

TUNBRIDGE WELLS AND DISTRICT VOLUNTEER BUREAU

England & Wales · Charity number 1011653

Details

Other names	TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU
Status	Registered
Legal form	Other
Registered	1992-06-08
Register	View on the Charity Commission register

Contact

Address	Wood House Wood Street Tunbridge Wells Kent TN1 2QS
Phone	01892 540131
Email	communitycarservice@outlook.com
Website	www.communitycarservice.org.uk

Activities

Objects: TO ENCOURAGE AND UNDERTAKE VOLUNTARY WORK IN CONNECTION OR ASSOCIATED WITH EDUCATION, SOCIAL SERVICES AND SIMILAR CHARITABLE ACTIVITIES.

Activities: Provision of a Community Car Service (CCS) for the benefit of elderly and disadvantaged individuals in the Borough of Tunbridge Wells and surrounding areas. Services include transport to and from medical & dental appointments, day centres, schools, activity centres and social inclusion projects.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** THE ADMINISTRATIVE AREA OF THE TUNBRIDGE WELLS BUREAU
- East Sussex
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£98,569	£120,387	-	-
2024-03-31	£141,041	£118,330	-	-
2023-03-31	£100,672	£100,750	-	-
2022-03-31	£101,252	£83,387	-	-
2021-03-31	£125,959	£76,004	-	-

Trustees

Name	Role	Appointed
Adrian Danby	Chair	2015-08-10
David Malcom Bennet		2018-03-28
Jill Johnson		2023-12-06
Martin Johnson		2018-03-28
Philip Parkin		2021-06-06
ROBERT CROSS		

TUNBRIDGE WELLS AND DISTRICT VOLUNTEER BUREAU

England & Wales - Charity number 1011653

Accounts

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2025

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

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TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

OFFICES, TRUSTEES AND ADVISERS

REGISTERED OFFICE:

Wood House
Wood Street
Tunbridge Wells
Kent
TN1 2QS

TRUSTEES:

Adrian Danby – Chairman
Martin Johnson - Treasurer
Mrs Jill Johnson
David Bennet
Philip Parkin
Robert Cross

BANKERS:

CAF Bank Limited
Kings Hill
West Malling
Kent ME19 4TA

Barclays Bank plc
8 Calverley Road
Tunbridge Wells
Kent TN1 2TB

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES

The Trustees present their Report and Accounts for the year ended 31st March 2025.

The Constitution

The Charity operates under its Declaration of Trust which was adopted on 10th March 1992. The constitution has subsequently been amended on 29th September 1994 and 25th July 2000.

Objects and Principal Activities

Tunbridge Wells & District Volunteer Bureau is a charity whose objects are to encourage and undertake voluntary work in connection or associated with education, social services and similar charitable activities within the Tunbridge Wells area.

The charity operates a Community Car Service for the benefit of elderly and disadvantaged individuals in the Tunbridge Wells and surrounding areas. This service is provided with the help of volunteer drivers to assist staff in the running of this service. The charity meets its objectives by supplying these services.

Financial Information

The total income from all sources was 2025 - £98,569 (2024- £141,041)

The total expenditure incurred was 2025 - £120,387 (2024- £118,330)

Reserves Policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at a level of £45,000. As at 31st March 2025, the charity had total unrestricted reserves of £125,257 (2024 - £147,075)

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES (cont'd)

Trustees

The current trustees are shown on page one of this report.

The charity's constitution requires at least four trustees but no more than eight, serving on it's board.

Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at the next Annual General Meeting of the Trustees and the appointment would be made at that meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the Charity are made by the trustees at these meetings.

Statement of Trustees' Responsibilities

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 its financial activities for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Declaration of Trust. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

By order of the Trustees:

Adrian Danby

Date:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

I report on the accounts of the Charity for the year ended 31st March 2025 which are set out on pages 5 to 10 appended to this report.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed:

Date:

Name: Monika King FCCA & MIPA

Relevant Professional Qualification: Association of Chartered Certified Accountants

Address: 29 Wren Close, Heathfield, East Sussex TN21 8HG

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2025

	<u>Note</u>	Year ended 31 st March 2025			Year ended 31st March 2024		
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £
<u>Income and expenditure</u>							
<u>Incoming Resources</u>							
Voluntary income	3	24,836	20,000	44,836	17,786	62,500	80,286
Incoming resources from charitable activities	4	52,326		52,326	59,598		59,598
Investment income		1,407	0	1,407	1,157	0	1,157
Total Incoming Resources		<u>78,569</u>	<u>20,000</u>	<u>98,569</u>	<u>78,541</u>	<u>62,500</u>	<u>141,041</u>
<u>Resources Expended</u>							
Charitable activities	5	120,387	0	120,387	63,810	54,520	118,330
Governance costs	6	0	0	0	0	0	0
Total Resources Expended		<u>120,387</u>	<u>0</u>	<u>120,387</u>	<u>63,810</u>	<u>54,520</u>	<u>118,330</u>
Net incoming(outgoing) resources for the period		(41,818)	20,000	(21,818)	14,731	7,980	22,711
Balances brought forward at 1 April 2024		129,095	17,980	147,075	114,364	10,000	124,364
Balances carried forward at 31 March 2025		<u>87,277</u>	<u>37,980</u>	<u>125,257</u>	<u>129,095</u>	<u>17,980</u>	<u>147,075</u>

The notes on pages 7 to 10 form part of these accounts

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

BALANCE SHEET AT 31ST MARCH 2024

	<u>Note</u>	<u>2025</u>		<u>2024</u>	
		£	£	£	£
<u>Fixed Assets</u>	7		27,517		36,690
<u>Current Assets</u>					
Cash at Bank and in Hand		96,438		109,401	
Debtors	8	<u>5,092</u>		<u>4,391</u>	
		101,530		113,792	
<u>Current Liabilities</u>					
Amounts falling due within one year	9	<u>3,790</u>		<u>3,407</u>	
<u>Net Current Assets</u>			97,740		110,385
<u>Net Assets</u>			<u><u>125,257</u></u>		<u><u>147,075</u></u>
<u>Funds</u>					
Unrestricted	12		111,806		129,095
Restricted			13,451		17,980
			<u><u>125,257</u></u>		<u><u>147,075</u></u>

Approved by the Trustees on
and signed on their behalf

.....

Date:

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2025**

1 **Basis of accounting**

The accounts have been prepared under the historical cost convention.
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with FRS102 and with the Charities Act 2011.

2 **Accounting policies**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources.

Expenditure and Liabilities

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

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Cash Flow Statement

The Charity is exempt from including a cash flow statement as part of its financial statements due to its size.

Taxation

The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act is exempt from taxation on its charitable activities.

Fixed Assets

Fixed assets are capitalised if they can be used for more than one year. They are valued at cost and are depreciated on a straight line basis over the estimated useful lives as follows:

Furniture & Fittings	25% per annum
Office Equipment	25% per annum
Motor Vehicles	25% per annum

Fund Accounting

The Charity has various funds for which it is responsible:
Unrestricted funds - these are charitable activities of the charity.

During the year there were 5 salaried employees (2024 - 4).

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2025 (cont'd)

		Year ended 31 st March 2025			Year ended 31 st March 2024
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Total Funds for period £
3	<u>Voluntary Income</u>				
	Grant Income and Donations	15,600	20,000	35,600	80,286
	TW Lotto	462		462	517
	Involve	8,774		8,774	8,021
		<u>24,836</u>	<u>20,000</u>	<u>44,836</u>	<u>88,824</u>
4	<u>Incoming Resources from Charitable Activities</u>				
	Community car service	46,766		46,766	45,400
	New registration fees	5,560		5,560	5,660
		<u>52,326</u>	<u>0</u>	<u>52,326</u>	<u>51,060</u>
		£		£	£
5	<u>Charitable Activities</u>				
	<u>Community Car Service and Support Costs</u>				
	Driver's expenses	22,828		22,828	23,780
	Social inclusion expenses	6,549		6,549	6,597
	Travel and subsistence			0	0
	Telephone & Broadband	2,139		2,139	630
	Salaries and N.I. Costs	62,190		62,190	58,610
	Pension establishment costs	1,380		1,380	1,497
	Office Costs	10,014		10,014	8,305
	Printing, postage & stationery	1,301		1,301	1,228
	Computer costs	1,487		1,487	1,449
	Insurance	1,743		1,743	1,703
	Advertising	188		188	1,374
	Professional Fees	670		670	203
	Bad Debts written off	101		101	
	Bank charges	624		624	724
	Depreciation	9,173		9,173	12,230
		<u>120,387</u>	<u>0</u>	<u>120,387</u>	<u>118,330</u>
6	<u>Governance costs</u>				
	Independent examiners fee	0		0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025 (cont'd)

7 Fixed Assets

	Office Equipment £	Motor Vehicles £	Fixtures & Fittings £	Total £
<u>Cost</u>				
At 1st April 2024	11,351	44,520	979	56,850
Additions	0	0	0	0
Disposals	0	0	0	0
At 31st March 2025	11,351	44,520	979	56,850
<u>Depreciation</u>				
At 1st April 2024	8,051	11,130	979	20,160
Charge for the year	825	8,348	0	9,173
Deleted on disposals	0		0	0
At 31st March 2025	8,876	19,478	979	29,333
Net book value at 31st March 2025	2,475	25,042	0	27,517
Net book value at 31st March 2024	3,300	33,390	0	36,690

8 Debtors

	2025 £	2024 £
Transport service contributions	5,092	4,391
Prepayments	0	0
	5,092	4,391

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025 (cont'd)

9 Creditors: Amounts falling due within one year

	2025	2024
	£	£
Driver's expenses	2,270	2,279
Income tax and Pension contribution	1,320	959
Other	200	169
	3,790	3,407

10 Staff Costs

	2025	2024
	£	£
Wages & Salaries	62,190	60,107
	62,190	51,326

The average number of employees analysed by function was:

	2025	2024
Management & administration	5	4

11 Trustees remuneration

The trustees received no remuneration during the year (2024- £nil) and were reimbursed for expenses of £ nil (2024 - £nil)

12 Restricted & Unrestricted Funds

	Balance 1st April 2024	Movement in Resources Outgoing	Transfers	Balance 31st March 2025
	£	£	£	£
Restricted Fund	17,980	20,000	(24,529)	13,451
Unrestricted Funds	129,095	78,569	120,387	24,529
Total	147,075	98,569	120,387	0

**THE FOLLOWING PAGES ARE FOR THE INFORMATION
OF THE TRUSTEES ONLY**

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

	2025		2024	
	£	£	£	£
<u>Community Car Service Income</u>				
Contributions		46,766		45,400
<u>Other Income</u>				
Donations	2,100		0	
Donations and Grant Income	33,500		80,286	
Tunbridge Wells Lotto	462		517	
Involve	8,774		8,021	
Investment Income	1,407		1,157	
New registration fees	5,560		5,660	
		51,803		95,641
<u>Total income</u>		<u>98,569</u>		<u>141,041</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

	2025	2024
	£	£
<u>Support Costs</u>		
Salaries & National Insurance	62190	58,610
Pension establishment costs	1380	1,497
Travel and subsistence		
HR Outsourcing costs	1290	1,290
Social inclusion costs	6549	6,597
Rent	4200	4,200
Rates	818	767
Light & Heat	2308	1,401
Insurance	1743	1,703
Printing postage & stationery	1301	1,228
Computer costs	1487	1,449
Telephone & fax	2139	630
Subscriptions	120	120
Advertising	188	1,374
Professional Fees	670	203
Depreciation	9173	12,230
Sundry expenses	668	127
Bank charges	624	724
Bad debts	101	400
Drivers expenses	22,828	23,780
Training	610	
<u>Total expenditure</u>	<u>120,387</u>	<u>118,330</u>

TUNBRIDGE WELLS AND DISTRICT VOLUNTEER BUREAU

England & Wales - Charity number 1011653

Accounts

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2024

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

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TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

OFFICES, TRUSTEES AND ADVISERS

REGISTERED OFFICE:

Wood House
Wood Street
Tunbridge Wells
Kent
TN1 2QS

TRUSTEES:

Adrian Danby – Chairman
Martin Johnson - Treasurer
Mrs Jill Johnson
David Bennet
Philip Parkin
Robert Cross

BANKERS:

CAF Bank Limited
Kings Hill
West Malling
Kent ME19 4TA

Barclays Bank plc
8 Calverley Road
Tunbridge Wells
Kent TN1 2TB

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES

The Trustees present their Report and Accounts for the year ended 31st March 2024

The Constitution

The Charity operates under its Declaration of Trust which was adopted on 10th March 1992. The constitution has subsequently been amended on 29th September 1994 and 25th July 2000.

Objects and Principal Activities

Tunbridge Wells & District Volunteer Bureau is a charity whose objects are to encourage and undertake voluntary work in connection or associated with education, social services and similar charitable activities within the Tunbridge Wells area.

The charity operates a Community Car Service for the benefit of elderly and disadvantaged individuals in the Tunbridge Wells and surrounding areas. This service is provided with the help of volunteer drivers to assist staff in the running of this service. The charity meets its objectives by supplying these services.

Financial Information

The total income from all sources was 2024 - £141,041 (2023- £100,672)

The total expenditure incurred was 2024 - £118,330 (2023 - £100,750)

Reserves Policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at a level of £45,000. As at 31st March 2024, the charity had total unrestricted reserves of £147,075 (2023 - £124,364)

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES (cont'd)

Trustees

The current trustees are shown on page one of this report.

The charity's constitution requires at least four trustees but no more than eight, serving on it's board.

Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at the next Annual General Meeting of the Trustees and the appointment would be made at that meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the Charity are made by the trustees at these meetings.

Statement of Trustees' Responsibilities

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 its financial activities for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Declaration of Trust. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

By order of the Trustees:

Adrian Danby

Date:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

I report on the accounts of the Charity for the year ended 31st March 2024 which are set out on pages 5 to 10 appended to this report.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed:

Date:

Name: Monika King FCCA & MIPA

Relevant Professional Qualification: Association of Chartered Certified Accountants

Address: 29 Wren Close, Heathfield, East Sussex TN21 8HG

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2024

	<u>Note</u>	Year ended 31 st March 2024			Year ended 31st March 2023		
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £
<u>Income and expenditure</u>							
<u>Incoming Resources</u>							
Voluntary income	3	17,786	62,500	80,286	34,451		34,451
Incoming resources from charitable activities	4	59,598		59,598	66,052		66,052
Investment income		1,157	0	1,157	169	0	169
Total Incoming Resources		<u>78,541</u>	<u>62,500</u>	<u>141,041</u>	<u>100,672</u>	<u>0</u>	<u>100,672</u>
<u>Resources Expended</u>							
Charitable activities	5	63,810	54,520	118,330	100,750		100,750
Governance costs	6	0	0	0	0	0	0
Total Resources Expended		<u>63,810</u>	<u>54,520</u>	<u>118,330</u>	<u>100,750</u>	<u>0</u>	<u>100,750</u>
Net incoming(outgoing) resources for the period		14,731	7,980	22,711	(78)	0	(78)
Balances brought forward at 1 April 2023		114,364	10,000	124,364	114,364	10,000	124,364
Balances carried forward at 31 March 2024		<u>129,095</u>	<u>17,980</u>	<u>147,075</u>	<u>114,364</u>	<u>10,000</u>	<u>124,364</u>

The notes on pages 7 to 10 form part of these accounts

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

BALANCE SHEET AT 31ST MARCH 2024

	<u>Note</u>	<u>2024</u>		<u>2023</u>	
		£	£	£	£
<u>Fixed Assets</u>	7		36,690		1,271
<u>Current Assets</u>					
Cash at Bank and in Hand		109,401		122,922	
Debtors	8	<u>4,391</u>		<u>3,184</u>	
			113,792		126,106
<u>Current Liabilities</u>					
Amounts falling due within one year	9	<u>3,407</u>		<u>3,013</u>	
<u>Net Current Assets</u>			110,385		123,093
<u>Net Assets</u>			<u><u>147,075</u></u>		<u><u>124,364</u></u>
<u>Funds</u>					
Unrestricted	12		129,095		114,364
Restricted			17,980		10,000
			<u><u>147,075</u></u>		<u><u>124,364</u></u>

Approved by the Trustees on
and signed on their behalf

.....

Date:

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2024**

1 **Basis of accounting**

The accounts have been prepared under the historical cost convention.
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with FRS102 and with the Charities Act 2011.

2 **Accounting policies**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources.

Expenditure and Liabilities

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

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Cash Flow Statement

The Charity is exempt from including a cash flow statement as part of its financial statements due to its size.

Taxation

The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act is exempt from taxation on its charitable activities.

Fixed Assets

Fixed assets are capitalised if they can be used for more than one year. They are valued at cost and are depreciated on a straight line basis over the estimated useful lives as follows:

Furniture & Fittings	25% per annum
Office Equipment	25% per annum
Motor Vehicles	25% per annum

Fund Accounting

The Charity has various funds for which it is responsible:
Unrestricted funds - these are charitable activities of the charity.

During the year there were 4 salaried employees (2023 - 4).

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024 (cont'd)

		Year ended 31 st March 2024			Year ended 31 st March 2023
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Total Funds for period £
3	<u>Voluntary Income</u>				
	Grant Income and Donations	17786	62,500	80,286	33,766
	<u>TW Lotto</u>	517		517	685
	Involve	8,021		8,021	10,848
		<u>26,324</u>	<u>62,500</u>	<u>88,824</u>	<u>34,451</u>
4	<u>Incoming Resources from Charitable Activities</u>				
	Community car service	45,400		45,400	51,289
	New registration fees	5,660		5,660	3,915
		<u>51,060</u>	<u>0</u>	<u>51,060</u>	<u>66,052</u>
		£		£	£
5	<u>Charitable Activities</u>				
	<u>Community Car Service and Support Costs</u>				
	Driver's expenses	23,780		23,780	26,598
	Social inclusion expenses	6597		6,597	5,751
	Travel and subsistence			0	0
	Telephone & Broadband	630		630	1,159
	Salaries and N.I. Costs	58,610		58,610	51,326
	Pension establishment costs	1,497		1,497	1,044
	Office Costs	10008		10,008	8,139
	Printing, postage & stationery	1228		1,228	1,763
	Computer costs	1,449		1,449	712
	Advertising	1,374		1,374	325
	Professional Fees	203		203	2,807
	Bank charges	724		724	702
	Depreciation	12,230		12,230	424
		<u>118,330</u>	<u>0</u>	<u>118,330</u>	<u>100,750</u>
6	<u>Governance costs</u>				
	Independent examiners fee	0		0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024 (cont'd)

7	<u>Fixed Assets</u>				
		Office Equipment £	Motor Vehicles £	Fixtures & Fittings £	Total £
	<u>Cost</u>				
	At 1st April 2023	8,222		979	9,201
	Additions	3,129	44,520	0	47,649
	Disposals	0		0	0
	At 31st March 2024	11,351	44,520	979	56,850
	<u>Depreciation</u>				
	At 1st April 2023	6,951	0	979	7,930
	Charge for the year	1,100	11,130	0	12,230
	Deleted on disposals	0		0	0
	At 31st March 2024	8,051	11,130	979	20,160
	Net book value at 31st March 2024	3,300	33,390	0	36,690
	Net book value at 31st March 2023	1,271	0	0	1,271
8	<u>Debtors</u>			2024 £	2023 £
	Transport service contributions			4,391	3,184
	Prepayments			0	0
				4,391	3,184

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024 (cont'd)

9 Creditors: Amounts falling due within one year

	2024	2023
	£	£
Driver's expenses	2,279	2,297
Income tax	360	360
Other	768	356
	3,407	3,013

10 Staff Costs

	2024	2023
	£	£
Wages & Salaries	60,107	51,326
	60,107	51,326

The average number of employees analysed by function was:

	2024	2023
Management & administration	4	4

11 Trustees remuneration

The trustees received no remuneration during the year (2023 - £nil) and were reimbursed for expenses of £ nil (2023 - £nil)

12 Restricted & Unrestricted Funds

	Balance 1st April 2023	Movement in Resources Outgoing	Transfers	Balance 31st March 2024
	£	£	£	£
Restricted Fund	10,000	62,500	(10,000)	17,980
Unrestricted Funds	114,364	17,786	10,000	129,095
Total	124,364	80,286	57,575	147,075

**THE FOLLOWING PAGES ARE FOR THE INFORMATION
OF THE TRUSTEES ONLY**

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2024

	2024		2023	
	£	£	£	£
<u>Community Car Service Income</u>				
Contributions		45,400		51,289
<u>Other Income</u>				
Donations		0		
Donations and Grant Income	80,286		33,766	
Tunbridge Wells Lotto	517		685	
Involve	8,021		10,848	
Investment Income	1,157		169	
New registration fees	5,660		3,915	
		95,641		49,383
<u>Total income</u>		<u>141,041</u>		<u>100,672</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2024

	2024		2023	
	£	£	£	£
<u>Support Costs</u>				
Salaries & National Insurance	58,610		51,326	
Pension establishment costs	1,497		1,044	
Travel and subsistence			0	
HR Outsourcing costs	1,290		1,290	
Social inclusion costs	6,597		5,751	
Rent	4,200		4,854	
Rates	767		727	
Light & Heat	1,401		2,120	
Insurance	1,703		-146	
Printing postage & stationery	1,228		1,763	
Computer costs	1,449		919	
Telephone & fax	630		1,159	
Subscriptions	120		0	
Advertising	1,374		325	
Professional Fees	203		1,310	
Depreciation	12,230		424	
Sundry expenses	127			
Bank charges	724		702	
Bad debts	400		584	
Training			0	
	<u>94,550</u>	94,550	<u>74,152</u>	74,152
<u>Community car service costs</u>				
Drivers expenses	23,780		26,598	
Volunteer travel expenses	0		0	
	<u>23,780</u>	23,780	<u>26,598</u>	26,598
<u>Total expenditure</u>		<u><u>118,330</u></u>		<u><u>100,750</u></u>

TUNBRIDGE WELLS AND DISTRICT VOLUNTEER BUREAU

England & Wales - Charity number 1011653

Accounts

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2023

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

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TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

OFFICES, TRUSTEES AND ADVISERS

REGISTERED OFFICE:

Wood House
Wood Street
Tunbridge Wells
Kent
TN1 2QS

TRUSTEES:

Adrian Danby – Chairman
Martin Johnson - Treasurer
Robert Cross
David Bennet
Philip Parkin

BANKERS:

CAF Bank Limited
Kings Hill
West Malling
Kent ME19 4TA

Barclays Bank plc
8 Calverley Road
Tunbridge Wells
Kent TN1 2TB

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES

The Trustees present their Report and Accounts for the year ended 31st March 2023

The Constitution

The Charity operates under its Declaration of Trust which was adopted on 10th March 1992. The constitution has subsequently been amended on 29th September 1994 and 25th July 2000.

Objects and Principal Activities

Tunbridge Wells & District Volunteer Bureau is a charity whose objects are to encourage and undertake voluntary work in connection or associated with education, social services and similar charitable activities within the Tunbridge Wells area.

The charity operates a Community Car Service for the benefit of elderly and disadvantaged individuals in the Tunbridge Wells and surrounding areas. This service is provided with the help of volunteer drivers to assist staff in the running of this service. The charity meets its objectives by supplying these services.

Financial Information

The total income from all sources was 2023 - £100,672 (2022- £101,252)

The total expenditure incurred was 2023 - £100,750 (2022 - £83,730)

Reserves Policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at a level of £45,000. As at 31st March 2023, the charity had total unrestricted reserves of £114,364 (2022 - £124,442)

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES (cont'd)

Trustees

The current trustees are shown on page one of this report.

The charity's constitution requires at least four trustees but no more than eight, serving on it's board.

Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at the next Annual General Meeting of the Trustees and the appointment would be made at that meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the Charity are made by the trustees at these meetings.

Statement of Trustees' Responsibilities

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 its financial activities for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Declaration of Trust. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

By order of the Trustees:

Adrian Danby

Date:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

I report on the accounts of the Charity for the year ended 31st March 2023 which are set out on pages 5 to 10 appended to this report.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed:

Date:

Name:

Relevant Professional Qualification:

Address:

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2023

	<u>Note</u>	Year ended 31 st March 2023			Year ended 31 st March 2022		
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £
<u>Income and expenditure</u>							
<u>Incoming Resources</u>							
Voluntary income	3	34,451		34,451	18,856	15,000	33,856
Incoming resources from charitable activities	4	66,052		66,052	67,396	0	67,396
Investment income		169	0	169	0	0	0
Total Incoming Resources		<u>100,672</u>	<u>0</u>	<u>100,672</u>	<u>86,252</u>	<u>15,000</u>	<u>101,252</u>
<u>Resources Expended</u>							
Charitable activities	5	100,750		100,750	78,730	5,000	83,730
Governance costs	6	0	0	0	0	0	0
Total Resources Expended		<u>100,750</u>	<u>0</u>	<u>100,750</u>	<u>78,730</u>	<u>5,000</u>	<u>83,730</u>
Net incoming(outgoing) resources for the period		(78)	0	(78)	7,522	10,000	17,522
Balances brought forward at 1 April 2021		114,442	10,000	124,442	106,920	0	106,920
Balances carried forward at 31 March 2022		<u>114,364</u>	<u>10,000</u>	<u>124,364</u>	<u>114,442</u>	<u>10,000</u>	<u>124,442</u>

The notes on pages 7 to 10 form part of these accounts

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

BALANCE SHEET AT 31ST MARCH 2023

	<u>Note</u>	<u>2023</u>		<u>2022</u>	
		£	£	£	£
<u>Fixed Assets</u>	7		1,271		617
<u>Current Assets</u>					
Cash at Bank and in Hand		122,922		123,060	
Debtors	8	<u>3,184</u>		<u>4,622</u>	
		126,106		127,682	
<u>Current Liabilities</u>					
Amounts falling due within one year	9	<u>3,013</u>		<u>3,857</u>	
<u>Net Current Assets</u>			123,093		123,825
<u>Net Assets</u>			<u>124,364</u>		<u>124,442</u>
<u>Funds</u>					
Unrestricted	12		114,364		114,442
Restricted			10,000		10,000
			<u>124,364</u>		<u>124,442</u>

Approved by the Trustees on
and signed on their behalf

.....

Date:

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2023**

1 **Basis of accounting**

The accounts have been prepared under the historical cost convention.
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with FRS102 and with the Charities Act 2011.

2 **Accounting policies**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources.

Expenditure and Liabilities

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

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Cash Flow Statement

The Charity is exempt from including a cash flow statement as part of its financial statements due to its size.

Taxation

The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act is exempt from taxation on its charitable activities.

Fixed Assets

Fixed assets are capitalised if they can be used for more than one year. They are valued at cost and are depreciated on a straight line basis over the estimated useful lives as follows:

Furniture & Fittings	25% per annum
Office Equipment	25% per annum

Fund Accounting

The Charity has various funds for which it is responsible:
Unrestricted funds - these are charitable activities of the charity.

During the year there were 5 salaried employees (2022 - 8).

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023 (cont'd)

		Year ended 31 st March 2023			Year ended 31 st March 2022
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Total Funds for period £
3	<u>Voluntary Income</u>				
	Donations	100		100	2,600
	Grant Income	33,666		33,666	23,000
	TW Lotto	685		685	767
	Job Retention Scheme			0	7,489
		<u>34,451</u>	<u>0</u>	<u>34,451</u>	<u>33,856</u>
4	<u>Incoming Resources from Charitable Activities</u>				
	Community car service	62,137		62,137	62,521
	New registration fees	3,915		3,915	4,875
		<u>66,052</u>	<u>0</u>	<u>66,052</u>	<u>67,396</u>
		£		£	£
5	<u>Charitable Activities</u>				
	<u>Community Car Service and Support Costs</u>				
	Driver's expenses	26,598		26,598	17,518
	Social inclusion expenses	5,751		5,751	6,940
	Travel and subsistence			0	0
	Telephone & Broadband	1,159		1,159	1,670
	Salaries and N.I. Costs	51,326		51,326	44,858
	Pension establishment costs	1,044		1,044	1,030
	Office Costs	8,563		8,563	5,951
	Printing, postage & stationery	1,763		1,763	1,188
	Computer costs	712		712	1,980
	Advertising	325		325	540
	Professional Fees	2,807		2,807	1,386
	Bank charges	702		702	669
		<u>100,750</u>	<u>0</u>	<u>100,750</u>	<u>83,730</u>
6	<u>Governance costs</u>				
	Independent examiners fee	0		0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023 (cont'd)

7	<u>Fixed Assets</u>	Office Equipment £	Fixtures & Fittings £	Total £
	<u>Cost</u>			
	At 1st April 2022	7,144	979	8,123
	Additions	1,078	0	1,078
	Disposals	0	0	0
	At 31st March 2023	8,222	979	9,201
	<u>Depreciation</u>			
	At 1st April 2022	6,527	979	7,506
	Charge for the year	424	0	424
	Deleted on disposals	0	0	0
	At 31st March 2023	6,951	979	7,930
	Net book value at 31st March 2023	1,271	0	1,271
	Net book value at 31st March 2022	617	0	617
8	<u>Debtors</u>		2023 £	2022 £
	Transport service contributions		3,184	4,622
	Prepayments		0	0
			3,184	4,622

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2023 (cont'd)**

9 Creditors: Amounts falling due within one year

	2023	2022
	£	£
Driver's expenses	2,297	2,020
Income tax	360	1,065
Other	356	772
	<u>3,013</u>	<u>3,857</u>

10 Staff Costs

	2023	2022
	£	£
Wages & Salaries	51,326	44,858
	<u>51,326</u>	<u>44,858</u>

The average number of employees analysed by function was:

	2023	2022
Management & administration	<u>4</u>	<u>4</u>

11 Trustees remuneration

The trustees received no remuneration during the year (2022 - £nil) and were reimbursed for expenses of £ nil (2022 - £nil)

12 Restricted & Unrestricted Funds

	Balance	Movement in Resources		Transfers	Balance
	1st April 2022	Outgoing		£	31st March 2023
	£	£	£	£	£
Restricted Fund	10,000	0	0		10,000
Unrestricted Funds	114,442	100,672	100,750		114,364
Total	<u>124,442</u>	<u>100,672</u>	<u>100,750</u>	<u>0</u>	<u>124,364</u>

**THE FOLLOWING PAGES ARE FOR THE INFORMATION
OF THE TRUSTEES ONLY**

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2023

	2023		2022	
	£	£	£	£
<u>Community Car Service Income</u>				
Contributions		51,289		43,969
<u>Other Income</u>				
Donations	100		2,600	
Grant Income	33,666		23,000	
Job Retention Scheme			7,489	
Tunbridge Wells Lotto	685		767	
Involve	10,848		18,552	
Investment Income	169		0	
New registration fees	3,915		4,875	
		49,383		57,283
<u>Total income</u>		<u>100,672</u>		<u>101,252</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2023

	2023		2022	
	£	£	£	£
<u>Support Costs</u>				
Salaries & National Insurance	51,326		44,858	
Pension establishment costs	1,044		1,030	
Travel and subsistence			0	
HR Outsourcing costs	1,497		1,358	
Social inclusion costs	5,751		6,940	
Rent	4,854		3,850	
Rates	727		727	
Light & Heat	2,120		1,169	
Insurance	-146		0	
Printing postage & stationery	1,763		1,188	
Computer costs	712		1,980	
Telephone & fax	1,159		1,670	
Subscriptions			30	
Advertising	325		540	
Professional Fees	1,310		0	
Depreciation	424		206	
Sundry expenses			203	
Bank charges	702		669	
Bad debts	584		137	
Training			0	
	<u>74,152</u>	74,152	<u>66,555</u>	66,555
<u>Community car service costs</u>				
Drivers expenses	26,598		17,175	
Volunteer travel expenses	<u>0</u>		<u>0</u>	
		26,598		17,175
<u>Total expenditure</u>		<u><u>100,750</u></u>		<u><u>83,730</u></u>

TUNBRIDGE WELLS AND DISTRICT VOLUNTEER BUREAU

England & Wales - Charity number 1011653

Accounts

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2022

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

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TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

OFFICES, TRUSTEES AND ADVISERS

REGISTERED OFFICE:

Wood House
Wood Street
Tunbridge Wells
Kent
TN1 2QS

TRUSTEES:

Adrian Danby – Chairman
Martin Johnson - Treasurer
Robert Cross
David Bennet
Philip Parkin

BANKERS:

CAF Bank Limited
Kings Hill
West Malling
Kent ME19 4TA

Barclays Bank plc
8 Calverley Road
Tunbridge Wells
Kent TN1 2TB

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES

The Trustees present their Report and Accounts for the year ended 31st March 2022

The Constitution

The Charity operates under its Declaration of Trust which was adopted on 10th March 1992. The constitution has subsequently been amended on 29th September 1994 and 25th July 2000.

Objects and Principal Activities

Tunbridge Wells & District Volunteer Bureau is a charity whose objects are to encourage and undertake voluntary work in connection or associated with education, social services and similar charitable activities within the Tunbridge Wells area.

The charity operates a Community Car Service for the benefit of elderly and disadvantaged individuals in the Tunbridge Wells and surrounding areas. This service is provided with the help of volunteer drivers to assist staff in the running of this service. The charity meets its objectives by supplying these services.

Financial Information

The total income from all sources was 2022 - £101,252 (2021 - £125,959)

The total expenditure incurred was 2022 - £83,387 (2021. - £76,004)

Reserves Policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at a level of £45,000. As at 31st March 2022, the charity had total unrestricted reserves of £114,442 (2021 - £106,920)

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES (cont'd)

Trustees

The current trustees are shown on page one of this report.

The charity's constitution requires at least four trustees but no more than eight, serving on it's board.

Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at the next Annual General Meeting of the Trustees and the appointment would be made at that meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the Charity are made by the trustees at these meetings.

Statement of Trustees' Responsibilities

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 its financial activities for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Declaration of Trust. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

By order of the Trustees:

Adrian Danby

Date:

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022

	<u>Note</u>	Year ended 31 st March 2022			Year ended 31 st March 2021		
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £
<u>Income and expenditure</u>							
<u>Incoming Resources</u>							
Voluntary income	3	18,856	15,000	33,856	77,859	23,884	101,743
Incoming resources from charitable activities	4	67,396	0	67,396	24,184	0	24,184
Investment income			0	0	32	0	32
Total Incoming Resources		<u>86,252</u>	<u>15,000</u>	<u>101,252</u>	<u>102,075</u>	<u>23,884</u>	<u>125,959</u>
<u>Resources Expended</u>							
Charitable activities	5	78,387	5,000	83,387	52,120	23,884	76,004
Governance costs	6	0	0	0	0	0	0
Total Resources Expended		<u>78,387</u>	<u>5,000</u>	<u>83,387</u>	<u>52,120</u>	<u>23,884</u>	<u>76,004</u>
Net incoming(outgoing) resources for the period		7,865	10,000	17,865	49,955	0	49,955
Balances brought forward at 1 April 2021		106,920	0	106,920	56,965	0	56,965
Balances carried forward at 31 March 2022		<u>114,785</u>	<u>10,000</u>	<u>124,785</u>	<u>106,920</u>	<u>0</u>	<u>106,920</u>

The notes on pages 7 to 10 form part of these accounts

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

BALANCE SHEET AT 31ST MARCH 2022

	<u>Note</u>	<u>2022</u>		<u>2021</u>	
		£	£	£	£
<u>Fixed Assets</u>	7		617		0
<u>Current Assets</u>					
Cash at Bank and in Hand		123,060		109,141	
Debtors	8	<u>4,622</u>		<u>2,016</u>	
		127,682		111,157	
<u>Current Liabilities</u>					
Amounts falling due within one year	9	<u>3,857</u>		<u>4,237</u>	
<u>Net Current Assets</u>			123,825		106,920
<u>Net Assets</u>			<u>124,442</u>		<u>106,920</u>
<u>Funds</u>					
Unrestricted	12		114,442		106,920
Restricted			10,000		
			<u>124,442</u>		<u>106,920</u>

Approved by the Trustees on
and signed on their behalf

.....

Date:

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2022**

1 **Basis of accounting**

The accounts have been prepared under the historical cost convention.
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with FRS102 and with the Charities Act 2011.

2 **Accounting policies**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources.

Expenditure and Liabilities

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

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Cash Flow Statement

The Charity is exempt from including a cash flow statement as part of its financial statements due to its size.

Taxation

The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act is exempt from taxation on its charitable activities.

Fixed Assets

Fixed assets are capitalised if they can be used for more than one year. They are valued at cost and are depreciated on a straight line basis over the estimated useful lives as follows:

Furniture & Fittings	25% per annum
Office Equipment	25% per annum

Fund Accounting

The Charity has various funds for which it is responsible:
Unrestricted funds - these are charitable activities of the charity.

During the year there were 8 salaried employees (2021 - 5).

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2022 (cont'd)

	Year ended 31 st March 2022			Year ended 31 st March 2021
	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Total Funds for period £
3				
<u>Voluntary Income</u>				
Donations	2,600		2,600	0
Grant Income	8000	15,000	23,000	81,184
TW Lotto	767		767	
Job Retention Scheme	7,489		7,489	20,559
	<u>18,856</u>	<u>15,000</u>	<u>33,856</u>	<u>101,743</u>
4				
<u>Incoming Resources from Charitable Activities</u>				
Community car service	62,521		62,521	21,634
New registration fees	4,875		4,875	2,550
	<u>67,396</u>	<u>0</u>	<u>67,396</u>	<u>24,184</u>
	£		£	£
5				
<u>Charitable Activities</u>				
<u>Community Car Service and Support Costs</u>				
Driver's expenses	14,759	2,416	17,175	7,308
Social inclusion expenses	6940		6,940	1,567
Travel and subsistence			0	0
Telephone & Broadband	1670		1,670	1,358
Salaries and N.I. Costs	42,447	2,411	44,858	40,709
Pension establishment costs	1,030		1,030	929
Office Costs	5951		5,951	10,377
Printing, postage & stationery	1188		1,188	1,547
Computer costs	1,980		1,980	9,380
Advertising	540		540	355
Professional Fees	1,386		1,386	1,214
Bank charges	669		669	1,260
	<u>78,560</u>	<u>4,827</u>	<u>83,387</u>	<u>76,004</u>
6				
<u>Governance costs</u>				
Independent examiners fee	0		0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022 (cont'd)

7	<u>Fixed Assets</u>			
		Office Equipment £	Fixtures & Fittings £	Total £
	<u>Cost</u>			
	At 1st April 2021	6,321	979	7,300
	Additions	823	0	823
	Disposals	0	0	0
	At 31st March 2022	7,144	979	8,123
	<u>Depreciation</u>			
	At 1st April 2021	6,321	979	7,300
	Charge for the year	206	0	206
	Deleted on disposals	0	0	0
	At 31st March 2022	6,527	979	7,506
	Net book value at 31st March 2022	617	0	617
	Net book value at 31st March 2021	0	0	0
8	<u>Debtors</u>		2022 £	2021 £
	Transport service contributions		4,622	2,016
	Prepayments		0	0
			4,622	2,016

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022 (cont'd)

9 Creditors: Amounts falling due within one year

	2022	2021
	£	£
Driver's expenses	2,020	846
Income tax	1,065	1,120
Other	772	2,271
	<u>3,857</u>	<u>4,237</u>

10 Staff Costs

	2022	2021
	£	£
Wages & Salaries	44,858	41,638
	<u>44,858</u>	<u>41,638</u>

The average number of employees analysed by function was:

	2022	2021
Management & administration	<u>4</u>	<u>5</u>

11 Trustees remuneration

The trustees received no remuneration during the year (2021 - £nil) and were reimbursed for expenses of £ nil (2021 - £nil)

12 Restricted & Unrestricted Funds

	Balance	Movement in Resources		Transfers	Balance
	1st April 2021		Outgoing		31st March 2022
	£	£	£	£	£
Restricted Fund	0	15,000	5,000		10,000
Unrestricted Funds	106,920	7,522			114,442
Total	<u>106,920</u>	<u>22,522</u>	<u>5,000</u>	<u>0</u>	<u>124,442</u>

**THE FOLLOWING PAGES ARE FOR THE INFORMATION
OF THE TRUSTEES ONLY**

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2022

	2022		2021	
	£	£	£	£
<u>Community Car Service Income</u>				
Contributions		43,969		21,634
<u>Other Income</u>				
Donations	2,600		0	
Grant Income	23,000		81,184	
Job Retention Scheme	7,489		20,559	
Tunbridge Wells Lotto	767			
Involve	18,552			
Investment Income	0		32	
New registration fees	4,875		2,550	
		57,283		104,325
<u>Total income</u>		<u>101,252</u>		<u>125,959</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2022

	2022		2021	
	£	£	£	£
<u>Support Costs</u>				
Salaries & National Insurance	44,858		41,814	
Pension establishment costs	1,030		929	
Travel and subsistence	0		0	
HR Outsourcing costs	1,358		2,280	
Social inclusion costs	6,940		1,567	
Rent	3,850		4,154	
Rates	727		874	
Light & Heat	1,169		1,086	
Insurance	0		50	
Printing postage & stationery	1,188		1,547	
Computer costs	1,980		9,380	
Telephone & fax	1,670		1,358	
Subscriptions	30		120	
Advertising	540		355	
Professional Fees	0		1,214	
Depreciation	206			
Sundry expenses	203		86	
Bank charges	669		1,260	
Bad debts	137			
Training	0		622	
	<u> </u>	66,555	<u> </u>	68,696
<u>Community car service costs</u>				
Drivers expenses	17,175		7,308	
Volunteer travel expenses	0		0	
	<u> </u>	17,175	<u> </u>	7,308
<u>Total expenditure</u>		<u> </u> <u> </u>		<u> </u> <u> </u>
		83,730		76,004

TUNBRIDGE WELLS AND DISTRICT VOLUNTEER BUREAU

England & Wales - Charity number 1011653

Accounts

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

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TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

OFFICES, TRUSTEES AND ADVISERS

REGISTERED OFFICE:

Wood House
Wood Street
Tunbridge Wells
Kent
TN1 2QS

TRUSTEES:

Adrian Danby – Chairman
Martin Johnson - Treasurer
Robert Cross
David Bennet
Jim Creed
Keith Walker

BANKERS:

CafBank Limited
Kings Hill
West Malling
Kent ME19 4TA

Barclays Bank plc
8 Calverley Road
Tunbridge Wells
Kent TN1 2TB

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES

The Trustees present their Report and Accounts for the year ended 31st March 2021

The Constitution

The Charity operates under its Declaration of Trust which was adopted on 10th March 1992. The constitution has subsequently been amended on 29th September 1994 and 25th July 2000.

Objects and Principal Activities

Tunbridge Wells & District Volunteer Bureau is a charity whose objects are to encourage and undertake voluntary work in connection or associated with education, social services and similar charitable activities within the Tunbridge Wells area.

The charity operates a Community Car Service for the benefit of elderly and disadvantaged individuals in the Tunbridge Wells and surrounding areas. This service is provided with the help of volunteer drivers to assist staff in the running of this service.

The charity meets its objectives by supplying these services.

Financial Information

The total income from all sources was 2021 - £125,959 (2020 - £125,656)

The total expenditure incurred was 2021 - £76,004 (2020 - £102,536)

Reserves Policy

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at a level of £30,000. As at 31st March 2021, the charity had total unrestricted reserves of £106,920 (2020 - £56,965)

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

REPORT OF THE TRUSTEES (cont'd)

Trustees

The current trustees are shown on page one of this report.

The charity's constitution requires at least four trustees but no more than eight, serving on its board.

Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at the next Annual General Meeting of the Trustees and the appointment would be made at that meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the Charity are made by the trustees at these meetings.

Statement of Trustees' Responsibilities

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 its financial activities for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Declaration of Trust. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

By order of the Trustees:

..... **Trustee**

Adrian Danby

Date: 24th January 2022

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2021

	<u>Note</u>	Year ended 31 st March 2021			Year ended 31 st March 2020		
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £
<u>Income and expenditure</u>							
<u>Incoming Resources</u>							
Voluntary income	3	77,859	23,884	101,743	41,300	12,790	54,090
Incoming resources from charitable activities	4	24,184	0	24,184	71,566	0	71,566
Investment income		32	0	32	0	0	0
Total Incoming Resources		102,075	23,884	125,959	112,866	12,790	125,656
<u>Resources Expended</u>							
Charitable activities	5	52,120	23,884	76,004	82,746	19,790	102,536
Governance costs	6	0	0	0	0	0	0
Total Resources Expended		52,120	23,884	76,004	82,746	19,790	102,536
Net incoming(outgoing) resources for the period		49,955	0	49,955	30,120	(7,000)	23,120
Balances brought forward at 1 April 2020		56,965	0	56,965	26,845	7,000	33,845
Balances carried forward at 31 March 2021		106,920	0	106,920	56,965	0	56,965

The notes on pages 7 to 10 form part of these accounts

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

BALANCE SHEET AT 31ST MARCH 2021

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		£	£	£	£
<u>Fixed Assets</u>	7		0		0
<u>Current Assets</u>					
Cash at Bank and in Hand		109,141		57,143	
Debtors	8	<u>2,016</u>		<u>2,860</u>	
		111,157		60,003	
<u>Current Liabilities</u>					
Amounts falling due within one year	9	<u>4,237</u>		<u>3,038</u>	
<u>Net Current Assets</u>			106,920		56,965
<u>Net Assets</u>			<u>106,920</u>		<u>56,965</u>
<u>Funds</u>					
Unrestricted	12		106,920		56,965
Restricted					
			<u>106,920</u>		<u>56,965</u>

Approved by the Trustees on
and signed on their behalf

.....

Adrian Danby Trustee
24th January 2022

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2021**

1 **Basis of accounting**

The accounts have been prepared under the historical cost convention.
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with FRS102 and with the Charities Act 2011.

2 **Accounting policies**

Recognition of Incoming Resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources.

Expenditure and Liabilities

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

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Cash Flow Statement

The Charity is exempt from including a cash flow statement as part of its financial statements due to its size.

Taxation

The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act is exempt from taxation on its charitable activities.

Fixed Assets

Fixed assets are capitalised if they can be used for more than one year. They are valued at cost and are depreciated on a straight line basis over the estimated useful lives as follows:

Furniture & Fittings	25% per annum
Office Equipment	25% per annum

Fund Accounting

The Charity has various funds for which it is responsible:
Unrestricted funds - these are charitable activities of the charity.
Restricted funds - these funds are for use as directed by the donor.

During the year there were 5 salaried employees (2020 - 4).

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2021 (cont'd)

	Year ended 31 st March 2021			Year ended 31 st March 2020
	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Total Funds for period £
3				
<u>Voluntary Income</u>				
Donations			0	2,500
Grant Income	57,300	23,884	81,184	54,090
<u>Job Retention Scheme</u>	20,559		20,559	
	<u>57,300</u>	<u>23,884</u>	<u>101,743</u>	<u>56,590</u>
4				
<u>Incoming Resources from Charitable Activities</u>				
Community car service	21,634		21,634	64,566
New registration fees	2,550		2,550	4,500
	<u>24,184</u>	<u>0</u>	<u>24,184</u>	<u>69,066</u>
	£		£	£
5				
<u>Charitable Activities</u>				
<u>Community Car Service and Support Costs</u>				
Driver's expenses		7,308	7,308	40,535
Social inclusion expenses		1,567	1,567	3,726
Travel and subsistence			0	583
Telephone & Fax		1,358	1,358	932
Salaries and N.I. Costs	38,982	1,727	40,709	43,145
Pension establishment costs	929		929	1,208
Office Costs		10,377	10,377	8,148
Printing, postage & stationery		1,547	1,547	832
Computer costs	9,380		9,380	163
Advertising	355		355	834
Professional Fees	1,214		1,214	0
Bank charges	1,260		1,260	706
Bad debts			0	1,724
	<u>52,120</u>	<u>23,884</u>	<u>76,004</u>	<u>102,536</u>
6				
<u>Governance costs</u>				
Independent examiners fee	0		0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021 (cont'd)

7	<u>Fixed Assets</u>			
		Office Equipment £	Fixtures & Fittings £	Total £
	<u>Cost</u>			
	At 1st April 2020	6,321	979	7,300
	Additions	0	0	0
	Disposals	0	0	0
	At 31st March 2021	6,321	979	7,300
	<u>Depreciation</u>			
	At 1st April 2020	6,321	979	7,300
	Charge for the year	0	0	0
	Deleted on disposals	0	0	0
	At 31st March 2021	6,321	979	7,300
	Net book value at 31st March 2020	0	0	0
	Net book value at 31st March 2021	0	0	0
8	<u>Debtors</u>		2021 £	2020 £
	Transport service contributions		2,016	2,860
	Prepayments		0	0
			2,016	2,860

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31ST MARCH 2021 (cont'd)**

9 Creditors: Amounts falling due within one year

	2021	2020
	£	£
Driver's expenses	846	1,780
Income tax	1,120	791
Other	2,271	467
	<u>4,237</u>	<u>3,038</u>

10 Staff Costs

	2021	2020
	£	£
Wages & Salaries	41,638	43,145
	<u>41,638</u>	<u>43,145</u>

The average number of employees analysed by function was:

	2021	2020
Management & administration	<u>5</u>	<u>4</u>

11 Trustees remuneration

The trustees received no remuneration during the year (2020 - £nil) and were reimbursed for expenses of £ nil (2020 - £nil)

12 Restricted & Unrestricted Funds

	Balance	Movement in Resources		Transfers	Balance
	1st April 2020		Outgoing		31st March 2021
	£	£	£	£	£
Restricted Fund	0	23,884	23,884		0
Unrestricted General Fund	56,965	102,075	52,120	0	106,920
Total Unrestricted Funds	<u>56,965</u>	<u>125,959</u>	<u>76,004</u>	<u>0</u>	<u>106,920</u>