

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 2021**

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	John Fox - Chair Kevin Douglas - Vice Chair Ian Bergel (John) Patrick Brady (Resigned 3 March 2021) Maurice Bull Zoe Metcalfe - Harrogate BC nominated trustee (Resigned 18 March 2021) Ruth Newton Bev Richardson Caroline Shead Helen Claire Bourner (Appointed 15 October 2020) Samuel John Gibbs - Harrogate BC nominated trustee (Appointed 18 March 2021)
<b>Charity number</b>	1144758
<b>Company number</b>	7760477
<b>Principal address</b>	Community House 46-50 East Parade Harrogate HG1 5RR
<b>Independent examiner</b>	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Key Management Personnel</b>	Karen Weaver - Chief Executive (resigned 30 April 2020) Frances Elliot - Chief Executive (appointed 1 May 2020)

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

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The trustees present their report and financial statements for the year ended 31 March 2021.

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 published in October 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 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 set out the vision and mission for the charity following major changes to funding earlier in 2017. These were in turn reviewed and re-confirmed in November 2018. A new plan was due to be in place from September 2020, however the impact of the pandemic in 2020 and the lead up to local government reorganisation in North Yorkshire in 2023 has made forward planning in the face of so much uncertainty very difficult. Having sought external advice, the board agreed to delay the approval of a new 3 year plan for a further 12 months. However the charity continues to work to our agreed overall vision, mission and aims whilst taking stock of the impact of these unprecedented circumstances.

### 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
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 HADCA 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 HADCA 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.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2021

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### 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.

### Activities of the Charity during 2020/21

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 which now serves the whole 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 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 people in need of some additional support from our bases in Harrogate and Ripon.

Harrogate Borough Council (HBC) provides strategic grant aid for both our community action 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 part-funded through a four-year contract with North Yorkshire County Council (NYCC) which commenced on 1st October 2018. We work closely with two local delivery partners who provide befriending services in their local areas as part of this contract (Supporting Older People and Boroughbridge Community Care). NYCC also contributes to our two voluntary car driver services based in Harrogate and Ripon.

### 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 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 usually 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. During the pandemic Community House was closed to visitors except by appointment, however we continued to provide information and advice to the general public, potential volunteers, local charities and partners via our website, by email and by phone.

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

We support local community action via a programme of learning events and networks and host a number of forums, enabling voluntary and community sector 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. HADCA 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 promote local volunteering and provide information on local volunteering opportunities via the online HADCA Volunteering Directory which has been in operation since October 2016. We provide further support to volunteer-involving organisations via regular information updates.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2021

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### **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 HADCA'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 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 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 45 p per mile.
- Information and signposting is a key part of our offer. This service is especially valuable for those who are digitally excluded.

**During the period of the pandemic, we additionally provided:**

- Shopping, prescription pick-ups and other essential errands for people who were unable to go out.
- Support for the local GP-led vaccination programme, with teams of volunteer marshals helping regularly at two vaccination centres.

In March 2021, HADCA employed 19 staff (10 full time equivalents) and before the coronavirus pandemic was supported by 102 regular volunteers contributing 288 hours per week to deliver services. During the year to March 2021, 321 new volunteers joined us, providing shopping, collecting prescriptions, assisting with essential journeys and offering phone befriending. Some went on to become volunteer marshals at the vaccination sites, where 150 of our volunteers gave over 5,000 hours of their time.

## **ACHIEVEMENTS AND PERFORMANCE DURING 2020/21**

### **General overview**

In recent years, changes to the way in which HADCA is funded mean we have become a multi-purpose charity, supporting both the voluntary sector and individuals. To address the planned budget deficits we faced since 2017, 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 Weaver has a continuing but reduced role as Strategic Lead (Community Action).

2020/21 was clearly an extremely challenging year for the whole of society. HADCA's staff and volunteer team rose to the challenge of getting information and support to those who needed it in an unprecedented manner. The team deserves admiration, respect and huge thanks for their response to the pressures of supporting hundreds of new individuals or families in addition to those people with whom we had worked in the past. They also deserve recognition for doubling the frequency of information bulletins to support the wider voluntary and community sector and ensuring the Covid-safe operation of Harrogate Community House. This was all done whilst the team switched to working remotely from home.

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. This was especially important during the pandemic, both in ensuring Harrogate Community House was a Covid-safe workspace for staff and tenants providing essential services and also that new volunteers supporting new clients had a clear understanding of PPE, cleaning protocols and boundaries.

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.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2021

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### **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.

57 people participated in 4 free Introduction Sessions. These took place online instead of at community venues in Harrogate and Ripon this year due to the pandemic. These HADCA 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 HADCA e-bulletins moved from fortnightly to weekly to keep over 1,000 local charity and community contacts up to date during the pandemic. The bulletins include training and networking opportunities, funding, resources and consultations and also promote local charity news, new and changed services, activities, events and 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. During the second lockdown period extra information was collated and shared on opportunities to support people during the Christmas period and beyond into 2021, with the aim of harnessing the desire to help at this very challenging time.

HADCA is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,300 Twitter followers.

The fully searchable online 'Where to Turn' directory contains over 700 charity services and community activities providing support for good health and wellbeing. This year new 'themes' have been added to the search criteria including 'Coronavirus Support' and 'Online Activities'. Our community events calendar lists around 60 forthcoming events (many online this year) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

This year we have been unable to attend events as usual across Harrogate District to increase awareness of the information, support and learning available for people involved in local community action. Instead we have joined online events and increased the amount of information we share on social media and in our bulletins.

### **Local community action**

We continue to offer services which support local volunteering and were successful in a bid to the Two Ridings Community Foundation for a temporary Digital Information Assistant to boost this work during the pandemic. This funding was available via the government's Coronavirus Community Fund. Although some volunteering opportunities were either no longer available or changed due to the pandemic, there were around 100 local volunteering opportunities listed in our directory at any time. Over the year we helped organisations to recruit volunteers for 297 different roles.

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 invest resources behind the scenes to make sure potential volunteers have the best possible experience. This involves following up enquiries made through the online Volunteering Directory with volunteer managers so that timely responses are made and any issues resolved. The regular newsletter for Harrogate District Volunteer Managers Network continued to keep over 600 local volunteer managers 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 forum and network meetings attended by 113 people, all successfully transferred online throughout the year. We also hosted our AGM online for the first time in October, which was both well attended and well received by members.

Regular targeted 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 109 members, representing 62 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 2020/21;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 84 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 and in the end held 4 successful online meetings during the year.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2021

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### 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. As partners switched to focus their efforts on responding to the pandemic most regular meetings were paused but the strong local networks continued to operate virtually and provided invaluable in planning and delivering community support. We continued to be active members of the following partnerships:

- 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
- NHS Harnessing the Power of Communities (HPoC) Programme VCS Leaders Group – overseeing various health related projects delivered by the voluntary sector
- Fountains Abbey Studley Royal Skell Valley Project Steering Group – overseeing a major Heritage Lottery Fund funding bid
- HBC VCS Liaison Group – sharing information and issues with HBC councillors and officers
- 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 – supported the production of a celebration of Volunteering Video to replace the 2020 ceremony, thanking local people involved in Covid-19 community response.
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings
- Member of the Harrogate Place Leadership Group
- Harrogate District Climate Change Coalition member on behalf of the voluntary sector

Via our National Association of Voluntary and Community Action (NAVCA) we have received a small grant to support our participation in the national VCS Emergency Planning Partnership (VCSEP), a government backed partnership between national and local voluntary and community sector organisations aiming to deliver a more coordinated response during emergencies. We provided regular feedback via surveys and webinars, sharing local intelligence on issues arising from the pandemic gained via our forums and networks.

Harrogate Community House supports local voluntary action by providing a hub for local charitable organisations to work and meet. The building was closed during the first lockdown in spring 2020 but following a detailed risk assessment and the development of Covid-19 operating procedures re-opened to tenants from July, thus enabling them to work safely in providing vital community services. During the closure we took the opportunity to carry out a variety of maintenance and housekeeping tasks and also commenced a major project to replace the fire alarm system. We liaised closely with tenants to successfully complete a major project to update our tenancy agreements and supported the arrival and departure of various organisations. We also secured funding via Two Ridings Community Foundation Coronavirus Fund to purchase a video conferencing system to facilitate blended meetings with some participants on the premises and others attending via video link. This has been well received by tenants and returning user groups.

### Community Fundraising

During the first part of the year THE LOCAL FUND partners agreed to pause activity on THE LOCAL FUND to enable Two Ridings Community Foundation to focus their efforts entirely on setting up their Coronavirus Community Fund to support their entire area of benefit. The Partnership Group continued to meet monthly and focussed on formalising the working arrangements for the fund and putting in place a significant one off contribution from Harrogate Borough Council. Late in 2020 the Fund opened to applications from groups for support with the additional costs of restart or adapting services to support the community recovery from Covid-19. HADCA assisted with hosting two online funding workshops to assist applicants with their applications and in February 2021 ten groups were awarded grants totalling £37,850.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. Launched in July 2018 and operated by Harrogate Borough Council, there are now over 100 good causes signed up and over 1000 players. At least 10p from every ticket sale is donated to THE LOCAL FUND and in the first two years over £100,000 has been raised in total, 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. Additional income is also generated via trust, community and corporate fundraising, in addition to the donations received from clients and their families.

2020/1 was a year like no other, as the team had to adjust rapidly and flexibly to the impact of the pandemic. HELP was selected by the Stronger Communities team at NYCC to become a designated Community Support Organisation (CSO) for Harrogate Town, part of a network of 23 across the county, forming part of the emergency response to COVID19. We also worked with Ripon Community House, the CSO for Ripon, to provide shopping and to do other tasks, as we had a team of volunteers in the city. This involved frequent meetings with key officers at NYCC and HBC and liaison with the other Community Support Organisations, in order to mobilise local support for people shielding and without family, friends and neighbours to assist them. Over 300 new volunteers were welcomed to the team, with our usual recruitment and induction processes quickly adapted to work around social distancing and hygiene measures. At a time when things were changing very rapidly and information was constantly being updated, key messaging from NYCC was also shared with groups providing support to their local communities in and around Harrogate.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2021

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**Help at Home** was unable to commence their usual gardening season in April 2020 since the Household Waste Recycling Centre was closed and there was nowhere else to dispose of the garden waste that they generate each day. The team therefore focused on urgent tasks only in the early months of the pandemic, such as moving furniture to enable Covid-19 patients to return home from hospital and putting up key safes to allow carers access to residents' homes. The team also assisted with welfare checks, shopping for residents in local independent living centres etc. They were additionally able to carry out routine maintenance at Harrogate Community House. They were able to resume gardening once the waste recycling centres had reopened and spent time catching up on the backlog of gardens. Particular thanks goes to National Lottery Community Fund for funding additional staff time to catch up with this backlog and to continue with our Covid-19 support work for a vital 6 month period. Thanks also go to the Edward Gostling Foundation, HDH Wills, NYCC Stronger Communities and Rotary Club of Harrogate Brigantes for their support for Help at Home.

### **Voluntary Car Driving Service**

This service was put on hold in March 2020 due to the lockdown. We restarted our service for essential journeys in December 2020 having sought Public Health advice. In line with guidance, this was to enable people to access vaccination and other essential medical appointments, with new cleaning protocols in place. We removed cash handling for six months as a precaution. Thanks in particular to The Brems Trust CIO who generously supported our driving service and to The Robert McAlpine Foundation who provided six months of funding for the considerable additional administration involved in invoicing every journey and reimbursing every volunteer. Drivers completed 567 essential journeys between December 2020 and March 2021. Many of our regular volunteer drivers were, themselves, shielding, and so we recruited new volunteer drivers to support these journeys.

**Ripon & Rural Befriending Service** moved from face to face to phone befriending at the start of the pandemic. Volunteers gradually returned to doing garden visits, then moving back indoors as the different stages of reopening allowed. The pandemic brought an increase both in volunteers keen to connect with others and of people who appreciated some short term phone contact. Telephone befriending was quickly put in place for people both in Ripon and in Harrogate.

### **Here to HELP sessions**

Whilst face to face sessions of course stopped, the team used a variety of methods to ensure up to date information reached a wide range of people. There was a significant increase in the number of mailings sent out to new and existing clients by post, since many of the people we supported are not digitally engaged. Thanks to Harrogate Round Table, Rotary Club of Harrogate, Bettys & Taylors, Charities Aid Foundation and NYCC Community Transport for funding additional printing and postage costs. Thanks to Cllr Stuart Martin & to Moortown Painting for supporting our new magazine, "A Small HELPing", which combined targeted information to keep people up to date with changes to local services and activities alongside articles by or about clients and volunteers. To complement this, we sent invitations to Zoom events with advice on fuel poverty and energy saving, as well as continuing our Craft Group meetings in this way.

### **Covid-19 Support**

Acting in the role of Community Support Organisation for Harrogate, and alongside Ripon Community House (the CSO for Ripon City), volunteers provided practical assistance to people over 6,000 times between April 2020 and March 2021.

From January 2021, the team additionally worked in partnership with the five other Community Support Organisations to provide teams of volunteer marshals for the vaccination centres at Harrogate Showground and Ripon Racecourse. 150 volunteers from HADCA offered over 5,000 hours of volunteering at the sites in the period Jan – June.

### **Fundraising**

Our Project Development Workers worked tirelessly, submitting applications to Trusts and Foundations, many of whom made additional opportunities for funding available. This brought in £89,000. Despite the lack of opportunities to carry out face-to-face fundraising, individuals, families and groups responded creatively to suggested ways of fundraising and came up with their own ideas, raising a fantastic £19,000. This included over £2,000 from the Saints' Plant Stall, which was particularly popular during lockdown, £518.68 from the sale of T-shirts designed by KidSmith and £1,628 from fundraising by the families and staff at St Joseph's Catholic Primary School, Harrogate. Finally, we were delighted to be supported with a further £5,500 from local businesses, with special thanks to Brora, Bettys & Taylors, NFU Mutual, Procter and Gamble UK and Swinton Estate.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### Financial Review

HADCA finished the year with an overall surplus of £38,599. This was made up of surpluses of £33,601 within unrestricted funds and £4,998 within restricted funds.

Covid-19 unexpectedly brought us a number of new funding sources and opportunities for growth of services. Even so our future funding environment remains quite uncertain and this small surplus will help support our medium-term sustainability.

Total income was £458,844 (£364,583 in 2019/20) and the bulk of the increase was in Covid-19 related grants.

Our expenditure also increased in the period to £420,245 (from £416,617 in 2019/20), reflecting the increased work we delivered in line with our increased income.

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 £80,000 to £100,000 is adequate to cover these contingencies. The actual reserve at 31 March 2021 was £119,633 and this will help us face ongoing funding challenges in 2021/22.

### 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 Covid-19 work as a Community Support Organisation.

Other activities were funded by:

All Together Now Community Choir, Bettys & Taylors, Brora, Charles & Elsie Sykes Trust, CNG Group Ltd, Charities Aid Foundation, Clothmakers Foundation, Edward Gostling Foundation, George A Moore Foundation, Harrogate Round Table, HDH Wills Trust, Holy Trinity Ripon, Kidsmith, Moortown Painting & Decorating Services Ltd, NAVCA, National Lottery Community Fund, Neighbourly, NFU Mutual (Ripon), NYCC Community Transport Fund, NYCC County Councillors Don Mackenzie, Jim Clark and Stuart Martin, NYCC Stronger Communities, Oakdale Carol Concert, Procter and Gamble UK, Persimmon Homes, Presence Church, Robert McAlpine Foundation, Ripon City Council, Rotary Club of Harrogate, Rotary Club of Harrogate Brigantes, Saints' Plant Stall, Sir Jules Thorn Charitable Trust, St Josephs' RC Primary School, Swinton Estate, Sylvia & Colin Shepherd Charitable Trust, Tesco Bags of Help, The Belms Trust CIO, The Ruby and Will George Trust, Two Ridings Community Foundation, Washburn Heritage Centre, WG Edwards Trust, Warm & Well North Yorkshire, Yorkshire Building Society Charitable 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.

We are extremely grateful to all the organisations and individuals who have provided us with the funds necessary to carry out our work in 2020/21.

### 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 2021**

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### Future Plans

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 forthcoming creation of single unitary local authority for North Yorkshire by April 2023 could have a significant impact on all our key funding streams and services, which are as follows:

- The strategic partnership grant from Harrogate Borough Council which supports our information and community action work
- 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
- The voluntary car driver services in Harrogate and Ripon part funded by NYCC
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room users

We will continue to work on our next three-year strategic plan, which was put on hold due to the pandemic. This now needs to factor in the forthcoming major change to local government in the Harrogate District, with much more information needed on how local community action will be supported on an ongoing basis. Whilst our key partners, NYCC and HBC will inevitably be absorbed in this work, the growth of grass roots community support, which has been such a positive feature of the pandemic, offers a real opportunity for the future.

The pandemic's longer-term effects on people will naturally shape the support that we develop as fresh challenges and unmet needs emerge. It will be vital to retain as many of the volunteers who stepped forward during the pandemic as we can, as well as enabling any pre-Covid volunteers who needed to pause, to resume their activities with us safely.

Whilst fundraising was very successful in 2020/21, future years will be challenging, as funders who gave so generously during the pandemic adjust, and support from businesses and individuals who have faced additional costs and reduced income may also be impacted.

### Helping people stay safe and well at home supported by volunteers

We will continue to deliver the North Yorkshire County Council contract for Prevention and Wellbeing Support to adults of all ages across the Harrogate district. We do this in partnership with two other local charities; Supporting Older People and Boroughbridge Community Care, who both provide befriending services across complementary geographical areas to ours. The contract for Prevention Support specifies a mixture of information, advice and signposting, practical support and befriending, which we achieve, using a person-centred approach. The lifting of restrictions will enable us to go out into the community with information and signposting once more. Our Craft Group has returned to face to face gatherings. To complement our other services, we will start a Friendship Group which will meet in the community to help rebuild people's confidence in getting out and about after long periods at home. Supermarket shopping, prescription collections and other essential errands will continue whilst people need to isolate.

We are grateful for the continued support of Harrogate Borough Council for our Help at Home service. Their funding is vital to the continuation of that service and we offer the fastest possible service to their tenants and to people without other means of support in the district, not only providing the practical support requested, but seeking opportunities to refer people on to other sources of support as appropriate.

Our voluntary driving service is unlikely to see demand return to pre-Covid levels for some time, given that many groups, lunch clubs and activities have been cautious about restarting and any further lockdown could lead us to cut back to essential journeys only once more. Since we are funded based on numbers of journeys completed it is difficult to predict what income for this service will be in the year ahead.

Finally, we wait for further information about the development of the vaccination programme over autumn/winter 2021 and would seek to support local GPs if they offer booster vaccinations during this time.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

*FOR THE YEAR ENDED 31 MARCH 2021*

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### **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 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 to get involved in the local voluntary and community sector. We will continue to provide our regular ebulletins 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 a number of forums, enabling VCS representatives to meet, share issues and influence decision makers.

We will work closely with partners from all sectors to ensure a thriving local voluntary and community sector. This includes continuing to be the VCS representative on various public/private sector groups and we anticipate contributing to the work required to ensure a smooth transition to the new unitary authority in April 2023.

We will continue to champion volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This will include being delivery partners in the Skell Valley and Community Fit projects, both aiming to boost volunteering via a variety of innovative approaches and sharing of good practice.

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 work in partnership with Harrogate Borough Council and Two Ridings Community Foundation to promote and develop THE LOCAL FUND for the Harrogate District. This includes bringing in new donations to the fund and assisting with the promotion of grant aid opportunities to beneficiaries.

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2021

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### 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 is known as **Harrogate & District Community Action (HADCA)**.

The charity is a membership organisation and as of 31 March 2021 the organisation had 210 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	Governance	Property
John Fox	Ruth Newton (Chair)	John Fox
Kevin Douglas	Caroline Shead	Bev Richardson
Ian Bergel (Chair)	Helen Bourner	Sam Gibbs

The board has a nominated link trustee for the Harrogate Easier Living Project services and in 2020/21 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; community action services, services to individuals and business support. In 2020/21 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.

John Fox - Chair

Trustee

Date: 14 September 2021

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31 MARCH 2021*

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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

## INDEPENDENT EXAMINER'S REPORT

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

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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 2021.

#### 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 Clemit ACA, FCCA

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

Dated: 7 October 2021

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Income</b>							
Donations and legacies	2	2,221	65,697	67,918	3,297	51,930	55,227
Charitable activities	3	94,824	296,056	390,880	114,328	194,876	309,204
Investments	4	46	-	46	152	-	152
<b>Total income</b>		<u>97,091</u>	<u>361,753</u>	<u>458,844</u>	<u>117,777</u>	<u>246,806</u>	<u>364,583</u>
<b>Expenditure</b>							
Raising funds	5	-	808	808	-	1,438	1,438
Charitable activities	6	63,490	355,947	419,437	125,697	289,482	415,179
<b>Total expenditure</b>		<u>63,490</u>	<u>356,755</u>	<u>420,245</u>	<u>125,697</u>	<u>290,920</u>	<u>416,617</u>
<b>Net income/(expenditure) before transfers</b>		33,601	4,998	38,599	(7,920)	(44,114)	(52,034)
Gross transfers between funds		-	-	-	-	-	-
<b>Net income/(expenditure) for the year</b>							
<b>Net movement in funds</b>		33,601	4,998	38,599	(7,920)	(44,114)	(52,034)
Fund balances at 1 April 2020		86,032	594,483	680,515	93,952	638,597	732,549
<b>Fund balances at 31 March 2021</b>		<u>119,633</u>	<u>599,481</u>	<u>719,114</u>	<u>86,032</u>	<u>594,483</u>	<u>680,515</u>

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 2021

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	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	9		517,832		533,822
<b>Current assets</b>					
Debtors	10	7,372		9,807	
Cash at bank and in hand		235,425		180,907	
		<u>242,797</u>		<u>190,714</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(41,515)</u>		<u>(44,021)</u>	
Net current assets			201,282		146,693
<b>Total assets less current liabilities</b>			<u>719,114</u>		<u>680,515</u>
<b>Income funds</b>					
Restricted funds	13		599,481		594,483
Unrestricted funds			119,633		86,032
			<u>719,114</u>		<u>680,515</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 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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 14 September 2021

John Fox - Chair  
Trustee

Company Registration No. 7760477

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1 Accounting policies

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, "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) (issued in October 2019)" and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

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 applying FRS 102 Update Bulletin 1 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 and to include investment properties and certain financial instruments at fair value. 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.

##### 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%

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

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 net income/(expenditure) for the year.

#### 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 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.

#### 1.10 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.

### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and legacies	2,221	65,697	67,918	3,297	51,930	55,227
	=====	=====	=====	=====	=====	=====

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Charitable activities

	Community action 2021 £	Forums and events 2021 £	Service delivery 2021 £	Total 2021 £	Community action 2020 £	Forums and events 2020 £	Service delivery 2020 £	Total 2020 £
Grants	63,431	3,222	251,011	317,664	49,268	2,534	166,923	218,725
Fees and charges	46,349	-	26,867	73,216	71,028	-	19,451	90,479
	<u>109,780</u>	<u>3,222</u>	<u>277,878</u>	<u>390,880</u>	<u>120,296</u>	<u>2,534</u>	<u>186,374</u>	<u>309,204</u>
Analysis by fund								
Unrestricted funds	94,824	-	-	94,824	114,328	-	-	114,328
Restricted funds	14,956	3,222	277,878	296,056	5,968	2,534	186,374	194,876
	<u>109,780</u>	<u>3,222</u>	<u>277,878</u>	<u>390,880</u>	<u>120,296</u>	<u>2,534</u>	<u>186,374</u>	<u>309,204</u>

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Investments

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2021</b>	2020
	<b>£</b>	£
Interest receivable	46	152
	<u>46</u>	<u>152</u>

### 5 Raising funds

	<b>Restricted funds</b>	Restricted funds
	<b>2021</b>	2020
	<b>£</b>	£
Support costs	808	1,438
	<u>808</u>	<u>1,438</u>

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Community action 2021 £	Forums and events 2021 £	Service delivery 2021 £	Total £	Community action 2020 £	Forums and events 2020 £	Service delivery 2020 £	Total 2020 £
Direct staff costs	18,444	2,235	208,775	229,454	62,703	953	145,420	209,076
Project costs	2,546	386	54,751	57,683	4,515	913	45,978	51,406
	<u>20,990</u>	<u>2,621</u>	<u>263,526</u>	<u>287,137</u>	<u>67,218</u>	<u>1,866</u>	<u>191,398</u>	<u>260,482</u>
Share of support costs (see note 7)	64,595	33	62,317	126,945	81,095	54	66,936	148,085
Share of governance costs (see note 7)	3,266	18	2,071	5,355	4,009	23	2,580	6,612
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>	<u>152,322</u>	<u>1,943</u>	<u>260,914</u>	<u>415,179</u>
<b>Analysis by fund</b>								
Unrestricted funds	63,490	-	-	63,490	125,697	-	-	125,697
Restricted funds	25,361	2,672	327,914	355,947	26,625	1,943	260,914	289,482
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>	<u>152,322</u>	<u>1,943</u>	<u>260,914</u>	<u>415,179</u>

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Support costs

	2021		2020		2020	
	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Depreciation	15,990	-	15,990	15,990	-	15,990
Support staff costs	44,896	-	44,896	59,500	-	59,500
Communications and IT	13,064	-	13,064	13,574	-	13,574
Financial costs	348	-	348	202	-	202
Printing and postage	9,643	-	9,643	9,867	-	9,867
Premises	43,004	-	43,004	48,952	-	48,952
Governance costs	-	5,355	5,355	-	6,612	6,612
	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>	<u>148,085</u>	<u>6,612</u>	<u>154,697</u>
Analysed between						
Charitable activities	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>	<u>148,085</u>	<u>6,612</u>	<u>154,697</u>

Governance costs includes payments to accountants of £2,580 (2020: £2,550) for independent examiners fees.

### 8 Employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Total	<u>18</u>	<u>19</u>
Wages and salaries	238,519	227,932
Social security costs	8,177	12,070
Pension costs	17,137	25,095
Termination payments	10,663	-
	<u>274,496</u>	<u>265,097</u>

No employee received emoluments of more than £60,000 per annum (2020: £nil)

The total paid to key management personnel during the year was £44,279 (2020: £60,365).

The average number of employees worked out on the basis of full time equivalents with regard to a 37 hour working week was 10.1 (2020: 10.3).

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 9 Tangible fixed assets

	Buildings	Computers and office equipment	Vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2020	550,000	13,738	29,602	593,340
At 31 March 2021	550,000	13,738	29,602	593,340
<b>Depreciation</b>				
At 1 April 2020	22,000	13,738	23,780	59,518
Depreciation charged in the year	11,000	-	4,990	15,990
At 31 March 2021	33,000	13,738	28,770	75,508
<b>Carrying amount</b>				
At 31 March 2021	517,000	-	832	517,832
At 31 March 2020	528,000	-	5,822	533,822

### 10 Debtors

	2021	2020
	£	£
<b>Amounts falling due within one year:</b>		
Debtors (accounts receivable)	6,485	4,470
Accrued income	634	5,091
Prepayments	253	246
	7,372	9,807

### 11 Creditors: amounts falling due within one year

	Notes	2021	2020
		£	£
Taxes and social security		(991)	3,490
Deferred grant income	12	26,245	26,245
Other creditors		2,722	4,861
Accruals		13,539	9,425
		41,515	44,021

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 12 Deferred income

	2021 £	2020 £
Opening balance	26,245	26,245
Amount released to income in the year	(26,245)	(26,245)
Amounts deferred in the year	26,245	26,245
	<u>26,245</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:

	Movement in funds				Balance at 31 March 2021 £
	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	
<b>Community action</b>					
Community House Capital Reserve	528,000	-	(11,000)	-	517,000
Community House Cash Funds	53,772	595	-	-	54,367
TRCF CCF	-	14,361	(14,361)	-	-
HPOC	1,998	-	-	-	1,998
<b>Forums</b>					
RIPPSI	2,854	3,222	(2,672)	-	3,404
<b>Service delivery</b>					
HELP - Harrogate Easier Living Project	-	128,321	(121,459)	-	6,862
Lottery	-	23,346	(23,346)	-	-
Prevention	-	104,979	(104,979)	-	-
Help at Home	(57)	53,145	(48,155)	-	4,933
Help at Home Van Fund	7,916	-	(4,990)	-	2,926
Transport	-	33,784	(25,793)	-	7,991
	<u>594,483</u>	<u>361,753</u>	<u>(356,755)</u>	<u>-</u>	<u>599,481</u>

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Restricted funds

(Continued)

	Balance at 1 April 2019	Movement in funds		Transfers	Balance at 31 March 2020
		Income	Expenditure		
	£	£	£	£	£
<b>Community action</b>					
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
<b>Forums</b>					
RIPPSI	2,263	2,534	(1,943)	-	2,854
<b>Service delivery</b>					
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>638,597</u>	<u>246,806</u>	<u>(290,920)</u>	<u>-</u>	<u>594,483</u>

# HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 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.

##### **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.

##### **TRCF CFF**

This grant from Two Ridings Community Foundation provided funding to promote activities/sessions/information services and encourage new volunteers, and to purchase digital equipment for the Community House meeting rooms.

##### **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

##### **RIPPSI**

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

##### **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:

##### **Lottery - Coronavirus Community Support Fund**

Funding from the Lottery to catch up with the backlog of work for Help at Home created when we were unable to do any gardening work during the first lockdown, which continued until the Household Waste recycling centre reopened. Funding also covered additional staff time for emergency Covid support work across the District.

##### **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 (ceased 2020)**

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 LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2021	2021	2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible assets	-	517,832	517,832
Current assets/(liabilities)	119,633	81,649	201,282
	<u>119,633</u>	<u>599,481</u>	<u>719,114</u>
	<u><u>119,633</u></u>	<u><u>599,481</u></u>	<u><u>719,114</u></u>
	Unrestricted funds	Restricted funds	Total
	2020	2020	2020
	£	£	£
Fund balances at 31 March 2020 are represented by:			
Tangible assets	-	533,822	533,822
Current assets/(liabilities)	86,032	60,661	146,693
	<u>86,032</u>	<u>594,483</u>	<u>680,515</u>
	<u><u>86,032</u></u>	<u><u>594,483</u></u>	<u><u>680,515</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:

	2021	2020
	£	£
Within one year	960	1,252
	<u>960</u>	<u>1,252</u>

#### 17 Related party transactions

No trustees (2020: one) were reimbursed for expenses during the year (2020: £23).

There were no payments of travel and subsistence expenses to trustees during the year (2020: £nil).

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