

**REGISTERED COMPANY NUMBER: 05982733 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1119912**

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2020  
for  
Hart Voluntary Action Limited

Gilroy & Brookes Accountants Ltd  
Suite 15  
The Enterprise Centre  
Coxbridge Business Park  
Farnham  
Surrey  
GU10 5EH

Hart Voluntary Action Limited

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for the Year Ended 31 March 2020

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Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

Company Registered number	598273 (England and Wales)
Registered Charity number	1119912
Registered Office	Civic Offices Harlington Way Fleet Hampshire GU51 4AE
Trustees	W Roberts (Chairman) M Covacic (Vice Chairman) B East (Treasurer) L Alderson (Co-opted 4 May 2020) K Hawkswell S Mays (stood down 18 February 2020) M Rawlins (appointed 18 November 2019) S Parker (appointed 18 November 2019) G Woods
Honorary Officer	Cllr Stuart Bailey (appointed 14 June 2019)
Company Secretary	Caroline Winchurch
Independent Examiner	Anna Coote MAAT Gilroy & Brookes Accountants Ltd Chartered Accountants Suite 15 The Enterprise Centre Coxbridge Business Park Farnham Surrey GU10 5EH
Bankers	National Westminster Bank 176 Fleet Road Fleet Hampshire GU51 4DE

Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

**OBJECTIVES AND ACTIVITIES**

**Objectives and activities**

The core objectives of the Charity are:

- Firstly, to promote and improve the capacity of the voluntary sector throughout Hart District through the one-to-one support, provision of information and training, and representation of the voluntary sector in consultation with statutory agencies and with due regard to guidance published by the Charity Commission on public benefit.
- Secondly, through the Hart Volunteer Centre, the Charity aims to promote and sustain voluntary organisations by helping groups recruit and retain volunteers and by putting potential volunteers in touch with volunteering opportunities.

In addition to its core activities, the Charity has a development role in identifying unmet needs and gaps in provision of community services primarily in Hart District and in neighbouring areas where applicable. The Charity is also awarded the responsibility for the administration of grants for specific initiatives aimed at further promoting community engagement and community activities in Hart District. In so doing, the Charity is mindful of the guidance published by the Charity Commission on Public Benefit.

During the reporting period the Charity continued to be responsible for the following projects:

**121 Youth Counselling** is a free to access counselling service for young people and young adults aged 11-25 living in Hart District and immediate neighbouring areas, which fully meets BACP (British Association of Counsellors and Psychotherapists) guidelines. The aim of the project is to provide support to young people, who are identified by schools, youth organisations, and health professionals, using both paid and volunteer counsellors who are fully qualified or in the process of becoming fully qualified, to work with this age group. A further aim is that the project should be available in community venues across the District for ease of access by young people. In the current year the project has been funded by an annual grant from, Odiham Cottage Hospital Combined Charities, and through a joint Hampshire Clinical Commissioning Groups contract (via lead charity No Limits).

**Hart and Rushmoor Young Carers** provide respite support for children and young people who are providing care for a family member suffering from an illness or disability. The project runs clubs which aim to relieve the isolation often experienced by young carers as well as offering them an opportunity to have time-out, relax, and participate in a variety of activities including arts and crafts, sports etc. The project also champions young carers' needs amongst the local and wider community. The project is funded through shared arrangements via the Hampshire Young Carers Alliance (lead charity One Community) by Hampshire County Council and the National Lottery Community Fund.

**Hart Health Walks** are volunteer-led walks designed to suit all abilities. They are aimed at anyone who would like to walk at a gentle pace in a safe and social setting, especially people who may be rehabilitating after an illness or who would like to begin gentle exercise, or who simply feel they would like to meet people. This project is self-funding through donations, and delivered by a team of volunteers.

**Home from Hospital Service for North East Hampshire residents** is Hart Voluntary Action's newest project, which launched in February 2019 as a pilot project for 9 months. This service is for adults registered with GP surgeries in Aldershot, Farnborough, Fleet and Yateley, who require short-term low level assistance to settle back at home after being discharged from Frimley Park Hospital or Fleet/Farnham Community Hospitals. This service has been commissioned by North East Hampshire and Farnham CCG in collaboration with Hampshire Council Adults' Health and Care.

**North East Hampshire and Farnham Making Connections** is a "social prescription" service for adults aged 18 years+ who are registered with GP practices in the North East Hampshire and Farnham Clinical Commissioning Group (CCG) catchment area. Hart Voluntary Action is the lead agency for this contract and works with other charities including Age UK Surrey and Rushmoor Citizens Advice Bureaux to deliver person-centred support to individual patients who have been referred to the project to help with accessing community-led services to improve health and wellbeing and reduce social isolation. Making Connections is contract-funded through the North East Hampshire and Farnham CCG.

Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

**Sunshine and Showers Depression Support Groups** provide small group support for adults dealing with anxiety and/or depression. The Trustees would like to thank the Trustees of the Odiham Cottage Hospital Combined Charities for their financial support of this project.

**The Annexe Counselling Rooms** were opened at the Odiham Cottage Hospital in April 2019, following a complete make-over of the interior to create a suite of 4 counselling rooms. These rooms are available to hire for private and charitable counselling sessions, with the aim of creating more opportunities for people of all ages to access affordable local counselling provision, especially those living in the western parishes of Hart District. The Trustees would again like to thank the Odiham Cottage Hospital Combined Charities Trust for their generous support of this initiative.

The Charity also acts as a link between the voluntary and community sector and public sector when active consultation and formal partnership representation have become increasingly important. The Charity has continued to be an active participant in various partnerships at the Hart district and county of Hampshire level: the Hart Starting Well Network, Hart Ageing Well Network, Hart Health and Wellbeing Partnership, and various strategic groups of the North East Hampshire & Farnham Clinical Commissioning Group. As such, the Charity plays a significant role through its objectives and activities in achieving the community goals in Hart District Council's Corporate and Health and Wellbeing Strategic Plans, and contributing to Hampshire County Council's Strategic Plans.

Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

**STRATEGIC REPORT**

**Achievement and performance**

Hart Voluntary Action's core focus has continued to be the delivery of its support services to the local voluntary and community sector in Hart District. This takes the form of one-to-one and group advice, with funding and governance arrangements being the top two areas where support is required. Help with networking either through the Voluntary Sector Forum or via the printed and electronic versions of the Hart Matters newsletter has also continued to be very popular.

During the reporting period, three new voluntary and community organisations became members of Hart Voluntary Action bringing the overall membership number to 157. HVA member organisations received presentations from the following organisations at the quarterly Hart Voluntary Sector Forum: North East Hampshire and Farnham CCG, Hart District Council, Department of Work and Pensions, Citizens Advice, The Environment Centre, In-Kind Direct, The Step by Step Leadership Programme, Action Hampshire, Small Charities Coalition, Church Crookham and Fleet Men's Shed, Rushmoor Voluntary Services, and Hampshire County Council's Waste Prevention Team

**The Hart Volunteer Centre** entered into its seventh year of successful operation from its "Hub" in Hart Shopping Centre. The Trustees would like to thank the Shopping Centre's management team for their continued support by maintaining the tenancy at will arrangement at no charge to the Charity. The Volunteer Centre helped voluntary and community groups over the year by successfully placing 192 new volunteers, including 22 new volunteers for Hampshire County Council roles. All new volunteering roles are advertised via the Volunteer North Hampshire web-site; an ongoing collaboration between Hart, Basingstoke and Rushmoor Volunteer Centres.

The Volunteer Centre continued to run IT/computer classes for the over 50s, using volunteers who provide one-to-one guidance on using tablets, accessing the internet and other specific requests for help with understanding information technology.

The Volunteer Centre has also continued to host the British Red Cross Mobility Equipment Loan Service for five mornings a week, which is now the only local venue in the North East Hampshire area, where people can pick up wheelchairs, walkers etc for short-term/emergency use.

Hart Volunteer Centre organised the second "Get Involved Fair" in Hart Shopping Centre on 5 October 2019, aimed at supporting organisations to promote local volunteering opportunities to the general public. 12 voluntary and community organisations took part.

The Hart Volunteer Centre has increased its links with the Fleet BID (Business Improvement District), which is responsible for building the profile of local businesses in Fleet, and organising activities to attract more people into the town centre. The Volunteer Centre organised volunteer helpers for its annual Fleet Food Festival (22-23 June) and for Santa's Post Office in the Shopping Centre during December. Thanks To Fleet BID for organising these events and the donations towards Hart Voluntary Action's projects.

The Trustees would like to thank Hampshire County Council and Hart District Council for their continued grant support for Hart Voluntary Action core Council for Voluntary Services activity as described above.

**The Hart and Rushmoor Young Carers** project continued to reach out to new young carers during the year. Term-time young carers clubs operated in Yateley (13 years+) and Farnborough (7-12 years). During the year 51 young carers were referred to the service, and by the end of the year 85 young carers had accessed support either through the respite clubs or through one to one support.

The project held monthly coffee mornings for the parents/relatives of young carers providing an opportunity for project staff to find out more about practical issues they were facing and to signpost to other services or offer direct support in response. The HVA Trustees would like to thank Café 46 in Yateley for accommodating the coffee mornings and the Yelabus for help with transport, which has made these very well attended events.

During the year, the Hart and Rushmoor Young Carers project was nominated as the Army Golf Club's

Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

Women's Captain 2019/20 good cause. Along with raising regular donations, female young carers were given the opportunity to take part in a pamper session organised by golf club members. With support from North East Hampshire and Farnham CCG, young carers were given the opportunity to be mascots at an Aldershot FC home match and to take part in the Carers Arts Competition where four young carers were awarded certificates for their entries along with a celebration tea at the Elvetham Hotel. In June, 34 young carers took part in the annual Young Carers' Festival weekend, supported by staff, volunteers and young leader volunteers.

**Hart Health Walks** has continued to be popular with local residents with all the weekly walks in Crookham Village, Fleet, Hartley Wintney, Hook, Odiham and Yateley showing good levels of attendance throughout the year. During 2019/20, 73 new walkers registered to attend the walks, and, walks ran for 50 weeks of the year. The HVA Trustees would like to thank St John's Church- Hook, St John's Church- Hartley Wintney, Crookham Village Social Club, The Lismoynne Hotel in Fleet, Café 46 in Yateley, and Odiham Parish Council for allowing walkers to make use of their venues for the start and finish of the walks.

Hart Health Walks could not run without its volunteer walk leaders, and the project welcomed 12 newly trained walk leaders to the team, all of whom had come forward because of their own positive experiences of being part of Hart Health Walks.

**Sunshine and Showers** depression support groups for adults dealing with depression or anxiety continued to run from Odiham Cottage Hospital, with one day-time and one evening group running on a weekly basis. Numbers of attendees remained static over the year with an average of 6 clients attending each group. During the year, Hart Voluntary Action appointed a Counselling Services Manager, part of whose role will be to review of the service and make recommendations for its future development.

In addition to the adults' groups, Hart Voluntary Action ran three blocks of 10 sessions for young people dealing with anxiety aged 11-16 years. These group sessions provided some additional support for young people on the waiting list for 121 Youth Counselling sessions.

**121 Youth Counselling** has continued to provide confidential counselling support to children and young people aged 11-25 years, the majority of whom live in Hart District. During the year, 70 young people were supported by the project.

The Trustees would like to thank Odiham Cottage Hospital Combined Charities Trust for their direct grant contribution to the project and No Limits, Southampton for managing partnership funding on behalf of a network of voluntary counselling services in Hampshire. The Trustees would also like to thank Hart Citizens Advice, Oakley Health Group and Whitewater Health for use of their venues for counselling sessions.

During the year, Hart Voluntary Action received a one-off grant from the Berkeley Foundation towards the cost of training 6 counsellors in an accredited Level 5 qualification in Counselling Adolescents. Unfortunately, the relevant course at the local training college was cancelled. One counsellor was able to transfer to a different training provider, and work was started during the year on the feasibility of HVA running its own training course instead.

**The Making Connections** social prescription service entered into its fourth year of operation. The project links people referred by health and social care services to local support to connect people with services and activities, which will help them better self-manage their health and wellbeing. Most social prescription projects use link-workers between GPs and other healthcare professionals to provide one-to-one support to help people achieve healthier lifestyles and improved confidence to manage their health. Making Connections is open to anyone aged 18+ who is registered with one of the GP surgeries in the North East Hampshire and Farnham area. Referrals to the service were made by GPs and the Integrated Care Teams and the reasons for referral were mainly for people at risk of becoming socially isolated.

Clients were assigned to a Making Connections Co-ordinator, who worked with them over 3-4 month period on goal-setting to achieve life-style changes to reduce social isolation and improve physical activity. During the year, the service received 770 referrals - with numbers stepping up markedly towards the year end as the early impacts of the Covid-19 pandemic started to impact on patients' needs for short-term support to stay safe at home.

## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2020

Towards the end of the year, North East Hampshire and Farnham CCG put the social prescribing contract out to tender. Hart Voluntary Action was not successful, and the new provider is Family Action. In the first quarter of the 2020/21 financial year, the successful transfer of Hart Voluntary Action staff to the new provider was completed. The Trustees would like to thank Age UK Surrey who have been partnering with Hart Voluntary Action on this project since it started.

**The Home from Hospital Service** contract was extended for the full financial year, and will continue into the 2020/21 financial year. The aim of this initial year has been to scope out the requirements for a longer term service. During the year, the project has operated on a 7 days a week basis, and the most requested kinds of support including assistance with shopping for essentials and getting out and about, transport to medical appointments, and basic review of benefits and financial affairs. During the year, the project received a total of 234 referrals, with most clients taking up the full six weeks' worth of support. Hart Voluntary Action has worked closely with the service's commissioners to monitor and evaluate performance with a view to shaping the service for the future.

#### **COVID-19 PANDEMIC - HART VOLUNTARY ACTION'S RESPONSE**

At the close of the financial year, Hart Voluntary Action switched its core activity towards partnership working with Hampshire County Council and Hart District Council to deliver the local authority emergency response for Hart residents in need. Hart Voluntary Action's primary responsibilities were to: process requests for new volunteers, assist with matching volunteers to help at the parish level with assistance to individual residents, and to support informal and formal volunteer groups who have come together to provide assistance in the community. By end of March 2020, c. 700 volunteers had come forward, including volunteers who had to come together in informal groups. At the same time, most of Hart Voluntary Action's projects had to adjust to lockdown and social distancing measures, with only one project - Hart Health Walks - postponing its usual activity completely.

The Trustees have continued to manage their strategic and supervisory responsibilities through video conferences/meetings during this period, as staff and volunteers switched to remote working from home.

#### **Reserves Policy**

The purpose of the reserves is to ensure that the Charity is capable of meeting any shortfall in funding which would result in a reduction in the organisation's activities and its inability to meet immediate financial commitments.

The Trustees have reviewed the Charity's reserves policy and have agreed that the Board will make a fresh assessment annually of the amount the charity needs to hold in reserve, and for it to be approved by the Trustees.

For 2019/20, the designated reserves are £94,300 which represents approximately 9 months' running costs.

#### **Risk Assessment**

A formal risk assessment procedure is in place using Charity Commission guidelines. The Trustees review the major risks and their implications and steps are taken to mitigate potentially adverse effects. The procedures continue to be maintained and monitored on an on-going basis.

Regular reviews of the policies and governance procedures of the Charity fall to Human Resources and Governance Sub-Committee, and the Finance and Strategy Sub-Committee continue to meet to review financial and strategic planning for the Charity.

#### **Volunteers**

Hart Voluntary Action relies on its many volunteers to perform a variety of roles which enables the charity to deliver a cost-effective service to the community. Volunteer roles include: reception, administration and IT tutors for the Volunteer Centre, young leaders, club assistants and drivers for the Hart and Rushmoor Young Carers project, walk leaders for Hart Health Walks, group co-facilitators for Sunshine and Showers, counsellors and meet and greet volunteers for 121 Youth Counselling.



## Hart Voluntary Action Limited

### Report of the Trustees for the Year Ended 31 March 2020

We would like to offer our thanks to all of our volunteers who give up their time willingly to help with our projects or in the Volunteer Centre. Whether it is on a regular basis or being called upon on an ad-hoc basis, without them we could not achieve as much as we do.

#### **Staff**

The Trustees would like to thank the staff team for all their contributions to the day-to-day running of the Charity's activities.

#### **Changes to the Trustee Board**

Mike Rawlins and Stephen Parker were formally appointed to the Trustee Board at the Annual General Meeting in November 2019. Laura Alderson was co-opted to the Trustee Board in May 2020. Sue Mays stood down from the Trustee Board in February 2020.

#### **Financial review**

There was a surplus on the general fund of £21,975 and a deficit of £23,985 on the restricted funds for the year ended 31st March 2020 giving an overall deficit of £2,010.

Essentially all restricted funds and service delivery projects are externally funded, and do not impose a charge on HVA's own funds. Management fees, which are normally based on full cost recovery, are earned from these projects.

The main sources of unrestricted income are the core grants received from Hampshire County Council and Hart District Council, which fund the core Council for Voluntary Services (CVS) function. This income supports three members of staff: the Chief Executive, the Volunteer Centre Development Officer, and the Administrator as well as the financial management services for the Charity.

Reserve funds are held on deposit in an interest bearing account at Nationwide Building Society.

#### **Plans for the future period**

The Covid-19 pandemic has continued to dominate Hart Voluntary Action's activity into the 2020/21 financial year and it is expected that the charity's role in the Hampshire/Hart local authority response will continue at least until March 2021. The role played by local infrastructure support organisations such as Hart Voluntary Action along with local voluntary and community organisations in supporting the community response has been widely recognised. An example of this is the involvement of Councils for Voluntary Services in the newly formed VCS Emergencies Partnership led by its umbrella organisation NAVCA, of which Hart Voluntary Action is a member.

Hart Voluntary Action will continue to work with its CVS colleagues in the Hampshire CVS Network, particularly its nearest neighbours Basingstoke Voluntary Action and Rushmoor Voluntary Services in providing a consistent service to the Hampshire voluntary, community and social enterprise sector.

The Charity will continue to work closely with Hampshire County Council and Hart District Council to look at ways the voluntary and community sector can add value to the work of the local authorities, especially in the areas of health and wellbeing for the general population and targeted health and social care support for older people and vulnerable children and families. For Hampshire County Council this will include the development of a new Over-55s Forum for the Fleet area (funded through Adults' Health and Care grant funding) and for Hart District Council this will include the development of a community garden within the Edenbrook Country Park.

#### **INDEPENDENT EXAMINER**

Gilroy & Brookes Accountants has been re-appointed as independent examiner for the ensuing year.

#### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Hart Voluntary Action Limited (HVA) is a charitable company limited by guarantee and was incorporated on 30th October 2006. It took over the operations, assets, (excluding the fixed assets which were held at nil value) and liabilities of Hart Voluntary Action on 1st April 2008. The governing documents are the Articles of Association, which were replaced with the approval of the membership at the HVA Annual General Meeting on 12th November 2018.

**Organisational structure**

The Trustees are responsible for governance, including setting the Charity's strategy and policies, and reviewing progress against objectives. The Chief Executive, working closely with the Trustees, carries out the day-to-day management of the Charity. However all Trustees are encouraged to take an interest in the Charity's project work, and take an active part in the management thereof.

**Appointment of Trustees**

The Annual General Meeting elects Trustees and Honorary Officers, who have to be members of the Charity. During the year, additional trustees may be co-opted by the Board of Trustees for formal adoption at the next AGM. New trustees are recruited by formal appeal to the Charity membership, through personal contacts of staff and the existing trustees and via the Hart Volunteer Centre.

**Trustee induction and training**

Trustees are formally inducted in the work of the Charity and their own responsibilities as a Trustee over a period of months. This initially involves discussions with Honorary Officers and other Trustees, briefing by the Chairman and Chief Executive; a review of the latest Annual Report, Annual Accounts, and current projects. Any training or education the new trustee needs is scheduled as required.

**Related parties**

The only related parties are the Trustees. They receive no remuneration, but expenses reimbursed are as shown in the notes to the Financial Statements. As a Council for Voluntary Service (CVS) the Charity is part of the wider network of Hampshire CVSs, and is a member of national bodies such as the National Association for Voluntary and Community Action, and Small Charities Coalition. An essential function of the Charity is to work with local voluntary and community organisations, in partnership with the Local Authority and other statutory bodies at district and county level.

**Risk Management**

The Trustees have a risk management strategy, which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified;
- The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise;
- Ongoing reviews carried out during the year to ensure continued awareness particularly with regard to specific projects.

**Trustees' Responsibilities**

The Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;

Hart Voluntary Action Limited

Report of the Trustees  
for the Year Ended 31 March 2020

-State whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 business.

The Trustees are responsible for keeping accounting records, which 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 Charities Act 2011 and 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.

Trustees are also responsible for regularly reviewing the Charity's policies and ensuring that they remain fit for purpose. During the last year the Charity's HR and Governance Committee has investigated current legislation, researched relevant policies and updated 22 policies and procedures including the Charity's Service User Complaints' policy and Health and Safety Policy.

**Statement of disclosure of information to Independent Examiners**

All directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as they are aware, that:

-There is no relevant information of which the company's independent examiners are unaware; and

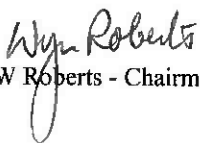
-They have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant information and to establish that the company's independent examiners are aware of that information.

**Public Benefit Statement**

The Trustees, in carrying out their duties, have due regard to the guidance published by the Charity Commission on public benefit. This report addresses the public benefit reporting requirements published by the Charity Commission. The Objectives and Activities section provides a summary of activities and explains how these activities provide benefit to the community. More detailed information about the activities and their success is reported in the Achievements and Performance section of this report.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 15 January 2021 and signed on the board's behalf by:

  
W Roberts - Chairman

Independent Examiner's Report to the Trustees of  
Hart Voluntary Action Limited

**Independent examiner's report to the trustees of Hart Voluntary Action Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of MAAT 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 the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



Anna Coote  
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Suite 15  
The Enterprise Centre  
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GU10 5EH

Date: *18 January 2021*

Hart Voluntary Action Limited

Statement of Financial Activities  
for the Year Ended 31 March 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	80,456	472,946	553,402	500,548
Investment income	3	<u>816</u>	<u>-</u>	<u>816</u>	<u>683</u>
<b>Total</b>		<b>81,272</b>	<b>472,946</b>	<b>554,218</b>	<b>501,231</b>
 <b>EXPENDITURE ON</b>					
Raising funds	4	-	-	-	4,611
<b>Charitable activities</b>	5				
Expenditure on charitable activities		139,202	417,026	556,228	461,683
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,820</u>
<b>Total</b>		<b>139,202</b>	<b>417,026</b>	<b>556,228</b>	<b>469,114</b>
 <b>NET INCOME/(EXPENDITURE)</b>					
		(57,930)	55,920	(2,010)	32,117
<b>Transfers between funds</b>	14	<u>79,905</u>	<u>(79,905)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		21,975	(23,985)	(2,010)	32,117
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		113,293	132,498	245,791	213,674
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <u><b>135,268</b></u>	 <u><b>108,513</b></u>	 <u><b>243,781</b></u>	 <u><b>245,791</b></u>

The notes form part of these financial statements

Hart Voluntary Action Limited

Balance Sheet  
31 March 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	12	75,079	12,799	87,878	34,190
Cash at bank and in hand		<u>82,972</u>	<u>95,714</u>	<u>178,686</u>	<u>221,376</u>
		158,051	108,513	266,564	255,566
<b>CREDITORS</b>					
Amounts falling due within one year	13	(22,783)	-	(22,783)	(9,775)
		<u>135,268</u>	<u>108,513</u>	<u>243,781</u>	<u>245,791</u>
<b>NET CURRENT ASSETS</b>					
		<u>135,268</u>	<u>108,513</u>	<u>243,781</u>	<u>245,791</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>135,268</u>	<u>108,513</u>	<u>243,781</u>	<u>245,791</u>
<b>NET ASSETS</b>					
		<u>135,268</u>	<u>108,513</u>	<u>243,781</u>	<u>245,791</u>
<b>FUNDS</b>					
	14				
Unrestricted funds				135,268	113,293
Restricted funds				<u>108,513</u>	<u>132,498</u>
<b>TOTAL FUNDS</b>					
				<u>243,781</u>	<u>245,791</u>

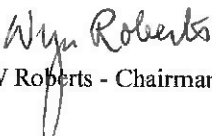
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

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 charitable company keeps accounting records that 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 charitable company as at the end of each financial year and of its surplus or deficit 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 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 15 January 2021 and were signed on its behalf by:

  
W Roberts - Chairman

The notes form part of these financial statements

Hart Voluntary Action Limited

Notes to the Financial Statements  
for the Year Ended 31 March 2020

**1. ACCOUNTING POLICIES**

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**FINANCIAL REPORTING STANDARD 102 - REDUCED DISCLOSURE EXEMPTIONS**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**INCOME**

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

**EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
Plant & machinery	-100% on cost

**TAXATION**

The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**2. DONATIONS AND LEGACIES**

	2020	2019
	£	£
Donations	10,281	8,587
Gift aid	79	67
Hampshire County Council Core and Restricted Grants	65,900	46,523
Hart DC Core Grant	40,230	40,230
Odiham Cottage Hospital Trust	27,692	27,692
Big Lottery Fund (Healthy Transitions)	-	17,097
Big Lottery Fund (Hart and Rushmoor Young Carers)	33,890	38,495
North East Hampshire & Farnham CCG	321,833	267,653
Other charitable income	52,447	51,204
HVA Training income	1,050	-
Other grants	-	3,000
	<u>553,402</u>	<u>500,548</u>

**3. INVESTMENT INCOME**

	2020	2019
	£	£
Bank Interest	<u>816</u>	<u>683</u>

**4. RAISING FUNDS**

**OTHER TRADING ACTIVITIES**

	2020	2019
	£	£
Event cost	<u>-</u>	<u>4,611</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Expenditure on charitable activities	<u>539,600</u>	<u>16,628</u>	<u>556,228</u>



Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**6. SUPPORT COSTS**

	Management £ <u>16,628</u>
Expenditure on charitable activities	

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	<u>953</u>	<u>-</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**9. STAFF COSTS**

	2020	2019
	£	£
Wages and salaries	336,766	235,334
Social security costs	18,548	12,342
Other pension costs	<u>12,396</u>	<u>8,318</u>
	<u>367,710</u>	<u>255,994</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Employees	<u>33</u>	<u>32</u>

No employees received emoluments in excess of £60,000.

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	81,335	419,213	500,548
Investment income	<u>683</u>	<u>-</u>	<u>683</u>
<b>Total</b>	<b>82,018</b>	<b>419,213</b>	<b>501,231</b>
<b>EXPENDITURE ON</b>			
Raising funds	-	4,611	4,611
<b>Charitable activities</b>			
Expenditure on charitable activities	132,618	329,065	461,683
Other	<u>2,820</u>	<u>-</u>	<u>2,820</u>
<b>Total</b>	<b>135,438</b>	<b>333,676</b>	<b>469,114</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(53,420)</b>	<b>85,537</b>	<b>32,117</b>
<b>Transfers between funds</b>	<u>49,785</u>	<u>(49,785)</u>	<u>-</u>
<b>Net movement in funds</b>	<b>(3,635)</b>	<b>35,752</b>	<b>32,117</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>116,928</b>	<b>96,746</b>	<b>213,674</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><b>113,293</b></u>	<u><b>132,498</b></u>	<u><b>245,791</b></u>

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**11. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 April 2019	6,607	6,539	13,146
Additions	<u>953</u>	<u>-</u>	<u>953</u>
At 31 March 2020	<u>7,560</u>	<u>6,539</u>	<u>14,099</u>
<b>DEPRECIATION</b>			
At 1 April 2019	6,607	6,539	13,146
Charge for year	<u>953</u>	<u>-</u>	<u>953</u>
At 31 March 2020	<u>7,560</u>	<u>6,539</u>	<u>14,099</u>
<b>NET BOOK VALUE</b>			
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2019	<u>-</u>	<u>-</u>	<u>-</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £		2019 £
Trade debtors	80,048		27,473
Other debtors	3,309		5,967
Pensions	-		338
Prepayments and accrued income	<u>4,521</u>		<u>412</u>
	<u>87,878</u>		<u>34,190</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £		2019 £
Trade creditors	13,666		2,745
Social security and other taxes	6,323		5,758
Accrued expenses	<u>2,794</u>		<u>1,272</u>
	<u>22,783</u>		<u>9,775</u>

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

14. **MOVEMENT IN FUNDS**

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
Unrestricted funds	113,293	(57,930)	79,905	135,268
<b>Restricted funds</b>				
Restricted funds	132,498	55,920	(79,905)	108,513
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>245,791</u>	<u>(2,010)</u>	<u>-</u>	<u>243,781</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted funds	81,272	(139,202)	(57,930)
<b>Restricted funds</b>			
Restricted funds	472,946	(417,026)	55,920
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>554,218</u>	<u>(556,228)</u>	<u>(2,010)</u>

**Comparatives for movement in funds**

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
Unrestricted funds	116,928	(53,420)	49,785	113,293
<b>Restricted funds</b>				
Restricted funds	96,746	85,537	(49,785)	132,498
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>213,674</u>	<u>32,117</u>	<u>-</u>	<u>245,791</u>

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**14. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted funds	82,018	(135,438)	(53,420)
<b>Restricted funds</b>			
Restricted funds	419,213	(333,676)	85,537
	<u>501,231</u>	<u>(469,114)</u>	<u>32,117</u>
<b>TOTAL FUNDS</b>			

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
Unrestricted funds	116,928	(111,350)	129,690	135,268
<b>Restricted funds</b>				
Restricted funds	96,746	141,457	(129,690)	108,513
	<u>213,674</u>	<u>30,107</u>	<u>-</u>	<u>243,781</u>
<b>TOTAL FUNDS</b>				

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted funds	163,290	(274,640)	(111,350)
<b>Restricted funds</b>			
Restricted funds	892,159	(750,702)	141,457
	<u>1,055,449</u>	<u>(1,025,342)</u>	<u>30,107</u>
<b>TOTAL FUNDS</b>			

Hart Voluntary Action Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020.

**16. TRANSFER BETWEEN FUNDS**

Transfers between funds includes £79,905 in respect of management charges attributed to certain restricted funds for administration and other office costs paid through the unrestricted general funds..

Hart Voluntary Action Limited

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2020

	2020	2019
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	10,281	8,587
Gift aid	79	67
Hampshire County Council Core and Restricted Grants	65,900	46,523
Hart DC Core Grant	40,230	40,230
Odiham Cottage Hospital Trust	27,692	27,692
Big Lottery Fund (Healthy Transitions)	-	17,097
Big Lottery Fund (Hart and Rushmoor Young Carers)	33,890	38,495
Making Connections	321,833	267,653
Other charitable income	52,447	51,204
HVA Training income	1,050	-
Other grants	-	3,000
	<u>553,402</u>	<u>500,548</u>
<b>Investment income</b>		
Bank Interest	816	683
	<u>554,218</u>	<u>501,231</u>
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Event cost	-	4,611
<b>Charitable activities</b>		
Wages	336,766	235,334
Social security	18,548	12,342
Pensions	12,396	8,318
Insurance	2,531	1,680
Telephone	6,708	5,498
Postage and stationery	1,648	2,007
Advertising	2,680	2,743
Sundries	3,025	4,662
Staff expense	2,272	5,384
Staff Mileage	14,155	11,976
Volunteer Expense	7,108	4,597
Website Cost	944	643
Computer expense	7,562	8,829
Office costs	1,080	(3,936)
Carried forward	417,423	300,077

This page does not form part of the statutory financial statements

Hart Voluntary Action Limited

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2020

	2020	2019
	£	£
<b>Charitable activities</b>		
Brought forward	417,423	300,077
Subscriptions	1,420	569
HVA Training expense	1,634	521
Project specific costs	101,115	126,952
Supervision Expenses	7,175	7,945
Staff Training	1,134	(80)
Recruitment expenses	-	324
External Accountancy Costs	9,349	8,467
AGM / Vol Sector Forum	-	189
Premises cost	-	1,270
Donations-Giving Machine	-	(16)
Penalty	<u>350</u>	<u>-</u>
	539,600	446,218
<b>Other</b>		
Pension fund	-	2,820
<b>Support costs</b>		
<b>Management</b>		
Accommodation lease	8,400	8,400
Accountancy fees	6,312	6,312
Bank Charges	734	691
Meeting expenses	229	62
Fixtures and fittings	<u>953</u>	<u>-</u>
	<u>16,628</u>	<u>15,465</u>
Total resources expended	<u>556,228</u>	<u>469,114</u>
Net (expenditure)/income	<u>(2,010)</u>	<u>32,117</u>

This page does not form part of the statutory financial statements