

PETERSFIELD CLIMATE ACTION NETWORK  
(Charitable Incorporated Organisation)

**ANNUAL REPORT AND FINANCIAL  
STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2023**



**PETERSFIELD CLIMATE ACTION  
NETWORK  
(PeCAN)**

(Charitable Incorporated Organisation)

CHARITY REGISTRATION No: 1192778

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PETERSFIELD CLIMATE ACTION NETWORK  
(Charitable Incorporated Organisation)

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1192778
WORKING NAMES	Petersfield Climate Action Network (PeCAN)
DATE OF REGISTRATION	14th December 2020
START OF FINANCIAL YEAR	1 <sup>st</sup> April 2022
END OF FINANCIAL YEAR	31st March 2023
TRUSTEES AT 31 MARCH 2022	Thomas Barnett Louise Bevan Elizabeth Bisset Peter Carver (Treasurer) Gregory Ford (Chair) Peter Moss Russell Oppenheimer Melanie Oxley (appointed February 2023) John Palmer Matthew Warner (appointed February 2023) (Catriona Cockburn - resigned October 2022) (Danny Lee - resigned December 2022) (Zoe Parker - resigned November 2022)
LEGAL STATUS	Charitable Incorporated Organisation
GOVERNING INSTRUMENT	Constitution, 9th December 2020
CHARITABLE OBJECTIVES	The advancement of environmental protection for the public benefit through community-led initiatives that mitigate climate change and minimise biodiversity loss for the benefit of residents and the general public in and around the Petersfield area.
PRINCIPAL OFFICE (REGISTERED ADDRESS)	Petersfield Town Council, 24 Heath Road, Petersfield, GU31 4EA
CORRESPONDENCE ADDRESS	The Hanger Room, Petersfield Library, 27 The Square Petersfield, GU32 3HH. Phone: 01730719792  Email: <a href="mailto:hello@petersfieldcan.org">hello@petersfieldcan.org</a> Website: <a href="https://petersfieldcan.org/">https://petersfieldcan.org/</a>
BANKERS	Co-operative Bank
INDEPENDENT EXAMINER	Fiona Armitage

## TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

PeCAN's second annual report and accounts covers the 12 months from 1 April 2022 to 31 March 2023. The trustees are extremely grateful for the hard work of our volunteers and staff and the support of our funders during this period.

The highlights of the year included delivering Petersfield's first ever Eco-Fair, progressing with Petersfield Area SuperHomes (PASH), raising new grant funding, and starting new workstreams in Nature Recovery, Business Engagement, Active Travel, and Schools Outreach.

### ACTIVITIES AND ACHIEVEMENTS

PeCAN carried out a range of activities during the year to deliver our charitable objectives and our mission to decarbonise and protect nature in Petersfield and surrounding villages. Our strategy is to engage the public to help people become informed, capable and motivated to change behaviour; to provide advocacy to local government so they can support system change; and to carry out projects and to support other community initiatives that will directly reduce emissions and protect nature.

The trustees confirm that during the reporting period they had regard to the Charity Commission's guidance on Public Benefit when planning and overseeing the activities of PeCAN.

#### **Petersfield Eco-Fair 2022**

Our biggest event in the year was to organise the first **Petersfield Eco-Fair** held on 17 July 2022, with financial support from Petersfield Town Council and three councillors from East Hampshire District Council.

PeCAN Programme Manager, Amelia Gabriel, and trustees Louise Bevan and Liz Bisset produced the event over three months. Volunteer Rachel Ritchie coordinated input from local schools and Hometown Events provided the marquees and logistics. We are grateful to PTC's grounds team and to the PTC councillors who volunteered as traffic marshals on the day, despite the hot weather (the temperature in Petersfield was 28C on the day of the Eco-Fair but reached 36C two days later, as the government declared a national emergency due to extreme heat).

The turn out and response on the day was wonderful, with an estimated footfall of around 1,000 people, 40 stallholders, a timetable of music and talks, a children's storyteller, first aid, bike racks, a display of EVs, and a cup deposit and recycling scheme. The event was delivered on budget at a total cost of £10,155. Full financial and operational reports were submitted to PTC after the event and planning is underway for a follow up event in 2024.

Feedback from attendees and stallholders was positive, with a majority of attendees in a survey saying they were inspired to make changes to their behaviour in order to reduce carbon emissions.

The PeCAN team was very honoured to receive a Certificate of Commendation from the Petersfield Society for the Eco Fair as being an outstanding contribution to the Petersfield community.

TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

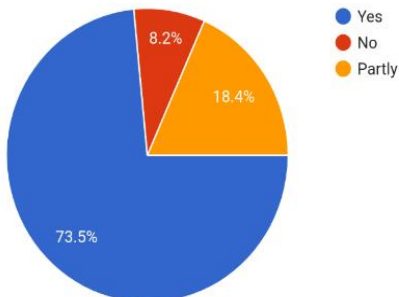


VIDEO (click to open in a new window)

SURVEY:

Did the event make you feel more encouraged, inspired or motivated to make changes to reduce your business or personal carbon footprint?

49 responses



FEEDBACK:

“Great atmosphere, good footfall. There was a constant flow of people stopping at the stalls, in and out of the marquees.”

“Event was very well organised. Well marshalled.”

“There was a great mix of stalls and that helped people to engage. It was good that the eco-fair covered all the different angles i.e. Home, Transport, Lifestyle, etc.”

“The tradespeople who took stalls had a really successful and busy day.”

“Better than almost every other Green Fair that I have attended.”

“Should we do it again? ABSOLUTELY.”

## TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

### Engagement

We added new engagement workstreams on nature recovery, outreach to schools, and to businesses. We continue to engage people through our regular communications, meet-ups, and seasonal campaigns. Engagement activities included:

- Petersfield's weekly **Eco-Café** continued to run every Tuesday morning through the year at Winton House, with PeCAN hosting and welcoming newcomers. In February 2023, we added an evening meet-up once a month. These continue to serve as a meeting and rallying point for volunteers and people interested in what they can do about the climate and nature crises and has inspired a number of craft and recycling events, including coffee pod creations.
- **Communications** work included monthly newsletters, with our subscriber database passing 1000 people and open rates between 50% and 60%. Facebook and Instagram audiences are growing steadily thanks to regular postings and information about local events. The website has regular blog posts and has been developed to add search and events functionality. The team also placed content in local newspapers and magazines.
- PeCAN published a **recycling directory** on its website on October 2022.
- PeCAN organised a **Toy Swap** in July 2022 and **Christmas Present Exchange** in January 2023, both at Winton House with the aim of reducing waste and consumption and promoting recycling and regifting.
- PeCAN volunteers hosted stalls at several events through the summer and hosted a **PeCAN Summer Party** in July 2022.
- PeCAN co-sponsored a programme of fun and educational events in Petersfield for **Plastic Free July 2022** and in September 2022 arranged a programme of small events and workshops for **Great Big Green Week**, including an energy efficiency Q&A, a free screening of the film "2040", and hosted a stall at PTC's CARRR boot sale.
- We supported **PTC's Planet Petersfield** event on 14<sup>th</sup> Feb 2023 with a stall to promote the Climate Coalition's Show the Love campaign and collect climate pledges and by hosting the "Listen to the Children" Exhibition from ACAN in Alton, which we arranged to display at the Festival Hall and Petersfield Library.
- Building on the links made in the July 2022 Eco-Fair, PeCAN volunteer Rachel Ritchie started preparing a **schools outreach** programme, with plans to provide assemblies, workshops and mini-conferences to local schools in the following school year.
- PeCAN started a workstream of engaging with **local businesses**, meeting a business network to promote free energy surveys provided by another local community group, Energy Alton, as well as grant funding opportunities. We did initial work which will lead to the launch of a green business award at the 2023 annual Hometown Petersfield Awards ceremony.

## TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

### Nature Recovery

PeCAN's new Nature Recovery programme launched with an interview on Shine radio and then a stall at the first Petersfield Seed Swap at the Half Moon, Sheet. This was followed in late March by a public talk given by Melanie Oxley at Buriton, entitled "Gardening for Wildlife". A "Swift Streets" project to install swift boxes in Petersfield in collaboration with Hampshire Swifts, was also launched. The Nature Recovery team, led by trustees Melanie Oxley and Liz Bisset engaged with local authorities and residents to reduce pesticide spraying.

### Advocacy

In a year with local elections, we presented to local political groups and expanded our advocacy to local government, helping to strengthen our links with councillors and staff. Advocacy activities focused a lot on planning policy and included:

- PeCAN Trustees regularly attend meetings of the **Petersfield Town Council's Town Development Committee** to provide updates to Town Councillors and support the delivery of PTC's climate action plan.
- PeCAN gave a presentation to the EHDC planning policy team in June 2022 and followed up with a detailed response to **EHDC's Local Plan Reg 18** consultation in January 2023.
- PeCAN submitted a detailed response to the government's Net Zero consultation in October 2022 (the **Skidmore Review**).
- In October 2022, Gethin Morgan-Owen started volunteering with PeCAN on **active travel** activities, putting together a programme of research and advocacy, including responding to planning applications, to support the development of local cycling and walking routes.
- PeCAN met with **Damian Hinds MP** in November 2022 to discuss domestic retrofitting and the PASH project.
- PeCAN and ACAN developed a **presentation for local political groups** ahead of local elections on "Plugging Climate Policy Gaps; What does East Hampshire need from Westminster". The presentation was delivered in a series of meetings in February and March 2023 to local groups of the Liberal Democrat, Green, Conservative and Labour parties, in each case followed by a lively discussion.

### Projects

Our two major **projects** over the period were on retrofitting and tree planting, both building on achievements from the previous year:

- PeCAN continued to deliver the **Petersfield Area SuperHomes (PASH)** project in collaboration with Winchester Action on Climate Crisis and the National Energy Foundation. By the end of the year, staff and volunteers on the project had reached 1,300 households with retrofit advice and arranged 87 Whole Home Retrofit Plans, delivered alongside a programme of talks and webinars and a video filmed in and around Petersfield with the SDNPA. Momentum in the project was strong and agreement was reached to extend the project by 6 months to 31<sup>st</sup> October 2023.

## TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

- **Fruit tree project.** PeCAN expanded its fruit tree project in November 2022 by creating an online ordering and payment webpage and working with community groups in other areas to distribute more than 570 subsidised fruit trees (and increase on 298 distributed in 2021/2022, and 75 in 2020/2021) in Liphook, Petersfield, Rowlands Castle and Alton. These were mostly planted in people's gardens where they can be well cared for. PeCAN fundraised £12,500 towards the costs and we are now in discussions with the Tree Council and EHDC about funding to repeat the project this winter.

### GOVERNANCE

Trustees met five times during the reporting period, among other things to receive financial reports, discuss projects, update policies, and approve the annual report and accounts.

Two trustees joined in the period: local ecologist Melanie Oxley who is co-leading PeCAN's nature recovery work with existing trustee Liz Bisset, and the carbon capture specialist Matthew Warner, who started PeCAN's business engagement work. Melanie and Matthew joined in February 2023. Trustees Catriona Cockburn, Zoe Parker and Danny Lee stepped down during the period; we are very grateful for their contributions.

PeCAN's strategy and goals were updated during a full-day planning meeting in February 2023, which included sessions on schools and youth outreach, energy efficiency, engaging with nature recovery, public engagement, and volunteer recruitment.

### FINANCIAL REVIEW

Funding for PeCAN's work in the year came from South Downs National Park, East Hampshire District Councillors, Petersfield Town Council, Community Energy South and, for the SuperHomes project, the Energy Saving Trust (EST) via the National Energy Foundation. Also, through donations from supporters. Total income was £86,629.

These grants allowed us to employ four part time members of staff to coordinate and deliver PeCAN's projects and maintain an office in the Petersfield Library. The office provides a space for staff to meet and a venue for members of the public and contributors to contact us for advice and discussions on current and future projects. Expenditure on staff, the office and charitable activities was £81,990.

Charity funds at 31st March 2023 stood at £26,135. Of this £20,048 was in the form of restricted funds provided by contributors and earmarked for particular activities. PeCAN's own reserves were £6,087. Trustees have established a reserves policy (see Note 14 to the financial statements) designed to ensure that PeCAN has sufficient funds to maintain activities and staff whilst funding is being sought. General reserves are still being accumulated.

Trustees receive routine reporting of the financial position, financial policies and procedures and any financial matters at their meetings. They also consider potential risks facing PeCAN as part of a risk assessment process, including those which could affect the continuity of funding.

There were no personal benefit or payments involving trustees, within the meaning of section 222 of the Charities Act 2011.



## TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

### TRUSTEES' RESPONSIBILITIES

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the CIO. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, and otherwise carrying out their duties.

Approved by the Trustees on:

6 December 2023



Signed on their behalf by Trustee:

Name:

Gregory Ford, Chair of Trustees

TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

Weekly Eco café



Listen to the Children Exhibition, Feb 2023



TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023 (CONT.)

Fruit trees, Nov 2022



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Planet Petersfield, Feb 2023



Christmas present exchange, Jan 2023



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Eco Fair July 2022



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STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Unrestricted funds £	Restricted funds £	Total funds 2023 £
<b>Incoming resources</b>	3						
<b>Income and endowments from:</b>							
Donations		3,773	-	3,773	3,176	-	3,176
Charitable activities		4,250	53,015	57,265	500	82,953	83,453
Other		-	-	-	-	-	-
<b>Total</b>		<b>8,023</b>	<b>53,015</b>	<b>61,038</b>	<b>3,676</b>	<b>82,953</b>	<b>86,629</b>
<b>Resources expended</b>	6						
<b>Expenditure on:</b>							
Raising funds		-	-	-	-	-	-
Charitable activities		4,025	35,167	39,192	920	80,820	81,740
Governance costs		350	-	350	250	-	250
<b>Total</b>		<b>4,375</b>	<b>35,167</b>	<b>39,542</b>	<b>1,170</b>	<b>80,820</b>	<b>81,990</b>
<b>Net income/(expenditure)</b>		<b>3,648</b>	<b>17,848</b>	<b>21,496</b>	<b>2,506</b>	<b>2,133</b>	<b>4,639</b>
Transfers between funds	5	-236	236	-	169	-169	-
<b>Net movement in funds</b>		<b>3,412</b>	<b>18,084</b>	<b>21,496</b>	<b>2,675</b>	<b>1,964</b>	<b>4,639</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		-	-	-	3,412	18,084	21,496
<b>Total funds carried forward</b>		<b>3,412</b>	<b>18,084</b>	<b>21,496</b>	<b>6,087</b>	<b>20,048</b>	<b>26,135</b>

PETERSFIELD CLIMATE ACTION NETWORK  
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BALANCE SHEET  
FOR THE PERIOD ENDED 31ST MARCH 2023

	Note	Unrestricted funds £	Restricted income funds £	Total 2022 £	Unrestricted funds	Restricted income funds	Total 2023
<b>Fixed assets</b>							
Tangible assets	7	-	-	-	-	-	-
Investments	7	-	-	-	-	-	-
<b>Total fixed assets</b>		-	-	-	-	-	-
<b>Current assets</b>							
Debtors	9	-	2,633	2,633	49	11,808	11,857
Cash at bank and in hand	8	4,262	15,451	19,713	6,463	10,861	17,323
<b>Total current assets</b>		4,262	18,084	22,346			29,180
<b>Creditors: amounts falling due within one year</b>	10	850	-	850	425	2,621	3,045
<b>Net current assets</b>		3,412	18,084	21,496	6,087	20,048	26,135
<b>Total assets less current liabilities</b>		3,412	18,084	21,496	6,087	20,048	26,135
<b>Creditors: amounts falling due after one year</b>	11	-	-	-	-	-	-
<b>Total net assets</b>		3,412	18,084	21,496	6,087	20,048	26,135
<b>Funds of the Charity</b>							
Restricted income funds		-	18,084	18,084	-	20,048	20,048
Unrestricted funds		3,412	-	3,412	6,087	-	6,087
<b>Total funds</b>		3,412	18,084	21,496	6,087	20,048	26,135

Approved by the Trustees on:

6 December 2023

Signed on behalf of Trustees:



Name:

Gregory Ford, Chair of Trustees

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

**1. ACCOUNTING POLICIES**

**Basis of Preparation & Assessment of Going Concern**

Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that given current and committed grant funding to March 2024, that PeCAN has sufficient funds to maintain activities for the next financial year. As a result, they believe that there are no material uncertainties about the Charity's ability to continue as a going concern in that period.

**Incoming Resources**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax Reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA at the point they are received.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.



## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

### Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

### Volunteer Help

The value of any voluntary help received is not included in the accounts.

### **Expenditure and Liabilities**

#### Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

#### Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustee's meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

#### Unrestricted funds

These funds can be used for the general objectives of the charity as set out in the trustee's report. The movements of the unrestricted funds are given in the Statement of Financial Activities.

#### Restricted funds

These funds are where the donor has specified a purpose for the donation made. These restrictions often arise as a result of appeals for special offerings for specific purposes.

#### Designated funds

These funds are funds set aside by the trustees out of unrestricted general funds for particular purposes or projects.

#### Fixed Assets

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the charity on receipt.

#### Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets over their estimated useful lives. The rates applied are as follows:

Fixtures, Fittings and Equipment	25% - Straight Line Basis
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NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

**2. TANGIBLE FIXED ASSETS**

The CIO held no fixed assets during the year. (31<sup>st</sup> March 2022 : None)

The annual commitments under non-cancelling operating leases and capital commitments are as follows:  
31st March 2023 : None (31<sup>st</sup> March 2022: None)

**3. INCOMING RESOURCES**

	Unrestricted funds	Restricted income funds	Total funds 2022 £	Unrestricted funds	Restricted income funds	Total funds 2023 £
<b>Donations and Grants</b>						
Donations and gifts	3,773	-	3,773	2,186	-	2,186
Gift aid received	-	-	-	990	-	990
Grants	-	44,689	44,689	500	55,759	56,259
Other	-	-	-	-	-	-
<b>Total</b>	<b>3,773</b>	<b>44,689</b>	<b>48,462</b>	<b>3,676</b>	<b>55,759</b>	<b>59,435</b>
<b>Charitable Trading Activities</b>						
Events	-	-	-	-	1,291	1,291
Tree Planting	-	8,326	8,326	-	20,574	20,574
Retrofit assessments	4,250	-	4,250	-	-	-
Other	-	-	-	-	5,329	5,329
<b>Total</b>	<b>4,250</b>	<b>8,326</b>	<b>12,576</b>	<b>-</b>	<b>27,194</b>	<b>27,194</b>
<b>TOTAL INCOME</b>	<b>8,023</b>	<b>53,015</b>	<b>61,038</b>	<b>3,676</b>	<b>82,953</b>	<b>86,629</b>

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NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

4. RESOURCES EXPENDED

	Notes	Unrestricted funds	Restricted funds	Total 2022	Unrestricted funds	Restricted funds	Total 2023
<b>a): Expenditure on Charitable activities:</b>				£			
Salaries	6	-	18,989	18,989	-	48,685	48,685
Other staff costs		23	246	269	11	453	464
Office & room rental		-	3,500	3,500	68	3,500	3,568
Liability insurance		-	561	561	-	595	595
Telephone		-	160	160	-	428	428
Marketing		150	981	1,131	142	3,606	3,748
Website development & maintenance		-	1,064	1,064	-	1,302	1,302
Events		12	85	97	664	1,017	1,681
Tree project		-	8,517	8,517	-	20,004	20,004
Cost of retrofit surveys		3,500	-	3,500	-	-	-
Professional fees		340	-	340	35	500	535
IT and other equipment		-	1,064	1,064	-	730	730
<b>Total expenditure</b>		<b>4,025</b>	<b>35,167</b>	<b>39,192</b>	<b>920</b>	<b>80,820</b>	<b>81,740</b>
<b>b.) Governance Costs</b>							
Fee for independent examination		250	-	250	250	-	250
Room hire for Trustee meeting		100	-	100	-	-	-
		350	-	350	250	-	250

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NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

5. RESTRICTED & UNRESTRICTED FUNDS

2023	Balance at 1 Apr 22 £	Income	Expenditure	Transfers	Balance at 31 Mar 23 £
Superhomes - Retrofit	2,660	43,171	(31,991)	-	13,840
South Downs National Park	10,754	16,667	(26,490)	-	931
Energy Monitoring	2,170	-	-	-	2,170
Tree Planting	-	20,574	(20,377)	(197)	0
Schools	-	-	(28)	28	0
Training	-	250	-	-	250
Website	0	1,000	(942)	-	58
Eco Fair	2,500	1,291	(991)	-	2,799
<b>TOTAL RESTRICTED FUNDS</b>	<b>18,084</b>	<b>82,953</b>	<b>(80,820)</b>	<b>(169)</b>	<b>20,048</b>
<b>UNRESTRICTED FUNDS</b>	<b>3,412</b>	<b>3,676</b>	<b>(1,170)</b>	<b>169</b>	<b>6,087</b>
<b>TOTAL FUNDS</b>	<b>21,496</b>	<b>86,629</b>	<b>(81,990)</b>	<b>0</b>	<b>26,135</b>

2022		Income	Expenditure	Transfers	Balance at 31 Mar 22 £
Superhomes - Retrofit		22,333	(19,673)	-	2,660
South Downs National Park		16,667	(5,913)	-	10,754
Energy Monitoring		2,170	0	-	2,170
Tree Planting		8,326	(8,517)	191	-
Website		1,019	(1,064)	45	-
Eco Fair		2,500	-	-	2,500
<b>TOTAL RESTRICTED FUNDS</b>		<b>53,015</b>	<b>(35,167)</b>	<b>236</b>	<b>18,084</b>
<b>UNRESTRICTED FUNDS</b>		<b>8,023</b>	<b>(4,375)</b>	<b>(236)</b>	<b>3,412</b>
<b>TOTAL FUNDS</b>		<b>61,038</b>	<b>(39,542)</b>	<b>0</b>	<b>21,496</b>

Note: Transfers have been made from Unrestricted funds to the Tree Planting and Website projects as grants received did not fully cover expenditure incurred and represent a contribution from PeCAN reserves.

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

**6. STAFF COSTS**

**6.1 Staff Costs**

	<b>2022</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Salaries and wages	18,448	47,280
Social security costs		
Pension costs (defined contribution scheme)	541	1,405
Other employee benefits	-	-
<b>Total staff costs</b>	<b>18,989</b>	<b>48,685</b>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

There were no payments made to trustees and senior management for their services to the charity.

**6.2 Average head count in the period**

	<b>2022</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
Fundraising	-	-
The parts of the charity in which the employees work		
Charitable Activities	2	2
Governance	-	-
Other	-	-
<b>Total</b>	<b>2</b>	<b>2</b>

**7. FIXED ASSETS**

The CIO held no fixed assets or investments during the period (31<sup>st</sup> March 2022: None)

PETERSFIELD CLIMATE ACTION NETWORK  
(Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

**8. CASH AT BANK AND IN HAND**

	Unrestricted funds	Restricted funds	31 Mar 2022	Unrestricted funds	Restricted funds	31 Mar 2023
	£	£	£	£	£	£
Cash in Hand	-	-	-	40	-	40
Cash at Bank	4,263	15,451	19,713	6,823	10,461	17,283
Cash at Bank and in Hand	4,263	15,451	19,713	6,863	10,461	17,323

**9. DEBTORS**

	Unrestricted funds	Restricted funds	31 Mar 2022	Unrestricted funds	Restricted funds	31 Mar 2023
	£	£	£	£	£	£
Accrued Income	-	2,633	2,633	-	11,808	11,808
Undeposited funds	-	-	-	49	-	49
Debtors	-	2,633	2,633	49	11,808	11,857

Accrued income represents time incurred on the Superhomes project which has been claimed from the National Energy Foundation and is awaiting payment.

**10. CREDITORS: AMOUNTS FALLING DUE IN ONE YEAR**

	Unrestricted funds	Restricted funds	31 Mar 2022	Unrestricted funds	Restricted funds	31 Mar 2023
	£	£	£	£	£	£
Accrued expenditure	850	-	850	425	608	1,033
Advance re Retrofit project	-	-	-	-	2,012	2,012
Total	850	-	850	425	2,620	3,045

Accrued expenditure includes fees for the independent examination of the accounts, outstanding retrofit survey fees and marketing costs incurred but not paid.

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2023

**11. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

The CIO held no long term liabilities during this period (31 March 2022: None)

**12. TRUSTEES AND OTHER RELATED PARTIES**

No payments were made to trustees, or any persons connected with them during this or the previous financial period. No material transaction took place between the organisation and a trustee, or any person connected with them.

**13. RISK ASSESSMENT**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**14. RESERVES POLICY**

The Trustees have considered the level of reserves they wish to retain, appropriate to the CIO's needs. This is based on the CIO's size and the level of financial commitments held. The Trustees aim to ensure the CIO will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

**15. PUBLIC BENEFIT**

The CIO acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the CIO has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the CIO should undertake.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees / members of Petersfield Climate Action Network on the accounts for the period 1 April 2022 to 31 March 2023 set out on pages 12 to 21.

### **Respective responsibilities of trustees and examiner**

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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: to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Fiona Armitage (ACCA)  
39Greensfield  
Liss  
Hampshire  
GU33 7EJ

7 December 2023