



COMMUNITY FIRST

**(Company limited by guarantee no. 01757334
registered charity no. 288117)**

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

COMMUNITY FIRST

(Company limited by guarantee no. 01757334, registered charity no. 288117)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2022

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COMMUNITY FIRST

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

For the year ended 31 March 2022

Trustees

James Moody (Chairman) ¹
Steve Boocock ²
Leah Campbell (from 1 June 2021)
Piers Dibben ¹
Edward Heard
Jane James ²
Virginia Keen ²
Sanjeen Payne-Kumar (from 1 June 2021) ¹
Tony Poole (resigned 6 October 2021) ¹
Jane Rowell (resigned 6 October 2021) ^{1,2}
Merope Sylvester (from 1 June 2021) ²
Victoria Walsh (from 1 June 2021) ¹

1. Member of the Finance Committee
2. Member of the Human Resources Committee

Secretary

Karen Williams

Key Management Personnel

Lynn Gibson (Chief Executive)
Bernadette Lowe
Steve Crawley
Dawn Whiting
Ed Plank
David Potts
Harry Tipple

Patron

HRH The Duchess of Cornwall

President

Mrs Sarah Troughton HM Lord-Lieutenant For Wiltshire

Vice Presidents

The Earl of Radnor
Ken Whatley
James Layton
William Wyldbore-Smith DL

COMMUNITY FIRST

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS For the year ended 31 March 2022

Company reg. no.	01757334
Charity reg. no.	288117
Financial Conduct Authority no	FRN311971
Registered office	Unit C2 Beacon Business Centre, Hopton Park Devizes Wiltshire SN10 2EY
Registered Auditor	David Owen & Co 17 Market Place Devizes Wiltshire SN10 1HT
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Lloyds TSB Bank plc 38 Market Place Devizes Wiltshire SN10 1JD
Solicitors	Awdry, Bailey and Douglas 33 St. John's St Devizes Wiltshire SN10 1BW

TRUSTEES' REPORT For the year ended 31 March 2022

The members of the Board of Trustees, who are also directors of the charity for the purposes of the Companies Act 2006 present their report which includes the administrative information set out on pages 1 & 2 and the audited financial statements for the year ended 31 March 2022 which have been prepared in accordance with the 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.

Structure, Governance and Management

Community First was founded in 1965 as the Community Council for Wiltshire, incorporated as a company limited by guarantee (registered in England and Wales) in September 1983 and registered as a charity in November 1983. Since 2008 HRH the Duchess of Cornwall has been Patron of Community.

We employ 28 Full Time, 14 Part time, 21 Sessional/variable contracted staff, 10 Trustees (as of April 2022)

Membership of the Charity is comprised of supporting groups and individuals drawn from local communities, statutory bodies and parish and town councils in Wiltshire and Swindon. Community First is a part of the Rural Community Action Network, which operates through Rural Community Councils in each of England's shire counties, supporting the work of the voluntary sector in rural communities and market towns. The network is known nationally as ACRE (Action with Communities in Rural England). The governing documents of the Charity are its Memorandum and Articles of Association. Governance of Community First is through a Board of Trustees elected by the membership at the AGM. The Board has final legal authority and is responsible for overseeing the operation of the entire charity and its activities. The President and Vice Presidents are elected annually, and Trustees are elected for a three-year term. Additional Trustees may be co-opted by the Board for a 12 month period until the next AGM. Trustees may be elected for two terms of three years - i.e. six consecutive years. A Trustee may be re-elected for an additional term of three years. All new Trustees take part in a formal induction programme and receive appropriate training.

The Board meets formally five times a year. It regularly reviews its structure, the individual and corporate responsibilities of Board members and the skills and expertise that they bring to the Charity, through its strategic planning process.

The two Board Committees involving Trustees and senior management staff have delegated responsibility for Finance and Human Resources.

The Finance Committee is chaired by a Trustee with financial knowledge and experience and holds responsibility for financial oversight and protecting the assets of the Charity, including the principal assets, its property at Beacon Business Centre in Devizes and Oxenwood Outdoor Education Centre. The Committee reviews all financial reports in advance of Board meetings and monitors the overall financial position of the Charity.

The Human Resources (HR) Committee has responsibility for the development of HR policies and all Human Resources related Governance issues. The Committee recognises that a strong well managed Human Resources function is central in supporting the staff team.

All Trustees play an important role in guiding the strategic development of the Charity, monitoring the operating environment and risk management, identifying growth opportunities, leading on policy development, deciding on future priorities and ensuring that the Charity is sustainable.

TRUSTEES' REPORT

For the year ended 31 March 2022

The Leadership Team comprises of seven Managers and the specialist accountancy services is outsourced to Monahans. The Leadership team holds responsibility for implementing Board policy, carrying out decisions of the Board, managing the assets of the Charity, strategic planning and development, advising Trustees on all matters pertaining to the effective running of the Charity, and for overall business management and development.

The staff team is organised into five teams reflecting the strategic objectives of the Charity.

The Charity has four subsidiary companies, one of which, Community First Trading Ltd, undertakes insurance and bulk fuel agency work, generating a profit of £34,942 which was gift-aided to the Charity. The other three subsidiaries, Wiltshire Enterprises Ltd together with Wiltshire Community Jobs and Youth Action Wiltshire (companies limited by guarantee) were dormant during the year as activities were undertaken directly by the Charity.

In addition to its Trustees, none of whom receive remuneration, the Charity benefits greatly from the active involvement of many volunteers who contribute their time and skills on sub-committees of the Board of Trustees, and as fundraisers and ambassadors of the Charity.

Pay policy for senior staff

The senior management team comprises of the Trustees and key management personnel of the charity who are in charge of directing and controlling, running and operating the charity on a day to day basis. As mentioned above, all trustees give their time freely and no trustee received remuneration during the year. Details of trustee expenses are disclosed in note 11 to the accounts. The pay of senior staff is reviewed regularly and adjusted based on the circumstances of the charity.

Risks

Trustees, in conjunction with the Leadership team, have identified and reviewed the major risks to which the Charity might be exposed. It has designed a number of management and financial strategies which seek to mitigate the effects of such threats to Community First. This recently included the COVID-19 virus and a specific Human Resources Plan for 2021/2022, financial risks and asset and property management risks.

Responsibilities of the Members of the Board of Trustees

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- comply with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the

TRUSTEES' REPORT For the year ended 31 March 2022

Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statements as to disclosure of information to auditors

So far as the Trustees are aware at the time the report is approved:

- there is no relevant audit information of which the charity's auditors are unaware, and
- the Trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Objectives and Activities

Community First's Vision is Vibrant Communities, Brighter Futures with a mission to Connect Communities, Encourage Enterprise, Tackle Disadvantage and Inspire Innovate and Deliver Excellence.

Public benefit

The Charity's activities described above demonstrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance when reviewing the Charity's objectives and activities.

Generation of funds - Fundraising and Publicity

Fundraising remains a crucial aspect for our sustainability with a target of £364,900 over the next 12 months, compared to a target of £357,000 in 2021/2022. While we have a significant amount of unsecured income built into the restricted service budgets, the targets are pragmatic and realistic and costs will be cut if targets are not met.

Employees and volunteers

Community First is committed to providing equality and fairness for all in its employment and to not discriminate on the grounds of any protected characteristic as defined in the Equality Act 2010.

The Trustees would like to express their gratitude for the hard work, dedication and commitment of the excellent staff teams working in all parts of the Charity.

Impact of COVID-19 and Key Achievements

The organisation has managed the effect of the pandemic effectively and adapted its delivery and working arrangements over the past 12 months. We are now operating a hybrid model in the office with a blend of office and home working mix. We will continue to follow government guidance.

Oxenwood Outdoor Education Centre - was the area of most concern having had its main source of income from schools residentials, wiped out almost overnight. We worked hard to replace funding. Traded bookings are now returning, and the calendar now shows a strong calendar of booking for the next 12 months and beyond. We finished the year with a small surplus for the year. Thanks to the incredible effort by all the staff team, we can be proud that we have offered essential support at the Centre to many young people who really needed it throughout the pandemic. 188 free to access group work outdoor education sessions were provided for vulnerable & disadvantaged young people, including 6 residential projects. 424 vulnerable & disadvantaged young people benefited from free to access outdoor education activities. When these were an approved youth work activity 48 traded day & 13 residential projects were provided for schools & youth groups.

TRUSTEES' REPORT

For the year ended 31 March 2022

Central Services and Strategic Development - Financially, the organisation remains in a healthy position. At the end of March 2022 our free reserve were 5.15 months cover at £199,153. Over £420,000 of new income was identified and secured to deliver services across the county.

The organisation has worked hard to advocate for the VCSE sector within the new Integrated Care System development. We have a seat both on the VCSE system wide partnership and have alongside Wessex Community Action developed a Wiltshire 'Place' based VCSE Leaders Alliance.

Community Development – The Community Information Champions programme has now come to end and during the lifetime of the programme it reached 851 people. We began a new Rural Youth Programme in partnership with Wiltshire Council across five Area Board localities which will continue for the next 12 months. Youth consultants supported the rural youth project as well as a second new youth project delivered in Friary estate. Connect 2 Wiltshire, a Community Lottery funded programme, is also now complete. The project has surpassed all targets with 2025 people engaged, 448 new volunteers recruited, 59 community organisers trained, 206 community leaders trained, 10 social hubs created. This year we have listened to over 50 Building Bridges participants to gain feedback on the value of the programme. The Reducing Cancer Inequalities listening project, funded by the CCG, was carried out across multiple rural locations in Bath and North East Somerset and Wiltshire between April-July 2021. Community Organisers carried out 209 individual listenings through door knocking activity to hear about people's experience of access to services relating to cancer support. 66% of listenings were in rural Wiltshire

Local Councils Support - 232 Council in the WALC Membership – 2021/22 (increase of 2). 185 In-house training events and 108 Partner training events

Link schemes – The Link Audit 2021 showed that the network is slowly recovering from the impact of the pandemic with more journeys and volunteers returning to support the service. The audit showed the network now supports 1,567 volunteer drivers, with an Economic value of Link volunteer hours in 2021 being £1,010,929 (based on £12.48/ hr). 81,004 hours worked by volunteers in 2021. In 2021 the network carried out 23,136 tasks and journeys. Community First continues to provide support to the network around governance, networking and volunteer recruitment.

Village Halls and Community Buildings - We have continued to support Village Halls and Community Centres through the Wiltshire Village Halls Association offering support to access government grants and financial support and advice on interpreting safety guidance including webinars on re-opening community groups safely. The village halls service increased its membership to 183 members, (6 new members in 2021). 90 local halls completed the national village halls survey for ACRE

Community Grants and Landfill - The grants support we provide remain essential to building the fabric of communities. The Bradenstoke Solar Panel Grants Scheme in 2021/22 allocated £21,615 for environmental, green and local community projects. Landfill Projects were funded from April 2021 March to 2022 awarding £362,623 through the Landfill Communities Fund. The LEADER programme ended in December 2020.

Building Bridges – Due to the success of the first two phases of Building Bridges, the National Lottery Community Fund and European Social Fund have granted a further extension of the programme delivery through to the end of January 2023.

Using a bespoke model developed for us by economists from the Department for Business, Energy and Industrial Strategy, we can demonstrate that the programme has now generated over £10m of direct economic benefit to Swindon & Wiltshire since its launch in 2016.

The model also shows that the programme has a cost benefit ratio of 1.57 – so for every £1.00 invested, it generates an economic benefit of £1.57. Pre-pandemic the cost benefit ratio was even

TRUSTEES' REPORT For the year ended 31 March 2022

higher at 1.71 and there is quarter-on-quarter recovery back towards that level. Feedback from economists is that even the current level of performance is fantastic result for a programme of this nature.

By the end of March 2022, our progress included:

- The programme has supported 1635 eligible participants to date and over the last year we have actively supported an average of 285 people
- Well over half (59%) of our participants have achieved a positive outcome with the programme:
 - 25% have moved into employment
 - 31% have moved into education (including 279 NEET or At-Risk re-engaging with education)
 - 3% were economically inactive and have moved into job search
- Our participant demographics show we are supporting the hardest to reach:
 - 84% of our participants were classed as being disadvantaged
 - 59% had disabilities or long-term health issues
 - 45% lacked basic skills in maths and English
 - 24% were long-term unemployed
 - 19% are from areas of multiple deprivation
 - 10% were ex-offenders
 - 5% were homeless
- 53% of participants are Under 25 and 13% are Over 50
- As part of their journey:
 - 66% have gained new skills awards or qualifications
 - 27% have undertaken structured volunteering
 - 24% have accessed debt or financial advice support
 - 13% have undertaken work experience
 - 13% have accessed travel training

Throughout the last year, the programme has continued to receive quarterly audits by both the National Lottery Community Fund and the DWP European Social Fund Managing Authority and all have been passed with no issues identified. In addition, the programme also had two full Article 127 Audits by the DWP Managing Authority during the year and again no issues were identified.

Youth Action Wiltshire

217 newly referred young carers, were enabled to co-produce a support plan. 231 young carers accessed intensive 1:1 mentoring or coaching programmes. Despite ongoing restrictions due to the COVID-19 pandemic, 408 young carers accessed face to face respite & support groups. With a total of 1,353 face to face respite places attended. 30 young carers accessed remote group webinars, with a total of 170 webinar places attended. 17 young carers requested & accessed our internally funded counselling provision, an additional 6 have been referred & are currently on the waiting list. 62 young carers requested & received intensive help/support with education. 173 young carers requested & received Information, Advice & Guidance (I.A.G). Following our interventions;

92% of young carers accessing support reported an increase in their health & wellbeing.

Splash - 240 newly referred young people 'facing challenges in their lives', were enabled to co-produce a support plan. 339 young people accessed face to face group work sessions. With a total of 897 places attended on face to face positive activities. 144 young people accessed remote group webinars, with a total of 313 webinar places attended. 315 young people accessed 1:1 support, with a total of 886 1:1 sessions attended. 23 young people requested & accessed our internally funded counselling provision,

TRUSTEES' REPORT For the year ended 31 March 2022

Results from our latest anonymised survey show the following outcomes for young people accessing Splash provision;

Self-confidence, belief in themselves and in their abilities increased. 98% indicated an increase in happiness 95% in feelings of inclusion and 88% a sense of reduced isolation.

Inspire -54 young people, of which 18 who were Not in Education, Employment or Training (NEET) & 36 who were at significant risk of becoming NEET engaged with intensive support. Alongside comprehensive 1:1 support, 71 face to face day groups and 2 residential projects were delivered. 32 young people left the project during the year, 82% of these into a place in Education, Employment or Training (EET).

88% of young people engaging with Project Inspire reported an increase in their self-assessed mental health.

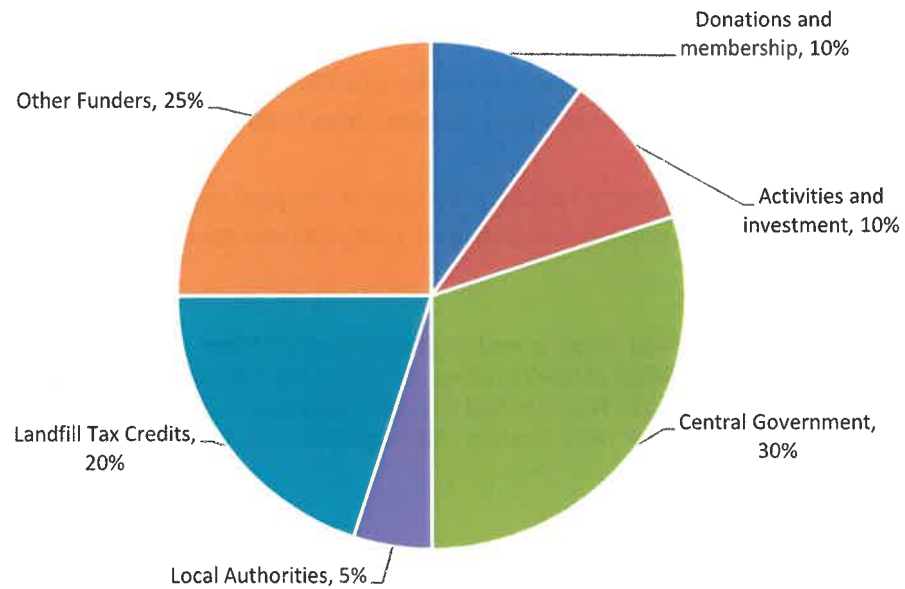
Youth Club - We have provided a blended mix of remote & face to face training for 64 Youth Leaders & 27 Young Leaders covering; Emergency first aid, Food hygiene, Leadership, Safeguarding, Health & Safety, Listening & Community Organising & 'How To Run' group work sessions. We offered intensive set-up support for 4 new groups throughout their planning stage & launched a total of 9 monthly term-time local youth carers face to face clubs. We provided wide ranging support for 18 groups to successfully re-launch face to face group work sessions following the Covid-19 pandemic. We also continued to provide outreach staffing for Box & Old Sarum Youth Clubs and provided governance, volunteer recruitment & fundraising support for 9 groups. In excess of £20,000 of funding has been raised to sustain & broaden local youth clubs. Working with Wiltshire Council's Local Area Boards, we have engaged with 674 people across 50 locations to seek their views on local youth work needs.

Financial Review

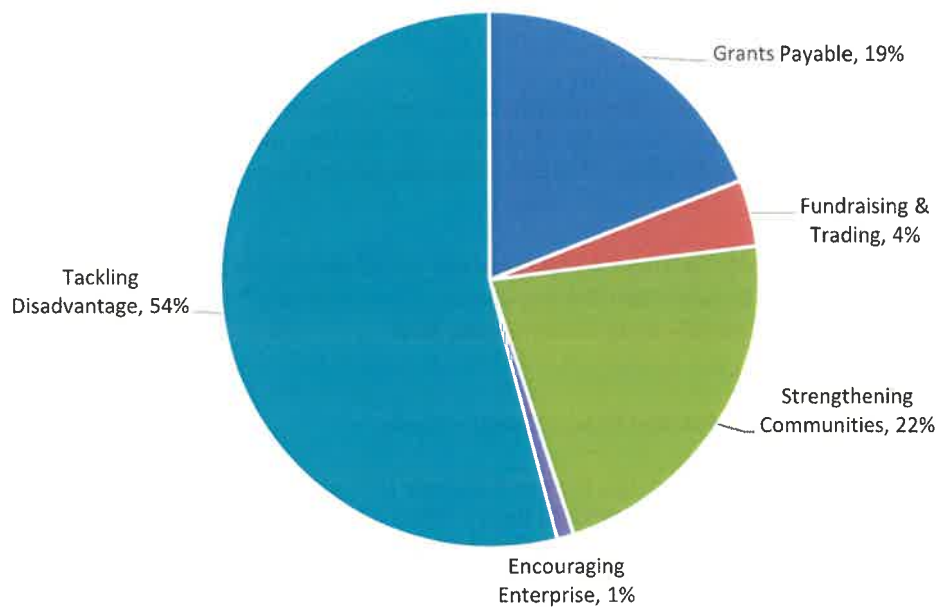
The year's total incoming resources of £2,137,356 were 3% lower than 2020/21 whilst the year's total resources expended of £1,997,058 were 5% lower than in 2020/21. An analysis of incoming resources and resources expended is shown in the charts on page 9.

TRUSTEES' REPORT
For the year ended 31 March 2022

Income Resources £2,137,356



Resources Expended £1,997,058



The changes in operating income and the expenditure resulted in a £150,298 positive movement in funds (2020/21: surplus of £115,180).

TRUSTEES' REPORT For the year ended 31 March 2022

The decrease in operating income was mainly due to reduction of grant income from Wiltshire Council and the National Lottery Community Fund. Lower expenditure was mainly caused by a reduction in grants payable from £512,846 to £373,896.

The net movement in funds for the year was a surplus of £150,298 (2020/21: £115,180). Unrestricted free reserves (i.e. excluding designated funds) increased from £149,520 to £199,153.

Although the Charitable Group held £1,603,434 as cash at the year end, the majority of these funds were held for restricted purposes, most notably over £600,000 was held for the Landfill Communities Fund (see Note 17).

The designated fund representing property and fixed assets is not freely available to spend and has been excluded from the calculation of free reserves. Similarly, the Strengthening Communities fund was created from a legacy and the Trustees feel a moral obligation to spend this gift on an identifiable project which would otherwise not have funding. Although this project has not yet been fully identified the funds are not freely available.

The reserves policy agreed by Trustees is:

General or "free" reserves, defined as all unrestricted and undesignated funds readily available for spending are to be maintained at a level designed to protect the Charity's work against risks relation to:

- Income reliability
- Expenditure flexibility
- Specific known liabilities

Reserves should cover 3-6 months of expenditure on central costs (around £32,000 per month) as well as central service redundancy costs (as 31 March 2022 this was around £33,000). Community First also owns assets that could be used if readily available funds were not enough to cover any large liabilities.

Designated funds are set aside by Trustees for particular purposes as described in note 17 of the financial statements. These funds include the book value of property and fixed assets in use of the Charity's activities and the Strengthening Communities fund.

Plans for the Future

The key Strategic Priorities for the next financial year include:

- Ensure the reserves levels increase and are in the range of 3-6 month's cover
- Continue to develop a hybrid model for office and home working and the development of rental opportunities of spare office space
- Continue to review investment opportunities
- Appoint at least two new Trustees and complete the Governance review including a review of assets and property governance
- Review the Finance IT systems in partnership with Monahans
- Continue to develop new partnerships and collaboration including the VCSEP partnership and the new Integrated Care System (ICS), Integrated Care Alliance (ICA) and the VCS role within it.

TRUSTEES' REPORT

For the year ended 31 March 2022

- Prepare for new Government programmes such as Levelling Up and the Shared Prosperity Funds
- Ensure the work we do is celebrated and understood including the implementation of the new Communications and Fundraising strategies
- Secure £364,900 of new income over the next 12 months
- Develop a comprehensive Asset Management Review
- Undertake a feasibility study of youth club insurance being added as an offer to our Community Insurance Services.
- Secure at least £35,000 in surplus income from Community Insurance services
- Secure at least £20,000 in surplus income from BOLD creative services
- Update the personal development training across the staff and Trustee teams
- Deliver the fundraising and communications plans

Outdoor Education

- Implement a new staffing structure for growth and capacity
- Achieve the LOTC Quality Mark, including new ways of engaging schools & young people in planning their outdoor education programmes.
- Continue to promote to new markets to grow income
- Produce architectural plans for the Oxenwood Outdoor Education centre Capital build

Youth Action Wiltshire

- Build affiliation and the volunteer base of the Youth Clubs network and help secure the funding required to provide the provision they need.
- Increase capacity in our young carers service and respond to the new Wiltshire Council tender
- A minimum of 200 newly referred young carers are enabled to create a support plan
- An evening, weekend & school holiday, face to face respite programme is provided for young carers recognised as most vulnerable.
- Webinars & local face to face young carers clubs, provide an offer of respite for all registered young carers
- A minimum of 350 young people facing challenge in their lives, engage with & benefit from Splash provision.
- A minimum of 50 Youth Leaders & 30 Young Leaders complete accredited training courses through our 'free to access' programme.
- A minimum of 15 youth groups are supported with fundraising, governance & via outreach staffing

Community Development

- Continue to expand the membership of Wiltshire Association of Village & Community Hall
- Continue to embed the Get Out, Get Active GOGA Sport England programme using Community Buildings and village halls for health activity - create new sustainable physical activity for 20 people, (60 inactive people (both disabled & non-disabled) over 3 years)
- Strengthen volunteer support through Volunteer Connect
- Strengthen the MIDAS training offer with an income target of at least £11,000
- Ensure facilities are improved locally through Community Landfill Grants and administration meets regulatory requirements - Project Approval target for 2021/22 £350,000 for Landfill grants
- Continue to meet the needs of the Wiltshire Association of Local Councils (WALC), including a comprehensive training offer for new Councillors and clerks and recruit an assistant

TRUSTEES' REPORT

For the year ended 31 March 2022

- Continue the Rural Youth project
- Continue the Friary Estate Youth project
- Continue to support the Community Transport and Link schemes
- Secure funding to deliver a Health Connections project and aim to embed this style of service
- Continue to support the Building Bridges project through listening's
- Support the new Community Led Housing HUB

Building Bridges

The Building Bridges programme will end in January 2023 and the target is for 40% of the participants it has supported since the start to have achieved positive outcomes with a minimum of:

- 228 having moved into education
- 183 who were unemployed on joining having moved into employment
- 282 who were economically inactive on joining moving into employment or job search

As the Building Better Opportunities (BBO) programme funding from the European Social Fund and The National Lottery Community Fund must end in early 2023, the programme team will:

- Ensure all regulatory and audit requirements are met satisfactorily through to the end of programme delivery
- Ensure the BBO Programme close-down governance requirements are met in full and programme records are securely archived until April 2034
- Continue to seek potential successor funding to enable programme delivery to continue into future years
- If it isn't possible to identify successor funding, the programme team will work individually with each participant to identify alternative support that can help them progress towards their personal goals

Annual General Meeting

The Annual General Meeting of the members of Community First will be held on 12th October 2022

This report has been prepared having taken advantage of the Small Companies exemption in the Companies Act 2006.

By order of the Board of Trustees



James Moody

Chairman of the Board of Trustees

2 August 2022

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST

Opinion

We have audited the financial statements of Community First ('the charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, 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 charitable company's affairs at 31 March 2022 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 including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and the Republic of Ireland"; and
- have been prepared in accordance with the requirements of 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 charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the trustees' 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 charitable 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 trustees 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 annual report, including the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST

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 company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 4, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under Section 151 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST

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 laws and regulations that affect the charitable company, focusing on those that had a direct effect on the financial statements or that had a fundamental effect on its operations. Key laws and regulations that we identified included the Companies Act, the Charities Act, data protection legislation and employment legislation.
- We enquired of the trustees, reviewed correspondence with the Charity Commission and reviewed trustees' meeting minutes for evidence of non-compliance with relevant laws and regulations. We also reviewed controls the trustees have in place to ensure compliance.
- We gained an understanding of the controls that the trustees have in place to prevent and detect fraud. We enquired of the trustees about any incidences of fraud that had taken place during the accounting period.
- The risk of fraud and non-compliance with laws and regulations and fraud was discussed within the audit team and tests were planned and performed to address these risks. We identified the potential for fraud in the following areas: misappropriation of cash and other assets, undisclosed related party transactions outside the normal course of business and misstatement of the investment property valuation
- We reviewed financial statements disclosures and tested to supporting documentation to assess compliance with relevant laws and regulations discussed above.
- The engagement partner considers the engagement team collectively had the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.
- We enquired of the trustees about actual and potential litigation and claims
- We obtained independent confirmations from your bank regarding balances at the year-end in addition to any outstanding charges
- We performed analytical procedures to identify any unusual or unexpected relationships that might indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud due to management override of internal controls we tested the appropriateness of journal entries and other adjustments throughout the period and assessed whether the judgements made in making accounting estimates were indicative of a potential bias. We also carried out a review for transactions outside the normal course of business.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY FIRST

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

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

This description forms part of our auditor's report.

David Owen & Co is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



David Owen & Co
Statutory Auditors
Chartered Accountants
17 Market Place
Devizes
Wiltshire
SN10 1HT

Date: 15 August 2022

COMMUNITY FIRST (company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (including income & expenditure account)
For the year ended 31 March 2022

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES						
<i>Income</i>						
Donations and legacies	2	39,171	175,818	1,540	216,529	160,284
Trading activities	3	123,260	94,659	-	217,919	220,830
Membership and affiliation fees		1,289	8,280	-	9,569	9,472
Charitable activities	4	152,138	1,530,078	-	1,682,216	1,809,779
Investment income	5	10,268	55	-	10,323	10,732
<i>Other incoming resources</i>						
Gain on disposal of fixed assets		600	200	-	800	1,200
TOTAL INCOMING RESOURCES		326,726	1,809,090	1,540	2,137,356	2,212,297
RESOURCES EXPENDED						
Fundraising and publicity	7	-	5,603	1,540	7,143	1,797
Commercial trading operations		77,705	-	-	77,705	69,491
Charitable activities						
Strengthening Communities		157,832	284,295	-	442,127	480,786
Encouraging Enterprise		102	386,208	-	386,310	600,785
Tackling Disadvantage		14,851	1,068,922	-	1,083,773	944,258
TOTAL RESOURCES EXPENDED		250,490	1,745,028	1,540	1,997,058	2,097,117
NET INCOME / (EXPENDITURE)		76,236	64,062	-	140,298	115,180
Gain on revaluation of investment property		10,000	-	-	10,000	-
Transfers between funds		7,000	(7,000)	-	-	-
NET MOVEMENT IN FUNDS		93,236	57,062	-	150,298	115,180
RECONCILIATION OF FUNDS:						
TOTAL FUNDS BROUGHT FORWARD	17	<u>£ 695,573</u>	<u>£ 1,084,387</u>	<u>£ Nil</u>	<u>£ 1,779,960</u>	<u>£ 1,664,780</u>
TOTAL FUNDS CARRIED FORWARD		<u>£ 788,809</u>	<u>£ 1,141,449</u>	<u>£ Nil</u>	<u>£ 1,930,258</u>	<u>£ 1,779,960</u>

The notes on pages 19 to 37 form part of these financial statements

BALANCE SHEET
As at 31 March 2022


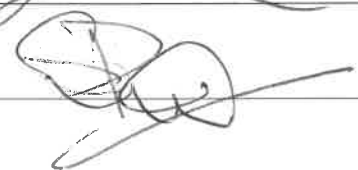
	Notes	Consolidated 2022 £	2021 £	Charity 2022 £	2021 £
FIXED ASSETS					
Tangible assets	12	261,222	267,619	261,222	267,619
Investments	13	100	100	200	200
Investment property	13	100,000	90,000	100,000	90,000
		<u>361,322</u>	<u>357,719</u>	<u>361,422</u>	<u>357,819</u>
CURRENT ASSETS					
Debtors	14	145,071	257,120	178,374	296,232
Cash at bank and in hand		1,603,434	1,425,245	1,523,520	1,333,418
		<u>1,748,505</u>	<u>1,682,365</u>	<u>1,701,894</u>	<u>1,629,650</u>
CREDITORS: amounts falling due within one year	15	(179,569)	(260,124)	(133,058)	(207,509)
NET CURRENT ASSETS		<u>1,568,936</u>	<u>1,422,241</u>	<u>1,568,836</u>	<u>1,422,141</u>
TOTAL ASSETS LESS CURRENT LIABILITIES / NET ASSETS		<u>£ 1,930,258</u>	<u>£ 1,779,960</u>	<u>£ 1,930,258</u>	<u>£ 1,779,960</u>
FUNDS					
Restricted funds	17	1,141,449	1,084,387	1,141,449	1,084,387
Unrestricted funds:					
Designated funds		589,656	546,053	589,656	546,053
General funds		199,153	149,520	199,153	149,520
		<u>£ 1,930,258</u>	<u>£ 1,779,960</u>	<u>£ 1,930,258</u>	<u>£ 1,779,960</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022 although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

BALANCE SHEET
As at 31 March 2022

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies. They were approved and authorised for issue by the Trustees on 2 August 2022.

JAMES MOODY, Chair

SANJEEN PAYNE KUMAR, Trustee

COMMUNITY FIRST

CONSOLIDATED STATEMENT OF CASH FLOWS For the year ended 31 March 2022

	Note	2022 £	2021 £
Cash flow from operating activities (see below)		£ 180,517	£ 36,155
Cash flow from investing activities			
Proceeds from the sale of property, fixtures and equipment		(800)	(1,200)
Purchase of fixed asset additions	12	(11,851)	(35,059)
Investment income received	5	10,323	10,732
Net cash used in investing activities		£ (2,328)	£ (25,527)
Change in cash and cash equivalents in the year		178,189	10,628
Cash and cash equivalents bought forward		1,425,245	1,414,617
Cash and cash equivalents carried forward		£ 1,603,434	£ 1,425,245
RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH		2022 £	2021 £
Surplus / (deficit) for the year		140,298	115,180
Depreciation charges	12	18,248	12,957
Dividends interest and rents from investments	5	(10,323)	(10,732)
Loss / (Profit) on sale of fixed assets		800	1,200
Decrease / (increase) in debtors	14	112,049	(30,695)
Increase / (decrease) in creditors	15	(80,555)	(51,755)
		£ 180,517	£ 36,155

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year unless otherwise stated.

(a) Basis of accounting

The financial statements of the charity, which is a public benefit entity, have been prepared in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Charities Act 2011. The accounts have been prepared under the historical cost convention, modified to include certain items at fair value and on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The financial statements have been prepared in Sterling.

The financial statements have been consolidated to include the results of Community First Trading Ltd, a wholly owned subsidiary of Community First.

No separate Statement of Financial Activities or Income and Expenditure Account have been presented for the Charity alone as permitted by paragraph 408 of the Companies Act 2006.

(b) Fund accounting

General reserves are unrestricted 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 comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of designated funds is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of the various restricted funds is set out in the notes to the financial statements. It is the Charity's policy to transfer funds from general reserves to eliminate deficits incurred by services funded from restricted funds which will not be recoverable from future restricted income.

Endowment funds are restricted funds received for the specific purpose of establishing a donor advised fund with The Community Foundation to be invested where only the income generated can be expended to benefit Youth Action Wiltshire services. The funds have been invested with The Community Foundation's other endowment funds.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Donations are accounted for when received and related gift aid when receivable. Legacies are accounted for when received or when entitlement arises, it is reasonably certain they will be received and amounts can be measured with sufficient reliability.

Membership income is included in the Statement of Financial Activities in the year of receipt.

Grants receivable are recognised in full in the Statement of Financial Activities in the year to which they relate.

Income from government grants are recognised at fair value when the charity has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Rental income is included when receivable.

Trading income is included when receivable. This includes insurance administration fees, oil bulk-buying commission, and branding and design work.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs, which include management and administration costs incurred in the Charity's office and governance costs, which are the costs associated with the governance arrangements of the Charity, have been allocated to the Charity's activities based on office space occupied, time spent and resources managed.

Governance costs include those costs associated with meeting constitutional and statutory requirements of the charity and include the audit fees and costs linked with the strategic management of the charity.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

Expenditure directly attributable to a specific activity category (e.g. charitable activities, governance costs) has been included in the relevant category. Where costs are attributable to more than one activity, they are apportioned across activities based on the time spent by staff on those activities and their use of shared resources.

(e) Tangible fixed assets

Tangible fixed assets are capitalised and included at cost or valuation.

Depreciation is not charged on freehold land. Depreciation on other tangible fixed assets is charged so as to write off the full cost or valuation over their expected useful lives at the following rates:

- Freehold & leasehold buildings 2% of cost per annum
- Office equipment 20% of cost per annum
- Fixtures & fittings 10% to 20% of cost per annum
- Motor vehicles 20% of cost per annum

(f) Investments

Investment properties are valued at market value. Fixed asset investments are valued at cost.

(g) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short term liquid investments.

(h) Debtors and creditors receivable / payable

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due can be measured or reliably estimated. Creditors and provisions are normally recognised at the settlement amount.

(i) Irrecoverable VAT

Due to partial exemption and the receipt, for VAT purposes, of non-business income, some VAT input tax is irrecoverable. This is allocated in the accounts as part of support cost.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

(j) Financial Instruments

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of investments which are measured at fair value.

(k) Leases

Operating lease rentals are charged to the income and expenditure account as incurred.

(l) Pension schemes

A defined contribution scheme with Royal London (previously known as Scottish Life) is in place for staff who are not members of the Wiltshire Pension Fund and who wish to be members of and contribute to a pension scheme. All eligible staff were auto-enrolled into this scheme as from November 2014. The rate of employer contribution is 7.0%.

(m) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
General donations	38,933	175,440	1,540	215,913	105,596
HMRC Job Retention	238	378	-	616	54,688
	£ 39,171	£ 175,818	£ 1,540	£ 216,529	£ 160,284

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

3. INCOME FROM TRADING ACTIVITIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	<i>Total Funds 2021 £</i>
Events	-	31,861	31,861	8,822
Expenses recovered	-	2,930	2,930	4,012
Other earned income	35,830	59,868	95,698	65,504
Insurance administration fees	87,430	-	87,430	90,486
Other miscellaneous income	-	-	-	52,006
	£ 123,260	£ 94,659	£ 217,919	£ 220,830

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Grants:				
ACRE	-	1,000	1,000	2,700
BBC Children In Need	-	-	-	12,827
Blagrave Trust	2,500	45,620	48,120	40,000
Bradenstoke Solar Community Fund	-	57,500	57,500	57,000
Carers Support Wiltshire	-	78,892	78,892	55,000
Community Foundation	-	11,325	11,325	7,197
DEFRA	13,095	28,000	41,095	41,095
Department for Digital, Culture, Media & Sport	-	-	-	17,361
Department for Work and Pensions	5,054	13,166	18,220	
Family Trusts and Various Small Grants	10,145	400	10,545	19,224
Greensquare Housing	-	12,000	12,000	12,000
Groundwork UK	-	-	-	75,000
Henry Smith Charity	-	29,800	29,800	29,900
Landfill Tax Credits (redistributable grants)	-	445,472	445,472	358,111
Macmillan Cancer Support	-	-	-	19,521
National Lottery Community Fund	-	40,376	40,376	155,254
National Lottery Community Fund / ESF	-	473,535	473,535	412,379
Police & Crime Commissioner for Wiltshire	-	110,706	110,706	110,706
Primary Care Trusts	-	34,258	34,258	24,500
Underwood Trust	-	25,000	25,000	40,000
Wessex Community Action	7,000	-	7,000	
Wiltshire and Swindon Sports CIC	-	15,180	15,180	18,975
Wiltshire Council	12,663	103,224	115,887	221,798
Wiltshire Wildlife Trust	-	4,524	4,524	33,201
Total grants	50,457	1,529,978	1,580,435	1,763,749
Fees:				
Oxenwood and Linkenholt	101,681	100	101,781	46,030
	£ 152,138	£ 1,530,078	£ 1,682,216	£ 1,809,779

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022

5. INCOME FROM INVESTMENTS

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Bank interest	48	55	103	512
Rental Income	10,220	-	10,220	£ 10,220
	<u>£ 10,268</u>	<u>£ 55</u>	<u>£ 10,323</u>	<u>£ 10,732</u>

6. NET INCOME / EXPENDITURE FOR THE YEAR

	2022 £	2021 £
Net income / expenditure for the period includes		
Depreciation	18,248	12,957
Professional indemnity insurance	2,915	1,190
Fees payable to auditor		
Audit work	12,754	11,500
Non - audit work	2,350	9,795
Audit work re subsidiary	750	1,950
Non - audit work re subsidiary	<u>2,878</u>	<u>-</u>

7. ANALYSIS OF EXPENDITURE

	Activities directly undertaken 2022 £	Grants (see Note 8) 2022 £	Support Costs (see Note 9) 2022 £	Total 2022 £	Total 2021 £
Cost of generating funds					
Fundraising costs	7,143	-	-	7,143	1,797
Trading Company	57,741	-	19,964	77,705	69,491
	<u>64,884</u>	<u>-</u>	<u>19,964</u>	<u>84,848</u>	<u>71,288</u>
Charitable activities					
Strengthening Communities	354,384	-	87,743	442,127	480,786
Encouraging Enterprise	20,515	363,901	1,894	386,310	600,785
Tackling Disadvantage	806,308	6,995	270,470	1,083,773	944,258
	<u>1,181,207</u>	<u>370,896</u>	<u>360,107</u>	<u>1,912,210</u>	<u>2,025,829</u>
	<u>£ 1,246,091</u>	<u>£ 370,896</u>	<u>£ 380,071</u>	<u>£ 1,997,058</u>	<u>£ 2,097,117</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022

8. GRANTS PAYABLE

During the year the following institutional grants were made:-

Community Transport Development Grants

3 grants (2021: 1) of less than £10,000 was paid to a voluntary organisation to improve the local environment:

	2022	2021
	£	£
Projects under £10,000	<u>£ 1,278</u>	<u>£ 500</u>

Landfill Community Funds Grant

39 grants (2021: 57) were paid to assist community groups and voluntary organisations to improve their local environment:

	2022	2021
	£	£
Atworth Village Hall	-	10,000
Avebury Sports & Social Club	10,000	33,000
Chippenham Rifle & Pistol Club	10,000	-
Christian Malford Cricket Club	23,425	-
Clarendon Junior Football Club	10,000	-
Cricklade Bowls Club	-	10,000
Cricklade Petanque Club	25,000	-
Cricklade Rugby Football Club	35,000	-
Cricklade Leisure Centre	-	27,000
Devizes Green Lane	10,000	-
Devizes Town Football Club	-	10,000
Down Ampney Parochial Church Council	20,000	-
Goatacre Cricket Club	-	15,200
Hightworth Skate Park	10,000	-
Lyneham Village Hall	52,143	-
Manton Community Outdoors	-	10,000
Purton & Cricklade Young Farmers Club	20,000	-
Purton PCC	-	27,000
RWBSA – Mowers	-	27,460
Salisbury Rugby Football Club	-	10,000
South Wraxall Village Hall	-	10,000
Southwick Village Hall	-	10,000
St Martin's Church, Bremhill	-	10,000
St Mary's Church, Broughton Gifford	10,000	-
St Michael Church, Kington	-	18,000
St Michael's Church, Lyneham	-	41,000
St Sampson's Church, Cricklade	12,000	30,000
Swindon & Cricklade Railway	30,000	-
The Warminster Athenaeum Centre	-	10,000
Westbury Community Project	-	52,000
Projects under £10,000	85,055	144,167
	<u>£ 362,623</u>	<u>£ 504,827</u>

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022

Link Good Neighbour Scheme Grants

3 grants (2021: 5) each of less than £10,000 were paid to provide transport and other services to local people in need.

	2022 £	2021 £
Projects under £10,000	£ 6,995	£ 7,519
Total grants payable	£ 370,896	£ 512,846

9. SUPPORT COSTS

	Charitable Activities 2022 £	Governance 2022 £	Total 2022 £	Total 2021 £
Staff costs	165,767	34,185	199,952	219,403
Premises costs	48,032	-	48,032	37,912
Depreciation	18,251	-	18,251	12,957
Other costs	81,052	32,784	113,836	110,380
	£ 313,102	£ 66,969	£ 380,071	£ 380,652

10. STAFF NUMBERS AND COSTS

	2022 £	2021 £
Wages and salaries	1,022,932	1,008,492
Redundancy	-	13,741
Social security costs	84,167	83,935
Pension costs - defined contribution scheme contributions	75,164	79,788
	£ 1,182,263	£ 1,185,956

The average number of staff during the year was	47	49
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	Number	Number
Employees earning over £60,000		
£70,001 - £80,000	1	1

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022

11. TRUSTEES AND KEY MANAGEMENT PERSONNEL

During the year, none of the Trustees, received any remuneration (2021: Nil). One Trustee received reimbursed expenditure totalling £100, covering travelling costs. (2021: 2 Trustee, £502).

The key management personnel of the charity comprise the Trustees and the Leadership Team (as shown on page 2). The total employee benefits of the key management personnel of the Charity were £355,433 (2021 : £371,967).

12. TANGIBLE FIXED ASSETS - CONSOLIDATED AND CHARITY

	Freehold Land & Buildings £	Leasehold Land & Buildings £	Furniture & Fixtures £	Equipment & Vehicles £	Total £
Cost					
At 1 April 2021	52,001	197,448	75,977	115,205	440,631
Additions	-	-	-	11,851	11,851
Disposals	-	-	-	(8,450)	(8,450)
At 31 March 2022	52,001	197,448	75,977	118,606	444,032
Depreciation					
At 1 April 2021	1,040	26,326	68,472	77,174	173,012
Charge for the year	1,040	3,949	2,428	10,831	18,248
On disposals	-	-	-	(8,450)	(8,450)
At 31 March 2022	2,080	30,275	70,900	79,555	182,810
Net book value					
At 31 March 2021	£ 50,961	£ 171,122	£ 7,505	£ 38,031	£ 267,619
At 31 March 2022	£ 49,921	£ 167,173	£ 5,077	£ 39,051	£ 261,222

13. FIXED ASSETS INVESTMENTS

	Consolidated 2022 £	2021 £	Charity 2022 £	2021 £
Share holding in:				
Wiltshire Enterprises Ltd (company 01741853)	100	100	100	100
Community First Trading Ltd (company 08360063)	-	-	100	100
	£ 100	£ 100	£ 200	£ 200

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

Community First holds unlisted investments, stated at cost, in two wholly-owned subsidiaries. Both companies are registered in England. Wiltshire Enterprises Ltd was dormant throughout the year. The wholly owned subsidiary, Community First Trading Limited, earns insurance commissions from the sale of insurance policies to Village Halls, Playing Fields and Parish Councils. It also receives subscriptions from a Bulk Oil Buying Scheme. It is the policy of the directors to pay over the whole of its profits each year to the Charity and its accounts have been consolidated in these financial statements. A summary of the trading results is shown below:

	2022 £	2021 £
Turnover	102,183	106,571
Interest receivable	6	23
Total income	102,189	106,594
Cost of sales and administrative expenses	(67,247)	(63,560)
Profit in the year	34,942	43,034
Retained profit bought forward	-	-
Gifted to parent charity	(34,942)	(43,034)
	£ Nil	£ Nil

The assets and liabilities of the company were

Debtors	1,639	3,922
Cash at bank and in hand	79,914	91,827
Creditors falling due within one year	(81,453)	(95,649)
	£ 100	£ 100

As at 31 March 2022 Community First Trading Ltd had net assets of £100 and share capital of £100.

	Leasehold Land & Buildings £
Valuation	
At 31 March 2021	90,000
Additions	-
Disposals	-
Revaluation	10,000
At 31 March 2022	£ 100,000

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

The investment property was last professionally valued as at 31 March 2022. The valuation was carried out by Huw M Thomas MRICS on behalf of Huw Thomas Commercial. The market valuation was estimated having regard to the property's age, nature and type, the terms applicable to the existing lease, the terms applicable to the renewed lease and the current state of the commercial property market.

The investment property is currently leased at £10,220/annum on a five year lease with a three year break clause.

14. DEBTORS	Consolidated		Charity	
	2022	2021	2022	2021
	£	£	£	£
Due within one year				
Trade debtors	94,387	87,392	92,748	83,470
Other debtors	9,947	-	9,947	-
Prepayments and accrued income	40,737	169,728	75,679	212,762
	£ 145,071	£ 257,120	£ 178,374	£ 296,232

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Consolidated		Charity	
	2022	2021	2022	2021
	£	£	£	£
Trade creditors	80,315	69,773	39,899	19,847
Taxation and social security	37,377	31,601	35,860	30,941
Other creditors	1,257	98,791	1,257	98,791
Accruals and deferred income	60,620	59,959	56,042	57,930
	£ 179,569	£ 260,124	£ 133,058	£ 207,509

Deferred income

Balance at 1 April 2021	3,385	852
Amount released to incoming resources	(3,385)	(852)
Amount deferred in the year	799	3,385
Balance at 31 March 2022	£ 799	£ 3,385

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund Balances at 31 March 2022 represented by:

	Unrestricted Funds £	Restricted Funds £	Total £
Consolidated			
Tangible fixed assets	261,222	-	261,222
Investments	100,100	-	100,100
Current assets	607,056	1,141,449	1,748,505
Current liabilities	(179,569)	-	(179,569)
	<u>£ 788,809</u>	<u>£ 1,141,449</u>	<u>£ 1,930,258</u>
Charity			
Tangible fixed assets	261,222	-	261,222
Investments	100,200	-	100,200
Current assets	560,445	1,141,449	1,701,894
Current liabilities	(133,058)	-	(133,058)
	<u>£ 788,809</u>	<u>£ 1,141,449</u>	<u>£ 1,930,258</u>

17. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
GENERAL FUNDS	<u>£ 149,520</u>	<u>£ 326,726</u>	<u>£ (232,242)</u>	<u>£ (44,851)</u>	<u>£ 199,153</u>
DESIGNATED FUNDS					
Property and fixed assets in use	357,819	-	(18,248)	21,851	361,422
Strengthening Communities	188,234	-	-	-	188,234
Future investment	-	-	-	40,000	40,000
	<u>£ 546,053</u>	<u>£ Nil</u>	<u>£ (18,248)</u>	<u>£ 61,851</u>	<u>£ 589,656</u>

"Properties and fixed assets in use" represents the asset value of properties owned by the group, separately shown from General Funds. The amounts include the net book value of properties purchased by the charity. The transfer in the year represents the value of assets purchased.

"Strengthening Communities" represents a legacy of £188,234 that was received in previous periods. The Trustees agreed to earmark these funds to be used for Strengthening Communities and therefore transferred them into a designated fund for that purpose.

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022

"Future investment" represents funds that the Trustees have earmarked for investing in the Charity's infrastructure in the next financial period. This includes funds to cover the cost of some replacement vehicles and other capital and repair work to the Charity's outdoor education projects.

RESTRICTED FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
Youth Action Wiltshire					
Fundraised income	24,335	2,995	(5,603)	-	21,727
Community Development					
Community Development	174,317	100,352	(129,424)	-	145,245
Village Halls	12,754	28,576	(24,264)	-	17,066
Local Councils	-	45,539	(45,539)	-	-
YAW Club Programme	5,000	30,595	(35,595)	-	-
Linkenholt	-	7,820	(2,297)	-	5,523
	192,071	212,882	(237,119)	-	167,834
Encouraging Enterprise					
Accelerate	(8,292)	17,691	(9,344)	-	55
Grants Programme	59,160	32,100	(47,176)	-	44,084
	50,868	49,791	(56,520)	-	44,139
Tackling Disadvantage					
Community Transport	16,155	40,116	(44,562)	-	11,709
Link Schemes	53,741	51,947	(57,235)	-	48,453
Splash	54,999	237,449	(224,448)	-	68,000
YAW Young Carers	80,000	234,427	(244,427)	-	70,000
Building Bridges	(11,001)	378,122	(367,121)	-	-
YAW Project Inspire	-	124,134	(124,134)	-	-
	193,894	1,066,195	(1,061,927)	-	198,162
Grants Payable					
Business Grants & Loan Fund	24,863	-	-	(7,000)	17,863
Community Transport Development Grants	-	1,278	(1,278)	-	-
Landfill Communities Fund	516,733	467,944	(375,586)	-	609,091
Link Grants Fund	81,623	8,005	(6,995)	-	82,633
	623,219	477,227	(383,859)	(7,000)	709,587
	£ 1,084,387	£ 1,809,090	£ (1,745,028)	£ (7,000)	£ 1,141,449

COMMUNITY FIRST

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

The transfer of £7,000 from Business Grants & Loans represents an allocation to general funds to cover core costs.

Youth Action Wiltshire

Tackles disadvantage and supports young people through difficulties, including SPLASH programmes which support young victims of crime, those struggling with challenges who may be out of education, employment and training (EET) and young carers who may have significant caring responsibilities for a family member. We also support a network of youth clubs across the county.

Community Development

Strengthens communities and includes a range of services which supports local communities and volunteers and brings people together to take action around their common concerns. Services include support to the Wiltshire Village Halls Association, The Wiltshire and Swindon Local Councils Network, (WALC), community organising and youth voice, Community Led Housing through the partnership Homes of Our Own. Community First administers the Landfill Communities Fund and the Wiltshire Community Transport Development Fund and other grant programmes to improve community facilities. We also support local community transport services and LINK schemes and volunteers.

Grants and Enterprise

The leader programme gave grants to support local business but was completed and closed in early 2021.

Tackling Disadvantage

The Building Bridges Programme tackles disadvantage and is a partnership of organisations in Wiltshire and Swindon who are helping people overcome their barriers to employment and education. The programme is jointly funded by The National Lottery Community Fund and the European Social Fund.

ENDOWMENT FUNDS

The Charity has been fundraising to establish an endowment fund in relation to Youth Action Wiltshire. During the year £1,540 (2021: £980) was received and passed to the Wiltshire Community Foundation who hold the fund for the benefit of the Charity.

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
SUMMARY OF FUNDS					
Designated Funds	546,053	-	(18,248)	61,851	589,656
General Funds	149,520	326,726	(232,242)	(44,851)	199,153
	695,573	326,726	(250,490)	17,000	788,809
Restricted Funds	1,084,387	1,809,090	(1,745,028)	(7,000)	1,141,449
	£ 1,779,960	£ 2,135,816	£ (1,995,518)	£ 10,000	£ 1,930,258

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

Transfers between funds represents the value of fixed assets purchased with restricted funding.

18. LEASE COMMITMENTS

The charity has financial commitments in respect of operating leases of office equipment. The total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Not later than one year	5,622	6,643
Later than one and not later than 5 years	-	5,622
Later than five years	-	-
	<u>£ 5,622</u>	<u>£ 12,265</u>

19. PENSION COMMITMENTS

On 30 September 2019 Community First purchased Oxenwood Field Study Centre and the staff were TUPE'd across. These staff members were and remain members of the Wiltshire Pension Fund. Community First make employers contributions to this scheme. The pension came over as a new fund with no associated deficit. Wiltshire Council have agreed to act as guarantor and cover any future deficit arising on the fund and therefore no potential deficit on this fund is disclosed in these accounts. The cost of the employers contributions in the year was £20,049.

A defined contribution scheme with Royal London is in place for staff who are not members of the Wiltshire Pension Fund and who wish to be members of and contribute to a pension scheme. All eligible staff were auto-enrolled into this scheme as from 31 October 2014. The rate of employer contribution is 7.0%.

The cost of employers contributions in the year was £53,773.

There were outstanding pension contributions at the balance sheet date of £8,821 (2021: £7,533).

20. RELATED PARTIES

Various Trustees, officers and employees (and members of their families) of Community First have in their personal capacities, links with organisations which to some degree either fund or are funded by Community First. This is a large, diverse organisation reaching into the community and links are inevitable.

The Trustees monitor these links and the Company Secretary maintains a register of declared interests in order to foster a policy of transparency. The Trustees strive to promote fairness and consider that no transactions have been influenced by interests other than the Charity's. Inspection of the register can be arranged by contacting the Company Secretary.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

21. CAPITAL COMMITMENT

2022
£

Amounts contracted for but not provided in the financial statements	<u>£ 13,420</u>
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The above commitment relates to the development of bespoke IT software.

22. CONTROLLING PARTY

The Trustees consider that the charity is jointly controlled by the Trustees and that there is no ultimate controlling party.

COMMUNITY FIRST

FINANCIAL SUPPORT AND OTHER CONTRIBUTIONS

For the year ended 31 March 2022

The work of Community first has been made possible with financial support and contributions from the following groups and organisations:

Accommodation Welfare Committee	NHS Wiltshire Clinical Commissioning Group
ACRE	OJM Advisory Limited
Amy Kent Rugs	Onslow Boyd Venture
Arnold Clarke Community Fund	Oxford Travel College
BA ASA Limited SW	The Plunkett Foundation
BDP Imports	Police & Crime Commissioner for Wiltshire & Swindon
The Beaufort Bazaar	Ray Harris Charitable Trust
The Beaufort Christmas Fair	Salisbury City Community Lottery
The Beaufort Horse Show	The Seend Singers
Bingham Kindergarten	EAP Sells 2007 Trust
The Blagrove Trust	The Sobell Foundation
Blount & Maslin	Somerford and District Show
Bradenstoke Solar Community Fund	Stampede Sports
Brewster Maude Charitable Trust	St James Place Charitable Foundation
Carers Support Wiltshire	St James Trust
Chaloners Masonic Lodge – Melksham	SVO (Calne) Limited
Clark & Maslin	Tristenagh Trust
Corsham Line Dancers	Trowbridge Town Trust
Crapper & Sons Landfill Ltd	TW Partners International
Crudwell Village Hall	The Underwood Trust
DEFRA – Department of The Environment	VCS Emergency Partnership
DCMS - The Department for Digital, Culture, Media & Sport	Venn Group Recruitment
Easy Fundraising	The Verdon-Smith Family Charitable Trust
Edington Parish Council	Walker Logistics Limited
ES Shops Limited	Wallgate Limited
Five Lanes Primary School	WASP – Wiltshire & Swindon Sport
Friends of Youth Action Wiltshire	West Wiltshire Crematorium
The George Veterinary Group	Wilkins Builders Limited
Greensquare Accord	Wiltshire Association of Local Councils
The Happy Days Childrens Charity	Wiltshire Children's Breakaway
Henry C Hoare Charitable Trust	Wiltshire Community Foundation
Henry Smith Charity	Wiltshire Council
Hills Minerals & Waste Limited	Wiltshire Wildlife Trust
Hugo Halkes Charitable Trust	Youth Action Wiltshire Committee
The Inchcape Foundation	
The Jack Lane Charitable Trust	We would also like to acknowledge the support of the following partners:
The James Weir Foundation	Barnardo's
The Julia and Hans Rausing Trust	Relate
Julius Silman Charitable Trust	Wessex Community Action
Kickstart	Wiltshire Wildlife Trust
JH King Charity	
Kite Packaging	
The Lions Club of Bradford on Avon	
The Lions Club of Devizes	
Maison Let	
The Malthouse Nursery	
Masonic Charitable Foundation	
Melksham Town Council	
The National Benevolent Fund	
The National Garden Scheme	
The National Lottery Community Fund	

We would also like to acknowledge the support of the following partners:

Barnardo's
Relate
Wessex Community Action
Wiltshire Wildlife Trust

The Charity has also benefited from the generous support of many individuals whose donations and gifts have enabled services to be maintained and expanded and an endowment fund to be established to provide income in future years.

