

**SUTTON BOROUGH VOLUNTEER BUREAU**  
Operating as  
**VOLUNTEER CENTRE SUTTON**  
(A Charitable Incorporated Organisation – Foundation Model)  
(Registered Charity No: 1048978)  
(Company No: CE019319)

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**VOLUNTEER CENTRE SUTTON**  
**(A Charitable Incorporated Organisation – Foundation)**  
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**(Company No: CE019319)**

**Report of the Charity Trustees for the year ended 31 March 2022**

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**(Registered Charity No: 1048978)**  
**(Company No: CE019319)**

**Report of the Charity Trustees for the year ended 31 March 2022**

The Management Committee presents its report and audited financial statements for the year ended 31 March 2022.

**Reference and administrative information**

Charity Name: Sutton Borough Volunteer Bureau  
Operational Name: Volunteer Centre Sutton  
Charity No: 1048978  
Company Registration No: CEO 19319  
Registered office and operational address: 216-220 High Street, Sutton, Surrey SM1 1NU

Two existing trustees stepped down this year and we would like to thank them for their service and support to us and to the community in Sutton. We are delighted to welcome five new trustees who joined us late in 2021 and early 2022.

**Management Committee**

Mr D Ohry - Chair  
Mr A Hazeldine CBE, JP - Vice Chair  
Mrs Y McPhee JP - Company Secretary  
Mr M Ogazi – Treasurer  
Mr D Prince  
Mr J Finch - resigned 26/01/2021  
Ms M Pearce - resigned 20/06/2021  
Mr N Davies – commenced 01/09/2021  
Mrs B Waite – commenced 01/12/2021  
Mr M Wyatt – commenced 01/02/2021  
Miss C Eve – commenced 03/01/2022  
Mr V Basak – commenced 07/02/2022

**Senior Management Team**

Mrs A Maullin - Chief Executive Officer  
Mrs H Blythe - Sustainable Delivery Manager  
Mrs L Storey - Mentoring Manager  
Miss M Rocco - Volunteer Development Manager  
Mrs G Millings - Sutton Befriending Manager until 24/02/2022  
Mrs I Jordon - Sutton Befriending Manager from 01/03/2022

**Auditors**

Myrus Smith  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

**Bankers**

Barclays Bank plc  
43 High Street  
Sutton, Surrey  
SM1 1DR

**SUTTON BOROUGH VOLUNTEER BUREAU**  
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**Report of the Charity Trustees for the year ended 31 March 2022**

**Objects of the Volunteer Centre Sutton**

The Charity's objects are to advance education, protect health, relieve poverty, sickness and distress and to promote any other charitable purpose for the benefit of the community in the area of benefit by the promotion of a voluntary service and for these purposes but not otherwise the Charity shall:-

- a) advise and guide persons willing to volunteer
- b) advise and guide organisations using volunteers, particularly those being members of the Charity.

Sutton Borough Volunteer Bureau has been supporting people and communities within the London Borough of Sutton for nearly 60 years. In 1995 we became a registered charity with the aim to support those most in need by using the power of volunteers. Volunteer Centre Sutton changed from being a registered charity and is now a Charitable Incorporated Organisation (CIO) from October 2019.

**Our strategic objectives:**

- **People led:** Ensure that everything we do is led by and involves people. We aim to involve and be led by people within the community to inform us of their needs and utilise their power, enabling people to volunteer and develop programmes. We are developing a model of active citizenship so the people of Sutton have a strong voice, involved in collaboration and we celebrate people and maximise volunteering through the use of people.
- **Share Knowledge:** We will be known for sharing and building knowledge to support both individuals and organisations. Volunteer Centre Sutton leads by example through our high-quality volunteer led programmes and we aim to equip, enable and support diversity within volunteering by sharing our examples and knowledge.
- **Deliver Innovation:** Volunteer Centre Sutton will work with individuals, organisations and partners to identify, create and deliver high quality innovative services to meet the needs of Community, our organisation and provide a sustainable future.
- **Enable Communities:** Through the power of volunteers and services, we will enable community development, social action volunteering and excellence in showing and delivering impact.

**Our Vision**

Our vision is to 'Inspire community' by unlocking potential through the power of volunteers. As a Volunteer Centre we provide support at a local level for individual volunteers and volunteer involving organisations as well as delivering award winning programmes led by volunteers for the most vulnerable in our community.

**Our Mission :** Empower People, Strengthen Community

**Our Values :** Inspiration, Excellence, Inclusivity

***In 2022 we will commence a review of our vision and aims to develop a new 5-year strategy to take Volunteer Centre Sutton forward.***

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**Report of the Charity Trustees for the year ended 31 March 2022**

***Achievements and Performance 2021/2022***

Resilience, Support and Growth. These words capture the experience of Volunteer Centre Sutton during the past year. Through the many ups and downs of the COVID-19 pandemic, and the forever changing environment we now find ourselves in, Volunteer Centre Sutton's dedicated, skilled staff and volunteers demonstrated their commitment, resilience and professionalism throughout this year to deliver another excellent set of outcomes and results. We have our existing departments of Brokerage, MAPS and Befriending, however we have extended our reach to support the community with new programmes such as Sports Buddy and Integrating Sutton. The charity remains a responsive organisation, where our first focus is always on the people and communities we support.

**Brokerage**

Volunteer Centre Sutton's Inspiring Volunteering Team connects people in the London Borough of Sutton who are looking to volunteer with local Voluntary and Community Organisations. Funded by the London Borough of Sutton's Infrastructure and Capacity Building Fund, Volunteer Centre Sutton was able to introduce face to face support once again as well as the ability to see people online and through telephone interviews. Volunteer Connect, our online recruitment platform connects people wanting to volunteer with an expanded range of volunteer opportunities in Sutton.

This year was not business as usual for VCS Brokerage Team as we had to both work through the post Covid-19 challenges, supporting as many organisation's to re-establish themselves with recruitment and delivery of services, and at the same time we have still delivered services to support the community in the rebuild phase, post Covid. There were many Sutton residents who were concerned over their mobility and confidence to be out and about in the community.

VCS Brokerage Team carried on the hard work from the previous year to provide support where it was needed most. A total of 1,457 volunteers were supported to connect into roles across the borough.

119 residents were provided 1 to 1 individual volunteer sessions to help individuals find the perfect role for them. We also ensured people with additional needs were supported, providing inclusivity and diversity to support them in their chosen volunteering. Partnering with Orchard Hill college we were able to support over 10 young people.

Volunteer Centre Sutton carried on the support to the NHS with 56 health champions reaching over 2000 residents. Volunteers carried on the much-needed support to the local vaccination programme, helping to provide 20,896 Covid Boosters to local patients.

In addition to the health support, 28 volunteer shoppers remained matched with individuals post Covid, supporting those immobile who needed help. 113 residents were supported to complete benefit form applications, resuming our partnership work with Citizens Advice Sutton to help people ensure they received adequate benefits.

**Good Practice in Volunteer Management**

Volunteer Centre Sutton support local Organisation's and small groups in all areas of good practice for volunteer recruitment and management. Volunteer Centre Sutton currently has 582 organisation's registered on our Volunteer Connect database, an increase of 31 from 2020 with an additional 26 small groups supported. 77 Organisations were provided with direct 1 to 1 support to assist them to build and respond post Covid, with new guidance and best practice templates and help to remain flexible. 193 new volunteer roles were advertised on volunteer connect and we held 18 in person events to promote volunteering at our new offices.

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***Achievements and Performance 2021/2022 (Continued)***

With part restrictions during the year and concerns still over Covid, we were not able to resume twelve months of full, normal services, however we have supported people with flexible working both virtual and face to face when safe to do so, offering the ability to support organisations and individuals in a format that helped people. We have promoted and further developed our toolkit for organisations, taking on more digital opportunities on best practice volunteer management and recommenced our volunteer network for Volunteer managers to meet regularly. Volunteer managers appreciated the opportunity to meet face to face, talk about the future and the challenges that they face and we aim to grow this network even further in 2022-23.

**Volunteers Week 2021**

We held our first main face to face event during Volunteers Week 1-7 June 2021, for the first time since the pandemic, and in our new home above the Sound Lounge. We ran a drop-in day for the general public with over 40 residents visiting to discuss volunteering with staff thanking them over a cup of tea, as well as planned "meet the public" slots for organisations wanting to recruit volunteers. We supported our partner organisations to promote themselves and volunteering with all these events well attended due to successful promotion across various marketing channels and via social media.

**Marketing**

This has been an extremely busy year with marketing as the scope of marketing and the communications work expanding to include fundraising activity and additional projects.

Following on from a successful Volunteers Week in June, we also ran our first ever Christmas appeal "Light Up Christmas" with over 220 gifts donated by the public for many of our vulnerable children & young people, isolated and lonely adults and elderly people. After a very successful campaign staff spent the day wrapping up all the gifts, writing cards and delivering the presents to identified residents of Sutton, many who don't receive any gifts over this period.

Our monthly volunteering newsletter is aimed at members of the public who are interested in volunteering and hearing about the latest volunteering opportunities. At the end of March 2022, we had 1,582 subscribers, a small increase from 1,443 at the end of March 2021. The average open rate is 43.3% and the average click rate is 5.3%. 54% of subscribers (according to Mailchimp) have an engagement rate of "often" which is defined as subscribers who are highly engaged and often open and click our emails. Here is a recent example of the newsletter: <https://mailchi.mp/vcsutton.org.uk/volunteering-is-in-full-bloom-march-newsletter>

We have also developed a separate newsletter for organisations and voluntary sector partners, and all our key external contacts. The aim of this regular newsletter is to showcase our current work and also build and maintain our external relationships. Here is a recent example: <https://mailchi.mp/vcsutton/new-job-alerts-plus-the-new-sutton-consortium-our-new-integrating-sutton-project-funding-success-for-sutton-befrienders-plus-our-latest-news>. At the end of March 2022, we had 640 subscribers. The average open rate is 24.9% and the average click rate is 2.6%. 43% of subscribers (according to Mailchimp) have an engagement rate of "often" which is defined as subscribers who are highly engaged and often open and click our emails.

The original mailing list for this newsletter was solely for volunteer managers/coordinators and solely to promote training and workshops we were running. We have expanded the audience and also the type of content and we will in 2022 breakdown the mailing list into different categories of contacts so that we can be more targeted with the content we are sending and improve our engagement rates.

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***Achievements and Performance 2021/2022 (Continued)***

Facebook page (<https://www.facebook.com/VolunteerCentreSutton>) reached 53,988 (the number of people who saw any content from our page or about our page) from April 2021 to March 2022. This is down from 84,143 the previous year. There could be many reasons for this, such as in the previous year we were in the height of the pandemic, in lockdown for large parts of the year so people possibly spending more time online, and our posts, especially ones appealing for covid support, were more engaging. However, we should also look at both the frequency of posting (too much being a factor), what we're sharing and aim for quality over quantity. There tends to be an overreliance on social media for volunteer recruitment, especially Facebook, where we are in danger of "over-posting" resulting in low engagement. In 2022 we are going to assess how we recruit volunteers, not just focussing recruitment however also on other messages such as raising awareness about our work, connecting with our own volunteers and supporting fundraising initiatives.

Instagram account <https://www.instagram.com/volunteeringsutton/> has enabled us to reach new, especially younger audiences, as well as interact with the charities more active on this platform. Our Twitter account (<https://twitter.com/VCSutton1>) tweets earned 155.6K impressions from April 2021 to March 2022, down from 328.3K impressions April 2020 – March 2021. Our engagement rate has ranged from 1.3% to 2.7%.

Once we have increased our capacity in brokerage, we will do more to evaluate the effectiveness of our volunteering newsletter, processes and media. The whole process of how we are promoting volunteering to the general public needs to be revisited post-covid as so much has changed, and what we did pre-covid is potentially different to what the future needs now are.

The MAPS project has its own dedicated newsletter, and social media platforms (Facebook: <https://www.facebook.com/MAPSmentoring>; Twitter: <https://twitter.com/MAPSmentoring>; Instagram: <https://www.instagram.com/mapsmentoringadvocacy/>). All are produced and managed in collaboration with the MAPS team. The Supporters of MAPS newsletter is primarily intended as a monthly communication tool to engage our current mentors, but it is also intended to showcase the work of the MAPS team, and the mailing list includes MAPS funders, key professionals, schools and education contacts. A recent example looks at our Tesco promotion with MAPS: <https://mailchi.mp/4b272f0f1e1e/world-mental-health-day-vote-for-maps-at-tesco-4860686>. At the end of March 2022, we had 720 subscribers. The average open rate is 32.9% and the average click rate is 2.2%. 34% of subscribers (according to Mailchimp) have an engagement rate of "often" which is defined as subscribers who are highly engaged and often open and click our emails, however 47% are "rarely" engaged, something we will analyse further. We have also run several social media campaigns to highlight the work of MAPS, to connect with our funders and to demonstrate the scope of young people we support including National Care Leavers Week, Mental Health Awareness Month, Children in Need Day and Young Carers Action Day.

Sutton Befrienders own Facebook page (<https://www.facebook.com/SuttonBefrienders>) is managed jointly with the Sutton Befrienders team. As with MAPS we use social media to highlight the work we do such as Befriending Week (1-7 November), showing the impactful work that volunteers provide to Sutton residents.

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***Achievements and Performance 2021/2022 (Continued)***

**Sutton Befrienders**

2021/22 proved to be another challenging year as the Coronavirus outbreak was still affecting some of our services. However, during the year our volunteers provided a much needed valuable social connection with the very grateful residents of Sutton.

We were able to provide one to one Befriending and recommenced many of our walking groups in a safe way. Through the help of our Befrienders, we supported 140 isolated adults above 18 years of age with care needs, providing 10,608 befriending hours in 2021-2022.

In total we have over 100 active volunteers who support all our Befriending work and we have recruited and trained 45 new befriending volunteers, to help us with constant new referrals. The recruitment and training will be ongoing with most months, new training for Befrienders.

We ran 130 weekly organised walks between April 2021 and March 2022, providing over 3000 hours of social connect for 80 people (walkers).

For the project in total for the year (befriending and walking) volunteers provided 13,068 hours of time to support people to reduce isolation and help to engage back into the community.

Feedback from our clients: "She's an amazing lady. She did an amazing job in my life. She's changed my life in so many ways. I was so stressed and afraid of so many things. My stress levels are much, much, much better. I'm not afraid of everything now and regularly go out. She encouraged me in so many ways and I appreciate it so, so much".

"You chose someone very different to me but we get on so well and have so much in common."

"She is very kind and patient and makes me laugh and happy".

"I feel I am now able to talk and try to make friends with other people".

Our outcomes indicate improvements for all our clients within areas such as confidence, community engagement, self-esteem, and reduced isolation and loneliness. People surveyed said that having a befriender made them feel part of a caring community, with increases in feeling more able to cope. Clients said that the help by volunteers has enabled them to gain courage to go out again after Covid and lift their spirits over a difficult time.

**MAPS (Mentoring, Advocacy and Peer Support)**

MAPS is an early intervention program delivering one-to-one mentoring and advocacy support, working with vulnerable children and young people with multiple and complex needs. This year, MAPS has connected with and supported over 275 children over 8 years of age. Of those 120 children and young people are supported through our long-term Mentoring service and 155 children and young people through our Advocacy programme that allows young people to have a voice.



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***Achievements and Performance 2021/2022 (Continued)***

Our trained volunteer mentors continue to provide weekly meetings and activities to support our young people. This year, we have delivered three rounds of volunteer mentor training, recruiting 59 new MAPS volunteer mentors and we further developed our Advocacy mentor's training to increase the number of volunteers we can support. Training evaluation feedback continues to be very positive. This was evident through our training evaluation scores which averaged a high 4 out of 5 for overall experience. A comment from January 22 trainee "Training was really helpful, went in not knowing what to expect, the way it was run was excellent, the flow of content covered and different sessions was really good and worked, its hard bringing together a large group but you managed to make it very inclusive."

Our Advocacy team have worked hard this year to overcome barriers from Covid and workload was compounded by long term sick leave but they showed great resilience and worked together to make sure we continued to provide a good service developing new relationships while maintaining those already existing with Children Services and we continue to hit our target number of referrals.

Our mentoring team worked with more young people this year than last year and successfully created a new pathway called Esteem 21 to support those children and young people with identified mental health concerns. It is an exciting new project that has seen us again partner with HomeStart to provide a family approach to mentoring. Our Bridge the Gap pilot utilised this holistic approach and was very successful and has been greatly received by children services and clients alike. Everyone sees the value in supporting the whole family, including siblings, it helps grow healthy relationships, builds resilience, aspirations and positivity. We welcomed to mentoring 3 new team members who are covering Child Looked After and Leaving Care, the new Esteem 21 pathway and a returning past staff member to lead on Young Carers.

This second year of Covid has produced another difficult year with exceptional demand as referrals from social workers and professionals are at an all-time high and the intensity of the work has required the team to show great flexibility again this year. It is widely acknowledged that our young people are in a mental health crisis, and this is reflected in the volume of referrals we are turning away. Young people we worked with during the year included 51% of our mentoring mentee's parents have mental health needs, 33% with Domestic Violence involvement and 28% have substance misuse. A third of our young people are self-harming and are under the Children's and Adolescence Mental Health Service. It is imperative that we build a community around these children to safeguard them. During the pandemic restrictions, our volunteer mentors were often the only person our vulnerable young people saw outside the family home keeping them heard, seen, and not hidden! We will keep up our weekly sessions and our volunteer mentors continue to honour their mentoring commitments and successfully with our help, put measures in place ensuring we continue to always deliver a quality, full service for young people.

Our Rada scores, which use a scale where the children regularly share how they are feeling during mentoring, saw stability and/or improvement in all areas of their life.

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***Achievements and Performance 2021/2022 (Continued)***

Feedback from all continues to be positive:

Mentee - "I've been inside all the time so the going out with my mentor had been great. When I'm with her I don't really have any worries. It's good to talk to someone who understands. I've talked about my emotions a lot and how I feel. I talk to people at school now without feeling embarrassed".

Family - "We were made to feel like a family member not just a user of service".

Social worker - "I have seen significant improvement in A's confidence, self-esteem, school attendance, positive outlook, and communication skills. I have observed a real development in A's ability to express her wishes confidently in a setting with different professionals, which I attribute to the ongoing mentoring support".

Taking the lead from all our young people by listening to their responses from reviews and questionnaires we put on events throughout the year. This included working around the pandemic hosting various activities such as the visit to London Zoo, Go-karting, High Ropes, and the Theatre, but equally valued the opportunity to get out for walk and talks during the restriction periods. Our group activities create a warm friendly environment to enable our mentoring pairs to mix while promoting wider knowledge for our mentees, new skills and social development so we are delighted to see their return. MAPS formed a new partnership with the Good Shepherd Church to provide mentoring pairs the opportunity to have cooking sessions using their kitchen which has been very popular with young people.

This year we changed all our questionnaires and surveys to Microsoft office forms which showed a huge growth in responses particularly in our young person's surveys. It good to see they scored MAPS a 4.96 average rating out of 5 for how well they felt supported by us and 84% of Children surveyed said MAPS helped them improve confidence and self-esteem.

One young person said:

"My mentor was very helpful and changed my life".

It's been another year with many highs and lows, but throughout MAPS remained true to their ethos and delivered a professional service with great outcomes, prompting positive feedback from funders, mentors, our young people and their families.

**Quality Standards**

The charity holds and continually reviews the following quality standards:

- Volunteer Centre Quality Accreditation
- Investing in Volunteers
- Disability Confident Employer
- Advocacy Quality Performance Framework
- The Queen's Award for Voluntary Service
- C4EO – Centre For Excellence and Outcomes (MAPS is validated by C4EO as leading to improved outcomes for children, young people and their families)
- Project Oracle

Working on the following for completion in 2022:

- London Youth Bronze award

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***Achievements and Performance 2021/2022 (Continued)***

**Related Parties, Partnership Work and Future Plans**

The charity works alongside both national and local policy and Volunteer Centre Sutton is a member of the National Council for Voluntary Organisations and NAVCA, National Association of Voluntary and Community Action. Regionally, we are a key stakeholder with London Plus, Greater London Volunteering and London Youth. As a key stakeholder within Sutton we work and partner extensively with the London Borough of Sutton, as well as other key partners, Community Action Sutton, Citizens Advice Sutton, Age UK and Homestart, amongst other local charities. Since Covid we have strengthened our work around health supporting the local clinical commissioning groups, PCNs and CCGs. We are a member of the senior leadership team, working with key partners within the voluntary sector and London Borough of Sutton.

Our partnership work has developed and grown in 2021 as a result of our response during Covid and we have continued to develop stronger working relationships across the London Borough of Sutton, other sectors and a variety of partners, new and old. We aim to carry on providing flexible and responsive work due to meet the needs of the borough, to support the phase of rebuild. Our partnership with Community Action Sutton continues to grow in the delivery of Infrastructure and Capacity building within Sutton and we are part of the consortium for Together For Sutton, aiming to bring together 6 local charities with Community Action Sutton as the key strategic lead partner.

Through MAPS our partnership with both Advocacy for All to deliver Advocacy provision and with Homestart, with youth mentoring, has extended and developed further, providing a holistic approach to support more young people and their families within the community.

We have commenced two new projects: Integrated Sutton, supporting newly arrived residents from Hong Kong to integrate into Sutton life and community. We aim to assist with volunteer roles, workshops and provide volunteer buddies. Our second new project that we have commenced is Community Spaces with the aim to support the local various 'friends of' park groups, including litter picking, park and environmental volunteers.

With regard to future plans, funding restrictions will remain critical and we will in 2022-23 place more emphasis on raising funds, completing a review of our organisational strategy, including updates with marketing and fundraising. Our funding streams still show a high percentage of public sector funding and we will aim to increase our grants, donations and other areas of funding. Volunteer Centre Sutton will remain focussed on how we extend our partnerships with other organisations, grow our new sector work within health and education and review our delivery strategies to ensure we evidence our impact and work.

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**FINANCIAL REVIEW**

Volunteer Centre Sutton has continued to plan and develop services, with identified areas of growth. The charity, with the aid of sound financial management and the support of both its staff and volunteers, generated a positive financial outcome for the period in part due to external funding streams.

**Principal Funding Sources**

The principal funding source for the charity is the London Borough of Sutton. Funds are received from a range of departments with the main source of income in 2021/22 being the Voluntary Community Social Enterprise (VCSEF Fund). Additional funding from other sources include other government funded contracts, grants and trusts. The various funders support the organisation's service delivery, and we aim to further diversify our income streams going forward. The most significant funders 2021-22 being:

- The National Lottery Reaching Communities for Sutton Befrienders Call Catch Up, Connect
- Children in Need for mentoring children in alternative care
- Greater London Authority for Young Londoners mentoring

Aside from income generated from statutory funders and charitable trusts, Volunteer Centre Sutton is grateful for the financial support provided by individuals and corporate donations such as Games Aid.

**Reserves Policy**

The Management Committee has examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds should be between three to six months of core expenditure. Budgeted core expenditure for 2022/23 is £309,000 and so the balance of £126,449 held as general unrestricted funds lies within these parameters. The reserves are needed to meet the working capital requirements of the charity, and the Management Committee is confident that at this level it would be able to continue to meet its current liabilities in the event of a significant drop in funding.

**Designated Funds**

The Management Committee has designated the following unrestricted funds for the purposes described:

- The Management Committee has considered the cost of a potential move following the end of lease and maintaining the building and has designated £85,651 for this purpose.
- With several funding streams possibly coming to an end in 2022-23 and uncertainty about future funding, the Management Committee considers it prudent to have sufficient funds as a contingency to cover redundancy payments and has designated £45,568 for this purpose.

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Volunteer Centre Sutton was registered as a charity on 5<sup>th</sup> September 1995 and became a Foundation Charitable Incorporated Organisation on 25<sup>th</sup> October 2019. The charity is established under a Constitution which sets out the objects and powers of the organisation and its governance. In the event of the charity being wound up, members are required to contribute an amount not exceeding £2.

**Recruitment and Appointment of Management Committee**

The members of the Charitable Incorporated Organisation (CIO) are also charity trustees for the purposes of charity law and under the charity constitution are known as members of the management committee. Under the requirements of the Constitution and objects within, the members of the management committee are elected to serve for a period of three years.

The trustees seek to ensure that the various groups of service users, volunteers, voluntary and community sector groups and the local population are appropriately reflected through the diversity of the trustee body and have recently recruited new trustees to ensure inclusivity.

**Trustees Induction and Training**

All potential new trustees are interviewed by the Chair, checked through the Disclosure and Barring Service and references obtained. They are provided with information including:

- The obligations of trustees,
- A current version of the Constitution of the CIO,
- A copy of the latest Trustees' Annual Report and audited accounts,
- The organisation's strategic plan, and
- A copy of the latest Annual Review.

They spend time with the Chief Executive Officer who explains Volunteer Centre Sutton's expectations of its trustees and its various service delivery areas.

Following this, an induction programme is arranged, offering the opportunity to meet with staff to discuss the work of Volunteer Centre Sutton and to develop a clear understanding of how each area of service delivery contributes to the aims of the whole organisation.

Training courses are offered where appropriate, including training in diversity, safeguarding and governance.

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**Organisational Structure**

Volunteer Centre Sutton has a Management Committee of four to twelve trustees who are members of the CIO. They meet bi-monthly and are responsible for the strategic direction and policy of the charity. At present, the Committee has ten trustees from a variety of professional backgrounds relevant to the work of the charity. A trustee is the Company Secretary.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Operation Management Team. The Chief Executive Officer is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Operation Managers have responsibility for the day-to-day service delivery of Volunteer Centre Sutton, individual supervision of the staff team and ensuring that the team continues to develop skills and working practices in line with good practice.

**Remuneration of Key Management Personnel**

The remuneration of the charity's key management personnel is set by the Board of Trustees, taking into account the charity's financial position and the amount paid for comparable roles in comparable organisations.

**Risk Management**

The members of the Management Committee of Volunteer Centre Sutton regularly review the Charity's activities and policies in line with the Charity Commission's key questions around governance.

The major risks to which the charity is exposed are identified and addressed through a risk management process that is reviewed and is ratified by the Management Committee at Board Meetings. The processes by which these are addressed are set out in a wide range of policies and procedures that are reviewed and amended as appropriate through staff consultation and by sub-committees and ratified by the full Management Committee.

External risks to funding have led to the development of a strategic and funding plan which will allow for the diversification of funding and activities. Internal financial control risks are minimized by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety legislation by Volunteer Centre Sutton staff, volunteers, service users and visitors. All Volunteer Centre Sutton staff and volunteers have written risk assessments relating to individual roles at Volunteer Centre Sutton and these are reviewed regularly through staff supervision and ratified by the Management Committee. The overview of risk assessment is led by an advisor (a former trustee) with appropriate skills.

**Public Benefit**

The trustees have considered the Charity Commission's general guidance on public benefit. Our main activities and who we try to help are set out in this report. Our objects and all our charitable activities are undertaken to further our charitable purposes for the public benefit.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**Report of the Charity Trustees for the year ended 31 March 2022**

**Responsibilities of the Board of Trustees**

The trustees who are also members of the CIO, as written in the Constitution, are responsible for preparing the Report of the Charity Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the charity trustees are required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP 2019,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Charity Trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. The Charity Trustees 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Charity Trustees**

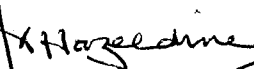
Charity Trustees, who are also Members of the CIO, who served during the year and up to the date of this report, are set out on Page 1.

**Auditors**

Myrus Smith was re-appointed as the charity's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in 2019).

Approved by the Trustees on 9<sup>th</sup> January 2023

  
A J Hazeldine CBE, JP  
Vice Chair of the Management Committee

**INDEPENDENT AUDITOR'S REPORT TO TRUSTEES OF  
SUTTON BOROUGH VOLUNTEER BUREAU**

**Opinion**

We have audited the financial statements of Sutton Borough Volunteer Bureau (the 'charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022, and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Charity Trustees, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.



**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
SUTTON BOROUGH VOLUNTEER BUREAU**

/Cont'd...

**Matters on which we are required to report by exception**

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under Section 145 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness, and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF

### SUTTON BOROUGH VOLUNTEER BUREAU

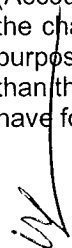
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Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### Use of our report

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



Stephen Jones FCA (Senior Statutory Auditor)  
For and on behalf of Myrus Smith  
Chartered Accountants and Statutory Auditors  
Norman House,  
8 Burnell Road,  
Sutton, Surrey.  
SM1 4BW

9<sup>th</sup> January 2023

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

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

	Notes	Total Unrestricted funds £	Total Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income</b>					
Donations and legacies	2	1,216	-	1,216	424
Charitable activities	3	219,220	362,270	581,490	581,993
Other trading activities	4	2,189	688	2,877	2,592
Investments	5	9	-	9	1,419
Other	6	1,283	-	1,283	-
<b>Total</b>		<u>223,917</u>	<u>362,958</u>	<u>586,875</u>	<u>586,428</u>
<b>Expenditure</b>					
Raising funds	7	38,677	17,784	56,461	41,069
Charitable activities	8	153,909	312,258	466,167	480,712
<b>Total</b>		<u>192,586</u>	<u>330,042</u>	<u>522,628</u>	<u>521,781</u>
<b>Net income/(expenditure)</b>	12	31,331	32,916	64,247	64,647
Transfers between funds	19 & 20	(5,672)	5,672	-	-
<b>Net movement in funds</b>	19 & 20	<u>25,659</u>	<u>38,588</u>	<u>64,247</u>	<u>64,647</u>
<b>Reconciliation of funds</b>					
Fund balances brought forward	19 & 20	<u>232,009</u>	<u>93,748</u>	<u>325,757</u>	<u>261,110</u>
<b>Fund balances carried forward</b>	19 & 20	<u><u>£257,668</u></u>	<u><u>£132,336</u></u>	<u><u>£390,004</u></u>	<u><u>325,757</u></u>

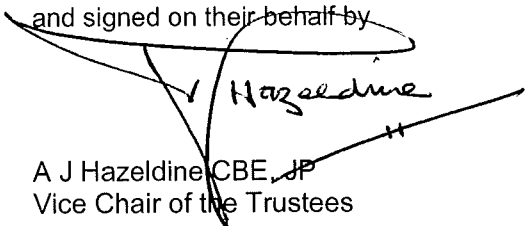
All income and expenditure is derived from continuing activities.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**BALANCE SHEET AS AT 31 MARCH 2022**

	Notes	£	2022	£	2021	£
<b>FIXED ASSETS</b>						
Tangible assets	15		-			-
<b>CURRENT ASSETS</b>						
Debtors	16	43,914		20,466		
Cash at bank and in hand		405,561		343,343		
		<u>449,475</u>		<u>363,809</u>		
<b>CREDITORS:</b> Amounts falling due within one year	17	59,471		38,052		
<b>NET CURRENT ASSETS</b>			390,004		325,757	
<b>NET ASSETS</b>	21		<u>£390,004</u>		<u>£325,757</u>	
<b>FUNDS</b>						
Unrestricted funds - General funds			126,449		100,790	
- Designated funds			131,219		131,219	
	19		<u>257,668</u>		<u>232,009</u>	
Restricted funds	20		<u>132,336</u>		<u>93,748</u>	
<b>TOTAL FUNDS</b>			<u>£390,004</u>		<u>£325,757</u>	

The financial statements were approved and authorised for issue by the Board of Trustees on 9<sup>th</sup> January 2023 and signed on their behalf by

  
A J Hazeldine CBE, JP  
Vice Chair of the Trustees

The notes on pages 20 to 29 form part of these financial statements.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**CASH FLOW STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
<b>Net cash generated from operating activities</b> (see below)	62,209	73,139
<b>Cash flow from investing activities</b>		
Interest received	9	1,419
<b>Increase in cash in the year</b>	62,218	74,558
Cash brought forward	343,343	268,785
<b>Cash carried forward</b>	<u>£405,561</u>	<u>£343,343</u>
<b>Analysis of cash</b>		
Cash at bank	<u>£405,561</u>	<u>£343,343</u>
	2022 £	2021 £
<b>Reconciliation of net income to net cash flow from operating activities</b>		
Operating surplus on ordinary activities	64,247	64,647
Adjustments for non-cash items:		
(Increase)/Decrease in debtors	(23,448)	(8,573)
Increase/(Decrease) in creditors	21,419	18,484
	62,218	74,558
Adjustment for investing activities		
Interest receivable	(9)	(1,419)
<b>Net cash generated from operating activities</b>	<u>£62,209</u>	<u>£73,139</u>

The notes on pages 20 to 29 form part of these financial statements.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICIES**

**Basis of preparation**

Sutton Borough Volunteer Bureau (the 'charity') is a Charitable Incorporated Organisation ('CIO'), registered in England and Wales and constitutes a public benefit entity as defined by FRS 102. The address of the registered office is given in the charity information on page 1 of these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice. The financial statements have been prepared on the going concern basis and under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Income recognition**

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Contract income is recognised as the charity earns the right to consideration through the performance of its services.

No amount is included in the financial statements for volunteer time in line with the SORP.

**Expenditure recognition**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds which comprise those costs associated with seeking donations and grants
- Expenditure on charitable activities which comprises the costs of running the various activities and services for the charity's beneficiaries.

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support them. Support costs are apportioned to each activity on the basis of staff time.

**Fund accounting**

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for specific purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICIES/cont'd...**

**Fixed assets and depreciation**

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Computer equipment    2 years straight line

Assets purchased as part of a specific project funded through restricted funds are written off in the year of purchase.

**Leases**

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pensions**

The Charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**2. DONATIONS AND LEGACIES**

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Donations	<u>£1,216</u>	<u>£Nil</u>	<u>£1,216</u>	<u>£424</u>

All of the £424 recognised in 2021 related to unrestricted funds.

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Grants and contracts	<u>£219,220</u>	<u>£362,270</u>	<u>£581,490</u>	<u>£581,993</u>

Of the £581,993 recognised in 2021, £116,500 related to unrestricted funds and £465,493 related to restricted funds.

**4. INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Trading fundraising	<u>£2,189</u>	<u>£688</u>	<u>2,877</u>	<u>£2,592</u>

All of the £2,592 recognised in 2021 related to restricted funds.

**5. INVESTMENT INCOME**

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Bank interest	<u>£9</u>	<u>£Nil</u>	<u>£9</u>	<u>£1,419</u>

All of the £1,419 recognised in 2021 related to unrestricted funds.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**6. OTHER INCOME**

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Miscellaneous	<u>£1,283</u>	<u>£Nil</u>	<u>£1,283</u>	<u>£Nil</u>

**7. COST OF RAISING FUNDS**

	Direct Costs £	Support Costs £	Total 2022 £	Total 2021 £
Fundraising activities	33,579	5,098	38,677	27,354
Trading fundraising	<u>7,207</u>	<u>10,577</u>	<u>17,784</u>	<u>13,715</u>
	<u>£40,786</u>	<u>£15,675</u>	<u>£56,461</u>	<u>£41,069</u>

Of the £56,461 expenditure recognised in the year (2021: £41,069), £38,667 (2021: £29,174) was charged to unrestricted funds and £17,784 (2021: £11,895) was charged to restricted funds.

**8. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Direct Costs £	Support Costs £	Total 2022 £	Total 2021 £
Leading by Example	105,108	44,111	149,219	170,099
Empowering Others	207,040	38,937	245,977	246,945
Digital Inclusion	16,940	6,890	23,830	16,107
Sustainable Delivery	<u>36,805</u>	<u>10,336</u>	<u>47,141</u>	<u>47,561</u>
	<u>£365,893</u>	<u>£100,274</u>	<u>£466,167</u>	<u>£480,712</u>

Of the £466,167 expenditure recognised in the year (2021 : £480,712), £153,909 (2021 : £50,723) was charged to unrestricted funds and £312,258 (2021 : £429,989) was charged to restricted funds.



**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**9. ANALYSIS OF DIRECT COSTS**

	Raising Funds £	Charitable Activities £	Total 2022 £	Total 2021 £
Wages, social security and other staff related costs	33,579	340,567	374,146	388,819
Project costs	7,207	11,826	19,033	17,707
Volunteer expenses	-	13,500	13,500	14,140
	<u>£40,786</u>	<u>£365,893</u>	<u>£406,679</u>	<u>£420,666</u>

**10. ANALYSIS OF SUPPORT COSTS**

	Raising Funds £	Charitable Activities £	Total 2022 £	Total 2021 £
Wages and salaries	9,953	38,314	48,267	38,103
Premises costs	3,446	31,012	34,458	34,091
Printing and publications	58	596	654	2,882
Office costs	1,058	13,473	14,531	11,504
Professional fees and other costs	1,160	12,282	13,442	9,101
Governance costs (note 11)	-	4,597	4,597	5,434
	<u>£15,675</u>	<u>£100,274</u>	<u>£115,949</u>	<u>£101,115</u>

**11. GOVERNANCE COSTS**

	Total 2022 £	Total 2021 £
Wages and Salaries	2,125	1,934
Audit fees	2,296	3,500
Annual General Meeting costs	176	-
	<u>£4,597</u>	<u>£5,434</u>

**12. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) for the year is stated after charging:

	2022	2021
- Auditor's remuneration (Audit services)	£2,296	£3,500
- Operating lease rentals	<u>£17,059</u>	<u>£25,421</u>

**13. TRUSTEES REMUNERATION AND EXPENSES**

The trustees neither received nor waived any remuneration during the year (2021: £Nil).

Travelling expenses amounting to £32 were reimbursed to 1 trustee during the year (2021 : £33).

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**14. STAFF COSTS**

	Total 2022 £	Total 2021 £
Wages and salaries	378,107	380,920
Social security costs	25,999	31,181
Pension costs	11,319	10,801
Staff expenses	3,890	2,405
	<u>£419,315</u>	<u>£425,307</u>

No employee received total employee benefits (excluding employer's pension costs) over £60,000 in either year.

The average number of employees analysed by function was:

	2022 Number	2021 Number
Direct charitable activities	14	14
Raising funds	1	1
Management and administration	2	2
	<u>17</u>	<u>17</u>

The total amount of employee benefits received by key management personnel was £120,131 (2021 : £130,650).

Under FRS 102 employee benefits include gross pay, benefits in kind, employer's national insurance and employer's pension costs.

**15. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>Cost</b>	
At 1 April 2021 and at 31 March 2022	<u>24,125</u>
<b>Depreciation</b>	
At 1 April 2021 and at 31 March 2022	<u>24,125</u>
<b>Net book value</b>	
At 31 March 2022	<u>£Nil</u>
At 31 March 2021	<u>£Nil</u>

**16. DEBTORS**

	2022 £	2021 £
Trade debtors	756	6,642
Prepayments and accrued income	43,158	13,824
	<u>£43,914</u>	<u>£20,466</u>

**SUTTON BOROUGH VOLUNTEER BUREAU**  
**Operating as**  
**VOLUNTEER CENTRE SUTTON**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**17. CREDITORS – amounts falling due within one year**

	2022 £	2021 £
Accruals	48,322	28,936
Other creditors	4,861	-
Taxation and social security costs	6,288	9,116
	<u>£59,471</u>	<u>£38,052</u>

**18. OPERATING LEASE COMMITMENTS**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Due within:		
One year	23,527	23,527
Two to five years	40,946	64,473
More than five years	5,500	5,500
	<u>£69,973</u>	<u>£93,500</u>

**19. UNRESTRICTED FUNDS**

	2022 £	2021 £
<b>General funds</b>		
Balance brought forward at 1 April 2021	100,790	63,210
Net income/(expenditure)	31,331	38,446
Transfer (to)/from restricted funds	(5,672)	(866)
Transfer (to)/from designated funds	-	-
	<u>126,449</u>	<u>£100,790</u>
Balance carried forward at 31 March 2022		
<b>Designated funds</b>		
<b>Re-organisation and redundancy costs</b>		
Balance brought forward at 1 April 2021	45,568	45,568
Transfer from general funds	-	-
	<u>£45,568</u>	<u>£45,568</u>
Balance carried forward at 31 March 2022		
<b>Relocation costs and refurbishment</b>		
Balance brought forward at 1 April 2021	85,651	85,651
Transfer from/(to) general funds	-	-
	<u>£85,651</u>	<u>£85,651</u>
Balance carried forward at 31 March 2022		
	<u>£131,219</u>	<u>£131,219</u>
Balance carried forward at 31 March 2022		
	<u>£257,668</u>	<u>£232,009</u>
<b>Total unrestricted funds carried forward at 31 March 2022</b>		

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**20. RESTRICTED FUNDS**

				2022 £	2021 £
<b>2022</b>					
Balance brought forward at 1 April 2021				93,748	66,681
Net income/(expenditure)				32,916	26,201
Transfer from unrestricted funds				5,672	866
				<u>£132,336</u>	<u>£93,748</u>
Balance carried forward at 31 March 2022					
The balance carried forward on restricted funds comprised:	1 April 2021 £	Income £	Expenditure £	Project Transfer £	31 March 2022 £
Bridge The Gap Mentoring - Young Londoners	16,754	47,356	49,835	-	14,275
Child Protection - Advocacy for All Children in Need - Mentoring	(108)	32,910	34,001	-	(1,199)
Health COVID Response - CCG Vaccine Hub Volunteer	6,030	46,790	46,013	-	6,807
Hill House Food Hub Volunteer Response	4,476	5,775	10,251	-	-
LBS - Inclusion Spot Purchasing Mentoring	4,131	-	4,131	-	-
MAPS	(406)	-	-	406	-
MAPS Mentoring LAC & Leaving Care	1,804	-	1,804	-	-
Open Doors – City Bridge Trust	642	40,000	37,789	-	2,853
MAPS Schools – Games Aid	13,244	-	18,510	5,266	-
MAPS Schools - Glenthorne School	100	57,189	21,731	-	35,558
PCN Vaccine Hub/Schools Testing Volunteer Co-ordinator	3,011	6,500	7,409	-	2,102
Department of Levelling Up - Hong Kongers	-	10,694	10,694	-	-
Infrastructure – Garfield Weston	-	35,341	4,527	-	30,814
Comic Relief S – Sports Buddy	-	20,000	-	-	20,000
RSVP	2,675	16,317	12,854	-	3,463
The Big Give Campaign	2,586	-	2,675	-	-
Voluntary Sector Investment Brokerage - CAS	-	-	2,586	-	-
	38,809	44,086	65,232	-	17,663
	<u>£93,748</u>	<u>£362,958</u>	<u>£330,042</u>	<u>£5,672</u>	<u>£132,336</u>

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**20. RESTRICTED FUNDS/continued...**

Comparative information is as follows

				2021 £	2020 £
<b>2021</b>					
Balance brought forward at 1 April 2020				66,681	76,968
Net income/(expenditure)				26,201	(11,453)
Transfer from unrestricted funds				866	1,166
				<u>£93,748</u>	<u>£66,681</u>
Balance carried forward at 31 March 2021					
The balance carried forward on restricted funds comprised:	<b>1 April 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Project Transfer</b>	<b>31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Befriending Plus - LBS	3,273	1,241	4,514	-	-
Bridge The Gap Mentoring - Young Londoners	8,342	47,356	38,944	-	16,754
Call, Catch Up, Connect - BLF	16,090	27,066	43,503	347	-
Child Protection - Advocacy for All	1,140	32,718	33,966	-	(108)
Children in Need - Mentoring	-	46,301	40,271	-	6,030
City Bridge Trust - COVID Support	-	9,700	9,700	-	-
Health COVID Response - CCG					
Vaccine Hub Volunteer	-	16,200	11,724	-	4,476
Hill House Food Hub Volunteer					
Response	-	27,382	23,251	-	4,131
LBS - COVID Response Volunteers	-	40,011	40,011	-	-
LBS - COVID Response Out of Hours Volunteers	-	2,904	2,905	1	-
LBS - Inclusion Spot Purchasing					
Mentoring	860	-	1,266	-	(406)
London Community Foundation					
Wave 3 Befriending	-	38,005	38,005	-	-
London Plus COVID Emergency					
Funding	-	7,000	7,025	25	-
MAPS	(1,868)	1,031	-	2,641	1,804
MAPS Alternative Care - CIN	2,843	-	202	(2,641)	-
MAPS Inclusion - GamesAid	(494)	-	-	494	-
MAPS Mentoring LAC & Leaving					
Care	9,021	40,000	48,379	-	642
Open Doors – City Bridge Trust	7,191	38,700	32,647	-	13,244
MAPS Schools – City Bridge Trust	11,639	-	11,539	-	100
MAPS Schools - Glenthorne School	3,383	6,500	6,872	-	3,011
PCN Vaccine Hub/Schools Testing					
Volunteer Co-ordinator	-	36,642	36,642	-	-
RSVP	2,675	-	-	-	2,675
The Big Give Campaign	2,586	-	-	-	2,586
Voluntary Sector Investment					
Brokerage - CAS	-	49,328	10,519	-	38,809
	<u>£66,681</u>	<u>£468,085</u>	<u>£441,884</u>	<u>£866</u>	<u>£93,748</u>

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**20. RESTRICTED FUNDS/continued...**

The surpluses on restricted funds arise because of timing differences where funding has been received in advance of expenditure and will be utilized over the duration of the relevant projects.

The restricted funds recognised in these accounts were provided for the following purposes:

Befriending Plus - LBS	Befriending for lonely and socially isolated people.
Bridge The Gap Mentoring – Young London	Involves offering vulnerable people 1:1 mentoring and parents home-based peer support.
Call, Catch up, Connect - BLF	Befriending for vulnerable adults by Big Lottery Reaching Communities Fund.
Child Protection - Advocacy for All	Independent Advocacy service for all looked after children, leavers and those on CP plans funded by LBS
LBS- Inclusion Spot Purchasing	Offering inclusion 1:1 mentoring.
MAPS	MAPS Management funded through project transfers.
MAPS Alternative Care –	Mentoring for children in alternative care funded by BBC
Children in Need	CIN including young carer support.
MAPS Inclusion – GamesAid	Supports children and young people aged 10-16 with multiple needs who are experiencing mental or emotional distress.
MAPS Mentoring – LBS, LAC & LC	Mentoring and Peer Support for Looked after Children and Leaving Care.
MAPS Schools - Glenthorne School	One-to-one mentoring within school.
MAPS Schools City Bridge	Provide one-to-one mentoring support for children and young people within schools.
Open Doors - City Bridge	Open Doors supports Sutton organisations and the community to develop and to deliver volunteering for hard to reach people, including people with additional needs.
PCN Vaccine Hub/Schools	Provided support with vaccinations and school testing for Covid.
RSVP	Rewarding and Supporting Volunteer Participation.
The Big Give Campaign	Supporting local young care leavers through pilot mentoring support and skills-based training activities.
London Community Foundation 3	Provided essential support and new systems/equipment for Covid response.
London Plus Covid emergency fund	Provided networking and essentials during Covid.
City Bridge Trust - Covid Support	Essential support for Covid pandemic.
Health Covid Response - CCG	Provides support to vaccination hubs and health.
Hill House Response – LBS	Provided support for food and essentials during Covid.
LBS – Covid Response	Recruitment and management of Covid volunteers.
LBS-Covid response out of hours	Provided out of hours support across Sutton.
Voluntary Sector Investment	Brokerage support for extra hours and capacity within Covid.

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**21. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	General Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2022</b>					
Current assets	185,920	131,219	132,336	449,475	363,809
Current liabilities	(59,471)	-	-	(59,471)	(38,052)
	<u>£126,449</u>	<u>£131,219</u>	<u>£132,336</u>	<u>£390,004</u>	<u>£325,757</u>

Comparative information is as follows:

	General Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>2021</b>					
Current assets	138,842	131,219	93,748	363,809	280,678
Current liabilities	(38,052)	-	-	(38,052)	(19,568)
	<u>£100,790</u>	<u>£131,219</u>	<u>£93,748</u>	<u>£325,757</u>	<u>£261,110</u>

**22. CONTINGENT ASSETS**

The charity has been awarded some multi-year grants with specified or implied timeframes which preclude recognition of the full amount. The amount of such contingent assets is £238,783, to be received from 2022/23.