



GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

REPORT OF THE COUNCIL OF MANAGEMENT
UNAUDITED FINANCIAL STATEMENTS

31 March 2020

Company registration number: 4191320

Charity registration number: 1087177

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

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31 March 2020

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**GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)**

**THE CHARITY, COUNCIL OF MANAGEMENT, REPRESENTATIVES,
STAFF, AFFILIATED ORGANISATIONS AND PROFESSIONAL ADVISERS**

Year ended 31 March 2020

THE CHARITY:

Registered name: Gosport Voluntary Action
Legal status: Company limited by guarantee
Registered office: Martin Snape House, 96 Pavilion Way, Gosport,
Hampshire PO12 1FG
Company registration no: 4191320
Registered charity no: 1087177
Telephone number: 023 9258 3836
Email address: mail@gva.org.uk
Web-site: www.gva.org.uk
President: The Mayor of Gosport

COUNCIL OF MANAGEMENT

Officers

Chairman: Ian Reeves

Other elected members

Heather Wood Mr Andrew Mair Adam Corcoran
(resigned April 2020)

Christine Robson Julia Golding John Jeffs

Suzanne Pepper Dr Ahmed Aboud
(from June 2020)

Ex-officio representatives

Gosport Borough Council: Cllr Zoe Huggins Cllr Jamie Hutchinson

Cllr Lynn Hook Cllr June Cully

Hampshire County Council: Cllr Stephen Philpott

Chief Officer: Nicola Staveley

Company Secretary: Angela Weston

AFFILIATED ORGANISATIONS

In addition to its direct initiatives, GVA co-ordinates and promotes volunteer activity in co-operation with around 200 local organisations.

PROFESSIONAL ADVISERS

Independent examiner: P J Sommerville ACA, Wood, Hicks & Co., 9-11 Mumby Road
Gosport, Hampshire.

Bankers: Lloyds Bank plc. 20/24 High Street, Gosport, Hampshire.

Solicitors: Brutton & Co. 288 West Street, Fareham, Hampshire.

**GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)**

REPORT OF THE COUNCIL OF MANAGEMENT

Year ended 31 March 2020

The Council of Management have pleasure in submitting their annual report and the financial statements of Gosport Voluntary Action (GVA or the Charity) for the year ended 31 March 2020.

SECTION 1 – OBJECTIVES AND ACTIVITIES

Objectives

The objectives of GVA as per its governing document are to promote within the local government district of Gosport:

- a) any charitable purposes for the benefit of the community and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- b) Co-operation in the achievement of the above purposes with voluntary organisations and statutory authorities.

Aims and strategies for attaining objectives

The over-riding aims pursued in the attainment of GVA's objects are to enhance the quality of community services within the Borough of Gosport. To this end GVA works in partnership with other organisations to enable them to meet the needs of local people, particularly those disadvantaged by poverty, disability, ill health, ethnic background, gender or age.

GVA is permitted by its articles of association to engage in any lawful activity other than permanent trading as shall further its charitable objects and may invest money not immediately required for its objects in such investments, securities or property as the Council thinks fit.

The Trustees confirm they have had regard to the Charity Commission's guidance on public benefit.

Activities, projects and services

GVA is principally funded by recurring grants from Hampshire County Council (HCC), Gosport Borough Council (GBC), and multi -year programmes from the National Lottery.

GVA is currently working to an agreed development plan for the core funding received from HCC and agreed strategic priorities for GBC. This covers GVA's core support activities, including Go Volunteer (our volunteering hub), provided to the voluntary and community sector in Gosport.

GVA's Strategic Funding Plan has been revised and rolled forward, continuing to provide an agreed 3-year perspective on operating core activities at the same level, in accordance with GVA's reserve policy.

GVA currently manages 12 main projects of which 4 have mini projects within them and 5 additional mini projects.

GOSPORT VOLUNTARY ACTION

(Limited by Guarantee)

REPORT OF THE COUNCIL OF MANAGEMENT (continued)

Year ended 31 March 2020

SECTION 2 – ACHIEVEMENTS AND PERFORMANCE

GVA is continuing to work with Gosport and Fareham Clinical Commissioning Group (CCG) and Hampshire County Council Demand Management and Prevention team to create a sustainable Social Prescribing Service. Funding for the Surgery Signposter Project was channelled through the CCG but included grants from both HCC and the CCG up to the end of December 2019.

This funding was extended through to the end of June 2020. Gosport Borough Council have provided one-off funding to assist this service (and Befriending activities) through 2020, whilst discussions have commenced with the CCG regarding a service to address high intensity users, it appears that no further funding will be forthcoming to sustain Surgery Signposters from the CCG and to continue this service alternative funding would be required in 21-22.

GVA continues to lend its four minibuses to Community First Wessex which has ensured that a satisfactory Community Transport service for Gosport has been maintained for the current year.

Supported Volunteering (SV) –. Wates has also contributed a grant to set up a social action group for volunteers with support needs: Voluntheroes. This social action group also attracted a donation from the Bishop of Portsmouth's Lent Appeal. Given the ongoing restriction on social distancing GVA is looking at future options for what we continue to see as a much needed option for residents with support needs.

Following the end of the Big Lottery grant for the AWARDS project on 30th September 2018, GVA entered into a partnership with Age UK Portsmouth and was successful in getting a three year grant from the Community Fund to deliver its Befriending and Advocacy services within "Close Encounters" from December 1st 2018. This service continues to offer a vital befriending service to vulnerable residents. As the Covid-19 pandemic started to take effect this service has taken on a telephone befriending focus and also provided shopping assistance to the service users who required this.

GVA started delivering its Walking for Health programme of walks with volunteer walk leaders. This has been very successful but naturally had to be suspended with the Covid-19 outbreak. GVA plans to restart the Walks in a reduced form in 2020-21 to provide exercise and some social contact for residents.

GVA's Home Services comprising the Dustbusters and DART and Gardening services continues to self-fund. This year, the trustees agreed that funding for these projects would be designated to remain within these projects. Although impacted by the Covid-19 outbreak, we would expect a recovery in these as service users recommence cleaning services during the year.

Driving Force also managed to be self-funding this year as a result of donations and small grants. This service had to be suspended due to COvid-19 and restrictions on the use of older volunteers and the need for social distancing. The future of this service will be reviewed during the recovery and renewal phases of the pandemic.

With the onset of the Covid-19 pandemic the Basics' Foodbank had to cease operations from the Old Railway Room. Also GVA has been unable to continue with rental of its meeting room with the onset of the pandemic restrictions, although GVA were awarded a discretionary grant to cover the loss of income from rentals.

In September 2018, GVA began to run Gosport Community Lottery to support voluntary and community groups and to build up a small pot of central funding to give out as grants during the year. GVA also retains a small amount from ticket sales to pay for core staff involvement, group

GOSPORT VOLUNTARY ACTION
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REPORT OF THE COUNCIL OF MANAGEMENT (continued)
Year ended 31 March 2020

SECTION 2 – ACHIEVEMENTS AND PERFORMANCE (continued)

applicant support, promotion and general community engagement. During this year the lottery has raised £39,522 in total for good causes in Gosport either as direct revenue from tickets sales, grant funding from the Gosport Community Fund created by the lottery or as income to GVA for its operator tasks. At the end of March 2020 there were 63 good causes registered with the community lottery.

The coronavirus pandemic has had an immediate impact on GVA's operation, with effect from March 2019 many of GVA's services were in a state of hibernation whilst the focus of the organisation switched to a Coronavirus Response, working in partnership with Gosport Borough Council to provide support for shopping and prescription deliveries and telephone befriending support.

GVA were successful in receiving grant funding from the Lottery Community Fund to support this work and in the initial phase received significant donations from local residents and businesses which enabled GVA to set up the service, put in place policies and procedures needed and move all staff out of the main office to be able to work remotely from home. As such GVA has funding to address its Coronavirus response for 6 months into 2020-21 and to limit its use of reserves for operational tasks.

As the recovery and renew phases of the pandemic start GVA is looking at future plans to enable remote working where beneficial and will consider where changes are needed to ongoing services to support beneficiaries in potentially new ways. Whilst GVA had previously set aside some reserves to support ongoing operations for 2021-22, GVA plans to use such reserves to invest in any necessary service changes, GVA will also be looking at increased partnership working in the future to maximise benefits and contain expenditure.

GOSPORT VOLUNTARY ACTION

(Limited by Guarantee)

REPORT OF THE COUNCIL OF MANAGEMENT (continued)

Year ended 31 March 2020

SECTION 3 – REVIEW OF TRANSACTIONS AND FINANCIAL POSITION

Financial review

The Council considers that the state of affairs of GVA is satisfactory and that, on a fund by fund basis, the Charity's assets are available and adequate to fulfil its obligations.

Incoming resources totalled £363,203, compared with £268,318 for the previous year and produced a deficit for the year of £37,674 (2019: £74,749). GVA's general fund stands at £45,287 [2019: £47,740] of which £22,375 [2019: £23,762] are invested in fixed assets

Fuller explanations of the movements on restricted and designated funds are set out in the Statement of Financial Activities and related notes.

Reserves policy

GVA recognises three types of reserves as outlined below:

- **General Reserves**

Reserves that are not legally restricted or designated for specific future use. They may include reserves that are part of investments depending upon the nature of those investments; this will be specified in the position statement described below.

- **Restricted Reserves**

Reserves held in accordance with any restrictions required by the original funder.

- **Designated Reserves**

Reserves which are set aside for a specified future use. This could include making provision for fluctuations in predicted future income.

GVA aims to hold reserves that allows for an orderly closure of the charitable company in such an eventually. This is made up of two main components. Firstly, the funds to meet all contractual obligations of the company including service contracts and redundancy costs of employees. Secondly, the costs of continuing to run our entire service for between 3 and 6 months, in order to allow for an orderly wind down of services and so as not to have a sudden and adverse impact upon service users.

GOSPORT VOLUNTARY ACTION
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NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

Reserves Position Statement

General Reserves	£
At 1 st April 2019	47,740
Replenished/(Spent) in year	(2,453)
	<hr/>
Total at 31 st March 2020	45,287
Less fixed assets	(22,375)
	<hr/>
Total Net Current Assets at 31st March 2020	£22,912
	<hr/> <hr/>

Designated Reserves

Future Provision and Development	
At 1 st April 2019	276,270
Replenished/(Spent) in year	(13,537)
	<hr/>
Total at 31 st March 2020	262,733

Asset Replacement	
At 1 st April 2019	63,150
Replenished/(Spent) in year	(3,598)
	<hr/>
Total at 31 st March 2020	59,552

Project Closure	
At 1 st April 2019	149,259
Replenished/(Spent) in year	(27,170)
	<hr/>
Total at 31 st March 2020	122,089

Leasehold	
At 1 st April 2019	397,346
Replenished/(Spent) in year	(7,763)
	<hr/>
Total at 31 st March 2020	389,583

Existing Projects	
At 1 st April 2019	22,815
Replenished/(Spent) in year	(22,815)
	<hr/>
Total at 31 st March 2020	-

Total Designated Reserves at 31 st March 2020	833,957
Less fixed assets	(389,583)
	<hr/>

Total Net Current Assets at 31st March 2020	£444,374
	<hr/> <hr/>

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

REPORT OF THE COUNCIL OF MANAGEMENT (continued)

Year ended 31 March 2020

SECTION 4 – STRUCTURE, GOVERNANCE AND MANAGEMENT

The articles of association require that GVA be managed by a Council of Management (the Council) the members of which are directors and managing trustees respectively within the meaning of the Companies Act 2006 and the Charities Act 2011. GVA's registration details, Council members, representatives, are to be found on page 3.

The Council meets every two months. Minor and routine operating decisions are made by the Charity's permanent managers. Major operating decisions are made by the simple majority of a quorate Council. Constitutional matters including election of trustees are decided by a simple majority of the members in General Meeting.

All trustees appointed to the Board are experienced in charity work or have the required business skills to the Executive. Trustees are encouraged to attend relevant training or networking events.

SECTION 5 – REFERENCE AND ADMINISTRATIVE DETAILS

Gosport Voluntary Action is a Charity incorporated in England and Wales. Details of the Charity's relevant registration numbers, registered office & principal place of business and serving Trustees can be found on page 3.

Unless otherwise indicated, the following persons were members of the Council throughout the year covered by this report:

Mr Ian Reeves	Mrs Heather Wood	Mr Andrew Mair
Mrs Christine Robson	Mr Adam Corcoran	Miss Julia Golding
Mr John Jeffs	Mrs Suzanne Pepper	

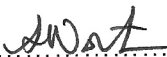
SECTION 6 – VOLUNTEERS

GVA is greatly dependent upon the efforts of many volunteers without the support of whom GVA could not operate. It is calculated that volunteers provide approximately 14,314 hours of service towards all GVA projects. Evaluated at the industry benchmark of £11.55 per hour including on-costs, this contribution is worth to GVA approximately £165,327 in the year under review. The Council is extremely grateful to all those who give their time so freely for the benefit, not just of GVA, but also for the whole Gosport community.

SECTION 7 – SMALL COMPANY STATUS

The Report of the Council of Management has been prepared in accordance with provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Council of Management

.....  Secretary

10th September 2020

A Weston
On behalf of The Board of Trustees
Gosport Voluntary Action
Martin Snape House
96 Pavilion Way
Gosport
Hampshire PO12 1FG

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT

Year ended 31 March 2020

I report on the financial statements of Gosport Voluntary Action for the year ended 31 March 2020 which are set out on pages 10 to 27.

Respective responsibilities of the trustees and examiner

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

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

Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention that gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or,
- the accounts do not accord with such records; or,
- the accounts do not comply with the relevant accounting requirements under 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,
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102) second edition October 2019.

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



PJ Sommerville ACA
10th September 2020

Wood, Hicks & Co.
Chartered Accountants
Units 1-2 Warrior Court
9-11 Mumby Road Gosport
Hampshire PO12 1BS

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

BALANCE SHEET

31 March 2020

	Note	<u>2020</u> £	2019 £
FIXED ASSETS:			
Tangible assets	4	447,050	459,052
CURRENT ASSETS			
Debtors	5	12,508	11,296
Cash at bank and in hand		577,794	591,060
		590,302	602,356
CREDITORS			
Amounts falling due within one year	6	55,697	42,079
		534,605	560,277
NET CURRENT ASSETS			
		534,605	560,277
TOTAL NET ASSETS			
	13	£981,655	£1,019,329
REPRESENTED BY:			
ACCUMULATED FUNDS			
Restricted	7(a)	102,411	62,749
Unrestricted			
General	7(b)/13	45,287	47,740
Designated	7(b)/13	833,957	908,840
		£981,655	£1,019,329
ACCUMULATED FUNDS AT 31 MARCH			

STATEMENTS OF THE TRUSTEES

The Company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the Company keeps proper accounting records which comply with sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of the results of its charitable operations for each financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the Company.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Council of Management on 10th September 2020 and signed on its behalf

.....  Chairman
I Reeves [Mr]

The notes set out on pages 12 to 27 form part of these financial statements

GOSPORT VOLUNTARY ACTION (Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an income and expenditure account)

Year ended 31 March 2020

INCOME FROM:	Note	2020			2019		
		Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Donations	8	110,977	29,542	140,519	110,290	6,739	117,029
Charitable activities	9	21,327	197,744	219,071	47,909	99,130	147,039
Other trading activities	10	2,892	349	3,241	4,008		4,008
Investments	11	372		372	242		242
Total income		135,568	227,635	363,203	162,449	105,869	268,318
EXPENDITURE ON:							
Charitable activities	12	187,172	213,705	400,877	196,124	146,943	343,067
Total expenditure		187,172	213,705	400,877	196,124	146,943	343,067
NET EXPENDITURE		(51,604)	13,930	(37,974)	(33,675)	(41,074)	(74,749)
TRANSFERS	14	(25,732)	25,732	-	(2,461)	2,461	-
NET MOVEMENT IN FUNDS		(77,336)	39,662	(37,674)	(36,136)	(38,613)	(74,749)
RECONCILIATION OF FUNDS:							
Total funds brought forward	7	956,580	62,749	1,019,329	992,716	101,362	1,094,078
TOTAL FUNDS CARRIED FORWARD	7	£879,244	£102,411	£981,655	£956,580	£ 62,749	£1,019,329

The notes set out on pages 12 to 27 form part of these financial statements

GOSPORT VOLUNTARY ACTION

(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

31 March 2020

NOTE 1 — LEGAL STATUS AND OBJECTIVES OF GOSPORT VOLUNTARY ACTION (GVA)

GVA is a company limited by guarantee with the objectives to promote and encourage volunteer activity within the local community for achieving all forms of social welfare, either by direct initiatives or through co—ordination with other welfare organisations. GVA's general fund finances the recruitment, training and supply of service providers engaged in community care and the related administration expenses not rechargeable to specific project funds. The Charity is a public benefit entity.

NOTE 2 — NATURE AND PURPOSE OF PROJECT FUNDS

GVA's projects are to provide within Gosport Borough the various services and support listed below:

Restricted funds

(a) Close Encounters

This National Lottery funded project incorporates:

Befriending retired people who have become isolated and lonely.
Advocacy for older persons.

(b) Homeserve

This Older People's Support project incorporates and is delivered by agency-based workers:

Dustbusters – a not for profit Home Help service
DART & Gosport Gardening – a not for profit Gardening and Small Repairs and decorating service

(c) Supported Volunteering

Direct staffing cost paid directly by GVA Core, Other Staff and all other on-costs are met by small grants to support Vulnerable Prospective Volunteers.

(d) Surgery Signposting

Funding for the implementation of placing volunteers in GP surgeries in Gosport, to assist patients with non-clinical issues that affect their health and wellbeing.

(e) Loud & Proud

A social action volunteering project for young people aged 16 - 25

(f) Walking Projects

This Walking scheme is intended to support people to socialise, increase their wellbeing and fitness and to enjoy learning more about the local area and its heritage. The project incorporates:

Walking for Health
Walking Past

(g) Gosport Lottery

This is a weekly lottery that raises money for good causes in Gosport. All good causes supported by the lottery will benefit Gosport and its residents.

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 2 — NATURE AND PURPOSE OF PROJECT FUNDS (continued)

(h) Gosport Borough CIL Funding

A Community Infrastructure Levy (CIL) is paid to Gosport Borough Council (GBC) by developers and is used to help deliver infrastructure to support the development of the area. GBC has allocated a portion of the levy received to the voluntary sector in Gosport. Grants from £1,500 to £50,000 are available for infrastructure-related activities undertaken in the borough of Gosport.

(i) Mini projects

Numerous small community projects of a short-term nature.

Designated funds

Designated project funds conducted on a self or core-funded basis include the Go-Volunteer, Engagement, and the hire of the Home Office Support Suite [HOSS Venue]. Future Provisions and Development Fund standing at £262,733 is retained for the purpose of funding the Charity's project shortfalls caused by reductions to or loss of external funding. Project Closure now exclusively provides for the estimated cost in winding up or transferring projects (including staff pay-in-lieu-of-notice and redundancy) on a cessation.

NOTE 3 – ACCOUNTING POLICIES

(a) Accounting convention

The financial statements are prepared under the historical cost convention in accordance with the:

- Charities (Accounts and Reports) Regulations 2008;
- Financial Reporting Standard 102, updated March 2018 (FRS 102);
- Companies Act 2006 relating to small companies; and,
- Statement of Recommended Practice applicable to charities preparing accounts in accordance with FRS 102, second edition October 2019 (the SORP).

The Charity does not meet the SORP definition of a 'larger charity' and has opted not present a Statement of Cash Flows.

(b) Basis of preparation of financial statements

The financial statements of GVA have been prepared on the basis of historical cost and the accruals concept to show a true and fair view of the Charity's financial position and activities.

The accounts are expressed in pounds sterling, rounded to the nearest pound and include all the assets and liabilities under the control of the Council of Management (the Council) of GVA.

(c) Fixed assets and depreciation/amortisation

Fixed assets are capitalised at cost and are depreciated or amortised at annual rates to arrive at their estimated residual value at the end of their estimated useful economic lives as follows:

Leasehold property	-	Straight line over life of lease
Leasehold improvements	-	20 years straight line or over life of lease if shorter
Office furniture and equipment	-	4 years straight line for electrical equipment
	-	10 years straight line for all furniture and other equipment
Minibuses	-	10 years straight line from date of original registration

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 3 – ACCOUNTING POLICIES (continued)

(d) Going concern

The Charity's financial statements are prepared on the going concern basis of accounting unless the Trustees intend to cease operations or have no realistic alternative but to do so. In assessing whether the going concern basis of accounting is appropriate, the Trustees take into account all available information about the future, which is at least, but not limited to, twelve months from the date when the financial accounts are authorised for issue. is a registered charity and in the opinion of the Council, is exempt from corporation tax on its surpluses on financial activities in accordance S.486 of the Corporation Tax Act 2010.

(e) Taxation

GVA is a registered charity and in the opinion of the Council, is exempt from corporation tax on its surpluses on financial activities in accordance S.486 of the Corporation Tax Act 2010.

(f) Value added tax (VAT)

Since the Charity is not registered for VAT, the cost of all input VAT is included with the expense to which it relates.

(g) Debtors

Debtors are stated at the amounts due to the Charity at the balance sheet date. Prepayments are recorded for the proportion of time-based expenditures attributable to the ensuing year.

(h) Cash and cash equivalents

This caption represents the amounts held in bank current accounts and cash at the balance sheet date together with bank deposits on less than 90 days.

(i) Liabilities

Liabilities are recognised as soon as an outflow of economic benefit is considered more likely than not to occur under a legal or constructive obligation committing the Charity to pay out resources. Creditors that are current liabilities are recognised at the settlement amount expected to be paid at the balance sheet date.

(j) Provision for liabilities and charges

When the Charity is aware of circumstances at the balance sheet date that are likely to result in an outflow of economic resources but the timing or amount of such outflow is uncertain, a provision for liabilities and charges is made according the best estimates of the Trustees at the date the financial accounts are approved for issue.

(k) Grant income recognition

A grant that becomes receivable on the occurrence of a certain specified future event is recognised in the financial statements when the specified event has occurred and all the grantor's requirements associated with it have been complied with.

Grants received in respect of future accounting periods are recorded as deferred income and recognised in the period to which they relate.

(l) Gifts-in-kind and intangible income

Tangible assets received as gifts for use by the Charity are treated as incoming resources at their market value at the date of the gift and correspondingly capitalised in accordance with policy (c) above.

Donated facilities and services are recognised as incoming resources insofar as another party is bearing the financial cost of the resources supplied and the benefit is quantifiable and measurable. An equivalent cost is recorded under the appropriate expenditure caption in the Statement of Financial Activities.

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 3 – ACCOUNTING POLICIES (continued)

(m) Expenditure

Expenditure is recognised when a liability is incurred or a constructive obligation arises that results in payment being more likely than not to occur.

(n) Funds

Grants and donations received for non-specific purposes or general funding are available for utilisation at the discretion of the Council and are dealt with through the General Fund.

Certain designated funds (see Note 2) have been created by the Trustees to ring-fence resources that are either not readily expendable or needed to cover possible future expenditures that cannot be recognised as liabilities under policies (i) or (j) above

Grants and donations received for specific charitable projects are treated as restricted funds available only for use on such specified projects. Deficits on restricted funds are carried forward to the extent that the Council is satisfied that future funding will cover such deficits.

(o) Pension commitments

The Charity operates defined contribution pension arrangements for certain staff. These contributions are charged as expenditure when they fall due and are invested separately from the Charity's assets.

(p) Allocation and analysis of resources used

Central expenditures for charitable support and administration are partly met through core funding and partly from attributions to restricted funds for centrally-borne support costs. Accordingly, as shown in Notes 8-13, the resources used by restricted funds represent spending on charitable support while the remaining charges, appearing as unrestricted fund expenditure, represent administrative costs.

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 4 – TANGIBLE FIXED ASSETS

<u>Year ended 31 March 2020</u>	Leasehold Premises	Minibuses & Related equipment	Furniture & Equipment	Total
	£	£	£	£
Cost or valuation				
At 1 April 2019	496,269	233,223	25,488	754,980
Additions during year			2,017	2,017
Disposal				
At 31 March 2020	<u>496,269</u>	<u>233,223</u>	<u>27,505</u>	<u>756,997</u>
Depreciation/amortisation				
At 1 April 2019	98,923	180,279	16,726	295,928
Charge for year	7,763	4,706	1,550	14,019
Eliminated on disposal				
At 31 March 2020	<u>106,686</u>	<u>184,985</u>	<u>18,276</u>	<u>309,947</u>
Net book value				
At 31 March 2020	<u>£389,583</u>	<u>£ 48,238</u>	<u>£9,229</u>	<u>£447,050</u>
At 31 March 2019	<u>£397,346</u>	<u>£52,944</u>	<u>£8,762</u>	<u>£459,052</u>
 <u>Year ended 31 March 2019</u>	 £	 £	 £	 £
Cost or valuation				
At 1 April 2019	496,269	233,223	23,426	752,918
Additions during year			3,365	3,365
Disposal			(1,303)	(1,303)
At 31 March 2019	<u>496,269</u>	<u>233,223</u>	<u>25,488</u>	<u>754,980</u>
Depreciation/amortisation				
At 1 April 2019	91,161	172,018	11,643	274,822
Charge for year	7,762	8,261	6,018	22,041
Eliminated on disposal			(935)	(935)
At 31 March 2019	<u>98,923</u>	<u>180,279</u>	<u>16,726</u>	<u>295,928</u>
Net book value				
At 31 March 2019	<u>£397,346</u>	<u>£ 52,944</u>	<u>£8,762</u>	<u>£459,052</u>
At 31 March 2018	<u>£405,108</u>	<u>£61,205</u>	<u>£11,783</u>	<u>£478,096</u>

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 5 – DEBTORS

	<u>2020</u>	<u>2019</u>
	£	£
Service-user debtors	1,188	3,262
Other debtors	5,795	3,934
Prepaid expenses	5,525	4,100
	<u>£12,508</u>	<u>£11,296</u>

NOTE 6 – CREDITORS: Amounts falling due within one year

	<u>2020</u>	<u>2019</u>
	£	£
Other creditors and accrued charges	26,649	22,563
Deferred grants received	28,539	18,983
Deferred income	509	533
	<u>£55,697</u>	<u>£42,079</u>

GOSPORT VOLUNTARY ACTION

(Limited by Guarantee)

REPORT OF THE COUNCIL OF MANAGEMENT (continued)

Year ended 31 March 2020

NOTE 7 – MOVEMENTS ON FUNDS

<u>Year ended 31 March</u> <u>2020</u>	Funds bought forward	Incoming resources	Resources expended	Allocation of support costs	Fund transfers	Funds carried forward
	£	£	£	£	£	£
(a) Restricted						
Supported Volunteering	-	11,008	(4,395)	(993)		5,620
DART & Gosport Gardens	1,328	9,299	(7,081)	(2,436)		1,110
Surgery Signposting	1,786	33,133	(27,766)	(8,246)	1,093	-
Lottery Good Causes	4,674	9,374	(8,510)			5,538
Close Encounters	334	69,986	(62,978)	(8,354)	1,324	312
Mini Projects	54,627	14,895	(19,141)	(1,203)	(2,563)	46,615
Dustbusters	-	35,257	(29,998)	(6,204)	22,815	21,870
Loud + Proud	-	32,483	(14,678)	(1,139)		16,666
GBC Cil funding	-	5,000	(2,557)	(86)		2,357
Walking Projects	-	7,200	(6,895)	(1,045)	3,063	2,323
	<u>62,749</u>	<u>227,635</u>	<u>(183,999)</u>	<u>(29,706)</u>	<u>25,732</u>	<u>102,411</u>
(b) Unrestricted						
General fund	<u>47,740</u>	<u>135,552</u>	<u>(203,328)</u>	<u>29,685</u>	<u>35,638</u>	<u>45,287</u>
Designated funds:						
Leasehold buildings & improvements	397,346		(7,763)			389,583
Dustbusters	22,815				(22,815)	-
HOSS	-	16	(2,189)	21	2,152	-
Railway Station	-					-
Fixed Assets						
Replacement	63,150		(3,598)			59,552
Project closure	149,259				(27,170)	122,089
Future provision and development cost	276,270				(13,537)	262,733
	<u>908,840</u>	<u>16</u>	<u>(13,550)</u>	<u>21</u>	<u>(61,370)</u>	<u>833,957</u>
	<u>956,580</u>	<u>135,568</u>	<u>(216,878)</u>	<u>29,706</u>	<u>(25,732)</u>	<u>879,244</u>
	<u>£1,019,329</u>	<u>£363,203</u>	<u>£(400,877)</u>	<u>£ -</u>	<u>£ -</u>	<u>£981,655</u>

Details of the Fund Transfers are set out in Note 14.

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 7 – MOVEMENTS ON FUNDS (continued)

<u>Year ended 31 March</u> <u>2019</u>	Funds bought forward £	Incoming resources £	Resources expended £	Allocation of support costs £	Fund transfers £	Funds carried forward £
(a) Restricted						
Supported Volunteering	1,284	11,715	(10,568)	(5,891)	3,460	-
DART & Gosport Gardens	8,249	49,637	(43,083)	(8,150)	(5,325)	1,328
Surgery Signposting	35,908	6,022	(22,911)	(17,233)		1,786
Lottery Good Causes	-	4,674				4,674
Close Encounters	-	23,033	(19,684)	(3,015)		334
Mini Projects	55,921	10,788	(13,200)	(3,208)	4,326	54,627
	<u>101,362</u>	<u>105,869</u>	<u>(109,446)</u>	<u>(37,497)</u>	<u>2,461</u>	<u>62,749</u>
(b) Unrestricted						
General fund	<u>56,432</u>	<u>132,199</u>	<u>(194,100)</u>	<u>47,829</u>	<u>5,380</u>	<u>47,740</u>
Designated funds:						
Leasehold buildings & improvements	405,108		(7,762)			397,346
Dustbusters	31,843	28,487	(28,783)	(8,732)		22,815
HOSS	-	21	(3,418)	(600)	3,997	-
Railway Station Fixed Assets	427	1,742	442	(1,000)	(1,611)	-
Replacement	67,764				(4,614)	63,150
Project closure	118,614				30,645	149,259
Future provision and development cost	<u>312,528</u>				<u>(36,258)</u>	<u>276,270</u>
	<u>936,284</u>	<u>30,250</u>	<u>(39,521)</u>	<u>(10,332)</u>	<u>(7,841)</u>	<u>908,840</u>
	<u>992,716</u>	<u>162,449</u>	<u>(233,621)</u>	<u>37,497</u>	<u>(2,461)</u>	<u>956,580</u>
	<u>£1,094,078</u>	<u>£268,318</u>	<u>£(343,067)</u>	<u>£ -</u>	<u>£ -</u>	<u>£1,019,329</u>

NOTE 8 – DONATIONS

<u>Year ended 31 March 2020</u>	Unrestricted £	Restricted £	Total £
Core grants – Monetary			
Hampshire County Council:			
Core grant (Via Community First)	37,215		37,215
Administrative grant (Via Community Action Fareham)	2,070		2,070
Gosport Borough Council	71,370		71,370
Donations			
Small general donations	322	361	683
Lottery Good Causes		10,645	10,645
Loud + Proud donation		18,536	18,536
	<u>£110,977</u>	<u>£29,542</u>	<u>£140,519</u>

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 8 – DONATIONS (continued)

<u>Year ended 31 March 2019</u>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>
	£	£	£
Core grants – Monetary			
Hampshire County Council:			
Core grant (Via Community First)	38,215		38,215
Administrative grant (Via Community Action Fareham)	2,070		2,070
Gosport Borough Council	69,630		69,630
Donations			
Small general donations	290	1,583	1,873
Lottery Good Causes	85	5,156	5,241
	<u>£110,290</u>	<u>£6,739</u>	<u>£117,029</u>

NOTE 9 – CHARITABLE ACTIVITIES

Year ended 31 March 2020

	Unrestricted	Restricted	Total
	£	£	£
Grants			
<u>Local Councils</u>			
Hampshire County Council		7,492	7,492
Gosport Borough Council	420	12,915	13,335
<u>Other grants</u>			
Close Encounters Fund (joint partnership with Age UK Portsmouth) 0010340721		66,368	66,368
Fareham & Gosport CCG	9,000	33,050	42,050
Donations less than £5,000	2,201	10,248	12,449
Other Grants		12,984	12,984
Gosport Lottery Ticket Sales		9,374	9,374
Charges to service users			
Homeserve administrative fees		41,554	41,554
Room Hires	16		16
Direct recharges	6,480	2,835	9,315
Other charges to users	3,210	924	4,134
	<u>£21,327</u>	<u>£197,744</u>	<u>£219,071</u>

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 9 – CHARITABLE ACTIVITIES (continued)

Year ended 31 March 2019

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>
	£	£	£
Grants			
<u>Local Councils</u>			
Hampshire County Council		1,000	1,000
Gosport Borough Council		1,500	1,500
<u>Other grants</u>			
Awards Lottery Fund (Older Persons Project) 10073307		47,510	47,510
Close Encounters Fund (joint partnership with Age UK Portsmouth) 0010340721		22,340	22,340
Fareham & Gosport CCG	5,000	6,000	11,000
Donations less than £5,000	500		500
Other Grants		14,340	14,340
Gosport Lottery Ticket Sales		4,674	4,674
Charges to service users			
Homeserve administrative fees	27,654	1,673	29,327
Room Hires	1,820		1,820
Direct recharges	6,472	93	6,565
Other charges to users	6,463		6,463
	£47,909	£99,130	£147,039
	£47,909	£99,130	£147,039

NOTE 10 – OTHER TRADING ACTIVITIES

Year ended 31 March 2020

	Unrestricted	Restricted	Total
	£	£	£
Rental income	2,892		2,892
Fundraising income		349	349
	£2,892	£349	£3,241
	£2,892	£349	£3,241

Year ended 31 March 2019

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>
	£	£	£
Rental income	4,008		4,008
	£4,008	£ -	£4,008
	£4,008	£ -	£4,008

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 11 – INVESTMENT INCOME

Year ended 31 March 2020

	Unrestricted	Restricted	Total
	£	£	£
Bank Interest	372		372
	£372	£ -	£372
	£372	£ -	£372

Year ended 31 March 2019

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>
	£	£	£
Bank Interest	242		242
	£242	£ -	£242
	£242	£ -	£242

NOTE 12 – COST OF CHARITABLE ACTIVITIES

Year ended 31 March 2020

	Unrestricted	Restricted	Total
	£	£	£
Cost of services rendered			
Other direct costs	1,241	4,477	5,718
Small grant distribution		8,510	8,510
Support, management and admin costs			
Payroll cost	171,041	134,434	305,475
Occupancy costs	17,751	2,257	20,008
Conferences, training and literature	1,100	1,525	2,625
Publicity expenses	603	1,471	2,074
Office and general expenses	12,169	25,959	38,128
Accountancy and independent examiner's fees	3,824	496	4,320
Depreciation and loss on disposal	1,386	4,870	6,256
Amortisation of leasehold improvements	7,763		7,763
	216,878	183,999	400,877
Allocation of management costs	(29,706)	29,706	-
	£187,172	£213,705	£400,877

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 12 – COST OF CHARITABLE ACTIVITIES (continued)

Year ended 31 March 2019

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>
	£	£	£
Cost of services rendered			
Other direct costs	2,120	692	2,812
Support, management and admin costs			
Payroll cost	176,105	84,341	260,446
Occupancy costs	15,874	262	16,136
Conferences, training and literature	441	1,259	1,700
Publicity expenses	214	779	993
Office and general expenses	18,365	16,006	34,371
Accountancy and independent examiner's fees	3,000	1,200	4,200
Depreciation and loss on disposal	9,740	4,907	14,647
Amortisation of leasehold improvements	7,762		7,762
	<u>233,621</u>	<u>109,446</u>	<u>343,067</u>
Allocation of management costs	(37,497)	37,497	-
	<u>£196,124</u>	<u>£146,943</u>	<u>£343,067</u>

NOTE 13 – ANALYSIS OF NET ASSETS BETWEEN FUNDS

Year ended 31 March 2020

	<u>Fixed</u>	<u>Net</u>	<u>Net Assets</u>
	<u>Assets</u>	<u>Current</u>	
	£	Assets	£
		£	
Restricted:			
Supported Volunteering		5,620	5,620
DART & Gosport Gardens		1,110	1,110
Lottery – Good Causes		5,538	5,538
Close Encounters	312		312
Mini Projects	34,394	12,221	46,615
Dustbusters		21,870	21,870
Loud + Proud	386	16,280	16,666
GBC Cil funding		2,357	2,357
Walking Projects		2,323	2,323
	<u>35,092</u>	<u>67,319</u>	<u>102,411</u>
Unrestricted:			
General fund	22,375	22,912	45,287
Designated funds:			
Leasehold building	389,583		389,583
Fixed Assets replacement		59,552	59,552
Project closure		122,089	122,089
Future provision and development costs		262,733	262,733
	<u>411,958</u>	<u>467,286</u>	<u>879,244</u>
Total unrestricted funds	<u>411,958</u>	<u>467,286</u>	<u>879,244</u>
ACCUMULATED FUNDS at 31 March 2020	<u>£447,050</u>	<u>£534,304</u>	<u>£981,655</u>

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 13 – ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

Year ended 31 March 2019

	<u>Fixed Assets</u>	<u>Net Current Assets</u>	<u>Net Assets</u>
	£	£	£
Restricted:			-
DART & Gosport Gardens		1,328	1,328
Surgery Signposting		1,786	1,786
Lottery – Good Causes		4,674	4,674
Close Encounters		334	334
Mini Projects	37,944	16,683	54,627
	37,944	24,805	62,749
Unrestricted:			
General fund	23,762	23,978	47,740
Designated funds:			
Leasehold building	397,346		397,346
Dustbusters		22,815	22,815
Fixed Assets replacement		63,150	63,150
Project closure		149,259	149,259
Future provision and development costs		276,270	276,270
	421,108	535,472	956,580
<i>Total unrestricted funds</i>	421,108	535,472	956,580
<i>ACCUMULATED FUNDS at 31 March 2019</i>	£459,052	£560,277	£1,019,329

NOTE 14 – GROSS TRANSFERS BETWEEN FUNDS

The principal fund transfers shown in Note 7 represent:

- a) Transfer from General Funds to restricted and designated funds to cover shortfalls on Projects.
- b) Transfer from Project Closure to General Funds due to a decrease in resources that may be required for staff severance costs.
- c) Transfer from Future Provision & Development to General Funds due to a reduction in the calculation of the cover required for the continuation of the development project and predicted funding shortfalls of projects GVA wishes to continue to support.
- d) Reclassification of Dustbusters from a designated fund to a restricted fund to reflect the change in the way service fees are required to be used.
- e) Transfer within restricted funds from Mini Projects to establish Walking Projects as a separate fund.

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 15 – PAYROLL AND STAFFING

<u>Year ended 31 March 2020</u>	Gross Wages & salaries	Employer's National insurance	Employer's pension contributions	Total
	£	£	£	£
Payroll cost:				
Project managers/Coordinators	93,036	3,096	1,511	97,643
Other project staff	43,493	1,744	872	46,109
Central/Core management	101,216	9,653	3,143	114,012
Central staff/administration	46,278	1,048	385	47,711
	<u>£284,023</u>	<u>£15,541</u>	<u>£5,911</u>	<u>£305,475</u>

There were no employees whose emoluments exceeded £60,000 (2020: £60,000).

<u>Year ended 31 March 2019</u>	Gross Wages & salaries	Employer's National insurance	Employer's pension contributions	Total
	£	£	£	£
Payroll cost:				
Project managers/Coordinators	64,504	1,838	725	67,067
Other project staff	40,257	1,655	564	42,476
Central/Core management	76,563	7,358	1,589	85,510
Central staff/administration	63,231	1,694	468	65,393
	<u>£244,555</u>	<u>£12,545</u>	<u>£3,346</u>	<u>£260,446</u>

	<u>2020</u>		2019	
Staff numbers:	Average number of staff employed	Number of full-time equivalent staff	Average number of staff employed	Number of full- time equivalent staff
Project managers/Coordinators	6	4	7	3
Other project staff	5	3	4	3
Central/Core management	4	3	3	2
Central staff/administration	4	2	8	5
	<u>19</u>	<u>12</u>	<u>22</u>	<u>13</u>

NOTE 16 – TRUSTEES' REMUNERATION AND EXPENSES

No members of the Council of Management or any persons connected with them have received remuneration from the Charity. One Trustee claimed £46 reimbursement for a training course and travelling expenses in relation to attending the training. (2019: 58).

GOSPORT VOLUNTARY ACTION
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2020

NOTE 17 – OTHER FINANCIAL COMMITMENTS

At the end of the year, the Council had minimum commitments under non-cancellable operating leases as set out below:

	2020	2019
	£	£
Not later than one year	-	1,785
Later than one year and not later than five years	-	-
	£1,785	£1,785
Lease payments expensed in year	£1,785	£1,785

NOTE 18 – FUNDS HELD AS CUSTODIAN TRUSTEE

GVA holds funds on behalf of the following organisations as an agent. These amounts are not included in the assets, income or expenditure of GVA in the reporting period. All monies are separated to their own funds on the Charity's accounting software to ensure segregation and safe custody from the Charity's own assets. All these organisations are voluntary with the objective to improve social welfare in the local area. As such, they are considered to align with GVA's objectives.

	2020	2019
	£	£
Loud and Proud		
Bank balance	£ -	792
	-	792
Movements in the year:		
Receipts	460	8,734
(Payments)	(1,252)	(7,942)
	460	8,734
	(1,252)	(7,942)
Discovery Centre		
Bank balance	£ -	£2,344
	-	£2,344
Movements in the year:		
Receipts		2,344
(Payments)	(2,344)	-
	(2,344)	-

NOTE 19 – NON-ADJUSTING EVENTS OCCURING AFTER THE REPORTING DATE

The trustees believe COVID-19 has not impacted the Charity's ability to continue to operate as a going concern. There has been no indication that ongoing grants will end and income has been received as expected.

NOTE 20 – RELATED PARTY TRANSACTIONS

The Charity did not engage in any transactions with related parties as defined by the Charities SORP (FRS 102) (2019: None).