WANTAGE INDEPENDENT ADVICE CENTRE ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs H Bailey

Mr R Batstone

Mr G Beith (vice chairman) Mr I Griffiths (treasurer)

Mr G Hamer Mrs J T Hannaby

Mr P Harbour (chairman)

Mr W R Jestico Mr D Parry Mr K Robbins

Ms A Rowe (vice chairman)

Ms C Walters Mr C Warwick Dr. D Wise Ms K Morgan

Charity number

1161144

Principal address

16 Market Place

Wantage Oxfordshire OX12 8AE

Independent examiner

Chapman Worth Limited

6 Newbury Street

Wantage Oxfordshire OX12 8BS

CONTENTS

	Page
Trustees' report	1 - 4
Independent examiner's report	5
Statement of financial activities	6 - 7
Statement of financial position	8
Notes to the financial statements	9 - 18

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with Wantage Independent Advice Centre Governance and Management Policies Manual, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)".

Objectives and activities

Mission Statement

Wantage Independent Advice Centre works at the heart of the local community and is dedicated to serving those in need of Advice, Transport or Good Neighbour services. Consideration for volunteer and client welfare is the foundation of everything we do. We strive to be the best notwithstanding limitations of budget, space and other resources.

Object

The object of the CIO is:

The relief of those in need, for any reason including but not limited to ill health, disability, financial hardship, social exclusion.

For the purpose of this clause 'social exclusion' means being excluded from society, or parts of society, as a result of one of more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society)."

The object will be met by the provision of services as set out below for the benefit of the Vale of White Horse area.

- 1. An advice and information service
- A transport service
- 3. A Good Neighbour service
- 4. Other services, provided from time to time, which are deemed appropriate and in accordance with the stated charitable objective.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

During the year, Wantage Independent Advice Centre has carried out its public benefit duty and its duty with regard to the objectives of the charity. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Achievements and performance Plan 2020 - 2021

- · Maintain the provision of free advice services, the volunteer transport and good neighbour schemes
- · Continue to explore the need of our services and deliver a tailored approach to the West of the Vale
- Prepare our application to renew a grant from Oxfordshire County Council to support our transport service
- · Continue to work with our IT support company to make sure we stay up to date with technology
- Carry out a quarterly client satisfaction survey. Results to be submitted to the Vale of White Horse District Council via SLA target reporting
- · Attend annual meeting with Grants Officer, review targets and performance to targets
- · Manage finances within budget and in accordance with the reserves policy
- Maintain close contact with elected Councillors to ensure that the Advice Centre has a high profile
- · Support and train staff and volunteers to maintain continuous service improvement
- · Hold an Annual General Meeting in accordance with the Constitution
- Maintain a safe working environment
- Continue with the recruitment campaign for more volunteers in all areas including trustees. This to include identifying suitable candidates to serve as a replacement Chairman
- Identify and explore additional funding avenues to include both core and project related revenue opportunities. This to include both local and national funders with increased focus on core funding
- Continue to develop the tailored, in-house software (WIAConline) for all three services to manage future growth effectively
- · Keep paid staffing levels under review
- · Prepare our application to renew our grant with Vale of White Horse District Council
- · To investigate the impact on the three services of Covid-19
- · To continue to work in partnership with South Central Ambulance Service

Achievements during 2019 - 2020

- We have maintained the provision of free advice services, the volunteer transport and good neighbour schemes
- · We have continued a fortnightly advice service in the Pump House in Faringdon
- The client satisfaction surveys have taken place and the responses collated. The results will be submitted at our next funding meeting.
- · Our Trustee Councillors are attending meetings and feedback to their relevant Councils
- Volunteer training and face to face sessions have taken place throughout the year
- The Volunteer Satisfaction Survey has taken place and the responses collated
- · We employed a Project Manager to set up and explore 'Project West'
- We have completed the investigation into our IT structure and support. We will now be supported by a local company called Riverbank
- · We secured a contract to work in partnership with South Central Ambulance Service.

Plans for the future

- · We will continue our succession planning to recruit a new Chairman
- Implement a structured Trustee recruitment process
- To change our name to more suit all three services and to ensure people realise we are 'In The Vale For The Vale'

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Financial review

The charity ended the year with a deficit of £5,433 due in part to a not being able to access S106 funds. At the end of the year the charity has achieved a level of reserves of £96,571 which includes restricted funds of £1,832. The Trustees aim to set aside an unrestricted reserve of 6 months running costs to be regularly reviewed and adjusted for any changing liabilities.

The Charity's funds come largely from local government and performance related grants however donations are also received.

Structure, governance and management

We are a Charitable Incorporated Organisation registered with the Charities Commission for England and Wales. The charity was established by a charitable trust deed on 1stApril 2015. Wantage Independent Advice Centre commenced trading on the 1st January 2016.

The trustees who served during the year and up to the date of signature of the financial statements were:

Hon. Chairman

Hon. Vice Chairman

Hon. Treasurer

Hon. Secretary

*David Parry

Geoff Hamer
*Kiera Bentley (resigned May 2019)

Jenny Hannaby

Helen Bailey

Christopher Warwick (appointed September 2019)

Christine Walters (appointed June 2019)

Peter Harbour

Ann Rowe/Graham Beith (GB from September 2019)

Ian Griffiths Keith Robbins

*St John Dickson (resigned May 2019)

*James Goodman (resigned May 2019)

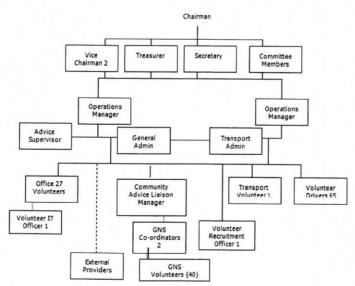
Bill Jestico

David Wise

Ronald Batstone (appointed June 2019)

*Kimberley Morgan (appointed September 2019)

Organisation Structure



^{*}Councillors representing local Councils.

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to risks.

The trustees' report was approved by the Board of Trustees.

Mr P Harbour (chairman)

Trustee

Dated: 15/7/2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WANTAGE INDEPENDENT ADVICE CENTRE

I report on the financial statements of the charity for the year ended 31 March 2020, which are set out on pages 6 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act, and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;

have not been met or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

A Chapman FCA

Chapman Worth Limited

6 Newbury Street

Wantage

Oxfordshire

OX128BS

Dated: 8 9 2020

WANTAGE INDEPENDENT ADVICE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

	Unre	Unrestricted Unrestricted funds	nrestricted	Restricted	Total	Total Unrestricted L	Unrestricted	Total
			designated	2020	2020	general 2019	designated	2019
	Notes	ω	чı	4	£	<u>લ</u>	4	<u>4</u>
Income from: Donations and legacies	က	119,145	316	1,832	121.293	125.678	7.665	133 343
Charitable activities	4	55,379	1		55,379	53,847	'	53,847
Investments	22	473	1		473	419	•	419
Total income		174,997	316	1,832	177,145	179,944	7,665	187,609
Expenditure on: Raising funds	9	859	!	,	859	1,811	I	1,811
Charitable activities	7	180,352	1,367	ı	181,719	182,406	4,819	187,225
Total resources expended		181,211	1,367	1	182,578	184,217	4,819	189,036
Net (outgoing)/incoming resources before transfers		(6,214)	(1,051)	1,832	(5,433)	(4,273)	2,846	(1,427)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

Net (outgoing)/incoming resources before transfers	(6,214)	(1,051)	1,832	(5,433)	(4,273)	2,846	(1,427)
Gross transfers between funds	3,949	(3,949)	1	ï	2,846	(2,846)	i
Net (expenditure)/income for the year/							
Net movement in funds	(2,265)	(2,000)	1,832	(5,433)	(1,427)	ï	(1,427)
Fund balances at 1 April 2019	98,836	5,000	ı	103,836	100,263	5,000	105,263
Fund balances at 31 March 2020	96,571	"	1,832	98,403	98,836	5,000	103,836

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

All income and expenditure derive from continuing activities.

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	9 £
Current assets Cash at bank and in hand		99,668		105,031	
Creditors: amounts falling due within one year	11	(1,265)		(1,195)	
Net current assets			98,403		103,836
Income funds					
Restricted funds <u>Unrestricted funds - general</u>	12		1,832		-
Designated funds	13	-		5,000	
Unrestricted funds		96,571		98,836	
			96,571	·	103,836
			98,403		103,836
			90,403		=====

The financial statements were approved by the Trustees on, 15 17 2020

Mr P Harbour (chairman)

Trustee

Mr I Griffiths

Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Wantage Independent Advice Centre is a charity registered with the Charities Commission in England and Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "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 charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements 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 Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The accounts (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 Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Designated funds are reserves set aside by the trustees for a particular project.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable activities include expenditure associated with meeting the charitable objectives.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

Governance cost include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Accounting policies

(Continued)

1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Donations and legacies က

	_	nrestricted funds	Restricted funds	Total (Total Unrestricted Unrestricted funds	Unrestricted funds	Total
	general o 2020 £	designated 2020 £	2020 £	2020 £	general 2019 £	designated 2019 £	2019 £
Donations and gifts Government grants	29,145	316	1,832	31,293 90,000	32,928 92,750	7,665	40,593 92,750
	119,145	316	1,832	121,293	125,678	7,665	133,343
Donations and gifts Donations from Parish Councils Other donations received	2,385	316	1,832	2,385	1,760	7,665	1,760 38,833
	29,145	316	1,832	31,293	32,928	7,665	40,593
Grants receivable for core activities Vale of White Horse District Council Oxfordshire County Council	58,000	1 1	ï	58,000	58,000	•	58,000
Wantage Town Council Faringdon Town Council	10,000			10,000	10,000		10,000
Grove Parish Council Sovereign	4,000	1 1	T T	4,000	3,000		4,000
	90,000		1	90,000	92,750		92,750

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

4	Charitable activities		
		2020	2019
		£	£
	Transport reimbursements	53,406	51,454
	Miscellaneous	1,973	2,393
		55,379	53,847
5	Investments		
		Unrestricted	Unrestricted
		funds	funds
		general 2020	
		£	
	Interest receivable	473	419
			-
6	Raising funds		
		Unrestricted	
		funds general	
		general 2020	
		£	
	Fundraising and publicity		
	Advertising	859	1,811
		859	1,811
			

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

	2020	2019
	£	£
Staff costs	86,498	82,140
Good neighbour expenses	1,871	2,138
Volunteer and staff expenses	4,709	4,780
Driver reimbursements	36,439	38,643
Comet bus hire	1,367	4,819
Project west	2,169	-
Hardship fund	50	-
Other charitable expenditure	3,178	8,205
	136,281	140,725
Share of support costs (see note 8)	45,438	46,500
	181,719	187,225
Analysis by fund		
Unrestricted funds - general	180,352	182,406
Unrestricted funds - designated	1,367	4,819
	181,719	187,225
-		
For the year ended 31 March 2019		
Unrestricted funds - general	182,406	
Unrestricted funds - designated	4,819	
	187,225	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

8	Support costs					
		Support Go	vernance	2020	2019	Basis of allocation
		costs	costs			
		£	£	£	£	
	Rent	20,160	-	20,160	19,080	100% support costs
	Utilities	5,496	-	5,496	5,665	100% support costs
	IT support/upgrade	5,326	-	5,326	4,978	100% support costs
	Maintenance and repairs	2,633	-	2,633	3,934	100% support costs
	Photocopier	1,786	-	1,786	1,187	100% support costs
	Cleaner	3,110	-	3,110	2,772	100% support costs
	Bank charges	1,120	-	1,120	1,005	100% support costs
	Subscriptions	1,678	-	1,678	1,611	100% support costs
	Printing and stationery	1,464		1,464	2,098	100% support costs
	Insurance	1,800	-:	1,800	1,981	100% support costs
	Miscellaneous items	865		865	296	100% support costs
		45,438	-	45,438	46,500	
	Analysed between					
	Charitable activities	45,438	-	45,438	46,500	

There were no fees charged by the accountants for the independent examination of these or 2018 accounts.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration, expenses or benefits from the charity during the year. Unrestricted donations from trustees totalled £110 (2019 - nil).

10 Employees

Number of employees

The average monthly number of employees during the year was:

The average mentally number of employees during the year mas.	2020 Number	2019 Number
	6	6
Employment costs	2020 £	2019 £
Wages and salaries	86,498	82,140 ———

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

11	Creditors: amounts falling due within one year		
		2020 £	2019 £
	Other creditors	265	195
	Accruals and deferred income	1,000	1,000
		1,265	1,195
		====	====

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	,	Vlovement in funds	
	Balance at 1 April 2019	Incoming resources 3	Balance at 1 March 2020
	£	£	£
IT improvements	-	1,832	1,832

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

Movement in funds	Resources Transfers Balance at expended 31 March 2020	43	- (5,000)	(1,367) 1,051 -	(1,367) (3,949)		Desig	funds funds	2019 2019 2019	3 3 3		98,836 5,000 103,836	98.836 5.000 103.836
	Incoming	£	. •	316	316		Total Un		2020	દ્ય		98,403	98,403
	Balance at 1 April 2019	4	5,000		5,000		Restricted	funds	2020	£		1,832	1,832
	Transfers	£	•	(2,846)	(2,846)			funds	2020	£		1	•
	Resources	æ.	,	(4,819)	(4,819)		Unrestricted Designated	funds	2020	£		96,571	96,571
	Incoming	æ.	ĩ	7,665	7,665		5						
	Balance at 1 April 2018	cu	ment assets 5,000	ice	2,000	ets between funds					Fund balances at 31 March 2020 are represented by:	lities)	
			Provision for replacement assets	Community bus service		14 Analysis of net assets between funds					Fund balances at 31	Current assets/(liabilities)	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

15 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).