

**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 2021**

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**Medway Voluntary Action**  
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**Contents**

	Page
<b>Reference and administrative details of the company, its Trustees and advisers</b>	1
<b>Trustees' report</b>	2 - 14
<b>Independent examiner's report</b>	15
<b>Statement of financial activities</b>	16
<b>Balance sheet</b>	17
<b>Notes to the financial statements</b>	18 - 31

**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 2021**

**Trustees**

P C Stokes, Chairman  
T A Clarke, Vice Chair  
G Viggers  
L S F Riley  
A R R Graham  
J D McConville (appointed 6 December 2021)  
Y Qureshi, (co-opted 10 November 2021) (appointed 6 December 2021)  
D Green  
L McVeigh  
S Milford-Kemp

**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 2021**

The Trustees present their annual report together with the financial statements of the company for the 1 January 2021 to 31 December 2021. 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). 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.

Since the company 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.

**Objectives and activities**

**a. 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.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

**b. 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 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

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

**c. Activities undertaken to achieve 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.

As a summary of our activity during 2021, as per the previous year, 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.

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'.

2021 was an equally challenging year for the VCS as lock-downs were still a part of the Covid 19 terrain and our main efforts continued to be to support the VCS to navigate their way through these to provide the best of their services to increasing demand in communities. Our online Covid Response meetings continued to be held fortnightly until the summer break (subsequently monthly) providing the opportunity for VCS groups to share resources and work together. These meetings were also informed by statutory sector representatives to keep the VCS up-to-date on all matters Covid related. Feedback since has demonstrated that these meetings provided a vital platform to effectively harness resource, recognised locally and now nationally by such organisations as the Local Government Association and the National Association for Voluntary and Community Action.

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, identify 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 2021**

**Objectives and activities (continued)**

Alongside these major meetings, the Community and Faith Forum facilitated by MVA, were also meeting regularly to share information and resources for specific communities in Medway who otherwise may not have been reached. This has also been recognised as a national best practice example of the facilitation of a multi-faith/community response to Covid-19.

2021 also saw the emergence of the Government funded Community Renewal Fund. As the Infrastructure organisation, we brought together several VCS organisations to work with YMCA (Central) and Greenwich University to access this funding. These, and other organisations will go forward to bid for the larger pot of funding, the Shared Prosperity Fund because of MVA's support to this partnership.

During the year we also saw a consolidation in the working relationship we have with the Health and Care

Partnership (HaCP). This new health structure, emerging as a result of the NHS Long Term Plan (January 2019), localising a focus on the delivery of a Population Health Management approach in the new footprint of Medway and Swale were quick to work with the VCS through MVA. This is the first time that a formalised partnership has developed between the NHS and the VCS, and a MoU and Framework, co-produced with the VCS, has now been published. MVA now sit on the HaCP Board to advocate for the VCS in Medway. The CEO is also working with peers in Kent to ensure that the VCS in Medway is also represented on the new Kent and Medway Integrated Care Board and Integrated Care System.

MVA continue to provide the permanent secretariat for the VCS Leaders Network Steering Group. This thriving group of VCS leaders have made major contributions to Local Planning issues, the co-production of the HaCP MoU and the direction of travel of Medway Council's strategy of working more effectively with the VCS. The CEO of MVA also now sits on the equivalent group in Kent to contribute on behalf of Medway and share best practice with these VCS leaders.

**Support delivered**

Specifically in our Infrastructure role, we supported 258 new organisations during 2021 with an additional 767 organisations already known to us, a total of 1,025 organisations across the three objectives stated above, supporting an average of 32% of these organisations across the year on more than one occasion. These organisations were supported with 13,056 high quality interactions to help improve income generation and other rescue and recovery action.

The support given included:

- Charity governance, compliance, and best practice
- Assessing options of legal structures to choose the most suitable structure for organisations
- Setting up new groups, charities, CIO's
- Volunteer recruitment and management
- Training sessions on Trustee roles and responsibilities
- Making changes to Charities' set up.
- Development of organisational policies & procedures.
- Grants & Trust fundraising, sourcing opportunities, writing applications, monitoring & evaluation.
- Identifying other funders - corporate and community fundraising including managing corporate relationships
- Promoting and enabling partnership working within the sector
- Connecting the VCS together, sharing best practice and promoting innovative and impactful opportunities for micro, small, medium and large organisations within Medway.

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

Feedback

"Thank you so much for your generous and expert help, we were very pleased to have up to date Safeguarding policies to us when we commence operations." (October 2021)

"Just want to say thank you for all your help, it's certainly provided some clarity for me." (June 2021)

Following funding support received from MVA including via 1:1 sessions, Funding & Marketing Club, the promotion of funding opportunities and enabling partnership working, organisations were able to generate additional income of £2,813,121, an increase of over 222% on the previous year (£1,266,158 in 2020). An average across the year of 73% success rate with 92.9% (of 183) organisations who felt that they had been supported with advice and information, income generation and were better connected to other services.

We have continued to develop and update the Simply Connect social prescribing directory which will be going live again shortly in staged phases. This enhanced directory will enable organisations to keep their own details up to date and offer a central point for referrals from Social Prescribers to help reduce the strain on our NHS service providers. MVA are part of a Kent & Medway wide project to bring together 4 existing providers into the one platform.

In addition, the VC Connect directory of Medway VCS organisations continues to be cleansed on a quarterly cycle with new organisations being added monthly to keep this as up to date as possible.

Funding and Marketing Club (F&M Club)

MVA continued to offer the Funding and Marketing Club to organisations free during 2021. Subjects covered included:

January – Introduction to Trusts  
February – Kent Community Foundation  
March – National Lottery Community Fund  
April – Marketing  
May – Evidencing Need  
June – Creating Visual Content  
July – Digital marketing and fundraising  
September – Canva (a designing app)  
October - Demonstrating impact  
November – Big fundraising review of the year

Over the various sessions there were 102 attendances at the F&M Club, represented by 52 members from 46 different organisations.

Feedback

Funding & Marketing Club Feedback October 2021

"Thanks for the workshop which was helpful. not just for the content but also for the little insights into the way terminology is used in this sector. My background is high tech engineering (aviation) so the way we use words to convey information is often subtly different. Also, in my world metrics means load of data and graphs so it is useful to understand the different priorities in the charity sector."

"Your talk on theory of change was very helpful and is similar in concept to the road mapping techniques I used in developing product and technology strategies (except my timescales were decades longer). It is interesting to understand how the tools used in very different sectors may be adapted and used as we seek to make a difference."

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 2348 engagements via various 'media' platforms. In addition MVA



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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

held 73 engagement events reaching 2061 individuals.

MVN (Medway Volunteer Network)

Medway Volunteer Network since its launch in 2017, continues to grow from strength to strength, despite the challenges that Covid presented. We continued to increase our membership and we now have in excess of 650 members within the Network.

Although 2021 has been a very difficult time for everyone, the Pandemic has significantly helped to raise the awareness of the importance and need for the type of support that only the Voluntary & Community Sector and Volunteers can provide.

Some of the 2021 highlights are:

We supported just under 250 local VCS organisation with various volunteering related support either virtually or through 121 sessions.

- attended 10 local events to promote Medway Volunteer Network and spoke to over 200 people specifically about the benefits of volunteering.
- supported the sector to promote over 140 different volunteer roles including doing various promotional materials for the 3 main Vaccine Clinics.
- supported 3 organisations to find local VCS opportunities for their employees to get involved in.
- secured a Google Ad Grant which will award us up to £9 of free advertising each month.
- supported Better Medway's Coffee Mornings by volunteering our time to offer the opportunity to 'connect and chat' for isolated residents in Medway.
- recruited and trained an additional 13 volunteers to support our 2021 Community Engagement programmes.
- our National Volunteers Week Campaign was a big success with over 31 organisations receiving our support pack and 51 local volunteers sending in jigsaw pieces for our display of a large jigsaw puzzle in front of building, and created a thank you video recognising Medway's Volunteers.
- we received a massive 53 Barry Clout Award Nominations in 2021—The highest number ever received in the history of the award, so much so that we recognised an additional 2 volunteers this year, as the quality of the nominations was exceptionally high.
- for National Student Volunteers Week we produced a bespoke 'National Student Volunteers Week' video for Mid-Kent College.
- launched a new website with lots of additional content to support VCS organisations and for local Volunteers.

Some quotes about our Volunteering Support:

'Thanks for helping design my new volunteer documents. This has been unbelievably helpful to me.' - Paramjot Kaur – Sahara Group

'Thanks so much for the volunteers list, which is a huge help. Without the support of organisations like yours, our vaccination programme would not be as successful as it has been so far, so again, a big thank you.'- Lauren Grieve—Pentagon Vaccine Centre

'Wow that's a lot of really great recruitment info. Thank you so much!! Rest assured I will make the most out of it.'  
- James Mason – Mason Foundation

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

Training and Funded Projects

2021 continued to present challenges to the training industry, particularly face to face delivery, as Covid-19 restrictions and guidelines varied throughout the year. MVA's training service therefore continued to respond to these trends and as a result in 2021 we:

- continued to develop, or externally source, online training resources – in particular, 'MVA Bitesize' training videos hosted on YouTube that included topics such as safeguarding, chairing meetings on zoom and inclusion and accessibility considerations when using online platforms.
- continued to offer in-house training solutions for any organisation (either on a face to face basis if social distancing requirements could be met, or online).
- the Funding and Marketing Club remains entirely online, utilising online functions such as breakout rooms and online flipcharts to support engagement during these sessions.

In 2022, we aim to continue supporting the voluntary and community through:

- continued development of high quality training that can be offered on an online (remote) basis. Where possible, we will support MVA staff to deliver these programme training courses.
- offering in-house training solutions for any organisation requiring this.

We will also continue to build on the success of some existing funded projects in 2022:

Involving Medway was a Medway Clinical Commissioning Group contract that MVA has delivered since its inception; in 2019 MVA took on a much larger role in this initiative - delivering the Community Health Researcher and VCS Focus Group programmes.

Again, 2021 continued to present this programme with challenges due to Covid-19. We have also been supporting discussions to help understand the role of this programme to support the new Health and Care Partnership for Medway and Swale, as well as the wider Integrated Care System for Kent and Medway.

This has resulted in MVA delivering varied activities through this programme, including research on Long-Covid and some GP surgery sites in Medway. We have also piloted a new approach of utilising our Involving Medway engagement assets to support a local Primary Care Network to engage with their seldom heard patients on the topic of obesity.

In 2022 we will continue to develop these initiatives and seek to work closely with the Medway and Swale Health and Care Partnership to develop our offer. We will also continue to grow and develop our amazing team of volunteer Community Health Researchers – all of whom have remained incredibly resilient throughout these challenging times – and continue to recruit and support Focus Group Facilitators from across Medway VCS.

Kent & Medway Listens is a contract that was awarded by Kent County Council in 2021. MVA worked collaboratively with a group of our VCS peers (MEGAN CIC, Medway Diversity Forum, Centre for Independent Living Kent, Medway Plus, Befriending Together and Medway Gender Sexual Diversity Centre) to deliver the engagement project for Medway and Swale as part of this contract. As a result, the partners have collectively listened to some of our most seldom heard communities on the issue of the impact of Covid-19 on mental wellbeing. In 2022, MVA will work with the partners to reflect on lessons learned and successes of the collaboration – these will then be shared with the wider VCS to help inspire and develop collaborative working within the sector for other opportunities.

Digital Inclusion has formed a key consideration of many strategic conversations in 2021 and Medway Council's Public Health team contracted MVA to undertake research on this issue with communities that they knew were being disproportionately affected by this issue. MVA worked in partnership with Medway Diversity Forum and Disability Medway Network to deliver this research and have reported these findings to Medway Council. In 2022, MVA will also use the insights gained from this research to help inform any digital related activities that they undertake to ensure we are providing inclusive and accessible support.

The VCS Transformation Academy and Alliance bid to the National Lottery's Communities Fund was successfully awarded in 2021. This proposal was developed in recognition that MVA's infrastructure contract

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

delivers 'business as usual' support for the VCS – but additional programmes, and associated funding, would be essential to empower and build capacity within the VCS to radically transform how they operate. We successfully launched this new programme in December 2021 and have already started to recruit Founding Members to help establish the Academy – and 2022 will see the formal work of this 3-year funded programme commence.

Community Renewal Funding, aimed at supporting local people to find employment, was awarded to the Medway Together collaboration in 2021. MVA worked with the lead partners for this programme, YMCA and University of Greenwich, to support the successful development of this placed-based consortium of 10 VCS partners. In 2022, we hope to support the effectiveness of the collaboration at the local level as well as deliver some direct services as part of the wider programme – with the longer-term aim of securing additional funding based upon the success of this VCS collaboration.

**Financial Capability Project**

Building on 2020's successful Financial Capability Support project, previously funded by KCF, MVA continued to provide money management support to families in Medway, struggling with financial difficulties and the impact of Covid-19 on their income. Throughout the year this project has developed to meet the changing needs of residents, achieving positive outcomes with empowering, 1-2-1 sessions helping clients develop money management skills and the confidence to engage with existing local support to meet their needs. Financial Capability resources found on MVA's website, have been updated to reflect the current economic needs of Medway residents and are available for local VCS use to support their own service users.

**Data:**

Families supported - 40

Individuals helped – 93

Situation impacted by Covid – 100% of clients.

Stress and anxiety relieved – 60% of clients

Medway organisations making referrals - 10

**Feedback from organisations:**

"It has been an absolute pleasure working with you and you have done some amazing work with my clients, so thank you very much." Community Link Worker, Porchlight

"Well done to MVA for organising this mentoring to meet the short and long term needs of Medway's residents".  
Manager, Medway Diversity Forum

"Thank you for your support alongside Family Solutions with the FinCap project! And thank you for sharing some additional resources with us, this is much appreciated". Early Help Coordinator, Strood Children and Family Hub  
Feedback from clients:

"You have actually made life feel like it can have some quality for us instead of just surviving and making do. Thank you" Medway Single Parent

"I had an issue with T.V Licensing, after speaking to you..... I am glad to say this has been resolved"  
Medway Resident

**Befriending and Bridging the Digital Divide**

Now approaching the end of its third year, 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, group meets in parks, cafes and green spaces, virtual sessions over Zoom 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 35 months we have received over 1000 referrals into the service and have managed to recruit over 200 Volunteers, more than 70 of whom are actively making befriending calls to up to 3

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

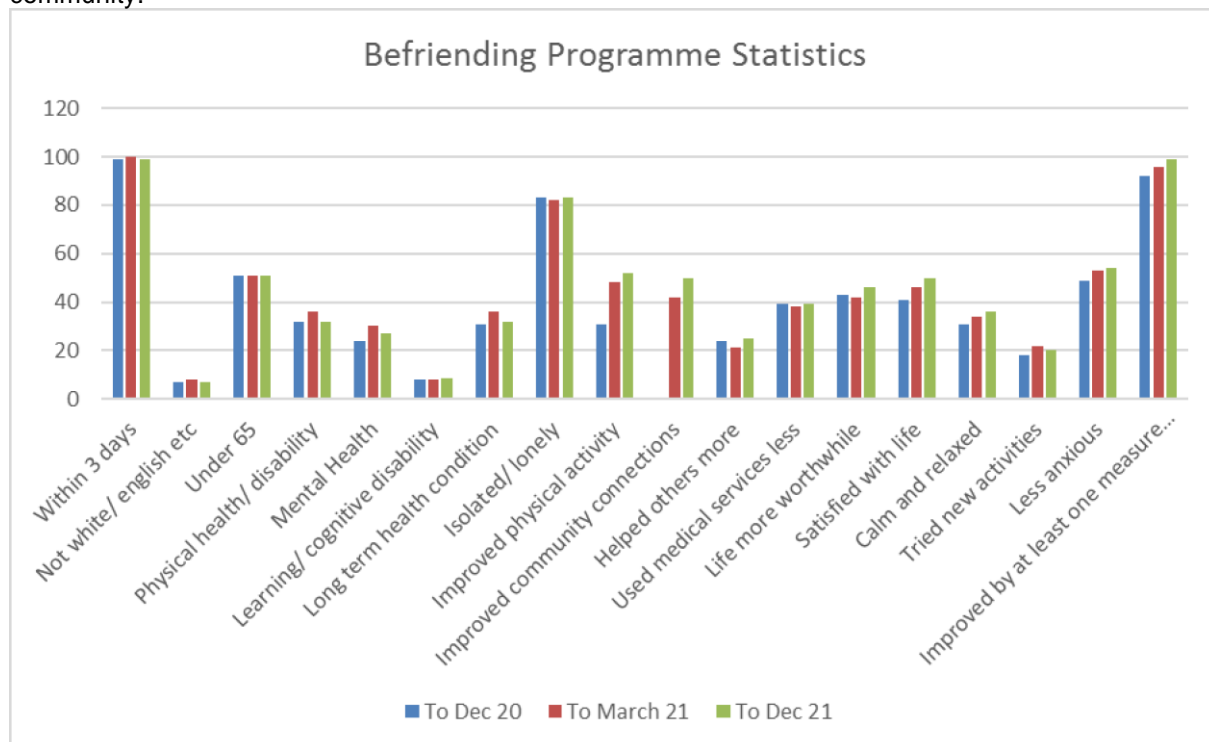
people a week. Volunteers and our members reviewed are showing a marked improvement in health and wellbeing, physical activity and community connectedness, with 39% reducing their need for medical services as a result. For some, the impact has been life changing:

- 49% of referrals have felt happier
- 52% were more physically active
- 54% were less anxious
- 99% of referrals have improved in at least one measure of health and wellbeing.

We were very excited to have had our Befriending Service featured on the radio, Medway Messenger online and in print.

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 unfortunately the Hub was closed permanently. We initially translated the entire service into telephone befriending alongside coffee and chat Zoom sessions twice a week. We have 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 (and weather) allowed. These sessions are held across Medway to allow people without access to transport to attend, often meeting in small parks near people’s houses.

We obtained funding from Kent Sport to enable our park chat sessions to become more active, usually involving at least a short walk. We also obtained funding from Macmillan to hold a monthly support session on Zoom for people affected by cancer. We have received funding from the Kent Community Foundation to trial a new programme - Couch to Community. This will create a supported route for isolated adults from isolation into the community.



We have continued our digital inclusion pilot - Bridging the Divide. This lends 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. We currently have funded 75 tablets across Medway and Swale, 10 of which are specifically for people affected by cancer. 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

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Objectives and activities (continued)**

they can use the tablets.

**NHS Volunteer Responder evaluation**

In December 2020 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.

**d. Main activities undertaken to further the company'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)'.

**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.

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Achievements and performance (continued)**

**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 both MVA and the VCS. MVA are pleased that the Better Together Infrastructure contract has been renewed for a further two years alongside those of our Better Together partners.

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. We are delighted that this has now manifested itself in the Lottery funding for the Transformation Academy and Alliance as these initiatives will consolidate these developments.

In response to the MVA Satisfaction survey/poll collected throughout the year, 100% (of 100 responding organisations) felt MVA had listened to their issues and had responded appropriately. 99% (of 102 responding organisations) felt the Advice and Information provided was helpful. 100% (of 101 responding organisations) felt better connected to other services and support networks, because of contacting MVA.

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 and rebuild their services where required. We were also proactive in providing multi-media platforms with 2348 engagements with these platforms.

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, the Health and Care Partnership) and attending and holding a variety of 'meetings' (154) through 2021, 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.

**Financial review**

Income has increased from £318,941 in 2020 to £465,531 in 2021. Expenditure has increased from £335,555 in 2020 to £362,420 in 2021. This has resulted in a net surplus of £103,614 (2020: deficit of £16,614).

**a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the company 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.

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**b. Reserves policy**

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 £181,210 expenditure. At present the General Fund amounts to £143,937 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.

**c. 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 – this contract has just been extended for a further two years. MVA has also been successful in the renewal of the Befriending project 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**

**a. 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.

**b. Methods of appointment or election of Trustees**

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.

**c. Organisational structure and decision-making policies**

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.

**d. 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.

**e. Pay policy for key management personnel**

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.

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

**Trustees' report (continued)**  
**for the year ended 31 December 2021**

**Structure, governance and management (continued)**

**f. Financial 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
- Setting up the Transformation Academy and Alliance
- Working with Nottingham Trent University to access funding for a Knowledge Transfer Partnership
- 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
- Consolidating our work with the Health and Care Partnership as the Integrated Care System and to support new developments to improve the health and social care of Medway residents and to provide a 'voice' for the sector on these Boards
- 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
- 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 2021**

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the company 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 . 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 company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 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  
by:

and signed on their behalf

**P C Stokes**

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

**Independent examiner's report**  
**for the year ended 31 December 2021**

**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 2021.

**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**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), 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.

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:

Susan Robinson

Kreston Reeves  
Chatham Maritime

Dated:

BA FCA FCIE DChA MCFI

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

**Statement of financial activities (incorporating income and expenditure account)**  
**for the year ended 31 December 2021**

		Restricted funds 2021	Unrestricted funds 2021	Total funds 2021	Total funds 2020
	Note	£	£	£	£
<b>Income from:</b>					
Donations and legacies	3	252,552	200,073	452,625	299,895
Other trading activities	4	-	5,087	5,087	3,641
Investments	5	-	195	195	2,262
Other income	6	-	7,627	7,627	13,143
<b>Total income</b>		<b>252,552</b>	<b>212,982</b>	<b>465,534</b>	<b>318,941</b>
<b>Expenditure on:</b>					
Charitable activities	7	183,562	178,858	362,420	335,555
<b>Total expenditure</b>		<b>183,562</b>	<b>178,858</b>	<b>362,420</b>	<b>335,555</b>
<b>Net movement in funds</b>		<b>68,990</b>	<b>34,124</b>	<b>103,114</b>	<b>(16,614)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		61,289	548,297	609,586	626,200
Net movement in funds		68,990	34,124	103,114	(16,614)
<b>Total funds carried forward</b>		<b>130,279</b>	<b>582,421</b>	<b>712,700</b>	<b>609,586</b>

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

The notes on pages 18 to 31 form part of these financial statements.

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

**Balance sheet**  
**as at 31 December 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	12	<del>6,754</del> 6,754	10,648 <del>10,648</del>
<b>Current assets</b>			
Debtors	13	5,193	3,018
Cash at bank and in hand		<del>730,203</del> 735,396	631,097 <del>634,115</del>
Creditors: amounts falling due within one year	14	<del>(29,450)</del>	(35,177)
<b>Net current assets</b>		<b>705,946</b>	598,938
<b>Total assets less current liabilities</b>		<b>712,700</b>	609,586
<b>Total net assets</b>		<b>712,700</b>	609,586
<b>Charity funds</b>			
Restricted funds	15	130,279	61,289
Unrestricted funds	15	582,421	548,297
<b>Total funds</b>		<b>712,700</b>	609,586

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 \_\_\_\_\_ and signed on their behalf by:

**P C Stokes**  
 (Chair of Trustees)

The notes on pages 18 to 31 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 2021**

**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 2021**

**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 Taxation**

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

**2.7 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.

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**2. Accounting policies (continued)**

**2.7 Tangible fixed assets and depreciation (continued)**

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
------------------	---------------------

**2.8 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.

**2.9 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.

**2.10 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.

**2.11 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.

**2.12 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.

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**2. Accounting policies (continued)**

**2.13 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.

**3. Income from donations and legacies**

	<b>Restricted funds 2021</b>	<b>Unrestricted funds 2021</b>	<b>Total funds 2021</b>	<b>Total funds 2020</b>
	£	£	£	£
Donations	120	-	<b>120</b>	-
Government grants	252,432	200,073	<b><u>452,505</u></b>	299,895
	<u>252,552</u>	<u>200,073</u>	<b><u>452,625</u></b>	<u>299,895</u>
Total 2020	<u>196,714</u>	<u>103,181</u>	<u>299,895</u>	

**4. Income from other trading activities**

**Income from fundraising events**

	<b>Unrestricted funds 2021</b>	<b>Total funds 2021</b>	<b>Total funds 2020</b>
	£	£	£
Training income	4,349	<b>4,349</b>	2,447
Photocopying charges	738	<b>738</b>	1,194
	<u>5,087</u>	<b><u>5,087</u></b>	<u>3,641</u>
Total 2020	<u>3,641</u>	<u>3,641</u>	



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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**5. Investment income**

	<b>Unrestricted funds 2021</b>	<b>Total funds 2021</b>	Total funds 2020
	£	£	£
Deposit account interest	195	<b>195</b>	2,262
	<u>195</u>	<u>195</u>	<u>2,262</u>
Total 2020	<u>2,262</u>	<u>2,262</u>	

**6. Other incoming resources**

	<b>Unrestricted funds 2021</b>	<b>Total funds 2021</b>	Total funds 2020
	£	£	£
Sales and service income	5,579	<b>5,579</b>	7,454
Management fees	2,048	<b>2,048</b>	5,689
	<u>7,627</u>	<u>7,627</u>	<u>13,143</u>
Total 2020	<u>13,143</u>	<u>13,143</u>	

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2021</b>	<b>Unrestricted funds 2021</b>	<b>Total funds 2021</b>	Total funds 2020
	£	£	£	£
Direct costs (note 8)	183,562	178,858	<del>362,420</del>	335,555
	<u>183,562</u>	<u>178,858</u>	<u>362,420</u>	<u>335,555</u>
Total 2020	<u>173,557</u>	<u>161,998</u>	<u>335,555</u>	

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**8. Charitable activity costs**

	<b>Restricted funds</b>	<b>Unrestricted funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Equipment hire	-	-	-	1,125
Insurance	1,485	2,427	<b>3,912</b>	3,734
Legal & professional	-	5,177	<b>5,177</b>	3,614
Postage, printing and stationery	785	1,127	<b>1,912</b>	3,105
Premises expenses	13	206	<b>219</b>	138
Energy and water rates	-	2,491	<b>2,491</b>	2,955
Equipment costs	2,852	14,050	<b>16,902</b>	21,412
Rent	-	13,267	<b>13,267</b>	20,150
Telephone	2,638	5,394	<b>8,032</b>	6,640
Sessional work and training	-	1,637	<b>1,637</b>	2,513
Travel expenses	308	243	<b>551</b>	567
Staff and other expenses	4,925	10,618	<b>15,543</b>	14,757
Sundry expenses	15,490	2,891	<b>18,381</b>	21,888
Advertising and promotions	441	315	<b>756</b>	375
Project expenses	12,000	10,050	<b>22,050</b>	23,293
Management fees	1,828	2,920	<b>4,748</b>	5,154
Independent examination fee	-	1,000	<b>1,000</b>	1,100
Wages and salaries	140,797	78,960	<b>219,757</b>	181,038
National insurance	-	14,670	<b>14,670</b>	10,343
Pension cost	-	6,122	<b>6,122</b>	5,685
Depreciation	-	5,293	<b>5,293</b>	5,969
<b>Total 2021</b>	<u>183,562</u>	<u>178,858</u>	<u><b>362,420</b></u>	<u>330,401</u>
Total 2020	<u>173,557</u>	<u>161,998</u>	<u>335,555</u>	Diff: -5154

**9. Independent examiner's remuneration**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Fees payable to the company's independent examiner for the independent examination of the company's annual accounts	<u><del>1,000</del></u>	<u>1,100</u>

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**10. Staff costs**

	<b>2021</b>	2020
	£	£
Wages and salaries	<b>219,757</b>	181,038
Social security costs	<b>14,670</b>	10,343
Contribution to defined contribution pension schemes	<b>6,122</b>	5,685
	<u><b>240,549</b></u>	<u>197,066</u>

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

	<b>2021</b>	2020
	No.	No.
Project staff	<b>4</b>	3
Administration staff	<b>7</b>	7
	<u><b>11</b></u>	<u>10</u>

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 £50,794 (2020: £47,511).

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 December 2021, expenses totalling £NIL were reimbursed or paid directly to Trustees (2020 - £Nil).

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**12. Tangible fixed assets**

	<b>Office equipment £</b>
<b>Cost or valuation</b>	
At 1 January 2021	32,525
Additions	1,403
Disposals	(1,377)
At 31 December 2021	<u>32,551</u>
<b>Depreciation</b>	
At 1 January 2021	21,877
Charge for the year	5,293
On disposals	(1,373)
At 31 December 2021	<u>25,797</u>
<b>Net book value</b>	
At 31 December 2021	<u><u>6,754</u></u>
At 31 December 2020	<u><u>10,648</u></u>

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**13. Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	<b>63</b>	275
Prepayments and accrued income	<del><b>5,130</b></del>	2,743
	<b>5,193</b>	<b>3,018</b>

**14. Creditors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>4,342</b>	5,460
Other taxation and social security	<b>5,694</b>	9,813
Pension fund loan payable	-	427
Other creditors	<b>10,517</b>	10,823
Accruals and deferred income	<b>8,897</b>	8,654
	<b>29,450</b>	<b>35,177</b>

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

**Notes to the financial statements**  
for the year ended 31 December 2021

**15. Statement of funds**

**Statement of funds - current year**

	Balance at 1 January 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2021 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Fixed Asset Fund	10,648	-	(5,293)	1,399	6,754
Service Development Fund	<u>431,730</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>431,730</u>
	<u>442,378</u>	<u>-</u>	<u>(5,293)</u>	<u>1,399</u>	<u>438,484</u>
<b>General funds</b>					
General Fund	<u>105,919</u>	<u>212,982</u>	<u>(173,565)</u>	<u>(1,399)</u>	<u>143,937</u>
<b>Total Unrestricted funds</b>	<u>548,297</u>	<u>212,982</u>	<u>(178,858)</u>	<u>-</u>	<u>582,421</u>
<b>Restricted funds</b>					
Lawson Endowment Fund - Couch 2 Community	-	7,500	(9)	-	7,491
MHS Homes Group	2,623	-	-	-	2,623
Barrow Cadbury Trust	2,833	-	-	-	2,833
Befriending	36,922	105,795	(124,908)	-	17,809
Involving Medway Project	4,994	46,696	(34,344)	-	17,346
Bridging the Divide	6,849	120	(3,615)	-	3,354
VCSE Liaison	1,583	9,500	(11,083)	-	-
KCF Resilience - Financial capability project	5,485	-	(5,485)	-	-
Bridging the divide - Aviva Community	-	194	(194)	-	-
Bridging the divide - Awards for All	-	10,000	(46)	-	9,954
Bridging the divide - MacMillan	-	6,150	(3,878)	-	2,272
The Community Fund - VCS Coalition	-	66,597	-	-	66,597
	<u>61,289</u>	<u>252,552</u>	<u>(183,562)</u>	<u>-</u>	<u>130,279</u>
<b>Total of funds</b>	<u>609,586</u>	<u>465,534</u>	<u>(362,420)</u>	<u>-</u>	<u>712,700</u>

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

**Notes to the financial statements**  
for the year ended 31 December 2021

**15. Statement of funds (continued)**

**Lawson Endowment Fund – Couch 2 Community**

Funding received from Kent Community Foundation from the Lawson Endowment Fund (application submitted to Vulnerable Adults Theme) to establish a structured programme with tools and support, enabling isolated or lonely individuals in Medway to journey from “couch” to community connectivity.

**MHS Homes Group**

This was a case referral programme to provide an impartial a mediation service to support MHS Homes tenants settle neighbourhood disputes.

**Barrow Cadbury Trust**

A social enterprise champions programme which recruited local sector leaders who were trained to act as advocates and mentors for social investment.

**Befriending**

Funded by Kent & Medway Clinical Commissioning Group, 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, group meets in parks, cafes and green spaces, virtual sessions over Zoom and 1:1 Befriending.

**Involving Medway**

Funded by Kent & Medway Clinical Commissioning Group, delivering the Community Health Researcher and VCS Focus Group programmes and supporting discussions to help understand the role of this programme to support the new Health and Care Partnership for Medway and Swale, as well as the wider Integrated Care System for Kent and Medway.

**Bridging the Divide**

This was a pilot scheme funded by the Test Bed Fund (from Kent & Medway Clinical Commissioning Group) to support a digital inclusion programme - Bridging the Divide. This lends tablets to socially isolated adults in Medway while helping them with a Digital Champion to engage in the digital arena.

**VCSE Liaison**

The Voluntary and Community Sector Emergencies Partnership (funded by NAVCA) was a national scheme set up to mobilise support quickly where Covid was impacting on areas of unmet need, to support the mobilisation of VCS organisations and liaise with other major partners to work in partnership to collectively to address that unmet need.

**KCF Resilience – Financial Capacity Project**

Funded by Kent Community Foundation, MVA continued to provide money management support to families in Medway, struggling with financial difficulties and the impact of Covid-19 on their income.

**Bridging the Divide – Aviva Community Fund**

Crowd funded additional funds to support the continuation of the pilot Bridging the Divide programme.

**Bridging the Divide – Awards for All**

Additional funding to support the continuation of the Bridging the Divide programme to help alleviate isolation as a result of Covid-19 and other life circumstances.

**Bridging the Divide – MacMillan**

Funding to facilitate the purchase of additional tablets for socially isolated residents in Medway and Swale who have or have had cancer, or have been affected by cancer through a close relative.

**The Community Fund – VCS Coalition**

The VCS Transformation Academy and Alliance bid to the National Lottery’s Communities Fund was successfully awarded in 2021. This proposal was developed in recognition that MVA’s infrastructure contract delivers ‘business as usual’ support for the VCS – but additional programmes, and associated funding, would be essential to empower and build capacity within the VCS to radically transform how they

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**15. Statement of funds (continued)**

operate.

**Statement of funds - prior year**

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Fixed Asset Fund	12,475	-	(5,969)	4,142	10,648
Service Development Fund	<del>498,669</del>	<del>-</del>	<del>(64,876)</del>	(2,063)	431,730
	<u>511,144</u>	<u>-</u>	<u>(70,845)</u>	<u>2,079</u>	<u>442,378</u>
<b>General funds</b>					
General Fund	78,987	122,227	(91,153)	(4,142)	105,919
<b>Total Unrestricted funds</b>	<u>590,131</u>	<u>122,227</u>	<u>(161,998)</u>	<u>(2,063)</u>	<u>548,297</u>
<b>Restricted funds</b>					
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
Bridging the divide - Aviva Community	-	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>
<b>Total of funds</b>	<u><u>626,200</u></u>	<u><u>318,941</u></u>	<u><u>(335,555)</u></u>	<u><u>-</u></u>	<u><u>609,586</u></u>



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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**16. Summary of funds**

**Summary of funds - current year**

	Balance at 1 January 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2021 £
Designated funds	442,378	-	(5,293)	1,399	438,484
General funds	105,919	212,982	(173,565)	(1,399)	143,937
Restricted funds	61,289	252,552	(183,562)	-	130,279
	<u>609,586</u>	<u>465,534</u>	<u>(362,420)</u>	<u>-</u>	<u>712,700</u>

**Summary of funds - prior 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>

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	-	6,754	6,754
Current assets	-	735,396	735,396
Creditors due within one year	130,279	(159,729)	(29,450)
<b>Total</b>	<u>130,279</u>	<u>582,421</u>	<u>712,700</u>

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

**Notes to the financial statements**  
**for the year ended 31 December 2021**

**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	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)
<b>Total</b>	<u>61,289</u>	<u>548,297</u>	<u>609,586</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 £6,112 (2020 - £5,685).

**19. Operating lease commitments**

At 31 December 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2021</b>	2020
	£	£
Not later than 1 year	<u><b>18,030</b></u>	<u>6,904</u>

**20. Related party transactions**

During the year S Milford-Kemp (Trustee) provided 1-2-1 support on behalf of MVA to other charities and was paid £385 (2020: £Nil) during the year. No balance was outstanding at year end (2020 - £Nil).