

Charity Registration No. 1144758

Company Registration No. 7760477 (England and Wales)



**HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
KNOWN AS HARROGATE AND DISTRICT COMMUNITY ACTION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---------------------------------|---|----------------------------|
| Trustees | John Fox - Chair (until 13 Oct 22) Ian Bergel - Vice Chair Caroline Shead Helen Claire Bourner - Chair (from 29 Nov 22) Samuel John Gibbs - Harrogate BC nominated trustee Alistair Ratcliffe (Susan) Ann Allen Victoria Pilkington Dr Phyllis Johnson James Plummer | (Resigned 13 October 2022) |
| Charity number | 1144758 | |
| Company number | 7760477 | |
| Principal address | Community House 46-50 East Parade Harrogate HG1 5RR | |
| Independent examiner | N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ | |
| Bankers | CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ | |
| Key Management Personnel | Frances Elliot - Chief Executive Karen Weaver - Strategic Lead (Community Action) Phil Newby - Finance Officer | |
| Other names | HADCA HARCVS Harrogate & District Community Action Harrogate & Ripon Centres for Voluntary Service | |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of Harrogate & Area Council for Voluntary Service Ltd for the purpose of company law, 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).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The legal and administrative information page forms part of this report.

Objectives and activities

The objects of the charity and company, as stated in the Memorandum and Articles of Association are:

- To promote any charitable purposes for the benefit of the public, primarily but not exclusively in the local government area of Harrogate District and its environs (the 'area of benefit') and, in particular, build the capacity of charities, voluntary organisations and social enterprises and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between charities, voluntary organisations and social enterprises; and statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.
- For the public benefit to assist in the advancement of education, the protection of mental and physical health and the relief of poverty, distress and sickness, within the area of benefit.

Our Vision:

People in the Harrogate District benefit from leading fulfilling and active lives and make a positive contribution to local community life.

Our Mission:

To support our communities, charities and volunteers to make the Harrogate District a great place in which to live and work.

Our Overall Aims:

- To help people take positive action to identify and meet the needs of their communities and enhance their own lives in doing so;
- To support communities, charities and volunteers across the Harrogate District by ensuring access to the best support and advice possible;
- To ensure that the role of charities and volunteers across the Harrogate District is recognised, and their contribution is valued and supported;
- To support the local voluntary and community sector to have a strong voice and effective influence on all decision makers in our area.

Our Strategic Objectives:

1. To provide local voluntary and community sector information services
1. To support local community and social action, especially volunteering
1. To support local community fundraising
1. To provide services which help people stay safe and well at home, supported by volunteers
1. To ensure HADCA is fit for purpose, independent and marketed effectively

Our vision, mission, aims and objectives continue to be reviewed as we work towards completion of a new strategic plan taking account of ongoing changes to our grant and contract funding. The strategic objectives each have a set of actions which form the basis of an annual work plan to guide the work of the HADCA staff team under the leadership of the Chief Executive. Progress is monitored and reported to trustee meetings throughout the year.

Public benefit

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The trustees consider that all the activities of HADCA are carried out for the public benefit, as illustrated in this annual report.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Activities of the Charity during the year

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre, which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation to serve the whole Harrogate District. At that time the trading name Harrogate and Ripon Centres for Voluntary Service was adopted and this was changed on 1st May 2020 to Harrogate and District Community Action, to better reflect the charity's role within the District.

HADCA is a local independent multi-purpose charity working in partnership with a wide range of voluntary, public and private sector organisations, connecting and collaborating to support local community and social action. Our information services remain at the heart of our role, with three further themes of local voluntary action, local fundraising and practical support. Connecting and collaborating underpins all our work. Our services are available to charitable groups of all sizes, from small neighbourhood groups through to large national charities based in the Harrogate District.

We own and manage Harrogate Community House to provide reasonably priced office accommodation for 15 voluntary organisations and good quality affordable meeting space for a variety of community activities.

Under the umbrella of the Harrogate Easier Living Project (HELP) we offer a range of practical services for people in need of some additional support from our bases in Harrogate and Ripon.

2022/23 was the final year of two-tier local government in North Yorkshire, with a new unitary North Yorkshire Council (NYC) formed from 1st April 2023.

Until 31st March 2023 Harrogate Borough Council (HBC) provided strategic grant aid for both our community action work supporting the local voluntary sector and our practical support services. We usually receive a smaller grant from Ripon City Council to support our community action work in the Ripon area but this was not available in 2022/23.

Our practical support services were part-funded through a four-year contract with North Yorkshire County Council (NYCC) from 1st October 2018, extended to 31st March 2023 and delivered in partnership with Supporting Older People and Boroughbridge Community Care. NYCC also contributed to our two voluntary car driver services based in Harrogate and Ripon. Ongoing fundraising covers the balance of the costs of these services.

Information services

We provide a wide range of information including funding, networking and learning opportunities. We promote voluntary sector services, activities, events, news, jobs and volunteering opportunities via our weekly e-bulletin and extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House we meet and greet a wide range of visitors and callers and ensure they receive a warm welcome and helpful information and signposting to sources of support. We also keep a wide range of literature on local activities and services in the Community House Information Centre.

Local Community Action

HADCA supports local voluntary organisations and community groups to strengthen their organisations by being better informed, increasing skills and being more aware of emerging local needs and priorities. We support local community action via a programme of events and networks, enabling voluntary and community sector representatives to meet, share issues, achievements and opportunities to work together.

HADCA seeks to be involved in and influence local decision making, working closely with partners from all sectors to ensure a thriving local voluntary and community sector, contributing to local partnership initiatives as opportunities arise and new needs arise. Recent examples include the cost of living crisis and the arrival of Ukrainian families. We also use our connections and networks to feed information through to regional and national partners such as our national association and the Voluntary and Community Sector Emergencies Partnership (VCSEP), and disseminate useful updates from these and other relevant organisations.

We promote local volunteering and provide information on local volunteering opportunities, with a focus on the online HADCA Volunteering Directory which has been in operation since 2016. We provide further support to volunteer-involving organisations via regular information updates.

Local fundraising

It is part of our role to ensure that the Harrogate District voluntary and community sector is resilient and well prepared, and we continued our partnership with HBC and the Two Ridings Community Foundation (TRCF) to provide THE LOCAL FUND for the Harrogate District, which was launched in January 2018. The ambition is to build a substantial endowment fund that can be easily accessed by local charities to help them meet the needs of their beneficiaries. The fund itself is held and managed by TRCF and HADCA's role is to co-ordinate the overall partnership, promote the fund to potential donors and recipients and participate in the panel which distributes funds.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Providing services for people challenged by their life circumstances

Via the Harrogate Easier Living Project (HELP), HADCA works with volunteers to help people whose circumstances mean they are in need of additional support to remain independent, safe and well in their own homes. These services are provided at a very low cost or free of charge, to people unable to access affordable support from any other providers and those without a trusted local support network. The key services offered are:

In the home:

- Help for people needing assistance with seasonal garden tidies, decorating, basic repairs and other one-off practical tasks (*Help at Home*), co-ordinated from our Harrogate office.
- *Ripon & Rural Befriending Service* provides one to one companionship and support for adults of all ages in the northern part of the district, co-ordinated from our Ripon office.

Away from the home:

- Door to Door transport: volunteers use their own vehicles to transport people to appointments, shops, community activities and are reimbursed at 45p per mile.
- Social groups and activities.
- Information and signposting is a key part of our offer. This service is especially valuable for those who are digitally excluded.

In addition we remained a designated COVID Community Support Organisation but with a new remit to support people in adapting to going back out into the community and dealing with cost of living and winter pressures, as well as some support to the ongoing vaccination programme.

In March 2023, HADCA employed 22 staff (10 full time equivalents). However, we were only able to provide our services due to the support of an average of 139 volunteers each week assisting with essential journeys, offering befriending and supporting the smooth running of vaccination centres as well as helping the team in the office and with our practical tasks in the community.

ACHIEVEMENTS AND PERFORMANCE DURING 2022/23

General overview

The charity continues to be led by Frances Elliot, Chief Executive and Karen Weaver, Strategic Lead for Community Action, providing stability and continuity of leadership in the ongoing challenging environment facing the voluntary and community sector and our community.

2022/23 saw a continuation of the return to normal working following the pandemic, though retaining some of the new working practices such as hybrid working and the use of video technology for some team and network meetings. Our board meetings returned to being in person, whilst sub committees have stayed online, which has helped trustees to participate fully alongside their other roles and responsibilities.

We work hard to ensure all our risk assessments, policies and procedures are kept up to date and that staff and volunteers are aware of all key decisions. Health and safety, data security and safeguarding are considered at every board and team meeting to ensure we comply with all regulatory requirements relevant to our services. Staff and volunteers continue to participate in a wide range of training and development and particularly benefited from the increase in online training on offer. First aid, fire safety and safeguarding courses were amongst the training completed during the year.

Fundraising remains a key activity to ensure a balanced budget, and substantial work was required on bids for new funding opportunities with North Yorkshire Council. Applications to trusts and foundations also continued, and we also benefitted from a generous legacy within this financial year, which is highly unusual for our charity.

Information services

A key role for HADCA is to promote the local voluntary and community sector and we continue to use a variety of methods to do so, including social media. We have strong links with the local media and contribute two monthly columns in the Harrogate and Ripon weekly newspapers to highlight the work of the sector. Our free online Introduction Sessions help connect new colleagues from statutory and voluntary organisations, as well as local residents and businesses. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 47 people participated in 5 sessions.

The HADCA e-bulletins continued to be issued weekly during 2022/23 to keep over 1,000 local charity and community contacts up to date with information on grants; resources; local community food provision; energy and general cost of living support; local community venues offering activities and 'warm spaces'.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Information services (continued)

The bulletins include training and networking opportunities, funding, resources and consultations and also promote local charity news, new and changed services, activities, events, volunteering opportunities and charity jobs. The 'Care in Action' newsletter published twice per year shares voluntary sector news with a wider network of readers, including health and social care professionals, local councillors, parish councils and churches. The HADCA website was updated to include pages signposting people to Cost of Living support and bringing together lists of warm spaces from across the district, as well as updating these venues in the Where to Turn directory. In the run up to Christmas, we shared information about various ways to support local charities and each other during the festive season.

HADCA is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,600 Twitter followers.

The fully searchable online 'Where to Turn' directory contains over 800 charity services and community activities providing support for good health and wellbeing. Our community events calendar lists around 60 forthcoming events (including online) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

We were pleased to see the full return of community events and attended several across the district to increase awareness of the information, support, learning and opportunities available. These included Sights and Sounds of Ripon, Bilton and Woodfield Community Day and Volunteering Week at Harrogate College.

Local community action

Our online Volunteering Directory helps people find roles according to their interests, skills, needs and availability. Local volunteering opportunities, and the benefits of volunteering, are promoted through local and social media, promotional postcards, booklets of opportunities and partnerships with local organisations. We also work behind the scenes to make sure potential volunteers have the best possible experience. We provide assistance online, by phone and in person for people who need a little extra help to use our Directories to find support, activities or a suitable volunteering role and for people recruiting volunteers, listing opportunities for the first time.

There were around 150 local volunteering opportunities listed in our directory at any one time. Over the year we helped organisations to recruit volunteers for 293 different roles.

The regular Harrogate District Volunteer Managers Network newsletter continued to keep over 720 local volunteer organisers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections, and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 online forum and network meetings attended by 113 people. In October, the HADCA AGM brought together 47 people at a local community venue to look at how we could connect and collaborate across the district to navigate the challenges of the winter and beyond.

Our Summer 2022 Members' Survey gave encouraging feedback with 92% of respondents expecting a need for HADCA services in 3 years' time:

- 'The help that HADCA provides is not offered anywhere else...it is essential for the development of the voluntary sector in the community.'
- 'HADCA makes a world of difference to people's lives. You connect people with activities, you stop social isolation, you share information, you support the community with volunteering, funds and I am only skimming the surface as to what you make a difference to.'
- 'HADCA supports everyone in the community. They are inclusive and diverse and passionate about everyone having the best opportunities and tools at their disposal to live a fulfilling life. We saw the need for HADCA over the Covid period - they have helped keep us all in touch and supporting each other through difficult times and the cost of living crisis is going to have an equally long impact.'

Regular targeted e-mail updates were compiled and circulated to keep members of the following groups up to date on relevant current events and issues:

- Connecting Ripon Network is a partnership group with 131 members, representing 68 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2022/23;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 82 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. Due to funding changes this group was set to be discontinued from April 2020 but we decided to reinstate it as a virtual network during the first lockdown. As local decision makers continued to find the catch ups helpful, 4 meetings were held online in 2022/23. Meetings included updates from Citizens Advice and other members on the cost of living crisis, its impact locally and the support available.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Local community action (continued)

As well as our forums and networks, we are involved in a variety of partnerships where we seek to share learning and issues gleaned from our wide range of connections. We continued to be active members of the following partnerships:

- Roles on the HBC led Public Services Leadership Board, My Neighbourhood Programme and VCS Liaison Group, enabling regular contact with HBC officers and councillors (to March 2023)
- Liaison with NYCC Stronger Communities and Living Well officers to ensure co-ordination and joint working with the local VCS
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings
- St Michael's Task and Finish Community Services Group
- NY Thriving Communities Partnership Meetings

We actively seek opportunities to develop services and activities to support local community action and volunteering and two long awaited new partnership projects finally got underway in April 2022, with funding enabling the appointment of two part time members of staff.

1. Volunteering City of Ripon Project

This project is funded by a Heritage Lottery grant secured via the Skell Valley Partnership (led by the National Trust at Fountains Abbey Studley Royal and the Nidderdale AONB). HADCA's role is to work with local voluntary and community organisations in the Ripon area to foster a shared approach to recruiting, training, managing and supporting volunteers which will help them be more impactful, sustainable and inclusive. This 18 month project is part of the ambitious 5 year Skell Valley Project, which has 16 partners collaborating on 15 work streams to revive and restore this special landscape for people, nature and heritage. The first step following appointment of the Project Co-ordinator was to host a workshop with local volunteer involving organisations to gain a clear understanding of Ripon's volunteering landscape. Early feedback identified particular challenges around the ageing profile of existing volunteers and a desire to focus on attracting more young people to become involved in community action.

Activities during the first 12 months have included the formation of a project steering group and close working with Ripon Library and Ripon YMCA to consult with young people and host a Community Helper Day in February 2023. This was held at the library and attended by 12 VCS organisations and over 40 young people. A webpage and social media channels have been set up and free resources for local schools and youth groups developed in partnership with Picture News. Two further VCS workshops were run focussing on working with young people and safeguarding, and the project has secured access to free online training resources via the Charity Learning Consortium for 12 months. Strong links have been built with other local partners including education, Ripon Together CIC and Ripon BID. Finally the Power of 10 Reward scheme has been developed and launched to recognise and celebrate the hours of community help provided by young people and encourage their ongoing involvement.

2. Harrogate Community Fit Project

Our new Community Fit partnership with North Yorkshire Sport (NYS) had a successful launch in May 2022, with funding from the NHS and HBC and support from Community First Yorkshire. The aim is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Via regular group sessions people run, walk or cycle together from Community House to a community group or charity where they help out before heading back to base. This includes a variety of tasks from sorting donations to moving furniture, painting, tree planting or litter picking. 46 unique volunteers collectively ran 681 miles to give 265 hours of help to 15 different partner organisations over 38 separate occasions, providing much needed additional resources to those groups as well as improving the health and wellbeing of the "Fitstar" volunteers. The project has already demonstrated how much can be achieved by a very small team of staff (the Task Organiser based with HADCA and the Activator located in the NYS team, and a dedicated and active group of volunteers.)

Harrogate Community House

The 25th anniversary of Community House was celebrated in May 2022 with a visit by the Mayor and Mayoress of the Harrogate District, an opportunity to reflect on the ambitions of the founders and the vital role of the premises as a hub for charity organisations and voluntary service. Later in the year local radio station Your Harrogate interviewed several of our charity tenants as part of an outside broadcast from one of the meeting rooms. Both events provided the opportunity for our tenants to share information on their varied and vital activities and services. Office occupancy remains high and meeting room usage has continued to build back up post Covid. The installation of a new fire alarm system was completed in the summer of 2022 and now includes remote monitoring. External maintenance works were completed to the rear of the building, including extra lighting, and towards the end of the year works started on the replacement of all the internal lighting with an LED scheme. With energy costs remaining high this was a high priority and was funded by the use of reserves and external grants. The reception team support HADCA staff and tenants with a wide range of services as well as welcoming visitors and responding to a wide range of enquiries via phone, e mail and in person.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Community Fundraising

The value of THE LOCAL FUND endowment (held by Two Ridings Community Foundation) has continued to grow in size, enabling two application rounds to be held in April 2022 and February 2023. 30 projects received grants totalling £78,176 and this included five first time applicants, emphasising the importance of THE LOCAL FUND as a starting point for groups needing to fundraise. The Fund partners continue to meet regularly and organised the annual celebration event at the West Park Hotel in November 2022, attended by fund partners, donors and recipients, together with the Mayor of the Harrogate District and local media.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. There are now 118 good causes signed up and over 900 players. At least 10p from every ticket sale is donated to THE LOCAL FUND and over £260,000 has been raised in total since the launch in 2018, supporting good causes across the District.

Services for people in the community

The Harrogate Easier Living Project (HELP)

HELP provides a range of preventative services aimed at helping people maintain their independence in their own homes, principally supported by funding from North Yorkshire County Council and Harrogate Borough Council. Vital further income is also generated via trust, community, and corporate fundraising, in addition to the donations received from clients and their families.

Community Support Organisation (CSO) for Harrogate Town.

Funded by North Yorkshire County Council to assist with COVID Recovery, Community Resilience and Cost of Living / Winter Pressures Support:

- Urgent shopping, prescription pick-ups and other essential errands on 169 occasions for the first five months of the year, whilst reviewing the increasing range of options with individuals who had been relying on these services, to enable them to put alternative plans in place.
- Wellbeing calls to check in with those most in need of support
- Single point of contact for people experiencing cost of living or winter pressures, with personalised signposting to the most relevant sources of local advice and support for the individual. This included sharing emergency food support options such as vouchers for the food bank, information about the community grocery and Local Assistance Fund, and referrals to Warm and Well North Yorkshire and the Green Doctor. We kept a growing list of Warm Spaces up to date via our Where to Turn directory and liaised with groups running spaces to offer our information and signposting services as needed.
- Sharing information about cost of living support with local schools each term and responding to enquiries relating to specific needs of families within those school communities.

Help at Home

This long established and vital service is provided by two part time staff accompanied by volunteers. They completed 351 jobs and spent approximately 2,000 hours working in people's homes and gardens to ensure safety and reduce worry about tasks the householder is not able to do themselves.

Voluntary Car Driving Service

The service continued to operate with the health and safety mitigations of mask wearing, cleaning and ventilation still in place, given that the health of our passengers would likely be more adversely affected by respiratory infections than the general population. Volunteers completed 6,778 journeys throughout the year, supporting 115 new clients.

Ripon & Rural Befriending Service

We continued to provide both face to face and telephone support for people, with an average of 60 people having home visits at any one time and a further 32 being supported over the phone or in the community across the district. Our weekly Friendship Club has flourished, providing seated exercise and much appreciated social contact for 15-20 people each week. The Club has served as a valuable route to identify people in need of additional signposting or support.

Here to HELP Information Services

This is our information services to individuals in the local community, often people who are not digitally engaged enough to use our Where to Turn Directory independently. As well as the large number of incoming phone calls, we received emails, enquiries via social media and spoke to people coming into Community House with queries. We sent out regular mailings with details about where to turn for information about fuel poverty, emergency food options, the dangers of carbon monoxide and how to sign up for the Priority Services Register to get additional support from utilities providers in case of disruption to supply. We continued delivery of our magazine, "A Small HELPing" in Ripon, which combined targeted information to keep people up to date with changes to local services and activities restarting, alongside articles by or about clients and volunteers, who have been pleased to share their skills and interests with the wider group in this way. Face to face information sessions continued and we regularly attended Resurrected Bites' Community Grocery Stores in Harrogate and Knaresborough to signpost people to other sources of local support and to ensure they know where to go for help with high heating bills, debt, or mental health support. In addition, we regularly attended local libraries as well as support groups and interest groups on an ad hoc basis across the district.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Vaccination Centres

Throughout the year, we worked in partnership with other Community Support Organisations to provide teams of volunteer marshals for the vaccination centres at Harrogate Showground. We also supported several flu clinics at Mowbray Square. Whilst the 39 sessions were smaller scale and less frequent than they had been in the previous year, 77 volunteers from HADCA offered over 1185 hours of volunteering over 12 months.

Social Activities

In partnership with a local school and a hotel, we have been able to host free social get togethers to enable people to reconnect, as well as occasional Friendship Club group outings away from the usual venue and format. We also have a popular Craft Group where people with similar interests meet and share skills. All social activities and events are useful in providing further information and signposting opportunities.

Financial Review

HADCA finished the year with an overall surplus of £36,199. This was made up of surpluses of £27,638 within unrestricted funds and £8,561 within restricted funds.

Total income was £506,421 (£433,928 in 2022)

Our expenditure in the period was £470,222 (£423,999 in 2022).

The trustees were pleased with the overall results.

Reserves policy

The trustees have agreed that it is necessary to hold free reserves to cover the following contingencies:

- To cover the redundancy and other costs in the event of the charity winding up through a substantial loss of funding.
- To provide working capital where contracts are paid in arrears.
- To finance existing or new activities until adequate external funding is obtained.

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £110,000 to £150,000 is adequate to cover these contingencies. The actual free reserves at 31 March 2023 were £146,887 and this will help us face ongoing funding challenges in 2023/24 and beyond.

Principal funding sources

The main sources of funding for the principal activities of HADCA were via the Wellbeing and Prevention contract with North Yorkshire County Council and vital annual core funding support from Harrogate Borough Council. Income was also received from NYCC to support our work as a Community Support Organisation.

Thanks to the efforts of our Development Manager and Fundraising Assistant additional funding support totalling £51,000 was secured from several Trusts and Foundations, with a further £22,000 from individual donors, community events and proceeds from our Christmas Raffle and 100 Club.

We are extremely grateful to all the trusts, businesses, community groups, organisations and individuals who have provided us with the valuable financial and in-kind support necessary to carry out our work in 2022/23:

All Together Now, Bilton Gala, Bishopton Veterinary Group, Brelms Trust, Caroline & Stuart Baldwin, Charles & Elsie Sykes Trust, Community First Yorkshire, Community Partnering Fund, Coop Community Fund, Councillor Chris Aldred, Councillor Margaret Atkinson, Councillor Philip Broadbank, Councillor Sam Gibbs, Councillor Peter Lacey, Councillor Pat Marsh, Councillor Mike Schofield, Crowne Plaza Harrogate, Decco, Edward Gostling Foundation, Evan Cornish Foundation, George A Moore Foundation, Holy Trinity Church Ripon, Home Instead Charities, Nanci Downey, One Stop Community Fund, P&G, Ripon Cathedral, Ripon Pantomime Group, Ripon Recycling Fund, Rotary Club of Harrogate, Roosters Brewing Co, Saints Plant Stall, Skipton Building Society, Sylvia & Colin Shepherd Charitable Trust, The Local Fund, Two Ridings Community Foundation.

In addition to these funds, HADCA receives income for its various services from donations from individuals, charges for some support services and for administration services provided to member organisations.

Risk management

HADCA maintains a risk register and the board of trustees and sub committees ensure that all major risks to which the charity is exposed are reviewed on a regular basis and that the systems and procedures are in place to manage these risks. Health and safety, data security and safeguarding are agenda items at every board meeting and there are lead trustees for adult and children's safeguarding.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Future Plans

General overview

The charity continues to have three main service areas:

- Helping people stay safe and well supported by volunteers (Harrogate Easier Living Project – HELP)
- Provision of local voluntary & community sector information services (the Where to Turn directory and associated services)
- Support for Local Community & Social Action including volunteering, community fundraising via THE LOCAL FUND and the operation of Harrogate Community House.

The creation of a single unitary local authority for North Yorkshire in April 2023 has had a significant impact on all our key funding streams and services, which are as follows:

- The strategic partnership grant formerly from Harrogate Borough Council which supports our information and community action work: this has been confirmed for 2023/24, but HADCA await a decision beyond this timeframe.
- The NYCC Wellbeing and Prevention contract came to an end in March 2023 and Health and Adult Services replaced it with a series of hyper local grants called “Staying Healthy, Independent and Connected”. Whilst successful in obtaining the grant for low level prevention services in Ripon, we were not successful in Harrogate Town. Overall this resulted in a substantial reduction of £74k in income for the HELP services and has meant we have paused taking new referrals to our Ripon Befriending Service pending the outcome of other funding applications. Other services have continued to operate with the use of reserves whilst we review our alternative funding options going forwards.
- Grant aid support from Harrogate Borough Council for the Help at Home service: this has been confirmed for 2023/24 but HADCA await a decision beyond this.
- Voluntary car driver services in Harrogate and Ripon, part funded by NYCC: in the face of sharply rising costs a significant increase in the use of HADCA reserves has been required in order to run these services effectively. Efforts to secure an update of the NYCC funding arrangements have progressed slowly and in February 2022 the board took the extremely difficult decision to give notice that we could not afford to provide the service beyond June 2023. Additional funding has subsequently been made available to extend our role to the end of 2023 whilst NYC secures a new provider / providers. We continue to work with them to ensure a smooth transition for all concerned and particularly our clients and volunteers.
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room user: receipt of discretionary rate relief (previously from HBC) is crucial to the building's finances (confirmed for 2023/24 from NYC).

Pending the outstanding decisions required from the new North Yorkshire Council as outlined, HADCA is keen to help deliver their pledge “to have a local approach ingrained in its operations, whilst covering the largest geographical area of any local authority in the country”. In this regard we are pleased that HADCA has been selected to work with the NYC Stronger Communities team to undertake research into possible models for a Community Anchor organisation for Harrogate Town, identifying key issues on a hyper-local basis. We have also sought to make good links with the elected members and will keep in touch with the roll out of community partnerships across the District to ensure VCS engagement in them.

Given our depth of local knowledge, connections and profile and our track record of partnership working we envisage that HADCA, HELP and Harrogate Community House could have a key role as a hub or anchor organisation, providing linkage into the wider structures and systems across the public and voluntary sectors. We will seek funding from a range of sources to continue to deliver services across our area of benefit (the former Harrogate District), wherever there is an unmet need that we are best placed to serve. We will continue to collaborate with a wide range of local partners and to connect those who can help each other, recognising that there are health inequalities in our area that can only be tackled by joint working.

To balance our budget there will be a continued focus on fundraising, which remains challenging as members of the public and businesses all face rising costs. Trusts and foundations are expected to receive an increasing number of applications and we will have to find creative solutions to the challenge of raising additional income. This is also the case for all local voluntary and community sector organisations and we will continue to champion THE LOCAL FUND as a source of support for grass roots groups and good causes.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Helping people stay safe and well at home supported by volunteers

Given the changes to our funding for services to individuals we have sought pro-bono external support to review and plan for the future. Our aim is always to focus on unmet need, rather than duplicate what other organisations are already doing. We are exploring several avenues for funding for work that meets the need within our communities and where we are uniquely placed to help.

Meanwhile our Help at Home gardening, decorating and odd job service continues to operate with local authority funding support which is vital to the continuation of that service. We offer the fastest possible support to council tenants and to people without family or friends who can help them. Not only do we provide the practical support requested, but we seek opportunities to refer people on to other sources of support as appropriate.

We will continue to offer our support to local GP practices in this autumn's vaccination programmes and hope to retain good numbers of volunteers to support this. We have secured some grant funding to grow this cohort of volunteers and engage them in wider one-off volunteering opportunities with local groups.

Finally, connecting people to support or information that they need will always be a key facet of our services. We have grown partnerships with a number of local VCS organisations in order to reach more people and we will continue to do so, especially given the challenging financial situation facing so many people we already support and potentially many more members of the wider public.

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support and promote our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking for support or to get involved in their local community. We also wish to be valued as a reliable source of information for new arrivals in our area, including refugees from Syria, Afghanistan and Ukraine. We will continue to provide our regular e-bulletins and newsletters and ensure all our services are GDPR compliant. We will continue to use a range of social media and traditional platforms to raise awareness of the value and contribution of our sector and the opportunities to become involved.

Support for local community and social action

We will support local voluntary action via our programme of events and networks and will continue to host forums, enabling VCS representatives to meet, share issues and influence decision makers. We are pleased to have received confirmation of a small annual grant from Ripon City Council for the next four years, which supports our Connecting Ripon Network work.

Additional opportunities may come from the creation of the new Humber and North Yorkshire Health and Care Partnership, who have embedded liaison with the voluntary and community sector from their inception and we have been asked to be the local conduit for information in and out of this partnership.

We will keep championing volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This includes seeking further funding to continue to deliver our two 18 month partnership projects currently underway, the Volunteering City of Ripon and Community Fit. Both are working to boost volunteering via a variety of innovative approaches and sharing of good practice, with really positive progress already made in the first twelve months.

We will ensure that Harrogate Community House is maintained and developed as a supportive and welcoming location for voluntary and community groups to work and meet.

We will collaborate with the wider voluntary and community sector at a county wide, regional and national level wherever we can see an actual or potential benefit back to our district.

Finally we will continue to promote and develop THE LOCAL FUND and THE LOCAL LOTTO for the Harrogate District. This includes bringing in new donations to the fund, assisting with the promotion of grant aid opportunities to beneficiaries and ongoing growth of the LOTTO.

Clearly the uncertainty over several significant strands of funding will have a significant impact on our charity in 2023/24: adjustments to services and staffing are inevitable and planned use of reserves has been approved by trustees during this period of adjustment. We will continue to review our forward plan and update the aims and objectives of the organisation to ensure HADCA remains best placed to respond to changing needs of our District, whilst adapting to our own changing finances. Our board of trustees, staff and volunteer teams remain our greatest asset and we will continue to invest in them to achieve the best outcomes for our community.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Structure, Governance and Management

Governing document

Harrogate and Area CVS was incorporated as a company limited by guarantee at Companies House (number 7760477) on 2 September 2011. Registration with the Charity Commission (number 1144758) took place on 23 November 2011. The memorandum and articles were amended by special resolutions at Companies House on 26 March 2012 and 13 October 2022.

The charity is a membership organisation and as of 31 March 2022 the organisation had 217 members. Our memorandum and articles of association requires that member representatives make up 60% of the board of trustees.

Recruitment, appointment and induction of trustees

Appointment of trustees is governed by the memorandum and articles of association. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

One third of the trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election, serving a maximum period of up to 6 years (two three-year terms). No new trustees were appointed at the 2022 AGM but Ian Bergel and Caroline Shead renewed their appointment in line with the requirements of our memorandum and articles of association.

When new trustees are appointed they are invited to meet with the Chief Executive for an initial induction session. An induction check list with copies of relevant policies and other documents is provided, along with introductions to members of staff. Trustees are encouraged to attend relevant training and are invited to attend meetings and other events arranged by the organisation.

Organisational structure

The board of trustees of the charity, currently comprising 10 trustees, holds a minimum of four board meetings per year, plus two board development sessions. In addition, there are sub-committees for finance, governance and property:

| | | |
|--------------------|-----------------------|-------------------|
| Finance: | Governance: | Property: |
| Ian Bergel (Chair) | Helen Bourner (Chair) | Ann Allen (Chair) |
| Phyl Hughes | Caroline Shead | Sam Gibbs |
| James Plummer | Victoria Pilkington | Helen Bourner |
| Alistair Ratcliffe | | |

Operational management is delegated to the Chief Executive, who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2022/23 the management team was made up of the Chief Executive, the Strategic Lead for Community Action and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

The trustees' report was approved by the Board of Trustees.



Helen Bourner
Signed on 21/09/23 @ 17:30

Helen Claire Bourner - Chair

Trustee

Date: 19 September 2023

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

I report to the trustees on my examination of the financial statements of Harrogate & Area Council for Voluntary Service Ltd (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



N P Clemit
Signed on 22/09/23 @ 07:54

N Clemit ACA, FCCA

JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
York
YO10 5DQ

Dated: 19 September 2023

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Income from: | | | | | | | |
| Donations and legacies | 2 | 2,447 | 87,864 | 90,311 | 5,819 | 42,199 | 48,018 |
| Charitable activities | 4 | 119,794 | 295,216 | 415,010 | 106,622 | 279,271 | 385,893 |
| Investments | 3 | 1,100 | - | 1,100 | 17 | - | 17 |
| Total income | | 123,341 | 383,080 | 506,421 | 112,458 | 321,470 | 433,928 |
| Expenditure on: | | | | | | | |
| Raising funds | 5 | - | 656 | 656 | - | 980 | 980 |
| Charitable activities | 6 | 95,703 | 373,863 | 469,566 | 80,140 | 342,879 | 423,019 |
| Total expenditure | | 95,703 | 374,519 | 470,222 | 80,140 | 343,859 | 423,999 |
| Net income for the year/ Net movement in funds | | 27,638 | 8,561 | 36,199 | 32,318 | (22,389) | 9,929 |
| Fund balances at 1 April 2022 | | 151,951 | 577,092 | 729,043 | 119,633 | 599,481 | 719,114 |
| Fund balances at 31 March 2023 | | 179,589 | 585,653 | 765,242 | 151,951 | 577,092 | 729,043 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2023

| | Notes | 2023 £ | £ | 2022 £ | £ |
|---|-------|-----------------|----------------|-----------------|----------------|
| Fixed assets | | | | | |
| Tangible assets | 9 | | 524,249 | | 526,340 |
| Current assets | | | | | |
| Debtors | 10 | 14,985 | | 7,099 | |
| Cash at bank and in hand | | 251,415 | | 241,622 | |
| | | <u>266,400</u> | | <u>248,721</u> | |
| Creditors: amounts falling due within one year | 11 | <u>(25,407)</u> | | <u>(46,018)</u> | |
| Net current assets | | | 240,993 | | 202,703 |
| Total assets less current liabilities | | | <u>765,242</u> | | <u>729,043</u> |
| Income funds | | | | | |
| Restricted funds | 13 | | 585,653 | | 577,092 |
| Unrestricted funds | | | 179,589 | | 151,951 |
| | | | <u>765,242</u> | | <u>729,043</u> |


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 19 September 2023

 *Helen Bourner*
Signed on 21/09/23 @ 17:30

Helen Claire Bourner - Chair
Trustee

Company registration number 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

| | 2023 | | 2022 | |
|--|-------------------|-------------------|-------------------|-------------------|
| Notes | £ | £ | £ | £ |
| Cash flows from operating activities | | | | |
| Cash generated from operations | | 19,762 | | 27,780 |
| Investing activities | | | | |
| Purchase of tangible fixed assets | (11,069) | | (21,600) | |
| Investment income received | 1,100 | | 17 | |
| | <u> </u> | | <u> </u> | |
| Net cash used in investing activities | | (9,969) | | (21,583) |
| Net cash used in financing activities | | - | | - |
| | | <u> </u> | | <u> </u> |
| Net increase in cash and cash equivalents | | 9,793 | | 6,197 |
| Cash and cash equivalents at beginning of year | | 241,622 | | 235,425 |
| | | <u> </u> | | <u> </u> |
| Cash and cash equivalents at end of year | | <u>251,415</u> | | <u>241,622</u> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Harrogate & Area Council for Voluntary Service Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Community House, 46-50 East Parade, Harrogate, HG1 5RR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Raising funds are those costs incurred in attracting donations and legacies and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

| | |
|--------------------------------|-----|
| Buildings | 2% |
| Computers and office equipment | 33% |
| Vehicles | 25% |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price.

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Pensions

The charity contributes to defined contribution pension schemes in respect of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity in respect of the employees.

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Donations and legacies

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|-----------|-----------------------|---------------------|---------------|-----------------------|---------------------|---------------|
| | 2023 £ | 2023 £ | 2023 £ | 2022 £ | 2022 £ | 2022 £ |
| Donations | 2,447 | 46,197 | 48,644 | 5,819 | 42,199 | 48,018 |
| Legacies | - | 41,667 | 41,667 | - | - | - |
| | <u>2,447</u> | <u>87,864</u> | <u>90,311</u> | <u>5,819</u> | <u>42,199</u> | <u>48,018</u> |

3 Investments

| | Unrestricted funds | Unrestricted funds |
|---------------------|-----------------------|-----------------------|
| | 2023 £ | 2022 £ |
| Interest receivable | 1,100 | 17 |
| | <u>1,100</u> | <u>17</u> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

| | Community action 2023 £ | Forums and events 2023 £ | Service delivery 2023 £ | Total 2023 £ |
|-------------------------|----------------------------------|-----------------------------------|----------------------------------|--------------------|
| Grants | 52,000 | - | 267,028 | 319,028 |
| Fees and charges | 79,794 | - | 16,188 | 95,982 |
| | <u>131,794</u> | <u>-</u> | <u>283,216</u> | <u>415,010</u> |
| Analysis by fund | | | | |
| Unrestricted funds | 119,794 | - | - | 119,794 |
| Restricted funds | 12,000 | - | 283,216 | 295,216 |
| | <u>131,794</u> | <u>-</u> | <u>283,216</u> | <u>415,010</u> |

| | Community action 2022 £ | Forums and events 2022 £ | Service delivery 2022 £ | Total 2022 £ |
|-------------------------|----------------------------------|-----------------------------------|----------------------------------|--------------------|
| Grants | 49,571 | 4,640 | 230,382 | 284,593 |
| Fees and charges | 62,122 | - | 39,178 | 101,300 |
| | <u>111,693</u> | <u>4,640</u> | <u>269,560</u> | <u>385,893</u> |
| Analysis by fund | | | | |
| Unrestricted funds | 106,622 | - | - | 106,622 |
| Restricted funds | 5,071 | 4,640 | 269,560 | 279,271 |
| | <u>111,693</u> | <u>4,640</u> | <u>269,560</u> | <u>385,893</u> |

5 Raising funds

| | Restricted funds 2023 £ | Restricted funds 2022 £ |
|---------------|----------------------------------|----------------------------------|
| Support costs | 656 | 980 |
| | <u>656</u> | <u>980</u> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Charitable activities

| | Community action 2023 £ | Forums and events 2023 £ | Service delivery 2023 £ | Total 2023 £ |
|--|----------------------------------|-----------------------------------|----------------------------------|--------------------|
| Direct staff costs | 51,618 | - | 209,910 | 261,528 |
| Project costs | 2,182 | 2,504 | 42,235 | 46,921 |
| | <u>53,800</u> | <u>2,504</u> | <u>252,145</u> | <u>308,449</u> |
| Share of support costs (see note 7) | 52,493 | (6) | 103,342 | 155,829 |
| Share of governance costs (see note 7) | 3,410 | 6 | 1,872 | 5,288 |
| | <u>109,703</u> | <u>2,504</u> | <u>357,359</u> | <u>469,566</u> |
| Analysis by fund | | | | |
| Unrestricted funds | 95,703 | - | - | 95,703 |
| Restricted funds | 14,000 | 2,504 | 357,359 | 373,863 |
| | <u>109,703</u> | <u>2,504</u> | <u>357,359</u> | <u>469,566</u> |
| | <u>53,800</u> | <u>2,504</u> | <u>252,145</u> | <u>308,449</u> |
| | <u>109,703</u> | <u>2,504</u> | <u>357,359</u> | <u>469,566</u> |

| | Community action 2022 £ | Forums and events 2022 £ | Service delivery 2022 £ | Total 2022 £ |
|--|----------------------------------|-----------------------------------|----------------------------------|--------------------|
| Direct staff costs | 48,601 | 1,911 | 185,151 | 235,663 |
| Project costs | 2,393 | 3,160 | 59,400 | 64,953 |
| | <u>50,994</u> | <u>5,071</u> | <u>244,551</u> | <u>300,616</u> |
| Share of support costs (see note 7) | 40,845 | 440 | 75,985 | 117,270 |
| Share of governance costs (see note 7) | 3,298 | 29 | 1,806 | 5,133 |
| | <u>95,137</u> | <u>5,540</u> | <u>322,342</u> | <u>423,019</u> |
| Analysis by fund | | | | |
| Unrestricted funds | 80,140 | - | - | 80,140 |
| Restricted funds | 14,997 | 5,540 | 322,342 | 342,879 |
| | <u>95,137</u> | <u>5,540</u> | <u>322,342</u> | <u>423,019</u> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Support costs

| | Support costs | Governance costs | 2023 | Support costs | Governance costs | 2022 |
|-----------------------|----------------|------------------|----------------|----------------|------------------|----------------|
| | £ | £ | £ | £ | £ | £ |
| Depreciation | 13,160 | - | 13,160 | 13,092 | - | 13,092 |
| Support staff costs | 41,856 | - | 41,856 | 32,784 | - | 32,784 |
| Communications and IT | 12,166 | - | 12,166 | 12,217 | - | 12,217 |
| Financial costs | 424 | - | 424 | 712 | - | 712 |
| Printing and postage | 6,225 | - | 6,225 | 7,350 | - | 7,350 |
| Premises | 81,998 | - | 81,998 | 51,115 | - | 51,115 |
| Governance costs | - | 5,288 | 5,288 | - | 5,133 | 5,133 |
| | <u>155,829</u> | <u>5,288</u> | <u>161,117</u> | <u>117,270</u> | <u>5,133</u> | <u>122,403</u> |
| Analysed between | | | | | | |
| Charitable activities | <u>155,829</u> | <u>5,288</u> | <u>161,117</u> | <u>117,270</u> | <u>5,133</u> | <u>122,403</u> |

Governance costs includes payments to accountants of £2,700 (2022: £2,580) for independent examiners fees.

8 Employees

The average monthly number of employees during the year was:

| | 2023 | 2022 |
|-----------------------|----------------|----------------|
| | Number | Number |
| Total | <u>24</u> | <u>23</u> |
| Wages and salaries | 273,372 | 237,142 |
| Social security costs | 9,299 | 6,844 |
| Pension costs | <u>20,383</u> | <u>17,792</u> |
| | <u>303,054</u> | <u>261,778</u> |

No employee received emoluments of more than £60,000 per annum (2022: £nil)

The total paid to key management personnel during the year was £50,222 (2022: £50,026).

The average number of employees is calculated on the basis of full time equivalents with regard to a 37 hour working week was 11.2 (2022: 10.6).

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Tangible fixed assets

| | Buildings | Computers and office equipment | Vehicles | Total |
|----------------------------------|-----------|--------------------------------------|----------|---------|
| | £ | £ | £ | £ |
| Cost or valuation | | | | |
| At 1 April 2022 | 550,000 | 35,338 | 29,602 | 614,940 |
| Additions | - | 11,069 | - | 11,069 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| At 31 March 2023 | 550,000 | 46,407 | 29,602 | 626,009 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Depreciation | | | | |
| At 1 April 2022 | 44,000 | 14,998 | 29,602 | 88,600 |
| Depreciation charged in the year | 11,000 | 2,160 | - | 13,160 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| At 31 March 2023 | 55,000 | 17,158 | 29,602 | 101,760 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Carrying amount | | | | |
| At 31 March 2023 | 495,000 | 29,249 | - | 524,249 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| At 31 March 2022 | 506,000 | 20,340 | - | 526,340 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

Community House was received from winding up Harrogate Community House Trust Ltd on 28 September 2018. The asset was valued at £550,000 by Feather Smailes Scales at the time of transfer.

10 Debtors

| | 2023 | 2022 |
|---|--------|-------|
| | £ | £ |
| Amounts falling due within one year: | | |
| Debtors (accounts receivable) | 11,500 | 4,864 |
| Accrued income | 1,132 | 894 |
| Taxation and social security | 2,067 | 1,084 |
| Prepayments | 286 | 257 |
| | <hr/> | <hr/> |
| | 14,985 | 7,099 |
| | <hr/> | <hr/> |

11 Creditors: amounts falling due within one year

| | Notes | 2023 | 2022 |
|-----------------------|-------|--------|--------|
| | | £ | £ |
| Other creditors | | 3,623 | 10,490 |
| Accruals | | 6,784 | 9,283 |
| Deferred grant income | 12 | 15,000 | 26,245 |
| | | <hr/> | <hr/> |
| | | 25,407 | 46,018 |
| | | <hr/> | <hr/> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

12 Deferred income

| | 2023 £ | 2022 £ |
|---------------------------------------|---------------|---------------|
| Opening balance | 26,245 | 26,245 |
| Amount released to income in the year | (26,245) | (26,245) |
| Amounts deferred in the year | 15,000 | 26,245 |
| | <u>15,000</u> | <u>26,245</u> |

Deferred income comprises grants received in advance of the funding period.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Balance at 1 April 2022 £ | Movement in funds | | | Balance at 31 March 2023 £ |
|--|---------------------------------|-------------------|------------------|----------------|----------------------------------|
| | | Income £ | Expenditure £ | Transfers £ | |
| Community action | | | | | |
| Community House Capital Reserve | 506,000 | - | (11,000) | 11,069 | 506,069 |
| Community House Cash Funds | 57,438 | 12,500 | (3,000) | (11,069) | 55,869 |
| Community Fit | 3,874 | 13,202 | (9,798) | - | 7,278 |
| Forums | | | | | |
| RIPPSI | 2,504 | - | (2,504) | - | - |
| Service delivery | | | | | |
| HELP - Harrogate Easier Living Project | 7,405 | 136,232 | (132,575) | - | 11,062 |
| Prevention | - | 104,979 | (104,979) | - | - |
| Help at Home | - | 58,199 | (53,199) | - | 5,000 |
| Transport | - | 34,854 | (34,849) | - | 5 |
| Volunteering City of Ripon Project | (129) | 23,114 | (22,615) | - | 370 |
| | <u>577,092</u> | <u>383,080</u> | <u>(374,519)</u> | <u>-</u> | <u>585,653</u> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

(Continued)

| | Balance at 1 April 2021 | Movement in funds | | Transfers | Balance at 31 March 2022 |
|--|----------------------------|-------------------|------------------|-----------|-----------------------------|
| | | Income | Expenditure | | |
| | £ | £ | £ | £ | £ |
| Community action | | | | | |
| Community House Capital Reserve | 517,000 | - | (11,000) | - | 506,000 |
| Community House Cash Funds | 54,367 | 5,071 | (2,000) | - | 57,438 |
| Community Fit | - | 4,506 | (632) | - | 3,874 |
| HPOC | 1,998 | - | (1,998) | - | - |
| Forums | | | | | |
| RIPPSI | 3,404 | 4,640 | (5,540) | - | 2,504 |
| Service delivery | | | | | |
| HELP - Harrogate Easier Living Project | 6,862 | 110,655 | (110,112) | - | 7,405 |
| Prevention | - | 104,979 | (104,979) | - | - |
| Help at Home | 4,933 | 47,944 | (52,877) | - | - |
| Help at Home Van Fund | 2,926 | - | (2,926) | - | - |
| Transport | 7,991 | 43,291 | (51,282) | - | - |
| Volunteering City of Ripon Project | - | 384 | (513) | - | (129) |
| | <u>599,481</u> | <u>321,470</u> | <u>(343,859)</u> | <u>-</u> | <u>577,092</u> |

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

(Continued)

Restricted funds represent monies to be used for the following specific purposes:

Community House Capital Reserve

This is the value of the property as at April 2019 when it was acquired and any capital improvements that have since been made. The transfer from the Community House Cash Funds this year was in relation to the LED lighting which was capitalised in the year.

Community House Cash Funds

These funds were transferred over from Harrogate Community House Trust Ltd on completion of the transfer and will be used to maintain and develop the building.

Harrogate District Community Fit Project

HADCA is a delivery partner in the 18 month Community Fit Project in partnership with North Yorkshire Sport, funded by the NHS via Community First Yorkshire. We are hosting the Task Co-ordinator post, based with our HELP team. The aim of the project is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Regular group sessions will involve people who will run, walk or cycle together from one of our bases to a community group or charity to complete a variety of tasks.

HPOC (2022 only)

This is NHS funding which was received as a grant from Community First Yorkshire to carry out two research projects, commissioned as part of the Harnessing the Power of Communities (HPoC) programme in the Harrogate District

RIPPSI

Funding from NYCC for running costs of the Ripon Physical and Sensory Impairment Group. The balance of this fund has now been transferred to the Ripon Sensory Impairment Charity.

Harrogate Easier Living Project

Supported by funding from NYCC and HBC to provide help with practical tasks for those who have nobody else to support them. It incorporates the following services each with their own separate restricted funding:

Prevention

HARCVS was appointed to deliver the Wellbeing and Prevention Support services contract for the Harrogate District commencing 1st October 2018. This brought a number of previously separate held contracts into one agreement, with a contract for four years initially.

Help at Home

This is a scheme to provide a gardening, decorating and DIY service to older and disabled people.

Help at Home Van Fund (2022 only)

This fund is accumulated donations towards the purchase of a new van for the Help at Home project, which was purchased in 2018/19. The fundraising target for this was £15,000.

Transport

Supported by funding from NYCC to provide the following services:

Ripon Voluntary Car Driver Service operates in the Ripon area and is available principally to those who are elderly or disabled and are unable to access public transport.

Driving Force operates in the Harrogate/Knaresborough area and is available principally to those who are elderly or disabled and are unable to access public transport.

Volunteering City of Ripon Project

HADCA is a delivery partner in the 5-year Skell Valley Project hosted by the National Trust and Nidderdale AONB and funded by the Heritage Lottery Fund. HADCA are leading on the Volunteering City of Ripon work stream with the Project Co-ordinator based with HADCA for 18 months. The aim of the project is to make Ripon a volunteering centre of excellence by making it easier for new groups of people to get involved in giving time and to support volunteer managers, by sharing resources and training.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

14 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total |
|--|-----------------------|-----------------------|-----------------------|
| | 2023 | 2023 | 2023 |
| | £ | £ | £ |
| Fund balances at 31 March 2023 are represented by: | | | |
| Tangible assets | 18,180 | 506,069 | 524,249 |
| Current assets/(liabilities) | 161,409 | 79,584 | 240,993 |
| | <u>179,589</u> | <u>585,653</u> | <u>765,242</u> |
| | <u><u>179,589</u></u> | <u><u>585,653</u></u> | <u><u>765,242</u></u> |
| | Unrestricted funds | Restricted funds | Total |
| | 2022 | 2022 | 2022 |
| | £ | £ | £ |
| Fund balances at 31 March 2022 are represented by: | | | |
| Tangible assets | 20,340 | 506,000 | 526,340 |
| Current assets/(liabilities) | 131,611 | 71,092 | 202,703 |
| | <u>151,951</u> | <u>577,092</u> | <u>729,043</u> |
| | <u><u>151,951</u></u> | <u><u>577,092</u></u> | <u><u>729,043</u></u> |

15 Contingent liability

The charity has no contingent liabilities.

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2023 | 2022 |
|----------------------------|---------------------|---------------------|
| | £ | £ |
| Within one year | 2,930 | 1,910 |
| Between two and five years | 2,375 | 3,325 |
| | <u>5,305</u> | <u>5,235</u> |
| | <u><u>5,305</u></u> | <u><u>5,235</u></u> |

17 Capital commitments

| | 2023 | 2022 |
|--|---------------------|-----------------|
| | £ | £ |
| At 31 March 2023 the charity had capital commitments as follows: | | |
| Contracted for but not provided in the financial statements: | | |
| Acquisition of property, plant and equipment | 9,217 | - |
| | <u>9,217</u> | <u>-</u> |
| | <u><u>9,217</u></u> | <u><u>-</u></u> |

18 Related party transactions

No trustees (2022: nil) were reimbursed for expenses during the year (2022: £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2022: £nil).

None of the trustees nor any persons connected with them received any remuneration during the year.