

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 2022**

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Fox - Chair Kevin Douglas - Vice Chair Ian Bergel - Vice Chair (from 23 Nov) Maurice Bull Ruth Newton Bev Richardson Caroline Shead Helen Claire Bournier Samuel John Gibbs - Harrogate BC nominated trustee Alistair Ratcliffe (Susan) Ann Allen Victoria Pilkington Dr Phyllis Johnson James Plummer	(Resigned 14 October 2021) (Resigned 14 October 2021) (Resigned 21 October 2021) (Resigned 14 October 2021) (Appointed 14 October 2021) (Appointed 14 October 2021) (Appointed 14 October 2021) (Appointed 14 October 2021) (Appointed 14 October 2021)
Charity number	1144758	
Company number	7760477	
Principal address	Community House 46-50 East Parade Harrogate HG1 5RR	
Independent examiner	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Key Management Personnel	Frances Elliot - Chief Executive Karen Weaver - Strategic Lead (Community Action) Phil Newby - Finance Officer	
Other names	HADCA HARCVS Harrogate & District Community Action Harrogate & Ripon Centres for Voluntary Service	

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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

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

Objectives and activities

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

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

The imminent local government reorganisation in North Yorkshire together with the continuing impact of the pandemic has led to an extended period of flux affecting the priorities of the people and groups we work with. Allowing time for the dust to settle and in line with external advice received regarding the challenges of strategic planning, trustees reaffirmed the HADCA vision, mission and aims for the year 2021/22, ahead of finalising a new forward plan in 2022/23.

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 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 2022

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 the year

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre, which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation 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 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 weekly e-bulletin and extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House we meet and greet a wide range of visitors and callers and ensure they receive a warm welcome and helpful information and advice. We also keep a wide range of literature on local activities and services in the Community House Information Centre. The offices stayed in use by tenants throughout the various lockdowns, following all Covid 19 guidance, and the meeting rooms and Information Centre re-opened to visitors in September 2021.

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, enabling voluntary and community sector representatives to meet, share issues, achievements and opportunities to work together.

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 supports the HBC My Neighbourhood programme. We are also active in other local partnership initiatives as opportunities arise and new needs arise, such as the recently formed Harrogate Ukrainian Support Network.

We promote local volunteering and provide information on local volunteering opportunities, with a focus on the online HADCA Volunteering Directory which has been in operation since 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 2022

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, promote the fund to potential donors and recipients and participate in the panel which distributes funds.

Providing services for people challenged by their life circumstances

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

In the home:

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

Away from the home:

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

During the year, we additionally provided:

- Shopping, prescription pick-ups and other essential errands for people who were unable to go out due to Covid 19
- Support for the local GP-led vaccination programme, with teams of volunteer marshals helping regularly at two vaccination centres.

In March 2022, HADCA employed 22 staff (10 full time equivalents). However, we were only able to provide our services due to the support of 97 regular volunteers, providing shopping, collecting prescriptions, assisting with essential journeys, and offering befriending. We were also extremely grateful for the support of further volunteers at the vaccination sites, where our team of 165 vaccination marshals gave 4,275 hours of their time.

ACHIEVEMENTS AND PERFORMANCE DURING 2021/22

General overview

The charity continues to be led by Frances Elliot, Chief Executive and Karen Weaver, Strategic Lead for Community Action, providing stability and continuity of leadership in the face of the ongoing challenging environment. Their long-standing working relationships with local stakeholders and partners have been invaluable during this period.

The team continued to provide vital support to those affected by the pandemic, showing huge resilience whilst working against the backdrop of constant concern about infections and the resultant changes to staff, clients' and volunteers' plans and to those of community groups. Gradually throughout the year, as restrictions lifted, customer-facing staff returned to work at Harrogate and Ripon Community Houses and meeting rooms in Harrogate became busier once again. 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 continued to be top priority during the second year of the pandemic, responding to the changes in Government guidance to ensure Harrogate Community House was a Covid-safe workspace for staff and tenants providing essential services and that new volunteers supporting new clients had a clear understanding of PPE, cleaning protocols and boundaries. We felt we were well placed to support our wider community by contributing to the delivery of vaccination programmes locally.

We still retain the new flexibility of home working, enabling those who do not need to be in the office to continue to work from home successfully. Volunteers gradually returned to the roles they had done previously, and we supported people to get back out into the community.

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. Staff and volunteers continue to participate in a wide range of training and development and particularly benefited from the increase in online training on offer. First aid, fire safety and safeguarding courses were amongst the training completed during the year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

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. 37 people participated in 5 free online Introduction Sessions. These helped connect new colleagues from statutory and voluntary organisations, as well as local residents and businesses. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 100% of attendees found the session valuable and would recommend a colleague to attend.

The HADCA e-bulletins, which moved from fortnightly to weekly at the start of the pandemic, continued weekly during 2021/22 to keep over 1,000 local charity and community contacts up to date with changing guidance and news of activities re-starting. The bulletins include training and networking opportunities, funding, resources and consultations and also promote local charity news, new and changed services, activities, events, volunteering opportunities and 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. At the start of the crisis in Ukraine in February, information was quickly collated and shared, identifying the best ways to help and how to keep informed. HADCA continues to update this resource weekly with information for Ukrainian families, their hosts and potential hosts in the local area.

HADCA is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,500 Twitter followers.

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

This year, there were again fewer opportunities to attend events in person across Harrogate District to increase awareness of the information, support and learning available for people involved in local community action. Instead we have continued to join online events and increase the amount of information we share on social media and in our bulletins.

Local community action

There continued to be some changes to the volunteering opportunities advertised during the second year of the pandemic, with roles that were either no longer available or had changed due to the pandemic. There were around 150 local volunteering opportunities listed in our directory at any one time. Over the year we helped organisations to recruit volunteers for 247 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 work behind the scenes to make sure potential volunteers have the best possible experience, including following up enquiries made through the online Volunteering Directory with volunteer managers so that timely responses are made and any issues resolved. The regular Harrogate District Volunteer Managers Network newsletter continued to keep over 670 local volunteer organisers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections, and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 online forum and network meetings attended by 104 people. We hosted our AGM as a hybrid event for the first time in October. This was well received and included an update for the voluntary sector on local government re-organisation from the Harrogate Borough Council Chief Executive.

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

- Connecting Ripon Network is a partnership group with 126 members, representing 68 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2021/22;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 82 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. Due to funding changes this group was set to be discontinued from April 2020 but we decided to reinstate it as a virtual network during the first lockdown. As local decision makers continued to find the catch ups helpful, 4 meetings were held online in 2021/22.

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 proved 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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Local community action (continued)

- NHS Harnessing the Power of Communities (HPoC) Programme VCS Leaders Group – securing funding for the Community Fit project
- Fountains Abbey Studley Royal Skell Valley Project Steering Group – contributing to 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
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings

Via our National Association of Voluntary and Community Action (NAVCA) we continue to participate 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. This has proved to be an invaluable source of information for wider sharing.

Harrogate Community House supports local voluntary action by providing a hub for local charitable organisations to work and meet. The offices were fully occupied throughout 2021/22, with four new charity tenants moving in as offices became vacant and existing tenants taking on more space. We appointed a new HADCA Property Manager and their first task was to oversee completion of a major capital project to install a new fire alarm system for the building, completed in July 2022. There is an ongoing programme of improvements underway as funds become available, always focussed on ensuring the building provides a safe environment for everyone who uses it. Improving energy efficiency is also a priority.

Community Fundraising

Following the first round of awards in February 2021, further funding secured into the pot meant that a second round of applications was considered in July, supporting 19 local organisations with grants totalling £46,831.00. This was to help restart services and activities so people could reconnect, feel well, make friends and start getting their lives back – so much of which had had to stop because of the pandemic.

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 112 good causes signed up and over 1000 players. At least 10p from every ticket sale is donated to THE LOCAL FUND and over £200,000 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. 2021/22 was another year in which the team showed great creativity and perseverance in the face of significant disruption due to Covid 19:

Covid Support in Harrogate Town: HELP continued to work as the Community Support Organisation (CSO) for Harrogate Town, nominated by North Yorkshire County Council to do so. Referrals for support came from the council's Customer Service Centre as well as directly from the community. The team received over 8,700 incoming phone calls in the Harrogate CSO, an average of 167 per week. As well as information and reassurance, they provided practical help to 1,299 people as a result, arranging 1,278 shopping deliveries and collecting 188 prescriptions. During the lockdowns of the previous year, we had connected some people in Harrogate and surrounding villages to phone each other and 1,157 of these phone calls continued in 2021/22. With the help of a volunteer in our office, we also made 681 of our own wellbeing calls to try to pick up any issues early on and to offer support proactively, rather than waiting for people to ask. We provided pet care (mostly dog walking) on 55 occasions. This year, we prioritised reablement, trying to gently encourage people to get back out into the community after so long spent at home. We offered for volunteers to accompany people to do their shopping, to help build the confidence to go themselves where possible and we arranged this on 54 occasions. We put on a Christmas Get Together, which was the first time some attendees had been out socially in months. By the end of the year, we had managed either to enable people to do their own shopping once more or had sought alternative ongoing support where this was unlikely to be possible. We provided 67 North Yorkshire Local Assistance Fund supermarket vouchers for people who found themselves in difficult financial circumstances whilst having Covid. We also delivered 50 food parcels and 10 hot meals were generously supplied to families by a local restaurant where needed.

Help at Home began its gardening season in April 2021, still catching up on the backlog from the previous season which was affected by the first lockdown of 2020. We completed 300 jobs and spent over 2,000 hours working in people's homes and gardens.

Voluntary Car Driving Service

The service continued to run throughout the year with health and safety mitigations of mask wearing, cleaning and ventilation in place. Cash handling was re-established in July and in line with the loosening of national restrictions, we were able to take people to a full range of their chosen destinations once again. We completed 4,191 journeys throughout the year. 398 of these (9%) were medical journeys of a distance over 45 miles, showing the dedication of our drivers in giving up their time.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Services for people in the community (continued)

Ripon & Rural Befriending Service

We continued to provide both face to face and telephone support for people, with 67 people having home visits and a further 17 having phone support. Noting the decrease in people's mobility, the team sought funding to start a weekly Friendship Club, providing seated exercise and much appreciated social contact for up to 16 people each week. We continued to work alongside Ripon Community House, the Community Support Organisation for Ripon, to ensure a range of support was available between us for those without a local network of family, friends or neighbours. HELP's Ripon and Rural team arranged delivery of shopping 459 times and prescriptions 118 times throughout the year, as well as dog walking and running other errands a further 129 times.

Here to HELP Information Services

This is the name we use for our information services to individuals in the local community, often people who are not digitally engaged enough to use our Where to Turn Directory independently. As well as the large number of incoming phone calls, we received emails, enquiries via social media and spoke to people coming into Community House with queries. We continued to send out mailings with details about where to turn for information about fuel poverty, emergency food options, the dangers of Carbon Monoxide and how to get support if affected by the disruption to the Bilsdale TV Transmitter, affecting a lot of people in the Ripon area. We continued delivery of our magazine, "A Small HELPing", which combined targeted information to keep people up to date with changes to local services and activities restarting, alongside articles by or about clients and volunteers, who have been pleased to share their skills and interests with the wider group in this way. Sometimes these were accompanied by a little gift, such as a bunch of daffodils or seeds to plant courtesy of local supermarkets and we know that the doorstep chat when they were delivered was also much appreciated. Face to face information sessions were gradually reintroduced as venues restarted their activities and we regularly attended Resurrected Bites' Community Grocery Stores in Harrogate and Knaresborough to signpost people to other sources of local support, to sign them up to the Priority Services Register and to ensure they know where to go for help with high heating bills, debt, or mental health support. Our Craft Group continued to meet on Zoom throughout the year, until they felt ready to meet up face to face once again.

Vaccination Centres

Throughout the year, we 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. We also supported several flu clinics at Mowbray Square and at Ripon Racecourse. Whilst the sessions were smaller scale and less frequent from January to March 2022 than they had been in the same period the previous year, 165 volunteers from HADCA still offered over 4275 hours of volunteering over 12 months.

Fundraising

Whilst not as many funds were available to apply to as there had been in the previous year, our Project Development Workers had great success in gaining the support of several Trusts and Foundations, which brought in £37,000. We received a further £20,000 from individual donors, community events and proceeds from our Christmas Raffle and 100 Club. We are also extremely grateful to businesses who provided valuable in-kind support this past year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Financial Review

HADCA finished the year with an overall surplus of £9,929. This was made up of surpluses of £32,318 within unrestricted funds and losses of £22,389 within restricted funds.

Total income was £433,928 (£458,844 in 2020/21)

Our expenditure in the period was £423,999 (£420,245 in 2020/21).

The trustees were pleased with the overall results.

Reserves policy

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

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

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £110,000 to £150,000 is adequate to cover these contingencies. The actual free reserves at 31 March 2022 were £131,611 and this will help us face ongoing funding challenges in 2022/23 and beyond.

Principal funding sources

The main sources of funding for the principal activities of HADCA were via the Wellbeing and Prevention contract with North Yorkshire County Council and vital annual core funding support from Harrogate Borough Council. Income was also received from NYCC to support our Covid-19 work as a Community Support Organisation.

We are extremely grateful to all the trusts, community groups, organisations and individuals who have provided us with the funds necessary to carry out our work in 2021/22:

All Together Now, Asda, Bellway Homes, Brelms Trust, Caroline & Stuart Baldwin, Charles & Elsie Sykes, Community First Yorkshire, Community Partnering Fund, Coop Community Fund, Councillor Don Mackenzie, Councillor Matt Scott, Councillor Michael Harrison, Councillor Richard Cooper, Evan Cornish Foundation, Forrester Family Trust, Hampsthwaite Wednesday Group, Holy Trinity Church Ripon, Knit & Natter Group, Liz & Terry Bramall Foundation, One Stop Stores, P&G, Presence Church, Ripon City Club, Ripon City Council, Ripon Cathedral, Robert McAlpine Foundation, Rotary Club of Harrogate, Saints Plant Stall, St James' Place Charitable Foundation, Stonebridge Community Foundation, Stray Notes, Swinton Estate Charitable Trust, The Local Fund, TK Maxx & Homesense Foundation, Two Ridings Community Foundation, Washburn Heritage Centre.

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

Risk management

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Future Plans

General overview

The charity continues to have three main service areas:

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

The 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
- 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 work with the new North Yorkshire Council during its transition year and beyond to identify any gaps in unmet need and hope to formalise the role of Harrogate Community House as a hub or anchor organisation for the voluntary sector locally, connecting into new local government structures and systems. We will seek funding from a range of sources to continue to deliver services across our area of benefit (the current Harrogate District), wherever there is an unmet need that we are best placed to serve. We will continue to collaborate with a wide range of local partners and to connect those who can help each other.

Fundraising is likely to prove increasingly challenging as members of the public and businesses all face rising costs. Trusts and foundations are expected to receive an increasing number of applications and we will have to find creative solutions to the challenge of raising additional income.

Helping people stay safe and well at home supported by volunteers

Our Wellbeing and Prevention contract for Harrogate District is due to be extended by a further 6 months before coming to an end in March 2023. The new council is reviewing its requirements for wellbeing and prevention services and this may lead to opportunities through a grants programme. Additional opportunities may come from the creation of the new Humber and North Yorkshire Health and Care Partnership, who have embedded liaison with the voluntary and community sector from their inception. Our aim is always to focus on unmet need, rather than duplicate what other organisations are already doing, therefore we do not plan to offer shopping or prescription collections in the longer term. However, where there is a short term or urgent need for support that can't be met through other provision, we will retain some flexibility to do so.

We are grateful for the continued support of Harrogate Borough Council for our Help at Home gardening, decorating and odd job service. Statutory funding is vital to the continuation of that service, and we offer the fastest possible support to their tenants and to people without family or friends who can help them. Not only do we provide the practical support requested, but we seek opportunities to refer people on to other sources of support as appropriate.

Demand for our voluntary driving service is growing, however we are not yet receiving the same level of requests that we were pre-Covid. Rising fuel costs are affecting our drivers and mean that the 45p per mile reimbursement is no longer providing the same cushion for wear and tear on their vehicles. Any increase in the national rate above 45p would be most welcome for drivers, however passengers facing their own financial challenges would then be disadvantaged in paying the higher rate. We may need to seek funding to mitigate any increase at a time when the cost of living is challenging for so many people.

We will continue to offer our support to local GP practices in this Autumn's vaccination programmes and hope to retain good numbers of volunteers to support this.

Building on the legacy of interest in volunteering brought about during the pandemic and the popularity of activities like Park Run, our Community Fit partnership with North Yorkshire Sport aims to engage a new cohort of people in weekly group volunteering, running, walking or cycling together to the activity itself.

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support and promote our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking for support or to get involved in their local community. We also wish to be valued as a reliable source of information for new arrivals in our area, including refugees from Syria, Afghanistan and Ukraine. We will continue to provide our regular 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 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 keep championing volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This includes continuing to deliver our new partnership projects, the Volunteering City of Ripon and Community Fit, both working 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 2022

Structure, Governance and Management

Governing document

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

The charity is a membership organisation and as of 31 March 2022 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). In autumn 2021 three long-serving trustees stepped down (Maurice Bull, Kevin Douglas and Ruth Newton) and the charity's thanks for their dedicated support is recorded here.

After a successful recruitment process, five new trustees were appointed at the 2021 AGM. 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 arranged by the organisation.

Organisational structure

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

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

Operational management is delegated to the Chief Executive, who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2021/22 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: 8 September 2022

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

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

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 2022.

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: 21 September 2022

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income							
Donations and legacies	2	5,819	42,199	48,018	2,221	65,697	67,918
Charitable activities	3	106,622	279,271	385,893	94,824	296,056	390,880
Investments	4	17	-	17	46	-	46
Total income		112,458	321,470	433,928	97,091	361,753	458,844
Expenditure							
Raising funds	5	-	980	980	-	808	808
Charitable activities	6	80,140	342,879	423,019	63,490	355,947	419,437
Total expenditure		80,140	343,859	423,999	63,490	356,755	420,245
Gross transfers between funds		-	-	-	-	-	-
Net income/(expenditure) for the year/							
Net movement in funds		32,318	(22,389)	9,929	33,601	4,998	38,599
Fund balances at 1 April 2021		119,633	599,481	719,114	86,032	594,483	680,515
Fund balances at 31 March 2022		151,951	577,092	729,043	119,633	599,481	719,114

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 2022

		2022		2021	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		526,340		517,832
Current assets					
Debtors	10	6,015		7,372	
Cash at bank and in hand		241,622		235,425	
		<u>247,637</u>		<u>242,797</u>	
Creditors: amounts falling due within one year	11	<u>(44,934)</u>		<u>(41,515)</u>	
Net current assets			202,703		201,282
Total assets less current liabilities			<u>729,043</u>		<u>719,114</u>
Income funds					
Restricted funds	13		577,092		599,481
Unrestricted funds			151,951		119,633
			<u>729,043</u>		<u>719,114</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 2022.

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

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

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

The financial statements were approved by the Trustees on 8 September 2022

John Fox - Chair
Trustee

Company registration number 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

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

1.1 Accounting convention

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

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

1.5 Expenditure

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

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

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

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

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

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

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

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

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

1.7 Cash and cash equivalents

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

1.8 Financial instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

1.9 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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and legacies	5,819	42,199	48,018	2,221	65,697	67,918

3 Charitable activities

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

	Community action	Forums and events	Service delivery	Total 2021
	£	£	£	£
Grants	63,431	3,222	251,011	317,664
Fees and charges	46,349	-	26,867	73,216
	<u>109,780</u>	<u>3,222</u>	<u>277,878</u>	<u>390,880</u>
Analysis by fund				
Unrestricted funds	94,824	-	-	94,824
Restricted funds	14,956	3,222	277,878	296,056
	<u>109,780</u>	<u>3,222</u>	<u>277,878</u>	<u>390,880</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	17	46
	<u>17</u>	<u>46</u>

5 Raising funds

	Restricted funds	Restricted funds
	2022	2021
	£	£
Support costs	980	808
	<u>980</u>	<u>808</u>

6 Charitable activities

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities

(Continued)

	Community action £	Forums and events £	Service delivery £	Total 2021 £
Direct staff costs	18,444	2,235	208,775	229,454
Project costs	2,546	386	54,751	57,683
	<u>20,990</u>	<u>2,621</u>	<u>263,526</u>	<u>287,137</u>
Share of support costs (see note 7)	64,595	33	62,317	126,945
Share of governance costs (see note 7)	3,266	18	2,071	5,355
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>
Analysis by fund				
Unrestricted funds	63,490	-	-	63,490
Restricted funds	25,361	2,672	327,914	355,947
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>

7 Support costs

	2022		2021			
	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Depreciation	13,092	-	13,092	15,990	-	15,990
Support staff costs	32,784	-	32,784	44,896	-	44,896
Communications and IT	12,217	-	12,217	13,064	-	13,064
Financial costs	712	-	712	348	-	348
Printing and postage	7,350	-	7,350	9,643	-	9,643
Premises	51,115	-	51,115	43,004	-	43,004
Governance costs	-	5,133	5,133	-	5,355	5,355
	<u>117,270</u>	<u>5,133</u>	<u>122,403</u>	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>
Analysed between						
Charitable activities	117,270	5,133	122,403	126,945	5,355	132,300
	<u>117,270</u>	<u>5,133</u>	<u>122,403</u>	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>

Governance costs includes payments to accountants of £2,580 (2021: £2,550) for independent examiners fees.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Employees

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
Total	23	18
Wages and salaries	237,142	238,519
Social security costs	6,844	8,177
Pension costs	17,792	17,137
Termination payments	-	10,663
	<u>261,778</u>	<u>274,496</u>

No employee received emoluments of more than £60,000 per annum (2021: £nil)

The total paid to key management personnel during the year was £50,026 (2021: £44,279).

The average number of employees is calculated on the basis of full time equivalents with regard to a 37 hour working week was 10.6 (2021: 10.1).

9 Tangible fixed assets

	Buildings	Computers and office equipment	Vehicles	Total
	£	£	£	£
Cost or valuation				
At 1 April 2021	550,000	13,738	29,602	593,340
Additions	-	21,600	-	21,600
At 31 March 2022	<u>550,000</u>	<u>35,338</u>	<u>29,602</u>	<u>614,940</u>
Depreciation				
At 1 April 2021	33,000	13,738	28,770	75,508
Depreciation charged in the year	11,000	1,260	832	13,092
At 31 March 2022	<u>44,000</u>	<u>14,998</u>	<u>29,602</u>	<u>88,600</u>
Carrying amount				
At 31 March 2022	<u>506,000</u>	<u>20,340</u>	<u>-</u>	<u>526,340</u>
At 31 March 2021	<u>517,000</u>	<u>-</u>	<u>832</u>	<u>517,832</u>

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

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Debtors (accounts receivable)	4,864	6,485
Accrued income	894	634
Prepayments	257	253
	<u>6,015</u>	<u>7,372</u>

11 Creditors: amounts falling due within one year

	2022	2021
	£	£
	Notes	
Other creditors	10,490	2,722
Taxes and social security	(1,084)	(991)
Accruals	9,283	13,539
Deferred grant income	12 26,245	26,245
	<u>18,689</u>	<u>15,270</u>

12 Deferred income

	2022	2021
	£	£
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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Restricted funds

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

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

	Balance at 1 April 2020 £	Movement in funds		Transfers £	Balance at 31 March 2021 £
		Income £	Expenditure £		
Community action					
Community House Capital Reserve	528,000	-	(11,000)	-	517,000
Community House Cash Funds	53,772	595	-	-	54,367
TRCF CFF	-	14,361	(14,361)	-	-
HPOC	1,998	-	-	-	1,998
Forums					
RIPPSI	2,854	3,222	(2,672)	-	3,404
Service delivery					
HELP - Harrogate Easier Living Project	-	128,321	(121,459)	-	6,862
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
Lottery	-	23,346	(23,346)	-	-
	<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 2022

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.

Harrogate District Community Fit Project

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

HPOC

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:

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.

Transport

Supported by funding from NYCC to provide the following services:

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

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

Volunteering City of Ripon Project

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

Although there is a negative balance at the year end, the fund continues next year and future funding is receivable which will cover this deficit.

TRCF CFF (ceased 2021)

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.

Lottery - Coronavirus Community Support Fund (ceased 2021)

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.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2022	2022	2022
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Tangible assets	20,340	506,000	526,340
Current assets/(liabilities)	131,611	71,092	202,703
	<u>151,951</u>	<u>577,092</u>	<u>729,043</u>
	<u><u>151,951</u></u>	<u><u>577,092</u></u>	<u><u>729,043</u></u>
	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>

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:

	2022	2021
	£	£
Within one year	1,910	960
Between two and five years	3,325	-
	<u>5,235</u>	<u>960</u>
	<u><u>5,235</u></u>	<u><u>960</u></u>

17 Related party transactions

No trustees (2021: nil) were reimbursed for expenses during the year (2021: £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2021: £nil).

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