



Harrogate and District
Community Action

Formerly Harrogate & Ripon Centres for Voluntary Service (HARCVS)

**HARROGATE & AREA COUNCIL
FOR VOLUNTARY SERVICE LTD**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2020

Charity registration number 1144758
Company Number 7760477

jwpcreeers llp

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

OBJECTIVES OF THE CHARITY

The objects of the charity and company, as stated in the Memorandum and Articles of Association dated March 2012 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.

In September 2017 the board adopted a 3-year strategic plan which sets out the vision and mission for Harrogate and Ripon CVS following major changes to funding earlier in 2017. These were in turn reviewed and re-confirmed in November 2018.

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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

Our Strategic Objectives:

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

These strategic objectives each have a set of actions which form the basis of an annual work plan to guide the work of the HARCVS staff team under the leadership of the Chief Executive. Progress against a set of key performance indicators is monitored and reported to trustee meetings throughout the year.

ACTIVITIES OF THE CHARITY DURING 2019/2020

HARCVS 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 which now serves the whole district.

HARCVS 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 for older and vulnerable people. Connecting and collaborating continues to underpin 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 support services for older, disabled or vulnerable people from our bases in Harrogate and Ripon.

Harrogate Borough Council provides strategic grant aid for both our "core" work supporting the local voluntary sector and our practical support services. We also receive a smaller grant from Ripon City Council to support our work in the Ripon area.

Our practical support services are supported financially as part of a four year contract with North Yorkshire County Council which commenced on 1st October 2018. We work closely with our two local delivery partners to provide these services (Supporting Older People and Boroughbridge Community Care). NYCC also contributes to our two voluntary car driver services based in Harrogate and Ripon.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

Information services

We provide a wide range of information, networking and learning opportunities and promote voluntary sector services, events, jobs and volunteering opportunities via our extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work, and we work hard to ensure that both are 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 thousands of visitors and callers and ensure they receive a warm welcome and helpful information and advice. We also keep the Community House Information Centre up to date with a wide range of literature on local activities and services.

Local voluntary action

HARCVS 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. HARCVS provides opportunities to network, to work in partnership and to be involved and influence local decision making.

We support local voluntary action via a programme of learning events and networks and host a number of forums, enabling VCS representatives to meet, share issues and influence decision makers.

We work closely with partners from all sectors to ensure a thriving local voluntary and community sector. HARCVS has a place on the Harrogate District Public Services Leadership Board representing the local voluntary and community sector and plays an active role in the HBC My Neighbourhood programme. We are also active in the NHS funded Harnessing the Power of Communities programme locally.

We work with volunteer-involving organisations to adopt good practice in volunteer management. Support includes information updates, facilitated networks and learning opportunities for volunteer organisers. We also promote local volunteering and provide information on local volunteering opportunities via the online HARCVS Volunteering Directory which has been in operation since October 2016.

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 work in partnership with HBC and the Two Ridings Community Foundation 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 Two Ridings Community Foundation and HARCVS's role is to co-ordinate the overall partnership and to develop the "Friends of THE LOCAL FUND" as a network of supporters and beneficiaries.

Providing services for vulnerable people

Via the **Harrogate Easier Living Project (HELP)**, HARCVS works with volunteers to help older, vulnerable or disabled people in the community to remain independent 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. The key services offered are:

In the home:

- Help for older, disabled or vulnerable adults struggling 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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

Away from the home:

- Door to Door transport: Our schedulers in Harrogate and Ripon assist people in need to get to appointments and to make journeys that they would otherwise be unable to do. This could be due to the person's mobility or to their location, meaning other forms of transport are unsuitable, unavailable or unaffordable. Volunteers use their own vehicle, for which they are paid expenses at the rate of 45p per mile. This is either paid directly by the client or via a referring partner.
- Information and signposting is offered, to enable people to engage with the wide range of other groups and services in their local community. This service is especially valuable for those who can't or don't want to find information online. This can be over the phone, by calling in either at Harrogate or Ripon Community House, or by attending one of our "Here to Help" information sessions or talks.

In March 2020, HARCVS employed 19 staff (10.3 full time equivalents) and before the coronavirus pandemic was supported by 102 regular volunteers contributing 288 hours per week to deliver the services we provide for local voluntary and community organisations and individuals in need.

ACHIEVEMENTS AND PERFORMANCE DURING 2019/20

General overview

In recent years, changes to the way in which HARCVS is funded mean we have become a multi-purpose charity, supporting both the voluntary sector and individuals. During 2019/20 the charity sought to build on achievements in 2018/19 when we took on ownership of Harrogate Community House, secured the NYCC Community Based Wellbeing and Prevention Support contract for the Harrogate District (a 4 year contract + 2 + 2) and began a further three year strategic funding partnership with Harrogate Borough Council commencing 1st April 2019.

For a third year, since major changes in April 2017, we operated to a planned deficit budget supported by funds from our reserves and substantial fundraising throughout the year. Fully aware that this deficit could not be sustained beyond 31st March 2020, the trustees and senior management team worked throughout the year to put in place a sustainable structure for the longer term.

Our small staff team has continued to offer a range of services to support the local voluntary and community sector, and older and vulnerable people, and has been successful in bringing in other funds and support and developing new products and services. Although we didn't undertake a VCS customer survey this year, we regularly receive feedback and commendations, and the annual HELP customer surveys illustrated high levels of satisfaction with our services.

Health and safety, data security and safeguarding are considered at every board and team meeting in order to ensure we comply with all regulatory requirements relevant to our services. We work hard to ensure all our policies and procedures are kept up to date and that staff and volunteers are aware of all key documents.

As far as resources and time permit, we very much enjoy being out and about in the community and participated in a variety of local community events, raising the profile of volunteering, awareness of our services and the wide range of community activities in our area. We took part in the annual Bilton and Woodfield Library Open Day and Sights and Sounds of Ripon events and attended other events hosted by local voluntary organisations and NYCC. Once again we supported the local flagship event of the year in November 2019, the annual Harrogate District Volunteering Oscars.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

General overview (continued)

The delivery of services directly to older and vulnerable people continues to increase in importance, with staff and volunteer teams based in both Harrogate and Ripon, under the umbrella of the Harrogate Easier Living Project (HELP). This includes the two extremely busy voluntary car driver services which between them completed nearly 12,000 journeys over the 12 month period. The cost of delivering these services is not fully met by our local authority funding and so substantial fundraising took place throughout the year, helping to raise awareness of our services and attract new volunteers, as well as generating more income.

We are extremely grateful to our committed team of staff and volunteers, without whom the delivery of our community services would not be possible. As a small organisation our opportunities for career progression are limited but we are committed to giving access to training and development opportunities. Training undertaken this year has included first aid and mental health first aid, safeguarding, bereavement support, lone working, suicide awareness, CRM systems, making videos for social media, and legionella prevention procedures. Staff are also encouraged to become involved in project work to provide development opportunities where possible, improving systems and procedures and delivering training. We offer a regular programme of training for volunteers and we hold regular social events to bring them together and thank them for the support, including the annual visit by the Mayor of the Harrogate District.

Information services

A key role for HARCVS 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 press and media and contribute two monthly columns to highlight the work of the sector in the Harrogate and Ripon weekly newspapers.

73 people participated in 8 free social media surgeries and Introduction Sessions which took place at community venues in Harrogate and Ripon.

Five free HARCVS Introduction Sessions helped connect new colleagues from statutory and voluntary organisations. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 100% of attendees found the session valuable and would recommend a colleague to attend.

The HARCVS fortnightly e-bulletin kept a network of over 950 contacts informed of training and networking opportunities, funding, resources and consultations and also promoted local charity news, services, activities, events and jobs. The 'Care in Action' newsletter published 3 times per year shares voluntary sector news with a wider network of over 1,100 readers, including health and social care professionals, local councillors, parish councils and churches.

HARCVS is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,100 Twitter followers.

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

During the year we attended events across Harrogate District to increase awareness of the information, support and learning available for people involved in local community action.

We also promoted our directories in community venues across the district for people needing support or wanting to get more involved and connected with their community, whether as a volunteer or by attending local activities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

Local voluntary action

We continue to offer services which support local volunteering, and during the year promoted 320 different opportunities with 128 organisations via our online Volunteering Directory where people can search for roles that will be best suited to them according to their interests, skills, needs and availability. Local volunteering opportunities and the benefits of volunteering are promoted through social media, promotional postcards, booklets of opportunities for each area of the district and partnerships with local organisations. We also invest resources behind the scenes to make sure potential volunteers have the best possible experience by following up enquiries made through the online Volunteering Directory with volunteer managers so that timely responses are made and any issues resolved.

HARCVS supports Volunteer Managers so that they are able to recruit and manage volunteers effectively;

- 4 quarterly meetings of the Harrogate District Volunteer Managers Network took place with 42 attendees. Speakers were invited to the sessions which included 'Volunteers and the Law' and 'Investing in Volunteers'
- The regular newsletter for Harrogate District Volunteer Managers Network continued to keep over 550 local volunteer managers up to date with training opportunities, national policy, resources, guidance and information about HARCVS services

An important part of our role is 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 12 forum and network meetings attended by 171 people. Regular specialist e-mail updates were compiled and circulated to keep members up to date on relevant current events and issues.

- Connecting Ripon Network is a partnership group with 100 members facilitated by HARCVS 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 2019/20
- Harrogate District VCS Chief Officers and Chairs Group is a network of 80 decision makers able to share news, views, the challenges of managing change and opportunities for funding and partnership working. We were joined by colleagues from NCVO, the Cranfield Trust, Harnessing the Power of Communities Programme and Citizens Advice who all shared learning and opportunities to work together. 4 meetings were held during 2019/20

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:

- Voluntary and community sector representative on the Harrogate District Public Services Leadership Board
- HBC My Neighbourhood Programme – supporting local neighbourhood community development
- HBC Digital Connections project – a partnership to improve residents' basic digital skills and confidence to access online opportunities and services across the district
- Liaison with NYCC Stronger Communities and Living Well officers to ensure co-ordination and joint working with the local VCS and help VCS organisations secure 'Stronger Communities' investment for development
- NHS Harnessing the Power of Communities Programme VCS Leaders Group – ensuring liaison with the Harrogate and Rural Alliance (HARA) – the local health and care partnership. This included providing the admin support for a number of mental health related workshops for local VCS personnel during autumn/winter 2019/20
- HBC VCS Liaison Group – contributing to discussions and raising issues, for example in the development of THE LOCAL FUND
- Ripon Community Interest Company – the HARCVS Chief Executive was a director on the board until November 2019 and HARCVS provided governance and admin support to the board from January 2019 – March 2020, including maintaining the membership database, assisting with communications, community interest meetings and events
- Fountains Abbey Studley Royal Skell Valley Project Steering Group – overseeing a major Heritage Lottery Fund funding bid

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

Local voluntary action (continued)

- THE LOCAL FUND for the Harrogate District – fund partner with Harrogate Borough Council and Two Ridings Community Foundation, providing partnership co-ordination support and liaising with the Friends of the LOCAL FUND
- Lead partner for the Harrogate District Volunteering Oscars with John Fox and Ackrill Newspapers, assisting with promotion of the awards and at the event at the Old Swan Hotel, attended by guests. Also liaison with the NY Lieutenancy on follow on awards/honours
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings
- Good Gym Harrogate – supporting a local founders group to bring this nationally-led active volunteering programme to Harrogate
- Invited to be part of Harrogate Place Leadership Group and to join the subsequent Harrogate Story Leadership Group
- Harrogate District Climate Change Coalition member on behalf of the voluntary sector

The provision of Harrogate Community House supports local voluntary action by providing a hub for local charitable organisations to work and meet. In our first full year of operating the building we carried out various behind the scenes maintenance projects and improvements to systems and procedures. We liaised closely with tenants to complete an update of our tenancy agreements, and supported the arrival and departure of various organisations. Our reception team welcomed over 4,200 visitors throughout the year.

Community fundraising

We continued to work with partners to run a programme of events to promote and support THE LOCAL FUND. These included the launch of the 2019 fund at Ripon Cathedral on 1st July to coincide with the first anniversary of THE LOCAL LOTTO. We also assisted with the highly successful High Sheriff of North Yorkshire's Dragons' Den event at Ridding Park Hotel in October where six Dragons invested £34,500 in six local charities. Then in November, £35,000 was distributed to 16 projects from across the Harrogate District, all focused on tackling the key issues identified in the Harrogate District Vital Signs report (mental health and wellbeing, inequality and hidden poverty and loneliness and social isolation).

During the year we supported and promoted two free funding workshops in Harrogate district run by our partners Two Ridings Community Foundation at community venues in Harrogate and Ripon. These well attended workshops helped attendees understand more about the issues and challenges facing people who live in the district, how to apply for THE LOCAL FUND and also to gain skills and understanding of tackling grant application forms in general.

In May 2019, we assisted with a workshop held in Knaresborough to review the Vital Signs report, and then in January 2020 we helped facilitate an invitation event for a varied cross section of representatives of local organisations with an interest in THE LOCAL FUND, held at the Majestic Hotel in Harrogate. Two years on from the launch of the Fund in January 2018 we wanted feedback on progress to date and to explore how to grow and sustain THE LOCAL FUND ongoing. We were honoured to be joined by the Lord Lieutenant of North Yorkshire and two of her Deputies and also the HBC Chief Executive and Deputy Leader.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. Operated by Harrogate Borough Council, and with 100 good causes now signed up, £93,720 has been raised for good causes since the launch in June 2018, of which £33,496 has or will be distributed via THE LOCAL FUND.

Services for older, disabled or vulnerable people

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. Additional income is also generated via trust, community and corporate fundraising, in addition to the donations received from clients and their families.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

The Harrogate Easier Living Project (HELP) (continued)

Building again from their success in the previous financial year, our Project Development Workers worked hard to attract over £24,000 from trusts and foundations. We also received over £20,000 through community fundraising and a further £5,000 through support from businesses. Financial support came from a wide variety of activities, from dress down days in businesses, to sponsored events, donations given when doing talks to groups and fundraisers of all kinds. We were very grateful to have been chosen as Charity of the Year by local community choir All Together Now, by Harrogate Rotary Club and by local business Sheila Henry Salon. We were also delighted to have the continued support of the Saints Plant Stall.

Help at Home completed 285 gardening, decorating and DIY jobs for local people in need of this practical support. This is lower than the previous year due to two extended periods of staff sickness absence and to the need to stop decorating early in March due to the risks of Covid 19. We continue to have excellent working relationships with the HBC Housing Team and with a wide range of other referring agencies, both from the voluntary sector and beyond. Our skilled staff are assisted by a dedicated group of volunteers who enable us to complete jobs more quickly and reduce waiting times for support. Special thanks go to the Robert McAlpine Foundation, who enabled our support workers to continue to provide a further 7 hours of dedicated support to those most in need of their assistance. We would also like to recognise the generosity of Ripon City Council and the Sylvia & Colin Shepherd Trust for their contributions towards our fuel and other van running costs this year.

Voluntary Car Driving Services:

In total, our voluntary car driver services achieved 11,726 journeys in 2019/20. That was an 11.8% increase in demand compared with the previous year and an average of 977 journeys per month. Peak demand was in November 2019, when we fulfilled an amazing 1,222 requests for journeys throughout the District, up from our highest month's total of 1,055 the previous year. Making arrangements for so many trips, (with so many special requirements and last minute changes), requires positivity and enthusiasm from the staff team and generosity of spirit and huge kindness, which we recognise in all our volunteers drivers. We are constantly amazed by the amount of time they are willing to give to help people get where they need or want to go. Our thanks go to The Brelms Trust CIO who provided funding to support us to meet the shortfall between the costs of running the service and the statutory funding that we receive towards those costs.

This has been the first full year of the **Ripon & Rural Befriending Service** operating with its new model, using volunteer visitors, rather than staff support workers as had previously been the case. The team rose to the challenge of recruiting many new befriender volunteers and carefully matching them with clients. We reached the total of 47 matched pairs by the end of the year and were pleased that feedback from surveys showed that there were high levels of satisfaction amongst both clients and volunteers.

Here to HELP sessions:

These sessions were designed as a way to get our information services out into the community, to enable those who were not digitally connected to find out what activities and interests were available locally, as well as where to turn for additional forms of support. Sessions have the aim of providing social interaction, a cup of tea and a chat and the chance to get information about a specific theme, along with the chance to speak privately about an individual's needs. Sessions have included information about staying warm and well in winter, avoiding scams, learning more about home food delivery options such as Meals on Wheels and maintaining strength and stability.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

FINANCIAL REVIEW

Overview

HARCVS finished the year with an overall deficit of £52,034. This was made up of deficits of £7,920 within unrestricted funds and £44,114 within restricted funding relating to expenditure of funds received in the previous year.

Like many charities, HARCVS has continued to deal with the impact of reductions in public sector funding and increased competition for other sources of funding. With careful management of costs and some new funding from other sources we have mitigated the worst of these difficulties.

Total income was £364,583 (£384,642 in 2018/19) the bulk of the reduction was in donations.

Our expenditure also decreased in the period to £416,617 (from £432,950 in 2018/19), reflecting some cost cutting to keep in line with our income.

The trustees were broadly satisfied the results were in line with the planned deficit for the year.

In the last quarter of 2019/20 the board of trustees approved a senior management restructure, as the best way to ensure that the charity began the new financial year with a balanced budget.

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 £80,000 to £100,000 is adequate to cover these contingencies. The actual reserve at 31 March 2020 was £86,032 and this will help us face ongoing funding challenges in 2020/21.

Principal funding sources

The main sources of funding for the principal activities of HARCVS were via contract with North Yorkshire County Council and vital annual core funding support from Harrogate Borough Council.

Other activities were funded by:

Asda Harrogate, All Together Now Community Choir, Bettys & Taylors, The Brelms Trust CIO, Charles and Elsie Sykes Foundation, CNG Ltd, Co-op Community Fund, Christ Church High Harrogate, Covance, Ecclesiastical Giving, Harlow Masonic Lodge, Harrogate Christmas Market, Harrogate Quakers, Harrogate Rotary Club, Holy Trinity Ripon, HMCA, Knaresborough Christmas Tree Festival, La Buona Notizia, NYCC County Councillors Paul Haslam and Richard Cooper, Presence Church Harrogate, Ripon City Council, Ripon Community Pantomime Group, Ripon Classic Car Gathering, Ripon Recycling Fund, Robert McAlpine Foundation, Saints' Plant Stall, Saffron Tree, Sheila Henry Salon, St Paul's Church Harrogate, St Wilfrid's Church Harrogate, Straybirds Singing Collective, Sylvia and Colin Shepherd Trust, The Thousandth Man – Richard Burns Charitable Trust, Trinity Methodist Church, Waitrose Community Matters, Warm & Well North Yorkshire.

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

We are extremely grateful to all the organisations and individuals who have provided us with the funds necessary to carry out our work in 2019/20.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

From 1st April 2012 Harrogate and Area CVS incorporated to become a company limited by guarantee (number 7760477) and this also required the establishment of a new registered charity (number 1144758) and memorandum and articles of association.

On 1st April 2013 the operation of the former Ripon Council for Voluntary Service was transferred to Harrogate and Area Council for Voluntary Service. The charity and company name remain as Harrogate and Area Council for Voluntary Service Ltd but publicly the organisation was known as **Harrogate & Ripon Centres for Voluntary Service (HARCVS)** to 30 April 2020, when the charity became known as Harrogate & District Community Action (HADCA).

The charity is a membership organisation and as at 31 March 2020 the organisation had 202 members and 18 associate (non-voting) 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).

Following their appointment, trustees 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 organised by the organisation.

Organisational structure

The board of trustees of the charity, currently comprising 9 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:

John Fox
Kevin Douglas
Ian Bergel (Chair)

Governance:

Ruth Newton (Chair)
Caroline Shead

Property:

Zoe Metcalfe
John Fox
(John) Patrick Brady (Chair)
Bev Richardson

The board has a nominated link trustee for the Harrogate Easier Living Project services and in 2019/20 Maurice Bull continued to carry out this role.

Operational management is delegated to the Chief Executive who is supported by a team of staff and volunteers in three areas of work; voluntary sector support services, services to individuals and business support. In 2019/20 the management team was made up of the Chief Executive, the Head of Practical Support Services and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

Risk management

HARCVS 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 FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

REFERENCE AND ADMINISTRATIVE INFORMATION

Legal and Administrative Information

Charity name	Harrogate & Area Council for Voluntary Service Limited
Charity Registration Number	1144758
Company Number	7760477
Principal Address	Community House 46-50 East Parade Harrogate HG1 5RR

Trustees

John Fox	Chair
Kevin Douglas	Vice Chair
Ian Bergel	
(John) Patrick Brady	
Maurice Bull	
Zoe Metcalfe	Harrogate BC nominated trustee
Ruth Newton	
Bev Richardson	
Caroline Shead	Appointed October 2019
David Ashton-Jones	Resigned February 2020
Tim Mallett	Resigned January 2020
Andrew Marson	Resigned January 2020

Chief Executive

Karen Weaver	Resigned April 2020
Frances Elliot	Appointed May 2020

Key Management Personnel

Karen Weaver and Frances Elliot

Independent Examiner

J L Campbell FCCA BSc (Hons) MAAT
JWPCreers LLP, Chartered Accountants
Genesis 5
Church Lane
Heslington
York
YO10 5DQ

Bankers

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

FUTURE PLANS

In the last quarter of 2019/20 the board of trustees approved a senior management restructure, agreed as the best way to ensure that the charity began the new financial year with a balanced budget. After eleven years in post Karen Weaver stepped down as CEO and from 1st May 2020 former Head of Practical Support Services Frances Elliot started in post as the new CEO. Karen will have a continuing but reduced role as Strategic Lead (Community Action).

Having agreed a staffing structure and budget, which ends the planned deficit of the last 3 years, and was considered to be sustainable in the medium term, the board began work on updating the organisation's strategic plan, which ends in 2020. An early step was to change the working name to Harrogate and District Community Action (HADCA) from 1 May 2020, to reflect our changed role over the three years since our NYCC and NHS funding for voluntary sector support ended.

Looking ahead the charity will have three main service areas:

- Helping people stay safe and well supported by volunteers (the 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.

Key funding streams are as follows:

- The NYCC Wellbeing and Prevention contract, operated in conjunction with Supporting Older People and Boroughbridge Community Care and supported by volunteers and fundraising
- The Harrogate Borough Council grant aid support for the Help at Home service
- Provision of voluntary car driver services in Harrogate and Ripon part funded by NYCC
- Operation of Harrogate Community House for voluntary and community sector tenants and meeting room users
- A strategic partnership grant from Harrogate Borough Council which supports our information and community action work

We also receive a small annual grant from Ripon City Council for our voluntary sector support work in the city and surrounding areas.

COVID-19

With these partnerships and funding in place, and the new staffing structure and name confirmed, the strategic and operational plans were set to be finalised in March 2020. However, as the coronavirus pandemic began to affect the UK from February 2020 onwards, this work had to be paused. It now became a priority for HARCVS to adjust our services and working arrangements due to the impact of the pandemic and particularly the lockdown measures from 23rd March onwards.

In a very short space of time, the entire team had to switch to working from home and Community House was closed. More significantly, we were invited by NYCC to become the designated Community Support Organisation (CSO) for Harrogate. In addition, the Ripon based team have been working closely with Ripon Community House to support the CSO which they are operating. The voluntary car driver services and all face to face support had to be stopped, and many of our regular volunteers became unavailable as they were self-isolating or shielding. New arrangements were put in place to set up over 200 new volunteers and start providing support to people affected by the pandemic. This included essential shopping, prescription collections, other vital errands, and signposting to other support.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

COVID-19 (continued)

Throughout the pandemic we have continued to provide and promote Where to Turn and the Volunteering Directory and increased the frequency of our e-bulletins to weekly.

Forward planning for the charity now inevitably has to take account of the impact of the coronavirus on our District's people and economy. Now the initial emergency phase has passed, new needs will emerge, some short term, some longer term. HARCVS will continue to play a vital role connecting and collaborating across the District to ensure that no one is overlooked or forgotten as we adjust to living with COVID-19 in the community. There are undoubtedly opportunities as new volunteers and new sources of funding become available, but also significant threats to address including the potential loss of a significant cohort of volunteers affected by the lockdown.

The tough decisions taken at the back end of 2019/20 have made HARCVS resilient to the initial impact of the pandemic, and able to respond rapidly to the need to adjust services and arrangements. Work is now underway to update the strategic plan for 2020 and beyond and agree the priorities for the remainder of this financial 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 HARCVS are carried out for the public benefit, as illustrated in this annual report.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020 (Continued)

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Harrogate & Area Council for Voluntary Service Ltd for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing the 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 2019 (FRS102);
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper 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 charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the board of trustees and signed on its behalf by:

.....
John Fox (Chair)

15 September 2020

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED**

I report to the charity trustees on my examination of the accounts of Harrogate & Area Council for Voluntary Service Limited for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet and related notes.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

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

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

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

J L Campbell FCCA BSc(Hons) MAAT
JWPCreers LLP, Chartered Accountants
Genesis 5
Church Lane
Heslington
York YO10 5DQ

28 September 2020

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 £	2019 £
INCOME FROM:					
Donations and legacies	2	3,297	51,930	55,227	78,973
Charitable activities	2				
Core activities		114,328	5,968	120,296	112,678
Forums and events		-	2,534	2,534	2,050
Service delivery		-	186,374	186,374	190,822
Other trading activities					
Investments	2	152	-	152	119
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		117,777	246,806	364,583	384,642
		<hr/>	<hr/>	<hr/>	<hr/>
EXPENDITURE ON:					
Raising funds	4	-	1,438	1,438	1,581
Charitable activities	3				
Core activities		125,697	17,218	142,915	149,181
Forums and events		-	1,894	1,894	3,124
Service delivery		-	270,370	270,370	279,064
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		125,697	290,920	416,617	432,950
		<hr/>	<hr/>	<hr/>	<hr/>
Net (expenditure)		(7,920)	(44,114)	(52,034)	(48,308)
Transfer of assets from Harrogate Community House Trust		-	-	-	614,894
Net movement in funds	6	(7,920)	(44,114)	(52,034)	566,586
Reconciliation of funds:					
Funds at 31 March 2019		93,952	638,597	732,549	165,963
		<hr/>	<hr/>	<hr/>	<hr/>
Funds at 31 March 2020		86,032	594,483	680,515	732,549
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

BALANCE SHEET AS AT 31 MARCH 2020

(Company number: 07760477)

	Notes	£	2020 £	2019 £
FIXED ASSETS				
Tangible assets	8		533,822	549,812
CURRENT ASSETS				
Debtors	9	9,807		8,689
Cash at bank and in hand		180,907		219,985
		<u> </u>		<u> </u>
		190,714		228,674
CREDITORS: amounts falling due in less than one year	10	(44,021)		(45,937)
		<u> </u>		<u> </u>
NET CURRENT ASSETS			146,693	182,737
			<u> </u>	<u> </u>
TOTAL ASSETS LESS CURRENT LIABILITIES			680,515	732,549
			<u> </u>	<u> </u>
THE FUNDS OF THE CHARITY				
Unrestricted funds			86,032	93,952
Restricted funds	12		594,483	638,597
			<u> </u>	<u> </u>
			680,515	732,549
			<u> </u>	<u> </u>

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the trustees and are signed on their behalf by:

.....
John Fox (Chair)

28 September 2020

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

1. ACCOUNTING POLICIES

Basis of accounts

Harrogate & Area Council for Voluntary Service Limited meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These accounts have been prepared as a going concern with due regard to COVID-19 (see the trustees' report) as future funding has been secured.

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.

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 LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

1. **ACCOUNTING POLICIES continued**

Tangible fixed assets

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%
Motor vehicles	25%
Computers and office equipment	33%

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the statement of financial activities in the year in which they fall due.

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.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

2. INCOME

Income other than charitable activities:

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
Donations and legacies						
Donations and legacies	3,297	51,930	55,227	10,211	68,762	78,973
Investments						
Bank interest	152	-	152	119	-	119
Total other income	<u>3,449</u>	<u>51,930</u>	<u>55,379</u>	<u>10,330</u>	<u>68,762</u>	<u>79,092</u>

Charitable activities:

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
Core activities						
Grants	47,000	2,268	49,268	44,785	19,311	64,096
Fees and charges	67,328	3,700	71,028	48,582	-	48,582
Forums and events						
Grants	-	2,534	2,534	-	2,050	2,050
Service delivery						
Grants	-	166,923	166,923	-	176,434	176,434
Fees and charges	-	19,451	19,451	-	14,388	14,388
Total charitable income	<u>114,328</u>	<u>194,876</u>	<u>309,204</u>	<u>93,367</u>	<u>212,183</u>	<u>305,550</u>
Total income	<u>117,777</u>	<u>246,806</u>	<u>364,583</u>	<u>103,697</u>	<u>280,945</u>	<u>384,642</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

3. EXPENDITURE

Charitable activities	Direct staff costs £	Project costs £	Support costs £	Total 2020 £	Total 2019 £
Core activities	53,866	4,515	84,534	142,915	149,181
Forums and events	903	913	78	1,894	3,124
Service delivery	154,305	45,979	70,086	270,370	279,064
	<u>209,074</u>	<u>51,407</u>	<u>154,698</u>	<u>415,179</u>	<u>431,369</u>

Analysis of support costs	Core £	Forums £	Service £	Total 2020 £	Total 2019 £
Support staff costs	12,471	29	47,001	59,501	59,698
Communications and IT	10,366	-	3,207	13,573	15,214
Depreciation	11,000	-	4,990	15,990	15,158
Financial costs	60	-	141	201	197
Printing and postage	2,490	-	7,377	9,867	9,516
Premises	44,138	25	4,790	48,953	37,662
Governance costs	4,009	24	2,580	6,613	17,258
	<u>84,534</u>	<u>78</u>	<u>70,086</u>	<u>154,698</u>	<u>154,703</u>

Split by funds

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
Core activities	125,697	17,218	142,915	128,375	20,806	149,181
Forums and events	-	1,894	1,894	-	3,124	3,124
Service delivery	-	270,370	270,370	-	279,064	279,064
	<u>125,697</u>	<u>289,482</u>	<u>415,179</u>	<u>128,375</u>	<u>302,994</u>	<u>431,369</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

4. EXPENDITURE ON RAISING FUNDS

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
Support costs	-	1,438	1,438	-	1,581	1,581
	<u>-</u>	<u>1,438</u>	<u>1,438</u>	<u>-</u>	<u>1,581</u>	<u>1,581</u>
	<u>-</u>	<u>1,438</u>	<u>1,438</u>	<u>-</u>	<u>1,581</u>	<u>1,581</u>

5. SALARY COSTS

	2020 £	2019 £
Salary costs during the year were as follows:		
Wages and salaries	227,932	252,414
Social security costs	12,070	13,010
Pension costs	25,095	27,225
	<u>265,097</u>	<u>292,649</u>

In 2020 and 2019 the pension contributions were paid into a defined contribution scheme. There were no contributions prepaid or accrued at the year end (31 March 2019 - £nil).

	2020	2019
The average number of employees during the year was as follows:		
Calculated on the basis of full time equivalents with regard to a 37-hour working week	10.3	11.5
	<u>10.3</u>	<u>11.5</u>

The average monthly headcount was 19 (2019: 21).

No employees received emoluments of more than £60,000 per annum (2019 - nil).

The total paid to key management personnel during the year was £60,365 (2019: £60,868).

6. MOVEMENT IN TOTAL FUNDS FOR THE YEAR

	2020 £	2019 £
This is stated after charging:		
Independent examiner's fee (including VAT)	2,550	2,550
Depreciation	15,990	15,158
	<u>18,540</u>	<u>17,708</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

7. TRUSTEES REMUNERATION AND EXPENSES AND RELATED PARTY TRANSACTIONS

One trustee (2019: none) received reimbursed expenses of £23 during the year (2019 - £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2019 - £nil).

There were no related party transactions in the year.

8. FIXED ASSETS: TANGIBLE ASSETS

	Buildings £	Vehicles £	Equipment £	Total £
Cost				
At 1 April 2019	550,000	29,602	13,738	593,340
Additions	-	-	-	-
Disposals	-	-	-	-
	_____	_____	_____	_____
At 31 March 2020	550,000	29,602	13,738	593,340
	_____	_____	_____	_____
Depreciation				
At 1 April 2019	11,000	18,790	13,738	43,528
Charge for the year	11,000	4,990	-	15,990
Disposals	-	-	-	-
	_____	_____	_____	_____
At 31 March 2020	22,000	23,780	13,738	59,518
	_____	_____	_____	_____
Net book value				
At 31 March 2020	528,000	5,822	-	533,822
	=====	=====	=====	=====
At 31 March 2019	539,000	10,812	-	549,812
	=====	=====	=====	=====

9. DEBTORS

	2020 £	2019 £
Debtors (accounts receivable)	4,470	8,217
Prepayments	246	275
Accrued Income	5,091	197
	_____	_____
	9,807	8,689
	=====	=====

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

10. CREDITORS; AMOUNTS FALLING DUE IN LESS THAN ONE YEAR	2020	2019
	£	£
Taxes and social security	3,490	3,701
Other creditors	4,861	2,742
Accruals	9,425	13,249
Deferred grant income (note 11)	26,245	26,245
	—————	—————
	44,021	45,937
	=====	=====
11. DEFERRED INCOME	2020	2019
	£	£
Balance as at 1 April 2019	26,245	61,394
Amount released to income	(26,245)	(61,394)
Amount deferred in year	26,245	26,245
	—————	—————
Balance as at 31 March 2020	26,245	26,245
	=====	=====

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

12. RESTRICTED FUNDS

2019/2020

	As at 01.04.2019 £	Income £	Expenditure £	Transfers between funds £	As at 31.03.2020 £
Core activities					
Community House Capital Reserve	539,000	-	(11,000)	-	528,000
Community House Cash Funds	53,772	2,268	(2,268)	-	53,772
HPOC	11,654	3,700	(13,356)	-	1,998
	<u>604,426</u>	<u>5,968</u>	<u>(26,624)</u>	<u>-</u>	<u>583,770</u>
Forums					
RIPPSI	2,263	2,534	(1,943)	-	2,854
	<u>2,263</u>	<u>2,534</u>	<u>(1,943)</u>	<u>-</u>	<u>2,854</u>
Service delivery					
HELP – Harrogate Easier Living Project	4,389	37,334	(41,723)	-	-
Prevention	-	104,979	(104,979)	-	-
Help at Home	7,911	50,529	(58,497)	-	(57)
Help at Home Van Fund	12,906	-	(4,990)	-	7,916
Opening Doors	1,383	157	(1,540)	-	-
Transport	5,319	45,305	(50,624)	-	-
	<u>31,908</u>	<u>238,304</u>	<u>(262,353)</u>	<u>-</u>	<u>7,859</u>
	<u>638,597</u>	<u>246,806</u>	<u>(290,920)</u>	<u>-</u>	<u>594,483</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

12. RESTRICTED FUNDS (continued)

2018/2019

	As at 01.04.2018 £	Income £	Expenditure £	Transfer of assets from HCHT £	Transfers between funds £	As at 31.03.2019 £
Core activities						
Community House Capital Reserve	-	-	(11,000)	550,000	-	539,000
Community House Cash Funds	-	-	(11,122)	64,894	-	53,772
ESF	-	311	(311)	-	-	-
HPOC	-	16,000	(4,346)	-	-	11,654
Friends of Local Fund	-	3,000	(3,000)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	19,311	(29,779)	614,894	-	604,426
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Forums						
RIPPSI	3,566	2,050	(3,353)	-	-	2,263
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,566	2,050	(3,353)	-	-	2,263
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Service delivery						
Ripon & Rural Wellbeing Services	-	44,599	(44,599)	-	-	-
HELP – Harrogate Easier Living Project	17,948	36,762	(50,321)	-	-	4,389
Prevention	-	52,490	(52,490)	-	-	-
Help at Home	8,200	64,988	(65,277)	-	-	7,911
Help at Home Van Fund	3,314	14,000	(4,408)	-	-	12,906
Opening Doors	3,181	12,455	(14,253)	-	-	1,383
Transport	11,124	34,290	(40,095)	-	-	5,319
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	43,767	259,584	(271,443)	-	-	31,908
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	47,333	280,945	(304,575)	614,894	-	638,597
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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.

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.

HPOC

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

Friends of THE LOCAL FUND (2018/19 only)

One off funding received from Harrogate Borough Council to assist with the establishment of the Friends of THE LOCAL FUND.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

12. **RESTRICTED FUNDS (continued)**

ESF (2018/19 only)

Funding via Your Consortium for running three "Get set for volunteering" training courses in Ripon and Harrogate.

RIPPSI

Funding from NYCC for running costs of the Ripon Physical and Sensory Impairment Group.

Ripon and Rural Wellbeing Services (2018/19 only)

Supported by funding from NYCC for the provision of services to elderly and vulnerable people who live alone or live with carers who are also vulnerable. The service provides regular visits by its service project workers who keep a regular check on clients, offer emotional support and reassurance and also provide information about other services available to give additional support.

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

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.

Opening Doors for Disabled People

This is a project to provide volunteer support to enable disabled and visually impaired people to get out and about.

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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LIMITED

NOTES TO THE ACCOUNTS - 31 MARCH 2020

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 March 2020 are represented by:	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	-	533,822	533,822
Current assets	103,820	86,894	190,714
Creditors: Amounts falling due in less than one year	(17,788)	(26,233)	(44,021)
	_____	_____	_____
Total net assets	86,032	594,483	680,515
	=====	=====	=====

Fund balances at 31 March 2019 were represented by:	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	-	549,812	549,812
Current assets	99,023	129,651	228,674
Creditors: Amounts falling due in less than one year	(5,071)	(40,866)	(45,937)
	_____	_____	_____
Total net assets	93,952	638,597	732,549
	=====	=====	=====

14. CONTINGENT LIABILITY

The charity has no contingent liabilities.

15. FINANCIAL COMMITMENT

The charity has an annual licence for the use of its premises. The licence can be cancelled by giving three months notice. The total commitment under non-cancellable operating leases at 31 March 2020 was as follows:

	2020 £	2019 £
Land and buildings		
Due within 1 year	960	1,656
	_____	_____
	960	1,656
Equipment		
Due within 1 year	1,167	1,167
Due after 1 year	292	1,459
	_____	_____
	1,459	2,626
	_____	_____
	2,419	4,282
	=====	=====