# VOLUNTARY ACTION - NORTH EAST LINCOLNSHIRE

England & Wales · Charity number 1002624

## Details

| | |
|---|---|
| **Other names** | GRIMSBY AND CLEETHORPES COUNCIL FOR VOLUNTARY SERVICE LIMITED, VANEL |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 02593527 |
| **Registered** | 1991-04-18 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Phone** | 01472231123 |
| **Email** | office@vanel.org.uk |
| **Website** | www.vanel.org.uk |

## Activities

**Objects:** TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY PRINCIPALLY IN THE LOCAL GOVERNMENT DISTRICT OF NORTH EAST LINCOLNSHIRE AND, IN PARTICULAR, THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS, AND IN THE FURTHERANCE OF THE SAID PURPOSES, BUT NOT FURTHER OR OTHERWISE, TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE SAME AND TO THAT END TO BRING TOGETHER IN CHARITY REPRESENTATIVES OF THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE AREA OF BENEFIT.

**Activities:** Promotes, encourages and supports individuals, groups and organisations within the voluntary and community sector, to enable them to meet the needs and aspirations of communities within North East Lincolnshire.

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## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** NORTH EAST LINCOLNSHIRE
- North East Lincolnshire

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £318,065 | £362,039 | - | - |
| 2024-03-31 | £483,423 | £519,548 | - | - |
| 2023-03-31 | £558,639 | £562,589 | £302,507 | 8 |
| 2022-03-31 | £573,031 | £609,423 | £306,457 | 8 |
| 2021-03-31 | £692,711 | £590,663 | £342,848 | 8 |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Alan Glyn Jones | | 2016-09-01 |
| Darren William Linford | | 2025-07-24 |
| Fumiko Czarnecki | | 2023-10-12 |
| Jennifer Hodson | | 2023-10-12 |
| Peter Hewson | | 2024-10-31 |
| Victoria Elizabeth Russell | | 2019-10-10 |
| Wayne Smith | | 2022-10-12 |

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**VOLUNTARY ACTION - NORTH EAST LINCOLNSHIRE**

England & Wales - Charity number 1002624

# Accounts

Charity Registration No. 1002624
Company Registration No. 02593527 (England and Wales)

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE
# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 31 MARCH 2025

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Trustees** | Mr S Beasant<br>Mr A G Jones<br>Ms V Russell<br>Mr W Smith<br>Mr P Hewson<br>Mr F Czarnecki<br>Ms J Hodson |
| **Charity number** | 1002624 |
| **Company number** | 02593527 |
| **Principal address** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Registered office** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Bankers** | The Co-operative Bank |
| **Independent examiner** | A P Robinson & Co (Grimsby) LLP<br>Chartered Accountants<br>107 Cleethorpes Road<br>Grimsby<br>North East Lincolnshire<br>DN31 3ER |

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2025*

The trustees present below their report and accounts for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "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)." (As amended for accounting periods commencing from 1 January 2016)

### Objectives and Activities

#### Objectives and aims

The charity works within the core activities of representation, liaison, enabling, developing and working in partnership with and on behalf of the local voluntary and community sector. Projects managed by the charity fit within these core activities and add to the strategy of building capacity within the voluntary and community sector primarily in North East Lincolnshire.

The charity has continued to deliver a number of successful grant funded projects and services as detailed in the notes.

Voluntary Action North East Lincolnshire (VANEL) provides: volunteer centre services, organisational health checks and diagnostic work, administrative support for its members and supporters including a payroll service, a small equipment hire service, IT technical support, web development, training, advocacy, access to fundraising and income generation opportunities, electronic information briefings and promotion of members' and volunteers activities plus strategic representation on some local partnerships.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### Achievements and Performance

#### Charitable activities

The charity was successful in securing ongoing funding via the National Lottery Community Fund, The Office of the Police & Crime Commissioner, Local Trust, UK Shared Prosperity Fund, Start For Life, Help For Health, Orsted and other sources to grow its volunteer brokerage and volunteering development services. A small management fee was earned from this work. Other monies dispersed to projects have had a measurable impact on the organisation's success in securing additional financial support and attracting matched funding from further sources of finance.

Voluntary Action North East Lincolnshire continues to play an active role as a representative of voluntary and community sector perspectives on some strategic partnerships in the local area, where relevant, including the Safer and Stronger Communities Partnership, Youth Engagement Alliance, Humber Watch, Involving Lincs, High Street Accelerator and Humber Resilience Forums.

Activities for the year which contribute to the objectives are as follows:

**1. Increase the capacity of local VCS groups to perform effectively:**

1.1 Via our information technology support service due to continued demand from VCS groups for affordable, understandable IT related support that groups can manage independently once our service has assisted with technical problems to enable groups to operate more effectively;

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1.2 By offering organisational developmental support thanks to National Lottery, UK Shared Prosperity Fund and other funded projects for the benefit of VCS groups and to enable them to 'lever-in' additional funding via joint work between groups;

1.3 Through training and support: encouraged and celebrated volunteering with groups via the volunteer centre and the volunteer managers' network; promoted financial accountability within VCS organisations; provided training in preparing funding bids and grant applications; delivered fraud awareness/personal security sessions; improved safeguarding knowledge; raised awareness of PREVENT, cyber-crime and SCAMS; promoted achievement of quality assurance accreditations amongst VCS groups ; assisted VCS groups in obtaining and maintaining capital assets.

1.4 Via our specialist groups Neighbourhood Networking, Keeping Older People Safe and Grimsby Retailers in Partnership we have supported victims of anti-social behaviour and hate crime; neighbourhood watch forum members; Big Local North Cleethorpes committee; and via Safer Street monies we have supported groups to apply for and deliver themed projects for their beneficiaries.

**2. Provide free/affordable services relevant to local VCS groups' needs:**

2.1 Provided e-bulletins including stay safe, SCAMS information as part of membership service.

2.2 Provided direct tailor-made help to groups to find funds and supported with bid development.

2.3 Provided monthly payroll and pensions' service at an affordable rate for small groups.

2.4 Provided small equipment hire service for members for a small fee plus 'written off' items free.

2.5 Provided free signposting service for the benefit of member organisations to public/private and other voluntary sector services.

2.6 Identified and promoted new/diverse types of funding sources for benefit of local VCS groups.

2.7 Provided volunteer referral service and managers' network for members via Volunteer Service.

2.8 Provided support with small website development and ongoing maintenance for a small fee.

2.9 Provided IT trouble-shooting service for a small fee arising from member group demand.

2.10 Offered marketing opportunities/sponsorship at local events for members for a small fee.

**3. Provide VCS representation within and for the wider community:**

3.1 Promoted and represented VCS interests locally via various North East Lincolnshire Strategic Partnerships, including Safer and Stronger Communities Board, Safer Street Town Centre Strategic & Operational Groups, Humber Local Resilience Forum, Tactical Police Tasking Groups, Grimsby Town Centre Forum, Youth Engagement Alliance; Neighbourhood Forums; Neighbourhood Watch Co-ordinators Group and Humber Watch; Keep Britain Tidy campaign; Heritage Forum.

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3.2 Promoted and represented VCS interests regionally via the Office of the Police and Crime Commissioner for Humberside, Humberside Police; Humberside Fire & Rescue Service; Involving Lincs; Greater Lincolnshire Devolution Group; Humber Nature Partnership; Humber Infrastructure Partnership.

3.3 Promoted and represented VCS interests nationally via the National Association for Voluntary and Community Action (NAVCA); the National Council for Voluntary Organisations (NCVO); UK Youth, Green Influencers (Ernest Cook partnership) and Groundwork UK.

3.4 Helped develop the Big Local North Cleethorpes (BLNC) programme and continued to be commissioned as the Local Trusted Organisation (LTO) and worked with the Local Trust network.

3.5 Helped sustain and develop the Grimsby Retailers in Partnership (GRIP) CIC and commissioned to provide member support services for this Grimsby Town Centre partnership and its area of coverage along Grimsby Road into Cleethorpes Town Centre, continuing to secure additional funding to support the partnership.

**4. Ensure the sustainability for VANEL as an organisation with appropriate staffing and adequately resourced operating structure:**

4.1 Maintained charity membership fees at £25 per annum to contribute to staff admin time costs and provide minimum level of membership services and membership package offers to add value for members seeking volunteering support and to increase sustainability options;

4.2 Successfully sustained the Green Influencers programme with new funds to support Young People to volunteer and lead nature and social action projects within their communities.

4.3 Successfully supported the delivery of the North East Lincolnshire Neighbourhood Networking programme and extended this work into rural areas funded by the National Lottery Community Fund for 4 more years.

4.4 Actively taken practical steps to manage and reduce where possible any organisational indirect costs in order to retain the staff skills needed to deliver our outcomes as flexibly and cost effectively

4.5 As a result of the successful delivery of the initial Keeping Older People Safe (KOPS) programme supported by Big Local North Cleethorpes, its subsequent rollout delivered in the East Marsh and expansion into West Marsh as a result of Safer Street investment, we delivered a refreshed version of the KOPS programme in Cleethorpes & East Marsh maintaining sustainability.

4.6 Proactively identified and recruited staff on a freelance basis for ad hoc support as needed by new projects to meet the emerging needs of our members to ensure we were adequately and appropriately resourced to deliver our services.

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS:**

5.1 Ongoing bespoke support, training/briefing and information provided throughout the year on demand and/or subject to funding available to deliver services on a tailor-made basis to local VCS groups and volunteers;

5.2 Maintained development staff to provide a range of organisational development support work including a series of briefing and training events promoting our wide range of development services across the area;

5.3 Participated in member organisations' and partners' promotional events and workshops to raise VANEL profile across the North East Lincolnshire area to support our groups with their work and share our skills and knowledge;

5.4 Maintained our Volunteering Development Service linked to our Volunteer Managers' Network to enable those managers to share best practice, learn from each other and benefit from professional support as and when needed and organised joint celebration of the annual national volunteers' week and neighbourhood watch week events with our members;

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**Financial Review**

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, will be maintained at a minimum level equivalent to three and a maximum level equivalent to six month's expenditure. The trustees consider that reserves at these levels will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The minimum level of reserves has been maintained throughout the financial year, in addition to holding the required redundancy contingency.

Unrestricted reserves (excluding tangible fixed assets), amount to £167,809, restricted reserves being £44,378 and those funds held in trust Council Ward Projects of £10,220, giving total funds of £ 222,407 on 31st March 2025. This level of unrestricted general funds and total funds is considered vital in view of charity's main sources of income are received in arrears. The company's reserves policy is to attempt to ensure that there are sufficient funds available, after the company's redundancy commitment, to meet the anticipated expenditure requirements for a minimum of the following three months. This policy and the level at which it should be set is reviewed monthly by the Chair and Chief Officer and any suggested changes endorsed by the Executive Committee.

The deficit for the financial year ending 31st March 2025 amounts to £43,974; a decrease in VANEL unrestricted funds of £10,268, a decrease of £31,887 in funds held in trust (Big Local, Council Ward Projects and Hangout Youth Group) and a decrease in other restricted funds of £1,819 dealt with as shown in the statement of financial activities. There are no related party transactions and all principal funding sources are shown in the notes of the financial activities.

**Risk management**

The meeting of legal and financial obligations are required by our funders who carry our due diligence checks on our record keeping with the Charity Commission and Companies House which are all up to date with accounts and confirmation statements submitted on time. Our funders provide a continuous scrutiny of the way the organisation operates to ensure it is consistent with its policies and procedures and agreed project performance, which mitigate the risks to which the charity may be exposed.

The Trustees monitor the business risks, as set out in the organisation's annual strategy and business plan, plus any emerging risks that arise during the year linked to services and projects to which the charity is potentially exposed, at their quarterly committee meetings, to ensure that all risks are identified and mitigated appropriately.

**Responsibilities for Preparing the Financial Statements**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures;
- disclosed and explained any issues in the financial statements; and
- prepared the financial statements on the basis of a going concern.

The Trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which 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 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.

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**FUTURE DEVELOPMENTS**

VANEL's key objectives, in support of its mission and key aims, are to:

**1. Increase the capacity of local Voluntary and Community Sector (VCS) groups and organisations to perform effectively.**

**Key activities:**

I. Development work with new and growing/changing voluntary and community groups including social enterprises and other newly emerging VCS structures via management team.

II. Encouraging and celebrating volunteering, linking volunteers with groups (via the Volunteering Development Service) and supporting the training and development of volunteers.

III. Promoting financial accountability within VCS organisations through training for staff and trustees in managing their finances (via external support).

IV. Providing coaching in preparing funding bids and contract applications (via Chief Officer, Contracts Manager and Development Manager).

V Championing group and individual engagement with information technology (via Development Manager).

VI. Assisting local VCS groups in obtaining, maintaining, and sustaining capital assets (via Chief Officer, Contracts Manager and Development Manager).

**2. Provide free/affordable services relevant to local VCS groups' needs.**

**Key activities:**

I. Developing and providing website blogs (Development Manager).

II. Offering financial services such as payroll and pension service (Finance Manager)

III. Providing access to funding sources (Chief Officer and Contracts Manager).

IV. Administering local grant schemes (Contracts Manager).

V Providing internet based information service with links to relevant local and national VCS organisations (Development Manager and Chief Officer).

VI. Providing training facilities (via member organisations/82 Grimsby Road, Cleethorpes).

VII. Identifying and developing volunteering placements (Volunteer Support Worker).

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**3. Provide VCS representation within and for the wider community.**

**Key activities:**

I. Promoting and representing local VCS interests locally, regionally & nationally (Chief Officer).

II. Removing barriers to VCS involvement in local, regional, national work (Chief Officer).

III. Keeping the local VCS informed about relevant local, regional, and national changes and developments (Chief Officer).

IV. Responding to VCS needs and facilitating skills and information exchange between groups as needed.

V. Promoting partnership working within the VCS and between VCS and others as needed. (Team)

VI. Participating in the NEL Community Safety Partnership and related working groups (Chief Officer)

VII. Being a proactive member of local community forums as appropriate (Team as needed).

VIII. Supporting North Cleethorpes Residents Group as Big Local legacy (Development Manager)

IX. Supporting South Ward Resident Group as part of Clear Hold Build (Development Manager)

X. Supporting Rural area resident groups as part of neighbourhood networking (Development Manager)

**4. Ensure sustainability of VANEL as an organisation with relevant staffing and other resources needed.**

**Key activities:**

I. Implementing full cost recovery within VANEL funding bids (as far as practical). (Chief Officer)

II. Negotiating tailor-made charging structures with each of our members for extra support. (C/Officer)

III. Generating reserves adequate to enable us to develop and deliver new and existing services in response to local VCS needs and to maintain our reserves policy (Chief Officer).

IV. Encouraging VCS groups to make full use of VANEL's services, including supporting their income generation to enable them to take up VANEL's charged services. (Team)

V. Managing VANEL's indirect costs consistent with retaining the skills needed to deliver the business plan outcomes as flexibly and cost-effectively as possible. (Finance and Contracts Manager)

VI. Exploring new and various different uses of resources to support service delivery.

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**5. Maintain recognition of VANEL as a provider of high quality, professional services for local VCS organisations**

**Key activities:**

I. Maintaining and reviewing VANEL's policies and procedures annually with staff/trustees.

II. Implementing pro-active staff member, volunteer and trustee development through a staff/trustee development plan that supports the needs of the Strategy and Business Plan. (Chief Officer)

III. Maintaining and achieving any appropriate quality standard as needed. (whole team)

IV. Working in partnership with other VCS organisations in Humber sub region and Lincolnshire County (Chief Officer)

V Representing North East Lincolnshire Voluntary and Community interests on the Humber Local Resilience Forum and Humber Watch (Development Manager).

VI. Offering SCAMS/personal fraud briefings for vulnerable/elderly/victims of related crimes.

VII. Offering Volunteer briefing sessions for individual people who choose to volunteer.

VIII. Offering trustee briefing sessions for groups with existing and new trustees.

**Governing document**

Voluntary Action North East Lincolnshire (VANEL) is a registered charity number 1002624 and a company limited by guarantee, number 2593527.

The object of the charity, as stated in the Memorandum of Association, is to promote any charitable purposes for the benefit of the community in the local government district of North East Lincolnshire and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and to promote and organise co-operation in the achievement of the same and, to that end, to bring together in council representatives of the voluntary and community organisations within the area of benefit.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr Steve Beasant; Mr Alan Jones; Miss Victoria Russell; Mr Wayne Smith; Mrs Fumiko Czarnecki; Miss Jennifer Hodson; Mrs Nicola Aisthorpe (resigned 1st November 2024); Mr Peter Hewson (appointed 31st October 2024).

**Organisation**

Members of the Executive Committee of Trustees are elected annually in accordance with the regulations laid down in the Articles of Association. The Executive Committee meets six times per year and has overall responsibility for strategy, policy, and employment of staff. Operational and staff management issues are delegated to the Chief Officer. There are currently a total of 6 staff members (all part-time).

The minimum number of Trustees who may be appointed is 5 and the maximum is 15. The number is between 6 and 12, depending on the balance between retirees and new appointments. New trustees are recruited, based on the skills required, from within the senior managers and leaders of our member organisations. The Executive Committee meets every three months and calls additional meetings when special circumstances arise, for example during National Volunteers' Week and National Trustees' Week and for business planning.

Day to day operational matters, which include finance, HR/employment and delivery of services are delegated to the Chief Officer, Paula Grant.

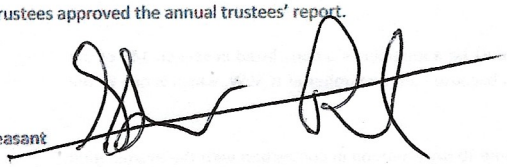
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**Trustee induction and training**

New Trustees undergo informal orientation sessions which include invitation to an Executive Committee meeting prior to becoming a Trustee, visiting the registered office of the company to familiarise themselves in the way the organisation conducts its day to day duties and implements decisions. Business planning, the Memorandum and Articles of Association and financial performance are also covered, and an induction pack is provided together with a one-to-one briefing session with the Chief Officer.

Trustees are encouraged to attend external training events and internal briefings with staff which assist them in undertaking their role where and when relevant and as appropriate.

The Board of Trustees approved the annual trustees' report.



**Mr Stephen Beasant**

Trustee (Chair)

Dated:

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## INDEPENDENT EXAMINER'S REPORT

## *TO THE TRUSTEES OF VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE*

I report to the trustees on my examination of the financial statements of Voluntary Action North East Lincolnshire (the charity) for the year ended 31 March 2025.

**The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Robinson BCom (Hons), FCA
A P Robinson & Co (Grimsby) LLP
Chartered Accountants
107 Cleethorpe Road
Grimsby
North East Lincolnshire
DN31 3ER

Dated:

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES
## INCLUDING INCOME AND EXPENDITURE ACCOUNT

***FOR THE YEAR ENDED 31 MARCH 2025***

| | Notes | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Total 2024 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 1,350 | 155,672 | 157,022 | 331,757 |
| Charitable activities | 4 | 161,043 | - | 161,043 | 151,666 |
| **Total income** | | 162,393 | 155,672 | 318,065 | 483,423 |
| **Expenditure on:** | | | | | |
| Raising funds | 5 | - | - | - | 1,161 |
| Charitable activities | 6 | 172,661 | 189,379 | 362,039 | 518,387 |
| **Total resources expended** | | 172,661 | 189,379 | 362,039 | 519,548 |
| **Net outgoing resources before transfers** | | ( 10,268) | ( 33,706) | ( 43,974) | ( 36,125) |
| Gross transfers between funds | | - | - | - | - |
| **Net income/(expenditure) for the year** | | | | | |
| **Net movement in funds** | | ( 10,268) | ( 33,706) | ( 43,974) | ( 36,125) |
| Fund balances at 31 March 2024 | | 178,077 | 88,304 | 266,381 | 302,507 |
| **Fund balances at 31 March 2025** | | 167,809 | 54,597 | 222,407 | 266,382 |

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## BALANCE SHEET

### *AS AT 31 MARCH 2025*

| | Notes | 2025 £ | £ | 2024 £ | £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | 9 | 815 | | 3,805 | |
| Cash at bank and in hand | | 228,550 | | 275,650 | |
| | | 229,365 | | 279,454 | |
| **Creditors: amounts falling due within one year** | 10 | 6,958 | | 13,071 | |
| | | | 222,407 | | 266,382 |
| **Income funds** | | | | | |
| Restricted funds | 11 | | 54,597 | | 88,305 |
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| General unrestricted funds | | 167,809 | | 178,077 | |
| | | | 167,809 | | 178,077 |
| | | | 222,407 | | 266,382 |

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006;
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on

Mr S Beasant
**Trustee**

**Company Registration No. 02593527**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF CASH FLOWS

### *FOR THE YEAR ENDED 31 MARCH 2025*

| | Notes | 2025 £ | 2025 £ | 2024 £ | 2024 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash absorbed by operations | | | ( 47,100) | | ( 26,589) |
| **Net cash used in investing activities** | | | - | | - |
| **Net cash used in financing activities** | | | - | | - |
| **Net decrease in cash and cash equivalents** | | | ( 47,100) | | ( 26,589) |
| Cash and cash equivalents at beginning of year | | | 275,650 | | 302,239 |
| Cash and cash equivalents at end of year | | | 228,550 | | 275,650 |

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## 1 Accounting policies

### Charity information

Voluntary Action North East Lincolnshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7DP.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling , which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

RVA

**1 Accounting policies** (Continued)

**1.5 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.7 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.8 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

RVA

3 **Donations and legacies**

| | Unrestricted funds 2025 | Restricted funds 2025 | Total funds 2025 | Total funds 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Donations and gifts | - | - | - | 589 |
| Grants | - | 155,672 | 155,672 | 329,668 |
| Membership fees | 1,350 | - | 1,350 | 1,500 |
| | 1,350 | 155,672 | 157,022 | 331,756 |
| **For the year ended 31 March 2024** | 2,089 | 329,668 | | 331,756 |

4 **Charitable activities**

| | Grants 2025 | Grants 2024 |
|---|---|---|
| | £ | £ |
| Sales within charitable activities | 161,043 | 151,666 |
| Analysis by fund | | |
| Unrestricted funds | 161,043 | 151,666 |
| Restricted funds | - | - |
| | 161,043 | 151,666 |

5 **Raising funds**

| | Unrestricted funds 2025 | Restricted funds 2025 | Total 2025 | Total 2024 |
|---|---|---|---|---|
| Fundraising and publicity | | | | |
| Other fundraising costs | - | - | - | 1,161 |
| | - | - | - | 1,161 |
| **For the year ended 31 March 2024** | | | | |
| Fundraising and publicity | 1,161 | - | | 1,161 |

RVA

## 6 Charitable activities

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Staff costs | 156,812 | 168,164 |
| Establishment costs | 5,776 | 7,522 |
| Repairs | 327 | 813 |
| Printing, postage and stationery | 820 | 3,732 |
| Office expenses | 4,290 | 5,012 |
| Volunteer expenses | - | 230 |
| Travel & subsistence | 4,729 | 4,881 |
| Project expenses | 145,789 | 284,826 |
| Sundry | 542 | 777 |
| Professional fees | 37,458 | 27,361 |
| Staff training | 1,314 | 39 |
| Participant allowances | - | 10,316 |
| | 357,857 | 513,672 |
| Share of governance costs | 4,182 | 4,716 |
| | 362,039 | 518,387 |
| **Analysis by fund** | | |
| Unrestricted funds | 172,661 | 165,741 |
| Restricted funds | 189,379 | 352,647 |
| | 362,039 | 518,387 |

## 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

## 8 Employees

**Number of employees**

The average monthly number of employees during the year was: 8

| | 2025 Number | 2024 Number |
|---|---|---|
| VA Core Development & Volunteer Centre | 5 | 6 |
| Projects | 2 | 2 |
| | 7 | 8 |

**Employment costs**

| | 2025 £ | 2024 £ |
|---|---|---|
| Wages and salaries | 144,544 | 154,970 |
| Social security costs | 7,328 | 8,169 |
| Other pension costs | 4,940 | 5,025 |
| | 156,812 | 168,164 |

There were no employees whose annual remuneration was £60,000 or more.

## 9 Debtors

| | 2025 £ | 2024 £ |
|---|---|---|
| **Amounts falling due within one year:** | | |
| Trade debtors | 309 | 1,782 |
| Prepayments and accrued income | 506 | 2,023 |
| | 815 | 3,805 |

## 10 Creditors: amounts falling due within one year

| | 2025 £ | 2024 £ |
|---|---|---|
| Trade creditors | 48 | 5,880 |
| Accruals and deferred income | 6,910 | 7,192 |
| | 6,958 | 13,071 |

RCVAP

**11 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

| | | Movement in funds | | | |
|---|---|---|---|---|---|
| | Balance at 31 March 2024 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 March 2025 £ |
| Big Local | 31,474 | - | ( 31,474) | - | - |
| Clear Holdbuild | - | 9,360 | ( 9,360) | | - |
| Clee Clubs | 753 | 1,788 | ( 1,628) | - | 913 |
| Green Influencers | 30,729 | 91,070 | ( 97,849) | - | 23,949 |
| Hangout Youth Group | 1,205 | - | ( 1,204) | - | 1 |
| New to Nature | ( 236) | 2,178 | ( 1,942) | - | - |
| Nhood Networking RURAL NLCF | 14,951 | 36,340 | ( 36,024) | | 15,267 |
| Story Time | - | 5,936 | ( 1,688) | - | 4,248 |
| Ward Projects | 9,429 | 9,000 | ( 8,209) | - | 10,220 |
| | 88,305 | 155,672 | ( 189,379) | - | 54,598 |

**12 Analysis of net assets between funds**

| | 2025 £ | 2025 £ | Total 2025 £ | Total 2024 £ |
|---|---|---|---|---|
| Fund balances at 31 March 2025 are represented by: | | | | |
| Current assets | 222,407 | - | 222,407 | 266,382 |
| | 222,407 | - | 222,407 | 266,382 |

**13 Related party transactions**

There were no disclosable related party transactions during the year (2024 - none).

**14 Cash generated from operations**

| | 2025 £ | 2024 £ |
|---|---|---|
| Deficit for the year | ( 43,974) | ( 36,125) |
| Movements in working capital: | | |
| Decrease in debtors | 2,990 | 2,732 |
| (Decrease)/increase in creditors | ( 6,113) | 6,803 |
| **Cash absorbed by operations** | ( 47,098) | ( 26,590) |

**15 Analysis of changes in net funds**

The charity had no debt during the year.

**VOLUNTARY ACTION - NORTH EAST LINCOLNSHIRE**

England & Wales - Charity number 1002624

# Accounts

Charity Registration No. 1002624
Company Registration No. 02593527 (England and Wales)

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE
# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 31 MARCH 2024

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Trustees** | Mr S Beasant<br>Mr A G Jones<br>Ms V Russell<br>Mr W Smith<br>Ms N Aisthorpe<br>Mr F Czarnecki<br>Ms J Hodson |
| **Charity number** | 1002624 |
| **Company number** | 02593527 |
| **Principal address** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Registered office** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Bankers** | The Co-operative Bank |
| **Independent examiner** | A P Robinson & Co (Grimsby) LLP<br>Chartered Accountants<br>107 Cleethorpes Road<br>Grimsby<br>North East Lincolnshire<br>DN31 3ER |

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2024*

The trustees present below their report and accounts for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "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)."
(As amended for accounting periods commencing from 1 January 2016)

**Objectives and Activities**

**Objectives and aims**

The charity works within the core activities of representation, liaison, enabling, developing and working in partnership with and on behalf of the local voluntary and community sector. Projects managed by the charity fit within these core activities and add to the strategy of building capacity within the voluntary and community sector primarily in North East Lincolnshire.

The charity has continued to deliver a number of successful grant funded projects and services as detailed in the notes.

Voluntary Action North East Lincolnshire (VANEL) provides: volunteer centre services, organisational health checks and diagnostic work, administrative support for its members and supporters including a payroll service, a small equipment hire service, IT technical support, web development, training, advocacy, access to fundraising and income generation opportunities, electronic information briefings and promotion of members' and volunteers activities plus strategic representation on some local partnerships.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**Achievements and Performance**

**Charitable activities**

The charity was successful in securing ongoing funding via the National Lottery Community Fund, The Ernest Cook Trust, The Office of the Police & Crime Commissioner, Local Trust and other sources to grow its volunteer brokerage and volunteering development services. A small management fee was earned from this work. Other monies dispersed to projects have had a measurable impact on the organisation's success in securing additional financial support and attracting matched funding from further sources of finance.

Voluntary Action North East Lincolnshire continues to play an active role as a representative of voluntary and community sector perspectives on some strategic partnerships in the local area, where relevant, including the Safer and Stronger Communities Partnership, Youth Engagement Alliance, Humber Watch and Voluntary Resilience Forum.

Activities for the year which contribute to the objectives are as follows:

**1. Increase the capacity of local VCS groups to perform effectively:**

1.1 Via our information technology support service due to continued demand from VCS groups for affordable, understandable IT related support that groups can manage independently once our service has assisted with technical problems to enable groups to operate more effectively.

1.2 By offering organisational developmental support thanks to National Lottery, and other funded projects for the benefit of VCS groups and to enable them to 'lever-in' additional funding via joint work between groups.

1.3 Through training and support: encouraged and celebrated volunteering with groups via the volunteer centre and the volunteer managers' network; promoted financial accountability within VCS organisations; provided training in preparing funding bids and grant applications; delivered fraud awareness/personal security sessions; improved safeguarding knowledge; raised awareness of PREVENT cyber-crime agendas; promoted achievement of quality assurance accreditations amongst VCS groups; assisted VCS groups in obtaining and maintaining capital assets.

1.4 Via our specialist groups Neighbourhood Networking, Keeping Older People Safe and Grimsby Retailers in Partnership we have supported victims of anti-social behaviour and hate crime; neighbourhood watch forum members; Big Local North Cleethorpes committee; and using Safer Streets monies we have supported groups to apply for and deliver themed projects for their beneficiaries.

**2. Provide free/affordable services relevant to local VCS groups' needs:**

2.1 Provided e-bulletins including stay safe, SCAMS information as part of membership service.

2.2 Provided direct tailor-made help to groups to find funds and supported with bid development.

2.3 Provided monthly payroll and pensions' service at an affordable rate for small groups.

2.4 Provided small equipment hire service for members for a small fee plus 'written off' items free.

2.5 Provided free signposting service for the benefit of member organisations to public/private and other voluntary sector services.

2.6 Identified and promoted new/diverse types of funding sources for benefit of local VCS groups.

2.7 Provided Disclosure and Baring checking service at affordable rates for all VCS groups and other clients in local area (service ceased July 2023).

2.8 Provided volunteer referral service and managers' network for member groups via Volunteer Centre.

2.9 Provided support with small website development and ongoing maintenance for a small fee.

2.10 Provided IT trouble-shooting service for a small fee arising from member group demand.

2.11 Offered marketing opportunities for a small fee or sponsorship at local events for members.

**3. Provide VCS representation within and for the wider community:**

3.1 Promoted and represented VCS interests locally via various North East Lincolnshire Strategic Partnerships, including Safer and Stronger Communities Board, Safer Streets East Marsh Strategic & Operational Groups, Humber Local Resilience Forum Voluntary Group, Tactical Tasking & Coordination Group, Grimsby Town Centre Forum, Youth Engagement Alliance; Neighbourhood Forums; Neighbourhood Watch Co-ordinators Group and Humber Watch; Keep Britain Tidy campaign; Plastics Free Cleethorpes Campaign, VCSE Alliance, Tactical Policing Forums.

3.2 Promoted and represented VCS interests sub regionally via the Office of the Police and Crime Commissioner for Humberside, Humberside Police; Humberside Fire Rescue Service, Humberside Probation Service; Involving Lincs (Lincolnshire County); Greater Lincolnshire Local Enterprise Partnership; Humber European Structural Investment Funds Partnership; Humber Nature Partnership; Humber CVS Partners.

3.3 Promoted and represented VCS interests nationally via the National Association for Voluntary and Community Action (NAVCA); the National Council for Voluntary Organisations (NCVO); UK Youth, Green Influencers #iwillprogramme.

3.4 Helped develop the Big Local North Cleethorpes (BLNC) programme and continued to be commissioned as the Local Trusted Organisation (LTO).

3.5 Helped develop the Grimsby Retailers in Partnership (GRIP) CIC and commissioned to provide secretarial and financial support service for this Grimsby Town Centre partnership. Supported the GRIP to extend its area of coverage along Freeman Street by securing additional funding.

**4. Ensure the sustainability for VANEL as an organisation with appropriate staffing and adequately resourced operating structure:**

4.1 Maintained charity membership fees at £25 per annum to contribute to staff admin time costs and provide minimum level of membership services. Launched membership package offers to add value for members seeking volunteering support and to increase sustainability options.

4.2 Successfully sustained the Green Influencers programme with new funds to support Young People to volunteer and lead nature projects within their communities.

4.3 Successfully supported the delivery of the North East Lincolnshire Neighbourhood Networking programme funded by the National Lottery Community Fund and secured additional match funding to extend this work for 4 more years in rural areas.

4.4 Actively taken practical steps to manage and reduce where possible any organisational indirect costs in order to retain the skills needed to deliver our outcomes as flexibly and cost effectively as possible.

4.5 As a result of the successful delivery of the Keeping Older People Safe programme supported by Big Local North Cleethorpes its subsequent experimental delivery in the East Marsh and expansion into West Marsh as a result of Safer Streets investment, we delivered a refreshed version of the KOPS programme in Cleethorpes and East Marsh maintaining its sustainability.

4.6 Proactively identified and recruited staff on a freelance basis for ad hoc support as needed by new projects to meet the emerging needs of our members to ensure we were adequately and appropriately resourced to deliver our services.

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS:**

5.1 Ongoing bespoke support, training and information provided throughout the year on demand and/or subject to funding available to deliver services on a tailor-made basis to local VCS groups and volunteers.

5.2 Maintained development staff to provide a range of organisational development support work including a series of briefing and training events promoting our wide range of development services across the area.

5.3 Participated in member organisations' and partners' promotional events and workshops to raise VANEL profile across the North East Lincolnshire area to support our groups with their work and share our skills and knowledge.

5.4 Maintained our Volunteering Development Service linked to our Volunteer Managers' Network to enable those managers to share best practice, learn from each other and benefit from professional support as and when needed and to organise a joint celebration of the annual national volunteers' week event with our members.

5.5 Maintained our NVCO Volunteer Centre Quality Award to demonstrate openness to scrutiny and value of national recognition of services provided.

**Financial Review**

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, will be maintained at a minimum level equivalent to three and a maximum level equivalent to six month's expenditure. The trustees consider that reserves at these levels will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The minimum level of reserves has been maintained throughout the financial year, in addition to holding the required redundancy contingency.

Unrestricted reserves (excluding tangible fixed assets), amount to £178,077, restricted reserves being £46,197 and those funds held in trust Big Local funds of £31,474, Council Ward Projects of £9,429 and Hangout Youth Group of £1,205, giving total funds of £266,382 on 31st March 2024. This level of unrestricted general funds and total funds is considered vital in view of charity's main sources of income are received in arrears. The company's reserves policy is to attempt to ensure that there are sufficient funds available, after the company's redundancy commitment, to meet the anticipated expenditure requirements for a minimum of the following three months. This policy and the level at which it should be set is reviewed monthly by the Chair and Chief Officer and any suggested changes endorsed by the Executive Committee.

The deficit for the financial year ending 31st March 2024 amounts to £36,125; a decrease in VANEL unrestricted funds of £13,147, a decrease of £20,824 in funds held in trust (Big Local, Crime Reduction Fund, Neighbourhood Watch Network and The Hardship Fund) and an increase in other restricted funds of £2,154 dealt with as shown in the statement of financial activities. There are no related party transactions and all principal funding sources are shown in the notes of the financial activities.

**Risk management**

The National Council for Voluntary Organisations (NCVO) Volunteer Centre Quality Award, which VANEL achieved, is specifically designed for use by, volunteer centres. This enabled the meeting of legal and financial obligations within a quality standard framework and provide a continuous scrutiny of the way the organisation operates to consistent and agreed quality standards, which mitigate the risks to which the charity may be exposed.

The trustees monitor the business risks, as set out in the organisation's annual action plan, plus any emerging risks during the year linked to services and projects to which the charity is potentially exposed, at their quarterly committee meetings, to ensure that all risks are mitigated.

**Responsibilities for Preparing the Financial Statements**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

-selected suitable accounting policies and then applied them consistently;
-made judgements and estimates that are reasonable and prudent;
-stated whether applicable accounting standards have been followed, subject to any material departures;
-disclosed and explained any issues in the financial statements; and
-prepared the financial statements on the basis of a going concern.

The Trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which 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 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.

**FUTURE DEVELOPMENTS**

VANEL's key objectives, in support of its mission and key aims, are to

**1. Increase the capacity of local VCS groups and organisations to perform effectively.**

**Key activities:**

I. Development work with new and growing/changing voluntary and community groups including social enterprises and other newly emerging VCS structures via management team.

II. Encouraging and celebrating volunteering, linking volunteers with groups (via the Volunteering Development Service) and supporting the training and development of volunteers.

III. Promoting financial accountability within VCS organisations through training for staff and trustees in managing their finances (via external support).

IV. Providing training in preparing funding bids and contract applications (via Chief Officer, Contracts Manager and Development Manager).

V Promoting and supporting the achievement of quality assurance accreditation amongst VCS organisations via management team.

VI. Championing group and individual engagement with information technology (via Development Manager).

VII. Assisting local VCS groups in obtaining, maintaining, and sustaining capital assets (via Chief Officer, Contracts Manager and Development Manager).

**2. Provide free/affordable services relevant to local VCS groups' needs.**

**Key activities:**

I. Developing and providing website bulletins (Development Manager).

II. Offering financial services such as payroll and fund management (Finance Manager)

III. Providing access to funding sources (Chief Officer and Contracts Manager).

IV. Administering local grant schemes (Contracts Manager).

V Providing internet based information service with links to relevant local and national VCS organisations (Development Manager and Chief Officer).

VI. Providing training facilities (via member organisations/82 Grimsby Road, Cleethorpes).

VII. Identifying and developing volunteering placements (Volunteer Support Worker).

**3. Provide VCS representation within and for the wider community.**

**Key activities:**

I. Promoting and representing local VCS interests locally, regionally & nationally (Chief Officer).

II. Removing barriers to VCS involvement in local, regional, national work (Chief Officer).

III. Keeping the local VCS informed about relevant local, regional, and national changes and developments (Chief Officer).

IV. Responding to VCS needs and facilitating skills/information exchange between groups (Team).

V Promoting partnership working within the VCS and between VCS and others as needed (Team).

VI. Participating in the NEL Community Safety Partnership and related working groups (Chief Officer).

VII. Being a proactive member of local community forums as appropriate (Team as needed).

VIII. Being the Local Trusted Organisation (Big Local) for the national Local Trust (Chief Officer).

**4. Ensure the sustainability of VANEL with appropriate staffing and adequately resourced structure.**

**Key activities:**

I. Implementing full cost recovery within VANEL funding bids (as far as practical) (Chief Officer).

II. Negotiating tailor-made charging structures with each of our members for extra support (CO).

III. Generating reserves adequate to enable us to develop new and existing services in response to local VCS needs and to maintain (at least) our minimum reserves policy (Chief Officer).

IV. Encouraging VCS groups to make full use of VANEL's services, including supporting their income generation to enable them to take up VANEL's charged services (Team).

V Managing VANEL's indirect costs consistent with retaining the skills needed to deliver the plan outcomes as flexibly and cost-effectively as possible (Finance and Contracts Manager).

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS.**

**Key activities:**

I. Maintaining/reviewing VANEL's policies and procedures annually with staff/trustees (Development Manager).

II. Implementing pro-active staff member, volunteer and trustee development through a staff/trustee development plan that supports the needs of this Business Plan (Chief Officer).

III. Maintaining our NCVO Volunteer Centre QA and other QA as deemed appropriate (Chief Officer).

IV. Working in partnership with other VCS organisations in Humber area and Lincolnshire County (Chief Officer).

V Offering Supporting Volunteers' Award (quality assurance) for member groups (Development Manager).

VI. Offering Volunteer Passport for individual people who choose to volunteer (Volunteer Worker).

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEES REPORT (INCLUDING DIRECTOR'S REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2024*

**Structure, governance and management**

**Governing document**

Voluntary Action North East Lincolnshire (VANEL) is a registered charity number 1002624 and a company limited by guarantee, number 2593527.

The object of the charity, as stated in the Memorandum of Association, is to promote any charitable purposes for the benefit of the community in the local government district of North East Lincolnshire and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and to promote and organise co-operation in the achievement of the same and, to that end, to bring together in council representatives of the voluntary and community organisations within the area of benefit.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr S Beasant
Mr A G Jones
Ms V Russell
Mr W Smith
Ms N Aisthorpe
Mr F Czarnecki
Ms J Hodson

**Organisation**

Members of the Executive Committee of Trustees are elected annually in accordance with the regulations laid down in the Articles of Association. The Executive Committee meets six times per year and has overall responsibility for strategy, policy, and employment of staff. Operational and staff management issues are delegated to the Chief Officer. There are currently a total of 7 staff members (all part-time).

The minimum number of Trustees who may be appointed is 5 and the maximum is 15. The number is between 6 and 12, depending on the balance between retirees and new appointments. New trustees are recruited, based on the skills required, from within the senior managers and leaders of our member organisations. The Executive Committee meets every three months and calls additional meetings when special circumstances arise, for example during National Volunteers' Week and National Trustees' Week and for business planning.

Day to day operational matters, which include finance, HR/employment and delivery of services are delegated to the Chief Officer, Paula Grant.

**Trustee induction and training**

New Trustees undergo informal orientation sessions which include invitation to an Executive Committee meeting prior to becoming a Trustee, visiting the registered office of the company to familiarise themselves in the way the organisation conducts its day to day duties and implements decisions. Business planning, the Memorandum and Articles of Association and financial performance are also covered, and an induction pack is provided together with a one-to-one briefing session with the Chief Officer.

Trustees are encouraged to attend external training events and internal briefings with staff which assist them in undertaking their role where and when relevant and as appropriate.

The Board of Trustees approved the annual trustees' report

**Mr Stephen Beasant**

Trustee (Chair)

Dated:



# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## INDEPENDENT EXAMINER'S REPORT

## *TO THE TRUSTEES OF VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE*

I report to the trustees on my examination of the financial statements of Voluntary Action North East Lincolnshire (the charity) for the year ended 31 March 2024.

**The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Robinson BCom (Hons), FCA
A P Robinson & Co (Grimsby) LLP
Chartered Accountants
107 Cleethorpe Road
Grimsby
North East Lincolnshire
DN31 3ER

Dated:

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES
## INCLUDING INCOME AND EXPENDITURE ACCOUNT

***FOR THE YEAR ENDED 31 MARCH 2024***

| | Notes | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Total 2023 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 2,089 | 329,669 | 331,757 | 394,411 |
| Charitable activities | 4 | 151,666 | - | 151,666 | 164,228 |
| **Total income** | | 153,754 | 329,669 | 483,423 | 558,640 |
| **Expenditure on:** | | | | | |
| Raising funds | 5 | 1,161 | - | 1,161 | 2,584 |
| Charitable activities | 6 | 165,741 | 352,647 | 518,387 | 560,005 |
| **Total resources expended** | | 166,901 | 352,647 | 519,548 | 562,589 |
| **Net outgoing resources before transfers** | | ( 13,147) | ( 22,978) | ( 36,125) | ( 3,950) |
| Gross transfers between funds | | - | - | - | - |
| **Net income/(expenditure) for the year** **Net movement in funds** | | ( 13,147) | ( 22,978) | ( 36,125) | ( 3,950) |
| Fund balances at 31 March 2023 | | 191,225 | 111,283 | 302,507 | - |
| **Fund balances at 31 March 2024** | | 178,077 | 88,305 | 266,382 | ( 3,950) |

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

All income and expenditure derive from continuing activities

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## BALANCE SHEET

### *AS AT 31 MARCH 2024*

| | Notes | 2024 £ | 2024 £ | 2023 £ | 2023 £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | 9 | 3,805 | | 6,537 | |
| Cash at bank and in hand | | 275,650 | | 302,239 | |
| | | 279,454 | | 308,775 | |
| **Creditors: amounts falling due within one year** | 10 | 13,071 | | 6,268 | |
| | | | 266,382 | | 302,507 |
| **Income funds** | | | | | |
| Restricted funds | 11 | | 88,305 | | 111,283 |
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| General unrestricted funds | | 178,077 | | 191,225 | |
| | | | 178,077 | | 191,225 |
| | | | 266,382 | | 302,507 |

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006;
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on

Mr S Beasant
**Trustee**

**Company Registration No. 02593527**



# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF CASH FLOWS

### *FOR THE YEAR ENDED 31 MARCH 2024*

| | Notes | 2024 £ | 2024 £ | 2023 £ | 2023 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash absorbed by operations | | | ( 26,589) | | ( 9,207) |
| **Net cash used in investing activities** | | | - | | - |
| **Net cash used in financing activities** | | | - | | - |
| **Net decrease in cash and cash equivalents** | | | ( 26,589) | | ( 9,207) |
| Cash and cash equivalents at beginning of year | | | 302,239 | | 311,446 |
| Cash and cash equivalents at end of year | | | 275,650 | | 302,239 |

**1 Accounting policies**

**Charity information**

Voluntary Action North East Lincolnshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7DP.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling , which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

**1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

**1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

**1 Accounting policies** **(Continued)**

**1.5 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.7 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.8 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Donations and legacies**

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total funds 2024 £ | Total funds 2023 £ |
|---|---|---|---|---|
| Donations and gifts | 589 | - | 589 | 9,015 |
| Grants | - | 329,668 | 329,668 | 383,921 |
| Membership fees | 1,500 | - | 1,500 | 1,475 |
| | 2,089 | 329,668 | 331,756 | 394,411 |
| **For the year ended 31 March 2023** | 15,965 | 378,446 | | 394,411 |

**4 Charitable activities**

| | Grants 2024 £ | Grants 2023 £ |
|---|---|---|
| Sales within charitable activities | 151,666 | 164,228 |
| Analysis by fund | | |
| Unrestricted funds | 151,666 | 164,228 |
| Restricted funds | - | - |
| | 151,666 | 164,228 |

**5 Raising funds**

| | Unrestricted funds 2024 | Restricted funds 2024 | Total 2024 | Total 2023 |
|---|---|---|---|---|
| Fundraising and publicity | | | | |
| Other fundraising costs | 1,161 | - | 1,161 | 2,584 |
| | 1,161 | - | 1,161 | 2,584 |
| **For the year ended 31 March 2023** | | | | |
| Fundraising and publicity | 2,584 | - | | 2,584 |

**6 Charitable activities**

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Staff costs | 168,164 | 195,567 |
| Establishment costs | 7,522 | 6,604 |
| Repairs | 813 | 329 |
| Printing, postage and stationery | 3,732 | 4,812 |
| Office expenses | 5,012 | 5,303 |
| Volunteer expenses | 230 | 528 |
| Travel & subsistence | 4,881 | 5,893 |
| Project expenses | 284,826 | 303,133 |
| Sundry | 777 | 1,477 |
| Professional fees | 27,361 | 20,530 |
| Staff training | 39 | 52 |
| Participant allowances | 10,316 | 11,484 |
| | 513,672 | 555,712 |
| Share of governance costs | 4,716 | 4,293 |
| | 518,387 | 560,005 |
| **Analysis by fund** | | |
| Unrestricted funds | 165,741 | 185,788 |
| Restricted funds | 352,647 | 374,216 |
| | 518,387 | 560,005 |

**7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was: 8

| | 2024 Number | 2023 Number |
|---|---|---|
| VA Core Development & Volunteer Centre | 6 | 4 |
| Projects | 2 | 3 |
| | 8 | 7 |

| **Employment costs** | 2024 £ | 2023 £ |
|---|---|---|
| Wages and salaries | 154,970 | 179,417 |
| Social security costs | 8,169 | 10,388 |
| Other pension costs | 5,025 | 5,762 |
| | 168,164 | 195,567 |

There were no employees whose annual remuneration was £60,000 or more.

**9 Debtors**

| | 2024 £ | 2023 £ |
|---|---|---|
| **Amounts falling due within one year:** | | |
| Trade debtors | 1,782 | 4,149 |
| Prepayments and accrued income | 2,023 | 2,388 |
| | 3,805 | 6,537 |

**10 Creditors: amounts falling due within one year**

| | 2024 £ | 2023 £ |
|---|---|---|
| Trade creditors | 5,880 | 1,296 |
| Other creditors | - | - |
| Accruals and deferred income | 7,192 | 4,972 |
| | 13,071 | 6,268 |

11 **Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

| | | Movement in funds | | | |
|---|---|---|---|---|---|
| | Balance at 31 March 2023 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2024 |
| | £ | £ | £ | £ | £ |
| Allotmemnt watch | - | 4,700 | ( 4,700) | - | - |
| BBO - MOVE | ( 2,217) | 2,309 | ( 92) | - | - |
| Big Local | 38,655 | 101,695 | ( 108,877) | - | 31,474 |
| Clee Clubs | 1,312 | 1,084 | ( 1,643) | - | 753 |
| East Marsh Wallet | 5,726 | 6,900 | ( 12,626) | - | - |
| Green Influencers | 24,488 | 43,692 | ( 37,451) | - | 30,729 |
| Hardship Fund | 10,702 | - | ( 10,702) | - | - |
| Hangout Youth Group | 2,467 | 333 | ( 1,595) | - | 1,205 |
| Neighbourhood Networking - NLCF | 12,477 | 15,414 | ( 27,891) | - | - |
| New to Nature | 3,400 | 18,772 | ( 22,409) | - | ( 236) |
| Nhood Networking RURAL NLCF | - | 18,120 | ( 3,168) | | 14,951 |
| PCC Community Safety Fund | 1,861 | 4,461 | ( 6,322) | - | - |
| PCC Rural Rollout | - | 33,600 | ( 33,600) | - | - |
| Safer Streets (E Marsh) | 8,949 | 37,500 | ( 46,449) | - | - |
| Safer Streets East Marsh Community Champion | 1,304 | 1,084 | ( 2,388) | - | - |
| Safer Streets Emarsh Legacy | - | 6,616 | ( 6,616) | - | - |
| Shared Prosperity Fund | - | 22,987 | ( 22,987) | - | - |
| Ward Projects | 2,158 | 10,401 | ( 3,130) | - | 9,429 |
| | 111,282 | 329,668 | ( 352,647) | - | 88,305 |

**13 Analysis of net assets between funds**

| | 2024 £ | 2024 £ | Total 2024 £ | Total 2023 £ |
|---|---|---|---|---|
| Fund balances at 31 March 2024 are represented by: | | | | |
| Current assets | 266,382 | - | 266,382 | 302,507 |
| | 266,382 | - | 266,382 | 302,507 |

**14 Related party transactions**

There were no disclosable related party transactions during the year (2023 - none)

**15 Cash generated from operations**

| | 2024 £ | 2023 £ |
|---|---|---|
| Deficit for the year | ( 36,125) | ( 3,950) |
| Movements in working capital: | | |
| Decrease/(increase) in debtors | 2,732 | ( 3,746) |
| Increase/(decrease) in creditors | 6,803 | ( 1,511) |
| **Cash absorbed by operations** | ( 26,590) | ( 9,207) |

**16 Analysis of changes in net funds**

The charity had no debt during the year.

**VOLUNTARY ACTION - NORTH EAST LINCOLNSHIRE**

England & Wales - Charity number 1002624

# Accounts

Charity Registration No. 1002624
Company Registration No. 02593527 (England and Wales)

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE
# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 31 MARCH 2023

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Trustees** | Mr M Johnson (resigned 12/10/22)<br>Mr S Beasant<br>Mr A Jones<br>Ms V Russell<br>Mr M Czarnecki (resigned 01/01/23)<br>Mr W Smith (Appointed 12/10/22) |
| **Charity number** | 1002624 |
| **Company number** | 02593527 |
| **Principal address** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Registered office** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Bankers** | The Co-operative Bank |
| **Independent examiner** | A P Robinson & Co (Grimsby) LLP<br>Chartered Accountants<br>107 Cleethorpes Road<br>Grimsby<br>North East Lincolnshire<br>DN31 3ER |

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2023*

The trustees present below their report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "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)." (As amended for accounting periods commencing from 1 January 2016).

**Objectives and Activities**

**Objectives and aims**

The charity works within the core activities of representation, liaison, enabling, developing and working in partnership with and on behalf of the local voluntary and community sector. Projects managed by the charity fit within these core activities and add to the strategy of building capacity within the voluntary and community sector primarily in North East Lincolnshire.

The charity has continued to deliver a number of successful grant funded projects, as detailed in the notes.

Voluntary Action North East Lincolnshire (VANEL) provides: volunteer centre services, organisational health checks and diagnostic work, administrative support for its members and friends including a payroll service, a disclosure and barring checking service (DBS), a small equipment hire service, IT technical support, web development, training, advocacy, access to fundraising and income generation opportunities, electronic information briefings and promotion of members' and volunteers activities plus strategic representation on some local partnerships.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**Achievements and Performance**

**Charitable activities**

The charity was successful in securing ongoing funding via the National Lottery Community Fund, Heritage Lottery. The Ernest Cook Trust and other sources to grow its volunteer brokerage and volunteering development services. A small management fee was earned from this work. Other monies dispersed to projects have had a measurable impact on the organisation's success in securing additional financial support and attracting matched funding from further sources of finance.

Voluntary Action North East Lincolnshire continues to play an active role as a representative of voluntary and community sector perspectives on some strategic partnerships in the local area, where relevant, including the Safer and Stronger Communities Partnership, Youth Engagement Alliance, Humber Watch and Voluntary Resilience Forum.

Activities for the year which contribute to the objectives are as follows:

**1. Increase the capacity of local VCS groups to perform effectively:**

1.1 Via our information technology support service due to continued demand from VCS groups for affordable, understandable IT related support that groups can manage independently once our service has assisted with technical problems to enable groups to operate more effectively;

1.2 By offering organisational developmental support thanks to National Lottery, and other funded projects for the benefit of VCS groups and to enable them to 'lever-in' additional funding via joint work between groups.

1.3 Through training and support: encouraged and celebrated volunteering with groups via the volunteer centre and the volunteer managers' network; promoted financial accountability within VCS organisations; provided training in preparing funding bids and grant applications; delivered Fraud awareness sessions; improved safeguarding knowledge; raised awareness of PREVENT cyber-crime agendas; promoted achievement of quality assurance accreditations amongst VCS groups and; assisted VCS groups in obtaining and maintaining capital assets.

1.4 Via our specialist groups Neighbourhood Networking, Safer Streets and Grimsby Retailers in Partnership we have supported victims of anti-social behaviour and hate crime; neighbourhood watch forum members; Big Local North Cleethorpes committee; and using Crime Reduction Fund monies we have supported groups to apply for and deliver themed projects for their beneficiaries.

**2. Provide free/affordable services relevant to local VCS groups' needs:**

2.1 Provided e-bulletins including stay safe, SCAMS information as part of membership service.

2.2 Provided direct tailor-made help to groups to find funds and supported with bid development.

2.3 Provided monthly payroll and pensions' service at an affordable rate for small groups.

2.4 Provided small equipment hire service for members for a small fee plus 'written off' items free.

2.5 Provided free signposting service for the benefit of member organisations to public/private and other voluntary sector services.

2.6 Identified and promoted new/diverse types of funding sources for benefit of local VCS groups.

2.7 Provided Disclosure and Baring checking service at affordable rates for all VCS groups and other clients in local area.

2.8 Provided volunteer referral service and managers' network for member groups via Volunteer Centre.

2.9 Provided support with small website development and ongoing maintenance for a small fee.

2.10 Provided IT trouble-shooting service for a small fee arising from member group demand.

2.11 Offered marketing opportunities for a small fee or sponsorship at local events for members.

**3. Provide VCS representation within and for the wider community:**

3.1 Promoted and represented VCS interests locally via various North East Lincolnshire Strategic Partnerships, including Safer and Stronger Communities Board, Safer Streets West Marsh Strategic & Operational Groups, Humber Local Resilience Forum Voluntary Group, Tactical Tasking & Co-ordination Group, Grimsby Town Centre Forum, Youth Engagement Alliance; Neighbourhood Forums; Neighbourhood Watch Co-ordinators Group and Humber Watch; Keep Britain Tidy campaign; Plastics Free Cleethorpes Campaign, VCSE Alliance, Safer Streets East Marsh Forum.

3.2 Promoted and represented VCS interest sub regionally via the Office of the Police and Crime Commissioner for Humberside, Humberside Police; Humberside Fire Rescue Service, Humberside Probation Service; Involving Lincs (Lincolnshire County); Lincolnshire Building Better Opportunities (MOVE) Partnership; Greater Lincolnshire Local Enterprise Partnership; Humber European Structural Investment Funds Partnership; Humber Nature Partnership; Humber CVS Partners; Lincolnshire Youth Association.

3.3 Promoted and represented VCS interests nationally via the National Association for Voluntary and Community Action (NAVCA); the National Council for Voluntary Organisations (NCVO); UK Youth, Green Influencers #iwillprogramme.

3.4 Helped develop the Big Local North Cleethorpes (BLNC) programme and continued to be commissioned as the Local Trusted Organisation (LTO).

3.5 Helped develop the Grimsby Retailers in Partnership (GRIP) CIC and commissioned to provide secretarial and financial support service for this Grimsby Town Centre partnership. Supported the GRIP to extend its area of coverage along Freeman Street by securing additional funding.

**4. Ensure the sustainability for VANEL as an organisation with appropriate staffing and adequately resourced operating structure:**

4.1 Maintained charity membership fees at £25 per annum to contribute to staff admin time costs and provide minimum level of membership services. Launched membership package offers to add value for members seeking volunteering support and to increase sustainability options;

4.2 Successfully delivered year one of the Green Influencers and Youth Working Links projects to support Young People to volunteer and lead within their communities.

4.3 Successfully supported the delivery of the North East Lincolnshire Neighbourhood Networking funded by the National Lottery Community Fund and secured additional match funding to extend this work for 2 more years.

4.4 Successfully secured and delivered the fourth and into the fifth year of the Building Better Opportunities - MOVE project to support long term unemployed people across Greater Lincolnshire engage with local community life via volunteering and personal development with a view to finding suitable work. We were offered and accepted an extended contract as a result of successful track record in micro networking and small group support work;

4.5 Actively taken practical steps to manage and reduce where possible any organisational indirect costs in order to retain the skills needed to deliver our outcomes as flexibly and cost effectively as possible;

4.6 As a result of the successful delivery of the Keeping Older People Safe programme supported by Big Local North Cleethorpes its subsequent experimental delivery in the East Marsh and expansion into West Marsh as a result of Safer Streets investment, we returned to deliver a refreshed version of the KOPS programme across Cleethorpes maintaining its sustainability.

4.7 Proactively identified and recruited staff on a freelance basis for ad hoc support as needed by new projects to meet the emerging needs of our members as the pandemic lockdowns lifted to ensure we were adequately and appropriately resources to deliver our services.

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS:**

5.1 Ongoing bespoke support, training and information provided throughout the year on demand and/or subject to funding available to deliver services on a tailor-made basis to local VCS groups and volunteers;

5.2 Maintained development staff to provide a range of organisational development support work including a series of briefing and training events promoting our wide range of development services across the area;

5.3 Participated in member organisations' and partners' promotional events and workshops to raise VANEL profile across the local area to support our groups with their work and share our skills and knowledge;

5.4 Maintained our Volunteering Development Service linked to our Volunteer Managers' Network to enable those managers to share best practice, learn from each other and benefit from professional support as and when needed and to organise a joint celebration of the annual national volunteers' week event with our members;

5.5 Maintained our UK Youth Quality Award and our NVCO Volunteer Centre Quality Award to demonstrate openness to scrutiny and value of national recognition of services provided.

**Financial Review**

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, will be maintained at a minimum level equivalent to three and a maximum level equivalent to six month's expenditure. The trustees consider that reserves at these levels will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The minimum level of reserves has been maintained throughout the financial year, in addition to holding the required redundancy contingency.

Unrestricted reserves (excluding tangible fixed assets), amount to £191,225, restricted reserves being £48,351 and those funds held in trust Big Local funds of £38,655, Hangout Youth Group of £2,467, Hardship Fund of £10,702, Safer Streets of £8,949 and Sidney Sussex Ward Projects of £2,158, giving total funds of £302,507 on 31st March 2023. This level of unrestricted general funds and total funds is considered vital in view of charity's main sources of income are received in arrears. The company's reserves policy is to attempt to ensure that there are sufficient funds available, after the company's redundancy commitment, to meet the anticipated expenditure requirements for a minimum of the following three months. This policy and the level at which it should be set is reviewed monthly by the Chair and Chief Officer and any suggested changes endorsed by the Executive Committee.

The deficit for the financial year ending 31st March 2023 amounts to £3,950 a decrease in VANEL unrestricted funds of £8,179, a decrease of £4,946 in funds held in trust (at year end those being, Big Local, Hardship Fund, Safer Streets (E Marsh), Hangout Youth Group and Sidney Sussex Ward Projects) and an increase in other restricted funds of £9,176 dealt with as shown in the statement of financial activities. There are no related party transactions and all principal funding sources are shown in the notes of the financial statements.

**Risk management**

The National Association for Voluntary and Community Action (NAVCA) quality award and National Council for Voluntary Organisations (NCVO) Volunteer Centre Quality Award and the UK Youth Award, all of which VANEL has achieved, are specifically designed for use by infrastructure organisations, volunteer centres and youth development organisations. These enable the meeting of legal and financial obligations within a quality standard framework and provide a continuous scrutiny of the way the organisation operates to consistent and agreed quality standards, which mitigate the risks to which the charity may be exposed.

The trustees monitor the business risks, as set out in the organisation's annual action plan, plus any emerging risks during the year linked to services and projects to which the charity is potentially exposed, at their quarterly committee meetings, to ensure that all risks are mitigated.

**Responsibilities for Preparing the Financial Statements**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures;
- disclosed and explained any issues in the financial statements; and

The Trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which 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 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.

**FUTURE DEVELOPMENTS**

VANEL's key objectives, in support of its mission and key aims, are to:

**1. Increase the capacity of local VCS groups and organisations to perform effectively.**

**Key activities:**

I. Development work with new and growing/changing voluntary and community groups including social enterprises and other newly emerging VCS structures via management team.

II. Encouraging and celebrating volunteering, linking volunteers with groups (via the Volunteering Development Service) and supporting the training and development of volunteers.

III. Promoting financial accountability within VCS organisations through training for staff and trustees in managing their finances (via external support).

IV. Providing training in preparing funding bids and contract applications (via Chief Officer, Contracts Manager and Development Manager).

V Promoting and supporting the achievement of quality assurance accreditation amongst VCS organisations via management team.

VI. Championing group and individual engagement with information technology (via Development Manager).

VII. Assisting local VCS groups in obtaining, maintaining, and sustaining capital assets (via Chief Officer, Contracts Manager and Development Manager).

**2. Provide free/affordable services relevant to local VCS groups' needs.**

**Key activities:**

I. Developing and providing website bulletins (Development Manager).

II. Offering financial services such as payroll and fund management (Finance Manager)

III. Providing access to funding sources (Chief Officer and Contracts Manager).

IV. Administering local grant schemes (Contracts Manager).

V Providing internet based information service with links to relevant local and national VCS organisations (Development Manager and Chief Officer).

VI. Providing training facilities (via member organisations/82 Grimsby Road, Cleethorpes).

VII. Identifying and developing volunteering placements (Volunteer Support Worker).

**3. Provide VCS representation within and for the wider community.**

**Key activities:**

I. Promoting and representing local VCS interests locally, regionally & nationally (Chief Officer).

II. Removing barriers to VCS involvement in local, regional, national work (Chief Officer).

III. Keeping the local VCS informed about relevant local, regional, and national changes and developments (Chief Officer).

IV. Responding to VCS needs and facilitating skills/information exchange between groups. (Team)

V Promoting partnership working within the VCS and between VCS and others as needed. (Team)

VI. Participating in the NEL Community Safety Partnership and related working groups (Chief Officer)

VII. Being a proactive member of local community forums as appropriate (Team as needed).

VIII. Being the Local Trusted Organisation (Big Local) for the national Local Trust (Chief Officer)

**4. Ensure the sustainability of VANEL with appropriate staffing and adequately resourced structure.**

**Key activities:**

I. Implementing full cost recovery within VANEL funding bids (as far as practical). (Chief Officer)

II. Negotiating tailor-made charging structures with each of our members for extra support. (CO)

III. Generating reserves adequate to enable us to develop new and existing services in response to local VCS needs and to maintain (at least) our minimum reserves policy (Chief Officer).

IV. Encouraging VCS groups to make full use of VANEL's services, including supporting their income generation to enable them to take up VANEL's charged services. (Team)

V Managing VANEL's indirect costs consistent with retaining the skills needed to deliver the plan outcomes as flexibly and cost-effectively as possible. (Finance and Contracts Manager)

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS.**

**Key activities:**

I. Maintaining/reviewing VANEL's policies and procedures annually with staff/trustees. (Development Manager)

II. Implementing pro-active staff member, volunteer and trustee development through a staff/trustee development plan that supports the needs of this Business Plan. (Chief Officer)

III. Maintaining our NCVO Volunteer Centre QA and other QA as deemed appropriate. (Chief Officer)

IV. Working in partnership with other VCS organisations in Humber area and Lincolnshire County (Chief Officer)

V Offering Supporting Volunteers' Award (quality assurance) for member groups. (Development Manager)

VI. Offering Volunteer Passport for individual people who choose to volunteer. (Volunteer Worker)

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEE REPORT (INCLUDING DIRECTOR'S REPORT)

## *FOR THE YEAR ENDED 31 MARCH 2023*

**Structure, governance and management**

**Governing document**

Voluntary Action North East Lincolnshire (VANEL) is a registered charity number 1002624 and a company limited by guarantee, number 2593527.

The object of the charity, as stated in the Memorandum of Association, is to promote any charitable purposes for the benefit of the community in the local government district of North East Lincolnshire and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and to promote and organise co-operation in the achievement of the same and, to that end, to bring together in council representatives of the voluntary and community organisations within the area of benefit.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr M Johnson (resigned 12/10/22)
Mr S Beasant
Mr A Jones
Ms V Russell
Mr M Czarnecki (resigned 01/01/23)
Mr W Smith (Appointed 12/10/22)

**Organisation**

Members of the Executive Committee of Trustees are elected annually in accordance with the regulations laid down in the Articles of Association. The Executive Committee meets six times per year and has overall responsibility for strategy, policy, and employment of staff. Operational and staff management issues are delegated to the Chief Officer. There are currently a total of 7 staff members (4 full time and 3 part-time).

The minimum number of Trustees who may be appointed is 5 and the maximum is 15. The number is between 6 and 12, depending on the balance between retirees and new appointments. New trustees are recruited, based on the skills required, from within the senior managers and leaders of our member organisations. The Executive Committee meets every three months and calls additional meetings when special circumstances arise, for example during National Volunteers' Week and National Trustees' Week and for business planning.

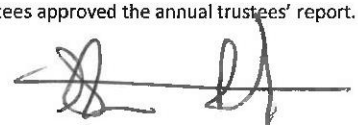
Day to day operational matters, which include finance, HR/employment and delivery of services are delegated to the Chief Officer, Paula Grant.

**Trustee induction and training**

New Trustees undergo informal orientation sessions which include invitation to an Executive Committee meeting prior to becoming a Trustee, visiting the registered office of the company to familiarise themselves in the way the organisation conducts its day to day duties and implements decisions. Business planning, the Memorandum and Articles of Association and financial performance are also covered, and an induction pack is provided together with a one-to-one briefing session with the Chief Officer.

Trustees are encouraged to attend external training events and internal briefings with staff which assist them in undertaking their role where and when relevant and as appropriate.

The Board of Trustees approved the annual trustees' report.



**Mr Stephen Beasant**

Trustee (Chair)

Dated: 11/09/23

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## INDEPENDENT EXAMINER'S REPORT

## *TO THE TRUSTEES OF VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE*

I report to the trustees on my examination of the financial statements of Voluntary Action North East Lincolnshire (the charity) for the year ended 31 March 2023.

**The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act) . In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Robinson BCom (Hons), FCA
A P Robinson & Co (Grimsby) LLP
Chartered Accountants
107 Cleethorpe Road
Grimsby
North East Lincolnshire
DN31 3ER

Dated:

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES
## INCLUDING INCOME AND EXPENDITURE ACCOUNT

***FOR THE YEAR ENDED 31 MARCH 2023***

| | Notes | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ | Total 2022 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 15,965 | 378,446 | 394,411 | 372,570 |
| Charitable activities | 4 | 164,228 | - | 164,228 | 200,462 |
| **Total income** | | 180,193 | 378,446 | 558,639 | 573,032 |
| **Expenditure on:** | | | | | |
| Raising funds | 5 | 2,584 | - | 2,584 | 2,920 |
| Charitable activities | 6 | 185,788 | 374,216 | 560,005 | 606,503 |
| **Total resources expended** | | 188,372 | 374,216 | 562,589 | 609,423 |
| **Net outgoing resources before transfers** | | ( 8,179) | 4,230 | ( 3,950) | ( 36,391) |
| Gross transfers between funds | | - | - | - | - |
| **Net income/(expenditure) for the year** | | | | | |
| **Net movement in funds** | | ( 8,179) | 4,230 | ( 3,950) | ( 36,391) |
| Fund balances at 31 March 2022 | | 199,404 | 107,053 | 306,457 | 342,848 |
| **Fund balances at 31 March 2023** | | 191,225 | 111,283 | 302,507 | 306,457 |

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## BALANCE SHEET

### *AS AT 31 MARCH 2023*

| | Notes | 2023 £ | £ | 2022 £ | £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | 9 | 6,536 | | 2,790 | |
| Cash at bank and in hand | | 302,239 | | 311,446 | |
| | | 308,775 | | 314,236 | |
| **Creditors: amounts falling due within one year** | 10 | 6,268 | | 7,779 | |
| | | | 302,507 | | 306,457 |
| **Income funds** | | | | | |
| Restricted funds | 11 | | 111,282 | | 107,053 |
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| General unrestricted funds | | 191,225 | | 199,404 | |
| | | | 191,225 | | 199,404 |
| | | | 302,507 | | 306,457 |

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006;
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on

Mr S Beasant
**Trustee**

**Company Registration No. 02593527**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF CASH FLOWS

### *FOR THE YEAR ENDED 31 MARCH 2023*

| | Notes | 2023 £ | 2023 £ | 2022 £ | 2022 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash absorbed by operations | | | ( 9,208) | | ( 30,089) |
| **Net cash used in investing activities** | | | - | | - |
| **Net cash used in financing activities** | | | - | | - |
| **Net decrease in cash and cash equivalents** | | | ( 9,208) | | ( 30,089) |
| Cash and cash equivalents at beginning of year | | | 311,445 | | 341,534 |
| Cash and cash equivalents at end of year | | | 302,237 | | 311,445 |

## 1 Accounting policies

### Charity information

Voluntary Action North East Lincolnshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7DP.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling , which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

**1 Accounting policies** **(Continued)**

**1.5 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.7 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.8 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Donations and legacies**

| | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total funds 2023 £ | Total funds 2022 £ |
|---|---|---|---|---|
| Donations and gifts | 9,015 | - | 9,015 | 1,405 |
| Grants | 5,475 | 378,446 | 383,921 | 369,170 |
| Membership fees | 1,475 | - | 1,475 | 1,995 |
| | 15,965 | 378,446 | 394,411 | 372,570 |
| **For the year ended 31 March 2022** | 17,467 | 355,102 | | 372,570 |

**4 Charitable activities**

| | Grants 2023 £ | Grants 2022 £ |
|---|---|---|
| Sales within charitable activities | 164,228 | 200,462 |
| Analysis by fund | | |
| Unrestricted funds | 164,228 | 200,462 |
| Restricted funds | - | - |
| | 164,228 | 200,462 |

**5 Raising funds**

| | Unrestricted funds 2023 | Restricted funds 2023 | Total 2023 | Total 2022 |
|---|---|---|---|---|
| Fundraising and publicity | | | | |
| Other fundraising costs | 2,584 | - | 2,584 | 2,920 |
| | 2,584 | - | 2,584 | 2,920 |
| **For the year ended 31 March 2022** | | | | |
| Fundraising and publicity | 2,920 | - | | 2,920 |

## 6 Charitable activities

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Staff costs | 195,567 | 208,137 |
| Establishment costs | 6,604 | 7,537 |
| Repairs | 329 | 560 |
| Printing, postage and stationery | 4,812 | 5,495 |
| Office expenses | 5,303 | 3,917 |
| Volunteer expenses | 528 | 11 |
| Travel & subsistence | 5,893 | 4,737 |
| Project expenses | 303,133 | 324,540 |
| Sundry | 1,477 | 703 |
| Professional fees | 20,530 | 41,844 |
| Staff training | 52 | 4,052 |
| Participant allowances | 11,484 | 1,342 |
| | 555,712 | 602,876 |
| Share of governance costs | 4,293 | 3,627 |
| | 560,005 | 606,503 |
| **Analysis by fund** | | |
| Unrestricted funds | 185,788 | 193,100 |
| Restricted funds | 374,216 | 413,403 |
| | 560,005 | 606,503 |

## 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

## 8 Employees

**Number of employees**

The average monthly number of employees during the year was: 8

| | 2023 Number | 2022 Number |
|---|---|---|
| VA Core Development & Volunteer Centre | 4 | 5 |
| Projects | 3 | 3 |
| | 7 | 8 |

| **Employment costs** | 2023 £ | 2022 £ |
|---|---|---|
| Wages and salaries | 179,417 | 188,752 |
| Social security costs | 10,388 | 13,041 |
| Other pension costs | 5,762 | 6,344 |
| | 195,567 | 208,137 |

There were no employees whose annual remuneration was £60,000 or more.

## 9 Debtors

| | 2023 £ | 2022 £ |
|---|---|---|
| **Amounts falling due within one year:** | | |
| Trade debtors | 4,149 | 540 |
| Other debtors | - | 275 |
| Prepayments and accrued income | 2,388 | 1,975 |
| | 6,537 | 2,790 |

## 10 Creditors: amounts falling due within one year

| | 2023 £ | 2022 £ |
|---|---|---|
| Trade creditors | 1,296 | 2,118 |
| Accruals and deferred income | 4,972 | 5,660 |
| | 6,268 | 7,779 |

**11 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

| | | Movement in funds | | | |
|---|---|---|---|---|---|
| | Balance at 31 March 2022 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2023 |
| | £ | £ | £ | £ | £ |
| BBO - MOVE | 105 | 41,801 | ( 44,122) | - | ( 2,217) |
| Big Local | 51,695 | 145,635 | ( 158,675) | - | 38,655 |
| Green Influencers | 18,723 | 36,133 | ( 30,369) | - | 24,488 |
| Hangout Youth Group | - | 5,628 | ( 3,162) | - | 2,467 |
| Neighbourhood Networking - NLCF | 11,089 | 37,067 | ( 35,678) | - | 12,477 |
| Hardship Fund | 6,533 | 8,000 | ( 3,831) | - | 10,702 |
| Urban Arts Project | - | 5,000 | ( 5,000) | - | - |
| Summer Youth Activities | - | 5,000 | ( 5,000) | - | - |
| Winter Activities Programme | - | 5,000 | ( 5,000) | - | - |
| Safer Streets (E Marsh) | - | 47,243 | ( 38,294) | - | 8,949 |
| Sidney Sussex Ward Projects | - | 3,750 | ( 1,592) | - | 2,158 |
| Clee Clubs | - | 1,789 | ( 476) | - | 1,312 |
| NAVCA Cost of Living | - | 10,000 | ( 10,000) | - | - |
| New to Nature | - | 3,400 | - | - | 3,400 |
| PCC Community Safety Fund | - | 8,000 | ( 6,139) | - | 1,861 |
| Safer Streets East Marsh Community Champion | - | 5,000 | ( 3,696) | - | 1,304 |
| East Marsh Wallet | - | 10,000 | ( 4,274) | - | 5,726 |
| VANEL TV | 6,063 | - | ( 6,063) | - | - |
| West Marsh Wallet | 196 | - | ( 196) | - | - |
| Youth Working Links | 3,000 | - | ( 3,000) | - | - |
| Safer Streets (W Marsh) | 9,649 | - | ( 9,649) | - | - |
| | 107,053 | 378,446 | ( 374,216) | - | 111,282 |

**13 Analysis of net assets between funds**

| | 2023 £ | 2023 £ | Total 2023 £ | Total 2022 £ |
|---|---|---|---|---|
| Fund balances at 31 March 2023 are represented by: | | | | |
| Current assets | 302,507 | - | 302,507 | 306,457 |
| | 302,507 | - | 302,507 | 306,457 |

**14 Related party transactions**

There were no disclosable related party transactions during the year (2022 - none).

**15 Cash generated from operations**

| | 2023 £ | 2022 £ |
|---|---|---|
| Deficit for the year | ( 3,950) | ( 36,391) |
| Movements in working capital: | | |
| (Increase)/decrease in debtors | ( 3,746) | 10,789 |
| Decrease in creditors | ( 1,511) | ( 4,487) |
| **Cash absorbed by operations** | ( 9,207) | ( 30,089) |

**16 Analysis of changes in net funds**

The charity had no debt during the year.

**VOLUNTARY ACTION - NORTH EAST LINCOLNSHIRE**

England & Wales - Charity number 1002624

# Accounts

**Charity Registration No. 01002624**
**Company Registration No. 02593527 (England and Wales)**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE
# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 31 MARCH 2022

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Trustees** | Mrs M Johnson<br>Mr S Beasant<br>Mr A Jones<br>Mr M Gables<br>Ms V Russell |
| **Charity number** | 01002624 |
| **Company number** | 02593527 |
| **Principal address** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Registered office** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Bankers** | The Co-operative Bank |
| **Independent examiner** | A P Robinson & Co (Grimsby) LLP<br>Chartered Accountants<br>107 Cleethorpes Road<br>Grimsby<br>North East Lincolnshire<br>DN31 3ER |

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 March 2022*

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "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)." (As amended for accounting periods commencing from 1 January 2016)

**Objectives and Activities**

**Objectives and aims**

The charity works within the core activities of representation, liaison, enabling, developing and working in partnership with and on behalf of the local voluntary and community sector. Projects managed by the charity fit within these core activities and add to the strategy of building capacity within the voluntary and community sector primarily in North East Lincolnshire.

The charity has continued to deliver a number of successful grant funded projects, as detailed in the notes.

Voluntary Action North East Lincolnshire (VANEL) provides: volunteer centre services, organisational health checks and diagnostic work, administrative support for its members and friends including a payroll service, a disclosure and barring checking service (DBS), a small equipment hire service, IT technical support, web development, training, advocacy, access to fundraising and income generation opportunities, electronic information briefings and promotion of members' and volunteers activities plus strategic representation on some local partnerships.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**Achievements and Performance**

**Charitable activities**

The charity was successful in securing ongoing funding via the National Lottery Community Fund, Heritage Lottery, The Ernest Cook Trust and other sources to grow its volunteer brokerage and volunteering development services. A small management fee was earned from this work. Other monies dispersed to projects have had a measurable impact on the organisation's success in securing additional financial support and attracting matched funding from further sources of finance.

Voluntary Action North East Lincolnshire continues to play an active role as a representative of voluntary and community sector perspectives on some strategic partnerships in the local area, where relevant, including the Safer and Stronger Communities Partnership, Youth Engagement Alliance, Humber Watch and Voluntary Resilience Forum.

Activities for the year which contribute to the objectives are as follows:

**1. Increase the capacity of local VCS groups to perform effectively:**

1.1 Via our information technology support service due to continued demand from VCS groups for affordable, understandable IT related support that groups can manage independently once our service has assisted with technical problems to enable groups to operate more effectively;

1.2 By offering organisational developmental support thanks to National Lottery, Postcode Lottery, and other funded projects for the benefit of VCS groups and to enable them to 'lever-in' additional funding via joint work between groups;

1.3 Through training and support: encouraged and celebrated volunteering with groups via the volunteer centre and the volunteer managers' network; promoted financial accountability within VCS organisations; provided training in preparing funding bids and grant applications; delivered GDPR awareness sessions; improved safeguarding knowledge; raised awareness of PREVENT cyber-crime agendas; promoted achievement of quality assurance accreditations amongst VCS groups and; assisted VCS groups in obtaining and maintaining capital assets.

1.4 Via our specialist groups Neighbourhood Networking, Safer Streets and Grimsby Retailers in Partnership we have supported victims of anti-social behaviour and hate crime; neighbourhood watch forum members; Big Local North Cleethorpes committee; and using Crime Reduction Fund monies we have supported groups to apply for and deliver themed projects for their beneficiaries.

**2. Provide free/affordable services relevant to local VCS groups' needs:**

2.1 Provided e-bulletins including governance information as part of membership service.

2.2 Provided direct tailor-made help to groups to find funds and supported with bid development.

2.3 Provided monthly payroll and pensions' service at an affordable rate for small groups.

2.4 Provided small equipment hire service for members for a small fee plus 'written off' items free.

2.5 Provided free signposting service for the benefit of member organisations to public/private and other voluntary sector services.

2.6 Identified and promoted new/diverse types of funding sources for benefit of local VCS groups.

2.7 Provided Disclosure and Baring checking service at affordable rates for all VCS groups and other clients in local area.

2.8 Provided volunteer referral service and managers' network for member groups via Volunteer Centre.

2.9 Provided support with small website development and ongoing maintenance for a small fee.

2.10 Provided IT trouble-shooting service for a small fee arising from member group demand.

2.11 Offered marketing opportunities for a small fee or sponsorship at local events for members.

**3. Provide VCS representation within and for the wider community:**

3.1 Promoted and represented VCS interests locally via various North East Lincolnshire Strategic Partnerships, including Safer and Stronger Communities Board, Safer Streets West Marsh Strategic & Operational Groups, Humber Local Resilience Forum Voluntary Group, Tactical Tasking & Coordination Group, Grimsby Town Centre Forum, Youth Engagement Alliance; Neighbourhood Forums; Neighbourhood Watch Co-ordinators Group and Humber Watch; Keep Britain Tidy campaign; Plastics Free Cleethorpes CampaignVCSE Alliance Forum.

3.2 Promoted and represented VCS interest sub regionally via the Office of the Police and Crime Commissioner for Humberside, Humberside Police; Humberside Fire Rescue Service, Humberside Probation Service; Involving Lincs (Lincolnshire County);; Lincolnshire Building Better Opportunities (MOVE) Partnership; Greater Lincolnshire Local Enterprise Partnership; Humber European Structural Investment Funds Partnership; Humber Nature Partnership; Humber CVS Partners; Lincolnshire Youth Association.

3.3 Promoted and represented VCS interests nationally via the National Association for Voluntary and Community Action (NAVCA); the National Council for Voluntary Organisations (NCVO); UK Youth, Green Influencers programme.

3.4 Helped develop the Big Local North Cleethorpes (BLNC) programme and re-commissioned as the Local Trusted Organisation (LTO).

3.5 Helped develop the Grimsby Retailers in Partnership (GRIP) CIC and commissioned to provide secretarial and treasurer service for this Grimsby Town Centre partnership.

**4. Ensure the sustainability for VANEL as an organisation with appropriate staffing and adequately resourced operating structure:**

4.1 Maintained charity membership fees at £25 per annum to contribute to staff admin time costs and provide minimum level of membership services. Launched membership package offers to add value for members seeking volunteering support and to increase sustainability options;

4.2 Successfully delivered year one of the Green Influencers and Youth Working Links projects to support Young People to volunteer and lead within their communities

4.3 Successfully supported the delivery of the North East Lincolnshire Neighbourhood Networking funded by the National Lottery Community Fund and secured additional match funding to extend this work for 2 more years.

4.4 Successfully secured and delivered the fourth and into the fifth year of the Building Better Opportunities MOVE project to support long term unemployed people across Greater Lincolnshire engage with local community life via volunteering and personal development with a view to finding suitable work. We were offered and accepted an extended contract as a result of successful track record in micro networking and small group support work;

4.5 Actively taken practical steps to manage and reduce where possible any organisational indirect costs in order to retain the skills needed to deliver our outcomes as flexibly and cost effectively as possible;

4.6 As a result of the successful delivery of the Keeping Older People Safe programme supported by Big Local North Cleethorpes its subsequent experimental delivery in the East Marsh and expansion into West Marsh as a result of Safer Streets investment, we returned to deliver a refreshed version of the KOPS programme across Cleethorpes maintaining its sustainability.

4.7 Proactively identified and recruited staff on a freelance basis for ad hoc support as needed by new projects to meet the emerging needs of our members as the pandemic lockdowns lifted to ensure we were adequately and appropriately resources to deliver our services.

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS:**

5.1 Ongoing bespoke support, training and information provided throughout the year on demand and/or subject to funding available to deliver services on a tailor-made basis to local VCS groups and volunteers;

5.2 Maintained development staff to provide a range of organisational development support work including a series of briefing and training events promoting our wide range of development services across the area;

5.3 Participated in member organisations' and partners' promotional events and workshops to raise VANEL profile across the local area to support our groups with their work and share our skills and knowledge;

5.4 Maintained our Volunteering Development Service linked to our Volunteer Managers' Network to enable those managers to share best practice, learn from each other and benefit from professional support as and when needed and to organise a joint celebration of the annual national volunteers' week event with our members;

5.5 Maintained our UK Youth Quality Award and our NVCO Volunteer Centre Quality Award to demonstrate openness to scrutiny and value of national recognition of services provided;

**Financial Review**

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, will be maintained at a minimum level equivalent to three and a maximum level equivalent to six month's expenditure. The trustees consider that reserves at these levels will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The minimum level of reserves has been maintained throughout the financial year, in addition to holding the required redundancy contingency.

Unrestricted reserves (excluding tangible fixed assets), amount to £199,404, restricted reserves being £39,176 and those funds held in trust Big Local funds of £51,695, The Hardship Fund of £6,533 and Safer Streets of £9,649, giving total funds of £306,457 on 31st March 2022. This level of unrestricted general funds and total funds is considered vital in view of charity's main sources of income are received in arrears. The company's reserves policy is to attempt to ensure that there are sufficient funds available, after the company's redundancy commitment, to meet the anticipated expenditure requirements for a minimum of the following three months. This policy and the level at which it should be set is reviewed monthly by the Chair and Chief Officer and any suggested changes endorsed by the Executive Committee.

The deficit for the financial year ending 31st March 2022 amounts to £36,391; an increase in VANEL unrestricted funds of £21,910, a decrease of £65,676 in funds held in trust (Big Local, Crime Reduction Fund, Neighbourhood Watch Network and The Hardship Fund) and an increase in other restricted funds of £7,375 dealt with as shown in the statement of financial activities. There are no related party transactions and all principal funding sources are shown in the notes of the financial activities.

**Risk management**

The National Association for Voluntary and Community Action (NAVCA) quality award and National Council for Voluntary Organisations (NCVO) Volunteer Centre Quality Award and the UK Youth Award, all of which VANEL has achieved, are specifically designed for use by infrastructure organisations, volunteer centres and youth development organisations. These enable the meeting of legal and financial obligations within a quality standard framework and provide a continuous scrutiny of the way the organisation operates to consistent and agreed quality standards, which mitigate the risks to which the charity may be exposed.

The trustees monitor the business risks, as set out in the organisation's annual action plan, plus any emerging risks during the year linked to services and projects to which the charity is potentially exposed, at their quarterly committee meetings, to ensure that all risks are mitigated.

**Responsibilities for Preparing the Financial Statements**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures;
- disclosed and explained any issues in the financial statements; and

The Trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which 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 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.

**FUTURE DEVELOPMENTS**

VANEL's key objectives, in support of its mission and key aims, are to:

**1. Increase the capacity of local VCS groups and organisations to perform effectively.**

**Key activities:**

I. Development work with new and growing/changing voluntary and community groups including social enterprises and other newly emerging VCS structures. (via management team)

II. Encouraging and celebrating volunteering, linking volunteers with groups (via the Volunteering Development Service), and supporting the training and development of volunteers.

III. Promoting financial accountability within VCS organisations through training for staff and trustees in managing their finances (via external support).

IV. Providing training in preparing funding bids and contract applications (via Chief Officer, Contracts Manager and Development Manager).

V Promoting and supporting the achievement of quality assurance accreditation amongst VCS organisations (via management team).

VI. Championing group and individual engagement with information technology (via Development Manager).

VII. Assisting local VCS groups in obtaining, maintaining, and sustaining capital assets (via Chief Officer, Community Development Worker, and Development Manager).

**2. Provide free/affordable services relevant to local VCS groups' needs.**

**Key activities:**

I. Developing and providing website bulletins (Development Manager).

II. Offering financial services such as payroll and basic book-keeping (Finance Manager)

III. Providing access to funding sources (Chief Officer and Contracts Manager).

IV. Administering local grant schemes (Contracts Manager).

V Providing internet based information service with links to relevant local and national VCS organisations (Development Manager and Chief Officer).

VI. Providing IT equipment for hire (Development Manager).

VII. Providing training facilities (via member organisations/82 Grimsby Road, Cleethorpes).

VIII. Identifying and developing volunteering placements (Volunteer Support Worker).

**3. Provide VCS representation within and for the wider community.**

**Key activities:**

I. Promoting and representing local VCS interests locally, regionally & nationally (Chief Officer).

II. Removing barriers to VCS involvement in local, regional, national work (Chief Officer).

III. Keeping the local VCS informed about relevant local, regional, and national changes and developments (Chief Officer).

IV. Responding to VCS needs and facilitating skills/information exchange between groups. (Team)

V Promoting partnership working within the VCS and between VCS and others as needed. (Team)

VI. Participating in the NEL safer communities' partnership (Chief Officer)

VII. Being a proactive member of local community forums as appropriate (Team as needed).

VIII. Being the Local Trusted Organisation for the national Local Trust (Chief Officer)

**4. Ensure the sustainability of VANEL with appropriate staffing and adequately resourced structure.**

**Key activities:**

I. Implementing full cost recovery within VANEL funding bids (as far as practical). (Chief Officer)

II. Negotiating tailor-made charging structures with each of our members for extra support. (CO)

III. Generating reserves adequate to enable us to develop new and existing services in response to local VCS needs and to maintain (at least) our minimum reserves policy (Chief Officer).

IV. Encouraging VCS groups to make full use of VANEL's services, including supporting their income generation to enable them to take up VANEL's charged services. (Team)

V Managing VANEL's indirect costs consistent with retaining the skills needed to deliver the plan outcomes as flexibly and cost-effectively as possible. (Finance and Contracts Manager)

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS.**

**Key activities:**

I. Maintaining/reviewing VANEL's policies and procedures annually with staff/trustees. (Development Manager)

II. Implementing pro-active staff member, volunteer and trustee development through a staff/trustee development plan

III. Maintaining our NCVO Volunteer Centre QA and UK Youth quality standards. (Chief Officer)

IV. Working in partnership with other VCS organisations in Humber area and Lincolnshire County (Chief Officer)

V Offering Supporting Volunteers' Award (quality assurance) for member groups. (Development Manager)

VI. Offering Volunteer Passport for individual people who choose to volunteer. (Volunteer Worker)

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEE REPORT (INCLUDING DIRECTOR'S REPORT)

## *FOR THE YEAR ENDED*

**Structure, governance and management**

**Governing document**

Voluntary Action North East Lincolnshire (VANEL) is a registered charity number 1002624 and a company limited by guarantee number 2593527.

The object of the charity, as stated in the Memorandum of Association, is to promote any charitable purposes for the benefit of the community in the local government district of North East Lincolnshire and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and to promote and organise co-operation in the achievement of the same and, to that end, to bring together in council representatives of the voluntary and community organisations within the area of benefit.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr S Beasant
Mrs M Johnson
Mr A Jones
Miss V Russell
Mr M Czarnecki

**Organisation**

Members of the Executive Committee of Trustees are elected annually in accordance with the regulations laid down in the Articles of Association. The Executive Committee meets six times per year and has overall responsibility for strategy, policy, and employment of staff. Operational and staff management issues are delegated to the Chief Officer. There are currently a total of 8 staff members (5 full time and 3 part-time).

The minimum number of Trustees who may be appointed is 5 and the maximum is 15. The number is between 6 and 12, depending on the balance between retirees and new appointments. New trustees are recruited, based on the skills required, from within the senior managers and leaders of our member organisations. The Executive Committee meets every three months and calls additional meetings when special circumstances arise, for example during National Volunteers' Week and National Trustees' Week and for business planning.

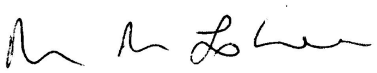
Day to day operational matters, which include finance, HR/employment and delivery of services are delegated to the Chief Officer, Paula Grant.

**Trustee induction and training**

New Trustees undergo informal orientation sessions which include invitation to an Executive Committee meeting prior to becoming a Trustee, visiting the registered office of the company to familiarise themselves in the way the organisation conducts its day to day duties and implements decisions. Business planning, the Memorandum and Articles of Association and financial performance are also covered, and an induction pack is provided together with a one-to-one briefing session with the Chief Officer.

Trustees are encouraged to attend external training events and internal briefings with staff which assist them in undertaking their role where and when relevant and as appropriate.

The trustees report was approved by the Board of Trustees.



**Mrs Mandy Johnson**

Trustee (Chairperson)

Dated: 29 July 2022

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## INDEPENDENT EXAMINER'S REPORT

## *TO THE TRUSTEES OF VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE*

I report to the trustees on my examination of the financial statements of Voluntary Action North East Lincolnshire (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act) . In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Robinson BCom (Hons), FCA
A P Robinson & Co (Grimsby) LLP
Chartered Accountants
107 Cleethorpe Road
Grimsby
North East Lincolnshire
DN31 3ER

Dated: 29 July 2022

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES
## INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2022*

| | Notes | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ | Total 2021 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 17,467 | 355,102 | 372,570 | 488,572 |
| Charitable activities | 4 | 200,462 | - | 200,462 | 204,140 |
| **Total income** | | 217,929 | 355,102 | 573,031 | 692,712 |
| **Expenditure on:** | | | | | |
| Raising funds | 5 | 2,920 | - | 2,920 | 1,894 |
| Charitable activities | 6 | 193,100 | 413,403 | 606,503 | 588,769 |
| **Total resources expended** | | 196,020 | 413,403 | 609,423 | 590,663 |
| **Net outgoing resources before transfers** | | 21,910 | ( 58,301) | ( 36,391) | 102,049 |
| Gross transfers between funds | | - | - | - | - |
| **Net income/(expenditure) for the year** | | | | | |
| **Net movement in funds** | | 21,910 | ( 58,301) | ( 36,391) | 102,049 |
| Fund balances at 31 March 2021 | | 177,494 | 165,354 | 342,848 | 240,799 |
| **Fund balances at 31 March 2022** | | 199,404 | 107,053 | 306,457 | 342,848 |

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## BALANCE SHEET

### *AS AT 31 MARCH 2022*

| | Notes | 2022 £ | 2022 £ | 2021 £ | 2021 £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | 9 | 2,790 | | 13,579 | |
| Cash at bank and in hand | | 311,446 | | 341,535 | |
| | | 314,236 | | 355,114 | |
| **Creditors: amounts falling due within one year** | 10 | 7,779 | | 12,265 | |
| | | | 306,457 | | 342,848 |
| **Income funds** | | | | | |
| Restricted funds | 11 | | 107,053 | | 165,354 |
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| General unrestricted funds | | 199,404 | | 177,494 | |
| | | | 199,404 | | 177,494 |
| | | | 306,457 | | 342,848 |

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006;
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 29 July 2022.



Mr S Beasant
**Trustee**

**Company Registration No. 02593527**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF CASH FLOWS

***FOR THE YEAR ENDED 31 MARCH 2022***

| | Notes | 2022 £ | 2022 £ | 2021 £ | 2021 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash (absorbed)/gained by operations | | | ( 30,089) | | 117,835 |
| **Net cash used in investing activities** | | | - | | - |
| **Net cash used in financing activities** | | | - | | - |
| **Net (decrease)/increase in cash and cash equivalents** | | | ( 30,089) | | 117,835 |
| Cash and cash equivalents at beginning of year | | | 341,534 | | 223,699 |
| Cash and cash equivalents at end of year | | | 311,445 | | 341,534 |

**1 Accounting policies**

**Charity information**
Voluntary Action North East Lincolnshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7DP.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling , which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

**1.2 Going concern**
At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**
Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

**1.4 Incoming resources**
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

**1 Accounting policies** **(Continued)**

**1.5 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.7 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.8 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Donations and legacies**

| | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|---|---|---|---|---|
| Donations and gifts | 1,405 | - | 1,405 | 1,530 |
| Grants | 14,067 | 355,102 | 369,170 | 485,092 |
| Membership fees | 1,995 | - | 1,995 | 1,950 |
| | 17,467 | 355,102 | 372,570 | 488,572 |
| **For the year ended 31 March 2021** | 73,641 | 414,931 | | 488,572 |

**4 Charitable activities**

| | Grants 2022 £ | Grants 2021 £ |
|---|---|---|
| Sales within charitable activities | 200,462 | 204,140 |
| Analysis by fund | | |
| Unrestricted funds | 200,462 | 204,140 |
| Restricted funds | - | - |
| | 200,462 | 204,140 |

**5 Raising funds**

| | Unrestricted funds 2022 | Restricted funds 2022 | Total 2022 | Total 2021 |
|---|---|---|---|---|
| Fundraising and publicity | | | | |
| Other fundraising costs | 2,920 | - | 2,920 | 1,894 |
| | 2,920 | - | 2,920 | 1,894 |
| **For the year ended 31 March 2021** | | | | |
| Fundraising and publicity | 1,894 | - | | 1,894 |

**6 Charitable activities**

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Staff costs | 208,137 | 213,983 |
| Establishment costs | 7,537 | 4,174 |
| Repairs | 560 | 777 |
| Printing, postage and stationery | 5,495 | 5,930 |
| Office expenses | 3,917 | 2,861 |
| Volunteer expenses | 11 | 2,660 |
| Travel & subsistence | 4,737 | 2,190 |
| Project expenses | 324,540 | 287,827 |
| Sundry | 703 | 180 |
| Professional fees | 41,844 | 57,861 |
| Staff training | 4,052 | 5,923 |
| Participant allowances | 1,342 | 1,436 |
| | 602,876 | 585,802 |
| Share of governance costs | 3,627 | 2,967 |
| | 606,503 | 588,769 |
| **Analysis by fund** | | |
| Unrestricted funds | 193,100 | 203,625 |
| Restricted funds | 413,403 | 385,144 |
| | 606,503 | 588,769 |

**7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was: 8

| | 2022 Number | 2021 Number |
|---|---|---|
| VA Core Development & Volunteer Centre | 5 | 5 |
| Projects | 3 | 3 |
| | 8 | 8 |

| Employment costs | 2022 £ | 2021 £ |
|---|---|---|
| Wages and salaries | 188,752 | 195,897 |
| Social security costs | 13,041 | 14,318 |
| Other pension costs | 6,344 | 3,769 |
| | 208,137 | 213,983 |

There were no employees whose annual remuneration was £60,000 or more.

**9 Debtors**

| | 2022 £ | 2021 £ |
|---|---|---|
| **Amounts falling due within one year:** | | |
| Trade debtors | 540 | 11,826 |
| Other debtors | 275 | - |
| Prepayments and accrued income | 1,975 | 1,753 |
| | 2,790 | 13,579 |

**10 Creditors: amounts falling due within one year**

| | 2022 £ | 2021 £ |
|---|---|---|
| Other taxation and social security | - | 4,192 |
| Trade creditors | 2,118 | 1,325 |
| Other creditors | - | 2,985 |
| Accruals and deferred income | 5,660 | 3,763 |
| | 7,779 | 12,265 |

**11 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

| | | Movement in funds | | | |
|---|---|---|---|---|---|
| | **Balance at 31 March 2021** | **Incoming resources** | **Resources expended** | **Transfers** | **Balance at 31 March 2022** |
| | **£** | **£** | **£** | **£** | **£** |
| Big Local | 126,418 | 82,950 | ( 157,673) | - | 51,695 |
| BBO - Move | ( 397) | 46,820 | ( 46,319) | - | 105 |
| Crime Reduction Fund | 1,231 | 42,188 | ( 43,418) | - | - |
| Green Influencers | 13,490 | 26,380 | ( 21,146) | - | 18,723 |
| Hardship Fund | 1,553 | 9,540 | ( 4,559) | - | 6,533 |
| Neighbourhood Watch Network | 4,352 | - | ( 4,352) | - | - |
| Neighbourhood Networking - NLCF | 10,889 | 30,836 | ( 30,636) | - | 11,089 |
| Clee Clubs | - | 10,000 | ( 10,000) | - | - |
| Community Grants 5 | 7,819 | 11,788 | ( 19,607) | - | - |
| Safer Streets | - | 70,000 | ( 60,351) | - | 9,649 |
| VANEL TV | - | 10,000 | ( 3,937) | - | 6,063 |
| West Marsh Wallet | - | 9,600 | ( 9,404) | - | 196 |
| Youth Working Links | - | 5,000 | ( 2,000) | - | 3,000 |
| | 165,354 | 355,102 | ( 413,403) | - | 107,053 |

**13 Analysis of net assets between funds**

| | 2022 £ | 2022 £ | Total 2022 £ | Total 2021 £ |
|---|---|---|---|---|
| Fund balances at 31 March 2022 are represented by: | | | | |
| Current assets | 306,457 | - | 306,457 | 342,848 |
| | 306,457 | - | 306,457 | 342,848 |

**14 Related party transactions**

There were no disclosable related party transactions during the year (2021 - none).

**15 Cash generated from operations**

| | 2022 £ | 2021 £ |
|---|---|---|
| Deficit for the year | ( 36,391) | 102,048 |
| Movements in working capital: | | |
| Decrease in debtors | 10,789 | 18,368 |
| Increase in creditors | ( 4,487) | ( 2,582) |
| **Cash absorbed by operations** | ( 30,089) | 117,834 |

**16 Analysis of changes in net funds**

The charity had no debt during the year.

**VOLUNTARY ACTION - NORTH EAST LINCOLNSHIRE**

England & Wales - Charity number 1002624

# Accounts

**Charity Registration No. 01002624**
**Company Registration No. 02593527 (England and Wales)**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE
# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 31 MARCH 2021

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Trustees** | Mrs M Johnson<br>Mr S Beasant<br>Mr A Jones<br>Mr Marcus Gables<br>Ms Victoria Russell |
| **Charity number** | 01002624 |
| **Company number** | 02593527 |
| **Principal address** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Registered office** | 82 Grimsby Road<br>Cleethorpes<br>North East Lincolnshire<br>DN35 7DP |
| **Bankers** | The Co-operative Bank |
| **Independent examiner** | A P Robinson & Co (Grimsby) LLP<br>Chartered Accountants<br>107 Cleethorpes Road<br>Grimsby<br>North East Lincolnshire<br>DN31 3ER |

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

## *FOR THE YEAR ENDED 31 March 2021*

The trustees hereby present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "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) (As amended for accounting periods commencing from 1 January 2016).

**Objectives and Activities**

**Aims**

The charity works within the core activities of: representation, liaison, enabling, developing and working in partnership with and on behalf of the local voluntary and community sector. Projects managed by the charity fit within these core activities and add to the strategy of building capacity within the voluntary and community sector primarily in North East Lincolnshire.

The charity has continued to deliver a number of successful grant funded projects, as detailed in the notes which also contribute to the core activities outlined above.

Voluntary Action North East Lincolnshire (VANEL) provides volunteer centre services, organisational health checks and group diagnostic work, administrative support for its members and friends including: a payroll service, a disclosure and barring checking service (DBS), a small equipment hire service, IT technical support, web development, training, advocacy, access to fundraising and income generation opportunities, electronic information briefings and promotion of members' and volunteers activities and services plus strategic representation on some local, regional and national partnerships.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**Achievements and Performance**

**Charitable activities**

The charity was successful in securing ongoing funding via the National Lottery Community Fund, Heritage Lottery and other sources to develop its volunteer brokerage and volunteering development services. A small management fee was earned from this work. Other monies dispersed to projects have had a measurable impact on the organisation's success in securing additional financial support and attracting matched funding from further new sources of finance.

Voluntary Action North East Lincolnshire continues to play an active role as a representative of voluntary and community sector perspectives on some strategic partnerships in the local area, where relevant, including the Community Safety Partnership, Youth Partnership, Involving Lincs and Voluntary Sector Forum plus VCSE regional and national emergency partnerships.

Activities for the year compared to the objectives are as follows:

**1. Increase the capacity of local VCS groups to perform effectively:**

1.1 Via our information technology support service due to continued demand from VCS groups for affordable, understandable IT related support that groups can manage independently once our service has assisted with technical problems to enable groups to operate more effectively.

1.2 By offering organisational developmental support thanks to the National Lottery, Heritage Lottery and other funded projects for the benefit of VCS groups and to enable them to 'lever-in' additional funding via joint working between groups and other local partners.

1.3 Through training and support: encouraged and celebrated volunteering with groups via the volunteer centre and the volunteer managers' network; promoted financial accountability within VCS organisations; provided training in preparing funding bids and grant applications; delivered SCAM awareness sessions; improved safeguarding knowledge; raised awareness of PREVENT & cyber-crime agendas; promoted achievement of quality assurance accreditations amongst VCS groups and; assisted VCS groups in obtaining and maintaining capital assets.

1.4 Via our specialist task groups we supported victims of anti-social behaviour and hate crime; neighbourhood watch group members; Big Local North Cleethorpes committee members; and using various funds assisted with hardship grant distribution and we supported groups to apply for and deliver themed projects for their beneficiaries using lots of different local funding pots.

**2. Provide free/affordable services relevant to local VCS groups' needs:**

2.1 Provided regular e-bulletins including governance information as part of the membership service.

2.2 Provided direct tailor-made help to groups to find funds and supported with bid development.

2.3 Provided monthly payroll/pensions' service at affordable rates per employee for small groups.

2.4 Provided small equipment hire service for members for a small fee plus 'written off' items free.

2.5 Provided free signposting service for the benefit of member organisations and their clients to public/private and other voluntary sector services.

2.6 Identified and promoted new/different types of funding sources to benefit local VCS groups.

2.7 Provided Disclosure and Baring checking service at affordable rates for all VCS groups and other clients across North East Lincolnshire.

2.8 Provided volunteer interview and referral service for member groups via Volunteer Centre.

2.9 Provided support with small website development and ongoing maintenance for a small fee.

2.10 Provided IT trouble-shooting service for a small fee arising from member group demand.

2.11 Offered marketing/PR service for a small fee and promotion on websites for our members.

**3. Provide VCS representation within and for the wider community:**

3.1 Promoted and represented VCS interests locally via various North East Lincolnshire community partnerships, including the North East Lincolnshire Community Safety Partnership and its communication task group; Voluntary Sector Working Group; Youth Partnership; Neighbourhood Network; Heritage Lottery area of focus group; VCSE Forum; Big Local North Cleethorpes; Green Influencers; Hardship Forum; Volunteering Development Forum; IT services development forum.

3.2 Promoted and represented VCS interest sub regionally in the Humber and Lincolnshire areas via the Office of the Police and Crime Commissioner for Humberside, Humberside Police; Humberside Fire Rescue Service; Involving Lincs (Lincolnshire County); Safer Lincolnshire Partnership; Lincolnshire Building Better Opportunities (MOVE) Partnership; Greater Lincolnshire Local Enterprise Partnership; Lincolnshire Building Better Opportunities (Steps Forward) Partnership; Humber European Structural Investment Funds Partnership; Humber Nature Partnership; Humber CVS Partners; Lincolnshire Youth Association; Humber Local Resilience Forum; Humber Watch; Humber Health Group; VCSE Emergencies Partnership (Northern Cell);

3.3 Promoted and represented VCS interests nationally via the National Association for Voluntary and Community Action (NAVCA); the National Council for Voluntary Organisations (NCVO); UK Youth; Local Trust; Social Enterprise UK; VCSE Emergencies Partnership (national forum);

3.4 Helped develop the Big Local North Cleethorpes (BLNC) programme; commissioned as the Local Trusted Organisation (LTO);

3.5 Helped develop the Grimsby Retailers in Partnership (GRIP) CIC and commissioned to provide secretarial and treasurer services for the partnership.

**4. Ensure the sustainability for VANEL as an organisation with appropriate staffing and adequately resourced operating structure:**

4.1 Maintained charity membership fees at £25 per annum to contribute to staff admin time costs and provide minimum level of membership services. Continued membership package offers to add value for members seeking volunteering support and to increase sustainability options;

4.2 Successfully secured funds to deliver removing barriers to work/youth working links schemes funded by European Social Investment Funds to help 18-30 year olds get back into work/learning which enabled us to retain appropriately qualified & experienced staff members during lockdown;

4.3 Successfully supported the delivery of the North East Lincolnshire Neighbourhood Watch Network funded by the COVID19 emergency support funding and secured small amounts of match funding to continue this work in Cleethorpes and the East Marsh until the year-end.

4.4 Successfully secured and delivered a fourth year of two Building Better Opportunities (MOVE and Steps Forward) funded projects to support long term unemployed people across Greater Lincolnshire to engage with local community life via volunteering and personal development with a view to finding suitable work. We were offered and accepted enhanced and extended contracts as a result of successful track record in micro networking and small group support networks;

4.5 Actively taken all necessary measures to manage and reduce where possible any organisational indirect costs in order to retain the skills needed to deliver our outcomes as flexibly and cost effectively as possible whilst coping with the impact of COVID19 on operational delivery;

4.6 Following experimental projects delivered during lockdown to support local residents where they live, we successfully developed a neighbourhood networking programme. This enabled us to retain and further develop existing staff members and volunteers to assist with the longer term sustainability of our organisation and the local community members who support us and need our services. By focussing back on our fundamental operating structure we secured our sustainability.

4.7 Proactively identified and secured new funding sources to enable VANEL team to focus on supporting groups to assist individual clients during the pandemic. We secured various small pots of funding to help alleviate hardship during national lockdowns assisting with food purchase; utility bills; access to IT equipment and connectivity. We supported volunteers to help with food shopping and collection/delivery of medication plus provision of face masks in the Cleethorpes area.

4.8 As a result of the national lockdown we were eligible to receive government grants which greatly assisted us to support our staff to work from home; to adapt our services and support our member organisations in new and different ways during an extremely difficult financial year for all.

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS:**

5.1 Ongoing bespoke support, training and information provided throughout the year on demand and/or subject to funding available to deliver services on a tailor-made basis to local VCS groups and volunteers online using new technology as far as practical;

5.2 Maintained development staff to provide a range of organisational development support work including a series of briefing and training events promoting our wide range of development services across the area. Much of this was delivered online due to national lockdown situation;

5.3 Participated in member organisations' and partners' promotional events and workshops to raise VANEL profile across the local area to support our groups with their work and share our skills and knowledge. Made much use of websites; social media and community TV in lockdown;

5.4 Maintained development of a Volunteering Developing Service linked to Volunteer Managers' Network to enable managers to share best practice, learn from each other and benefit from professional support as and when needed and organise joint celebration of annual national volunteer week event with members using social media and online meetings due to lockdown;

5.5 Maintained our UK Youth Quality Award and our NVCO Volunteer Centre Quality Award to demonstrate openness to scrutiny and value of national recognition of services provided; NAVCA are currently reviewing their quality award process and structure and a new offer will emerge soon.

**Financial Review**

It is the policy of the charity that unrestricted/core funds, which have not been designated for a specific use, will be maintained at a minimum level equivalent to three and a maximum level equivalent to six month’s expenditure. The trustees consider that reserves at these levels will ensure that, in the event of a significant drop in funding, they will be able to continue the charity’s current activities while consideration is given to ways in which additional funds may be raised. The minimum level of reserves was maintained throughout the 2020/21 financial year.

Unrestricted reserves (excluding tangible fixed assets), amount to £177,494; restricted reserves being £31,800; and those funds held in trust: Big Local funds of £126,418, Crime Reduction Fund of £1,231, Neighbourhood Watch Network Fund of £4,352 and The Hardship Fund of £1,553, giving total funds of £342,848 at 31st March 2021. This level of unrestricted general funds and total funds is considered vital considering many of the charity's income sources are received in arrears. The company's reserves policy is set to ensure that there are sufficient funds available, after the company’s redundancy commitment, to meet the anticipated expenditure requirements for a minimum of the following three months. The policy and level at which reserves are set is reviewed monthly by the Chair and the Chief Officer. All changes are endorsed by the Executive Committee.

The surplus for the financial year ending 31st March 2021 amounts to £102,049: an increase in VANEL unrestricted funds of £72,262; a decrease of £1,083 in funds held in trust (Big Local, Crime Reduction Fund, Neighbourhood Watch Network Fund and The Hardship Fund) and an increase in other restricted funds of 30,870, dealt with as shown in the statement of financial activities. There are no related party transactions and all principal funding sources are shown in the financial activity notes.

**Risk management**

The National Association for Voluntary and Community Action (NAVCA) quality award and National Council for Voluntary Organisations (NCVO) Volunteer Centre Quality Award and the UK Youth Award, all of which VANEL has achieved, are specifically designed for use by infrastructure organisations, volunteer centres and youth development organisations. These enable the meeting of legal and financial obligations within a quality standard framework and provide a continuous scrutiny of the way the organisation operates to consistent and agreed quality standards, which mitigate the risks to which the charity may be exposed.

The trustees monitor the business risks quarterly, as set out in the organisation's annual action plan, plus any other emerging risks during the year linked to services and projects to which the charity is potentially exposed, at their quarterly committee meetings, to ensure that all risks are mitigated.

**Responsibilities for Preparing the Financial Statements**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures;
- disclosed and explained any issues in the financial statements; and
- prepared the financial statements on the basis of a going concern.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which 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 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.

**FUTURE DEVELOPMENTS**

VANEL's key objectives (subject to lockdown easing), in support of its mission and key aims, are to:

**1. Increase the capacity of local VCS groups and organisations to perform effectively.**

**Key activities:**

I. Development work with new and growing/changing voluntary and community groups including social enterprises and other newly emerging VCS structures. (via management team)

II. Encouraging and celebrating volunteering, linking volunteers with groups and supporting the training and development of volunteers (via the Volunteering Development Service).

III. Promoting financial accountability within VCS organisations through training for staff and trustees in managing their finances (via Finance and Contracts Manager and Chief Officer).

IV. Providing training in preparing funding bids and contract applications (via Chief Officer, Contracts Manager and Development Manager).

V Promoting and supporting the achievement of quality assurance accreditation amongst VCS organisations (via management team).

VI. Championing group and individual engagement with information technology (via Development Manager).

VII. Assisting local VCS groups in obtaining, maintaining and sustaining capital assets (via Chief Officer, Community Development Worker and Development Manager).

**2. Provide free/affordable services relevant to local VCS groups' needs.**

**Key activities:**

I. Developing and providing website bulletins (Development Manager).

II. Offering financial services such as payroll plus DBS checking service (Finance Worker)

III. Providing access to funding sources (Chief Officer and Contracts Manager).

IV. Administering local grant schemes (Contracts Manager).

V Providing internet based information service with links to relevant local and national VCS organisations (Development Manager and Chief Officer).

VI. Providing IT equipment for hire (Development Manager).

VII. Providing training facilities (via member organisations/82 Grimsby Road, Cleethorpes).

VIII. Identifying and developing volunteering placements (Volunteer Support Worker).

**3. Provide VCS representation within and for the wider community.**

**Key activities:**

I. Promoting and representing local VCS interests locally, regionally & nationally (Chief Officer).

II. Removing barriers to VCS involvement in local, regional, national work (Chief Officer).

III. Keeping the local VCS informed about relevant local, regional and national changes and developments (Chief Officer).

IV. Responding to VCS needs and facilitating skills/information exchange between groups. (Team)

V Promoting partnership working within the VCS and between VCS and others as needed. (Team)

VI. Participating in community safety partnership and related activities (Chief Officer)

VII. Being a proactive member of local community forums as appropriate (team as needed).

VIII. Being the Local Trusted Organisation for Big Local North Cleethorpes (Chief Officer)

**4. Ensure the sustainability of VANEL with appropriate staffing and adequately resourced structure.**

**Key activities:**

I. Implementing full cost recovery within VANEL funding bids (as far as practical). (Chief Officer)

II. Negotiating tailor-made charging structures with each of our members for extra support. (CO)

III. Generating reserves adequate to enable us to develop new and existing services in response to local VCS needs and to maintain (at least) our minimum reserves policy (Chief Officer).

IV. Encouraging VCS groups to make full use of VANEL's services, including supporting their income generation to enable them to take up VANEL's charged services. (Team)

V Managing VANEL's indirect costs consistent with retaining the skills needed to deliver the plan outcomes as flexibly and cost-effectively as possible. (Finance and Contracts Manager)

**5. Achieve wider recognition of VANEL as a provider of high quality, professional services for the local VCS.**

**Key activities:**

I. Maintaining/reviewing VANEL's policies and procedures annually with staff/trustees. (Development Manager)

II. Implementing pro-active staff member, volunteer and trustee development through a staff/trustee development plan that supports the needs of this Business Plan. (Chief Officer)

III. Maintaining our NCVO Volunteer Centre QA and UK Youth quality standards. (Chief Officer)

IV. Working in partnership with other VCS organisations in Humber area and Lincolnshire County (Chief Officer)

V Representing VCS groups on the Humber Local Resilience Forum voluntary task group (Chief Officer).

VI. Representing VCS groups on the VCSE Emergencies Partnership regionally (Chief Officer).

VII. Fulfilling the Local Trusted Organisation role for the Big Local Partnership (Chief Officer).

VIII. Offering Supporting Volunteers' Award (quality assurance) for member groups. (Development Manager)

IX. Offering Volunteer Passport for individual people who choose to volunteer. (Volunteer Worker).

**Structure, governance and management**

**Governing document**

Voluntary Action North East Lincolnshire (VANEL) is a registered charity number 1002624 and a company limited by guarantee number 2593527.

The object of the charity, as stated in the Memorandum of Association, is to promote any charitable purposes for the benefit of the community in the local government district of North East Lincolnshire and, in particular, the advancement of

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr S Beasant
Mrs M Johnson
Mr A Jones
Miss V Russell
Mr M Czarnecki

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## TRUSTEE REPORT (INCLUDING DIRECTOR'S REPORT)

## *FOR THE YEAR ENDED*

**Organisation**

Members of the Executive Committee of Trustees are elected annually in accordance with the regulations laid down in the Articles of Association. The Executive Committee meets six times per year and has overall responsibility for strategy, policy and employment of staff. Operational and staff management issues are delegated to the Chief Officer. There are currently a total of 9 staff members (5 full time and 4 part-time).

The minimum number of Trustees who may be appointed is 5 and the maximum is 15. The number is generally between 6 and 12, depending on the balance between retirees and new appointments. New trustees are recruited, based on the skills required, from within the senior managers and leaders of our member organisations. The Executive Committee meets every three months and calls additional meetings when special circumstances arise, for example during National Volunteers' Week and National Trustees' Week and for business planning.

Day to day operational matters, which include finance, HR/employment and delivery of services are delegated to the Chief Officer, Paula Grant.

**Trustee induction and training**

New Trustees undergo informal orientation sessions which include invitation to an Executive Committee meeting prior to becoming a Trustee, visiting the registered office of the company to familiarise themselves in the way the organisation carries out its day to day duties and implements decisions. Business planning, the Memorandum and Articles of Association and financial performance are also covered in the pre-meeting and an induction pack is provided together with a one-to-one briefing session with the Chief Officer.

Trustees are encouraged to attend external training events and internal briefings with staff which assist them in undertaking their role where and when relevant and as appropriate

The trustees report was approved by the Board of Trustees.

**Mr Stephen Beasant**



Trustee (Chairman)

Dated: 14th October 2021

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## INDEPENDENT EXAMINER'S REPORT

## *TO THE TRUSTEES OF VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE*

I report to the trustees on my examination of the financial statements of Voluntary Action North East Lincolnshire (the charity) for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act) . In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Robinson BCom (Hons), FCA
A P Robinson & Co (Grimsby) LLP
Chartered Accountants
107 Cleethorpe Road
Grimsby
North East Lincolnshire
DN31 3ER

Dated: 14th October 2021

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES
## INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2021*

| | Notes | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 71,298 | 414,930 | 486,228 | 580,859 |
| Charitable activities | 4 | 206,483 | - | 206,483 | 186,104 |
| **Total income** | | 277,781 | 414,930 | 692,711 | 766,962 |
| **Expenditure on:** | | | | | |
| Raising funds | 5 | 1,894 | - | 1,894 | 3,884 |
| Charitable activities | 6 | 203,626 | 385,143 | 588,769 | 804,088 |
| **Total resources expended** | | 205,520 | 385,143 | 590,663 | 807,971 |
| **Net outgoing resources before transfers** | | 72,261 | 29,787 | 102,048 | ( 41,009) |
| Gross transfers between funds | | | | - | - |
| **Net income/(expenditure) for the year/ Net movement in funds** | | 72,261 | 29,787 | 102,048 | ( 41,009) |
| Fund balances at 31 March 2020 | | 105,232 | 135,567 | 240,799 | 281,808 |
| **Fund balances at 31 March 2021** | | 177,494 | 165,354 | 342,848 | 240,799 |

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

All income and expenditure derive from continuing activities

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## BALANCE SHEET

### *AS AT 31 MARCH 2021*

| | Notes | 2021 £ | 2021 £ | 2020 £ | 2020 £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | 9 | 13,579 | | 31,947 | |
| Cash at bank and in hand | | 341,535 | | 223,700 | |
| | | 355,114 | | 255,646 | |
| **Creditors: amounts falling due within one ye** | 10 | 12,265 | | 14,847 | |
| | | | 342,848 | | 240,799 |
| **Income funds** | | | | | |
| Restricted funds | 11 | | 165,350 | | 135,565 |
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| General unrestricted funds | | 177,498 | | 105,235 | |
| | | | 177,498 | | 105,235 |
| | | | 342,848 | | 240,799 |

For the year ending 31/03/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006;
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 14th October 2021

Mr S Beasant
**Trustee**

**Company Registration No. 02593527**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES
## INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2021*

| | Notes | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 71,298 | 414,930 | 486,228 | 580,859 |
| Charitable activities | 4 | 206,483 | - | 206,483 | 186,104 |
| **Total income** | | 277,781 | 414,930 | 692,711 | 766,962 |
| **Expenditure on:** | | | | | |
| Raising funds | 5 | 1,894 | - | 1,894 | 3,884 |
| Charitable activities | 6 | 203,626 | 385,143 | 588,769 | 804,088 |
| **Total resources expended** | | 205,520 | 385,143 | 590,663 | 807,971 |
| **Net outgoing resources before transfers** | | 72,261 | 29,787 | 102,048 | ( 41,009) |
| Gross transfers between funds | | | | - | - |
| **Net income/(expenditure) for the year/ Net movement in funds** | | 72,261 | 29,787 | 102,048 | ( 41,009) |
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# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## BALANCE SHEET

### *AS AT 31 MARCH 2021*

| | Notes | 2021 £ | 2021 £ | 2020 £ | 2020 £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | 9 | 13,579 | | 31,947 | |
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| | | | 342,848 | | 240,799 |
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| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| General unrestricted funds | | 177,498 | | 105,235 | |
| | | | 177,498 | | 105,235 |
| | | | 342,848 | | 240,799 |

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These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 14th October 2021

Mr S Beasant
**Trustee**

**Company Registration No. 02593527**

# VOLUNTARY ACTION NORTH EAST LINCOLNSHIRE

## STATEMENT OF CASH FLOWS

### *FOR THE YEAR ENDED 31 MARCH 2021*

| | Notes | 2021 £ | 2021 £ | 2020 £ | 2020 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash gained/(absorbed) by operations | | | 117,835 | | ( 62,654) |
| **Net cash used in investing activities** | | | - | | - |
| **Net cash used in financing activities** | | | - | | - |
| **Net increase/(decrease) in cash and cash equivalents** | | | 117,835 | | ( 62,654) |
| Cash and cash equivalents at beginning of year | | | 223,699 | | 286,353 |
| Cash and cash equivalents at end of year | | | 341,534 | | 223,699 |

**1 Accounting policies**

**Charity information**

Voluntary Action North East Lincolnshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7DP.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling , which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

**1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

**1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

**1 Accounting policies** **(Continued)**

**1.5 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.7 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.8 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Donations and legacies**

| | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|---|
| Donations and gifts | 1,530 | - | 1,530 | 7,673 |
| Grants | 67,818 | 414,930 | 482,748 | 571,111 |
| Membership fees | 1,950 | - | 1,950 | 2,075 |
| | 71,298 | 414,930 | 486,228 | 580,859 |
| **For the year ended 31 March 2020** | 31,839 | 549,020 | | 580,859 |

**4 Charitable activities**

| | Grants 2021 £ | Grants 2020 £ |
|---|---|---|
| Sales within charitable activities | 206,483 | 186,104 |
| Analysis by fund | | |
| Unrestricted funds | 206,483 | 182,387 |
| Restricted funds | - | 3,717 |
| | 206,483 | 186,104 |

**5 Raising funds**

| | Unrestricted funds 2021 | Restricted funds 2021 | Total 2021 | Total 2020 |
|---|---|---|---|---|
| Fundraising and publicity | | | | |
| Other fundraising costs | 1,894 | - | 1,894 | 3,884 |
| | 1,894 | - | 1,894 | 3,884 |
| **For the year ended 31 March 2020** | | | | |
| Fundraising and publicity | 3,884 | - | | 3,884 |

**6 Charitable activities**

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Staff costs | 213,983 | 271,315 |
| Establishment costs | 4,174 | 19,823 |
| Repairs | 777 | 940 |
| Printing, postage and stationery | 5,930 | 5,777 |
| Office expenses | 2,861 | 6,024 |
| Volunteer expenses | 2,660 | 9,588 |
| Travel & subsistence | 2,190 | 3,300 |
| Project expenses | 287,827 | 430,993 |
| Sundry | 180 | 1,349 |
| Professional fees | 57,861 | 41,792 |
| Room hire | - | 2,581 |
| Staff training | 5,923 | 1,182 |
| Bad debts | - | ( 367) |
| Publicity and advertising | - | 2,162 |
| Participant allowances | 1,436 | 3,927 |
| | 585,802 | 800,388 |
| Share of governance costs | 2,967 | 3,700 |
| | 588,769 | 804,088 |
| **Analysis by fund** | | |
| Unrestricted funds | 203,626 | 224,522 |
| Restricted funds | 385,143 | 579,566 |
| | 588,769 | 804,088 |

**7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was: 8

| | 2021<br>Number | 2020<br>Number |
|---|---|---|
| VA Core Development & Volunteer Centre | 5 | 6 |
| Projects | 3 | 4 |
| | 8 | 10 |

| **Employment costs** | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Wages and salaries | 195,897 | 245,345 |
| Social security costs | 14,318 | 21,971 |
| Other pension costs | 3,769 | 3,999 |
| | 213,983 | 271,315 |

There were no employees whose annual remuneration was £60,000 or more.

**9 Debtors**

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| **Amounts falling due within one year:** | | |
| Trade debtors | 11,826 | 19,934 |
| Other debtors | - | 10,000 |
| Prepayments and accrued income | 1,753 | 2,013 |
| | 13,579 | 31,947 |

**10 Creditors: amounts falling due within one year**

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| Other taxation and social security | 4,192 | 5,404 |
| Trade creditors | 1,325 | 2,420 |
| Other creditors | 2,985 | - |
| Accruals and deferred income | 3,763 | 7,023 |
| | 12,265 | 14,847 |

**11 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

| | | Movement in funds | | | |
|---|---|---|---|---|---|
| | **Balance at 31 March 2020** | **Incoming resources** | **Resources expended** | **Transfers** | **Balance at 31 March 2021** |
| | **£** | **£** | **£** | **£** | **£** |
| Big Local | 132,600 | 114,975 | ( 121,157) | | 126,418 |
| BBO Move | 631 | 39,440 | ( 40,468) | | ( 398) |
| Blue Lights | 439 | 1,453 | ( 1,892) | | - |
| BBO Steps Forward | 1,048 | 8,392 | ( 9,440) | | ( 0) |
| CAF Resilience fund | - | 30,000 | ( 30,000) | | - |
| Crime Reduction Fund | 310 | 96,326 | ( 95,405) | | 1,230 |
| Connected Communities | ( 1,190) | 19,024 | ( 10,017) | | 7,817 |
| Community Grants 5 - BGUni | - | 20,006 | ( 20,006) | | - |
| Green Influencers | - | 18,000 | ( 4,510) | | 13,490 |
| Hardship Fund | - | 12,000 | ( 10,447) | | 1,553 |
| Neighbourhood Watch Network | 1,725 | 14,895 | ( 12,268) | | 4,352 |
| Neighbourhood Networking - NLCF | - | 15,421 | ( 4,532) | | 10,889 |
| Network Development | - | 25,000 | ( 25,000) | | - |
| | 135,563 | 414,931 | ( 385,143) | - | 165,351 |

**13 Analysis of net assets between funds**

| | 2021 £ | 2021 £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|
| Fund balances at 31 March 2021 are represented by: | | | | |
| Current assets/(liabilities) | 342,848 | - | 342,848 | 240,799 |
| | 342,848 | - | 342,848 | 240,799 |

**14 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).

**15 Cash generated from operations**

| | 2021 £ | 2020 £ |
|---|---|---|
| Deficit for the year | 102,048 | ( 41,008) |
| Movements in working capital: | | |
| Decrease/(increase) in debtors | 18,368 | ( 21,305) |
| Increase in creditors | ( 2,582) | ( 342) |
| **Cash absorbed by operations** | 117,834 | ( 62,655) |

**16 Analysis of changes in net funds**

The charity had no debt during the year.