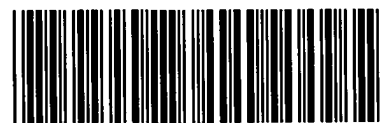


Registered number
06883950

Charity number
1141396

Swan Advice Network
Report and Financial Statements
31 March 2022

FRIDAY



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COMPANIES HOUSE

Swan Advice Network
Report and Financial Statements
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Swan Advice Network Accountants' Report

Independent examiner's report to the trustees of Swan Advice Network

I report on the accounts of the company for the year ended 31st March 2022, which are set out on pages 3 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) to state whether particular matters have come to my attention.

Basis of independent examiner's report

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


Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
 - a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice - Accounting and Reporting by Charities have not been met; or

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

Mr J L Battle FCCA MAAT
12 Spencer Drive
Midsomer Norton
Radstock
BA3 2DN



12th October 2022

Swan Advice Network Company Information

Executive committee

Chris Davis (Chair)
Susan Charles (Vice Chair)
Cllr Michael Evans
Charles Gerrish
Colin Allen (Treasurer)

Secretary

Sue Bright

Manager

Sarah Williams

Independent Examiner

Mr J L Battle FCCA MAAT
12 Spencer Drive
Midsomer Norton
Radstock
BA3 2DN

Bankers

Unity Trust Bank
Four Brindley Place
Birmingham
B1 2JB

Registered office

Leigh House
1 Wells Road
Radstock
Bath & North East Somerset
BA3 3RN

Registered number

06883950

Charity number

1141396

Swan Advice Network

Registered number: 06883950

Charity number: 1141396

Report of the Executive Committee

The committee presents its report and accounts for the year ended 31 March 2022.

Purpose

SWAN's purpose, as set out in its Memorandum and Articles of Association is to provide a range of advice and access services aimed at alleviating need and hardship in Bath and North East Somerset (BANES) and the surrounding areas.

To achieve this purpose the charity pursues the following objectives:

- To provide transport to access services and activities
- To support tackling loneliness in our communities, including through transport services
- To provide advice, on site and through outreach
- To work with other agencies to target services and improve access to services
- To maintain the process of organisational development
- To establish continuous streams of funding for SWAN's work

Organisational Development

Swan reviews its activities each year looking at what we have achieved and the outcomes of our work. The review looks at the success of each activity and the benefits brought to the people we are set up to help. We have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. This year development has been impacted by the gradual recovery from the impact of Covid and by the end of the year journey numbers were not yet back to pre pandemic levels and neither were the number of Swan's volunteer drivers.

How Our Activities Deliver Public Benefit

Swan's main activities and those we help are summarised below. Our purpose limits the services we provide to residents in BANES and the surrounding areas and our funding limits the number of people we can help. Our services are provided free to our clients although we accept donations towards the costs of our transport journeys.

Achievement and Performance

Volunteer Transport Scheme

Swan's transport falls into 3 projects: Supporting People, Community Transport and Access to Health. The Supporting People project provides transport to enable clients of Social Services to access a range of activities, whether it be shopping or attending a luncheon club, day care or further education. It is also used to enable disabled people on low income to access activities that they would not otherwise be able to get to. The Access to Health project enables passengers to get to health related appointments and this year has included journeys to Covid vaccinations, and Community Transport covers any other destinations.

Swan Advice Network**Registered number: 06883950****Charity number: 1141396****Report of the Executive Committee (continued)**

In total Swan's transport service has undertaken 3690 journeys this year – twice the number of the previous year which was so badly affected by Covid. The BANES funded Supporting People transport undertook 1550 journeys – only 387 the previous year. Swan undertook 1218 health related journeys (95% of 19/20 pre pandemic) and 922 other journeys (56% of 19/20). Swan has averaged 307 journeys per month compared to 420 journeys per month during the year 19/20.

Social Sessions for Older, Vulnerable and Isolated People

As part of Swan's developmental work related to loneliness, Swan has been operating monthly 'Cuppa and Chat' sessions. After a break during Covid these reconvened during this financial year building up to greater attendances as people's confidence has grown to leave the house again.

The Continued Impact of Coronavirus

Swan's volunteer drivers have continued to wear PPE this year and to clean down their cars between passengers. It is notable that whilst health related journeys are almost back to normal boosted by journeys to vaccination appointments, social journeys have proved much slower to recover due to some reticence among our passengers to leave the house unless absolutely necessary and the deterioration of their health over the pandemic. The CEO has continued to work from home just going into the office once a week and after many months of delay due to shortages of parts internationally and then the blockage of the Suez Canal causing delays finally got an up to date work laptop in September.

Use of Volunteers

Swan has had 23 active volunteer drivers through the year. We have welcomed 6 new drivers, 5 volunteers have not yet returned for a variety of reasons since Covid and 7 others left during the year. Towards the end of the year it felt safe to welcome drivers back into the office rather than keeping them on the doorstep, our administration volunteer had returned to work in the office, and we were able to have a Christmas meal together. Our trustees are all volunteers and the majority of meetings have continued to be held on Zoom. The first face to face meeting was convened in September but due to various Coronavirus contacts some meetings since then have returned to Zoom.

Financial Review

Incoming resources for the year amounted to £102,554. £24080 of this was a grant received in the last month of the year. Expenditure was £106598.

Swan Advice Network

Registered number: 06883950

Charity number: 1141396

Report of the Executive Committee (continued)

Reserves Policy

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months operating costs (circa £26,500) and are now designated for this purpose. General fund in 2021/22 was £6,882. In addition, Swan has established designated funds for a sickness reserve (£5000) and redundancy provision for a worse case scenario (£27118). This represents a reserves target of £58600. At this level the Executive Committee feels that Swan would be able to continue the usual activities of the charity in the event of a significant drop in funding. Were that to occur, it would obviously be necessary to consider how the funding would be replaced or activities changed.

Risk Review

A review of those risks that had been identified as 'high' was completed in February 22. The major risks to funding are being addressed by seeking opportunities to diversify activities, such as the work on loneliness, and so open up the possibility of wider funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically renewed to ensure that they still meet the needs of the charity. A detailed financial policy defines clear financial responsibility, safeguards and accountability.

Plans for the Future and Post Covid Recovery

The Coronavirus pandemic has extended longer than we might have foreseen with the first lockdown on March 23rd 2020. Most restrictions were lifted on 19th July 2021 though Plan B was announced by the government due to the Omicron variant in December 21. Swan will continue to do what is required to maintain its transport services and contacts with clients. Through the effects of Covid 19 and its variants Swan will continue to follow government guidance and will aim to rebuild resilience where possible and feasible. Swan will further the development of ideas as to how Swan can develop its services and contribute to tackling loneliness. These plans include effort to:

- Ensure our transport service evolves to meet any new demands post pandemic
- recruit more volunteer drivers to meet increased demand
- continue to explore new sources of funding
- extending Cuppa and Chat sessions
- evaluate how these sessions can link to other activities, possibly supported by other charities and organisations in BANES.

Swan Advice Network**Registered number: 06883950****Charity number: 1141396****Report of the Executive Committee (continued)****Structure, Governance and Management**

SWAN is a charitable company limited by guarantee, incorporated on 21 April 2009. It was originally registered with the Charity Commission as a charity on 30 October 1989. The company was established under a Memorandum of Association which established the objects of the charitable company, and it is governed under its Articles of Association.

The liability of the members is limited. Under the Memorandum of Association, in the event of the charitable company being wound up its members are required to contribute if required an amount not exceeding £10 to the charitable company's assets.

Recruitment and Appointment of Executive Committee Members

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the Executive Committee. All members of the Executive Committee give their time voluntarily and received no benefits from the charity. At each annual general meeting, one-third of members of the Executive Committee retire, based on length of service, and are eligible for re-appointment subject to available vacancies and to their recommendation for re-appointment by the Executive Committee. Appointment of new Executive Committee members is through a recruitment process, followed by a recommendation of the Executive Committee to the annual general meeting for formal approval. The recruitment process can include a variety of means and whenever necessary specific skills are sought. Prospective members initially meet with the CEO, and if both sides wish to proceed they are then invited to attend at least one meeting of the Executive Committee as an observer and to give more details of what they could contribute as a member. Their appointment may then proceed subject to first ascertaining that the applicant is eligible to become both a company director and a charity trustee.

Swan Advice Network

Registered number: 06883950

Charity number: 1141396

Report of the Executive Committee (continued)

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of SWAN for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Statement as to disclosure to our Independent Examiners

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice - Accounting and Reporting by Charities.

This report was approved by the board on 12th October 2022 and signed by its order.

Chris Davis
Chair



Susan Charles
Vice Chair



Swan Advice Network
Statement of Financial Activities
for the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income	2				
Donations		12,420	72,556	84,976	96,623
Charitable activities		-	17,578	17,578	6,948
Total income		12,420	90,134	102,554	103,571
Expenditure	3				
Cost of raising funds:		-	7,000	7,000	7,000
Charitable activities		6,526	93,073	99,599	74,272
Net income/(expenditure) and net movement in funds for the year		5,894	(9,939)	(4,045)	22,209
Reconciliation of funds					
Total funds brought forward		59,588	33,125	92,713	70,414
Total funds carried forward		65,482	23,186	88,668	92,713

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Swan Advice Network

Registered number:

06883950

Balance Sheet

as at 31 March 2022

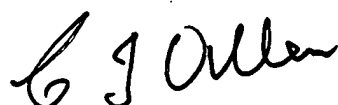
	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	4	798	1,064
		<u>798</u>	<u>1,064</u>
Current assets			
Stocks			
Debtors	5	3,591	917
Cash at bank and in hand		85,868	92,056
		<u>89,459</u>	<u>92,973</u>
Creditors: amounts falling due within one year	6	(1,589)	(1,324)
Net current assets		<u>87,870</u>	<u>91,649</u>
Total assets less current liabilities		<u>88,668</u>	<u>92,713</u>
Net assets		<u>88,668</u>	<u>92,713</u>
Funds	8		
Unrestricted funds		65,482	59,588
Restricted funds		23,186	33,125
Total funds		<u>88,668</u>	<u>92,713</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.



Mr Colin Allen
Treasurer

Approved by the board of trustees on 12th October 2022

Swan Advice Network
Statement of Cash Flows
for the year ended 31 March 2022

	Notes	2022 £	2021 £
Cash used in operating activities	9	(6,188)	20,970
Purchase of Office Equipment		-	(1,330)
Net (decrease)/increase in cash		(6,188)	14,915
Cash at bank and in hand less overdrafts at 1 April		92,056	56,171
Cash at bank and in hand less overdrafts at 31 March		85,868	71,086
Consisting of:			
Cash at bank and in hand		85,868	92,056

Swan Advice Network
Notes to the Accounts
for the year ended 31 March 2022

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below:

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting By Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming resources

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 and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where 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.

Donated services and facilities are included at the value to the charity where this can be quantified.

The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Costs of generating funds comprises those costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Swan Advice Network
Notes to the Accounts
for the year ended 31 March 2022

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 costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examiner's fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of 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, others are apportioned on an appropriate basis.

Taxation

The company is exempt from corporation tax on its charitable activities only.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

2 Income	Unrestricted	Restricted	2022	2021
	£	£	£	£
Donations				
Donations	11,916	-	11,916	4,369
LocalGiving	20	-	20	393
Miscellaneous	484	-	484	-
BANES Social Services Transport	-	27,168	27,168	27,168
BANES Omicron grant	-	24,080	24,080	-
BANES Discretionary grant	-	-	-	10,000
Keynsham Town Council	-	450	450	500
Westfield Parish Council	-	500	500	800
Quartet Community Foundation	-	3,000	3,000	-
Edgar E Lawley Foundation	-	-	-	1,500
Radstock Town Council	-	1,000	1,000	1,000
Ralph and Irma Sperring trust	-	-	-	500
Groundwork UK	-	250	250	500
West of England Co	-	15,108	15,108	15,431
Mable Cooper Charitable Trust	-	1,000	1,000	-
HMRC CJRS Grants (Furlough)	-	-	-	3,882
National Lottery - Covid 19 response	-	-	-	22,580
Independent Age Grant	-	-	-	8,000
	<hr/>	<hr/>	<hr/>	<hr/>
	12,420	72,556	84,976	96,623
Income from charitable activities				
Invoiced transport payments	-	17,578	17,578	6,948
	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	12,420	90,134	102,554	103,571

Swan Advice Network
Notes to the Accounts
for the year ended 31 March 2022

3 Analysis of Expenditure

	2022	2021
	£	£
<i>Cost of raising funds</i>		
Staff costs	7,000	7,000
<i>Expenditure on charitable activities</i>		
Staff costs	59,259	50,843
Telephone and postage	2,033	2,086
Stationery, printing and publicity	551	894
Computer costs	4,215	1,421
Subscriptions	528	937
Training costs	152	-
Premises costs	4,111	3,343
Professional fees	35	-
Sundry expenses	409	553
Repairs and renewals	652	553
Bank charges	500	371
Volunteer driver expenses	23,176	7,863
Office insurance	903	914
Depreciation of office equipment	266	266
Travel	205	156
<i>Governance costs</i>		
Consultancy	2,170	3,597
Independent examiner's fees	433	474
	106,598	81,271

3 Employees

	2022	2021
	Number	Number
Average number of persons employed by the company	4	4

Swan Advice Network
Notes to the Accounts
for the year ended 31 March 2022

4 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 April 2021	1,330
At 31 March 2022	<u>1,330</u>
Depreciation	
At 1 April 2021	266
Charge for the year	<u>266</u>
At 31 March 2022	<u>532</u>
Net book value	
At 31 March 2022	<u>798</u>
At 31 March 2021	<u>1,064</u>

5 Debtors

	2022 £	2021 £
Sundry debtors	3,258	687
Prepayments	<u>333</u>	<u>230</u>
	<u>3,591</u>	<u>917</u>

Swan Advice Network
Notes to the Accounts
for the year ended 31 March 2022

6 Creditors: amounts falling due within one year	2022	2021
	£	£
Sundry creditors	682	50
Accruals and deferred grants	907	1,274
	<u>1,589</u>	<u>1,324</u>

7 Related party transactions

There were no related party transactions for the year ended 31 March 2022.

8 Movement in funds	1st April 2021	Received	Utilised	Balance transfers	31st March 2022
	£	£	£	£	£
Unrestricted funds					
<i>Designated funds</i>					
Sickness reserve	5,000	-	-	-	5,000
Redundancy reserve	25,400	-	-	1,700	27,100
3 months operating costs	25,000	-	-	1,500	26,500
General Fund	4,188	12,420	(6,526)	(3,200)	6,882
	<u>59,588</u>	<u>12,420</u>	<u>(6,526)</u>	<u>-</u>	<u>65,482</u>
Restricted funds					
BANES Supplier Relief Grant	7,626	-	(7,626)	-	-
BANES Social Services transport	-	27,168	(27,168)	-	-
WECA Community Transport	1,431	15,108	(16,539)	-	-
BANES Discretionary grant	6,660	-	(6,660)	-	-
BANES Omicron grant	-	24,080	(4,144)	-	19,936
Local Giving	361	-	(361)	-	-
Westfield Parish Council	602	500	(1,102)	-	-
Radstock Town Council	1,000	1,000	(1,000)	-	1,000
Keynsham Town Council	205	450	(655)	-	-
Ralph and Irma Sperring Trust	250	-	(250)	-	-
Quartet Community Foundation	1,042	3,000	(1,792)	-	2,250
Independent Age Grant	7,000	-	(7,000)	-	-
Groundwork UK	-	250	(250)	-	-
Mable Cooper Charitable Trust	-	1,000	(1,000)	-	-
	<u>26,177</u>	<u>72,556</u>	<u>(75,547)</u>	<u>-</u>	<u>23,186</u>
Invoiced transport payments	6,948	17,578	(24,526)	-	-
	<u>33,125</u>	<u>90,134</u>	<u>(100,073)</u>	<u>-</u>	<u>23,186</u>

Swan Advice Network
Notes to the Accounts
for the year ended 31 March 2022

9 Reconciliation of net movement in funds to net cash flow from operating activities

	2022	2021
	£	£
Net Movement in funds	(4,045)	22,299
Adjustments for:		
Depreciation	266	266
(Increase)/Decrease in debtors	(2,674)	389
Increase/(Decrease) in creditors	265	(1,984)
Net Cash used in operating activities	<u>(6,188)</u>	<u>20,970</u>

8 Other information

Swan Advice Network is a private company limited by guarantee and incorporated in England.
 Its registered office is:

Leigh House
 1 Wells Road
 Radstock
 Bath & North East Somerset
 BA3 3RN