

Company registration number: 11875362

Charity registration number: 1187164

# Communities 1st

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

# Communities 1st

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## **Communities 1st**

### **Reference and Administrative Details**

#### **Trustees**

Ross Gemmell  
Jason John, Chair  
Karl Wilding  
Susan Pearlman  
Sarah Yexley  
Ann Harrison  
Joy Dobbs  
Christopher Cloke  
Ann Rogers

#### **Secretary**

Stephen Craker

#### **Senior Management Team**

Stephen Craker, CEO  
Helen Ives-Rose  
Christine Halpin  
Tom Watkins  
Nicola O'Neill

#### **Principal Office**

Community Centre  
2 Allum Lane  
Elstree  
Borehamwood  
Herts  
WD6 3PJ

The charity is incorporated in England  
& Wales

#### **Company Registration Number**

11875362

#### **Charity Registration Number**

1187164

#### **Solicitors**

Dechert LLP

## **Communities 1st**

### **Reference and Administrative Details**

#### **Accountants**

Caplan Associates  
Chartered Accountants  
3 Stirling Court  
Stirling Way  
Borehamwood  
Hertfordshire  
WD6 2FX

# Communities 1st

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

### **Trustees**

Ross Gemmell

Jason John, Chair

Karl Wilding

Susan Pearlman

Sarah Yexley

Ann Harrison

Joy Dobbs

Stuart Nagler (resigned 11 September 2020)

Christopher Cloke

Ann Rogers

### **Objectives and activities**

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***What we do***

- ✓ Provide support and advice to the VCFSE sector.
- ✓ Provide partnerships within the sector, and between the VCFSE sector and other sectors.
- ✓ Develop new ideas, strategies and organisations.
- ✓ Support and develop volunteering opportunities.

#### ***Mission***

To work with people across all sectors to make a positive and sustained impact on the wellbeing of local people through Support, Knowledge, Voice, Infrastructure and Innovation.

#### ***Vision***

Working to build inclusive, empowering and vibrant local communities.

#### ***Values***

- ✓ Inclusivity
- ✓ Forward-thinking
- ✓ Trust
- ✓ Professionalism
- ✓ Collaboration
- ✓ Independence

# Communities 1st

## Trustees' Report

### *Strategic Aims and Objectives*

- DURING THE COVID SITUATION, LOCAL PEOPLE WHO NEED HELP ARE SUPPORTED AND KEPT MORE INDEPENDENT, EFFECTIVE AND SUSTAINABLE VOLUNTARY SECTOR
- IMPROVED ACCESS TO VOLUNTEERING AND VOLUNTEERS
- INDIVIDUALS AND COMMUNITIES ARE MORE CONNECTED, SUPPORTED AND INDEPENDENT
- OUR OWN ORGANISATION IS DEVELOPED AND STRENGTHENED, IN ORDER TO DELIVER MAXIMUM RESULTS
- AS SAFE AS POSSIBLE BY OUR NEW SERVICES

During this strange and difficult year we, along with many others, have been faced with some dramatic and tough challenges. Our communities have needed our help more than ever, and we have stepped up to give our very best support we could.

At the beginning of the pandemic we faced a difficult choice: we could continue with our usual day to day services, or we could step up, develop and evolve our organisation in order to meet the new needs of the community. We chose to do the latter, and we have grown from an organisation with 60 volunteers covering an area of 250,000 people, to one with 7,000 volunteers, covering an area of over 2 million.

To successfully pivot our services to meet the community's new needs during the pandemic, we have had to be flexible, adaptable and dedicated. Looking to the future, our volunteers and staff will continue to do all they can to support local communities.

Throughout these rapid changes, our Centre for Voluntary Service has continued in our core role, providing support with funding and development to 98 community, voluntary, faith and social enterprise organisations.

A lot of our clients have lost their confidence and may struggle to become fully independent again. We will continue providing essential services to clients who require it, whatever the future may bring.

### *Our Year: April 2020 – March 2021*

A week before the first UK national lockdown was announced, we created our Compassionate Community Connector programme, to deliver essential services to residents in vulnerable situations who would need to isolate or shield.

5,000 people signed up to volunteer with us in the first few months of the national lockdown. Our recruitment team grew dramatically from 1 ½ people to 105 people, and several of our volunteers moved into recruitment roles.

At the beginning of the pandemic we received 1,200 referrals for individuals who needed our service, including from people abroad who wanted to refer their family members in Hertfordshire. Many of these people didn't have anyone else to turn to, and were reaching the end of the supplies in their homes.

We were then asked by Welwyn and Hatfield Centre for Voluntary Service and Broxbourne and East Herts Volunteer Centre to help support their volunteer recruitment and coordination. After forming this partnership the area we were supporting rocketed from 250 thousand people to around 600 thousand.

Several organisations who were responding directly to the pandemic also requested our assistance, including Harpenden Cares, Wheathampstead Community Group, and several food banks. We recruited volunteers for those still offering key services in the height of the first lockdown, including One YMCA and Herts Area Rape Crisis & Sexual Abuse Centre (HARCSAC).

# Communities 1st

## Trustees' Report

By June Hertfordshire County Council had asked us to form a partnership of organisations who could deliver these essential services across the whole of Hertfordshire. Along with seven other voluntary organisations, we formed Community Help Hertfordshire.

This partnership has delivered vital services throughout the pandemic, including the Covid Information Champions initiative and Digital Inclusion project. It has also had a significant impact by bringing together county and district councils, as well as two NHS organisations, which may lead to the first strategic commissioning board for the Hertfordshire voluntary sector.

In November of 2020 we were approached by the local NHS to help them coordinate and recruit volunteers for vaccination sites across Hertfordshire and West Essex. We were subsequently asked to take on sites across Bedford, Luton and Milton Keynes.

This meant increasing our area of coverage again, this time from 600 thousand to over two million. We have recruited over 4,800 volunteers so far to assist the vaccination effort, and we continue to vet and train volunteers for 22 vaccination sites across these areas.

Throughout the past year we have continued to streamline and adapt our computer system, to allow us to go from having around 60 volunteers to around 7,000.

*“The Dashboard works well for expense claims and it’s been a great way to feel I’m contributing to the national effort of support for local communities.” – Mandy (Recruitment and shopping broker volunteer)*

We created a programme to schedule volunteers for vaccination centre shifts, and then made it possible for volunteers to book their own shifts online. Volunteers using our technology have had constant support and training from digital champions.

We trained volunteers to help us with recruitment, scheduling and brokerage, to allow our staff to return to their day jobs and continue delivering our original services.

Throughout the pandemic we have faced every challenge head on, and have continued to adapt and streamline our organisation to be able to fulfil the ever changing needs of the community.

### ***Deliver Essential Services to Isolated Residents During COVID***

#### **Between April 2020 and March 2021 we have:**

- ✓ Provided vital support services to over 1,367 people as part of our Compassionate Community Connector initiative.
- ✓ Carried out 23,706 tasks in Hertsmere and 15,268 in St Albans, as part of our COVID-19 response.
- ✓ Registered over 982 volunteers in Hertsmere and 2,294 volunteers in St Albans, to help with our Compassionate Community Connector programme.
- ✓ Recruited 37 COVID Information Champions, to spread up to date, accurate guidance on COVID-19, especially to black, Asian, minority ethnic, and traditionally hard to reach communities.
- ✓ Delivered emergency, on the day prescription medicine to 569 residents Hertsmere & St Albans residents.
- ✓ Over 4,000 of our volunteers registered to help in vaccination centres, who have provided over 54,000 hours of support to community vaccination sites.
- ✓ Around 277 ‘telephone befrienders’ trained and matched with clients, to provide companionship to those most isolated during the pandemic.
- ✓ Pulse oximetry service started on behalf of GPS to deliver respiration equipment to individuals with COVID-19 symptoms.
- ✓ 107 people provided with technology support through our Digital Inclusion project.
- ✓ 35 digital devices donated to Hertsmere residents who experienced hardship due to digital exclusion.
- ✓ Provided free transport for 40 Hertfordshire residents to get to their vaccination appointments.
- ✓ Recruited 14 volunteers at local train stations through the Journey Makers project, to give travel guidance and ensure the safety of those on board.
- ✓ Launched our Walking Buddies and Bus Buddies schemes, that involve volunteers accompanying vulnerable clients outside so they can become more independent.

Case study – 21/04/20 – Tina - One of our volunteers spoke to an anxious 72-year old woman living alone with underlying health conditions. She was struggling to use her laptop until our volunteer showed Tina how to reboot it and join her

# Communities 1st

## Trustees' Report

scheduled zoom meeting. Tina was registered for our telephone befriender, prescription collection and technical support schemes. After the call Tina was much happier, and full of praise for the organisation.

### *Empowering Voluntary Sector Groups*

#### **Between April 2020 and March 2021 we have:**

- ✓ We surveyed 110 member organisations 3 times, giving us a better insight into the needs of the voluntary sector.
- ✓ 64 organisations given one-to-one advice on potential funding sources and applications.
- ✓ 120 people attended over the three days of our Annual Conference and AGM.
- ✓ We held 24 Stronger Together Network meetings, helping organisations plan for the future and address digital inclusion within the community.
- ✓ Directed around £100,000 worth of funding to community, voluntary, faith and social enterprise groups.
- ✓ Held weekly virtual coffee mornings for member organisations, that have provided support for individuals often working at home.
- ✓ Worked proactively to contact VCFSE organisations, carrying out three surveys of over 100 voluntary sector organisations in May, September and December, allowing us to better understand the state of the sector and provide necessary support, and report to stakeholder organisations such as Hertsmere Borough Council, St Albans City and District Council, NCVO and NAVCA.
- ✓ Provided one-to-one funding advice to an average of over 60 organisations.
- ✓ Provided one-to-one development support to an average of 6 organisations per month.

**For example:** We held a number of application ‘surgeries’ for member organisations applying to the SACDC Community Grants Fund. 18 out of 19 groups that we supported were successful in their grant

**For example:** We recruited tech support volunteers to help several organisations deliver services online and reach service users who struggled with technology, including Herts Inclusive Theatre.

- ✓ Supported and advised 36 new coronavirus Mutual Aid support groups on volunteering and safeguarding. E.g. Provided them with template documents.
- ✓ Our three day conference had over 120 attendees. It included three keynote speeches and eight workshops, and offered organisations the opportunity to begin planning for a post-COVID future.
- ✓ Held eight ‘Meet the Funder’ events with National Lottery, BBC Children in Need, Herts Community Foundation, The People’s Postcode Lottery, Tesco Bags of Help, Comic Relief, Luton and Bedford Community Foundation.
- ✓ Created 66 jobs for local 16-24 year olds through our network of 15 local employers, after becoming a gateway organisation for the KickStart scheme.
- ✓ Hosted two ‘transformed’ Inspire Key Stage 3 Masterclasses online, as part of the Inspire programme.

### *Supporting Individuals Wellbeing*

#### **Between April 2020 and March 2021 we have:**

- ✓ Sent over 1,600 cards and letters to local elderly people who were shielding or isolating.
- ✓ Supported charities such as Centre 33 and Open Door, with food donations and volunteers. Linked Morrison’s and Waitrose with food banks, leading to an ongoing weekly supply of food parcels from Morrison’s to St Albans and District foodbank.
- ✓ Partnered with Warburton’s to distribute around 2,600 loaves of bread to foodbanks and Pantry’s across Hertsmere and St Albans.
- ✓ Coordinated a socially distanced collection of around 800 surplus bedding plants from Notcutt’s Nurseries (Hatfield) and Aylett Nurseries (St Albans), that volunteers distributed to shielding clients along with their shopping.
- ✓ Collected and distributed over 300 Easter eggs to those shielding, donated by the National Trust.
- ✓ Maintained our Sensory Garden, securing a donation of seeds from Tesco in Borehamwood that were planted by volunteers.
- ✓ Distributed 880 litres of hand sanitizer across Hertfordshire’s voluntary sector.
- ✓ Provided online and in person support for people completing the 2021 Census at our Community Hub.

## Communities 1st

### Trustees' Report

- ✓ Delivered telephone support and directed those in need to external services from our Community Hub.
- ✓ Distributed around 100 donated children's books to families.
- ✓ Arranged for three qualified counsellors to provide counselling services to Hertfordshire locals and volunteers.
- ✓ Carried out 332 journeys with our Community Transport Service and supported other areas when needed.
- ✓ Spearheaded a facemask initiative that provided Hertfordshire County Council with 900 facemasks during the lockdown.
- ✓ Continued running nursery group for key worker's children, which provided much needed child support throughout the year.
- ✓ Used Aberford Hall as a volunteer base to wrap gifts for Christmas Window visits and organise Small Acts of Kindness gift bags.
- ✓ Displayed 28 mental health posters permanently on seven stations along the Abbey Line.
- ✓ Carried out 176 jobs as part of our Handyperson service, to support residents who couldn't get assistance during the pandemic.

#### *Over the Christmas period:*

- ✓ Made 200 festive phone calls to those who were isolating or shielding.
- ✓ 1,188 people were helped in Borehamwood's Healthy Hub.
- ✓ 1,680 cards and letters were posted, as part of our 'Postcard Pals' scheme
- ✓ 23 Bedtime stories were created, uploaded to a video platform, and shared with families.
- ✓ Called around 1,900 individuals to see if they would like a 'festive phone call' over the Christmas period.
- ✓ Co-ordinated volunteer visits to around 100 clients, having a chat on their doorstep and leaving them gifts and mince pies.
- ✓ Made phone calls to almost 200 isolated clients over Christmas, some up to three times, to check in on their wellbeing.
- ✓ Sourced 30 Christmas gifts from the Abbey Line CRP to be added to PSRA foodbank's food parcels in December.
- ✓ Delivered 270 Hot meals to 127 families, with children who would normally receive free school meals, over the Christmas period.
- ✓ Created a virtual Christmas advent calendar with our volunteers that included 28 festive video clips. This was shared with all our clients and had over 4,000 views across social media and YouTube.

#### *Inspiring and Facilitating Volunteering*

##### **Between April 2020 and March 2021 we have:**

- ✓ Matched 18 candidates and 7 organisations to roles at our virtual trustee speed matching sessions.
- ✓ We delivered 10 online volunteer management training sessions.
- ✓ 157 individuals registered and applied for a non-covid-19 volunteering roles.
- ✓ 16 Voluntary organisations given important support whilst completing their Six Point Promise, Valuing Volunteer Management certificate.
- ✓ Recruited a team of 'station adopters' for the Abbey Line Community Rail Project, including a gardening project at Watford Junction station supported by the Bee Friendly Trust.
- ✓ Over 8,500 volunteers completed over 8,000 online training courses across 37 subjects, including Safeguarding, Deaf Awareness, and Spot the Signs Save a Life.
- ✓ Helped 379 individuals register and apply for a non-COVID volunteering roles.
- ✓ Provided 301 people with brokerage support for non-COVID volunteering opportunities.
- ✓ Supported 20 volunteer led organisations to recruit more volunteers.
- ✓ Distributed volunteering e-newsletters to over 8,000 people, that have continued to effectively recruit volunteers for new roles.
- ✓ Produced around 2,000 badges for our own volunteers, and for other voluntary organisations.

## Communities 1st

### Trustees' Report

- ✓ Distributed around 1,000 high visibility jackets, to ensure our volunteers safety and to make sure they know they are an important part of our team.
- ✓ Provided a DBS checking service throughout the pandemic, including for NHS 'Care Coordinators'.
- ✓ Advised 21 organisations in the district of St Albans on remote volunteer recruitment, motivation and volunteer-centric restructuring, through funding from St Albans City and District Council.

#### *Looking to the future...*

- ✓ Our new online volunteer recruitment system is being developed and we hope to have a full-scale rollout over the summer months.
- ✓ We will be hosting another Trustee Speed Matching session on Thursday 3<sup>rd</sup> June, and another Volunteer Management training on May 20<sup>th</sup>.
- ✓ We will be increasing our number of Digital Champions to 80, across the districts of Hertsmere and St Albans, to support digital inclusion in the community.
- ✓ We hope to be able to offer our Inspire video showcases of professionals to other schools.

#### **Structure, governance and management**

##### *Nature of governing document*

The charity is controlled by its governing document, a deed of trust, and constituted as a limited company, limited by guarantee as defined by the Companies Act 2006.

##### **Financial instruments**

##### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

##### *Cash flow risk*

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows

##### *Credit risk*

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are

## **Communities 1st**

### **Trustees' Report**

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

#### ***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 1 September 2021 and signed on its behalf by:

.....  
Jason John  
Trustee

## Communities 1st

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Communities 1st for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 1 September 2021 and signed on its behalf by:

.....  
Jason John  
Trustee

## Communities 1st

### Independent Examiner's Report to the trustees of Communities 1st

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 6 to 14.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Communities 1st (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Communities 1st are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your 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

Since Communities 1st'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 ICAEW, 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:

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

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

.....  
Philip M Caplan  
Chartered Accountants  
ICAEW

1 September 2021

## Communities 1st

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 31 March 2021 £
<b>Income from:</b>				
Donations and legacies	3	688,225	35,501	723,726
Investment income	4	40	-	40
Total income		688,265	35,501	723,766
<b>Expenditure on:</b>				
Charitable activities	5	(544,767)	(20,501)	(565,268)
Total expenditure		(544,767)	(20,501)	(565,268)
Net income		143,498	15,000	158,498
Net movement in funds		143,498	15,000	158,498
<b>Reconciliation of funds</b>				
Total funds brought forward		105,300	-	105,300
Total funds carried forward	13	248,798	15,000	263,798
	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	511,109	34,920	546,029
Total income		511,109	34,920	546,029
<b>Expenditure on:</b>				
Charitable activities	5	(405,809)	(34,920)	(440,729)
Total expenditure		(405,809)	(34,920)	(440,729)
Net income		105,300	-	105,300
Net movement in funds		105,300	-	105,300
<b>Reconciliation of funds</b>				
Total funds carried forward	13	105,300	-	105,300

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 14.

The notes on pages 16 to 22 form an integral part of these financial statements.

## Communities 1st

### (Registration number: 11875362) Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	9	29,209	25,542
<b>Current assets</b>			
Debtors	10	111,856	74,815
Cash at bank and in hand	11	378,878	36,766
		<u>490,734</u>	<u>111,581</u>
<b>Creditors: Amounts falling due within one year</b>	12	<u>(256,145)</u>	<u>(31,823)</u>
<b>Net current assets</b>		<u>234,589</u>	<u>79,758</u>
<b>Net assets</b>		<u>263,798</u>	<u>105,300</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		15,000	-
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>248,798</u>	<u>105,300</u>
<b>Total funds</b>	13	<u>263,798</u>	<u>105,300</u>

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 1 September 2021 and signed on their behalf by:

.....  
Jason John  
Trustee

The notes on pages 16 to 22 form an integral part of these financial statements.

# Communities 1st

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Community Centre  
2 Allum Lane  
Elstree  
Borehamwood  
Herts  
WD6 3PJ

These financial statements were authorised for issue by the trustees on 1 September 2021.

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### Basis of preparation

Communities 1st meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

## Communities 1st

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### ***Donations***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

## Communities 1st

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Motor vehicles	25% reducing balance basis
Equipment and fittings	33% reducing balance basis

#### Trade debtors

Trade debtors are amounts due from voluntary organisations and individuals who have undertaken to fund or meet the cost of services provided.

Trade debtors are recognised initially at the transaction price. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## Communities 1st

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 3 Income

	Unrestricted funds General £	Restricted funds £	Total funds £
<b>Donations</b>			
Contracts and SLA	283,899	-	283,899
Donations	404,326	35,501	439,827
<b>Total for period ended 31 March 2021</b>	688,225	35,501	723,726
<b>Total for period ended 31 March 2020</b>	511,109	34,920	546,029

#### 4 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income; Interest receivable on bank deposits	40	40
<b>Total for period ended 31 March 2021</b>	40	40

#### 5 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Charitable objectives of the Charity.	-	1,617	1,617
Staff costs	364,018	15,000	379,018
Allocated support costs	178,749	3,000	18,1749
Governance costs	2,000	884	2,884
<b>Total for period ended 31 March 2021</b>	544,767	20,501	562,268
<b>Total for period ended 31 March 2020</b>	405,809	34,920	440,729

In addition to the expenditure analysed above, there are also governance costs of £2,884 (2020 - £2,621) which relate directly to charitable activities.

## Communities 1st

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 6 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

#### 7 Staff costs

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Employees	23	11

No employee received emoluments of more than £60,000 during the year.

## Communities 1st

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 9 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2020	11,256	23,000	34,256
Additions	24,046	-	24,046
Disposals	(676)	(8,000)	(8,676)
At 31 March 2021	34,626	15,000	49,626
<b>Depreciation</b>			
At 1 April 2020	3,714	5,000	9,939
Charge for the year	10,201	2,500	12,701
Eliminated on disposals	(223)	(2,000)	(2,223)
At 31 March 2021	14,917	5,500	20,417
<b>Net book value</b>			
At 31 March 2021	19,709	9,500	29,209
At 31 March 2020	7,542	18,000	25,542

#### 10 Debtors

	2021 £	2020 £
Trade debtors	77,114	57,568
Prepayments	7,000	1,134
Other debtors	27,742	16,113
	111,856	74,815

#### 11 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	378,878	36,766
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## Communities 1st

### Notes to the Financial Statements for the Year Ended 31 March 2021

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

	2021 £	2020 £
Trade creditors	12,723	1,164
Other creditors	185,360	4,007
Accruals	58,062	26,652
	<u>256,145</u>	<u>31,823</u>

#### 13 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
General	105,300	688,265	(544,767)	248,798
<b>Restricted funds</b>	-	35,501	(20,501)	15,000
<b>Total funds</b>	<u>105,300</u>	<u>723,766</u>	<u>(565,268)</u>	<u>263,798</u>

