

Registered number: 02987866

Charity number: 1042475

Council for Voluntary Service (Medway)

Operating as:

Medway Voluntary Action (MVA)

(A company limited by guarantee)



Unaudited

Trustees' report and financial statements

For the year ended 31 December 2020

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Trustees' report and financial statements
for the year ended 31 December 2020

Medway Voluntary Action
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Contents

	Page
Reference and administrative details of the company, its Trustees and advisers	1
Trustees' report	2 - 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14 - 26

Medway Voluntary Action
(A company limited by guarantee)

**Reference and administrative details of the company, its Trustees and advisers
for the year ended 31 December 2020**

Trustees

P C Stokes, Chairman
T A Clarke, Vice Chair
G Viggers
L S F Riley
I Walters (resigned 26 November 2020)
D Green
L McVeigh
S Milford-Kemp, (co-opted 1 January 2020) Voted as full Trustee 26 November
2020
A Saroy, (co-opted 2 April 2020) Voted as full Trustee 26 November 2020

Company registered number

02987866

Charity registered number

1042475

Registered office

5A New Road Avenue
Chatham
ME4 6BB

Chief executive officer

J Howard

Accountants

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Bankers

Co-operative Bank plc
6 Olympic Court
Montford Street
Salford
M5 2QP

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report
for the year ended 31 December 2020

The Trustees present their annual report together with the financial statements of the charity for the year 1 January 2020 to 31 December 2020. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

As a result of a re brand in August 2014, the company is now operating as Medway Voluntary Action (MVA), the name contained within the rest of this report.

Objectives and Activities

Policies and objectives

The principal objects of the company are to promote any charitable object or purpose for the benefit of the community, primarily but not exclusively, within the Medway area and in particular, but not exclusively, the following:

1. The provision, or assistance in the provisioning of, the development of facilities in the interest of social welfare, including social activities, with the object of improving the conditions of life for the local community.
2. To provide for the protection of health, and the relief of poverty, distress and sickness.
3. The advancement of education and learning.

Strategies for achieving objectives

Medway Voluntary Action is a local development support organisation that leads, facilitates and supports a thriving Voluntary and Community Sector (VCS) in Medway.

Our mission is to:

Be a catalyst for social change to support and empower Medway communities to come together to help improve their lives and solve problems that are important within their communities.

Our strategic aims are:

- To be a central hub of information, support and guidance
- To seed and nurture sustainable local projects
- To be the mandated voice of the VCS to influence local services, represent its views and facilitate cross-sector dialogue
- To maximise opportunities for income generation, funding and sustainability for the VCS

Activities for achieving objectives

Established in 1989 and now embedded within Medway's communities for over 30 years, Medway Voluntary Action (MVA) has a strong history of supporting and representing Voluntary, Community and Social Enterprise (VCS or VCSE) organisations in Medway.

MVA continues to work towards a Medway where communities are active, empowered and connected. We support local not-for-profit organisations, groups and community members to develop skills, build resources and amplify their voice.

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

Activities for achieving objectives (continued)

As a summary of our activity during 2020, MVA spent the most of the year in the grip of a global pandemic, COVID-19, causing unprecedented disruption to the communities of Medway; the pandemic also presented a serious threat to the sustainability and organisational growth of the VCS.

As a result, MVA allocated significant resource to COVID-19 response, working with the VCS and Medway Council to ensure organisations working on the 'front line' with those affected by COVID-19 were both supported by MVA, and connected to other 'like' organisations. We also acted as a conduit for information exchange, managing information about COVID-19 and the organisations working directly to support this response. This meant that organisations were fully informed of strategic direction of travel both locally and nationally and of funding and other support availability, such as the support of Voluntary and Community Services Emergencies Partnership. In addition, we undertook surveys on a regular basis to ascertain the pandemic-related damage to the sector and made this information available to funders and other sources of support – many of these organisations in the VCS were sustained through the pandemic as a result. MVA also supported the transfer of many organisations' services to on-line provision through training packages and sourcing other 'expert' help. Finally, MVA proactively recruited volunteers with additional campaigns to support the COVID-19 response and have since conducted another campaign to recruit for vaccine volunteers. In total we recruited 279 volunteers for both campaigns.

The following is a more detailed account of the work streams undertaken by MVA.

Infrastructure

As part of our relationship with Medway Council, we are commissioned to provide a service to organisations and individuals, targeting three (3) objectives:

1. Community Capacity Building
2. Engagement & Representation, Promotion and Networking
3. Developing Volunteering

We also work with four partners, Healthwatch Medway, Carers First, Kent Association for the Blind and Citizens Advice Medway also commissioned by Medway Council, as part of the 'Better Together Consortium'.

2020 has seen MVA engage and support 99 new organisations. MVA has interacted with 790 VCS organisation and groups on average, providing follow ups and further advice and guidance to 24% of these groups leading to the provision of 10,710 'community support' functions, in support of Governance (8512), Partnership Working (1989) and Income Generation (209).

MVA surveyed the sector to enable 'real time' data to be shared and understood with local stakeholders in the wake of the crisis. The survey data formed the basis of MVA's priority support for the sector during the COVID-19 crisis, resulting in MVA providing urgent support to 34 organisations & groups and supporting them to raise £1,266,158. This was achieved at a time when our 'external surveys' identified a £1,500,000 loss to the VCS across Medway, between March and September 2020.

Reflecting on the unprecedented year during 2020, MVA continued to engage and represent organisations and groups across Medway, ensuring that our 'communication' was maximised, to reach the wide and diverse range across our communities. Our aim here was to promote services, ensure that MVA was listening, identifying issues, and share best practice, to promote the 'value' of the VCS and how it can best support our communities. To support this effort, MVA produce a yearly communication plan (Better Together Consortium driven), which is regularly reviewed.

Medway Voluntary Action **(A company limited by guarantee)**

Trustees' report (continued) **for the year ended 31 December 2020**

Infrastructure (continued)

MVA's communication channels and networking support were rapidly deployed and adapted to meet the new needs of communities during this time. MVA introduced weekly VCS zoom sessions for the sector, providing peer-support, information sharing and facilitating collaborative working to help the sector navigate the initial impact of the crisis. Working with the statutory sector responsible for COVID-19 response, MVA played a major role in the co-ordinated emergency response in Medway, significantly improving the support delivered to help the most vulnerable residents in the area. The joint efforts of the Medway community and emerging volunteering activity were recognised by one Leader of Medway Council:

"A critical part of the successful work being achieved in our communities by our Public Health team has been working with many local voluntary organisations and in this National Volunteers Week I'd like to pay a special tribute to the many people in Medway who have come forward during this pandemic to help others in their community. Whether it was a bit of shopping for a neighbour or friend or working for one of our many wonderful local charities, so many people have gone the extra mile demonstrating the caring spirit of Medway people. On behalf of Medway Council I'd like to say a special thank you to all this week and in particular to our partners at Medway Voluntary Action who celebrate their 30th anniversary this year. If you think you'd like to volunteer, please do take a look at their website (www.mva.org.uk/) or get in touch with them."

Cllr. Alan Jarrett - Leader of the Council (June 2020)

MVA also provided an interactive website which continues to be updated, in support of other VCS and health and social care partners. In total, MVA facilitated 2196 engagements via various 'media' platforms and sign- posted 52 VCS organisations and groups to other 'partners'.

Near the beginning of the first Lockdown, we also formed the Community and Faith Forum to bring together people across Medway and across faiths, nationalities and locations to contribute to the needs of the population, and to link with Medway Council's Public Health, Medway Hospital and Kent Police. This Forum, comprising of around 30 different organisations, has been responsible for helping a significant part of Medway's populations over the past year, and has been cited nationally as an example of excellent practice.

Medway Volunteer Network

Since its launch in 2017, Medway Volunteer Network continues to grow from strength to strength, despite the challenges that COVID-19 presented. We continued to increase our membership and we now have in excess of 500 members within the Network.

Medway's Volunteers really 'stepped up' as a result of the COVID-19 Pandemic. MVN supported the sector and its volunteers in this response. A snapshot of some of this during the first few weeks is as follows:

- 20,000+ meals and food delivered to the isolated and homeless.
- Over 1,000 phone calls were made every week to people experiencing mental wellbeing issues or loneliness.
- 150 Hot meals delivered nightly to frontline NHS staff
- 4.500 visitors to our COVID-19 and Volunteering Web Support pages

Despite the pandemic we supported 12 volunteering events. The sector shift to virtual events enabled us to maintain a significant presence and talk about volunteering, during a time when it really has never been so important, supporting over 70 VCS organisations with volunteering enquiries and placing over 200 volunteer adverts submitted by the sector on our Volunteering Opportunities website page.

We also supported National Volunteers' Week in June, hosting a Volunteers Week Gallery for the sector on our website to recognise and share the huge range of volunteer activities in Medway. As part of the Volunteers' Week celebrations, we hosted 2 Creative Virtual Coffee Mornings, for all volunteers in Medway.

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

North Kent Training Service (NKTS)

As part of the Better Together Consortium, MVA are also commissioned to deliver training opportunities to the sector. 2020 was an unprecedented year for the training industry, with national COVID-19 social distancing requirements inhibiting the delivery of face to face training almost entirely throughout the year. MVA's training service, NKTS, subsequently adapted in the wake of the COVID-19 crisis in order to continue meeting the needs of the voluntary and community sector. In 2020 we:

- Developed, or externally sourced, online compliance related training (including Safeguarding, Boundaries and Volunteering Safely) universally available to the sector and residents who might have been setting up mutual-aid groups
- Continued to offer in-house training solutions for any organisation requiring this, either on a face to face basis (if social distancing requirements could be met) or online.
- Moved our Funding & Marketing Club entirely online, with monthly support sessions.

Funding and Marketing Club

We have continued to run the Funding and Marketing Club as a free service this year to counteract the impact of COVID-19 on many charities finances. Members of the club identified the topics that they would like to cover; these included an introduction to fundraising, a presentation from Kent Community Foundation on their funding streams, Fundraising at Christmas time, Trust Fundraising and Support for new organisations.

Over the year MVA have provided one to one support for charities, mostly around fundraising. This year there were a number of new groups that emerged to help the local community during the COVID-19 lockdown. Some of these groups had intensive support to enable them to fundraise. For some this included helping them to register as a charity.

Befriending

Now at the end of its second year, with an extension agreed for a further 12 months the Befriending programme supports lonely and isolated people across Medway in a variety of ways including telephone befriending, connecting into local Voluntary and Community Sector organisations and 1:1 Befriending. The service is based on partnership working, delivered in a person centred way for both those we support and our volunteers and encourages progression of all those involved in the service. This service is very much in demand and in just 23 months we have received over 600 referrals into the service and recruited over 200 volunteers, more than 70 of whom are actively making befriending calls to up to 3 people a week. Volunteers and our members reviewed are showing a marked improvement in health and wellbeing, physical activity and community connectedness, with 39% reducing their need for medical services as a result. For some the impact on their lives has been life changing. 51% of referrals have felt happier, 41% were more physically active, 44% were less anxious; overall 88% of referrals have improved in at least one measure of health and wellbeing.

The pandemic necessitated a major shift in the way the service was delivered; all face to face and coffee sessions in our Hub had to stop, and we transferred the entire service into telephone befriending alongside coffee and chat Zoom sessions twice a week. We trialled creative Zoom sessions, started a walking group with its own WhatsApp chat, and held "Park and Chat" and then "Cafe and Chat" sessions as COVID restrictions allowed. These sessions were held across Medway to allow people without access to transport to attend, often meeting in small parks near people's houses.

MVA also set up a digital inclusion pilot - Bridging the Divide. The project involves lending tablets to socially isolated adults in Medway while helping them with a Digital Champion to engage in the digital arena - and hopefully join in some of our zoom chat sessions amongst other things. We currently have funded 75 tablets across Medway and Swale. Tablets come already set up, with a working sim card providing 10GB of data every month for participants on the scheme if they do not have wifi so that they are not restricted in how they can use the tablets.

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

Involving Medway

Involving Medway is a Medway Clinical Commissioning Group contract that MVA have been involved with since its inception and in 2019 MVA took on a much larger role in this initiative, delivering the Community Health Researcher and VCS Focus Group programmes. Again, 2020 presented this programme with unprecedented challenges. Despite this, we were able to deliver against agreed objectives for this funding – even helping to deliver research around COVID-19 and Medway's BAME communities. This research was subsequently used to develop new resources and support to help reduce the disproportionate impact on these communities. Such successes were strong testimony to our joint efforts to adapt and respond to the challenges presented to us by COVID-19.

Financial Capabilities

This 12 month project running from September 2020 to August 2021 and funded by Kent Community Foundation, follows the legacy left by the Royal Bank of Scotland funded project in 2019, providing money management skills and support for Medway residents experiencing financial difficulties and/or distress. The first half of the project was run in partnership with an experienced organisation in this work, Domeg, who then provided volunteer training over a 4 week period starting in the last week of February, with a further 6 volunteer support sessions spread evenly over the second half of the year, March- August 2021. Volunteer Financial Capabilities Mentor recruitment started in January 2021 and engaged 8 volunteers.

Liaison and the ongoing development of links with local agencies including Medway Early Help Services, Medway Foodbank, Strengthening Minds Food Share, AMAT and Arches Local, has led to referrals from their client bases, Mentor recruitment, access to space in their hubs, (COVID-19 restrictions allowing), and the potential for partnership working to take this project beyond its current end date.

NHS Volunteer Responder evaluation

In December we were chosen by NHSE/I to undertake a 'deep dive' evaluation of this scheme. The evaluation has taken place over a three month period – from December to March. This evaluation has refined our skills in data analysis and research and built links with the NHSE/I Futures platform/staff and peers enabling potential collaborations as a result of this networking in the post COVID-19 world going forward.

Voluntary and Community Sector Emergencies Partnership

Shortly after the onset of COVID-19, MVA were asked to join this national partnership to assist with their COVID-19 response initiative. The Partnership itself is composed of a number of major charities such as British Red Cross, NAVCA, St John's Ambulance, Victim Support, Muslim Aid, Volunteering Matters and the Salvation Army but also the Department for Digital, Culture Media and Sport, CMS, the Local Government Association, and the Cabinet Office. Our role was to liaise with other 'like' organisations to share information on unmet need and either to secure resource to meet this need or to refer it to the Multiagency Cell of the partnership. This enabled the CEO at MVA to work closely with others both locally and nationally to share information and resource. Some of these collaborations are now established for further partnership work.

Main activities undertaken to further the Charity's purposes for the public benefit

MVA is located in a central and accessible position within Medway and acts as focal point for local charities and community groups. In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

Achievements and performance

Since the inception of its previous Infrastructure contract with Medway Council, MVA has supported its core operation, primarily from past reserves, while seeking to establish further projects funded from related restricted funds.

To further develop the ability of MVA to provide enhanced services to the sector, the Board made the decision to sell the building to release capital and staff capacity to underpin this development to support sustainability and services to the Medway communities.

Review of activities

We continue to follow our strategic plan which places emphasis on developing resilient communities in addition to continuing to support the VCS. We will also direct our resources to extend our role as being a central hub of information, support and guidance, and maximise opportunities for income generation to support the sustainability of the VCS. During the COVID pandemic MVA has been a focal point for information, guidance and support for the Medway VCS.

MVA are pleased that the Better Together Infrastructure contract has been adapted so rapidly and effectively in order to support the local response to the unprecedented challenges presented in 2020. Our KPI data and strong testimonials from the VCS, statutory partners and residents alike are a reflection of the strength of this commissioned contract.

Like everyone in the VCS and beyond, MVA has had to adapt and develop its operational and service delivery; and we are proud that this process has been relatively seamless with regards to supporting Medway's VCS and local communities.

As a result, the VCS in Medway is outstanding in comparison to VCS activity in other local authorities, in its willingness to work collaboratively, to share resources and expertise to respond to COVID-19, and to come together to form a collective body, to give voice to their issues and views. MVA's key role in terms of facilitating this activity has been evidenced by a number of comments/feedback received, both by our members and key representatives of the statutory sector.

MVA recognised that we had already put increased demand on the VCS to provide vital information through two unprecedented COVID-19 surveys (at a time where many of them were dealing with their internal pressures and challenges). MVA therefore moderated their standard KPI survey collection methods to minimise the demand of organisations and groups, capitalising instead on existing 'touch points' with the sector to gather this particular KPI data. Through these methods, MVA were able to report that for the local VCS:

- 92% rated MVA as 'good+,' in response to our question regarding how the VCS feel we (MVA) listen and respond
- 100% rated MVA as 'good+,' regarding MVAs 'advice and information' provided
- 100% rated MVA as 'good+,' in relation to being 'better connected to other support networks and services'.

MVA also hold a comprehensive digital database of local organisations, providers, social enterprises and community groups. An additional role for this collection of data is to 'map' services, in relation to location, in an attempt to identify provision 'gaps'. Critical work to update the data in wake of crisis (i.e. number of organisations who stopped services and our ongoing work to find what their alternatives are now) is underway.

MVA's ability to rapidly respond to the COVID-19 crisis in support of the VCS enabled more effective networking, the provision of support (information sharing and facilitating collaborative working) and the availability of local and national information on issues critical to the VCS.

These functions helped large parts of the VCS navigate the initial impact of the COVID-19 crisis. We were also proactive in providing multi-media platforms with 2000+ engagements with these platforms.

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

Review of activities (continued)

Finally, MVA have continued to network, support and represent the VCS through liaising with others to advocate for the sector (Medway Council, KCF, NCVO, NAVCA) and attending and holding a variety of 'meetings' (116) through 2020, as we worked to gather intelligence locally and nationally to inform our support of the sector, and learn and develop a broader and more 'collaborative' way of representing the VCS across Medway.

"On behalf of the VCS Leaders Network and Medway's voluntary sector, I would like to record my sincere thanks for the invaluable support MVA not only afford to the VCS Network but also the voluntary sector across Medway. I would like to congratulate Jane and her wonderful team and thank them for all the support and guidance they have delivered throughout this difficult period of pandemic in support of the many charities in Medway. We are all stronger because of you. Thank you!"

Martyn Reeves - VCS Leaders Network Chair (December 2020)

Reserves policy and going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the Financial Statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies. The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 6 months of the annual resources expendable, which equates to £161,998 expenditure. At present the General Fund amounts to £80,999 but the trustees have already agreed to support the additional expenditure of developing new services up to £90,000 p.a. from the Service Development Fund. The Board of Trustees continually reviews the financial risks and makes plans to maximise opportunities for the charity's sustainability.

Principal funding

The principal funding of the charity is derived from the infrastructure contract with Medway Council established in 2013. The original term of the contract was for 3 years expected to expire in March 2016 but was extended twice, first to April 2018 and then again to the 31st December 2018. As a result of a tendering process, MVA were successful in being awarded a further contract to deliver Infrastructure services from the 1st January 2019 for three years. MVA has also been successful in the renewal of the one year Befriending pilot into a further year, the continuation of the Involving Medway contract and receiving funding for a small number of projects that relate to the core work of MVA.

Structure, governance and management Constitution

Council for Voluntary Service (Medway) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 20 September 1994 and is a registered charity number 1042475.

Method of appointment or election of trustees

The power of appointment of Trustees is vested in the existing trustees, subject to ratification at the Annual General Meeting. Trustees are recruited from a wide range of backgrounds to ensure an appropriate mix of skills and experience in line with the values of the organisation.

Policies adopted for the induction and training of Trustees

New Trustees are provided with an induction pack and all Trustees are encouraged to attend appropriate training courses.

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

Pay policies for senior staff

The Board of Trustees aim to pay senior staff a fair salary that is competitive within the charity sector and proportionate to the complexity of each role. The Trustees are responsible in line with our charitable objectives based on the following principle:

- To pay our staff an appropriate salary to attract and retain people with the leadership, experience, knowledge and skills required to lead the transformation we are undergoing.

Organisation structure and decision making

The role of the Board of Trustees is to set the Charity's strategic direction, monitor the delivery of its objectives, uphold its values and governance, and guide, advise and support the CEO, who is responsible for day to day management decisions and leads the team towards achieving the charity's vision and purpose.

Related party relationships

None of our Trustees receive remuneration or other benefit from their work with the charity. Any connection between a Trustee or senior manager of the charity with any business or activities of the charity must be disclosed to the full Board of Trustees in the same way as any other contractual relationship with a related party. In the current year, no such related party transactions were reported.

Risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

This work has identified that the reliance on the single contract with Medway Council and therefore the charity's longer term financial sustainability is the major financial risk for the Charity. This is reflected in the Reserves Policy, referred to above, and a key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of trade debtors and creditors balances to ensure sufficient working capital by the Trust. MVA is pro-actively seeking other contracts to mitigate this risk.

Plans for future periods

Future developments

In 2021 and beyond, we aim to continue supporting the voluntary and community sector through what appears to be a period of continued disruptions due to the pandemic. This will be a crucial time for the sector due to the impact of the pandemic. We will do this through:

- Maintaining the momentum and strengthen the relationships with voluntary and statutory organisations and the local community that have blossomed as a result of the pandemic
- Continued development of high quality training that can be offered on an online (remote) basis, offering in-house training solutions for any organisation requiring this
- Development of the Funding & Marketing opportunities to meet sector training needs in the wake of the crisis
- Work alongside new health structures such as the Integrated Care System and Integrated Care Partnership to support new developments to improve the health and social care of Medway residents
- Seek alternative, sustainable funding and develop opportunities to work in partnership with like-minded organisations to secure collaborative bids for the benefit of the Medway Communities and beyond
- Continue to develop opportunities to engage with the isolated and hard to reach communities in Medway to enable these communities to be more resilient
- Launch our new streamlined, more dynamic and interactive website
- Take the lead on promoting and engaging organisations in Volunteers Week in June

Medway Voluntary Action
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 December 2020

Trustees' responsibilities statement

The Trustees (who are also directors of Council for Voluntary Service (Medway) for the purposes of company law) are responsible for preparing the Trustees' report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare Financial Statements for each financial year. 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 the incoming resources and application of resources, including the Income and Expenditure, of the Charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charitable company will continue in operation.

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 order of the members of the board of Trustees on 19 August 2021 and signed on their behalf by:

P C Stokes

Medway Voluntary Action
(A company limited by guarantee)

Independent examiner's report
for the year ended 31 December 2020

Independent examiner's report to the Trustees of Medway Voluntary Action ('the company')

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2020.

Responsibilities and basis of report

As the Trustees of the company (and 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 the company's accounts 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

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.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Signed:

Dated: 20 August 2021

Susan Robinson

BA FCA FCIE DChA MCMI

Kreston Reeves
Chatham Maritime

Medway Voluntary Action
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 December 2020

	Note	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	196,714	103,181	299,895	220,508
Other trading activities	4	-	3,641	3,641	13,289
Investments	5	-	2,262	2,262	2,929
Other income	6	-	13,143	13,143	6,236
Total income		196,714	122,227	318,941	242,962
Expenditure on:					
Charitable activities	7	173,557	161,998	335,555	301,143
Total expenditure		173,557	161,998	335,555	301,143
Net income/(expenditure)					
Transfers between funds	15	23,157 2,063	(39,771) (2,063)	(16,614) -	(58,181) -
Net movement in funds		25,220	(41,834)	(16,614)	(58,181)
Reconciliation of funds:					
Total funds brought forward		36,069	590,131	626,200	684,381
Net movement in funds		25,220	(41,834)	(16,614)	(58,181)
Total funds carried forward		61,289	548,297	609,586	626,200

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 26 form part of these financial statements.

Medway Voluntary Action
(A company limited by guarantee)
Registered number: 02987866

Balance sheet
as at 31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	10,648	12,475
		10,648	12,475
Current assets			
Debtors	13	3,018	27,752
Cash at bank and in hand		631,097	607,109
		634,115	634,861
Creditors: amounts falling due within one year	14	(35,177)	(21,136)
Net current assets		598,938	613,725
Total assets less current liabilities		609,586	626,200
Total net assets		609,586	626,200
Charity funds			
Restricted funds	15	61,289	36,069
Unrestricted funds	15	548,297	590,131
Total funds		609,586	626,200

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees on 19 August 2021 and signed on their behalf by:

T A Clarke

The notes on pages 14 to 26 form part of these financial statements.

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

1. General information

Medway Voluntary Action is a charity and company limited by guarantee incorporated in England. The charity's registered office is 5A New Road Avenue, Chatham, ME4 6BB.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Medway Voluntary Action 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.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Whilst the impact of the COVID-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future.

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

2. Accounting policies (continued)

2.3 Income

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

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Office equipment	- 25% straight line
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Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

2. Accounting policies (continued)

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.10 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

3. Income from donations and legacies

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	-	-	-	40
Government grants	196,714	103,181	299,895	220,468
	<u>196,714</u>	<u>103,181</u>	<u>299,895</u>	<u>220,508</u>
Total 2019	<u><u>116,937</u></u>	<u><u>103,571</u></u>	<u><u>220,508</u></u>	

4. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Training income	2,447	2,447	11,241
Photocopying charges	1,194	1,194	2,048
	<u>3,641</u>	<u>3,641</u>	<u>13,289</u>
Total 2019	<u><u>13,289</u></u>	<u><u>13,289</u></u>	

5. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Deposit account interest	2,262	2,262	2,929
Total 2019	<u><u>2,929</u></u>	<u><u>2,929</u></u>	

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

6. Other incoming resources

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Sales and service income	7,454	7,454	2,974
Management fees	5,689	5,689	3,262
	<u>13,143</u>	<u>13,143</u>	<u>6,236</u>
Total 2019	<u>6,236</u>	<u>6,236</u>	

7. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Direct costs (note 8)	173,557	161,998	335,555	301,143
Total 2019	<u>87,750</u>	<u>213,393</u>	<u>301,143</u>	

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

8. Charitable activity costs

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Equipment hire	-	1,125	1,125	2,113
Insurance	14	3,720	3,734	4,104
Legal & professional	-	3,614	3,614	6,109
Postage, printing and stationery	1,712	1,393	3,105	3,628
Premises expenses	-	138	138	3,860
Energy and water rates	-	2,955	2,955	2,037
Equipment costs	10,355	11,057	21,412	13,251
Rent	-	20,150	20,150	12,317
Telephone	2,308	4,332	6,640	4,329
Sessional work and training	200	2,313	2,513	4,918
Travel expenses	268	299	567	1,847
Staff and other expenses	9,149	5,608	14,757	32,561
Sundry expenses	19,444	2,444	21,888	31,416
Advertising and promotions	-	375	375	79
Project expenses	19,437	3,856	23,293	19,870
Management fees	5,154	-	5,154	19,870
Independent examination fee	-	1,100	1,100	1,200
Wages and salaries	99,019	82,019	181,038	139,564
National insurance	4,277	6,066	10,343	8,969
Pension cost	2,220	3,465	5,685	3,440
Depreciation	-	5,969	5,969	5,531
Total 2020	173,557	161,998	335,555	301,143
Total 2019	87,750	213,393	301,143	

9. Independent examiner's remuneration

	2020 £	2019 £
Fees payable to the company's independent examiner for the independent examination of the company's annual accounts	1,100	1,200

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

10. Staff costs

	2020	2019
	£	£
Wages and salaries	181,038	139,564
Social security costs	10,343	8,969
Contribution to defined contribution pension schemes	5,685	3,440
	197,066	151,973

The average number of persons employed by the company during the year was as follows:

	2020	2019
	No.	No.
Project staff	3	1
Administration staff	7	6
	10	7

No employee received remuneration amounting to more than £60,000 in either year.

The total employment benefits including employer pension contributions and employer national insurance contributions of the key management personnel were £47,511 (2019: £43,205).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 December 2020, expenses totalling £NIL were reimbursed or paid directly to Trustees (2019 - £Nil).

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

12. Tangible fixed assets

	Office equipment £
Cost or valuation	
At 1 January 2020	31,110
Additions	4,138
Disposals	(2,723)
At 31 December 2020	<u>32,525</u>
Depreciation	
At 1 January 2020	18,635
Charge for the year	5,969
On disposals	(2,727)
At 31 December 2020	<u>21,877</u>
Net book value	
At 31 December 2020	<u>10,648</u>
At 31 December 2019	<u>12,475</u>

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

13. Debtors

	2020	2019
	£	£
Due within one year		
Trade debtors	275	1,616
Other debtors	-	1,457
Prepayments and accrued income	2,743	24,679
	3,018	27,752

14. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	5,460	8,614
Other taxation and social security	9,813	-
Pension fund loan payable	427	-
Other creditors	10,823	3,746
Accruals and deferred income	8,654	8,776
	35,177	21,136

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

15. Statement of funds

Statement of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Unrestricted funds					
Designated funds					
Fixed Asset Fund	12,475	-	(5,969)	4,142	10,648
Service Development Fund	498,669	-	(64,876)	(2,063)	431,730
	<u>511,144</u>	<u>-</u>	<u>(70,845)</u>	<u>2,079</u>	<u>442,378</u>
General funds					
General Fund	78,987	122,227	(91,153)	(4,142)	105,919
	<u>78,987</u>	<u>122,227</u>	<u>(91,153)</u>	<u>(4,142)</u>	<u>105,919</u>
Total Unrestricted funds	<u>590,131</u>	<u>122,227</u>	<u>(161,998)</u>	<u>(2,063)</u>	<u>548,297</u>
Restricted funds					
Postcode Community Trust	116	-	(116)	-	-
MHS Homes Group	5,680	-	(3,057)	-	2,623
Barrow Cadbury Trust	(62)	6,000	(3,105)	-	2,833
RBS Skills & Opportunities	8,205	-	(8,205)	-	-
Befriending	14,312	112,605	(89,995)	-	36,922
Involving Medway Project	7,818	44,217	(47,041)	-	4,994
Bridging the Divide	-	9,689	(2,840)	-	6,849
VCSE Liaison	-	4,750	(3,167)	-	1,583
KCF Resilience - Financial capability project	-	10,000	(4,515)	-	5,485
COVID Response	-	9,453	(11,516)	2,063	-
	<u>36,069</u>	<u>196,714</u>	<u>(173,557)</u>	<u>2,063</u>	<u>61,289</u>
Total of funds	<u>626,200</u>	<u>318,941</u>	<u>(335,555)</u>	<u>-</u>	<u>609,586</u>

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2019 £
Unrestricted funds					
Designated funds					
Fixed Asset Fund	3,474	-	(5,531)	14,532	12,475
Service Development Fund	547,993	-	(49,324)	-	498,669
	<u>551,467</u>	<u>-</u>	<u>(54,855)</u>	<u>14,532</u>	<u>511,144</u>
General funds					
General Fund	126,032	126,025	(158,538)	(14,532)	78,987
	<u>677,499</u>	<u>126,025</u>	<u>(213,393)</u>	<u>-</u>	<u>590,131</u>
Restricted funds					
Postcode Community Trust	116	-	-	-	116
MHS Homes Group	3,909	8,000	(6,229)	-	5,680
Barrow Cadbury Trust	2,857	10,000	(12,919)	-	(62)
RBS Skills & Opportunities	-	30,930	(22,725)	-	8,205
Befriending	-	49,813	(35,501)	-	14,312
Involving Medway Project	-	18,194	(10,376)	-	7,818
	<u>6,882</u>	<u>116,937</u>	<u>(87,750)</u>	<u>-</u>	<u>36,069</u>
Total of funds	<u><u>684,381</u></u>	<u><u>242,962</u></u>	<u><u>(301,143)</u></u>	<u><u>-</u></u>	<u><u>626,200</u></u>

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

16. Summary of funds

Summary of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Designated funds	511,144	-	(70,845)	2,079	442,378
General funds	78,987	122,227	(91,153)	(4,142)	105,919
Restricted funds	36,069	196,714	(173,557)	2,063	61,289
	<u>626,200</u>	<u>318,941</u>	<u>(335,555)</u>	<u>-</u>	<u>609,586</u>

Summary of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2019 £
Designated funds	551,467	-	(54,855)	14,532	511,144
General funds	126,032	126,025	(158,538)	(14,532)	78,987
Restricted funds	6,882	116,937	(87,750)	-	36,069
	<u>684,381</u>	<u>242,962</u>	<u>(301,143)</u>	<u>-</u>	<u>626,200</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	10,648	10,648
Current assets	61,289	572,826	634,115
Creditors due within one year	-	(35,177)	(35,177)
Total	<u>61,289</u>	<u>548,297</u>	<u>609,586</u>

Medway Voluntary Action
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2020

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Restricted funds 2019	Unrestricted funds 2019	Total funds 2019
	£	£	£
Tangible fixed assets	-	12,475	12,475
Current assets	36,069	598,792	634,861
Creditors due within one year	-	(21,136)	(21,136)
Total	<u>36,069</u>	<u>590,131</u>	<u>626,200</u>

18. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £5,685 (2019 - £3,440).

19. Operating lease commitments

At 31 December 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	6,904	11,428
Later than 1 year and not later than 5 years	-	6,904
	<u>6,904</u>	<u>18,332</u>

20. Related party transactions

There were no related party transactions during the year (2019 - £Nil).