

REGISTERED COMPANY NUMBER: 3483827 (England and Wales)
REGISTERED CHARITY NUMBER: 1068964

**Report of the Trustees and
Audited Financial Statements for the Year Ended 31st March 2018
for
Community First New Forest**

Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Community First New Forest

**Report of the Trustees
for the Year Ended 31st March 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
3483827 (England and Wales)

Registered Charity number
1068964

Registered office
First Floor Offices
71 Christchurch Road
Ringwood
Hampshire
BH24 1DH

President
Cllr Melville Kendal

Trustees	
Mary Falk	Joint Chair
Paul Kirkland	Joint Chair
David Eley	Treasurer
Roma Andrews	
William Munt	Resigned 01/09/17
Stephen Avery	
Christopher Nutt	
Richard Levell	
Malcolm Walker	Resigned 03/04/17

Chief Executive	
Michael Clowes	Resigned 04/08/17

Acting Chief Executive	
Jackie Hartless	Appointed 01/07/17

Management Team	
Jude Todd	Resigned 29/12/17

Senior Statutory Auditor
P E H Wright FCA DChA

Auditors
Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Bankers
Barclays Bank PLC
High Street
Ringwood
Hampshire
BH24 1BZ

Community First New Forest

Report of the Trustees for the Year Ended 31st March 2018

PRESIDENT'S REPORT

As Chairman of New Forest District Council and President of Community First New Forest, I know and appreciate the value of the work carried out by this charity. I would like to take this opportunity to thank all the volunteers and dedicated staff for their continuing efforts in supporting Community First New Forest. The District Council has a long and excellent working partnership with this charity to serve the residents of the New Forest.

I would especially like to thank you for the work of the volunteer centre, the advice you give to organisations with regards to the recruitment of volunteers ensuring the right people help with the right projects, because without these people nothing would happen. Also, the Hampshire wide project with young carers, training teachers on the issues and challenges these brave young people have to cope with. The list of communities and people you help is endless.

Many of you give your time freely to help those in our society through Community First New Forest who are in less fortunate circumstances. Through yourselves, a structure is provided to coordinate and organise those resources that are needed to provide help. The rewards are often not financial but more importantly personal satisfaction can be gained by knowing that you have helped to make a difference to make people's lives better.

With the existing strong leadership and management, I am sure the organisation has the potential to maintain its success in the future.

I also wish to express my thanks to the Board of Trustees and their Co-Chairs for their continued support to Community First New Forest.

Cllr Melville Kendal
President

Community First New Forest

Report of the Trustees for the Year Ended 31st March 2018

CHAIRS' REPORT

It is in these times of reduced government funding for social services that the need for the services which we at CFNF provide is at its greatest. As, however, the bulk of the funding for our services has derived traditionally from government funding these are distinctly challenging times. We do understand the importance of our services to many of you in the New Forest area and so we are determined to do all possible to meet these challenges.

We are glad to be able to report that during the period covered by this report we have been able to continue to run, and in places improve, all our services. For some services however this has involved use of our reserves which in the long term is not sustainable. We are therefore constantly seeking additional sources of funding and efficiencies in service provision in order to ensure the continuation of a high standard of service for our members and for the users of our direct services.

We have been working, and continue to work, with other charitable organisations, including other CVSs, to reduce overheads while at least maintaining, and we hope improving, quality of service.

We are fortunate that we still receive substantial funding from our main funders, HCC and NFDC, despite the numerous competing and also deserving demands on their resources and we would like to record our thanks to both these Councils for their continued support. We would also like to thank all our other donors, large and small, for their grants and donations.

We would like to thank our fellow Trustees for their help and support to us and also our Acting Chief Executive Jackie Hartless and her loyal and hardworking team of staff and volunteers without whom CFNF would not exist.

Mary Falk
Joint Chair

Paul Kirkland
Joint Chair

CHIEF EXECUTIVE'S REPORT

Introduction

Being relatively new in post (since July 2017) I have been very fortunate to receive the support of the Board of Trustees, staff and volunteers, Members and partner organisations. This support has helped me to appreciate how Community First New Forest (CFNF), as a key voluntary sector infrastructure organisation, is continually learning and adapting to a changing and challenging environment.

Community First New Forest has a real passion and drive to promote, develop and deliver services that make a difference to people's lives and improve quality of life. I am pleased to report that CFNF has continued to provide a range of much valued services that support both organisations and residents and that each of these services makes a positive impact on the communities of the New Forest District.

This ability for services and support to meet the individual's needs remains vital in an era of austerity and changes to the thresholds to access public sector support. The local voluntary and community sector remains a beacon of light and hope amidst this sea of change. As a support organisation we remain committed to helping groups achieve their aims in making a difference.

This Annual Report helps to demonstrate the extent of our work.

Alongside our achievements there are challenges, some we are currently facing and those that lie ahead. CFNF is a strong and vibrant charity and we will be taking a positive approach to how we can best meet those challenges. In our support role as a Council for Voluntary Service we are committed to finding ways to help local groups with key challenges. During this reporting period we have provided advice and support in many ways. These include funding advice, business planning, training and recruiting and retaining volunteers. The support we have provided this year has helped local voluntary and community groups to do what they do best – to meet local needs, that is underpinned by their personal commitment and drive.

We conducted an Annual Survey of our voluntary and community sector members to help us identify services used, obtain feedback on key areas of quality and to become more aware of the needs of our members and the local voluntary and community sector. Eighty five percent of respondents envisaged they will require the same or increased levels of support from CFNF in 2018/19.

CFNF support services were rated as good or excellent for:

Reliability	97%
Helpfulness	97%
Knowledge	97%
Being non-judgemental	97%

Ninety percent of respondents agreed that CFNF services are easy to use and eighty eight percent agreed CFNF provides high quality services.

The continued success of CFNF is testimony to the efforts and dedication of staff, volunteers and trustees. I also feel that the depth and breadth of our partnership working and partner support has been critical in making a real difference to our work.

On a personal note I would like to thank all of you who have supported me and feel privileged to be part of such a dedicated team. I know that our enthusiasm, belief and active participation in the voluntary and community sector will continue to make a real difference to the quality of life for people living in the New Forest District.

Jackie Hartless
Acting Chief Executive
Jackie.hartless@cfnf.org.uk

OUR VISION

An excellent quality of life for everyone living in the area served by CFNF.

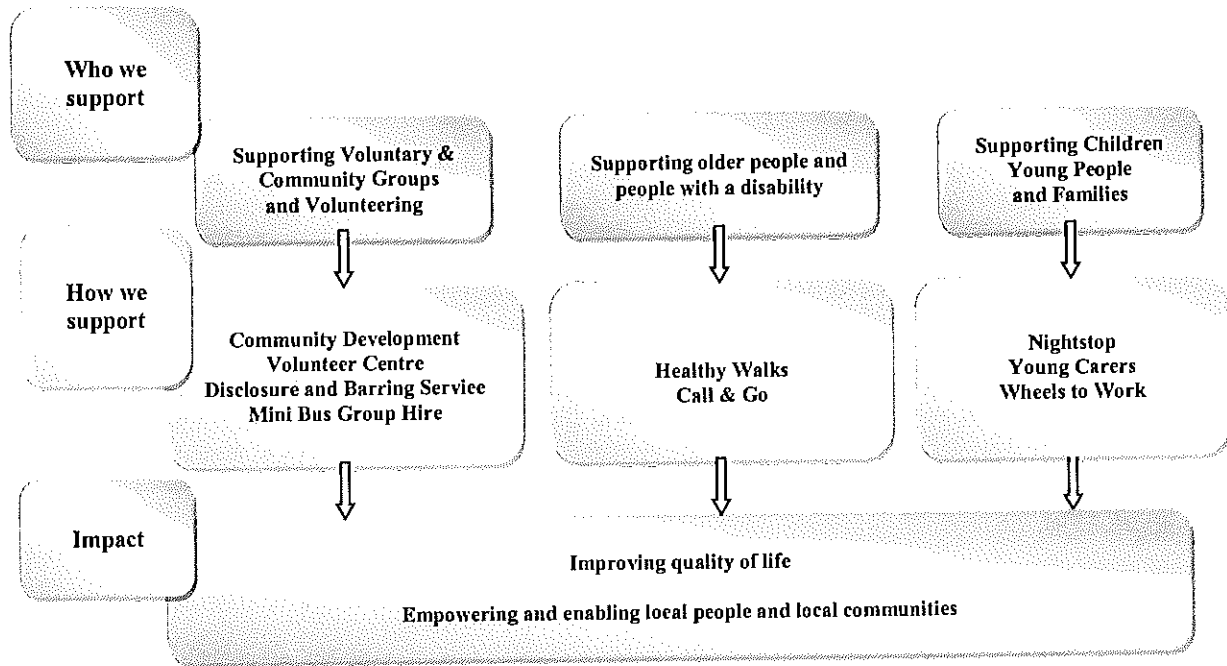
OUR MISSION

To identify the needs of local people and meet those needs through sustainable solutions;

and

To support and promote the effective development of the local voluntary and community sector.

OUR IMPACT



STRUCTURE, GOVERNANCE, PUBLIC BENEFIT AND MANAGEMENT

Governing Document

CFNF is a company limited by guarantee (No. 3483827) governed by its Articles of Association adopted on 20 October 2010 as amended by special resolution on 19 November 2013. It is registered as a charity with the Charity Commission (No. 1068964). Membership is open to voluntary and community organisations and other stakeholder organisations, each of whom agree to contribute £1 in the event of the company winding up.

Appointment of Trustees

New Trustees (either to fill a vacancy or, subject to limits on numbers, additional) may be elected by the Members as set out in the Articles of Association. Also one third of the existing Trustees are required to retire annually at the Annual General Meeting (AGM) with eligibility to be re-elected. The Board of Trustees also have the power to appoint new Trustees but any Trustee so appointed will hold office only until the following AGM when he or she will be eligible for re-election.

All Members are informed prior to the AGM of the names of the Trustees who will be retiring at the AGM and are given the opportunity to nominate replacement and/or additional Trustees.

The Board, when considering an appointment of a new Trustee, has regard inter alia to any specialist skills needed.

Trustee induction and training

New Trustees undergo induction through briefings on the role of CFNF and their duties as a Board Member. New Trustees declare agreement to the CFNF Trustee Code of Conduct and are provided with a Trustee Information Folder that contains the Memorandum and Articles of Association, current Business Plan, recent financial reports and the Charity Commission Trustee 'Welcome' document. Throughout the year Board Members receive updates on information relevant to their role and are encouraged to attend appropriate external training events.

Organisation

The Board of Trustees oversees the operation of the Charity and meets at least quarterly. There is a Finance Committee that meets on a quarterly basis. Other Committees or Working Groups are set up where considered appropriate by the Board. The Chief Executive is appointed by the Trustees to manage the day to day operations of the charity. To facilitate effective operations the Board have approved a Delegated Powers policy. The policy delegates certain authorities so as to enable the Chief Executive, managers and staff to carry out all the responsibilities required of them. The policy is targeted at delegating in such a way as to prevent fraud while enabling the exercise of proper financial and operational controls and minimising unnecessary bureaucracy.

Related Parties

The Charity has a close relationship with New Forest District Council and Hampshire County Council. There is a clear common interest in these relationships towards improving the quality of life for people living in the local area. These organisations provide essential core funding to support our charitable objectives and actively support our continued development.

CFNF also has close relationships with all our funders who support the services we provide. These also include Parish and Town Councils, the Big Lottery and other charitable trusts.

Risk Management

The Trustees have a risk management policy that enables the charity to:

- identify the major risks that apply to CFNF through an annual review.
- make decisions about how to respond to the risks we face.
- implement procedures designed to minimise any potential impact on the charity should those risks arise.

STRUCTURE, GOVERNANCE, PUBLIC BENEFIT AND MANAGEMENT (Continued)

This process identifies the key risks that would have a significant impact and a high probability of occurring. The key areas identified include; loss of key staff, contract risk, recruitment and retention of volunteers, health and safety, disaster and recovery planning, ICT and sustainable funding. A key element in the management of financial risk is the setting of a reserves policy and its regular review by Trustees. The Trustees consider the risk to finances, an annual independent financial audit is carried out and systems and processes are in place to help mitigate risk. There is a system of regular reporting to the Board to ensure the charity is performing within budgets.

Objects and activities for the public benefit

Objects

The objects of CFNF are:

- To promote any charitable purposes for the benefit of the community in the area of the administrative authorities comprising the historic county of Hampshire (including Portsmouth and Southampton) and in particular the local government district of the New Forest and, if the Trustees of the charity shall so decide, in any of the administrative authorities immediately adjoining.
- Advance education, protect health; relieve poverty, distress and sickness; promote, raise funds, and co-operate with others.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit and on reporting the Charity's aims and objectives and in planning future activities.

Activities

The Charity has carried out these objects through the following activities:

- In our role as a Council for Voluntary Service we are an affiliated member of the National Council for Voluntary Organisations. The range of activities that we undertake in this role contribute to how we fulfil the charity's objects:
- Supporting the sustainable development of organisations in our local area.
- Providing support which will underpin the functioning and develop the capacity of voluntary and community groups.
- Developing and maintaining links across the voluntary and community, statutory and private sectors.
- Enabling the diverse views of the local voluntary and community sector to be represented to local statutory bodies and others and to be a conduit for this representation.
- Being actively involved in strategic forums and networks. This seeks to support a strong voice for voluntary and community groups and a means for stronger involvement of the voluntary and community sector.

Voluntary and Community Services

Providing support, training, information and advice to voluntary and community groups and helping people to volunteer.

Community Transport Services

Providing and developing transport solutions and opportunities for individuals and groups.

Children and Young People Services

Providing the New Forest Young Carers service that supports children from 7 to 18 years old with a caring responsibility for a family member.

Healthy Walks

Encouraging people of all ages and abilities to join regular, short walks, led by trained volunteer walk leaders in their own communities.

Community First New Forest

Report of the Trustees for the Year Ended 31st March 2018

STRUCTURE, GOVERNANCE, PUBLIC BENEFIT AND MANAGEMENT (Continued)

Nightstop and Nightstop 25+

Enabling homeless people, both young and older, to access safe, free, emergency accommodation in our host households at the beginning of their homelessness when their need is most acute, then supporting them into longer term housing through local housing providers.

The Annual Report contains details of the aims, achievements and future plans for each service area. These details provide evidence of the significant activities undertaken that are for the public benefit.

FINANCIAL REVIEW

The Board of Trustees together with the Acting Chief Executive were determined that the Charity would continue to provide the widest range of cost effective services to the Community and therefore continues to implement a review of its strategy where necessary throughout the year. This meant that valuable services continued to run for their funding period or if necessary have been financed by reserves to provide their much needed services.

As expected, due to continued central government controls on local government spending, the Charity suffered further cuts in our 2017-18 funding for our CVS and Volunteer Centre. Further reductions are anticipated for the year 2018-19.

The overall accounts for 2017-18 show an actual deficit of £80,521 which compares with a planned budget deficit of £73,819. CFNF has continued to spend valuable time and effort in the past year in the recovery of monies from debtors and this has resulted in the debtors as at 31st March 2018 now being at a reasonable level.

The Trustees continued their policy of stringent quarterly financial reviews. The value of these reviews has been proven once again. The Trustees also held additional meetings to discuss the way forward for the Charity based on the work undertaken by the Finance Committee. Every budget was re-examined and adjusted where necessary to reduce recurring costs.

The Trustees continue an overall review of staffing requirements suitable to our financial resources.

Investment Powers

The Trustees may deposit or invest funds in any manner on obtaining advice as specified in the Articles of Association, and having regard to the suitability of investments and the need for diversification. Under the Articles of Association, the Trustees may also appoint an investment manager for the Charity and delegate to an investment manager so appointed, at his discretion to buy and sell investments for the Charity in accordance with the Investment Policy laid down by the Trustees from time to time.

Reserves Policy

The Trustees currently aim to maintain reserves equivalent to three months operating expenditure in line with the recommendations of The Charity Commission, in order to safeguard existing activities and to enable the Charity to respond to new opportunities. During the year 2017-18 funds from both restricted and unrestricted reserves have been used to support certain of the Charity's services.

Future Liability

See Note 20 for details of the pension schemes and contingent liabilities.

Plans for future periods

The Charity continues with a forward planning process that endeavours to secure funding for the community services that meet its charitable aims. The Trustees have agreed budget plans for the 2018-19 period and continue to keep overheads within acceptable levels to suit our requirements in this uncertain economic period. This budget and forecast indicate that the organisation will remain a going concern for the immediate future.

VOLUNTARY AND COMMUNITY SERVICES

Introduction

The Community Development Team is passionate in its commitment to all communities across the District and delivers support, information and advice, in a way that is effective, fair, accessible and inclusive. It aims collectively to bring about social change and improve quality of life.

The team proactively seeks engagement with local communities, working to enable the growth of diverse, strong communities in the New Forest District especially looking to engage with socially disadvantaged, vulnerable or hard to reach groups.

One of the main aspects of our work is to strengthen the capacity and effectiveness of the voluntary and community sector within the New Forest District. We actively encourage and enable representation and participation in strategic joint working, by supporting and facilitating local, district and regional networks and acting as a link between the sectors.

Achievements and Performance

- During 2017-2018 CFNF supported 35 organisations with funding advice.
- We supported 344 groups with a wide range of information and advice including; governance, finance, start-up, policies and procedures and training.
- CFNF provide a Disclosure and Barring Service (DBS), during this period we processed 342 DBS checks that supported local VCOs.
- We continued to support the Waterside Neighbourhood Centre Partnership and Fordingbridge Workers Forum. These forums provide local groups the opportunity to carry out joint work, network and share developments.
- CFNF provides training to the local voluntary and community sector and also promotes training opportunities.

Examples of our training include:

- Lymington Care Group Trustee Responsibility training enabled the committee to fulfil its legal obligations and develop good practice. Many organisations use the group for transport in the local community.
- Vulnerable Persons Health and Wellbeing Trigger Tool training session at Totton to 31 volunteers and staff who work or volunteer in the community.

Future Plans

- As part of a local arrangement with two other Councils for Voluntary Services (CVSs), One Community and Unity (formerly known as Test Valley Community Services) we will continue to develop and deliver targeted services in 2018/19 jointly with them.
- We will be working with the Hampshire CVS Network and HCC to enhance and develop a more streamlined approach for support options to local organisations.

Feedback

'Thank you so much for organising the excellent training session on GDPR - it was really informative and useful and we now feel fully competent to make the necessary changes'

'Thank you for all you support with the application to the Henry Smith fund - your help was invaluable'

Debbie Grace
Community Development Worker

Tel. 01425 482773
debbie.grace@cfnf.org.uk

VOLUNTEER CENTRE

Introduction

The Volunteer Centre actively promotes the benefits of volunteering for the individual and for our communities. We achieve this by attending events, producing media articles and working with hard-to-reach groups such as people who are socially isolated, unemployed or have mental health issues. We encourage diversity and inclusion in all aspects of volunteering, making a difference to the health and wellbeing for all concerned. We recognise the economic value of volunteers to the community and the reduction of health care costs from people feeling the benefit of volunteering.

The Volunteer Centre provides a comprehensive information and advice service around volunteering and basic volunteering issues. One of our primary roles is to match prospective volunteers with local organisations that have appropriate voluntary opportunities. We aim to promote the awareness of local volunteering and community activity and support organisations to develop best practice.

Achievements and Performance

- This year we have dealt with enquiries from 371 people making referrals and signposting people to volunteer organisations.
- We registered 107 new volunteers on our database.
- Of these we placed at least 50 volunteers with local voluntary and community groups giving a total economic value of £98,527 into the New Forest.
- We worked in partnership with a wide range of local organisations including Job Centre plus, Totton College and Hythe Rotary Club to promote volunteering and deliver workshops and training.
- We attended a wide range of information and networking events to deliver volunteering information to over 200 local people and 47 organisations.
- We have run bespoke training, networking and celebration events for organisations.
- Our volunteering ambassadors have advised, interviewed and referred nearly 100 people and organisations during 38 drop-in sessions held around the New Forest.

Our Future Plans

- Increased use of social media and creative advertising to promote volunteering across the whole of the New Forest.
- Creation of more 'taster' or 'micro-volunteering' sessions to encourage people to try out volunteering.
- Working to encourage organisations to develop a greater number of flexible opportunities including working from home and the use of I.T.
- Working with organisations to give them the support and confidence to create more opportunities for young people to volunteer.

Feedback from volunteer groups and volunteers

Comments from volunteer involving organisations:

'Thank you - always impressed at how quickly you get things done for us, much appreciated.'

JW, Citizens Advice Bureau

VOLUNTEER CENTRE (Continued)

Feedback from volunteer groups and volunteers

Comments from volunteers:

'I've been meaning to get in touch to let you know I've been volunteering with Freedom to Learn. I just wanted to say a big thank you for telling me about them. It has been brilliant. I am learning so much and have been able to get really involved with the charity. Thanks for your support and help in finding me a place to volunteer at.'

'I have just started volunteering for Hampshire County Library Service at Totton Library all thanks to Viv and your drop in service.'

'The whole application and interview process has been a brilliant experience and I am so excited with my new job.'

'I am very appreciative for your help in getting me this far.'

Lorraine Lambert
Volunteer Centre Co-ordinator

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vol.bureau@cfnf.org.uk

HEALTHY WALKS

Introduction

Healthy Walks is a low cost and cost effective way of helping people to take control of their own health and lead more active lives by taking part in regular led health walks.

Walking is an excellent choice for regular healthy exercise. Unlike most other forms of exercise:

- Walking is free and requires no special equipment or training.
- Almost everyone is capable of walking, anywhere and it is safe, low impact, with a low risk of injuries and accidents.

The Healthy Walks service aims to promote and increase physical activity levels through healthy walking, targeting individuals and communities identified as having health concerns, socially excluded, people with disabilities, young people and people in areas of high deprivation.

Regular walking will:

- Improve heart health
- Lower blood pressure and cholesterol levels
- Help maintain a healthy weight
- Build strength in muscles and bones
- Boost the immune system
- Build confidence and mental well-being

Achievements and Performance

- This year we had 505 registered walkers participate in healthy walks.
- The service is now supported by 40 Volunteer Walk Leaders whose support is vital to this service.
- Over the year 6,023 walk hours have taken place.

Future plans

- Our Healthy Walks continued in 2017-18 with thanks to the New Forest District Council and the New Forest National Park Authority in awarding grant funding. We will continue to work with both organisations in developing the service and seeking to reach more people.
- We are looking to develop 3 dementia walks across the New Forest, working closely with Dementia Friendly Hampshire, Carer's Groups and other partners. We are planning on launching in October 2018 at the New Forest National Park's Walking Festival.

An example of one of our walkers:

Mr X had been looking for a group walk which he could join and was delighted to find one close to him in the New Forest.

The walks have given him a reason to go out; he has made new friends and has found he benefits greatly from chatting with other walkers which helps to combat his general isolation and depression. He says it is the highlight of his week and he is encouraged to walk more often.

He also enjoys exploring the New Forest, seeing the local flora and fauna and a bonus is the coffee, cake and social interaction at the end of the walk.

Jan Barratt
Healthy Walks Administrator

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Healthywalks@cnf.org.uk

YOUNG CARERS SERVICE

Introduction

The New Forest Young Carer Service supports children from 7 to 18 years old with a caring responsibility for a family member.

We provide a variety of support services both for the Young Carer (YC) and their family, including one to one work, respite activities, support within schools, awareness raising, training, advice and advocacy.

We deliver targeted work to alleviate the care burden and equip YCs with improved coping skills. Our activities tackle social isolation and encourage YCs to expand friendship and support networks while offering essential respite and time out and giving them the opportunity to enjoy their childhood.

Achievements and Performance

2017 – 2018 Young Carers Service:

- Received 92 new referrals during 2017-18, an increase of 21% on our 2016-17 referrals rate.
- Provided 36 activities with over 300 activity places, an increase of over 50% on the numbers of Young Carers who could access respite and time out.
- Became Pennyfarthing Homes' charity of the year with a £5,000 donation for activities.
- Continued with our popular Totton Youth Club and piloted a new monthly Youth Club night in Fordingbridge to help us reach and engage with more YCs.
- Following last year's pilot Wellness Recovery Action Plan (WRAP) programme, our Coordinator became an advanced level facilitator, one of only 10 currently in the country.

Future Plans

- To continue to grow our activities programme with more youth club nights and trips, including smaller group activities for more anxious or isolated YCs.
- To expand our WRAP support workshops programme to enable more YCs to develop coping mechanisms and tools to help them with the challenges they face.
- To look at alternative funding streams and opportunities to secure our service and enhance the support we can offer.

Marie Shotbolt
Young Carers Coordinator

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marie.shotbolt@cfnf.org.uk

COMMUNITY TRANSPORT

Introduction

The Community Transport team aims to provide a transport service to both individuals and groups living or working within the New Forest, meeting the needs of those who may suffer with personal mobility issues, inaccessibility of public transport, or VCOs looking for local transport options.

To support these aims we operate a fleet of 5 wheelchair accessible minibuses, located across the New Forest, which are used by our Call and Go service as well as being available for hire by member groups and organisations. We support young people to access employment by operating a fleet of 28 mopeds which are available to young people aged 16 and upwards.

We completely rely on our fantastic drivers, both paid and voluntary, who work tirelessly to ensure our minibus services are delivered to our clients.

Call and Go

The rurality of the district combined with a reduction in public transport has had a major impact on vulnerable and older people who traditionally relied on the local bus for their transport, and for many reasons no longer have access to this.

Call and Go is a flexible minibus service taking passengers to set destinations using one of our wheelchair accessible minibuses. This is a door to door service, picking up at pre-arranged times, taking passengers to the nearest town, to supermarkets and services. They are then returned safely home, with the drivers providing help if necessary.

For many of our clients this is the only opportunity to shop for essential items and they are completely reliant on this service. The social benefit of meeting and chatting to others has a really positive impact on their health and wellbeing.

Achievements and Performance

- 698 passengers registered.
- 343 passenger trips involving wheelchairs.
- 9,650 passenger trips taken.
- The average passenger age is over 85 years of age.

Future Plans

- The transport team will continue to proactively seek engagement with local communities, especially looking to engage with socially disadvantaged, vulnerable or hard to reach groups to provide sustainable transport options.
- We have been working on raising funds as well this year with an aim of replacing one of our most popular buses.
- We will be continuing to run our social outings and will be planning more joint outings with our Young Carers project.

Client Feedback

'A brilliant driver, you are the only people who take me out – we enjoy these trips so much they are fantastic, wonderful hot scones!'

'It is such a great service, I now have company whilst I am doing my own shopping, it's so nice to be able to get out of the house and I have made some new friends.'

'When I heard about Call and Go I was over the moon, now I am able to do my own shopping without having to impose on anyone to take me, it is such a relief.'

Community First New Forest

Report of the Trustees for the Year Ended 31st March 2018

GROUP HIRE

Our wheelchair accessible minibuses are available to hire to non-profit organisations that are members of Community First New Forest. They are used by a wide variety of groups ranging from local schools, health groups, faith groups, the WI, through to reunion events for members of the retired military.

Achievements and Performance.

- 372 mini bus hires to 60 different hiring community groups and organisations.
- More than 5,208 passengers transported.
- 345 journeys with wheelchairs.
- Around 17,400 miles travelled.
- More than 2,232 hours of group hire activity.
- 29 new drivers MiDAS trained, from 18 organisations and groups.

Bookings to community organisations and groups continue to hold steady and the new minibus donated by the Department of Transport last year is well utilised for Group Hire.

The category that has shown the biggest increase this year has been the health sector where new hirers are telling us that they have had an excellent response and are showing increased demand in new areas.

During the year we have recruited 6 new volunteers who drive both for us and other organisations.

Future Plans

We are planning to replace one of our mini buses that has been in virtually continuous use for both Call and Go and the Group Hire service over the last eleven years in this coastal area of the New Forest. Looking to build on the success of the current bus we are planning to make full use of this vehicle for group hire, especially for groups supporting local health and wellbeing objectives in the coastal area.

We will be working closely with the Hampshire CVS network to develop more effective ways of delivering MiDAS training.

Client Feedback

'You are a lifeline for us – we find it so hard to find transport for our community – your service opens up lots of opportunities for us now thank you!'

'A deputy head recently commented that without your buses we would be unable to take out whole classes of children to external activities, including sports events. We could not afford to pay commercial hire rates, being able to take these children out to external events and activities really has had a massive impact – thank you!'

W2W MOPED LOAN SCHEME

Wheels 2 Work is a moped loan scheme aimed at helping people who live in the New Forest, Test Valley, Winchester and East Hampshire regions, to overcome the initial problem of getting to work or training where no suitable alternative transport exists.

The scheme provides a moped or motorbike, recognised training, safety equipment and all running costs included, except fuel, for a weekly hire charge.

Having built close relationships with a number of referring agencies there is a continuous demand for mopeds, normally with a waiting list in place. Youth unemployment has also led to a large number of enquiries from individuals who would like to benefit from the scheme.

Achievements and Performance

- 41 riders have benefitted from the scheme, the majority either gaining employment or accessing worked based training.
- Across the four districts we operate in we have had a 78.4% hire rate this year.
- Operating costs have reduced this year with savings achieved in insurance, maintenance and breakdown cover.

Future plans

- We are looking to increase the number of garages to service and maintain the mopeds, across the county.
- To continue to promote the service with targeted media campaigns.
- To continue improving operational procedures to reduce costs where possible.

Feedback

- Feedback from a 24 year old from Alton who had a moped for a year to enable her to get to work: *'this has been absolutely fantastic and I honestly cannot say enough good things about it. It's been amazing! And thank you!'*
- An 18 year old hirer at a rural residential college with a job at McDonalds 11 miles away just ended hire. She said *'The scheme was really helpful for me because it enabled me to travel to work cheaply, when I would not have been able to do so before. Before I had the bike transport was very limited for me, but with it I gained my independence back, and it enabled me to get more shifts at work. I couldn't thank the Wheels to Work scheme enough for their hard work and all the help they give when renting a bike.'*
- A 21 year old hirer who had been paying for taxis to travel to/from work texted *'I wanted to thank you again for taking me there and sorting everything out. You've been a huge help and I really appreciate it! I can't wait to pick up my moped and start saving money. Big thanks.'*

NEW FOREST NIGHTSTOP AND NIGHTSTOP 25+

Introduction

New Forest Nightstop Emergency Accommodation Services

This is an emergency accommodation service for single homeless people in the New Forest District, subject to meeting the service criteria. Some of the key features of the service include:

- Nightstop helps prevent rough sleeping and its dangers by giving homeless people aged 16+ free emergency accommodation of 1–5 nights (or more if necessary) in the homes of approved volunteers in the New Forest.
- It allows homeless people a safe place to consider their options in their own time, in their local area and to get further advice on housing, employment, education and health.
- Trained and approved volunteer host households provide safe, secure, supportive overnight accommodation. A transport service of volunteer drivers is also provided to help homeless people get to their accommodation or appointments related to their homelessness and a team of support volunteers can provide practical assistance.

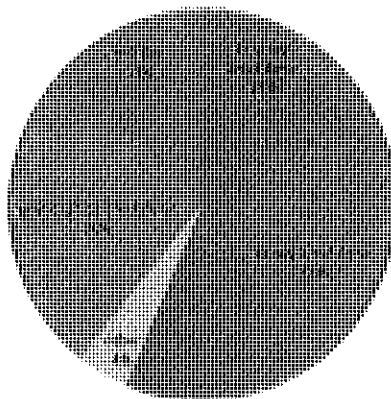
Nightstop is a unique and integral service in a multi-agency approach to homelessness and is a vital tool to other local advice agencies. Nightstop is not a permanent solution to homelessness but is temporary emergency accommodation when needed at the point of crisis. There is a local shortage of suitable and accessible accommodation and Nightstop works with a multi-agency approach to achieve the best outcome for service users.

Nightstop is all about local community helping our people who have fallen on hard times. People can benefit from increased feelings of self-esteem and their life chances are improved.

Achievements and Performance

- Nightstop received 49 referrals.
- Entering our 16th year Nightstop has provided 2,416 bednights to 347 people.

Reasons (where given) for homelessness for all referrals



NEW FOREST NIGHTSTOP AND NIGHTSTOP 25+ (Continued)

- Service users receive free accommodation for up to 5 nights including meals, shower and washing facilities and a 'listening ear' being provided to all services users in the homes of trained and vetted hosts.
- The Nightstop Crisis Fund continues to provide urgent items such as basic clothing, toiletries and urgent travel costs to people who come to Nightstop with nothing; occasional furniture and fuel start-up costs are supplied as well as food parcel referrals when they move into accommodation.
- At 31 March 2018 New Forest Nightstop had 26 volunteers, providing 6 Ambassadors, 1 "Coffee-mate", 12 drivers and 10 host households (some volunteers offer more than one role).
- Nightstop once again, passed our quality accreditation audit undertaken by Depaul UK.

Future Plans

- Nightstop emergency accommodation services have secured a contribution for 2018/19 funding from NFDC and is implementing a future funding strategy to secure a sustainable future for our services. We will also explore development options of services in new areas.
- We will continue a programme of forest wide promotion and recruitment, volunteer induction and the ongoing support and annual training of both new and current referral agency partners.
- Nightstop will continue to work with the local authority in response to the Homelessness Reduction Bill recently enacted in Parliament, as a viable resource to assist New Forest District Council in meeting its new responsibilities and contributing to its homelessness strategy ahead.

Client Feedback

'Nightstop helped me from stopping sleeping rough. I had stayed previously after I had been sleeping rough while trying to attend college. My host was very welcoming and I got along with her very easily. She was very nice and we had a few good laughs. After finding I was homeless again I felt alone, rubbish and oh no, not again! Without Nightstop I would have nowhere to go for any help.' (female aged 18)

A 63 year old, self-employed gentleman was evicted from his long term accommodation of 11 years after experiencing rent arrears. He was diagnosed with cancer in his hand and despite a successful operation, he was unable to work in his profession as a photographer. These circumstances combined with cash flow problems, resulting difficulties receiving and chasing debtors, he found himself with no home. Struggling with Osteoporosis, cancer and sleeping on a night bus, a referral was made to Nightstop. Nightstop helped with travel costs to appointments, provided meals, washing, bed, baths and we worked collaboratively with New Forest District Council and Citizens Advice Bureau to support him through to permanent accommodation. Despite feeling deep shame and utter hopelessness about the situation, with the help from Nightstop he was able overcome his health problems, regain his confidence and start his business again. He is now settled in new accommodation and beginning to relive his life.

(Male aged 63)

Jackie Lilliwhite
Nightstop Co-ordinator (from January 2018)

Tel. 01425 478391
nightstop@cfnf.org.uk , www.newforestnightstop.org.uk

Community First New Forest

Report of the Trustees
for the Year Ended 31st March 2018

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Community First New Forest for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to


- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.


The trustees are responsible for keeping proper accounting records which 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 auditors are 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 auditors are aware of that information.

Approved by order of the board of trustees on 26th OCTOBER 2018 and signed on its behalf by:


.....
Mary Falk (Joint Chair)


.....
Paul Kirkland (Joint Chair)

Report of the Independent Auditors to the Members of Community First New Forest

Opinion

We have audited the financial statements of Community First New Forest (the 'charitable company') for the year ended 31st March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2018 and of its 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.

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 Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the 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 other 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 opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to 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 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.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and 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, 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.

Opinion 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

**Report of the Independent Auditors to the Members of
Community First New Forest**

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.


Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors 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 financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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. 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.


P E H Wright FCA DChA (Senior Statutory Auditor)
for and on behalf of Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 26th October 2018

Community First New Forest

Statement of Financial Activities (Including Income and Expenditure Account)
for the Year Ended 31st March 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	57,116	57,116	293,706
Charitable activities	3	15,797	381,431	397,228	564,576
Investment income	4	<u>1,481</u>	<u>7</u>	<u>1,488</u>	<u>3,312</u>
Total		17,278	438,554	455,832	861,594
EXPENDITURE ON					
Charitable activities	5	<u>40,957</u>	<u>495,396</u>	<u>536,353</u>	<u>844,391</u>
Total		40,957	495,396	536,353	844,391
NET INCOME/(EXPENDITURE)		(23,679)	(56,842)	(80,521)	17,203
Transfers between funds	16	<u>(24,275)</u>	<u>24,275</u>	<u>-</u>	<u>-</u>
Net movement in funds		(47,954)	(32,567)	(80,521)	17,203
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>252,209</u>	<u>225,212</u>	<u>477,421</u>	<u>460,218</u>
TOTAL FUNDS CARRIED FORWARD		<u>204,255</u>	<u>192,645</u>	<u>396,900</u>	<u>477,421</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Community First New Forest

Balance Sheet
At 31st March 2018

	Notes	2018 £	2017 £
FIXED ASSETS			
Tangible assets	10	80,588	90,019
CURRENT ASSETS			
Debtors	11	46,778	44,836
Cash at bank and in hand		<u>555,307</u>	<u>662,614</u>
		602,085	707,450
CREDITORS			
Amounts falling due within one year	12	(54,265)	(75,407)
NET CURRENT ASSETS		<u>547,820</u>	<u>632,043</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		628,408	722,062
CREDITORS			
Amounts falling due after more than one year	13	(231,508)	(244,641)
NET ASSETS		<u>396,900</u>	<u>477,421</u>
FUNDS	16		
Unrestricted funds		204,255	252,209
Restricted funds		<u>192,645</u>	<u>225,212</u>
TOTAL FUNDS		<u>396,900</u>	<u>477,421</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 26th October 2018 and were signed on its behalf by:



David Eley (Treasurer)

Community First New Forest

Cash Flow Statement
for the Year Ended 31st March 2018

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Cash generated from operations	1	(90,276)	(160,578)
Interest paid		<u>(1,676)</u>	<u>(981)</u>
Net cash provided by (used in) operating activities		<u>(91,952)</u>	<u>(161,559)</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(15,798)</u>	<u>(70,613)</u>
Net cash provided by (used in) investing activities		<u>(15,798)</u>	<u>(70,613)</u>
Change in cash and cash equivalents in the reporting period		(107,750)	(232,172)
Cash and cash equivalents at the beginning of the reporting period	2	<u>659,968</u>	<u>892,140</u>
Cash and cash equivalents at the end of the reporting period	2	<u>552,218</u>	<u>659,968</u>

The notes form part of these financial statements

Community First New Forest

Notes to the Cash Flow Statement
for the Year Ended 31st March 2018

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018	2017
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(80,521)	17,203
Adjustments for:		
Depreciation charges	25,229	21,600
Interest paid	1,676	981
(Increase)/decrease in debtors	(1,942)	4,067
Decrease in creditors	<u>(34,718)</u>	<u>(204,429)</u>
Net cash provided by (used in) operating activities	<u>(90,276)</u>	<u>(160,578)</u>

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2018	2017
	£	£
Cash in hand	200	200
Notice deposits (less than 3 months)	555,107	662,414
Overdrafts included in bank loans and overdrafts falling due within one year	<u>(3,089)</u>	<u>(2,646)</u>
Total cash and cash equivalents	<u>552,218</u>	<u>659,968</u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations, legacies and gifts and is included in the Statement of Financial Activities when receivable. Grants, when entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant;
- Investment income is included when receivable;
- Incoming resources from activities raising funds are accounted for when earned; and
- Resources are deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. It includes any VAT which cannot be fully recovered, and is reported as part of expenditure to which it relates:

- Cost of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising;
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those of an indirect nature necessary to support them;
- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include audit fees and the costs linked to the strategic management of the charity;
- All costs are allocated between the expenditure categories on the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

Tangible fixed assets

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

Tenants Improvements	- in accordance with the lease
Mopeds	- 33% on cost
Equipment	- 33% on cost
Vehicles & Minibuses	- 25% on reducing balance

Fixed assets are capitalised for ongoing use within the charitable company, where the individual costs of the asset exceeds £1,000.

Taxation

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

Community First New Forest

Notes to the Financial Statements - continued for the Year Ended 31st March 2018

1. ACCOUNTING POLICIES - continued

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

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

2. DONATIONS AND LEGACIES

	2018	2017
	£	£
NHS England – Young Carers. WRAP	-	195,000
Department of Transport – New Minibus	-	50,000
Other Grants and Donations	<u>57,116</u>	<u>48,706</u>
	<u>57,116</u>	<u>293,706</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2018	2017
	£	£
Hampshire County Council (Inc Social Services)	189,159	187,068
New Forest District Council	65,000	113,334
Test Valley Borough Council	-	22,000
Big Lottery Fund	36,727	35,729
Supporting People	-	66,088
Minibus Takings	51,015	51,874
Other Incoming Resources	<u>55,327</u>	<u>88,483</u>
	<u>397,228</u>	<u>564,576</u>

4. INVESTMENT INCOME

	2018	2017
	£	£
Interest Received	<u>1,488</u>	<u>3,312</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
Central Services	16,539	-	16,539
Transport	238,438	2,976	241,414
Children & Young Peoples Services	93,404	2,682	96,086
Home Improvement and Repair	7,985	-	7,985
Other Projects	<u>170,087</u>	<u>4,242</u>	<u>174,329</u>
	<u>526,453</u>	<u>9,900</u>	<u>536,353</u>

6. SUPPORT COSTS

	Governance costs £
Transport	2,976
Children & Young Peoples Services	2,682
Other Projects	<u>4,242</u>
	<u>9,900</u>

7. NET INCOME/(EXPENDITURE)

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

	2018 £	2017 £
Auditors' remuneration	5,671	5,527
Auditors' remuneration for non audit work	2,932	3,685
Depreciation - owned assets	<u>25,229</u>	<u>21,600</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2018 nor for the year ended 31st March 2017.

Trustees' expenses

During the year, total costs of £1,107 (2017: £430) were associated with the trustee training day, professional indemnity insurance, subsistence and room hire for board meetings. No trustees were directly reimbursed for expenses (2017: None).

Community First New Forest

Notes to the Financial Statements - continued
for the Year Ended 31st March 2018

9. STAFF COSTS

	2018	2017
	£	£
Wages and salaries	259,594	333,315
Social security costs	11,890	25,270
Other pension costs	<u>15,885</u>	<u>16,160</u>
	<u>287,369</u>	<u>374,745</u>

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

	2018	2017
Central services	1	1
Transport	2	3
Children & Young People	3	3
Home Improvements	-	3
Community Development	2	2
Volunteer Centre	<u>1</u>	<u>1</u>
	<u>9</u>	<u>13</u>

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

10. TANGIBLE FIXED ASSETS

	Tenants Improvements £	Mopeds £	Equipment £	Vehicles & Minibuses £	Totals £
COST					
At 1st April 2017	7,962	48,166	71,401	297,953	425,482
Additions	-	15,798	-	-	15,798
Disposals	<u>-</u>	<u>(2,283)</u>	<u>-</u>	<u>-</u>	<u>(2,283)</u>
At 31st March 2018	<u>7,962</u>	<u>61,681</u>	<u>71,401</u>	<u>297,953</u>	<u>438,997</u>
DEPRECIATION					
At 1st April 2017	4,450	38,980	71,401	220,632	335,463
Charge for year	810	12,981	-	11,438	25,229
Eliminated on disposal	<u>-</u>	<u>(2,283)</u>	<u>-</u>	<u>-</u>	<u>(2,283)</u>
At 31st March 2018	<u>5,260</u>	<u>49,678</u>	<u>71,401</u>	<u>232,070</u>	<u>358,409</u>
NET BOOK VALUE					
At 31st March 2018	<u>2,702</u>	<u>12,003</u>	<u>-</u>	<u>65,883</u>	<u>80,588</u>
At 31st March 2017	<u>3,512</u>	<u>9,186</u>	<u>-</u>	<u>77,321</u>	<u>90,019</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade debtors	21,984	25,288
Prepayments and accrued income	<u>24,794</u>	<u>19,548</u>
	<u>46,778</u>	<u>44,836</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Bank overdraft	3,089	2,646
Trade creditors	11,956	17,599
Social security and other taxes	3,910	9,589
VAT	3,194	8,508
Other creditors	5,008	15,875
Accruals and deferred income	12,396	7,030
Pension liability	<u>14,712</u>	<u>14,160</u>
	<u>54,265</u>	<u>75,407</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2018	2017
	£	£
Pension liability	<u>231,508</u>	<u>244,641</u>

14. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Land and buildings		Other operating leases	
	2018	2017	2018	2017
	£	£	£	£
Expiring:				
Between one and five years	10,550	10,550	8,829	9,612
In more than five years	<u>21,100</u>	<u>31,650</u>	<u>5,513</u>	<u>14,341</u>
	<u>31,650</u>	<u>42,200</u>	<u>14,342</u>	<u>23,953</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2018 Total funds	2017 Total funds
	£	£	£	£
Fixed assets	59,975	20,613	80,588	90,019
Bank & cash balances	555,307	-	555,307	662,614
Other net assets/(liabilities)	<u>(411,027)</u>	<u>172,032</u>	<u>(238,995)</u>	<u>(275,212)</u>
	<u>204,255</u>	<u>192,645</u>	<u>396,900</u>	<u>477,421</u>

16. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted funds				
General fund	169,085	(17,383)	(25,236)	126,466
Central Services Capital Reserve (Designated)	3,124	-	961	4,085
Business Development Reserve (Designated)	<u>80,000</u>	<u>(6,296)</u>	<u>-</u>	<u>73,704</u>
	252,209	(23,679)	(24,275)	204,255
Restricted funds				
Restricted funds (see note 17)	<u>225,212</u>	<u>(56,842)</u>	<u>24,275</u>	<u>192,645</u>
TOTAL FUNDS	<u>477,421</u>	<u>(80,521)</u>	<u>-</u>	<u>396,900</u>

Transfer between funds

A transfer of £961 was made from the general fund to the designated Central Services Capital Reserve to provide for end-of-lease repairs to the charities offices totalling £1,200 and to correct a misallocation of costs in 2017.

A transfer of £2,289 was made from the general fund to West Hampshire Home Improvement Agency following the closure of the service.

A transfer of £21,986 was made from the general fund to Community Development fund to cover the shortfall of funds.

A transfer of £7,601 was made from the 25+ fund to the Nightstop fund as these funds have been amalgamated in the year.

A transfer of £2,000 was made from the Minibus fund to the Vehicles Replacement fund towards the replacement of a minibus

Notes to the Financial Statements - continued
for the Year Ended 31st March 2018**17. MOVEMENT IN RESTRICTED FUNDS**

	Balance at 1.4.17 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31.3.18 £
Transport					
Minibus	8,492	36,799	(37,396)	(2,000)	5,895
Wheels 2 Work (Moped Scheme)	37,979	83,425	(84,171)	-	37,233
Vehicle Replacement Fund	10,252	-	-	2,000	12,252
Call & Go	46,694	76,749	(67,307)	-	56,136
Transport Worker	6,015	24,801	(23,990)	-	6,826
MiDAS	3,610	2,395	(4,137)	-	1,868
	<u>113,042</u>	<u>224,169</u>	<u>(217,001)</u>	<u>-</u>	<u>120,210</u>
WHHIA					
West Hampshire Home Improvement Agency	-	5,692	(7,981)	2,289	-
Other Projects					
NF DARG	4,593	-	-	-	4,593
Nightstop Fund	30,699	38,110	(66,639)	7,601	9,771
Volunteer Centre	5,237	26,545	(23,887)	-	7,895
Healthy Walks	7,504	4,001	(5,433)	-	6,072
Community Food Initiative	1,277	-	-	-	1,277
Community Development 25+	5,070	72,704	(99,760)	21,986	-
Big Energy Saving Network	7,601	-	-	(7,601)	-
	<u>-</u>	<u>4,000</u>	<u>(2,497)</u>	<u>-</u>	<u>1,503</u>
	<u>61,981</u>	<u>145,360</u>	<u>(198,216)</u>	<u>21,986</u>	<u>31,111</u>
Childrens Services					
Young Carers Coordinator	50,189	63,333	(72,198)	-	41,324
Total Funds	<u>225,212</u>	<u>438,554</u>	<u>(495,396)</u>	<u>24,275</u>	<u>192,645</u>

17. MOVEMENT IN FUNDS - continued

Transport

Addressing transport issues across the New Forest District, supporting people due to lack of public transport services or individuals with mobility problems. The main source of income for this service is from Hampshire County Council. The balance of £120,210 will be used to continue the services during the coming year.

WHHIA

This service closed 31 March 2017 but, due to the length of time taken from some pre March 2017 jobs to reach their conclusion, some outstanding income and expenditure relating to work undertaken by CFNF prior to the closure of the service has been processed through the accounts this year.

Other Projects

NF DARG - supporting people with drug and/or alcohol abuse problems within the New Forest area.

Nightstop - providing free overnight emergency accommodation for homeless young people aged 16 - 25 funded by NFDC and public donations. The balance of £9,771 will be carried forward to support the service in the coming year.

Volunteer Centre - promoting and supporting volunteering across the forest funded by HCC and NFDC. The balance of £7,895 will be carried forward to the coming year.

Healthy Walks - working in partnership with National Parks and NFDC we employ a healthy walks administrator to promote and increase physical activity levels through healthy walking, targeting individuals identified as having health concerns. The balance of £6,072 will be carried forward to continue the service in the coming year.

Community Food Initiative - encouraging communities to develop local food initiatives.

Community Development - voluntary and community services promoting and supporting a sustainable voluntary and community sector in the New Forest, we provide information and advice and guidance around the complexities of running a local group or charity. We assist in the development of new groups, identify needs and develop initiatives to meet those needs. Reserves stand at Nil but this service will continue in the coming year.

25+ - providing free overnight emergency accommodation for homeless aged over 25 funded by NFDC and public donations. This service will continue to run as part of Nightstop and the balance of £7,601 has been transferred to Nightstop.

Big Energy Saving Network - The Department for Business, Energy and Industrial Strategy (BEIS) launched the 2017/18 BEIS Big Energy Saving Network (BESN). The BESN programme was in addition to the previously announced National Energy Action (NEA) funded BESN programme for 2017/18.

Our role was to provide assisted action for the maximum number of vulnerable consumers possible, to help them save money on their energy costs through attendance at Big Energy Saving Network Champion and /or Volunteer-run outreach sessions (including home visits); and to provide a focused training programme to front line workers who come into regular contact with vulnerable consumers, in order to help their clients save money on their energy costs, where practicable.

The grant was intended to cover staff costs, venue hire, publicity, printing, IT, translation, travel and other associated costs incurred to run events and/or make home visits.

Eligible costs were those costs incurred between 10th November 2017 and 30th March 2018. The remaining balance of £1,503 will be returned to BESN in 2018/19.

Children's Services

Supporting children and their families across the New Forest. Projects in 2017-18 include supporting young carers. The balance of £41,324 will be carried forward to continue the service in the coming year.

18. MOVEMENT IN FUNDS

Comparatives for movement in funds for previous accounting period

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted funds				
General fund	49,255	4,118	115,712	169,085
Central Services Capital Reserve (Designated)	5,016	239	(2,131)	3,124
Business Development Reserve (Designated)	-	-	80,000	80,000
	54,271	4,357	193,581	252,209
Restricted funds				
Restricted funds (see note 19)	405,947	12,846	(193,581)	225,212
TOTAL FUNDS	<u>460,218</u>	<u>17,203</u>	<u>-</u>	<u>477,421</u>

Transfer between funds

A transfer of £7,601 was made from Nightstop Fund to 25+ Service relating to misallocation of costs in 2016.

A transfer of £1,260 was made from the general fund to the designated Central Services Capital Reserve to provide for end-of-lease repairs to the charities offices.

A transfer of £11,085 was made from Young Carers Alliance – WRAP to Young Carers Coordinator this represents the under-spend on the funding received from the NHS. The NHS gave authority for Community First to keep this and use it for the benefit of their Young Carers.

A transfer of £13,995 was made from the Vehicle Replacement Fund to the General fund following the purchase of a second hand bus.

A transfer of £1,200 was made from the general fund to the designated Central Services Capital Reserve to provide for end-of-lease repairs to the charities offices.

A transfer of £179,586 was made from West Hampshire Home Improvement Agency to the General Fund and Business Development Reserve following the closure of the service.

Notes to the Financial Statements - continued
for the Year Ended 31st March 2018**19. MOVEMENT IN RESTRICTED FUNDS****Comparatives for movement in funds for previous accounting period**

	Balance at 1.4.16 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31.3.17 £
Transport					
Minibus	4,477	39,097	(35,082)	-	8,492
Wheels 2 Work (Moped Scheme)	26,027	91,503	(79,551)	-	37,979
Vehicle Replacement Fund	24,247	-	-	(13,995)	10,252
Call & Go	39,051	70,794	(63,151)	-	46,694
Transport Worker	4,045	25,082	(23,112)	-	6,015
MiDAS	4,151	3,035	(3,576)	-	3,610
	<u>101,998</u>	<u>229,511</u>	<u>(204,472)</u>	<u>(13,995)</u>	<u>113,042</u>
WHHIA					
West Hampshire Home Improvement Agency	174,811	141,811	(137,036)	(179,586)	-
Other Projects					
NF DARG	4,593	-	-	-	4,593
Nightstop Fund	72,374	35,558	(69,632)	(7,601)	30,699
Innovations/Older Persons	-	-	-	-	-
Volunteer Centre	2,648	25,079	(22,490)	-	5,237
Healthy Walks	8,610	4,000	(5,106)	-	7,504
Community Food Initiative	-	5,834	(4,557)	-	1,277
Community Development	3,109	114,548	(112,587)	-	5,070
25 +	-	-	-	7,601	7,601
	<u>91,334</u>	<u>185,019</u>	<u>(214,372)</u>	<u>-</u>	<u>61,981</u>
Childrens Services					
Young Carers Alliance - WRAP	-	195,602	(184,517)	(11,085)	-
Young Carers Coordinator	37,804	55,838	(54,538)	11,085	50,189
	<u>37,804</u>	<u>251,440</u>	<u>(239,055)</u>	<u>-</u>	<u>50,189</u>
Total Funds	<u><u>405,947</u></u>	<u><u>807,781</u></u>	<u><u>(794,935)</u></u>	<u><u>(193,581)</u></u>	<u><u>225,212</u></u>

20. PENSIONS

The charity participates in the Hampshire Pension Fund which is a multi-employer defined benefit pension scheme administered by Hampshire County Council.

The scheme was subject to a full actuarial valuation at 31 March 2016 and was assessed as being in deficit. Subsequent to the valuation, it has been agreed that the charity will make annual capital contributions towards its share of the deficit over a period of 22 years from 1 April 2014 at a total cost of £417,817.

During the year a contribution of £14,200 (2017: £11,800) was made towards the deficit and the liability at 31 March 2018 is £246,220 (2017: £258,801). The net present value of the liability was determined using an average corporate bond yield rate of 3%.

21. CONTINGENT LIABILITIES

The mopeds included in fixed assets were purchased with funding provided by HCC. If any of the mopeds are disposed of then 100% of the sale proceeds are due to be repaid to HCC.

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2018.

23. ULTIMATE CONTROLLING PARTY

The charitable company is controlled by its trustees, who are also its directors.

24. MEMBERS LIABILITY

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

Community First New Forest (AUDIT)

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2018**

25. WE ACKNOWLEDGE THE SUPPORT OF:

New Forest District Council
Hampshire County Council

AI Insurance, Ringwood
Bayfield Charitable Trust
Bournemouth Football in the Community
Burley WI
Cantaras Ladies Choir
Catholic Women's League
Crowe Hill WI
Exxon Mobil
Fab & Fair
Friends of St Thomas' Church, Lyminster
Howdens Joinery
Hythe & Dibden Parish Council
Ichthus Charity Shop, Totton
Iford Church
Lord Nelson Cyclocruze
Lyminster Croquet Club
Lyminster Quakers
Lyminster University of the Third Age (U3A)
Lyndhurst Dental Practice
Lyndhurst Drama and Musical Society
Marchwood Ltd, Ringwood
New Forest National Park
New Milton Lions Club
Pennyfarthing Homes
1st Poulner Scouts
Ringwood Rotary Club
Ringwood Trinity Guild
Ringwood Trinity United Church

Many donations from individual supporters
Our members