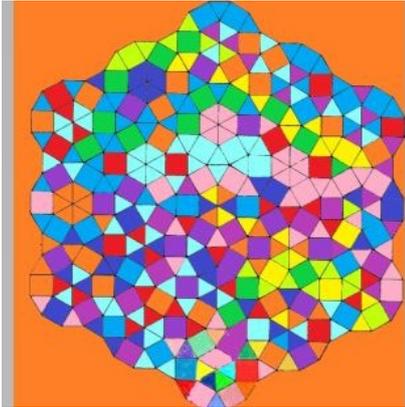


# Compaid

Removing barriers Improving lives



## Consolidated Trustees' Report and Accounts 2020-21



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*Artwork featured on the front cover of this report was designed by Compaid service user Gemma Robinson.*

**“All of us now have a greater understanding of the barriers faced by our service users every day.”**

*John Ashelford, Chairman*



2020 was a year unlike any that Compaid has seen in its 35 years of operation. Indeed, the year presented challenges to all of us in the UK and globally that have not been as

widely shared since World War Two.

On behalf of Compaid’s Trustees I am proud to report that the charity continued to provide vital services to those in need in this unprecedented period. From our staff and volunteers who skilfully adapted our service delivery methods in the wake of the pandemic and UK lockdown, to the supportive commissioners and Government departments, and generous donors who ensured the charity retained sufficient income to deliver our training and transport services in these new ways.

The widespread requirement for most of the population to stay at home means that all of us now have a greater understanding of the barriers faced by our service users every day. We turned to the internet for up to date information from the Government, or for streaming films, TV and music to while away the hours. We relied on Zoom and other video conferencing to keep in touch with family and friends.

For disabled and elderly people without access to digital devices, broadband data or the confidence and skills to use them, the pandemic further extended the digital divide which Compaid has strived to reduce for many years. It is no surprise that our digital skills training services were so in demand from local councils, housing associations, job centres and other charities. While our Training Centre was closed for most of the period under review, our team delivered remote training and befriending calls to ensure our regular service users remained well supported.

Similarly, our Transport team adapted to the needs of passengers, many of whom did not want to go out shopping, in which case our drivers arranged the delivery of essential groceries and medicines. Other drivers, and passenger assistants, ensured that Special Educational Needs (SEN) children of key workers could continue to attend school where required.

Our services are now slowly restoring to some sense of normality. However, Covid is still very much with us, and its impact will be felt for many years to come. Whatever the challenges ahead, Compaid has shown that it can be flexible and adaptive to continue to remove the barriers of social and digital exclusion faced by vulnerable people in our community every day.

**John Ashelford, Chairman**

## Reviewing our digital skills training services

**“I really enjoy our lovely online sessions - it brings you all closer to me again as I really miss everybody so it is great seeing you and having the fun we do.”**

*Jane, Compaid Training Centre service user*

The year covered by this report saw much of the UK population shielding or working from home, as the Covid pandemic took hold and society was locked down. Most public and health services moved their customer contact channels online as physical offices and centres closed, and many even suspended telephone call centres. This doubly disadvantaged disabled and older people who lacked digital skills or basic access to home broadband and electronic devices.

This new reliance on the internet drew many new users to Compaid’s established digital skills training services, and the charity forged many new partnerships during the year, while ensuring existing service users could continue to receive support even while shielding at home.

Our Training Centre in Paddock Wood was forced to close towards the end of March 2020, and for the next six months, staff and volunteers worked from home to deliver 1,200 remote support sessions to our 68 regular service users. These sessions involved a mixture of creative tools, such as digital art and music and creation, as well as online games including Scrabble.

Where individuals lacked technology at home, we were able to loan laptops and accessories from our Centre, and provide mobile broadband units. In other cases, staff and volunteers made more than 2,000 regular Zoom or phone calls to ensure that all of our registered clients were keeping

safe and well at home, and a weekly newsletter with quizzes, jokes, and links to online entertainment was sent to all service users, staff and volunteers.



*A support session being delivered at our training centre*

Face to face sessions at our Centre resumed in late September, with reduced numbers of service users each day to ensure social distancing, and full PPE available for staff and volunteers. Attendees were restricted to half day sessions allowing a full clean of the Centre. Regular learners were delighted to come back to a more social environment, and soon adjusted to the need for face shields and other measures. Sadly as a result of Kent being designated a high risk tier from November 2020, a further closure of the Training Centre was required and remote support was once more put in place for the rest of the financial year.

**“A massive thank you for giving me the confidence to explore computers. This has been absolutely invaluable to me in starting my new career path after a long break.”**

*Tracey, referral from Maidstone Job Centre*

Our digital skills training in the wider community also saw many changes during the year. Sessions for regular learners in local care homes and residential centres were suspended as those establishments closed their doors to all visitors. For other existing learners living in their own homes, remote sessions were arranged where possible, and devices and data plans once again made available if needed.



*Regular service user Carl celebrates a safe return to our Training Centre*

New demand for our skills training came from a variety of organisations, who were all discovering large numbers of digitally excluded and vulnerable people within their own services as a result of the pandemic.

Maidstone Job Centre commissioned us in October 2020 for a year-long digital skills project aimed at job seekers with a physical or learning disability, or other complex barrier to moving into work. The charity rented a small office in the Maidstone Charity Support Centre, and one to one sessions were offered throughout much of the lockdown with due regard to social distancing and the use of PPE by the charity’s staff member and learners.

Town and Country Housing Association also approached Compaid to support isolated residents in a number of their sheltered schemes. This resulted in a pilot remotely delivered digital skills training project which was quickly extended to any vulnerable people within the borough of Tunbridge Wells, with further referrals made by Tunbridge Wells Borough Council staff and local mental health charity MHR.

Many of these remotely delivered training schemes benefited from the supply of digital devices and mobile pre-paid broadband units for learners without connectivity in their homes. Compaid received £100,000 during the year through Barclays’ community grants scheme, with half of this money earmarked to pay for laptops, tablets and data plans.

Towards the end of the financial year, these successful remote skills training models attracted further interest from other councils, housing association and charities, in towns including Canterbury and Sevenoaks.

## Reviewing our community transport services

**“Thank you for helping out getting my brother in law to the dentist last week. Change is difficult for him but your driver made the journey really comfortable and manageable for him. ”**

*Relative of Paul, a Dial a Ride customer*

Our community transport services were particularly affected by the pandemic. As the UK population was urged to stay at home, passenger journeys fell sharply for the first few months of lockdown.

In the year 2020-21, around 900 disabled, older and otherwise isolated adults used our transport service, along with more than 70 disabled children for whom we provided home to school transport. These passengers made more than 22,000 journeys, covering over 135,000 miles.

Our Kent Karrier services continued to operate throughout the period, transporting disabled and elderly people who still needed to get to essential shops, with 180 trips for hospital and medical appointments, including those to receive Covid vaccinations. Where our regular shoppers were not booking trips, our

drivers made regular telephone calls to ensure that vulnerable people were not feeling lonely, and in some cases arranging for home delivery of groceries and prescriptions.

Transport for disabled children was limited as Special Educational Needs schools closed or restricted attendance only to children of key workers. It was only in January 2021 that schools reopened fully and our school runs saw busy vehicles once again.

With most local day centres closed for the past 12 months, many of our minibuses were off the road and drivers placed on furlough under the Government's Coronavirus Job Retention Scheme. Some transport was provided to those attending the charity's own Training Centre when this reopened for a short time in late 2020.



*A Compaid driver offers free chocolate eggs to passengers as an Easter treat.*

**“I am so glad this service is still running during lockdown.  
I don’t know what I would do without it.”**

*Maggie, shopping bus passenger*

Social distancing rules meant reducing the occupancy on our minibuses, with our largest vehicles only able to carry four passengers for a number of months when restrictions were at their most stringent.

The charity’s two Section 22 community bus services continued in some form throughout the pandemic. Our Detling Shopper service which links the village of Detling to Maidstone town centre was not disrupted, though passenger levels noticeably declined. Our commuter bus service, linking the Knights Wood estate outside Tunbridge Wells with nearby Tonbridge railway station was suspended between April and September, but resumed in October for those who wished to resume commuting to work in London.

Where our Transport services were provided, the charity’s frontline staff were equipped with face masks and shields, disposable gloves and other cleaning materials, and passengers were expected to wear face masks, which were made available by the charity where necessary. The Trustees are grateful to the Hospital Saturday Fund, Kent County Council, and East Sussex District Council who covered the cost of this essential equipment.

By early 2021, all active drivers and passenger assistants were able to receive their first Covid vaccinations, in line with other frontline health and social care staff.

Provision of our transport services throughout the past year would not have been possible without the commitment of

our drivers and passenger assistants, many of whom continued to work on the frontline of our services throughout the pandemic and lockdowns.



*Shoppers enjoy a safe journey to their local town*

The charity was also supported through its membership of the Community Transport Association (CTA), with which Compaid holds a Quality Mark. Our Chief Executive attended weekly online calls with CTA staff and other community transport operators, where changing Government guidance and best practice in response to this was discussed and agreed. Through these meetings, we identified an innovative spray cleaning solution that was trialled in some of our vehicles and the charity’s Training Centre.

Financial support also came from the Department for Transport (DfT), which not only ensured that our Bus Service Operator Grant payments were based on pre-pandemic journeys rather than the greatly reduced number in the past year, but also provided additional grants to ensure that our Section 22 licenced community bus services did not operate at a loss throughout the year. DfT staff were particularly supportive in this period.

## Reviewing our fundraising

**“For the last four years you provided an excellent service to my late husband, taking him to the doctors and to hospital. Thank you for your kindness and efficiency.”**

*Note accompanying a donation from Mrs Cooper*

Voluntary income remains a vital source of funding for the charity's work, helping to subsidise the cost of our services to those who most need to access them, and to provide reserves for us to invest in future developments.

When the first lockdown hit our services in March 2020, with the prospect that much of our operating income would disappear, we turned to our existing supporters to help us in this time of crisis. Covid support grants were generously provided by regular donors including the Hospital Saturday Fund, Kent Community Foundation and the National Lottery.

By far the largest donation received in the past year was £100,000 from Barclays, provided under the bank's emergency 100 x 100 community grants programme. Half of this money was used to underwrite the cost of repurposing our services to meet the needs of vulnerable people during the pandemic. The balance of the grant paid for digital devices and broadband data for people who were socially and digitally isolated at home.

These grants, along with other regular donations from other Trusts and Foundations totalled just over £227,000 in the past year - just under 70% of our total voluntary income raised. Several grants were restricted to Covid related expenditure, such as the supply of PPE for our front line staff, and anti-bacterial

cleaning for our vehicles and Training Centre.

Most of our fundraising in the local community, including partnerships with high street shops, were suspended throughout the year. Compaid was very fortunate to receive £7,000 from the Mayor of Tunbridge Wells, as final payment from a year of support as his chosen charity. This arrangement had raised more than £15,000 in total.



*Staff, volunteers and other supporters took part in an online quiz night hosted by local Radio presenter John Warnett.*

Individual donors did their bit to help our fundraising efforts, organising online quiz and games nights, and encouraging family and friends to join in. Compaid also participated in the Big Give Christmas campaign, which matches donations made by individuals. With an increased match funding pool in 2020, the campaign raised over £7,000 towards the cost of our digital skills training.

## Recognising our generous supporters

Many regular supporters, both large and small, have continued to help fund our vital services over many years. The Trustees would like to thank everyone who donated cash, time and goods and services during the past year, and in particular to acknowledge the following supporters:

A G Manly Charitable Trust  
Asda Tunbridge Wells  
Mr & Mrs Brian and Pat Banes  
Barclays Community Aid Package  
Baxall Construction  
Bruce Wake Charitable Trust  
Mr & Mrs Mike and Sarah Bullett  
Calleva Foundation  
Mr Tony Carter  
Mr & Mrs Colin and Margaret Chapman  
Childwick Trust  
Cobtree Charity Trust  
Colyer Fergusson Charitable Trust  
Mrs Anne Cooper  
Dandara  
D'Oyly Carte Charitable Trust  
Mr Jonathan Exall  
Mr Nigel Exall  
Francis Winham Foundation  
Mrs June Fuller  
H Shawdon Charitable Trust  
Hospital Saturday Fund  
The Iron Bridge Trust  
Joan Ainslie Charitable Trust  
Kent Community Foundation  
Kent County Council  
Mr & Mrs John and Pat Kent  
Mr Ronald Knibb  
Lawson Trust  
Marsh Christian Trust  
McColls Retail Group  
Monday Charitable Trust  
National Lottery Community Fund  
Mr John Osmond  
Paddock Wood Bowls Club  
Paddock Wood Lionesses  
Mr Alex Pelmore  
Sevenoaks District Council  
Sir Edward Lewis Foundation  
Sir James Roll Charitable Trust  
Sir Jules Thorn Charitable Trust  
SMB Charitable Trust  
The Sobell Foundation  
Social Enterprise Support Fund  
Souter Charitable Trust  
Sydney Black Charitable Trust  
Tesco  
Thomas J Horne Memorial Trust  
Tory Family Foundation  
Tunbridge Wells Harriers  
Mr & Mrs David and Lesley Turner

## Reviewing our volunteer activities

**“In these strange times, I was thanked for just being there at the end of the phone.”**

*Tony, Training Centre volunteer*

From providing digital skills support for disabled adults at our training centre to supporting older people with their shopping, volunteers have always played a vital role in the delivery of the charity's services.

Many of our volunteers are older people and some are disabled, factors which put them at considerable risk from Covid. As a result, from the end of March 2020, all of our volunteers remained at home for their safety and that of their families.

Despite this, many shielding volunteers engaged in online support sessions with our service users, often engaging them in online games such as Scrabble, or calling them on Zoom for a chat. When our Training Centre reopened for a few weeks

in the autumn of 2020, volunteers joined our staff members in welcoming people back to our friendly, socially learning environment, helping service users adjust to the additional safety measures in place.

We were also able to recruit new volunteers during the pandemic, aided by people who had been furloughed by their employer. As we were seeking people to provide remote sessions and support, volunteers came forward from various locations across the UK.

During the year, more than 20 active volunteers supported our work, giving 1,600 hours of service. This benefited more than 60 disabled and otherwise vulnerable people, and saved the charity over £15,000 in potential salary and related costs.

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## Reviewing Compaid Enterprises

Compaid Enterprises was established as a Community Interest Company (CIC), wholly owned by Compaid Trust, in 2019. Its primary purpose is to protect the continuation of the charity's community transport service, in the event that licensing legislation on passenger transport changes and the charity's current bus licences are revoked.

Towards that end, in 2020 the CIC applied to the Office of the Traffic Commissioners for a commercial transport operators licence. This licence was granted in

September 2020, and permits the CIC to tender for contracts and provide any bus services using adapted vehicles of 17 passenger seats or less.

As part of the conditions of this commercial licence, the CIC is required to hold just over £65,000 in a named bank account. Most of this sum was provided in a loan from Kent Community Foundation, with Compaid Trust making up the balance from its unrestricted reserves.

Directors of the CIC are appointed by the charity's Board of Trustees.

## Reviewing our financial performance

**“Our fundraising costs were just 4% of total expenditure and we raised £8.35 for every £1 spent.”**

Compaid’s total income rose by just over 17% during the year. The Government’s Coronavirus Job Retention Scheme (CJRS) helped us to keep staff employed on furlough as some of our services were suspended for several months. The charity was also successful in applications to Covid related support funds.

Income from community transport services fell by 5% year on year to £708,698, while income from digital skills training services decreased by 15% to £132,280 due to the closure of our Training Centre and the provision of lower priced remote sessions. At the year end, total income from charitable services and statutory grants, including via the CJRS, had risen to £1,052,315 (2020: £906,387).

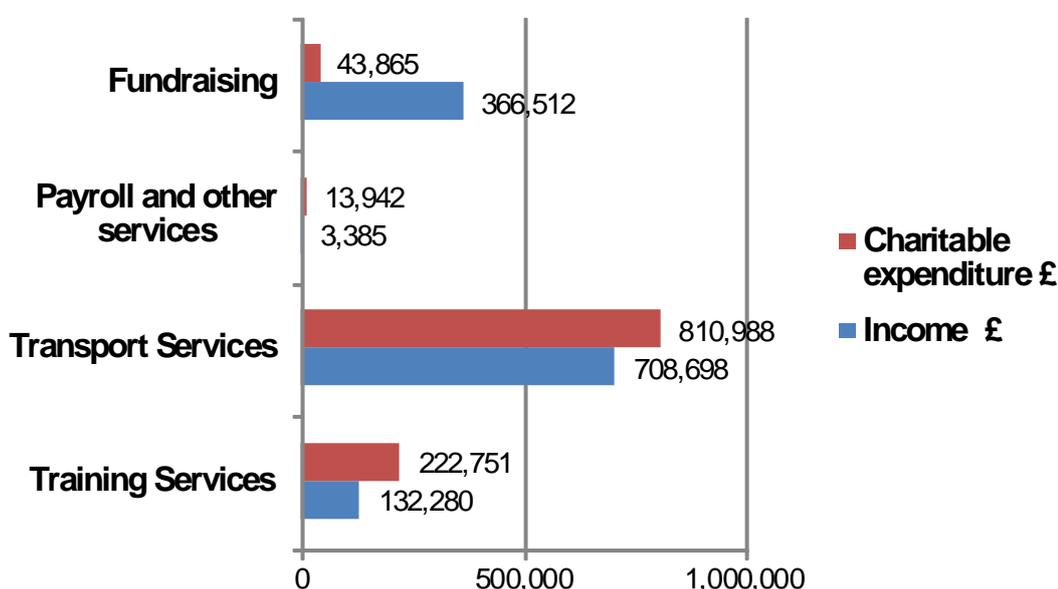
Thanks to two significant grants from longstanding supporters, voluntary income

to Compaid also rose during the year to £366,512, compared with £298,343 in 2020. With expenditure of £43,865, fundraising costs were kept low at just over 4% of total expenditure and we raised £8.35 for every £1 spent.

The charity’s overall income increased by 17% to £1,419,006 (2020: £1,207,976). Expenditure was broadly comparable to the previous year, at £1,091,546.

The result was a net income of £327,460 (2020: net income of £132,596), with a cash inflow of £391,923 (2020: cash inflow of £88,155). Total funds as at 31 March 2021 stood at £806,923 (2020: £479,463), of which £90,115 was held in restricted funds (2020: £43,674), £15,000 designated against repairs and redecoration of our leased offices and the remaining £701,808 in unrestricted funds (2020: £420,789).

### Charitable expenditure and income 2020-21



## Additional reports from the Trustees

### **Statement of Trustees' responsibilities**

The Trustees are responsible for preparing a Trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to

enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

The Trustees confirm that the report and accounts of the charity comply with the current statutory requirements, the requirements of the governing document, and the provisions of the Charities SORP 2019.

### ***Our Mission***

Compaid provides a range of practical services, using information technology and other resources, to enable disabled adults and children in and around Kent to maximise their social, creative, learning and employment opportunities.

### ***Our Vision***

Compaid aims to ensure that disabled people in and around Kent can achieve their aspirations.

### ***Our Aims***

Compaid's principal objectives are to provide services for the public benefit of disabled and other disadvantaged individuals, groups and communities to help them realise their full potential and achieve better life outcomes, and

## Additional reports from the Trustees

specifically to facilitate their social, digital and economic inclusion, in particular but not exclusively by:

- the provision of advice and training in the use of digital technology;
- the provision of community transport;
- the provision of vocational training and employment support to those who wish to enter or retain paid or voluntary work; and
- carrying out research in the above areas, and disseminating the results to influence policy making both at local and national levels.

### **Public Benefit Statement**

In setting Compaid's objectives and planning its activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit as required in section 17 of the Charities Act 2011 and, in particular, its supplementary public benefit guidance on fee charging.

Compaid fulfils its public benefit duty by reducing the social exclusion of all those to whom it provides digital skills training or transport services. This has the effect of giving greater choice and independence to service users, in many cases materially reducing their need for further support from social care and health professionals.

While most of Compaid's clients pay a small charge, either directly or indirectly, these charges are kept low through the use of voluntary income and the time donated by volunteers.

### **Fundraising practices**

Compaid does not employ third party professional fundraisers nor commercial participators to undertake its fundraising activities. All voluntary income received by Compaid is generated by the efforts of staff and volunteers, whose work is monitored by the Chief Executive and the Income Generation Sub-Committee established by the Board of Trustees.

Compaid is voluntarily registered with the Fundraising Regulator and abides by the Fundraising Code of Practice.

No complaints about fundraising practices undertaken by Compaid, its staff or volunteers were received during the year.

### **Reserves Policy**

- The Trustees regularly review the charity's Reserves policy. The policy seeks to ensure that Compaid holds sufficient reserves to sustain its services and deliver on its strategic objectives, in the face of a number of risks and uncertainties.
- The Trustees have considered and agreed the following, with particular consideration of the long term risks and impact from the Coronavirus pandemic.
- Unrestricted reserves are held by the charity to:
- Cover cash flow variations, caused by a delay in receiving income covering committed expenditure or a mismatch in the timing of receipts and payments.

## Additional reports from the Trustees

- Replace shortfall in income funding core costs, due to the loss of key contracts.
- Guard against missed fundraising targets, where donors have yet to be identified, funding bids have been delayed or expected donors have unexpectedly declined applications.
- Provide seed corn funding for future developments and innovation in service delivery and/or investment in new areas of fundraising.
- Ensure sufficient free reserves to allow for an orderly winding down of the charity in the event that this was necessary, including discharge of any liabilities to staff, HMRC and other creditors.

In light of the risks the charity faces, the Trustees believe that an unrestricted reserve fund of between £520,000-570,000 should be held as at 31 March 2021. The actual figure in free unrestricted reserves (that is, unrestricted reserves represented by net current assets) as at that date was £579,855.

### **Principal risks and uncertainties**

The Trustees have established a Risk Review strategy, the aim of which is to regularly consider high level strategic risks across three key areas: Impact and Quality of Service, to ensure that the charity's services continue to meet the needs of beneficiaries; Compliance and Regulation, to ensure that the charity operates legally and professionally; and Financial

Sustainability, to ensure that the charity has sufficient funds to deliver its charitable services. Identified risks are reviewed by the full Board of Trustees or one of its delegated Sub-Committees, and the likelihood of each risk's materialisation is recorded, along with any mitigating actions.

A Business Continuity Plan is in place and regularly updated. This Plan sets out the procedures to be followed in the event of a major emergency to ensure that Compaid can maintain its operations in the short, medium and long term. Business Continuity Insurance is also in place to fund any exceptional costs arising from an emergency. These measures ensured that core services continued to be delivered during the Covid crisis and related lockdown that affected the UK from March 2020.

Fire Risk Assessments are conducted at all operational properties, in consultation with Health and Safety representatives elected from the staff. These Risk Assessments now include consideration of Covid. Any action required is taken by the Chief Executive in consultation with the Trustees and the Senior Management Team.

### **Plans for future periods**

While much of the UK population has now been vaccinated against the current strains of Covid, the longer term risks and impact from this virus cannot be easily predicted. The Trustees are confident that staff and volunteers can continue to adapt their ways of delivering the charity's services to meet the needs of service users. The charity was

## Additional reports from the Trustees

fortunate to receive restricted funding which can be carried forward to the next financial year for the purchase of PPE, digital devices and other equipment, which may be necessary should Covid and associated lockdowns persist.

Sadly the digital divide, much widened by the UK lockdown, will continue to disproportionately affect disabled and other disadvantaged people. To address this, we plan to develop more local digital skills training projects across Kent. The first of these, in Sevenoaks, was underway by May 2021.

Confirmed funding from the National Lottery means that a new Dial a Ride service will be launched by the autumn to provide door to door transport for disabled and elderly people in the boroughs of Tunbridge Wells and Tonbridge & Malling.

### **Structure, Governance and Management**

Compaid Trust (“the Trust”) was established as a charitable trust (with charity registration number 327257) by deed dated 7 July 1986. On 15 April 2019, the Trust was converted to a Charitable Incorporated Organisation (CIO), retaining the same charity number. Hereafter any references herein to Compaid are to the CIO.

Compaid Enterprises Community Interest Company (CIC) was incorporated at Companies House on 30 November 2018 with company registration number 11705623. It is a wholly owned trading subsidiary of the Trust, which serves as its sole Member. The Trust appoints Directors

to the CIC to represent its interests.

Current Trustees, Directors and advisors are listed on page 35.

### **Recruitment, appointment, induction and training of Trustees**

The Trustees hold Board meetings at intervals of about three months and four were held during the year: the minimum quorum for these meetings is four Trustees. They have responsibility for setting Compaid’s strategic aims and for approving its annual budget and accounts. The Trustees regularly review their skills and experience to meet charitable governance requirements and the charity’s strategic aims and, when necessary, identify potential new members of the Board through open recruitment.

All new Trustees are provided with an induction to Compaid’s work by the Chief Executive. Training needs are kept under review by the Trustees.

Trustees are appointed for an initial term of three years and can be reappointed for two further terms up to a maximum of nine years, after which they must retire from the Board.

During the year of this report, the charity appointed two new Trustees: Tom Stevens as Vice Chair, and Carl Francis.

### **Organisational structure and remuneration procedures**

The Trustees delegate the day to day running of Compaid to the Chief Executive, who reports to meetings of the Trustees on progress towards achieving Compaid’s

## Additional reports from the Trustees

strategic objectives. The Chief Executive is supported by a Training Services Manager, a Transport Service Manager, an Office Manager, a Fundraising Manager and an HR Administrator. The managers are supported by trainers, drivers, passenger assistants, volunteers and others.

The Trustees may delegate any of their powers to committees of two or more Trustees. The Trustees have now formed two sub-committees to cover the areas of Finance (chaired by Mrs Fiona Condron) and Income Generation (chaired by Mr Christopher Shawdon). These sub-committees are attended by both the Chairman and the Chief Executive. Findings and recommendations are made to the full Board, which is responsible for agreeing any action that is needed.

The Chief Executive's pay is benchmarked against other local charities of comparable size and structure. Pay rises and adjustments for other staff members are proposed by the Chief Executive and approved by the Board, with regard being had to management responsibilities and overall organisational performance, as well as market weighting for any technical roles. In addition, the charity has now achieved accreditation with the Living Wage Foundation and the Trustees pledge to ensure no staff member is paid less than the LWF's base salary, which from 1 April 2021 will be £9.50.

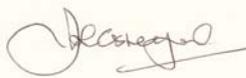
Although the charity is too small to have a legal obligation to report its Gender Pay Gap, the Trustees have elected to record

this. Compaid has a mean gender pay gap of 8% in favour of male employees. This is unchanged from the previous year and reflects the fact that the two most senior posts in the charity are currently occupied by men. The charity's median gender pay gap remained at 0%.

### **Auditors**

The auditors, Lindeyer Francis Ferguson Limited, have indicated their willingness to continue in office.

Approved by the Trustees on 10 August 2021 and signed on their behalf by:



Mr John Ashelford, Chairman

# Independent auditors' report to the Trustees on the accounts

## Opinion

We have audited the financial statements of Compaid Trust (“the charity”) for the year ended 31 March 2021, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and the 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 Financial Reporting Standard 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 charity’s affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with 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 charity 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

In auditing the financial statements, we have concluded that the directors’ use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company’s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

## Other information

The other information comprises the information included in the Trustees’ report, other than the financial statements and our auditor’s report thereon. The Trustees are responsible for the other information.

## Independent auditors' report to the Trustees on the accounts

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.

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act (Accounts and Reports) Regulations 2008 requires us to report to

you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of Trustees**

As explained more fully in the Trustees' responsibilities set out on page 13, the Trustees 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

# Independent auditors' report to the Trustees on the accounts

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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 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 financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- We obtained an understanding of the legal and regulatory framework applying to the charity, and the

procedures that management adopt to ensure compliance;

- We assigned an engagement team to the audit with particular familiarity in dealing with charity and not-for-profit organisations;
- We assessed the susceptibility of the charity's financial statements to material misstatement, including considering how fraud might occur;
- We obtained the Board's assessment of fraud risk and enquired as to any known or suspected instances of fraud; and
- We designed and performed audit procedures to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations, including enquiry of the Board, review of minutes and correspondence, and review of the completeness and accuracy of disclosures made in the 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](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 charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008 and the regulations made under section 154 of that Act. Our audit work has been undertaken

## Independent auditors' report to the Trustees on the accounts

so that we might state to the charity's members and Trustees 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 charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Lindeyer Francis Ferguson Ltd*

### **Lindeyer Francis Ferguson Limited, Statutory Auditor**

North House,  
198 High Street,  
Tonbridge,  
TN9 1BE

Date: 10 August 2021

Lindeyer Francis Ferguson 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.

## Consolidated statement of financial activities (including income and expenditure account) for the year ended 31 March 2021

		2021	2021	2021	2020
	Notes	Unrestricted £	Restricted £	Total £	Total £
<b>Income from:</b>					
Donations and legacies	3	107,611	258,901	366,512	298,343
Coronavirus Job Retention Scheme grants		207,952	-	207,952	3,442
Charitable activities	5	822,879	21,484	844,363	902,945
Other trading activities	4	-	-	-	2,275
Investments		179	-	179	971
		<u>1,138,621</u>	<u>280,385</u>	<u>1,419,006</u>	<u>1,207,976</u>
<b>Expenditure on:</b>					
Raising funds	8	43,865	-	43,865	36,069
Charitable activities	5	813,737	233,944	1,047,681	1,039,311
		<u>857,602</u>	<u>233,944</u>	<u>1,091,546</u>	<u>1,075,380</u>
<b>Net income</b>	<b>11/16</b>	<u>281,019</u>	<u>46,441</u>	<u>327,460</u>	<u>132,596</u>
<b>Net movement in funds</b>		<b>281,019</b>	<b>46,441</b>	<b>327,460</b>	<b>132,596</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		435,789	43,674	479,463	346,867
<b>Total funds carried forward</b>	<b>18</b>	<u><b>716,808</b></u>	<u><b>90,115</b></u>	<u><b>806,923</b></u>	<u><b>479,463</b></u>

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

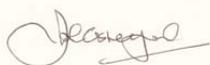
All income and expenditure derives from continuing activities.

## Consolidated balance sheet for the year ended 31 March 2021

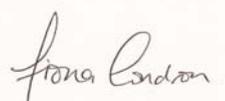
	Notes	2021 £	2021 £	2020 £	2020 £
<b>Fixed assets</b>					
Tangible assets	12		123,731		166,764
<b>Current assets</b>					
Debtors	14	163,726		155,141	
Cash at bank and in hand		636,331		244,408	
		<u>800,057</u>		<u>399,549</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>( 56,865)</u>		<u>(86,850)</u>	
<b>Net current assets</b>			743,192		312,699
<b>Total assets less current liabilities</b>			866,923		479,463
<b>Creditors: amounts falling due after more than one year</b>	16		(60,000)		-
<b>Total net assets</b>			<u>806,923</u>		<u>479,463</u>
<b>The funds of the charity</b>					
Unrestricted funds					
General reserves			701,808		420,789
Designated funds			15,000		15,000
Restricted funds			90,115		43,674
<b>Total funds</b>	17		<u>806,923</u>		<u>479,463</u>

The result of the parent charity was a surplus of £329,238 (2020: £132,596).

The accounts were approved by the Board on 10 August 2021 and signed on their behalf by



John Ashelford  
Chairman

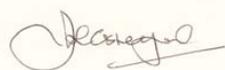


Fiona Condron  
Treasurer

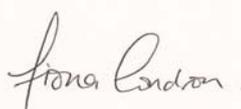
## Charity balance sheet for the year ended 31 March 2021

	Notes	2021 £	2021 £	2020 £	2020 £
<b>Fixed assets</b>					
Tangible assets	12		123,731		166,764
<b>Current assets</b>					
Debtors	14	173,726		155,141	
Cash at bank and in hand		567,709		244,408	
		<u>741,435</u>		<u>399,549</u>	
<b>Creditors: amounts falling due within one year</b>	<b>15</b>	<u>( 56,465)</u>		<u>(86,850)</u>	
<b>Net current assets</b>			684,970		312,699
<b>Total net assets</b>			<u><b>808,701</b></u>		<u><b>479,463</b></u>
<b>The funds of the charity</b>					
Unrestricted funds					
General reserves			703,586		420,789
Designated funds			15,000		15,000
Restricted funds					
			90,115		43,674
<b>Total funds</b>	<b>16</b>		<u><b>808,701</b></u>		<u><b>479,463</b></u>

The accounts were approved by the Board on 10 August 2021 and signed on their behalf by



John Ashelford  
**Chairman**



Fiona Condron  
**Treasurer**

## Consolidated statement of cash flows for the year ended 31 March 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	332,944	185,190
<b>Cash flows from investing activities:</b>			
Purchase of tangible assets		-	( 100,032)
Proceeds from the sale of tangible assets		-	7,200
Net cash used in investing activities			<u>( 92,832)</u>
<b>Cash flows from financing activities:</b>			
Interest received		179	971
Loan interest and arrangement fees		(1,200)	-
Cash inflows from new borrowing		60,000	-
Repayments of borrowing		-	(5,174)
Net cash used in financing activities		<u>58,979</u>	<u>(4,203)</u>
Change in cash and cash equivalents for the year		391,923	88,155
Cash and cash equivalents at the beginning of the year		244,408	156,253
<b>Cash and cash equivalents at the end of the year</b>		<u>636,331</u>	<u>244,408</u>
<b>A Reconciliation of net income to net cash flow from operating activities</b>			
Net income for the year		327,460	132,596
<i>As per statement of financial activities</i>			
<b>Adjustments for:</b>			
Depreciation charges		43,033	36,365
Profit on disposal		-	(7,200)
(Increase) in debtors		( 8,585)	(25,587)
(Decrease) /increase in creditors		( 29,985)	49,987
Interest received		( 179)	(971)
<b>Net cash provided by operating activities</b>		<u>332,944</u>	<u>185,190</u>

# Notes on the accounts for the year to 31 March 2021

## 1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are as follows:

### 1.1 Basis of preparation

The accounts have been prepared in accordance with the Charities SORP 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Compaid Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policies.

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

The accounts are presented in pounds sterling and rounded to the nearest pound.

### **Basis of consolidation**

The consolidated financial statements incorporate those of Compaid Trust and its wholly owned subsidiary undertaking, Compaid Enterprises Community Interest Company on a line-by-line basis. All intra-group transactions and balances are eliminated on consolidation.

The charity is a qualifying entity for the purposes of FRS 102, being the parent of a group that prepares publicly available consolidated financial statements which are intended to give a true and fair view of

the assets, liabilities, financial position and surplus or deficit of the group. The charity has therefore taken advantage of exemptions from the disclosure requirements of Section 7 'Statement of Cash Flows' – Presentation of a statement of cash flows and related notes and disclosures. As permitted by s408 Companies Act 2006, the charity has not presented its own Statement of Financial Activities and related notes.

Staff numbers and staff costs for the charity are the same as for the group.

### 1.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds.

Income from charitable activities is recognised over the period to which the income relates. Charges for services are recognised when the services are provided. Income received in advance is accounted for as deferred income.

Assets donated for on-going use by a charity in carrying out its activities are recognised as tangible fixed assets at fair value with the corresponding gain recognised as income within the SoFA.

Donated services are recognised in the period in which they are received and are measured at the value to the charity.

# Notes on the accounts for the year to 31 March 2021

## **1.3 Expenditure**

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category.

Staff costs are allocated across fundraising, the three charitable activities and administrative activities undertaken by the charity on the basis of staff time.

Support costs, which are those costs relating to functions which assist the work of the charity but do not directly relate to its activities, have been allocated to the activities undertaken by the charity on the basis of departmental headcount. The charity also benefits from volunteers, and further details of their contribution is in the Trustees' Report.

## **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Computer software - 20% on cost per annum

Fixtures, fittings and equipment - 20% to 50% on cost per annum

Motor vehicles:

New - 15% on cost per annum

Second hand - Straight line over the estimated remaining life

Leasehold improvements - Straight line over the period to the first break clause in the lease

Computer and related equipment costing or having a value on acquisition of £5,000 or less is written off when acquired.

## **1.5 Financial instruments**

The charity only has financial instruments which are classified as basic financial instruments. Short term debtors and creditors are measured at the settlement value. Any losses from impairment are recognised in the statement of financial activities.

The charity has opted to recognise concessionary loans at the amount received, with adjustments in subsequent periods for repayments made.

## **1.6 Pension contributions**

The charity makes defined contributions into employee private pension schemes. The charity also makes contributions into a multi-employer scheme. Contributions are charged to the statement of financial activities as they become payable in accordance with contract terms.

## **1.7 Operating leases**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

# Notes on the accounts for the year to 31 March 2021

## **1.8 Fund accounting**

Unrestricted funds are those funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are funds set aside by the trustees for a particular future purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

## **2 Status**

Compaid Trust is a Charitable Incorporated Organisation (CIO) in England and Wales. Its registered address is Unit 1, Eastlands, Maidstone Road, Paddock Wood, Kent TN12 6BU

## Notes on the accounts for the year to 31 March 2021

### 3 Income from donations and legacies

	2021 £	2020 £
Donations from individuals	15,482	21,115
Donations from companies	100,761	4,882
Donations from community groups	10,843	4,758
Grants from trusts and foundations	204,480	256,174
Grants from public authorities	30,500	4,000
Gift Aid recovery	4,446	6,214
Donated services	-	1,200
	<hr/>	<hr/>
	366,512	298,343

The comparative figure for 2020 includes £234,321 of restricted income.

Donated services relates to the provision of website design.

### 4 Income from other trading activities

	2021 £	2020 £
Fundraising Events	-	2,120
Cards Sales	-	155
	<hr/>	<hr/>
	-	2,275

### 5 Charitable activities

Income:	2021 £	2020 £
Training services	132,280	154,955
Transport	708,698	743,893
Payroll & other services	3,385	4,097
	<hr/>	<hr/>
	844,363	902,945

## Notes on the accounts for the year to 31 March 2021

### 5 (cont) Charitable activities

Expenditure	2021 <i>Headcount</i> #	2021 <i>Direct</i> costs £	2021 <i>Support</i> costs £	2021 <i>Total</i> £	2020 <i>Total</i> £
Training services	12	184,138	38,613	222,751	180,303
Transport	36	695,150	115,838	810,988	846,541
Payroll & other services	1	10,724	3,218	13,942	12,467
	<u>49</u>	<u>890,012</u>	<u>157,669</u>	<u>1,047,681</u>	<u>1,039,311</u>

The comparative figure for 2020 includes expenditure of £114,447 relating to restricted funds.

### 6 Direct costs

	2021 £	2020 £
Staff costs	679,781	637,781
Staff recruitment, travel and training	7,265	7,049
Volunteers' expenses	65	6,831
Premises costs	41,772	39,339
Other office costs	28,677	5,252
Computer costs	4,083	2,682
Transport vehicle expenses	84,206	161,720
Depreciation	37,890	31,221
(Profit) on disposal	-	(7,200)
Consultancy and professional fees	6,273	5,564
Loan interest and charges	-	159
Bad debts	-	69
	<u>890,012</u>	<u>890,467</u>

## Notes on the accounts for the year to 31 March 2021

### 7 Support costs

	2021 £	2020 £
Staff costs	118,157	113,322
Staff recruitment, travel and training	612	914
Premises costs	12,056	12,462
Other office costs	2,421	2,495
Computer costs	2,562	1,769
Other direct costs	1,218	1,311
Insurance	2,870	3,056
Depreciation	5,143	5,144
Consultancy and professional fees	4,580	645
Audit fees	8,050	6,170
Trustees' expenses	-	262
Advertising and marketing	-	1,294
	<u>157,669</u>	<u>148,884</u>

### 8 Expenditure on raising funds

	2021 £	2020 £
Staff costs	30,943	30,056
Other fundraising costs	12,922	6,013
	<u>43,865</u>	<u>36,069</u>

### 9 Staff costs

	2021 £	2020 £
Gross salaries	776,144	729,259
National Insurance contributions	41,212	40,318
Pension contributions	11,525	11,144
Recruitment Expenses	-	438
	<u>828,881</u>	<u>781,159</u>

# Notes on the accounts for the year to 31 March 2021

## 9 (Con't) Staff costs

The average number of employees during the year was 54 (2020: 53).

No member of staff earned over £60,000 in the year or the previous year.

## 10 Related party transactions

The charity's key management personnel are the trustees and the Chief Executive. Total employee benefits, including employer's pension contributions and employer's National Insurance, in respect of key management personnel were £58,227 (2020: £56,475).

None of the Trustees received any remuneration in the year. No expenses were reimbursed to trustees during the year (2020: expenses totalling £262 were reimbursed to 3 trustees in relation to the costs of attending meetings).

During the year, the charity provided a loan of £10,000 to the subsidiary. The loan is interest free, and no repayments were made in the year.

## 11 Net income

This is stated after charging:	2021 £	2020 £
Audit fees	8,050	6,170
Depreciation	43,033	36,365
Operating lease rentals	38,500	38,500

## 12 Tangible fixed assets

	<i>Leasehold property</i> £	<i>Motor vehicles</i> £	<i>Fixtures, fittings &amp; equipment</i> £	<i>Total</i> £
Group and charity				
<b>Cost</b>				
At 1 April 2020 and 31 March 2021	45,687	259,557	39,809	345,053
<b>Depreciation</b>				
At 1 April 2020	39,258	102,756	36,275	178,289
Charge for the year	5,143	35,239	2,651	43,033
At 31 March 2021	44,401	137,995	38,926	221,322
<b>Net book value</b>				
As at 31 March 2021	1,286	121,562	883	123,731
As at 31 March 2020	6,429	156,801	3,534	166,764

## Notes on the accounts for the year to 31 March 2021

### 13 Subsidiary undertaking

Compaid Enterprises Community Interest Company is a company limited by guarantee registered in England and Wales with number 11705623. The registered office is the same as the parent entity.

The subsidiary contributed turnover of £nil (2020: £nil), expenditure of £1,778 (2020: £nil), and a loss to the charity of £1,778 (2020: £Nil). At the balance sheet date, the subsidiary had net liabilities of £1,778 (2020: £nil).

<b>14 Debtors</b>	<i>Group</i> 2021 £	<i>Group</i> 2020 £	<i>Charity</i> 2021 £	<i>Charity</i> 2020 £
Trade debtors	123,298	99,493	123,298	99,493
Prepayments and accrued income	13,298	36,601	13,298	36,601
Other debtors	27,130	19,047	27,130	19,047
Amounts due from subsidiary	-	-	10,000	-
	<hr/> 163,726	<hr/> 155,141	<hr/> 173,726	<hr/> 155,141

### 15 Creditors: amounts falling due within one year

	<i>Group</i> 2021 £	<i>Group</i> 2020 £	<i>Charity</i> 2021 £	<i>Charity</i> 2020 £
Trade creditors	13,932	35,548	13,932	35,548
Tax and social security	9,317	10,024	9,317	10,024
Accruals and deferred income	23,344	39,547	22,944	39,547
Other creditors	10,272	1,731	10,272	1,731
	<hr/> 56,865	<hr/> 86,850	<hr/> 56,465	<hr/> 86,850

### 16 Creditors: amounts falling due after more than one year

	<i>Group</i> 2021 £	<i>Group</i> 2020 £	<i>Charity</i> 2021 £	<i>Charity</i> 2020 £
Loans	60,000	-	-	-
	<hr/> 60,000	<hr/> -	<hr/> -	<hr/> -

The loan comprises a 0% fixed interest loan from Kent Community Fund . This loan is unsecured and is repayable by 30 June 2022.

## Notes on the accounts for the year to 31 March 2021

### 17 Movement in funds

<i>Current year</i>	<i>1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>31 March 2021 £</i>
Unrestricted funds:					
General fund	420,789	1,138,621	( 855,824)	-	703,586
Designated funds	15,000	-	-	-	15,000
Charity funds	435,789	1,138,621	(855,824)	-	718,586
Trading subsidiary	-	-	(1,778)	-	(1,778)
<b>Group funds</b>	<b>435,789</b>	<b>1,138,621</b>	<b>(857,602)</b>		<b>716,808</b>
Restricted funds:					
Training	21,533	154,903	( 109,196)	-	67,240
Transport	22,141	75,482	( 78,192)	-	19,431
Other	-	50,000	( 46,556)	-	3,444
Group and charity funds	43,675	280,385	(233,944)	-	90,115
<b>Total group funds</b>	<b>479,463</b>	<b>1,419,006</b>	<b>( 1,091,546)</b>	<b>-</b>	<b>806,923</b>
<b>Total charity funds</b>	<b>479,463</b>	<b>1,419,006</b>	<b>( 1,089,768)</b>	<b>-</b>	<b>808,701</b>

The restricted funds arise from grants and donations to fund particular projects or items of expenditure, and unused income is carried forward to cover future expenditure on those areas. Details of restricted and designated funds active during the year are as follows:

#### *Training fund*

This fund contains grants given towards the cost of delivery of digital skills training services. As at 31 March 2021, this fund comprised grants from Barclays (£28,156), Tunbridge Wells Borough Council (£13,334), the Childwick Trust (£8,000), the Manly Trust (£6,000), the D'Oyly Carte Charitable Trust (£3,500), East Sussex Council (£3,443), the Cobtree Charity Trust (£3,000), the Joan Ainslie Charitable Trust (£3,000), and the Souter Charitable Trust (£2,250).

#### *Transport fund*

This fund contains grants given towards the cost of delivery of accessible transport services. As at 31 March 2021, this fund comprised grants from Kent County Council (£6,223), National Lottery Communities Fund (£5,000), the Sobell Foundation (£3,333), Kent Community Foundation (£3,000), and the Hospital Saturday Fund (£1,875).

#### *Other*

During the year, grants totalling £50,000 were received towards staff costs, rent and PPE. As at 31 March 2021 this fund comprised a grant from East Sussex Council for PPE of £3,444.

## Notes on the accounts for the year to 31 March 2021

### 17 (Con't) Movement in funds

#### Designated funds

The Trustees have agreed to designate £15,000 from unrestricted reserves towards the cost of future repairs and redecoration at Unit 1 Eastlands.

<i>Prior year</i>	<i>1 April</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>31 March</i>
	<i>2019</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>2020</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Unrestricted funds:					
General fund	323,067	973,655	( 960,933)	85,000	420,789
Designated funds	-	-	-	15,000	15,000
	<u>323,067</u>	<u>973,655</u>	<u>( 960,933)</u>	<u>100,000</u>	<u>435,789</u>
Restricted funds:					
Training	16,000	48,328	( 42,795)	-	21,533
Transport	7,800	185,993	( 71,652)	( 100,000)	22,141
Group and charity funds	<u>23,800</u>	<u>234,321</u>	<u>( 114,447)</u>	<u>( 100,000)</u>	<u>43,675</u>
<b>Total group and charity</b>	<b><u>346,867</u></b>	<b><u>1,207,976</u></b>	<b><u>( 1,075,380)</u></b>	<b><u>-</u></b>	<b><u>479,463</u></b>

The restricted funds arise from grants and donations to fund particular projects or items of expenditure, and unused income is carried forward to cover future expenditure on those areas. Details of restricted and designated funds active during the year are as follows:

#### *Training fund*

This fund contains grants given towards the cost of delivery of digital skills training services. As at 31 March 2020, this fund comprised grants from Masonic Charitable Foundation (£10,000), Souter Charitable Trust (£1,333), Joan Ainslee Charitable Trust (£1,000), The Kent Community Reliant Fund (£2,000), The Weinstock Fund (£1,200), Baily Thomas Charitable Fund (£6,000).

#### *Transport fund*

This fund contains grants given towards the cost of delivery of accessible transport services. As at 31 March 2020, this fund comprised grants from Kent County Council (£13,141), the Kent Community Foundation (£6,000), the Sobell Foundation (£2,000) and The Inman Charity (£1,000).

The transfer relates to the purchase of three minibuses in the year.

#### *Designated funds*

The Trustees have agreed to designate £15,000 from unrestricted reserves towards the cost of future repairs and redecoration at Unit 1 Eastlands.

## Notes on the accounts for the year to 31 March 2021

### 18 Analysis of net assets between funds

#### Group

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Fixed assets	123,731	-	123,731
Net current assets	653,077	90,115	743,192
Creditors: amounts falling due after more than one year	( 60,000)	-	( 60,000)
<b>Total net assets</b>	<b>716,808</b>	<b>90,115</b>	<b>806,923</b>

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Fixed assets	166,764	-	166,764
Net current assets	269,025	43,674	312,699
<b>Total net assets</b>	<b>479,463</b>	<b>43,674</b>	<b>479,463</b>

#### Charity

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Fixed assets	123,731	-	123,731
Net current assets	594,855	90,115	684,970
<b>Total net assets</b>	<b>716,808</b>	<b>90,115</b>	<b>808,701</b>

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Fixed assets	166,764	-	166,764
Net current assets	269,025	43,674	312,699
<b>Total net assets</b>	<b>435,789</b>	<b>43,674</b>	<b>479,463</b>

## Notes on the accounts for the year to 31 March 2021

### 19 Operating lease commitments

The group and charity is committed to future minimum lease payments under non-cancellable operating leases as follows:

Land and buildings:	2021 £	2020 £
Due within one year	36,375	38,500
Due in two to five years	35,000	8,250
	<hr/>	<hr/>
	71,375	46,750

### 20 Analysis of changes in net debt

	1 April 2020 £	Cash flows £	31 March 2021 £
Cash at bank and in hand	244,408	391,923	636,331
Loans falling due within one year	-	( 60,000)	( 60,000)
	<hr/>	<hr/>	<hr/>
	244,408	331,923	576,331

### 21 Capital commitment

As at the Balance Sheet date the charity is committed to purchasing two minibuses totalling £50,166 (2020: no commitments).

## **Trustees of the charity**

Mr John Ashelford, Chairman

Mrs Fiona Condron, Treasurer and Chair of Finance Sub-Committee

Mr Carl Francis (appointed 9 February 2021)

Mrs Kerry-Ann Francis (resigned 14 July 2021)

Mr Barry Jenkins OBE (resigned 18 May 2020)

Mr Deon Kloppers

Mrs Kathy Melling

Mrs Simone Prince

Mr Andrew Robertson

Mr Christopher Shawdon, Chair of Income Generation Sub-Committee

Mr Paul Sheppard

Mr Tom Stevens JP, Vice Chairman (appointed 9 February 2021)

Mr David Timms

## **Chief Executive**

Mr Stephen Elsdon

## **Directors of Compaid Enterprises CIC**

Mr Andy Allen

Mr John Ashelford

Mrs Fiona Condron

Mr Stephen Elsdon

Mr Tom Stevens

Mr John Turner

Mr John Osmond

Mr Andrew Robertson

## **Bankers**

Barclays Bank PLC 8 Calverley Rd, Tunbridge Wells TN1 2TB

## **Auditors**

Lindeyer Francis Ferguson Limited North House, 198 High Street, Tonbridge, Kent, TN9 1BE

## **Registered Office**

Unit 1 Eastlands, Maidstone Road, Paddock Wood, Kent TN12 6BU

Registered with the Charity Commission in England and Wales as a Charitable Incorporated Organisation with registration number 1064160.

# Compaid

*Removing barriers* *Improving lives*

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@CompaidTW

Compaid Trust is a Charitable Incorporated Organisation in England with charity registration number 1064160

