
MID SUSSEX VOLUNTARY ACTION CIO

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

MID SUSSEX VOLUNTARY ACTION CIO

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MID SUSSEX VOLUNTARY ACTION CIO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2019

Trustees

David Wellbelove, Chair
Margaret Collins, Vice Chair
Anthony Aston, Trustee
James Baldwin, Trustee
Irene Balls, Trustee
Stephen Barnett (appointed 21 November 2018)
Philip Chadwell, Trustee
Linda Dove, Treasurer and Trustee
Gill Edinburgh (appointed 26 September 2018)
Owen Hydes, Trustee (resigned 17 April 2018)
Paula Nicholson, Trustee
Alan Reuter, Trustee
John Williams, Trustee

Charity registered number

1158780

Principal office

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

Accountants

Brian Cook Associates
Chartered Tax Advisers and 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

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their annual report together with the financial statements of the charity Mid Sussex Voluntary Action CIO for 1 April 2018 to 31 March 2019.

The name of the charity was changed to Mid Sussex Voluntary Action CIO from Horsham and 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 district of Mid Sussex and its 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

Mid Sussex Voluntary Action (MSVA) works across the whole of the Mid Sussex district 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.

MSVA's support includes:

- 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.

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2019

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.

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 (WSCC) and Mid Sussex District Council (MSDC) were the principal funders of core operation of the charity in terms of cash grants. In the same order of value 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 has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment and performance related activities.

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2019

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.

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 received grants of £74,397 for the Mid Sussex area from MSDC in 2018/19 and has a three year Service Level Agreement (SLA) with MSDC until 31 March 2022. MSDC has also committed funding received from WSCC for infrastructure support to MSVA. MSVA therefore expects to receive £75,315 for the years 2019/20, 2020/21 and 2021/22 from MSDC. This includes funding "passported" from WSCC.

This funding is to enable MSVA to provide the following support to the local voluntary and community sector in the 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.

MID SUSSEX VOLUNTARY ACTION CIO

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2019

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 5 June 2019 and signed on their behalf by:

David Wellbelove, Chair

Linda Dove, Treasurer and Trustee

MID SUSSEX VOLUNTARY ACTION CIO

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 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 2019.

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: 9 July 2019

Brian T Cook FCA

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

MID SUSSEX VOLUNTARY ACTION CIO

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations and legacies	2	82,183	12,615	94,798	140,814
Other trading activities	3	10,126	-	10,126	6,105
Investments	4	914	-	914	552
Other income	5	-	-	-	198
TOTAL INCOME		93,223	12,615	105,838	147,669
EXPENDITURE ON:					
Charitable activities		104,052	6,877	110,929	146,874
TOTAL EXPENDITURE	7	104,052	6,877	110,929	146,874
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS					
Transfers between Funds	14	(10,829) 8,912	5,738 (8,912)	(5,091) -	795 -
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		(1,917)	(3,174)	(5,091)	795
NET MOVEMENT IN FUNDS		(1,917)	(3,174)	(5,091)	795
RECONCILIATION OF FUNDS:					
Total funds brought forward		113,603	7,485	121,088	120,293
TOTAL FUNDS CARRIED FORWARD		111,686	4,311	115,997	121,088

The notes on pages 9 to 22 form part of these financial statements.

MID SUSSEX VOLUNTARY ACTION CIO

**BALANCE SHEET
AS AT 31 MARCH 2019**

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	11		50		<i>100</i>
CURRENT ASSETS					
Debtors	12	11,379		<i>11,383</i>	
Cash at bank and in hand		106,574		<i>111,859</i>	
			117,953	<i>123,242</i>	
CREDITORS: amounts falling due within one year	13	(2,006)		<i>(2,254)</i>	
NET CURRENT ASSETS			115,947		<i>120,988</i>
NET ASSETS			115,997		<i>121,088</i>
CHARITY FUNDS					
Restricted funds	14		4,311		<i>7,485</i>
Unrestricted funds	14		111,686		<i>113,603</i>
TOTAL FUNDS			115,997		<i>121,088</i>

The financial statements were approved by the Trustees on 5 June 2019 and signed on their behalf, by:

David Wellbelove, Chair

Linda Dove, Treasurer and Trustee

The notes on pages 9 to 22 form part of these financial statements.

MID SUSSEX VOLUNTARY ACTION CIO

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

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.

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.

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

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.

MID SUSSEX VOLUNTARY ACTION CIO

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

1. ACCOUNTING POLICIES (continued)

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.

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.

MID SUSSEX VOLUNTARY ACTION CIO

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

1. ACCOUNTING POLICIES (continued)

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.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Mid Sussex District Council grants	74,397	-	74,397	74,397
Horsham District Council grants	-	-	-	53,218
Mid Sussex District Council	-	-	-	658
Sussex Community Foundation	5,000	-	5,000	5,000
Burgess Hill Town Council	-	1,000	1,000	-
New River Retail	-	8,912	8,912	-
West Sussex County Council	-	-	-	2,594
Other donations	2,786	2,703	5,489	4,947
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	82,183	12,615	94,798	140,814
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2018	127,859	12,956	140,815	
	<hr/>	<hr/>	<hr/>	

3. FUNDRAISING INCOME

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Room hire	10,126	-	10,126	6,105
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2018	6,105	-	6,105	
	<hr/>	<hr/>	<hr/>	

MID SUSSEX VOLUNTARY ACTION CIO

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

4. INVESTMENT INCOME

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from cash investments	914	-	914	552
<i>Total 2018</i>	552	-	552	

5. OTHER INCOMING RESOURCES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Other income	-	-	-	198
<i>Total 2018</i>	198	-	198	

MID SUSSEX VOLUNTARY ACTION CIO

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

6. SUPPORT COSTS

	Total Funds 2019 £	<i>Total Funds 2018 £</i>
Venue hire	588	609
Office costs	1,437	1,164
Communications	2,278	4,547
Community events	500	302
Printing and stationery	876	1,220
Postage	1	25
Advertising and publicity	724	905
Subscriptions and publications	692	1,156
Accountancy	780	780
Staff training	483	330
Rent Burgess Hill	12,950	6,133
Travel and subsistence staff	1,259	3,314
Insurance	1,095	1,388
Repairs and maintenance	334	219
Repairs and maintenance equipment	4,456	3,388
Office cleaning	1,626	1,836
Software costs	-	5,000
Bank charges	70	60
Event refreshments	209	73
Website costs	-	924
Legal and professional	317	2,494
Service charges Burgess Hill	8,373	2,326
Temporary staff costs	470	-
Training costs for other organisations' staff	4,364	4,042
Removal expenses	-	7,185
Trustees expenses	80	146
Wages and salaries	63,305	89,359
Pension cost	3,612	5,567
Depreciation	50	2,382
 Total 2019	 110,929	 <i>146,874</i>
 <i>Total 2018</i>	 <i>146,874</i>	

MID SUSSEX VOLUNTARY ACTION CIO

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

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

GOVERNANCE COSTS

	2019 £	2018 £
Accountancy	780	780
Legal and professional	317	2,494
Trustees expenses	80	146
	<hr/>	<hr/>
Total	1,177	3,420
	<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 information points and forums £	Training courses and forums £	Community room and WSCC Community events £	2019 £	2018 £
Wages and salaries	99	85	-	184	458
Venue hire	198	285	-	483	415
Publicity	137	-	-	137	137
Subscriptions and publications	-	-	-	-	95
Travel and subsistence staff	-	-	-	-	-
Event refreshments	209	-	-	209	73
Training costs and forums	5	4,359	-	4,364	4,042
Community events	-	-	500	500	-
Community room costs	-	-	1,000	1,000	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	648	4,729	1,500	6,877	5,220
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

MID SUSSEX VOLUNTARY ACTION CIO

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

7. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2019 £	Depreciation 2019 £	Other costs 2019 £	Total 2019 £	Total 2018 £
Support costs	66,917	50	43,962	110,929	146,874
	<u>66,917</u>	<u>50</u>	<u>43,962</u>	<u>110,929</u>	<u>146,874</u>
Total 2018	94,926	2,382	49,566	146,874	
	<u>94,926</u>	<u>2,382</u>	<u>49,566</u>	<u>146,874</u>	

8. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets: - owned by the charity	50	2,382
Accountancy	780	780
	<u>780</u>	<u>780</u>

During the year, no Trustees received any remuneration (2018 - £NIL).

During the year, no Trustees received any benefits in kind (2018 - £NIL).

1 Trustee received reimbursement of expenses amounting to £80 in the current year, (2018 - 2 Trustees - £146).

9. AUDITORS' REMUNERATION

The Independent Examiner's remuneration amounts to an Independent Examination fee of £ 780 (2018 - £ 780).

MID SUSSEX VOLUNTARY ACTION CIO

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

10. STAFF COSTS

Staff costs were as follows:

	2019	<i>2018</i>
	£	£
Wages and salaries	63,305	<i>89,359</i>
Other pension costs	3,612	<i>5,567</i>
	66,917	<i>94,926</i>

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

2019	<i>2018</i>
No.	No.
5	<i>7</i>

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

11. TANGIBLE FIXED ASSETS

	Office equipment £	Other fixed assets £	Total £
Cost			
At 1 April 2018 and 31 March 2019	7,004	150	7,154
Depreciation			
At 1 April 2018	7,004	50	7,054
Charge for the year	-	50	50
At 31 March 2019	7,004	100	7,104
Net book value			
At 31 March 2019	-	50	50
<i>At 31 March 2018</i>	<i>-</i>	<i>100</i>	<i>100</i>

MID SUSSEX VOLUNTARY ACTION CIO

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

12. DEBTORS

	2019 £	2018 £
Trade debtors	1,372	2,093
Other debtors	732	449
Prepayments and accrued income	9,275	8,841
	<u>11,379</u>	<u>11,383</u>

13. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	243	-
Other taxation and social security	809	1,105
Accruals and deferred income	954	1,149
	<u>2,006</u>	<u>2,254</u>

MID SUSSEX VOLUNTARY ACTION CIO

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

14. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Designated funds					
Emergencies	46,500	-	-	-	46,500
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
General funds					
General Funds	67,103	93,223	(104,052)	8,912	65,186
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Unrestricted funds	113,603	93,223	(104,052)	8,912	111,686
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds					
Mid Sussex Liaison Group	1,048	-	(326)	-	722
MSDC Volunteer Fair	322	-	(322)	-	-
Sussex Community Foundation and WSCC training	4,515	2,703	(4,729)	-	2,489
Community Partnership Project	1,600	-	(500)	-	1,100
Removal costs	-	8,912	-	(8,912)	-
Community room costs	-	1,000	(1,000)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	7,485	12,615	(6,877)	(8,912)	4,311
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total of funds	121,088	105,838	(110,929)	-	115,997
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

MID SUSSEX VOLUNTARY ACTION CIO

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

14. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2017 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2018 £</i>
Designated funds					
Emergencies	46,500	-	-	-	46,500
General Funds	<u>68,913</u>	<u>134,714</u>	<u>(136,654)</u>	<u>130</u>	<u>67,103</u>
Restricted funds					
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 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 development	-	5,000	(5,000)	-	-
	<u>4,880</u>	<u>12,955</u>	<u>(10,220)</u>	<u>(130)</u>	<u>7,485</u>
Total of funds	<u><u>120,293</u></u>	<u><u>147,669</u></u>	<u><u>(146,874)</u></u>	<u><u>-</u></u>	<u><u>121,088</u></u>

MID SUSSEX VOLUNTARY ACTION CIO

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

14. STATEMENT OF FUNDS (continued)

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Designated funds	46,500	-	-	-	46,500
General funds	67,103	93,223	(104,052)	8,912	65,186
	<u>113,603</u>	<u>93,223</u>	<u>(104,052)</u>	<u>8,912</u>	<u>111,686</u>
Restricted funds	7,485	12,615	(6,877)	(8,912)	4,311
	<u>121,088</u>	<u>105,838</u>	<u>(110,929)</u>	<u>-</u>	<u>115,997</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2018 £
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>

MID SUSSEX VOLUNTARY ACTION CIO

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

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

MSDC Volunteer Fair fund is to hold 2 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.

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

Removal costs fund relates to a donation received from New River Retail to meet prior year removal costs. The transfer to unrestricted funds relates to the removal costs incurred last year and accounted for within unrestricted funds.

Community room restricted fund relates to a grant received from Burgess Hill Town Council for the general running costs of the community room.

MID SUSSEX VOLUNTARY ACTION CIO

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

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	50	-	50
Current assets	113,641	4,311	117,952
Creditors due within one year	(2,005)	-	(2,005)
	<u>111,686</u>	<u>4,311</u>	<u>115,997</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
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>

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 £3,612 (2018 - £5,567).