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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**  
**(Mid Sussex Voluntary Action CIO with effect from 1 April 2018)**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2018

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#### **Trustees**

David Wellbelove, Chair  
Margaret Collins, Vice Chair  
Anthony Aston, Trustee  
James Baldwin, Trustee  
Irene Balls, Trustee  
Philip Chadwell, Trustee  
Linda Dove, Treasurer and Trustee  
Owen Hydes, Trustee  
Paula Nicholson, Trustee  
David Phillips, Trustee (resigned 30 June 2017)  
Alan Reuter, Trustee  
John Williams (appointed 1 October 2017)

#### **Charity registered number**

1158780

#### **Principal office**

Delmon House  
36-38 Church Road  
Burgess Hill  
West Sussex  
RH15 9AE

#### **Accountants**

Brian Cook Associates  
Chartered Accountants  
Marine House  
151 Western Road  
Haywards Heath  
West Sussex  
RH16 3LH

#### **Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

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## **HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018**

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The Trustees present their annual report together with the financial statements of the charity Horsham and Mid Sussex Voluntary Action CIO for 1 April 2017 to 31 March 2018.

The name of the charity was changed to Mid Sussex Voluntary Action CIO on 1 April 2018 as the charity ceased to operate in the Horsham area from that date.

#### **Objectives and Activities**

##### **a. POLICIES AND OBJECTIVES**

The principal object of the charity is to promote any charitable purposes for the benefit of the community in the local government districts of Mid Sussex and Horsham and their environs (hereinafter called "area of benefit") and in particular by:

- a. Providing support services to voluntary organisations
- b. Fostering partnership working to bring together the representatives of the voluntary organisations and statutory authorities with the area of benefit.

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

#### **Achievements and performance**

##### **a. REVIEW OF ACTIVITIES**

HAMSVA worked across the whole of Mid Sussex and Horsham districts supporting local voluntary and community organisations, providing a "one-stop shop" for help and information on a range of legal, financial and regulatory requirements governing charities.

HAMSVA support included:

Practical one-to-one help for voluntary groups to help them become sustainable and meet the needs of their clients.

Volunteer services bringing together volunteers and local organisations. Networking events and affordable training for trustees and volunteers. Bringing together voluntary groups, public bodies and local businesses.

Acting as the voice of the voluntary sector at strategic forums.

Helping to identify need and helping to address gaps in services.

##### **b. INVESTMENT POLICY AND PERFORMANCE**

It is the policy of the charity to maintain "Development and Free Reserves" for both restricted and unrestricted funds in cash. In order to earn as much interest as possible for the charity the majority of funds will be held in deposit accounts. Funds will be transferred to the working account as required. The Trustees board will review competitor rates and services from time to time to ensure the charity achieves the best service and remuneration possible.

#### **Financial review**

##### **a. GOING CONCERN**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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#### **b. RESERVES POLICY**

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at a level of between 3 to 6 months of the resources expended. At this level the Trustees feel that in the event of a significant drop in funding, they would be able to continue the current activities of the charity for a limited period and discharge all financial and contractual liabilities. It would obviously be necessary to consider how funding would be replaced and/or activities changed.

#### **c. PRINCIPAL FUNDING**

West Sussex County Council (WSSC), Mid Sussex District Council (MSDC) and Horsham District Council (HDC) were the principal funders of the core operation of the charity in terms of cash grants. East Grinstead Town Council (EGTC) provided meeting facilities at £nil cost.

#### **Structure, governance and management**

##### **a. CONSTITUTION**

The charity is a Charitable Incorporated Organisation governed by the Constitution dated 6 October 2014.

##### **b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution. The Board of Trustees can have up to 12 members and sub-committees are convened as required.

##### **c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

New Trustees undergo an induction session with MSVA to brief them on their obligations under charity law, the content of the constitution, the committee and decision-making processes, the business plan, budget and recent performance of the charity and the policies of the charity. During the induction session they meet key employees and other Trustees. Trustees are encouraged to attend appropriate training, information sessions and MSVA events to facilitate the undertaking of their role.

##### **d. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board of Trustees delegates the running of the day-to-day operations of the charity to the manager and the staff team. To facilitate effective operations, the manager delegates authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment, and performance related activities.

##### **e. RISK MANAGEMENT**

The Trustees have assessed the major risks to which the charity is exposed and in particular those related to the operations and finances of the charity. The Trustees are satisfied that systems and procedures are in place to mitigate exposure to any major known risks.

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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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#### Plans for future periods

##### a. FUTURE DEVELOPMENTS

It is clear that the current economic climate will continue for a number of years to come, however, MSVA (formerly HAMSVa) received grants of £74,397 for the Mid Sussex area from MSDC in 2017/18 and has a three year Service Level Agreement (SLA) with MSDC until 31 March 2019. MSDC has also committed funding received from WSCC for infrastructure support to MSVA. MSVA therefore expects to receive £74,397 for the year 2018/19 from MSDC. This includes funding "passported" from WSCC.

MSVA also received grants of £53,218 for the Horsham area from HDC in 2017/18. This includes funding "passported" from WSCC. HDC funding will cease from 01 April 2018.

MSDC funding is to enable MSVA to provide the following support to the local voluntary and community sector in Mid Sussex Districts:

- a. Collect information and share knowledge of the voluntary sector
- b. Communication and statutory sector liaison and representation
- c. Advice and enablement
- d. Training
- e. Financial advice, information and support
- f. Volunteering support services

MSVA will continue to work with other voluntary groups and with statutory partners, so making the most effective and efficient use of the funding it receives to support the local voluntary and community sector.

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## **HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018**

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#### **TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 10 August 2018 and signed on their behalf by:

**David Wellbelove, Chair**

**Linda Dove, Treasurer and Trustee**

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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2018.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can 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 charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Dated: 21 August 2018

Brian T Cook FCA

BRIAN COOK ASSOCIATES  
Chartered Accountants  
Marine House  
151 Western Road  
Haywards Heath  
West Sussex RH16 3LH



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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

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|  | Note | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ | Total<br>funds<br>2017<br>£ |
|--|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>INCOME FROM:</b>  |      |                                    |                                  |                             |                             |
| Donations and legacies   | 2    | 127,859                            | 12,955                           | 140,814                     | 150,463                     |
| Other trading activities   | 3    | 6,105                              | -                                | 6,105                       | 5,877                       |
| Investments  | 4    | 552                                | -                                | 552                         | 874                         |
| Other income   | 5    | 198                                | -                                | 198                         | 467                         |
| <b>TOTAL INCOME</b>  |      | <b>134,714</b>                     | <b>12,955</b>                    | <b>147,669</b>              | <b>157,681</b>              |
| <b>EXPENDITURE ON:</b>   |      |                                    |                                  |                             |                             |
| Charitable activities  |      | 136,654                            | 10,220                           | 146,874                     | 167,515                     |
| <b>TOTAL EXPENDITURE</b>   | 7    | <b>136,654</b>                     | <b>10,220</b>                    | <b>146,874</b>              | <b>167,515</b>              |
| <b>NET INCOME / (EXPENDITURE) BEFORE<br/>OTHER RECOGNISED GAINS AND LOSSES</b> |      |                                    |                                  |                             |                             |
| Transfers between Funds  | 14   | (1,940)<br>130                     | 2,735<br>(130)                   | 795<br>-                    | (9,834)<br>-                |
| <b>NET INCOME / (EXPENDITURE) BEFORE<br/>OTHER RECOGNISED GAINS AND LOSSES</b> |      | <b>(1,810)</b>                     | <b>2,605</b>                     | <b>795</b>                  | <b>(9,834)</b>              |
| <b>NET MOVEMENT IN FUNDS</b>   |      | <b>(1,810)</b>                     | <b>2,605</b>                     | <b>795</b>                  | <b>(9,834)</b>              |
| <b>RECONCILIATION OF FUNDS:</b>  |      |                                    |                                  |                             |                             |
| Total funds brought forward  |      | 115,413                            | 4,880                            | 120,293                     | 130,127                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b>   |      | <b>113,603</b>                     | <b>7,485</b>                     | <b>121,088</b>              | <b>120,293</b>              |

The notes on pages 9 to 23 form part of these financial statements.

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**BALANCE SHEET  
AS AT 31 MARCH 2018**

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|   | <b>Note</b> | <b>£</b>       | <b>2018<br/>£</b> | <b>£</b> | <b>2017<br/>£</b> |
|---|-------------|----------------|-------------------|----------|-------------------|
| <b>FIXED ASSETS</b>                                   |             |                |                   |          |                   |
| Tangible assets                                       | 11          |                | <b>100</b>        |          | 2,332             |
| <b>CURRENT ASSETS</b>                                 |             |                |                   |          |                   |
| Debtors   | 12          | <b>11,383</b>  |                   | 5,250    |                   |
| Cash at bank and in hand                              |             | <b>111,859</b> |                   | 116,732  |                   |
|   |             | <b>123,242</b> |                   | 121,982  |                   |
| <b>CREDITORS:</b> amounts falling due within one year | 13          | <b>(2,254)</b> |                   | (4,021)  |                   |
| <b>NET CURRENT ASSETS</b>                             |             |                | <b>120,988</b>    |          | 117,961           |
| <b>NET ASSETS</b>                                     |             |                | <b>121,088</b>    |          | 120,293           |
| <b>CHARITY FUNDS</b>                                  |             |                |                   |          |                   |
| Restricted funds                                      | 14          |                | <b>7,485</b>      |          | 4,880             |
| Unrestricted funds                                    | 14          |                | <b>113,603</b>    |          | 115,413           |
| <b>TOTAL FUNDS</b>                                    |             |                | <b>121,088</b>    |          | 120,293           |

The financial statements were approved by the Trustees on 10 August 2018 and signed on their behalf, by:

**David Wellbelove, Chair**

**Linda Dove, Treasurer and Trustee**

The notes on pages 9 to 23 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Horsham and Mid Sussex Voluntary Action CIO constitutes a public benefit entity as defined by FRS 102.

**1.2 Income**

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**1. ACCOUNTING POLICIES (continued)**

**1.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities are costs incurred on the charity's activities and include support costs and costs relating to the governance of the charity.

**1.4 Tangible fixed assets and depreciation**

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

|                    |   |                      |
|--------------------|---|----------------------|
| Office equipment   | - | 33.33% straight line |
| Other fixed assets | - | 33.33% straight line |

**1.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**1.6 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**1. ACCOUNTING POLICIES (continued)**

**1.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.9 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**1.10 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**2. INCOME FROM DONATIONS AND LEGACIES**

|  | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ | Total<br>funds<br>2017<br>£ |
|--|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Mid Sussex District Council grants           | 74,397                             | -                                | 74,397                      | 79,770                      |
| Mid Sussex District Council                  | -                                  | 658                              | 658                         | 500                         |
| Horsham District Council grants              | 53,218                             | -                                | 53,218                      | 58,003                      |
| Mid Sussex Liaison Group (from MSSCVS)       | -                                  | -                                | -                           | 500                         |
| East Grinstead Town Council donated services | -                                  | -                                | -                           | 3,500                       |
| East Grinstead Town Council                  | -                                  | -                                | -                           | 300                         |
| Sussex Community Foundation                  | -                                  | 5,000                            | 5,000                       | 6,330                       |
| West Sussex County Council                   | -                                  | 2,594                            | 2,594                       | -                           |
| Tanbridge House School                       | -                                  | -                                | -                           | 200                         |
| Other donations                              | 244                                | 4,703                            | 4,947                       | 1,360                       |
|  | <hr/>                              | <hr/>                            | <hr/>                       | <hr/>                       |
| Total donations and legacies                 | 127,859                            | 12,955                           | 140,814                     | 150,463                     |
|  | <hr/> <hr/>                        | <hr/> <hr/>                      | <hr/> <hr/>                 | <hr/> <hr/>                 |

**3. FUNDRAISING INCOME**

|            | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ | Total<br>funds<br>2017<br>£ |
|------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Room hire  | 6,105                              | -                                | 6,105                       | 5,877                       |
|            | <hr/>                              | <hr/>                            | <hr/>                       | <hr/>                       |
| Total 2017 | 5,877                              | -                                | 5,877                       |                             |
|            | <hr/> <hr/>                        | <hr/> <hr/>                      | <hr/> <hr/>                 |                             |

**4. INVESTMENT INCOME**

|                              | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ | Total<br>funds<br>2017<br>£ |
|------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from cash investments | 552                                | -                                | 552                         | 874                         |
|                              | <hr/>                              | <hr/>                            | <hr/>                       | <hr/>                       |
| Total 2017                   | 874                                | -                                | 874                         |                             |
|                              | <hr/> <hr/>                        | <hr/> <hr/>                      | <hr/> <hr/>                 |                             |

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HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018

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5. OTHER INCOMING RESOURCES

|                                       | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ | Total<br>funds<br>2017<br>£ |
|---------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Photocopying and miscellaneous income | 198                                | -                                | 198                         | 467                         |
|                                       |                                    |                                  |                             |                             |
| <i>Total 2017</i>                     | 467                                | -                                | 467                         |                             |

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**6. SUPPORT COSTS**

|   | <b>Total<br/>Funds<br/>2018<br/>£</b> | <i>Total<br/>Funds<br/>2017<br/>£</i> |
|---|---------------------------------------|---------------------------------------|
| Venue hire                                    | 609                                   | 830                                   |
| Office costs                                  | 1,164                                 | 1,528                                 |
| Communications                                | 4,547                                 | 6,589                                 |
| Payroll service fees                          | 302                                   | 288                                   |
| Printing and stationery                       | 1,220                                 | 1,103                                 |
| Postage                                       | 25                                    | 54                                    |
| Advertising and publicity                     | 905                                   | 1,115                                 |
| Subscriptions and publications                | 1,156                                 | 997                                   |
| Accountancy                                   | 780                                   | 780                                   |
| Staff training                                | 330                                   | -                                     |
| Rent Burgess Hill                             | 6,133                                 | 6,393                                 |
| Rent and rates Horsham                        | -                                     | 1,111                                 |
| Travel and subsistence staff                  | 3,314                                 | 4,924                                 |
| Insurance                                     | 1,388                                 | 1,835                                 |
| Repairs and maintenance                       | 219                                   | 77                                    |
| Repairs and maintenance equipment             | 3,388                                 | 4,458                                 |
| Office cleaning                               | 1,836                                 | 1,584                                 |
| Travel and subsistence volunteers             | -                                     | 30                                    |
| Software costs                                | 5,000                                 | -                                     |
| Bank charges                                  | 60                                    | 25                                    |
| Event refreshments                            | 73                                    | 94                                    |
| Website costs                                 | 924                                   | 1,800                                 |
| Legal and professional                        | 2,494                                 | 2,320                                 |
| Service charges Burgess Hill                  | 2,326                                 | -                                     |
| New office set up                             | -                                     | 4,797                                 |
| Rent East Grinstead                           | -                                     | 3,500                                 |
| Training costs for other organisations' staff | 4,042                                 | 3,779                                 |
| Removal expenses                              | 7,185                                 | -                                     |
| Trustees expenses                             | 146                                   | 200                                   |
| Wages and salaries                            | 89,359                                | 104,423                               |
| Pension cost                                  | 5,567                                 | 10,545                                |
| Depreciation                                  | 2,382                                 | 2,336                                 |
|   | <b>146,874</b>                        | <b>167,515</b>                        |
| <i>Total 2017</i>                             | <i>167,515</i>                        |                                       |



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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**SUPPORT COSTS (continued)**

The following Governance Costs have been included in the table of Support Costs.

**GOVERNANCE COSTS**

|                        | 2018<br>£    | 2017<br>£    |
|------------------------|--------------|--------------|
| Accountancy            | 780          | 780          |
| Legal and professional | 2,494        | 2,320        |
| Trustees expenses      | 146          | 200          |
|                        | <hr/>        | <hr/>        |
| Total                  | <b>3,420</b> | <b>3,300</b> |
|                        | <hr/> <hr/>  | <hr/> <hr/>  |

The following support costs in respect of restricted funds have been included in the table of Support Costs.

**SUPPORT COSTS - RESTRICTED FUNDS**

|                                   | Volunteers<br>information<br>points and<br>forums<br>£ | Database<br>software<br>development<br>£ | Training<br>courses and<br>forums<br>£ | 2018<br>£     | 2017<br>£    |
|-----------------------------------|--|--|--|---------------|--------------|
| Wages and salaries                | 458  | -  | -                                      | 458           | -            |
| Venue hire                        | 132  | -  | 283                                    | 415           | 555          |
| Publicity                         | 137  | -  | -                                      | 137           | 990          |
| Subscriptions and<br>publications | 95   | -  | -                                      | 95            | 110          |
| Travel and subsistence staff      | -  | -  | -                                      | -             | 15           |
| Event refreshments                | 29   | -  | 44                                     | 73            | 94           |
| Training costs and forums         | -  | -  | 4,042                                  | 4,042         | 3,779        |
| Software development costs        | -  | 5,000                                    | -                                      | 5,000         | -            |
| New office set up                 | -  | -  | -                                      | -             | 1,204        |
|                                   | <hr/>  | <hr/>                                    | <hr/>                                  | <hr/>         | <hr/>        |
| Total                             | <b>851</b>   | <b>5,000</b>                             | <b>4,369</b>                           | <b>10,220</b> | <b>6,747</b> |
|                                   | <hr/> <hr/>  | <hr/> <hr/>                              | <hr/> <hr/>                            | <hr/> <hr/>   | <hr/> <hr/>  |

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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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#### 7. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

|                   | <b>Staff costs<br/>2018<br/>£</b> | <b>Depreciation<br/>2018<br/>£</b> | <b>Other costs<br/>2018<br/>£</b> | <b>Total<br/>2018<br/>£</b> | <i>Total<br/>2017<br/>£</i> |
|-------------------|-----------------------------------|------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Support costs     | <b>94,926</b>                     | <b>2,382</b>                       | <b>49,566</b>                     | <b>146,874</b>              | <i>167,515</i>              |
|                   | <hr/>                             | <hr/>                              | <hr/>                             | <hr/>                       | <hr/>                       |
| <i>Total 2017</i> | <i>114,968</i>                    | <i>2,336</i>                       | <i>50,211</i>                     | <i>167,515</i>              |                             |
|                   | <hr/>                             | <hr/>                              | <hr/>                             | <hr/>                       |                             |

#### 8. NET INCOME/(EXPENDITURE)

This is stated after charging:

|  | <b>2018<br/>£</b> | <i>2017<br/>£</i> |
|--|-------------------|-------------------|
| Depreciation of tangible fixed assets:<br>- owned by the charity | <b>2,382</b>      | <i>2,336</i>      |
| Accountancy  | <b>780</b>        | <i>780</i>        |
|  | <hr/>             | <hr/>             |

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

2 Trustees received reimbursement of expenses amounting to £146 in the current year, (2017 - 1 Trustee - £200).

#### 9. AUDITORS' REMUNERATION

The Independent Examiner's remuneration amounts to an Independent Examination fee of £ 780 (2017 - £ 780).

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**10. STAFF COSTS**

Staff costs were as follows:

|                     | <b>2018</b>   | <i>2017</i>    |
|---------------------|---------------|----------------|
|                     | <b>£</b>      | <b>£</b>       |
| Wages and salaries  | <b>89,359</b> | <i>104,423</i> |
| Other pension costs | <b>5,567</b>  | <i>10,545</i>  |
|                     | <b>94,926</b> | <i>114,968</i> |

The average number of persons employed by the charity during the year was as follows:

| <b>2018</b> | <i>2017</i> |
|-------------|-------------|
| <b>No.</b>  | <b>No.</b>  |
| <b>7</b>    | <i>7</i>    |

No employee received remuneration amounting to more than £60,000 in either year.

**11. TANGIBLE FIXED ASSETS**

|                         | <b>Office<br/>equipment<br/>£</b> | <b>Other fixed<br/>assets<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------|-----------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>             |                                   |                                     |                    |
| At 1 April 2017         | <b>7,004</b>                      | <b>-</b>                            | <b>7,004</b>       |
| Additions               | <b>-</b>                          | <b>150</b>                          | <b>150</b>         |
| At 31 March 2018        | <b>7,004</b>                      | <b>150</b>                          | <b>7,154</b>       |
| <b>Depreciation</b>     |                                   |                                     |                    |
| At 1 April 2017         | <b>4,672</b>                      | <b>-</b>                            | <b>4,672</b>       |
| Charge for the year     | <b>2,332</b>                      | <b>50</b>                           | <b>2,382</b>       |
| At 31 March 2018        | <b>7,004</b>                      | <b>50</b>                           | <b>7,054</b>       |
| <b>Net book value</b>   |                                   |                                     |                    |
| At 31 March 2018        | <b>-</b>                          | <b>100</b>                          | <b>100</b>         |
| <i>At 31 March 2017</i> | <i>2,332</i>                      | <i>-</i>                            | <i>2,332</i>       |

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HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018

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**12. DEBTORS**

|                                | 2018<br>£     | 2017<br>£    |
|--------------------------------|---------------|--------------|
| Trade debtors                  | 2,093         | 762          |
| Other debtors                  | 449           | 409          |
| Prepayments and accrued income | 8,841         | 4,079        |
|                                | <u>11,383</u> | <u>5,250</u> |

**13. CREDITORS: Amounts falling due within one year**

|                                    | 2018<br>£    | 2017<br>£    |
|------------------------------------|--------------|--------------|
| Trade creditors                    | -            | 1,678        |
| Other taxation and social security | 1,105        | 1,327        |
| Accruals and deferred income       | 1,149        | 1,016        |
|                                    | <u>2,254</u> | <u>4,021</u> |

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**14. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

|   | Balance at<br>1 April 2017<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2018<br>£ |
|---|---------------------------------|-------------|------------------|--------------------------|-------------------------------------|
| <b>Designated funds</b>                             |                                 |             |                  |                          |                                     |
| Emergencies   | 46,500                          | -           | -                | -                        | 46,500                              |
| <b>General funds</b>                                |                                 |             |                  |                          |                                     |
| General Funds                                       | 68,913                          | 134,714     | (136,654)        | 130                      | 67,103                              |
| Total Unrestricted funds                            | 115,413                         | 134,714     | (136,654)        | 130                      | 113,603                             |
| <b>Restricted funds</b>                             |                                 |             |                  |                          |                                     |
| Mid Sussex Liaison Group                            | 1,208                           | -           | (160)            | -                        | 1,048                               |
| Amex Business Sector Volunteers                     | 95                              | -           | (95)             | -                        | -                                   |
| MSDC Volunteer Fair                                 | -                               | 658         | (336)            | -                        | 322                                 |
| Sussex Community Foundation and<br>WSCC training    | 3,188                           | 5,697       | (4,370)          | -                        | 4,515                               |
| Tanbridge House School                              | 89                              | -           | -                | (89)                     | -                                   |
| East Grinstead Town Council                         | 300                             | -           | (259)            | (41)                     | -                                   |
| Community Partnership Project                       | -                               | 1,600       | -                | -                        | 1,600                               |
| Sussex Community Foundation software<br>development | -                               | 5,000       | (5,000)          | -                        | -                                   |
|   | 4,880                           | 12,955      | (10,220)         | (130)                    | 7,485                               |
| Total of funds                                      | 120,293                         | 147,669     | (146,874)        | -                        | 121,088                             |

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**14. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

|   | <i>Balance at<br/>1 April 2016<br/>£</i> | <i>Income<br/>£</i> | <i>Expenditure<br/>£</i> | <i>Balance at<br/>31 March<br/>2017<br/>£</i> |
|---|--|---------------------|--------------------------|---|
| <b>Designated funds</b>                       |  |                     |                          |   |
| Emergencies                                   | 75,000                                   | -                   | (28,500)                 | 46,500  |
|   | <hr/>                                    | <hr/>               | <hr/>                    | <hr/>   |
| <b>General funds</b>                          |  |                     |                          |   |
| General Funds                                 | 52,535                                   | 148,647             | (132,269)                | 68,913  |
|   | <hr/>                                    | <hr/>               | <hr/>                    | <hr/>   |
| Total Unrestricted funds                      | 127,535                                  | 148,647             | (160,769)                | 115,413                                       |
|   | <hr/>                                    | <hr/>               | <hr/>                    | <hr/>   |
| <b>Restricted funds</b>                       |  |                     |                          |   |
| Mid Sussex Liaison Group                      | 1,023                                    | 500                 | (315)                    | 1,208   |
| Amex Business Sector Volunteers               | 205                                      | -                   | (110)                    | 95  |
| MSDC Volunteer Fair                           | 535                                      | 500                 | (1,035)                  | -   |
| Sussex Community Foundation and WSCC training | 830                                      | 6,330               | (3,972)                  | 3,188   |
| Tanbridge House School                        | -  | 200                 | (111)                    | 89  |
| East Grinstead Town Council                   | -  | 300                 | -                        | 300   |
| New office expenses                           | -  | 1,204               | (1,204)                  | -   |
|   | <hr/>                                    | <hr/>               | <hr/>                    | <hr/>   |
|   | 2,593                                    | 9,034               | (6,747)                  | 4,880   |
|   | <hr/>                                    | <hr/>               | <hr/>                    | <hr/>   |
| Total of funds                                | 130,128                                  | 157,681             | (167,516)                | 120,293                                       |
|   | <hr/> <hr/>                              | <hr/> <hr/>         | <hr/> <hr/>              | <hr/> <hr/>                                   |

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**HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**14. STATEMENT OF FUNDS (continued)**

**SUMMARY OF FUNDS - CURRENT YEAR**

|                  | Balance at<br>1 April 2017<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2018<br>£ |
|------------------|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| Designated funds | 46,500                          | -              | -                | -                        | 46,500                              |
| General funds    | 68,913                          | 134,714        | (136,654)        | 130                      | 67,103                              |
|                  | <u>115,413</u>                  | <u>134,714</u> | <u>(136,654)</u> | <u>130</u>               | <u>113,603</u>                      |
| Restricted funds | 4,880                           | 12,955         | (10,220)         | (130)                    | 7,485                               |
|                  | <u>120,293</u>                  | <u>147,669</u> | <u>(146,874)</u> | <u>-</u>                 | <u>121,088</u>                      |

**SUMMARY OF FUNDS - PRIOR YEAR**

|                  | Balance at<br>1 April 2016<br>£ | Income<br>£    | Expenditure<br>£ | Balance at<br>31 March<br>2017<br>£ |
|------------------|---------------------------------|----------------|------------------|-------------------------------------|
| Designated funds | 75,000                          | -              | (28,500)         | 46,500                              |
| General funds    | 52,535                          | 148,647        | (132,269)        | 68,913                              |
|                  | <u>127,535</u>                  | <u>148,647</u> | <u>(160,769)</u> | <u>115,413</u>                      |
| Restricted funds | 2,593                           | 9,034          | (6,747)          | 4,880                               |
|                  | <u>130,128</u>                  | <u>157,681</u> | <u>(167,516)</u> | <u>120,293</u>                      |

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018

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14. STATEMENT OF FUNDS (continued)

**AIM AND USE OF DESIGNATED AND RESTRICTED FUNDS**

**Designated fund**

The Emergencies designated fund relates to monies set aside by the Trustees to cover costs associated with any sudden closure of the charity eg redundancies and lease termination penalties.

**Restricted funds**

Mid Sussex Liaison Group fund is to provide 2 networking events per annum for voluntary and community groups providing services in Mid Sussex

Amex Business Sector Volunteers fund is for promoting employee volunteering.

MSDC Volunteer Fair fund is to hold two volunteer fairs in the Mid Sussex district enabling the local community to engage with the voluntary sector.

Sussex Community Foundation and WSCC training fund is to enable MSVA to facilitate and provide subsidised training to its members.

Tanbridge House School fund is to promote volunteering with a focus on young people.

East Grinstead Town Council fund is to find and assist hard-to-reach voluntary sector groups.

Community Partnership Project fund relates to funds held on behalf of West Sussex County Council for community based events.

The Sussex Community Foundation software development fund relates to the cost of development of the new Volunteer Plus Database.



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## HORSHAM AND MID SUSSEX VOLUNTARY ACTION CIO

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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#### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

##### ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

|                               | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 100                                | -                                | 100                         |
| Current assets                | 115,757                            | 7,485                            | 123,242                     |
| Creditors due within one year | (2,254)                            | -                                | (2,254)                     |
|                               | <u>113,603</u>                     | <u>7,485</u>                     | <u>121,088</u>              |

##### ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

|                               | Unrestricted<br>funds<br>2017<br>£ | Restricted<br>funds<br>2017<br>£ | Total<br>funds<br>2017<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 2,332                              | -                                | 2,332                       |
| Current assets                | 117,102                            | 4,880                            | 121,982                     |
| Creditors due within one year | (4,021)                            | -                                | (4,021)                     |
|                               | <u>115,413</u>                     | <u>4,880</u>                     | <u>120,293</u>              |

#### 16. PENSION COMMITMENTS

The charity made payments to defined contribution personal pension schemes. The assets of the schemes are held separately from those of the charity in independently administered funds on which the charity has no claim. The pension cost charge in the year represents contributions payable by the charity to the funds and amounted to £5,567 (2017 - £10,545).