net Movement in Funds		(3,629)	37,234	33,605	64,987
Reconciliation of Funds					
Total Funds Brought Forward		129,839	144,012	273,851	208,864
Total Funds Carried Forward		126,210	181,246	307,456	273,851

Basildon, Billericay Wickford Council for Voluntary Service

Balance Sheet

at 31 March 2020

	Notes	Unrestricted Fund £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Current Assets					
Debtors	13	3,554	600	4,154	1,043
Cash at bank		130,538	183,521	314,059	280,928
		<u>134,092</u>	<u>184,121</u>	<u>318,213</u>	<u>281,971</u>
Creditors					
Amounts falling due within one year	14	7,882	2,875	10,757	8,120
		<u>126,210</u>	<u>181,246</u>	<u>307,456</u>	<u>273,851</u>
Net Current Assets					
		<u>126,210</u>	<u>181,246</u>	<u>307,456</u>	<u>273,851</u>
Total Assets less Current Liabilities		<u>126,210</u>	<u>181,246</u>	<u>307,456</u>	<u>273,851</u>
Net Assets		<u>126,210</u>	<u>181,246</u>	<u>307,456</u>	<u>273,851</u>
Funds					
Unrestricted funds				126,210	129,841
Restricted funds				181,246	144,010
				<u>307,456</u>	<u>273,851</u>

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

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

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with 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.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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



.....
Stella Calkin - Trustee

Basildon, Billericay Wickford Council for Voluntary Service

Notes to the Financial Statements **for the Year Ended 31 March 2020**

1. Statutory Information

Basildon, Billericay & Wickford Council for Voluntary Service is a private company limited by guarantee. The charity's registered company number, registered charity number, registered office and the nature of its activities can be found in the Trustees Report.

The presentation currency of the financial statements is Pounds Sterling (£)

2. 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.

Critical accounting judgements and key sources of estimation uncertainty

No critical accounting judgements have been made in the process of applying the accounting policies below.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Going concern

The trustees consider that no material uncertainties exist about Basildon, Billericay & Wickford Council for Voluntary Service's ability to continue as a going concern.

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.

Donations

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated Services

The contribution of unpaid general volunteers cannot be measured reliably. Therefore, the contribution of general volunteers is not included as income in the financial statements.

2. Accounting policies - continued

Volunteers

CVS volunteers play an important and useful role in supporting the work that the CVS does across a wide range of activities. These include providing administrative support, updating records, contact with other volunteers, e-bulletins, weigh-in services and project-specific work.

Trading activities

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Charitable Activities

The charity receives grants in respect of agreed projects. Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

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 costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Taxation

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

Basildon, Billericay Wickford Council for Voluntary Service

Notes to the Financial Statements
for the Year Ended 31 March 2020

2. Accounting policies - continued

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. The cost of raising and administering such funds are charged against the specific fund.

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

Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

3. Donations & Legacies

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Homeless Working group donations	-	4,120	4,120	11,939

4. Income from Charitable Activities

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Basildon Borough Council	21,299	48,000	69,299	66,000
Essex County Council	42,260	17,213	59,473	48,973
Big Local trust	-	146,843	146,843	315,968
The Fun Walk Trust	-	37,889	37,889	-
Community 360 Timebanking	-	6,480	6,480	10,300
SAVS	-	3,600	3,600	3,600
More In Common	1,320	-	1,320	-
Other Funders	-	-	-	5,000
Grants and Contracts	64,879	260,025	324,904	449,841

The grants from Basildon Borough Council and Essex County Council, detailed above, are Government grants.

Basildon, Billericay Wickford Council for Voluntary Service

Notes to the Financial Statements
for the Year Ended 31 March 2020

5. Other Trading Activities

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Income Generation	1,847	600	3,435	1,314

6. Investment Income

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Bank interest receivable	442	-	442	308

7. Charitable Activities Costs

	Staff Costs	Other Direct Costs	Share of Support Costs	Share of Governance Costs	2020	2019
	£	£	£	£	£	£
Funding & Support	37,876	493	1,880	192	40,441	44,887
Volunteer Network	19,627	904	1,006	102	21,639	22,020
Heart of Pitsea	52,138	66,382	5,806	591	124,917	256,223
Homeless Working Group	35,571	15,165	2,486	253	53,475	35,885
The Fun Walk	-	38,000	1,862	189	40,051	25
Timebanking	5,678	429	299	30	6,436	8,065
Homeless Lockers	-	5,000	245	25	5,270	-
Winter Warmth	-	2,791	137	14	2,942	8,519
Active Travel	-	357	17	2	376	-
Other Projects	-	2,620	128	13	2,761	22,790
	150,890	132,141	13,866	1,411	298,308	398,415

Support & governance costs have been allocated to Charitable activities based on the level of direct programme

8. Support Costs

	Support Costs	Governance Costs	2020	2019
			£	£
Staff Costs	17,143	-	17,143	16,976
Expenses, training & recruitment	2,885	168	3,053	3,982
IT, Software, Communications	7,243	-	7,243	5,659
Office costs	2,868	743	3,611	3,119
Professional fees	-	500	500	480
Insurance	1,013	-	1,013	1,105
Bank Charges	64	-	64	60
Management Contributions	(17,350)	-	(17,350)	(16,396)
	13,866	1,411	15,277	14,985

Prior year costs have been restated to provide a like for like comparison.

Basildon, Billericay Wickford Council for Voluntary Service

Notes to the Financial Statements
for the Year Ended 31 March 2020

9. Grants Payable

	2020	2019
	£	£
Charitable Donations	<u>36,830</u>	<u>2,200</u>

In fulfilling the charitable objectives of the charity some grants and donations were made as follows:

Winter Warmth Fund	2,370	2,200
Fun Walk	<u>34,460</u>	-
	<u>36,830</u>	<u>2,200</u>

Donations to institutions over £400 were as follows

Lance Corporal Nicky Mason Memorial Fund	2,948
Changing Pathways	2,500
Phoenix FM	1,963
Friends of South Green Schools	1,843
Langdon United YFC	1,330
Remus Memorial Horse Sanctuary	1,329
Tilbury U13s FC	1,268
Quilters School	1,250
Quilters Junior School	1,125
Basildon Borough Twinning Association	891
Rotary Club of Billericay	820
SNAP	788
Billericay & Wickford Explorer Scout Unit	632
BOSP - Brighter Opportunities for Special People	573
Fish4Life Angling Academy	558
Brentwood Catholic Children's Society	530
Christ Church Billericay PCC	502
Winter Warmth Grant	500
Laingdon Hills Estate Residents Association	500
The Diamond Club	500
Billericay Street Pastros	480
GOSH	478
Sarah Kitchener Perrow Fund	465
Pitsea Activity Centre	460
The listening Post CIC	438
Hearing Help Essex	435
Lighthouse Family Trust	425
Grapevine Essex	406
Gateway Community Media CIC	<u>400</u>
	<u>26,337</u>

Basildon, Billericay Wickford Council for Voluntary Service

Notes to the Financial Statements
for the Year Ended 31 March 2020

10. Independent examiner's remuneration

	2020	2019
	£	£
Independent examiners fee	<u>500</u>	<u>450</u>

11. Trustees' remuneration and benefits

Trustees' expenses of £556 were reimbursed to 2 trustees during the year ended 31 March 2019 (£127 in 2018).

One of the trustees, Paul Nagle, is employed as a Youth Worker as part of the Big Local Heart of Pitsea project. He received remuneration of £2,948 in the year for acting in the capacity of youth worker (£818 in 2018).

No other trustees received remuneration

12. Staff costs

	2020	2019
	£	£
Salaries	158,558	154,385
Social security costs	6,785	10,210
Pension costs	<u>2,690</u>	<u>3,357</u>
	<u>168,033</u>	<u>167,952</u>

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

	2020	2019
Charitable Activities	15	8
Support and governance	<u>1</u>	<u>2</u>
	<u>16</u>	<u>10</u>

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

During the year, key management personnel remuneration was £38,830 (2019 £39,002)

13. Debtors: amounts falling due within one year

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Other Debtors	2,619	600	3,219	49
Prepayments	<u>935</u>	<u>-</u>	<u>935</u>	<u>994</u>
	<u>3,554</u>	<u>600</u>	<u>4,154</u>	<u>1,043</u>

14. Creditors: amounts falling due within one year

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Trade Creditors	829	2,875	3,704	2,557
Social security and other taxes	4,611	-	4,611	3,170
Accruals	<u>2,442</u>	<u>-</u>	<u>2,442</u>	<u>2,393</u>
	<u>7,882</u>	<u>2,875</u>	<u>10,757</u>	<u>8,120</u>

Basildon, Billericay Wickford Council for Voluntary Service

Notes to the Financial Statements
for the Year Ended 31 March 2020

15. Movements in funds

	Opening balance	Income	Expenses	Transfers	Closing balance
	£	£	£	£	£
Heart of Pitsea	91,377	147,443	(118,520)	-	120,300
Homeless Working Group	29,325	52,120	(50,736)	1,050	31,759
The Fun Walk Trust	(24)	37,889	(38,000)	-	(135)
Winter Warmth	3,895	11,213	(2,791)	(1,050)	11,267
Timebanking	6,697	6,480	(6,107)	-	7,070
Volunteer Network	-	6,000	(20,531)	14,531	-
Active Travel	-	3,600	(357)	-	3,243
Homeless Lockers	5,000	-	(5,000)	-	-
Social Prescribing	7,742	-	-	-	7,742
Unrestricted	129,839	67,168	(56,266)	(14,531)	126,210
	<u>273,851</u>	<u>331,913</u>	<u>(298,308)</u>	<u>-</u>	<u>307,456</u>

Fund descriptions

Heart of Pitsea - community programme in Pitsea, funded by the Big Local funded

Homeless Working Group - Basildon Emergency Night Shelter (BENS), funded by Basildon Council and various individual and organisation donors

The Fun Walk - annual fundraising walk for the local voluntary and community sector, funded by corporate donors via the The Fun Walk trust

Winter Warmth - programme to deliver small community grants and provision of community warmth packs

Timebanking - to facilitate the exchange of hours amongst individuals in the community

Volunteer Network - to support and develop the volunteering sector in the borough

Active travel - an initiative to encourage people to think differently about how they travel around Essex

Homeless Lockers - providing locker facilities for the use of the homeless

Social Prescribing - engage with members of the public via doctor's surgery referrals and other routes, to encourage volunteering as an alternative method of personal development and improved wellbeing.

Unrestricted - Free funds of the charity, predominantly utilised in delivering Funding & Support to the sector

16. Related party disclosures

There were no related party transactions during the year