



INVESTING IN  
COMMUNITIES

## *VAST Services (1920)*

**Trustees' Report and Consolidated Financial Statements**  
*Year Ended 31st March 2020*



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# Trustees, Directors, Principal Officers & Advisors

VAST is a company limited by guarantee and a registered charity governed by its memorandum and articles of association, which were last amended in 2015.

Company No. 2000818

Charity No. 1049663

## Trustees

Neil Dawson *Chair*  
Mark Barnish *Treasurer*  
John Beech  
David Holton  
Tim Edwards  
Dawn Wickham  
Susan Meredith  
Lesley Morrey  
Nick Maslen

## Auditors

Geens Limited, 68 Liverpool Road,  
Stoke on Trent, ST4 1BG

## Bankers

Unity Bank Plc, Nine Brindleyplace,  
Birmingham, B1 2HB

## Company Secretary

Lisa Healings FCCA

## Key Management Personnel

Lisa Healings FCCA Chief Executive  
(from 18 October 2019) & Finance Director

Andrew Thompson Chief Executive  
(to 18 October 2019)

## Registered Office

Dudson Centre, Hope Street, Hanley, Stoke on  
Trent, ST1 5DD

## Stafford Office

The Hub, 17 Eastgate Street, Stafford,  
ST16 2LZ

VAST is the trading name of VAST Services (1920)

# Chair's Foreword



It is quite difficult to describe this financial year to the end of March 2020 without recognising the impact of COVID 19 on all parts of society from March onwards and particularly on the Voluntary sector and ourselves.

Over the year we have continued to focus on supporting our many members and the communities where they operate. This is being achieved with various support packages, accounts and Independent Examinations, databases, websites and training. Finances for our sector has always been difficult but this year has been extremely challenging for VAST. Grant funding for Infrastructure has been very limited for a number of years and consequently VAST needed to develop income from delivering services. Pressure has continued and our work is increasingly difficult with less resources. VAST is an organisation dedicated to the betterment of the voluntary and community sectors locally and its core objectives remain to support the development of the local VCSE sector utilising all available opportunities to best achieve this. This year we have once again invested from our reserves to allow the organisation to redirect itself to meet our member's needs.

During this period, after 10 constructive years at VAST, it became time for Andrew Thompson to undertake a new challenge and start a new chapter in his career. Andrew left VAST in October 2019 to take up a new position at Groundwork West Midlands. It is important to recognise that Andrew spent an enormously eventful decade here at VAST, and saw the organisation go through some real highs and lows. During this time Trustees worked hard to consider the long-term strategy to position the organisation for the future. While this work took place, Lisa Healings took over as Acting CEO to the end of the financial year, and an interim revised staff structure was put into place. To the credit of all involved this new delivery vehicle was successful and helped VAST to continue to support the sector.

The Board and VAST staff have continued to appraise our position in order that we can best deliver and ensure continued success. We believe that we have a strong competent Board but need to improve our self-evaluation.

VAST, through Lisa Healings, and our small but effective Senior Management Team, has increased engagement with the Strategic Statutory bodies and The National

Lottery Community Fund. This engagement during the COVID-19 outbreak has developed into an extremely constructive relationship with Stoke-on-Trent City Council in supporting those individuals needing the most help in these exceedingly difficult times. We have also encouraged partnership working among other local organisations and VAST has increased its close working arrangements with Support Staffordshire. As a development support organisation VAST has a critical role to play in Stoke-on-Trent and Staffordshire's best and most attractive assets -Voluntary and Community Organisations.

Our two managed support centres, the Dudson Centre in Stoke-on-Trent, and the Hub in Stafford, have continued to maintain reasonable occupancy rates and offer an excellent service to the tenants and room users. The Trustees have also agreed to support and manage the Dudson Centre Museum within the Dudson Centre, it is worth a visit.

VAST ensures quality by continuously examining the value and impact of our work and this has been recognised by externally moderated awards. However, as the public sector continues to shrink due to austerity measures, we are building more effective relationships and partnerships with all sectors. To ensure that we are on target to achieve our ambitions, the Board of Trustees regularly review our strategic approach and have recommitted to be an entrepreneurial service which will develop and create more value for the VCSE sector. We will also develop joint projects with like-minded partners to create more funding opportunities for our VCSE sector.

We have always been innovative and looked at developing solutions to emerging issues. I am confident that we can continue to deliver our passion for the VCSE sector and maintain VAST's position as a key provider of services to the sector.

I would like to thank VAST members for their continued involvement, my fellow trustees and particularly the staff at VAST for their commitment, hard work and dedication and look forward to VAST continuing its invaluable work for the VCSE sector into the future.

Thank you,

*Neil Dawson*

Neil Dawson

Chair

7 December 2020

# Strategic Report

The trustees who are the directors for the purposes of company law present their strategic report for the year ended 31 March 2020 in compliance with S414C of the Companies Act 2006.

## Fair Review of the Business

The Vintage Volunteers project is now embedded and well recognised by a range of stakeholders in the local not for profit sector and we are looking at ways to build on this success going forward as we approach the end of the current funding. We were also successful in securing pilot funding from The Growing Places Fund administered by Charities Aid Foundation to run a Place Based Giving Scheme for Stoke on Trent. The second part of the year was spent working with partners to develop Totally Stoked as a concept of keeping giving, in its widest sense, local. The website launched in February 2020 and we had some early successes with the scheme well received by the local VCSE sector as well as local businesses and statutory bodies.

Unfortunately, shortly after its launch the country entered lockdown and everything went on hold, however the concepts behind Totally Stoked had been noticed by Stoke City Council and we worked in conjunction with them to build the Stoke-on-Trent Together portal, using the same model, to deliver an emergency response to vulnerable and shielding individuals and VCSE organisations in need of support during the pandemic. We have successfully applied for Emergency funding from the Lottery to continue the work of Stoke-on-Trent Together, utilising staff from the Vintage Volunteers and Totally Stoked projects, until the end of December 2020.

The landscape once again shifted for Social Prescribing during the year with NHS England announcements that they were to have Social Prescribing link workers in all GP practices. Our scheme, built on hosting link workers in the voluntary sector rather than in GP surgeries therefore came to and end after a successful pilot year.

We continued to develop our chargeable services and income generation, however these were again impacted at the end of the year by the COVID-19 pandemic which forced the closure of our two managed centres.

The landscape for the VCSE is more difficult than ever, however, VAST has developed a forward plan to ensure continuation of our core purposes and has continued to build key relationships with local authorities and health service bodies as well as other charities, to ensure that we can continue to support and advocate for the VCSE. This has been demonstrated with our strategic partnership with Stoke-on-Trent City Council during the COVID pandemic with Stoke-on-Trent Together and our reputation in the sector is continually improving.

## Achievements and Performance

How we performed against our plans:

What we said we would do	What we did	How successful we were
<b>Chargeable Services</b> <ul style="list-style-type: none"> <li>• Advertise more widely outside the membership base</li> <li>• Develop provision to social enterprises and other types of not for profit</li> <li>• Explore a wider geographical market</li> <li>• Develop a range of packages of support</li> <li>• Deliver training packages around relevant thematic areas</li> <li>• Develop governance support and project evaluation services</li> </ul>	<p>Our chargeable income covering our business support service, creative services, café and refreshment income and income from rentals and £536,040 in the year.</p> <p>We continue to meet with and recruit new clients and our client base has expanded to include more social enterprises</p> <p>We have a number of clients from outside of our local geographic area</p> <p>We started to develop packaged support offers but it is still early days and we have not yet launched any of these offers</p> <p>We have delivered some governance support workshops, but lack of staff capacity meant we were not able to focus on promoting this and project evaluation as a workstream</p>	<p>Our support services continue to provide a value for money option for the VCS and we want to continue to build our potential to offer these services more widely, however pressures on funding for our client base has meant it is difficult to expand our services as rapidly as originally anticipated.</p>
<b>Grants and Contracts</b> <ul style="list-style-type: none"> <li>• Explore funding opportunities to ensure we can continue to deliver in key areas such as volunteering and Social Prescribing</li> <li>• Continually develop our role of strategic liaison between the sector and public bodies</li> <li>• Facilitate collaborative partnership working across the local sector</li> </ul>	<p>We successfully secured funding to continue our Door2Door transport scheme.</p> <p>We worked on extension bids for both vintage volunteers and a partnership project to help the local VCSE sector cope with the increase demands of Social Prescribing. Both of these have been successful at stage 1 applications. Stage 2 applications were delayed due to COVID-19 and will be submitted as soon as possible.</p> <p>We continued to constantly look for appropriate funding opportunities.</p> <p>We continued to facilitate to Stoke Voluntary Sector Chief Officers group and our strategic liaison officer has a seat on many strategic boards</p>	<p>We continue to apply for appropriate funding to ensure our key service offer can continue.</p> <p>We had some successes during the year, but opportunities were limited, particularly at the end of the year when all funding providers switched their focus to emergency COVID-19 relief funding</p>

## Factors Relevant to the Achievement of Objectives

VAST's objectives and the activities derived thereof, have once again been carried out in a turbulent and unpredictable environment, both locally and nationally. Sector funding is continually reducing and there are ongoing reviews of commissioning within the statutory bodies invariably meaning fewer, larger contracts available. There is still an increasing in demand for services provided by the VCSE, with fewer resources available to fund and develop them.

The local political environment continues to be under enormous amounts of continual change, upheaval and review, with many of our statutory partners across a range of thematic areas shrinking, reviewing key strategies and working towards greater co-production and co-commissioning. The transformation agenda sweeping across Staffordshire is certainly welcome but is proving to be an incredibly protracted and complicated process, bringing with it enormous uncertainty, which makes planning during this difficult time quite precarious.

There is a desire from local statutory partners to want to engage with the Sector, and to this end we have been actively involved in a great deal of representation and advocacy work in partnership with our colleagues from VSCOG. We are having some encouraging conversations, but only time will tell if they lead to tangible benefits for the Sector.

Statutory partners have recognised that as there is more to be done with ever diminishing resources,

that they need to improve and reinvigorate their engagement with the VCSE, and as such are re-evaluating their relationship with the sector. The Local Authority have embraced the Place-Based agenda and have identified Asset Based Community Development as a key strategy to develop moving forward, to achieve which requires greater co-production with the VCSE and the communities we serve.

The STP is moving increasingly toward the creation of Integrated Care Teams as a way of working, which require VCSE partners to be core members of such teams and link them to communities and the wider offer of sector partners.

From the start of the COVID pandemic the statutory sector has relied on the VCSE to support its work and it appears that this relationship will continue into the recovery phase. It is hoped that as these discussions continue that there become real tangible benefits and opportunities for the local VCSE to collaborate with statutory partners to deliver on ambitious initiatives.

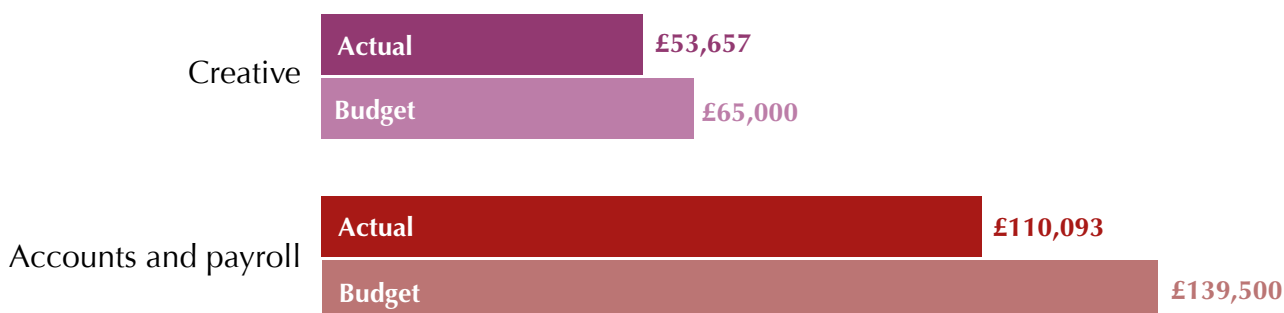
These positive discussions are also yet to impact upon local commissioning. Again this year has seen a continuation of the trend of larger contracts being awarded to national providers. Hopefully, the above positive initiatives will lead to future investment in the local sector.

## Key Performance Indicators

During the year the main key performance indicators used by management to assess performance against objectives were as follows:

## Chargeable Services

Income against budget for chargeable services



The budgets set were challenging and due to continued austerity and funding cuts, organisations are only spending on necessities. We are continuing to look at ways to promote and expand our services.

## Facilities

Occupancy levels for our office space against a target of 85% for the Hub and 90% for The Dudson Centre.

At March 2020 based on income received against total possible income the Hub was 70% occupied and The Dudson Centre was 92% occupied.

Overall income from the Dudson Centre and The Hub



Occupancy levels and room hire at The Hub had been improving greatly however the dispute over the lease and historic costs with Staffordshire County Council led to a period of uncertainty meaning we were unable to advertise the premises. At Dudson Centre we had some period of lower than anticipated occupancy with several changes in tenants.

## Financial Review

Overall our income has remained consistent with the previous year at approximately £1million.

### Income **£1,042,895** (2019 £961,200)

2020 £457,864 £585,031

2019 £425,251 £535,949

Restricted  
 General

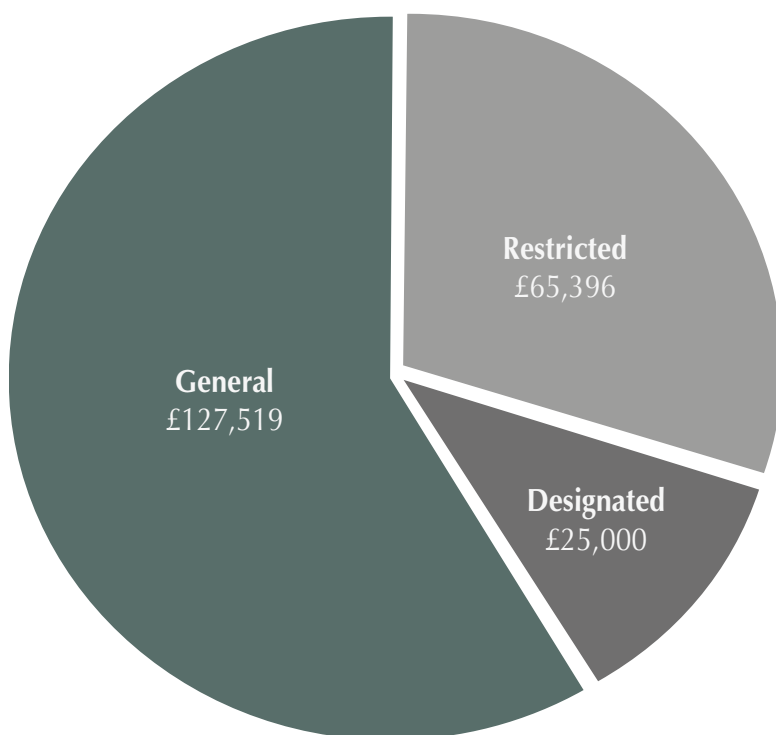
### Expenditure **£1,107,074** (2019 £1,134,020)

2020 £436,725 £670,349

2019 £431,659 £702,361

Restricted  
 General

### Reserves 2020 **£217,915**



Of the designated reserves all £25,000 is set aside to allow for times of underoccupancy and unexpected repair work at The Dudson Centre.

## Financial Review

VAST's principle funding sources for 2019/20 are Stoke on Trent and North Staffordshire Clinical Commissioning groups who fund our Social Prescribing project and a Strategic Liaison post, The National Lottery Community Fund who fund the Vintage Volunteers project and Charities Aid Foundation (CAF) which funded the Totally Stoked project.

A large amount of VAST funding comes from our chargeable services, which in 2019/20 accounted for 57% of income (99% of unrestricted income).

**The charity acts as agent over cash held for the following not for profit organisations:**

- RSPCA – Royal Society for the Prevention of Cruelty to Animals.
- Trentham Pre School
- Stoke on Trent Foodbank
- Haregate Community Centre.
- ASHA
- Bentilee Volunteers
- RubyGirl UK
- NSAAA
- Disability Solutions
- Blurton Community Hub
- St Johns Community Church
- Uttoxeter Gateway
- The Dudson Centre
- Packmoor Community Association
- Expert Citizens UK CIC
- Staffordshire Parish Council Association
- North Staffordshire Carers Association
- Biddulph Valley Way
- Biddulph Methodist Church
- Stoke on Trent Age Friendly City Board
- Abbey Hulton Sports and Social Club
- Green Door Hub
- Multiple Abilities Club
- Headway North Staffs
- NSPDCC
- Smallthorne Social Society
- Silvertree Cleaning
- Rachel Wilson (DP)
- Breakthru' Support Services
- Voice of Hope
- St Andrews with St Peters Pre School
- Werrington YPSG
- Sunflower Families Support Group
- North Staffordshire Medical Institute
- Staffordshire Sight Loss Association

This money is held in order that invoices can be paid on behalf of these organisations, enabling them to achieve their charitable objectives.

These monies are held in the charity's bank account and a separate nominal code kept to record any transactions. These balances are not included in the year end financial statements.

The overall objectives of VAST are to enhance the quality of life of local residents through the development of the social economy by developing the local community and voluntary sectors.

## Policy on Reserves

The policy of VAST has been to invest surplus funds in the growth of the business. VAST aims to carry sufficient cash of up to £100,000 in bank current or higher interest deposit accounts to fund its predicted working capital requirement.

Surplus funds over £100,000 are deposited in a higher interest deposit account, in a high interest fixed term bond or within an investment portfolio.

The VAST trustees aim to maintain sufficient free reserves in unrestricted funds to ensure the charity remains sustainable in the event of a significant loss of funding or other unforeseen financial difficulties arising.

The trustees have carried out a review of the level of reserves necessary, taking into account the key risks identified, to ensure the sustainability of the organisation. This review indicated the need for free reserves in the range of £51,000 and £296,000.

Currently we hold no free reserves. Total reserves stand at £217,915 of which £152,519 is unrestricted, and of this £25,000 is designated.

The long-term aim of the trustees is to be able to set budgets which can increase the level of free reserves to the required level.

## Plans for Future Periods

### *Aims and Key objectives*

To grow VAST to be a thriving and sustainable organisation supporting and advocating for the VCSE sector in Staffordshire.

### **Activities Planned to Achieve Aims**

*We will achieve the above by implementing the following activities;*

#### **Chargeable Services**

- Advertise more widely outside membership base
- Develop provision to Social Enterprises and other types of not for profit organisations
- Explore the market in Cheshire and other surrounding areas where there is currently no similar CVS provision
- Develop a range of packages of support for VCSE and SME's for example start up package etc.
- Deliver training courses around relevant thematical areas
- Develop governance support and project evaluation services

#### **Grants and Contracts**

- Explore funding opportunities to ensure that we can continue to deliver in key areas such as Volunteering and Social Prescribing
- Continually develop our role of Strategic Liaison between the sector and public bodies
- Facilitate collaborative and partnership working across the local sector

## Principle Risks and Uncertainties

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed, and systems or procedures have been established to manage those risks.

The principle risk is considered to be the loss of a major funding stream, however sources of income have been diversified over recent years and a significant portion of income is generated through chargeable service to mitigate this risk.

In approving these financial statements, the Trustees have considered the impact of a number of year on year reductions to free reserves together with the potential impact of the loss of, or failure to renew, one or more contracts, as they come up for renewal over the next year.

The board and the finance and general purposes sub-committee have developed a detailed reserves policy which is closely linked to the key risks identified for the charity, including the potential loss or non-renewal of contracts. Monthly management accounts and cash flow forecasts, include a rolling forecast to the end of each financial year, are updated and presented to these groups for regular review and comparison to the reserves policy papers. This enables the board to react to any pending cash flow issues and gives fair warning of any looming difficulties. The board have examined alternative strategies to ensure any such issues can be faced and costs reduced accordingly to ensure the charity remains a going concern. It is on this basis that the board are able to conclude this going concern risk is manageable.

Other risks considered to be high are risks associated with contracts, competition from similar organisations, provision of misleading advice, project failure the implications of GDPR regulations and loss of key staff. The trustees consider all of these risks regularly and have taken steps to mitigate them where appropriate. These steps include close regular monitoring of performance, maintaining quality standards awards and ensuring all staff are appropriately qualified and trained.

This strategic report was approved by the trustees on 7 December 2020 and signed on its behalf by:



Neil Dawson

*Chair*

# Trustees' Report

## (incorporating the Directors' Report)

### Our Purpose

The Objects for which the Charity is established are to promote any charitable purposes for the benefit of the community within Staffordshire and the West Midlands with particular reference to Stoke-on-Trent; and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

**In furtherance of the above purposes, but not further or otherwise, the Charity may:**

- (i) promote and organise co-operation in the achievement of the objects and to that end to bring together in Council representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above;
- (ii) assist anybody or bodies financially or otherwise;
- (iii) obtain, collect and receive moneys and funds by way of contributions, donations, affiliation fees, subscriptions, legacies, grants and other lawful method, and accept or receive gifts of property of any description (whether subject to any special trusts or not);
- (iv) procure and provide information;
- (v) procure to be written and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets or any other documents;
- (vi) arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes;
- (vii) promote, encourage or undertake experimental work

### Role

VAST is a social enterprise that specialises in providing a range of support functions to the VCSE<sup>1</sup> in Stoke-on-Trent and Staffordshire<sup>2</sup> enabling them to deliver high quality services that benefit local communities and civil society. VAST also promotes the VCSE sector and advocates on their behalf at a strategic level with a wide range of key stakeholders.

<sup>1</sup> Voluntary and Community & Social Enterprise Sector (VCSE) - charities, voluntary organisations, community groups, social enterprises, faith organisations, community interest companies, housing associations and mutuals and co-operatives.

<sup>2</sup> The Geographical entity of Staffordshire which includes Stoke on Trent

## Mission Statement

Develop a vibrant and thriving VCSE to improve the quality of life of local residents.

## Aims

- Support
- Inform
- Connect
- Advocate

## Values

All of our aims are underpinned by the following behaviours;

- Authentic
- Pro-active
- Innovative
- Responsive

All delivered with Integrity and underpinned by these values...

ADVOCATE INNOVATION ACCOUNTABILITY  
DYNAMIC ENABLING  
SOCIAL CHAMPION INVEST TRAILBLAZING SUPPORT  
PROMOTION VOLUNTEERING INSPIRATIONAL QUALITY  
CARING ETHICAL TEAMWORK PROFESSIONAL  
PARTNERSHIP SUSTAINABILITY EXCELLENCE  
DEVELOPMENT PIONEERING SOCIAL CAPITAL EQUALITY INFLUENCING SOCIAL VALUE

# Support

Enhancing and improving the sustainability of VAST through selling of back office services to Voluntary organisations, Community groups, Social Enterprises and Registered Charities in Staffordshire (VCSE) has a twofold advantage. Firstly, it generates income for VAST thus reducing our grant dependency, secondly, and more importantly, it provides high quality services which are professionally delivered by qualified professionals. Our services are extremely competitive compared to private sector organisations providing a similar service with the added advantage of our staff being experts in the requirements of the sector.

# Accounts and Payroll



## End of year accounts and independent examination

Our fully qualified team are experts in the charity and not for profit sector and offer a friendly, professional and affordable service to ensure that trustees and directors can be sure that they are fully compliant with relevant legislation. During the year we have worked with over 100 community groups, charities and social enterprises and we are always keen to talk to new organisations about how we can help them.



## Bookkeeping

We offer a full bookkeeping and management accounts service to ensure that decisions can be made based on accurate up to date information. We are also quickbooks online gold certified pro-advisors so can provide training, support and advice to organisations who wish to maintain their own accounting records.



## Payroll

We offer a fully managed payroll bureau service meaning that payroll is processed simply, quickly and reliably and ensuring that all HMRC and pension requirements are up to date. Our approachable staff are on hand to offer advice and support to take the headache out of paying staff.



## Corporation tax

Whether the organisation is a community interest company or a charity HMRC can request a corporation tax return. We can help complete and submit any required returns and ensure that any tax due is correctly calculated. Many charities who have not been required to submit corporation tax returns in the past are now being requested to do so and this is a constantly growing area of our work.

We are fully prepared for making tax digital for vat and can help organisations prepare and submit vat returns, even in complicated partial-exemption situations.



## Training

We support people at the start of their journey setting up a charity or social enterprise. We offer advice and guidance through the process of deciding the best type of organisation and registering with the necessary bodies. In addition, we offer classroom based or one to one training on all aspects of bookkeeping, accounting and governance for new or established organisations. During the year we have also assisted several organisations facing change by facilitating trustee away days to help them review their purpose and strategy and develop a plan for the future.

## Future aims



Increase the number of organisations we support with year-end accounts and independent examinations to ensure as many local small charities and social enterprises as possible have access to quality, accurate information to provide to beneficiaries, regulators and to support funding applications.



To work with an increased number of local not for profit organisations to give them access to quality governance training and advice through a classroom-based training offer and bespoke support.



Increase access to our advice and support for start-up not for profit organisations.

## Accounts feedback

*"VAST have provided an accurate and up to date payroll service and have been available for any queries we may have had. Excellent service as usual, Thank You"*

*"As ever, excellent service from VAST. Our accounts were delivered to a high standard in a good time frame, and any issues we had were dealt with quickly and effectively"*

*"We have been using VAST for our charity accounts for the past 7 years and always found them professional and very efficient to work with."*



## Digital services



### Database

VAST has a qualified Database Developer in house providing bespoke CRM databases to the VCSE sector, enabling them to easily and effectively manage their contacts, interactions, and to streamline their business processes and reporting mechanisms.

Our solutions enable VCSE groups to easily and effectively monitor their work and services and capture outcomes. We simplify the often-daunting process of reporting on key outcomes which saves our clients time and money.

Our solutions are designed and implemented to ensure that our clients are compliant with GDPR and follow best practice principles with regards to their use of client data.



### Graphic design

Our comprehensive and highly professional Graphic Design service enables even the smallest VCSE group to portray a professional image through a one stop shop for all marketing requirements including the design and production of business stationary, leaflets, brochures, newsletters, posters, annual reports, exhibition stands and much more.

In the past year the graphic design department has maintained good links with existing customers ensuring repeat work and developing relationships with new customers.



### Web design

VAST design and build bespoke websites for our clients and offer everything from a simple one-page website to more complex systems, including e-commerce sites. We provide solutions using a user-friendly CMS that allows our clients to edit and update their own websites.

VAST website design portfolio has continued to expand over the past 12 months, we have completed a variety of bursary websites for SMEs along with larger websites including ecommerce, directory-based sites and news and information distribution sites.



### Print

VAST offers a quality and cost-effective printing service. We print flyers, leaflets, brochures, letterheads, business cards, compliments slips, pull up banners, PVC vinyl banners, annual reports and more.

## Future aims



Moving forward we will continue to develop the VAST CRM system to facilitate improved marketing, including targeting marketing campaigns, as well as centralising the data and information that we hold.



We will deliver bespoke online training via digital platforms including Teams and Zoom, the training will include, website, database and social media.



We aim to research relevant events and conferences in the surrounding area to identify appropriate events to attend to promote our services. We have a strong track record of winning business from attending events and identifying further appropriate events will help us to reach more potential clients.



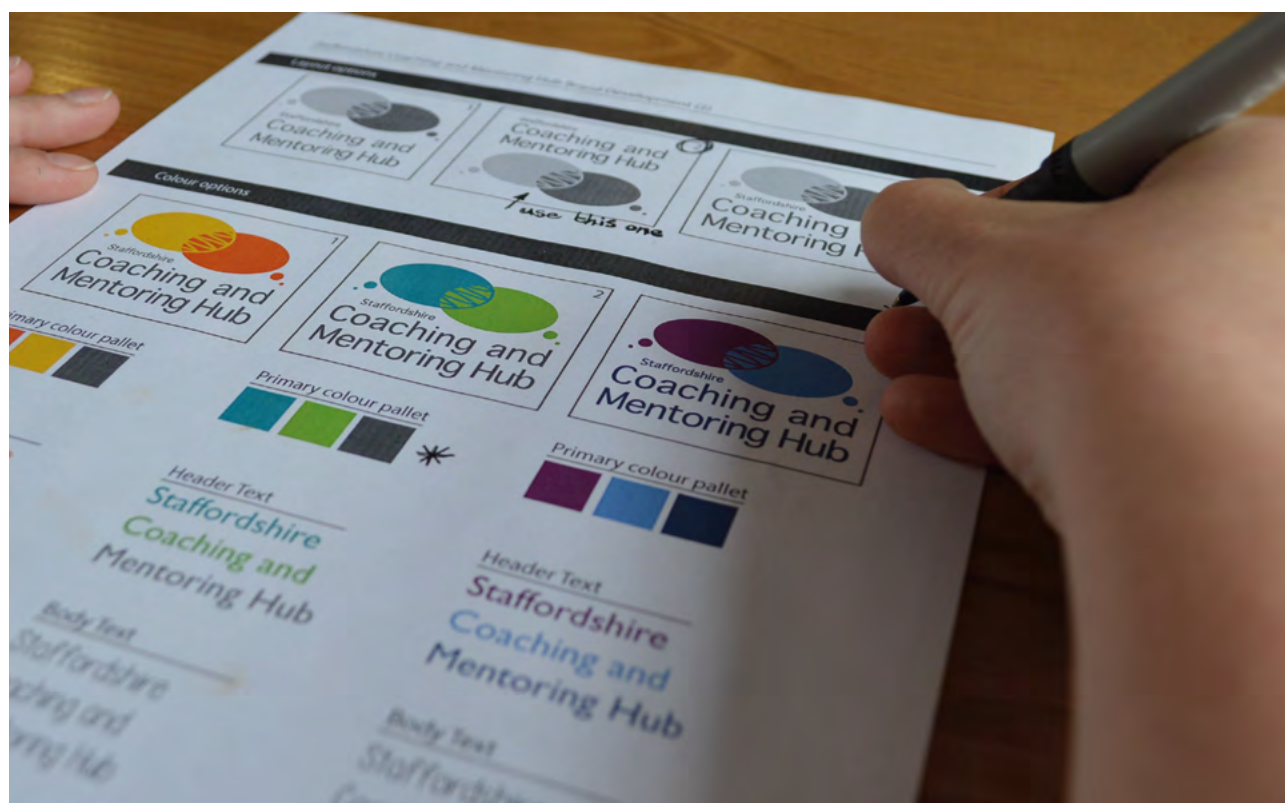
We plan to run a number of direct mail campaigns targeted at local VCSE's with special offers and services.

## Digital Services feedback

*"VAST's Marketing Team have been really helpful with our layout and design ideas for the branding and creation of our new website. Our knowledge on website was limited, so they took everything in small steps and even gave us training so that we were able to update the site going forward."*

*"Feedback on website VAST have developed for us has been phenomenal and has impressed users and also councillors."*

*"We have also gained a lot of bookings through website and promotional material, in fact we're fully booked over Christmas including Christmas day, so although (a lot of work, no rest for the wicked.)"*



## Facilities



During the year VAST hosted The BBC at The Dudson Centre and there was a week long programme of live broadcasts focussing on Stoke on Trent.

Unfortunately, at the end of the year both centres had to close as a result of the national lockdown meaning the café and meeting rooms were unable to generate any income.



### The Hub – Stafford

At the end of March 2020 there were only four empty offices at the Hub, three on the second floor and one on the first floor. One of the large offices on the second floor was being used 2-3 times a week as a training room and the empty office on the first floor has been set up as a training room or a hot desking room. Stand Guide left the Hub this year, however the YMCA moved into their office.

The meeting rooms were used on a daily basis and there was an increase in new external organisations using the meeting rooms on a regular basis.

Due to extra training sessions being held in the meeting rooms the Hub was a very active centre throughout the year and attracted many new visitors. We are planning to hold a series of networking events will be held in the new financial year.



### The Dudson Centre -Hanley

A lot of activity took place at the Dudson Centre during the year, three organisations moved out due to funding, however, five organisations moved in to refill some of the empty offices. Occupancy was consistent at between 90% and 92%.

The use of the meeting rooms continued to increase and they were used on a daily basis.



### The Dudson Museum

VAST took over the management of the Dudson Museum in September 2019 following the Dudson Group entering into administration. The Museum was

officially opened on the evening of Monday 23rd September 2019 after a successful Heritage Open Day event on Sunday 22nd September 2019. Events were planned for the year ahead, however due to the COVID pandemic these have not been possible. The Museum is working towards accreditation and is currently in the process of completing and finalising the eligibility criteria.



## The Dudson Cafe

Visitors to the café during 2019/2020 increased dramatically and it became very busy on a daily basis. Regular groups such as a local inclusive drama group, The Women's Guild, The Rotary Club and Make some Noise used the café on a regular basis.

The menu changed throughout the year with different specials to reflect the changing seasons.

Events were held in the courtyard and the Museum, which the café catered for and, in addition, external buffets were also provided on a regular basis. The café is run by 3 members of staff who provide a friendly face to anyone who visits.

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## Facilities feedback

*"SSAFA Staffordshire are very happy here at The Hub. The service provided by VAST and in particular the administration staff on-site is excellent. We make regular use of the on-site facilities such as the meeting rooms, which are always very well organised and easy to book."*

*"As a new member of staff on the FMBS team I have thoroughly enjoyed hosting our courses at the Hub."*

*You came to my rescue on so many occasions – photocopying student notes as our numbers swelled on the course and all our spare notes were being used, providing me with a ring binder, a hole punch, and extra paper.... the list goes on. The boot of my car is now like a mobile stationery store to hopefully manage all future requests from learners!*

*As a result of my first class experience I can wholeheartedly recommend the Hub and the service you provide, and will be doing so."*

*"It is really useful to be able to hire rooms within the Dudson Centre as it's close to our office base and the booking system is easy to use. The rooms are always set up as requested, they are clean and pleasant to use. The café staff are efficient and the refreshments are excellent quality."*



# Door2door Transport



Door2Door Transport, like the other community transport services in the county, faced an uncertain future when its County Council fund ended. However, the value of this 30 year old service was recognised and supported by Realise Charity and we have worked with them this year to shape its future.

Our Volunteer Drivers enable people to attend their medical appointments, to complete practical errands such as shopping and banking, to get involved in social activities and services or simply visit friends and family. Realise recognised the important role Door2Door plays in improving health and wellbeing, encouraging participation, community engagement and maintaining independence.

Since our work with them began in August D2D has:



## Future:

Going forward we plan to closer align the Door2Door Transport project with our other projects, particularly our work around volunteering. Through this closer working we hope to increase the numbers of Volunteer Drivers as well as use the service to support others to volunteer with local organisations as we know through our Vintage Volunteers work that transport links can often be a barrier for people to take part in volunteering. With the support of Realise we are able to expand the service into Stoke on Trent as we recognise there is a need in the city.

## Door2Door Case Study

June is 81 and suffers with both poor eyesight and hearing. She contacted us as her husband had been admitted to a local nursing home. June is unable to use public transport therefore the only time she was able to visit her husband was when her niece, Annie, was able to take her; however Annie works full time and has children so was finding it a real struggle.

With the support of our drivers, June is now able to visit her husband regularly. Her niece has told us that this service is a lifeline to June and her husband as they have been married such a long time, they would be devastated if they couldn't see each other.

June describes the service as *"wonderful"* and told us she is *"extremely happy"* to be able to spend time with her husband. It is more than just the transport; her physical disabilities are such that June relies on the support to get in and out of the car and helped to the door each time. Our drivers build trusting relationships with the people we support and make sure they get to their destinations safely.



## The VAST Bursary Fund

THE  
Bursary  
A FUND BROUGHT  
TO YOU BY VAST 

Since its inception in 2015, the VAST Bursary Fund has awarded almost £45,000 to more than 100 voluntary sector organisations throughout Stoke-on-Trent and Staffordshire. The fund awards a total of up to £500 towards eligible VAST business services.

Between April 2019 and April 2020, a total of 18 applications were received and subsequently awarded by the panel (VAST management). The total awarded for this period was £8622 an average award of £479

Of these 18 applications, two thirds were from Stoke-on-Trent. The remaining applicants were from VCSE groups based in the Stafford, Newcastle-under-Lyme, and Staffordshire Moorlands areas.

All applications received were for finance and creative services:

- 50% of applications were for website design,
- 39% for accountancy services and,
- 11% of applications were for other creative services including graphic design.

A gift from VAST to our members.

Get £500

from the Bursary Fund

# Inform

To support and help the sector to grow and thrive, we share interesting and relevant information and resources, sector news and important updates to the local voluntary sector.

## Marketing and Communication



Under the Creative Services banner, the main marketing objective is to promote the services we offer, increase our customer-base and generate income. To support and help the sector to grow and thrive, we share interesting and relevant information and resources, sector news and important updates to the local voluntary sector.

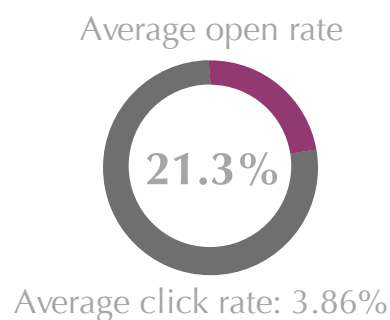
### VAST marketing includes:

**Email marketing** – monthly email newsletters with funding, events and, sector and local news to c.2,000 subscribers. Targeted emails are sent for VAST announcements, events, press releases and more important updates from the wider sector.

**Social media marketing** – using platforms such as Facebook, Twitter and LinkedIn to connect with our followers on a daily basis. We use these platforms to share our own, and other organisations', news, updates, resources, information and any other content that may be of interest to our audiences.

**Content marketing** – the newest addition to our marketing strategy, writing original content about relevant topics for the local sector from national and other local sources. This content is shared on the VAST website and social media channels and distributed through email newsletters.

**Press Releases** – significant VAST news, events and updates are shared with local press via press releases. The PR list currently holds 70 local and national media contacts.



# Connect

Our meeting spaces, events and networks enable VCSE organisations to work together and collaborate amongst themselves and with the wider local community








# TOTALLY STOKED



## Place Based Giving



Totally Stoked is an exciting new place-based giving scheme managed by VAST following a successful funding application in December 2018 to DCMS and CAF. Work began in July 2019 to form the management team, structure, partnership and strategic direction of the scheme.

Applied for funding	Funding received	Staff employed	Partner meetings	Programme shaped	Website developed	Website launched
						
December 2018	April 2019	July 2019	September 2019	December 2019	January 2020	February 2020

Totally Stoked was formed because people in Stoke on Trent need access to a rich variety of resilient VCSE groups and services to help them and their communities to thrive. For this to happen we believe it is vital to provide support to our local VCSE sector. Totally Stoked aims to ensure the sector has access to the support, funds, skills and resources it requires to enable it to give local people and communities what they need to live happy healthy lives.

Totally Stoked works across sectors to bring VCSE organisations, statutory partners and local businesses together to tackle the challenges in our City.

Totally Stoked Priorities	Totally Stoked Values
<p>BUILD A RICHER LOCAL VOLUNTARY SECTOR</p> <p>CREATE A SHARING &amp; CARING ENVIRONMENT</p> <p>SUPPORT HEALTHY &amp; HAPPY COMMUNITIES</p> <p>LET EVERYONE HEAR ALL ABOUT IT!</p>	<p>TURNING INVESTMENT INWARDS TOWARDS THE CITY.</p> <p>BRINGING PEOPLE, IDEAS AND ENERGY TOGETHER.</p> <p>MINIMISING WASTE: TIME, MONEY, ENERGY AND RESOURCES.</p> <p>VALUING EVERYONE'S CONTRIBUTION</p> <p>RAISE, CHALLENGE, INSPIRE, SHINE.</p>

### How it Works

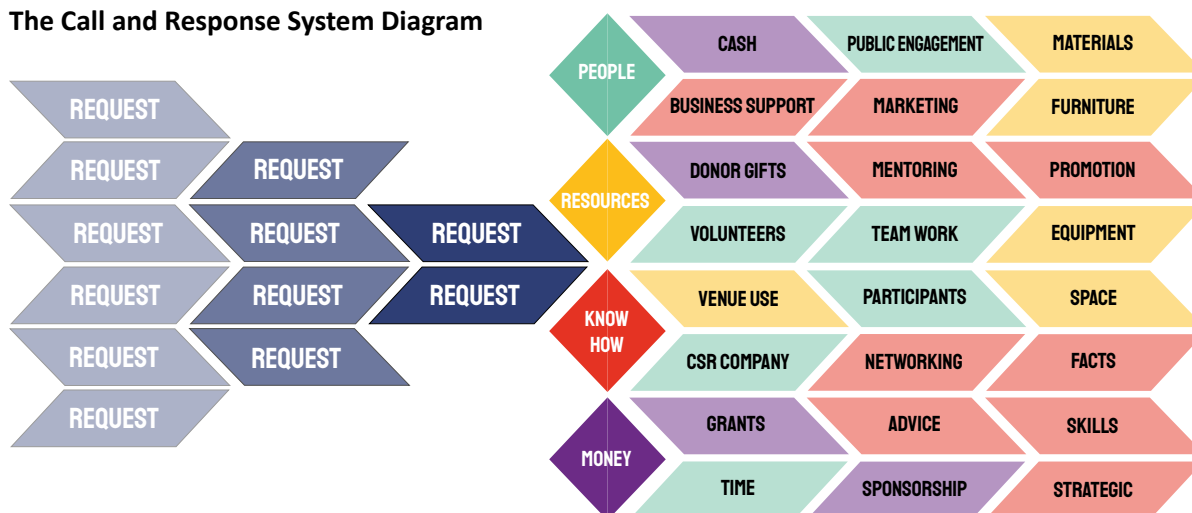
Totally Stoked provides a mechanism so that organisations in the community can get access and request support in four key areas that are common to the practical, operational and development needs of community organisations:

Resources	Know How	Money	People
<p>EQUIPMENT</p> <p>FACILITIES</p> <p>MATERIALS</p>	<p>SKILLS</p> <p>MENTORING</p> <p>NETWORKING</p>	<p>DONATIONS</p> <p>FUNDRAISING</p> <p>SPONSORSHIP</p>	<p>TIME</p> <p>ENERGY</p> <p>PRACTICAL</p>
			

We provide this mechanism by facilitating a 'Call and Response' system. This works alongside a programme of co-produced and bespoke events that provide networking, training and connection opportunities for the VCSE sector and our community.

The 'Call and Response' system enables organisations to 'Request Support' directly into Totally Stoked. Totally Stoked will endeavour to find those who can 'Offer Support' in response to that call. Reversely, people and organisations can 'Offer Support' and we will find the places where that offer can have the most positive impact.

### The Call and Response System Diagram



## Totally Stoked in Action

### Case study 1

A request came in from a local Church hall whose space is used for a variety of activities, including a food bank, childrens activities and a lunch club for elderly members of the community. They needed some electrical work to keep the building safe. Initially we reached out to some of our business partners in the local community who informed us that the work required would be much more significant than initially thought and that funding might be the most feasible option for the group. Working with Keele university we recruited a volunteer funding buddy to work with the group to identify suitable funders and when funding was identified we matched the group with another organisation in the community who has been very successful with this funder in the past and has a good working relationship with them.

### Case study 2

In the first week of the Totally Stoked website opening we had a request for support from a local arts organisations who needed some soft safety mats for an event. We put out the call and emailed some partners and community contacts. One of the partners, All the Small Things CIC who organise the 'Got It Want It' events and '1000 Lives Network' put a shout-out on their Facebook group. A member of the group, a local artist who runs an arts-based project in Middleport got in touch. The local arts project, Middleport231, was more than happy to donate some mats they had going spare to a fellow arts organisation. "I'm an artist so I'm aware of the great stuff B Arts do. I run an arts-based project here in Middleport Middleport231 with studios and arts library."

B Arts used the mats and told us; "They were great and yes we used them! This is just one area of our huge 'middle space' where we had lots of activities going on. We actually added some of our big cushions to the space, which created a multi-use space, so for little babies and toddlers it was a nice crawl and bounce area, and it became a comfy chill zone for the slightly older children later on."

# VAST Volunteering



## VAST Volunteering

VAST are passionate about volunteering and believe it can improve health and wellbeing whilst making a huge difference to local communities. We help people to find volunteering roles locally, matching their skills and interests, as we know this could be an opportunity that helps someone get back into work, assists with a college/university course or simply helps someone to meet new people.

VAST continues to champion the importance of volunteering and, with limited capacity, we have enabled people from Stoke on Trent to volunteer locally through the dedication of our small team and supported by our Volunteer Advisors.

Our Volunteer Management Training is popular and receives excellent feedback.

*"We are implementing the things we were taught on the volunteers training to recruit more volunteers and we are seeing more positive outcomes as different people from different backgrounds are showing a keen interest to join our organisation and volunteer. Thanks Kelly and Jo for the wonderful training workshops."*

The team help local organisations with a variety of training and support around volunteering from helping create engaging role descriptions and advertising opportunities on our website through to support with volunteer policies, training and management.

Through our projects Totally Stoked and Vintage Volunteers we are able to support volunteer brokerage in new ways. Totally Stoked has enabled us to engage with a new audience from local businesses to university students while our Vintage Volunteer team work in much greater depth with older people to enable greater participation in volunteering with people over 60.

## Door2Door Volunteer Case Study

Door2Door provides really important support for those who access the service however, we know that the Volunteer Drivers also say that getting involved has been really rewarding for them.

David has been a volunteer driver with Door2Door Transport since 2003.

*"I had not heard of the Door2Door scheme until by chance I saw a notice asking for volunteer drivers. Since I had just taken early retirement it seemed a worthwhile thing to do".* After taking early retirement he felt that he had a lot of time on his hands and wanted something to focus on.

*"The volunteer work also gives me a chance to meet people which has been great as I sometimes feel a bit down. Meeting different people is really nice and it has also made me realise how difficult things can be for people with mobility problems and/or people living on their own".* David feels it is rewarding to support people in this way.

*"I see the Door2Door service as that which would be provided by a friend or a good neighbour"* but many communities no longer work in this way. He recognises that many of the service users feel safe using the service and describes how they are able to open up to the drivers and use them as a bit of a sounding board when thinking about some of the problems they face.

David regularly attends the drivers meetings and enjoys chatting with the other Volunteer Drivers.

He loves getting the feedback from his service users about how important the service is to them and is pleased that he is able to support his local community in this way.

## Vintage Volunteers



Vintage Volunteers was established in 2017 and is a project run by VAST and funded by The National Lottery Community Fund.

The project supports people aged 50+ to participate in volunteering opportunities which improve their health and wellbeing and make a difference to their local communities. We are an experienced and enthusiastic team that have a history in working with and recruiting volunteers as well as supporting voluntary sector organisations who rely upon the dedication and passion of volunteers.



**45** VCSE SECTOR ORGANISATIONS THAT HAVE DEVELOPED A MORE DIVERSE VOLUNTEERING OFFER TO ENABLE AND ENCOURAGE OLDER PEOPLE TO VOLUNTEER



**39** OLDER PEOPLE REPORT THAT THEY HAVE INCREASED THEIR SOCIAL CONNECTIONS AND FEEL LESS LONELY AND ISOLATED



### Case Study – John

John contacted Vintage Volunteers in February 2019 after coming across a leaflet in the local library. He had recently lost his beloved wife.

John had been his wife's carer and with her passing, he now felt extremely lonely and needed something to fill the void. Over the years he had lost contact with friends and his son lives abroad so it was vital that a sociable role was found.

The team found John various roles that he had a go at but it was finding a gardening role at the beautiful Dorothy Clive garden that felt right to John. After a tour of the gardens he decided it was the perfect role for him and is happily volunteering twice a week.

## Social Prescribing - VCS HUB



“Social prescribing and community-based support: Enables all local agencies to refer people to a ‘link worker’ to connect them into community-based support, building on what matters to the person as identified through shared decision making / personalised care and support planning, and making the most of community and informal support <sup>1</sup>” (NHS England, 2019).

In Stoke-on-Trent a project was established, jointly with Stoke-on-Trent CCG and Stoke-on-Trent City Council, in January 2019 to work with key stakeholders to improve the health and wellbeing of the population using a team of Social Prescribing Link Workers offering actively personalising support that connected people to appropriate voluntary and community services. The aim was to improve people’s capability for self-help; improving health, wellbeing and management of long-term conditions, which would reduce pressure on health services by reducing the need for medical solutions.

Unfortunately this coincided with the publication of the NHS Long Term Plan. The Plan set out a very different landscape in General Practice and healthcare than that which was in place when the scope of this project was agreed. However, there remains merit in the work carried out in this project.

The project ran for 12 months; accepting 548 referrals for nine months and concluding all contacts within the year with 19 GP practices in Stoke on Trent taking part in the project, with a combined patient list size of 146,159.

Anyone aged 18 years or over could be referred into the SPLW service. Just over half of those referred were 65 years or older.

The number of contacts per client varied considerably depending on level of support needed; from as little as one initial assessment phone call to over 20 contacts (calls and face to face) over a six-month period.

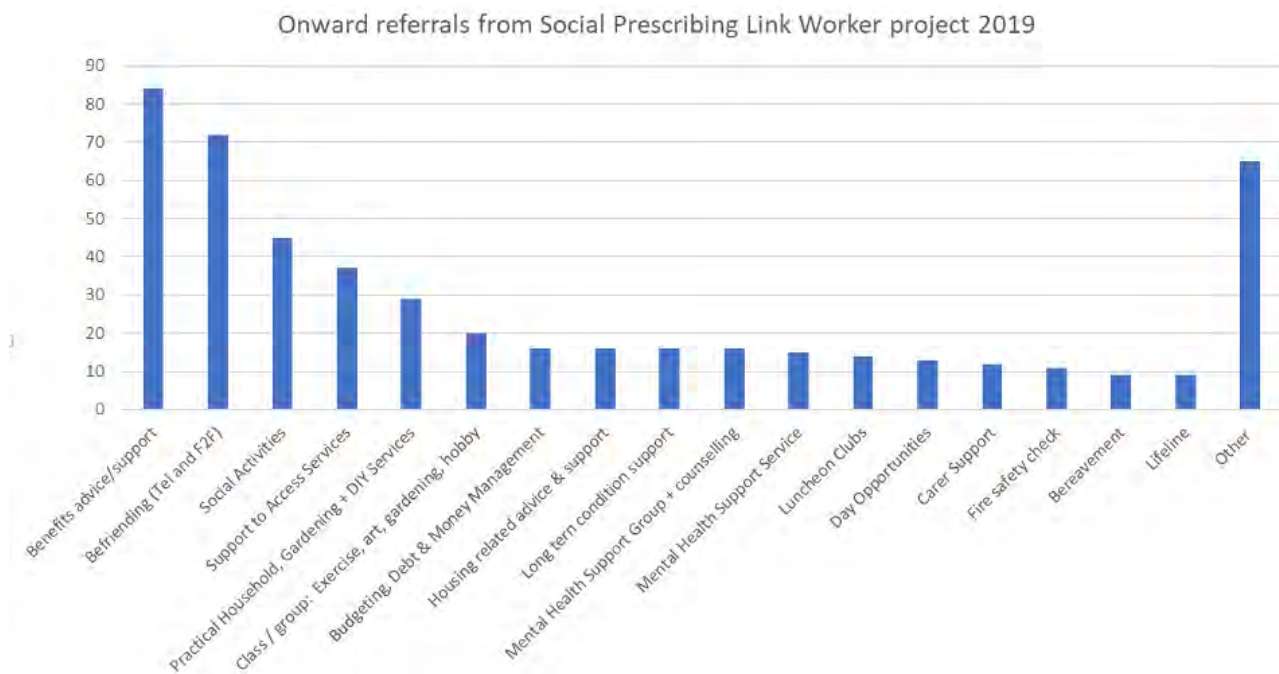
In advance of the project commencing there was a general theory that the introduction of a new referral route into voluntary and community services via the new SPLW role might over-burden the VCSE sector. This idea was supported by some of the onward referral services indicating that they had reached the capacity for which they were funded. Also, SPLWs struggled to find capacity in services, activities and groups for:

- the working age population (especially around returning to / entering work initiatives and times to suit working hours)
- people needing bereavement support (VCSE services are in high demand and have long waiting times)
- face-to-face befriending/conversation
- affordable gardening services (both one-off and regular gardening)
- groups and activities for Asian women
- affordable / free transport
- help with benefits claims, assessments and challenges

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<sup>1</sup> Extract from: <https://www.england.nhs.uk/wp-content/uploads/2019/01/universal-personalised-care.pdf> extract.

Figure 1: Types of service to which clients were onward referred



## Client Feedback

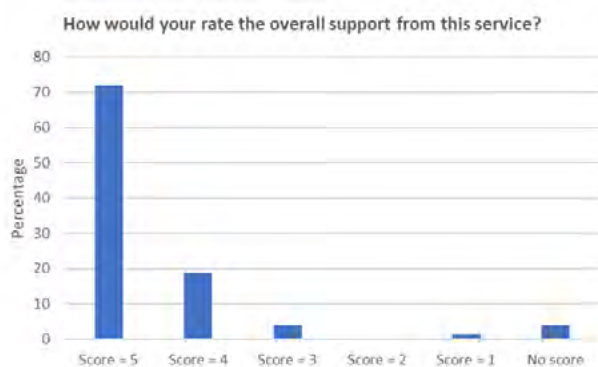
Clients were sent a short feedback questionnaire after they had received support from their SPLW.

Feedback was generally very positive, with 90% of the clients who returned questionnaires scoring 4 or 5 out of five on the rating scales.

A small sample of clients was followed up at approximately six months from date of referral.

Of the 11 interviewed, ten were still engaged in the group or service that they had been helped to identify for their needs (one was still considering which support / group to take up). Nine felt more able to take care of their own health and wellbeing than before they had support from the SPLW; two felt the same about this.

Clients talked about improved confidence and ability to manage life issues. One felt her anxiety was reduced as a direct result of being supported to join an appropriate group.



- What worked well for the clients
- Based on client feedback the following themes emerged as appreciated and important:
- SPLW contacting the client within 7 days of referral.
- Having enough time to talk with the SPLW about "What matters to me".
- Having a person who was easy to contact for information (especially around housing and benefits concerns).

- Knowing that there was someone who could accompany them to the first (and occasionally second and third) engagement with a new group or activity.
- Being assured by the SPLW that if the groups or activity wasn't appropriate, they would still receive the support to try something different.
- Recognising improvement in confidence to deal with life issues.

### Future needs

This project has highlighted the value to individuals of a SPLW helping with a personalised care plan which can include community and voluntary support activities.

The project has also identified the need for investment in a broad range of VCSE sector capacity to match the increased demand from the SPLW service (which is due to grow further under the new GP contract).

### Feedback from client follow-up questionnaires

*"This is the best service I have ever received, and I am more than pleased."*

*"I don't think she [Link Worker] has a clue how much she really helped me, so thank you"*

*"It makes me feel happy to be going out with someone to speak to rather than going about on my own I feel more secure."*

*"Without exception everyone I dealt with or spoke over the phone was helpful, friendly, no matter how 'stupid' my question was, I can't fault anyone. Brilliant service".*

# Advocate

Our strategic presence and national connections allow us to be voice for the grassroots VCSE community who could otherwise go unheard

## Stoke Parent Carer Forum



VAST were approached by Stoke on Trent City Council to support the development of a Parent Carer Forum for the city. Recent attempts to re-establish a local forum had not been successful and we agreed a new approach, working with relevant local VCSE organisations to form a steering group.

Parent Carer Forums are part of the SEND code of practice which states “Parent Carer Forums are representative local groups of parents and carers of children and young people with disabilities who work alongside local authorities, education, health and other service providers to ensure the services they plan, commission, deliver and monitor meet the needs of children and families”.

VAST is facilitating the development of the Stoke Parent Carer Forum and are working with regional and national organisations Contact a Family and NNPCF (National Network of Parent Carer Forums) to help us achieve this.



## We engaged with 30 Locals organisations

### **Future:**

We, along with Stoke on Trent City Council colleagues, are keen to see a successful forum established locally. Building on our initial meetings and the brand that we have developed, we will work with our steering group to develop the governance structures to ensure this is locally owned and driven on behalf of local parent carers. Through our already established Strategic work we are well placed to enable a strong new voice to provide a critical friend role to our local statutory services.

## VAST Strategic



VAST continues to support the local VCSE Sector to understand and engage with the evolving health agendas through our Strategic Liaison work.

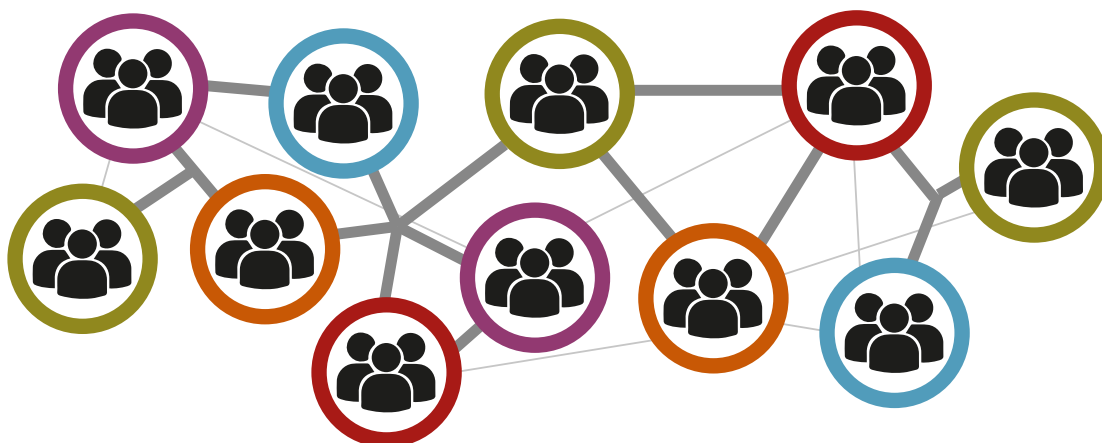
### Strategic Engagement

VAST is an advocate for the VCSE sector and facilitates the strategic engagement of the sector with a range of statutory partners including the Clinical Commissioning Groups in Stoke-on-Trent and Staffordshire, the wider Sustainability and Transformation Partnership (STP) and Local Authorities to support and enable the VCSE sector to play an active role in improving health and wellbeing for our local population.

The aim of this engagement between the VCSE sector and statutory bodies is to promote mutual understanding between the two sectors and enables them to work better together in partnership and collaboration to best serve the local population.

This year, the focus has been on consolidating and extending this cross sector engagement. We continue to support the sector to provide strong and credible representation of the VCSE across a range of Boards, Partnerships and STP workstreams. The aim remains that the VCSE should become more involved in strategic, system wide thinking and planning.

### VAST'S STRATEGIC LIAISON OFFICER REPRESENTS THE VCSE AT 15 REGULAR STATUTORY BOARDS AND STEERING GROUPS



VAST has supported the ongoing development of the CCG's countywide VCSE Sector Strategy, providing the background and challenges, enabling local sector representatives to provide feedback and co-produce this. Work on this continues and we shall continue to champion the importance of an effective strategy which both sectors can buy into and gain benefits from.

The NHS Long Term Plan introduced a new system architecture which existing structures have started to evolve into. Through our Strategic Liaison work we continue to ensure the VCSE sector intelligence and offer remains central to the system as it slowly evolves from STP to Integrated Care System (ICS) and Alliance Board to Integrated Care Provider (ICP).

One of the biggest changes over the year has been the way that GPs have come together to form Primary Care Networks (PCNs). The national vision places these networks firmly in their local communities and part of their requirement to reach maturity is around their approach to Asset Based Community Development. On a practical level our projects have been involved in a number of PCN launch events and recognise the trusted role they have with their patients as the events are well attended and have provided really positive engagement with local communities.

## Social Prescribing

The evolution and implementation of the Social Prescribing agenda across Staffordshire has been frustrating for VAST and many local organisations involved. The prospect looked exciting at the start of the year as the Health and Care Transformation Board provided approval of the model co-developed through the Social Prescribing Advisory Group which VAST jointly hosts with Support Staffordshire. The model firmly embedded the agenda within the local voluntary sector and draws on the expertise from both infrastructures organisations and their local sector members and partners.

Very sadly this opportunity for health and care to access the huge range of specialist and bespoke support offered by the VCSE in a consistent way across the STP footprint did not come to fruition. Despite Board approval there was little steer from the system to the newly forming Primary Care Networks and the agenda evolved in an inconsistent way across the county. The 26 Primary Care Networks have largely opted to have a Social Prescribing Link Worker but there is a mix of directly employed and hosted models and a range of hosts employing the Link Workers with no requirement to work in a joined up way.

This missed opportunity has been repeated across the country and VAST has continued to work as part of the Social Prescribing Network regionally and nationally to raise concerns, provide feedback and seek to influence policy particularly championing the wider issues around resourcing the sector's capacity to provide the "social prescriptions".

## Events after the end of the period

The COVID-19 pandemic in early 2020 led to a National lockdown from 23 March 2020. As a result, both The Dudson Centre, including the Café and The Dudson Museum, and The Hub were closed. All facilities staff were furloughed using the governments Job Retention Scheme. All meeting room hire and café income was lost for the period of the closure.

From the start of the pandemic we worked closely with Stoke on Trent City Council as their strategic partner on Stoke-on-Trent Together, the local response to providing support for vulnerable and Shielded individuals in conjunction with the local VCSE. We developed and hosted the website portal and staff from our funded projects were diverted to work on #Stoke-on-TrentTogether providing essential support for VCSE organisations who needed to quickly build capacity and also working with the many individuals who came forward to volunteer to ensure that they could be appropriately placed in voluntary sector roles.

We were able to secure emergency funding for this work from Stoke-on-Trent City Council, The Community Foundation for Staffordshire (National Emergencies Trust and The National Lottery Community Fund).

There are no financial implications of these events that are required to be reflected in the financial statements for this year.

# Organisation Structure

VAST is governed by a Board of up to not less than three Trustees who are appointed by the board based upon a skills matrix to ensure a range of skills and representation from all communities. This is achieved in one of three ways:-

- Any voluntary organisation or community group either based in or operating in Staffordshire is eligible for voting membership. On becoming voting members they may nominate trustees.
- Trustees try to ensure an ongoing and appropriate skills and gender balance. Where any gaps are noted they seek to appoint appropriate skills through an application process.
- Occasionally the trustees may co-opt individuals with relevant skills to strengthen the Board.

All of these appointments are then ratified by members at the AGM.

The day to day management and running of the charity has been delegated to the Chief Executive supported by the senior management team via a written scheme of delegation, which is reviewed and updated annually.

The Board meets quarterly and also has a finance audit and risk sub-committee which also meets quarterly. Task and finish working groups are set up and meet as required to deal with specific issues

## Current Serving Trustees:



**Neil Dawson**  
*Chair*



**Dawn Wickham**  
*Sub-committee  
Human Resources*



**Mark Barnish**  
*Treasure*  
*Sub-committee  
Finance*



**Lesley Morrey**



**John Beech**



**Tim Edwards**



**Susan Meredith**  
*Sub-committee  
Finance*



**Nick Maslen**



**David Holton**  
*Sub-committee  
Finance*

# Governance

## Governing Document

VAST is a company limited by guarantee and a registered charity governed by its memorandum and articles of association, last amended in 2015.

### Trustee Induction and Training

All trustees receive an induction into VAST and receive a handbook. In addition, we have embarked on a programme of development including a series of away days for trustees. These sessions focus on governance issues for trustees including finance, structure and strategic planning.

### Public Benefit

The trustees confirm that they have referred to the Charity Commission guidance on Public Benefit when planning the activities of the charity.

### Statement of Trustees Roles & Responsibilities

The trustees (who are also directors of VAST for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations. Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and accounting estimates that are reasonable and prudent.

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### Pay Policy for Senior Staff

The trustees consider that the board of trustees and senior management team comprise the key management personnel of the charity. All trustees give their time freely and no trustee received remuneration for their services in the year. Details of any related party transactions are disclosed in note 9 & 20 to the accounts.

The pay scales for senior staff are set by the trustees and are benchmarked against other similar size organisations operating in the area. Pay of individual members of the management team are reviewed annually as part of the organisation's appraisal system and this review takes into account performance and any additional responsibilities as well as increases in average earnings.

### **Related Parties, Partnership Working and Networks**

The Charity continues to support and participate in several key and strategic partnerships representing the interests of the VCSE.

VAST is affiliated to NAVCA (National Association of Voluntary and Community Action) and is also extensively involved in several networks and partnerships including –VSCOG (Voluntary Sector Chief Officers Group) The North Staffordshire Collaborative Network & Team Staffordshire.

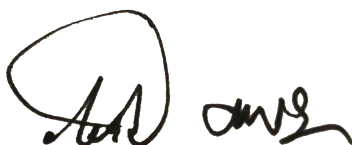
VAST's annual report and financial statements for the year ended 31 March 2020 have been prepared by the trustees in accordance with the Charities Act 2011.

The trustees have adopted the provisions of the Statement of Recommended Practice FRS102 in preparing the annual report and financial statements of the charity.

### **Auditors**

Geens Limited will be reappointed in accordance with Chapter 2 of Part 16 of the Companies Act 2006.

This trustees report was approved by the board on 7 December 2020 and signed on their behalf by:



Neil Dawson  
Chair

### **Related or connected charities:-**

The Dudson Centre is an independent charity (reg. No. 1059186), the trustees of the Dudson Centre have subcontracted the management of The Dudson Centre to VAST. VAST is a member of this charity.

Healthwatch Stoke-on-Trent CIO is a separate charity (reg no: 1151423) whose accounts are consolidated within these financial statements on the basis that VAST exercises dominant influence and control over its activities. Further information can be found in note 20 to the accounts.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS AND TRUSTEES OF VAST SERVICES (1920) FOR THE  
YEAR ENDED 31 MARCH 2020 (REGISTRATION NO:1049663)**

## **Opinion**

We have audited the financial statements of VAST Services (1920) (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2020 which comprise the Consolidated Statement of Financial Activities (including the income and expenditure account), Consolidated and Charity Balance Sheets, Statement of Consolidated Cash Flows and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 March 2020 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **INDEPENDENT AUDITORS REPORT TO THE MEMBERS AND TRUSTEES OF VAST SERVICES (1920) FOR THE YEAR ENDED 31 MARCH 2020 (REGISTRATION NO:1049663)**

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustee's Report and Consolidated Financial Statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the directors' report and the strategic report, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report, which includes the directors' report and the strategic report, has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the group and parent charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS AND TRUSTEES OF VAST SERVICES (1920) FOR THE YEAR ENDED 31 MARCH 2020 (REGISTRATION NO:1049663)

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities Statement set out on page 40, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charitable company or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs(UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

A further description of our responsibilities for the audit of the consolidated financial statements is located on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with Chapter 3 or Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Steven Archer FCA  
(Senior Statutory Auditor)

For and on behalf of Geens Limited, Statutory Auditor

Geens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

68 Liverpool Road  
Stoke on Trent  
Staffordshire  
ST4 1BG

Date: 07/12/2020

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

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £
<b><u>Income and endowments from</u></b>				
Other trading activities	3	48,352	-	48,352
Investments		639	-	639
<b>Charitable activities</b>				
-Chargeable services	4	536,040	13,881	549,921
-Grants & Contracts	4	-	443,983	443,983
<b>Total</b>		<b>585,031</b>	<b>457,864</b>	<b>1,042,895</b>
<b><u>Expenditure on</u></b>				
Raising funds	5	57,723	-	57,723
Charitable Activities	5	612,626	436,725	1,049,351
<b>Total</b>	5	<b>670,349</b>	<b>436,725</b>	<b>1,107,074</b>
<b>Net income/ (expenditure)</b>		<b>(85,318)</b>	<b>21,139</b>	<b>(64,179)</b>
Transfers between funds		1,775	(1,775)	-
<b>Net Movement in Funds</b>		<b>(83,543)</b>	<b>19,364</b>	<b>(64,179)</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	17-18	236,062	46,032	282,094
<b>Total funds carried forward</b>		<b>152,519</b>	<b>65,396</b>	<b>217,915</b>

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

All incoming resources and resources expended derive from continuing operations.

The notes on pages 49-68 form part of these financial statements.

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING THE INCOME AND EXPENDITURE**  
**ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £
<b>Income and endowments from</b>				
Other trading activities	3	33,067	-	33,067
Investments		800	-	800
Charitable activities				
Chargeable services	4	502,082	12,322	514,404
Grants & Contracts	4	-	412,929	412,929
Total		<u>535,949</u>	<u>425,251</u>	<u>961,200</u>
Expenditure on				
<b>Raising funds</b>	5	66,554	-	66,554
Charitable Activities	5	635,807	431,659	1,067,466
Total	5	<u>702,361</u>	<u>431,659</u>	<u>1,134,020</u>
Net income/ (expenditure)		(166,412)	(6,408)	(172,820)
Transfers between funds		-	-	-
<b>Net Movement in Funds</b>		<u>(166,412)</u>	<u>(6,408)</u>	<u>(172,820)</u>
<b>Reconciliation of Funds</b>				
Total funds brought forward	17-18	<u>402,474</u>	<u>52,440</u>	<u>454,914</u>
<b>Total funds carried forward</b>		<u>236,062</u>	<u>46,032</u>	<u>282,094</u>

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

All incoming resources and resources expended derive from continuing operations.

The notes on pages 49-68 form part of these financial statements.

**CONSOLIDATED AND CHARITY BALANCE SHEETS AS AT 31<sup>ST</sup> MARCH 2020**

	Notes	Group		Charity	
		2020	2019	2020	2019
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	11	252,670	277,995	252,670	277,995
Investments	12	-	-	-	-
		<u>252,670</u>	<u>277,995</u>	<u>252,670</u>	<u>277,995</u>
<b>Current Assets</b>					
Café Stock		-	602	-	602
Debtors	13	152,174	143,981	152,174	152,672
Cash at bank and in hand		<u>61,641</u>	<u>81,982</u>	<u>61,641</u>	<u>81,982</u>
Total Current Assets		213,815	226,565	213,815	235,256
<b>Liabilities</b>					
Creditors:					
Amounts falling due within one year	14	(203,570)	(163,599)	(203,570)	(177,463)
<b>Net Current Assets</b>		<u>10,245</u>	<u>62,966</u>	<u>10,245</u>	<u>57,793</u>
<b>Total Assets less Current Liabilities</b>		<u>262,915</u>	<u>340,961</u>	<u>262,915</u>	<u>335,788</u>
Provisions for Liabilities	15	(45,000)	(58,867)	(45,000)	(58,867)
<b>Total Net Assets</b>		<u>217,915</u>	<u>282,094</u>	<u>217,915</u>	<u>276,921</u>
<b>The Funds of The Charity</b>					
Capital funds		6	6	6	6
Unrestricted funds - General	17	127,519	161,062	127,519	161,062
Unrestricted funds - Designated	17	25,000	75,000	25,000	75,000
Restricted funds	18	<u>65,390</u>	<u>46,026</u>	<u>65,390</u>	<u>40,853</u>
		<u>217,915</u>	<u>282,094</u>	<u>217,915</u>	<u>276,921</u>

This report has been prepared in accordance with the Statement of Recommended Practice –Accounting and Reporting by Charities FRS102 and in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

The financial statements on pages 45-68 were approved by the Board on 7 December 2020 and signed on its behalf by

Mark Barnish

Treasurer



**STATEMENT OF CONSOLIDATED CASH FLOWS FOR THE YEAR ENDING 31 MARCH 2020**

	Notes	2020 £	2019 £
<b>Cash flows from operating activities:</b>			
Net cash provided by/ (used in) operating activities	22	<u>(17,524)</u>	<u>(101,426)</u>
<b>Cash flows from investing activities</b>			
Dividends and interest from investments		639	800
Purchase of investments		-	-
Proceeds from sale of investments		-	-
Purchase of property, plant and equipment		(3,456)	(11,532)
<b>Net cash provided by/ (used in) investing activities</b>		<u>(2,817)</u>	<u>( 10,732)</u>
Change in cash and cash equivalents in the year		<u>(20,341)</u>	<u>(112,158)</u>
Cash and cash equivalents at the beginning of the year		<u>81,982</u>	<u>194,140</u>
<b>Cash and cash equivalents at the end of the year</b>		<u>61,641</u>	<u>81,982</u>
<b>Cash and Cash Equivalents Comprises:</b>			
Cash at bank and in hand		<u>61,641</u>	<u>81,982</u>

## NOTES TO THE FINANCIAL STATEMENTS

### **1. ACCOUNTING POLICIES**

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

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

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards in the UK and Republic of Ireland (FRS102) (effective January 2019) – (Charities SORP (FRS102) and the Companies Act 2006.

VAST Services (1920) meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

In preparing the financial statements the Trustees have made a key judgement following a dispute with Staffordshire County Council (SCC) regarding the lease agreement for 17 Eastgate Street, Stafford and the issuance of recharge invoices going back over a number of years. The judgement is that the lease will continue to the original end date and a satisfactory financial settlement will be reached within the amounts provided for in the financial statements. The Trustees judgements are supported by negotiations nearing agreement with SCC post the balance sheet date. No other judgements have been made apart from those involving estimates in the process of applying the charity's accounting policies. No assumptions concerning the future have a significant risk of causing material adjustment to the carrying value of assets and liabilities within the next reporting period.

### **1.2 Going Concern**

The accounts have been prepared on a going concern basis. The trustees have reviewed budgets and cash flow forecasts for the next 12 months and consider that the charity will be able to meet all obligations as they fall due for the foreseeable future. The charity is currently in the process for retendering for a number of grants. If these tenders are not successful the operations of the organisation could be scaled back to ensure that all expenditure could be met within the level of income available.

### **1.3 Group financial statements**

These financial statements consolidate the results of the charitable company and its subsidiary Healthwatch Stoke-on-Trent CIO on a line by line basis. A summary of the financial activities of the charity itself is included in note 2.

### **1.4 Income**

Income is credited to the Consolidated Statement of Financial Activities in the period in which it is receivable.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

Income from chargeable services and facilities management are recognised, net of vat, at the point at which the service is completed.

Trading income is recognised, net of vat, at the point of sale.

In addition to the income disclosed in the financial statements VAST also receives help and support in the form of voluntary assistance. This help and support is not included in the financial

statements. This voluntary assistance is very much appreciated.

### 1.5 Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund together with a fair allocation of management and support costs.

### 1.6 Stock accounting

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete items.

### 1.7 Expenditure

Expenditure is recognised in the year in which it is incurred.

Direct charitable expenditure is identified as cost incurred directly as a result of running the various projects, supporting voluntary groups that are members of VAST and delivering our chargeable services.

Costs of raising funds are those incurred in seeking voluntary contributions, and the costs of running the Dudson Centre café. They do not include the costs of disseminating information in support of the charitable activities.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Expenditure is allocated to the particular activity where the cost relates to the activity. However, management, administration and finance staff

costs are apportioned on the basis of time spent on each activity.

Irrecoverable VAT is charged against the category of resources expended for which it is incurred.

### 1.8 Tangible fixed assets and depreciation

Fixed assets over the value of £1,000 are capitalised with all assets valued at historic cost.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Computers	- 25% straight line
Office furniture and equipment	- 25% straight line
Telephone System	- 10% straight line
Leasehold Improvements	- over the term of the lease.

### 1.9 Leasing

Rentals payable under operating leases are charged on a straight-line basis over the lease term to the statement of financial activities.

### 1.10 Pensions

The pension costs charged in the financial statements represent the contribution by the charity on behalf of the employees to a Stakeholder Pension Scheme or other designated Personal Pension Scheme payable by the charity during the year.

### 1.11 Deferred income

Amounts held as deferred income refer to funds received in the reporting period but specifically held for use in the following financial year due to either:

- a) Project activity not commencing until the following financial year.
- b) Funds being restricted for use in a future period.
- c) Invoiced amounts for services to be provided in the following financial year.

All amounts held as deferred income in the prior year have been released and are recorded within the total incoming resources figure for the current year.

### 1.12 Trade debtors

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

### 1.13 Cash and cash equivalents

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

### 1.14 Trade creditors

Trade creditors are obligations to pay for goods and services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at

least 12 months after the reporting date. If there is an unconditional right to defer settlement for at least 12 months after the reporting date they are presented as non-current liabilities.

### 1.15 Provisions for liabilities

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

### 1.16 Financial instruments

The charity 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.

### 1.17 Termination benefits

Termination benefits are payable when employment is terminated by the charity before the normal retirement date, or whenever the employee accepts voluntary redundancy in exchange for these benefits.

The charity recognises termination benefits in the statement of financial activities when it is demonstrably committed to either (i) terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal, or (ii) providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than twelve months after the end of the reporting period are discounted to their present value.

## 2. FINANCIAL ACTIVITIES OF THE CHARITY

The financial activities shown in the consolidated statement includes those of the charity's subsidiary, Healthwatch Stoke-on-Trent CIO.

A summary of the financial activities undertaken by the charity is set out below, in the format of the charity's own SOFA.

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £
<b><u>Income and endowments from</u></b>				
Other trading activities	3	48,352	-	48,352
Investments		639	-	639
Charitable activities				
-Chargeable Services	4	541,213	13,881	555,094
-Grants & contracts	4	-	443,983	443,983
<b>Total</b>		<b>590,204</b>	<b>457,864</b>	<b>1,048,068</b>
<b><u>Expenditure on</u></b>				
Raising funds	5	57,723	-	57,723
Charitable Activities	5	612,626	436,725	1,049,351
<b>Total</b>		<b>670,349</b>	<b>436,725</b>	<b>1,107,074</b>
<b>Net income/ (expenditure)</b>		<b>(80,145)</b>	<b>21,139</b>	<b>(59,006)</b>
Transfers between funds		<b>(3,398)</b>	<b>3,398</b>	<b>-</b>
<b>Net Movement in Funds</b>		<b>(83,543)</b>	<b>24,537</b>	<b>(59,006)</b>
<b><u>Reconciliation of Funds</u></b>				
Total funds brought forward	17-18	236,062	40,859	276,921
<b>Total funds carried forward</b>		<b>152,519</b>	<b>65,396</b>	<b>217,915</b>

**2. FINANCIAL ACTIVITIES OF THE CHARITY (continued)**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £
<b><u>Income and endowments from</u></b>				
Other trading activities	3	33,067	-	33,067
Investments		800	-	800
Charitable activities				
-Chargeable Services		561,918	8,551	570,469
-Grants & contracts		-	250,429	250,429
<b>Total</b>		<b>595,785</b>	<b>258,980</b>	<b>854,765</b>
<b><u>Expenditure on</u></b>				
Raising funds		66,554	-	66,554
Charitable Activities		695,643	258,925	954,568
<b>Total</b>		<b>762,197</b>	<b>258,925</b>	<b>1,021,122</b>
<b>Net income/ (expenditure)</b>		<b>(166,412)</b>	<b>55</b>	<b>(166,357)</b>
Transfers between funds		-	-	-
<b>Net Movement in Funds</b>		<b>(166,412)</b>	<b>55</b>	<b>(166,357)</b>
<b><u>Reconciliation of Funds</u></b>				
Total funds brought forward	17-18	402,474	40,804	443,278
<b>Total funds carried forward</b>		<b>236,062</b>	<b>40,859</b>	<b>276,921</b>

### 3. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
Café income	48,352	-	48,352	33,067
<b>Total Income</b>	<b>48,352</b>	<b>-</b>	<b>48,352</b>	<b>33,067</b>
<b>Total 2019</b>	<b>33,067</b>	<b>-</b>	<b>33,067</b>	

### 4. CHARITABLE ACTIVITIES

#### CHARGEABLE SERVICES

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
Facilities Management & Rechargeable Services	536,040	13,881	549,921	514,404
<b>Total Income</b>	<b>536,040</b>	<b>13,881</b>	<b>549,921</b>	<b>514,404</b>
<b>Total 2019</b>	<b>502,082</b>	<b>12,322</b>	<b>514,404</b>	

#### GRANTS AND CONTRACTS

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
Health	-	216,691	216,691	129,054
The National Lottery Community Fund	-	102,707	102,707	101,920
Stoke on Trent City Council	-	-	-	162,500
Charitable Foundations	-	100,585	100,585	-
Other	-	24,000	24,000	19,455
<b>Total Income</b>	<b>-</b>	<b>443,983</b>	<b>443,983</b>	<b>412,929</b>
<b>Total 2019</b>	<b>-</b>	<b>412,929</b>	<b>412,929</b>	

## 5. RESOURCES EXPENDED

### Analysis of expenditure on charitable activities

	Facilities Management	Rechargeable Services	Health Projects	Volunteering	Other	Total 2020	Total 2019
	£	£	£	£	£	£	£
Staff Costs	174,229	141,816	181,182	65,054	55,702	617,983	549,708
Travel Costs	927	1,553	7,559	643	1,890	12,572	20,905
Training	86	1,041	(238)	-	-	889	17,345
Office Costs	47,375	16,884	1015	899	267	66,440	65,436
Legal and Professional	3,300	9,896	3,465	7	359	17,027	22,576
Advertising & Publicity	-	596	-	-	301	897	3,818
Premises Costs	138,558	-	4,858	-	4,348	147,764	162,490
Insurance	6,239	1,000	600	300	-	8,139	8,769
Sundry	249	-	-	-	-	249	495
Depreciation	27,331	278	-	-	-	27,609	30,947
AGM Costs	-	-	-	-	-	-	916
Grants	-	-	-	-	-	-	8,854
Commissioning Outcomes	-	-	-	-	-	-	7,500
Events	13,182	285	877	-	54	14,398	13,093
Auditors Remuneration	-	-	-	-	-	-	1,440
Support Costs	14,718	13,083	55,144	17,674	34,765	135,384	153,174
	<b>426,194</b>	<b>186,432</b>	<b>254,462</b>	<b>84,577</b>	<b>97,686</b>	<b>1,049,351</b>	<b>1,067,466</b>
<b>Total 2019</b>	479,293	235,202	251,034	101,937	-	1,067,466	

**5. RESOURCES EXPENDED (continued)****Analysis of expenditure on raising funds**

		<b>2020</b>	<b>2019</b>
	<b>Café</b>	<b>Total</b>	<b>Total</b>
	£	£	£
Staff Costs	30,512	30,512	28,350
Travel Costs	111	111	46
Training	24	24	-
Cafe Supplies	19,276	19,276	15,580
Office Costs	1,398	1,398	1,549
Legal and Professional	517	517	233
Advertising & Publicity	118	118	88
Premises Costs	623	623	590
Depreciation	238	238	139
Support Costs	4,906	4,906	19,979
	<b>57,723</b>	<b>57,723</b>	<b>66,554</b>

Support Costs are allocated on a per capita basis

**Allocation of Support Costs in expenditure on Charitable Activities**

	<b>Total</b>	<b>Facilities</b>	<b>Rechargeable</b>	<b>Health Projects</b>	<b>Other</b>	<b>Volunteer</b>	<b>Total 2019</b>
	£	£	£	£	£	£	£
Number of Staff		9	8	2	5	2	
Staff Costs	71,716	17,929	15,937	23,905	9,961	3,984	93,079
Staff Training	32	8	7	11	4	2	2,502
Travel Costs	3,287	822	730	1,096	457	182	4,168
Premises Costs	6,159	1,540	1,369	2,053	855	342	4,531
Depreciation	863	216	192	287	120	48	123
Legal & Professional	5,817	1,454	1,293	1,939	808	323	11,045
Insurance	537	134	119	179	75	30	416
Advertising & Publicity	553	138	123	184	77	31	876
Events	2,736	684	608	912	380	152	2,965
Office Costs	18,764	4,691	4,170	6,255	2,606	1,042	14,752
Sundry	15,025	3,756	3,339	5,008	2,087	835	12,300
Governance Costs	4,010	1,002	891	1,337	557	223	6,417
Reallocate Restricted Management Fees	5,885	(17,657)	(15,695)	11,978	16,779	10,480	-
	<b>135,384</b>	<b>14,717</b>	<b>13,083</b>	<b>55,144</b>	<b>34,766</b>	<b>17,674</b>	<b>153,174</b>

**5. RESOURCES EXPENDED (continued)****Allocation of Support Costs in expenditure on Raising Funds**

	<b>Total</b>	<b>Café</b>	<b>Total 2019</b>
Number of Staff		3	
	<b>£</b>	<b>£</b>	<b>£</b>
Staff Costs	5,976	5,976	13,011
Staff Training	3	3	-
Travel	274	274	-
Premises Costs	513	513	591
Depreciation	72	72	16
Legal & Professional	485	485	1,441
Insurance	45	45	54
Advertising & Publicity	46	46	114
Events	228	228	387
Office Costs	1,564	1,564	1,924
Sundry	1,252	1,252	1,604
Governance Costs	334	334	837
Reallocated agreed management fees	( 5,886)	( 5,886)	-
	<u>4,906</u>	<u>4,906</u>	<u>19,979</u>

**6. NET INCOMING/OUTGOING RESOURCES**

	<b>Group</b>		<b>Charity</b>	
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Net incoming/outgoing resources are stated after charging;				
Depreciation and other amounts written off tangible assets	28,781	31,225	28,781	31,225
Auditor's remuneration - Audit	5,500	7,500	5,500	7,500
-Non audit services	-	1,440	-	-
Operating lease rentals - Land & buildings	3,000	2,750	3,000	2,750
- Other	11,586	15,896	11,586	15,896

## 7. EMPLOYEES

	Group		Charity	
	2020 No	2019 No	2020 No	2019 No
The average monthly numbers of employees during the year were:				
Direct charitable activities	21	27	21	23
Generating Funds	8	3	8	3
Management and administration	1	2	1	2
	<u>30</u>	<u>32</u>	<u>30</u>	<u>28</u>

## 8. EMPLOYMENT COSTS

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Wages and Salaries	621,661	584,684	621,661	516,492
Social Security Costs	37,646	41,483	37,646	35,714
Pension Costs	43,052	47,658	43,052	42,084
Temporary and Seconded Staff	4,025	5,008	4,025	5,008
	<u>706,384</u>	<u>678,833</u>	<u>706,384</u>	<u>599,298</u>

No employee earned more than £60,000 per annum.

The total employee benefits of the key management personnel of the charity were £95,551 (2019 £158,016)

## 9. TRUSTEES' EMOLUMENTS

### VAST Services (1920)

Neither trustees nor any person connected with them has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds. No trustee expenses were paid during the year. (2019 £nil).

### Healthwatch Stoke-on-Trent CIO

Saltbox received a total of £nil (2019 £7,500) in relation to the time spent by their Chief Executive undertaking Healthwatch related activities.

## 10. PENSION COSTS

The group contributes to defined contribution pension schemes. The assets of the schemes are held separately from those of the charity in independently administered funds. The pension charge contributions payable by the group are £43,052 (2019: £47,658). Group contributions totalling £nil (2019: £nil), including employees' contributions and amounts in respect of previous years were payable to funds at the end of the year and are included in creditors.

**11. FIXED ASSETS**

<b>Group and charity</b>	<b>Telephone System</b>	<b>Computers</b>	<b>Office Furniture &amp; Equipment</b>	<b>Leasehold Improvements</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2019	96,941	46,431	157,038	293,501	593,911
Additions	-	-	1,404	2,052	3,456
Disposals	-	( 43,666)	-	-	( 43,666)
<b>At 31 March 2020</b>	<b>96,941</b>	<b>2,765</b>	<b>158,442</b>	<b>295,553</b>	<b>553,701</b>
<b>Depreciation</b>					
At 1 April 2019	62,149	42,445	154,925	56,397	315,916
Charge for the year	7,615	2,077	1,897	17,192	28,781
Eliminated on disposal	-	( 43,666)	-	-	( 43,666)
<b>At 31 March 2020</b>	<b>69,764</b>	<b>856</b>	<b>156,822</b>	<b>73,589</b>	<b>301,031</b>
<b>Net book values</b>					
<b>At 31 March 2020</b>	<b>27,177</b>	<b>1,909</b>	<b>1,620</b>	<b>221,964</b>	<b>252,670</b>
<b>At 31 March 2019</b>	<b>34,792</b>	<b>3,986</b>	<b>2,113</b>	<b>237,104</b>	<b>277,995</b>

**12 FIXED ASSET INVESTMENTS****Investment in subsidiary**

Healthwatch Stoke-on-Trent CIO is a separate charity (reg no: 1151423) whose accounts are consolidated within these financial statements on the basis that VAST exercises dominant influence.

During the year Healthwatch Stoke-on-Trent CIO did not trade and paid VAST Services (1920) £5,173 in respect of services in connection with 2019 year end accounts and Independent Examination preparation along with the closure of the CIO. In 2019 Healthwatch Stoke on Trent had income of £166,271 and total expenditure of £172,734 resulting in net movement in funds of (£6,463) expenditure. At 31 March 2020 Healthwatch Stoke-on-Trent CIO had current assets of £nil (2019 £18,659), current liabilities £nil (2019 £13,486) and unrestricted income funds of £nil (2019 £5,173).

The registered office of Healthwatch Stoke-on-Trent is The Dudson Centre, Hope Street, Stoke-on-Trent. ST1 5DD. The charity carried out a range of activities to provide the role of critical friend across Health Services in Stoke-on-Trent until it ceased operations in January 2019.

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13. DEBTORS	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade debtors	138,590	131,851	138,590	131,542
Other debtors	88	90	88	90
Prepayments and accrued income	13,496	12,040	13,496	21,040
	<b>152,174</b>	<b>143,981</b>	<b>152,174</b>	<b>152,672</b>

14. CREDITORS: amounts falling due within one year	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade creditors	57,775	60,491	57,775	60,491
Other taxes and social security costs	35,664	31,052	35,664	28,052
Other creditors	20,396	20,008	20,396	20,008
Accruals	47,423	33,832	47,423	32,346
Held for Healthwatch Stoke-on-Trent CIO	-	-	-	18,350
Deferred income	42,312	18,216	42,312	18,216
	<b>203,570</b>	<b>163,599</b>	<b>203,570</b>	<b>177,463</b>

Creditors include £42,312 (2019 £18,216) of income deferred into the following year due to the timing of the charity's entitlement to the income. There are no unfulfilled conditions attached to this income at the balance sheet date. This includes the following balances in respect of restricted funds:

-Health projects £42,312.

**Analysis of movement:**

	£
Deferred income at 1 April 2019	18,216
Resources deferred during the year	42,312
Amounts released from previous years	(18,216)
Deferred income at 31 March 2020	<b>42,312</b>

## 15. PROVISION FOR LIABILITIES

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Other provisions	45,000	58,867	45,000	58,867
	<b>45,000</b>	<b>58,867</b>	<b>45,000</b>	<b>58,867</b>

### Analysis of movement:

	£
Balance at 1 April 2019	58,867
New provision in year	-
Released	( 13,867)
Balance at 31 March 2020	<b>45,000</b>

The provision of £45,000 arose in 2019 as a result of a claim for historical invoices from Staffordshire County Council (SCC) in respect of utilities and business rates at the premises on Eastgate Street, Stafford. Legal advice has been taken and both parties have agreed the principles of a settlement to this matter. Heads of terms are currently being drawn up in which the settlement figure will fully utilise the amounts provided.

## 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

### Group 2019-2020

	Unrestricted Funds	Restricted Funds	Capital Funds	Total Funds
	£	£	£	£
Fund Balance at 31st March 2019	236,062	46,026	6	282,094
Net Movement in Funds	(83,543)	19,364	-	(64,179)
Fund Balance at 31st March 2020	<b>152,519</b>	<b>65,390</b>	<b>6</b>	<b>217,915</b>
as represented by:				
Tangible fixed assets	252,670	-	-	252,670
Investments	-	-	-	-
Net current assets/ (liabilities)	(55,151)	65,390	6	10,245
Provisions for liabilities and charges	(45,000)	-	-	(45,000)
	<b>152,519</b>	<b>65,390</b>	<b>6</b>	<b>217,915</b>

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)****Group 2018-19**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Capital Funds £</b>	<b>Total Funds £</b>
Fund Balance at 31st March 2018	402,474	52,434	6	454,914
Net Movement in Funds	(166,412)	(6,408)	-	(172,820)
Fund Balance at 31st March 2019	<u>236,062</u>	<u>46,026</u>	<u>6</u>	<u>282,094</u>
as represented by:				
Tangible fixed assets	277,995	-	-	277,995
Investments	-	-	-	-
Net current assets	16,934	46,026	6	62,966
Provision for liabilities and charges	(58,867)	-	-	(58,867)
	<u>236,062</u>	<u>46,026</u>	<u>6</u>	<u>282,094</u>

**Charity 2019-20**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Capital Funds £</b>	<b>Total Funds £</b>
Fund Balance at 31st March 2019	236,062	40,853	6	276,921
Net Movement in Funds	(83,543)	24,537	-	(59,006)
Fund Balance at 31st March 2020	<u>152,519</u>	<u>65,390</u>	<u>6</u>	<u>217,915</u>
as represented by:				
Tangible fixed assets	252,670	-	-	252,670
Investments	-	-	-	-
Net current assets	(55,151)	65,390	6	10,245
Provisions for liabilities and charges	(45,000)	-	-	(45,000)
	<u>152,519</u>	<u>65,390</u>	<u>6</u>	<u>217,915</u>

**Charity 2018-19**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Capital Funds £</b>	<b>Total Funds £</b>
Fund Balance at 31st March 2018	402,474	40,798	6	443,278
Net Movement in Funds	(166,412)	55	-	(166,357)
Fund Balance at 31st March 2019	<u>236,062</u>	<u>40,853</u>	<u>6</u>	<u>276,921</u>
as represented by:				
Tangible fixed assets	277,995	-	-	277,995
Investments	-	-	-	-
Net current assets	16,934	40,853	6	57,793
Provision for liabilities and charges	(58,867)	-	-	(58,867)
	<u>236,062</u>	<u>40,853</u>	<u>6</u>	<u>276,921</u>

Trustees' Report and Consolidated Financial Statements for the Year Ended 31<sup>st</sup> March 2020**17. UNRESTRICTED FUNDS****Group 2019-20**

	<b>Funds Balances Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers &amp; Gains</b>	<b>Funds Balances Carried Forward</b>
	£	£	£	£	£
General Fund	161,062	585,031	670,349	51,775	127,519
Designated Funds:					
Dudson Centre Contingency	25,000	-	-	-	25,000
Development & Sustainability Fund	50,000	-	-	(50,000)	-
	<b>236,062</b>	<b>585,031</b>	<b>670,349</b>	<b>1,775</b>	<b>152,519</b>

**Group 2018-19**

	<b>Funds Balances Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers &amp; Gains</b>	<b>Funds Balances Carried Forward</b>
	£	£	£	£	£
General Fund	227,474	535,949	702,361	100,000	161,062
Designated Funds:					
Dudson Centre Contingency	25,000	-	-	-	25,000
Community Accountancy	50,000	-	-	( 50,000)	-
Development & Sustainability Fund	100,000	-	-	( 50,000)	50,000
	<b>402,474</b>	<b>535,949</b>	<b>702,361</b>	<b>-</b>	<b>236,062</b>

**Charity 2019-20**

	<b>Fund Balances Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers &amp; Gains</b>	<b>Fund Balances Carried Forward</b>
	£	£	£	£	£
General Fund	161,062	590,204	670,349	46,602	127,519
Designated Funds:					
Dudson Centre Contingency	25,000	-	-	-	25,000
Development & Sustainability Fund	50,000	-	-	(50,000)	-
	<b>236,062</b>	<b>590,204</b>	<b>670,349</b>	<b>(3,398)</b>	<b>152,519</b>

**Charity 2018-19**

	<b>Fund Balances Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers &amp; Gains</b>	<b>Fund Balances Carried Forward</b>
	£	£	£	£	£
General Fund	227,474	595,785	762,197	100,000	161,062
Designated Funds:					
Dudson Centre Contingency	25,000	-	-	-	25,000
Community Accountancy	50,000	-	-	( 50,000)	-
Development & Sustainability Fund	100,000	-	-	(50,000)	50,000
	<b>402,474</b>	<b>595,785</b>	<b>762,197</b>	<b>-</b>	<b>236,062</b>

**17. UNRESTRICTED FUNDS (CONTINUED)****Purpose of Designated Unrestricted Funds:**

The Dudson Centre Contingency is to allow for underoccupancy or unexpected repair work at the Dudson Centre.

The Community Accountancy designation is to develop and expand accountancy services both geographically and financially.

The Development & Sustainability Fund is a reserve designated to fund new sources of income and the development of services to replace areas of funding which are diminishing.

<b>18. RESTRICTED FUNDS</b>	<b>Fund Balances</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Fund Balances</b>
<b>Group 2019-20</b>	<b>Brought Forward</b>				<b>Carried Forward</b>
	£	£	£	£	£
Health	34,800	231,972	254,462	3,989	16,299
Healthwatch	5,173	-	-	(5173)	-
Lottery	6,053	102,707	84,577	-	24,183
Other	-	123,185	97,686	(591)	24,908
	<b>46,026</b>	<b>457,864</b>	<b>436,725</b>	<b>( 1,775)</b>	<b>65,390</b>

<b>Group 2018-19</b>	<b>Fund Balances</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Fund Balances</b>
	<b>Brought Forward</b>				<b>Carried Forward</b>
	£	£	£	£	£
Health	24,731	148,206	138,137	-	34,800
Healthwatch	11,636	166,271	172,734	-	5,173
Lottery	6,069	101,920	101,936	-	6,053
Other	9,998	-	9,998	-	-
	<b>52,434</b>	<b>416,397</b>	<b>422,805</b>	<b>-</b>	<b>46,026</b>

<b>Charity 2019-20</b>	<b>Fund Balances</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Fund Balances</b>
	<b>Brought Forward</b>				<b>Carried Forward</b>
	£	£	£	£	£
Health	34,800	231,972	254,462	3,989	16,299
Lottery	6,053	102,707	97,686	-	11,074
Other	-	123,185	84,577	(591)	38,017
	<b>40,853</b>	<b>457,864</b>	<b>436,725</b>	<b>3,398</b>	<b>65,390</b>

**18. RESTRICTED FUNDS (CONTINUED)**

Charity 2018-19	Fund Balances Brought Forward £	Income £	Expenditure £	Transfers £	Fund Balances Carried Forward £
Health	24,731	148,206	138,137	-	34,800
Lottery	6,069	101,920	101,936	-	6,053
Other	9,998	8,854	18,852	-	-
	<b>40,798</b>	<b>258,980</b>	<b>258,925</b>	<b>-</b>	<b>40,853</b>

**Purpose of restricted funds:**

The Health related projects use money from the PCT to fund the Strategic Development Worker for Health and the Single Point of Access as well as the Door 2 Door transport service.

The Healthwatch fund relates to specific delivery of services by Healthwatch Stoke-on-Trent CIO.

The Lottery Funds relate to the Vintage volunteer Project.

Other restricted funds relate to various small grants and pilot projects.

**Purpose of transfers:**

Transfers relate to unrestricted funding used to cover overspends on restricted grants and contracts or amounts remaining at the end of restricted contracts that are not required to be repaid.

## 19. FINANCIAL COMMITMENTS

### Capital Commitments

There were no capital commitments at the balance sheet date.

### Operating lease commitments

At 31 March 2020 the total of the group and charity's future minimum lease payments under non-cancellable operating leases as follows:

#### Group and charity

<b>Land and Buildings</b>	<b>2020</b>	<b>2019</b>
	£	£
Payable within one year	3,000	2,750
Payable between one and five years	-	1,260
	<b>3,000</b>	<b>4,010</b>
<b>Other assets</b>		
Payable within one year	12,154	12,154
Payable between one and five years	29,371	41,525
	<b>41,525</b>	<b>53,679</b>

## 20. RELATED PARTY TRANSACTIONS

VAST is one of two trustees of Healthwatch Stoke-on-Trent CIO. The activities of Healthwatch are consolidated into these financial statements.

During the year the following transactions took place between VAST and Healthwatch (all transactions were on normal commercial terms):

Healthwatch incurred recharge costs of £5,173 (2019: £48,655) from VAST in respect of staff costs, promotional costs, premises costs and other charitable activities. Healthwatch paid VAST a management fee of £nil (2019: £20,579) as per the contract with Stoke-on-Trent City Council. At 31 March 2020 Healthwatch owed VAST £nil (2019: £nil) in respect of these services and VAST owed Healthwatch £nil (2019 £18,350) in respect of monies held on their behalf. There was no security in respect of amounts owed.

Saltbox are a trustee of Healthwatch Stoke on Trent. During the year Saltbox were paid £nil (2019 £7,500) in relation to work carried out for VAST.

## 21. CONTROL RELATIONSHIP

The charity is controlled by the trustees.

**22. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Net income/ (expenditure) for the year (as per the statement of financial activities)	(64,179)	(172,820)
Adjustments for:		
Depreciation charges	28,781	31,225
Interest and dividends from investments	(639)	(800)
Decrease/ (increase) in stock	602	(46)
Decrease/ (increase) in debtors	(8,193)	29,232
Increase/ (decrease) in creditors	26,104	11,783
<b>Net cash provided by/ (used in) operating activities</b>	<u><u>(17,524)</u></u>	<u><u>(101,426)</u></u>

**23. FINANCIAL INSTRUMENTS**

Group and Charity	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
<b>Financial Assets</b>				
Financial assets that are debt instruments measured at amortised cost	<u><u>138,590</u></u>	<u><u>131,851</u></u>	<u><u>138,590</u></u>	<u><u>131,542</u></u>
<b>Financial Liabilities</b>				
Financial liabilities measured at amortised cost	<u><u>(57,775)</u></u>	<u><u>(60,491)</u></u>	<u><u>(57,775)</u></u>	<u><u>(78,841)</u></u>

**24. CHARITY STATUS**

The charity is a private company limited by guarantee registered in England (registered number 02000818). The address of the registered office is The Dudson Centre, Hope Street, Stoke on Trent. ST1 5DD.

## 25. FUNDS HELD AS AGENT

During the year funds were held on behalf of the clients in respect of VAST acting as their agent for payroll purposes. These amounts have not been included in the results for the year or the balance sheet at the end of the year.

Movements in the year  
were:

### Group and Charity

	2020 £	2019 £
Balance brought forward	37,666	24,482
Receipts	1,735,103	1,638,881
Payments	<u>(1,729,783)</u>	<u>(1,625,697)</u>
Balance carried forward	<u><u>42,986</u></u>	<u><u>37,666</u></u>

## 26. GOVERNMENT GRANTS

VAST received a grant from The National Lottery Community Fund in respect of a volunteering project during the year.

The amount of the grant recognised in the financial statements was £102,407 (2019 £101,920). There were no unfulfilled conditions in respect of this grant at the year end.

No other forms of government assistance have been received by the Charity.

## 27. EVENTS AFTER THE PERIOD END

At the end of March 2020 both The Dudson Centre and The Hub were forced to close as a result of the COVID-19 pandemic. The majority of staff moved to remote working and as a charity we were instrumental in working alongside Stoke on Trent City Council on Stoke on Trent Together, the local response to protecting the most vulnerable residents of Stoke-on-Trent. Staff who could not work remotely were furloughed from 1 April 2020 using the Coronavirus Job Retention Scheme. Where possible we have accessed emergency funding to allow us to continue to carry out our work. No amounts are, or require to be reflected, in these financial statements as a result of these events.