

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 2023**

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

Report of the Charity Trustees for the year ended 31 March 2023

Contents

	Page
Report of the Charity Trustees	1 - 13
Report of the Auditors	14 - 16
Statement of Financial Activities	17
Balance Sheet	18
Cash Flow Statement	19
Notes forming part of the financial statements	20 - 29

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

Report of the Charity Trustees for the year ended 31 March 2023

The Management Committee presents its report and audited financial statements for the year ended 31 March 2023.

Reference and administrative information

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.

Management Committee

Mr D Ohry - Chair
Mr A Hazeldine CBE, JP - Vice Chair
Mrs Y McPhee JP - Company Secretary
Mr V Basak - Treasurer
Mr M Wyatt
Mr N Davies
Mrs B Waite
Miss C Eve
Mr D Prince – Resigned 31 December 2022
Mr M Ogazi – Resigned 31 March 2023

Senior Management Team

Mrs A Maullin - Chief Executive Officer
Mrs H Blythe - Sustainable Delivery Manager
Mrs Louise Storey - Mentoring Manager
Mrs Irene Jordon – Sutton Befriending Manager
Mr Nick Baum – Community Support Manager from August 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
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

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 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 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 Values : Inspiration, Excellence, Inclusivity

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023

Volunteer Centre Sutton had another exceptional and busy year in 2022/23. We faced numerous challenges over the year, especially in supporting and keeping up with the increasing demand for our services and the ongoing cost of living crises. Furthermore, the changing environment and funding landscape have added to the challenges we face. As a result, Volunteer Centre Sutton once again was required to be agile, innovative, and resilient to meet the growing needs of our beneficiaries while trying to ensure and grow our long-term sustainability. Trustees and staff reviewed our long-term VCS strategy and after external stakeholder feedback, collaboration with other partners we now have a revised strategy that we will launch in 2023. With the adoption of further technology, we have started streamlining our processes and maximizing resources where possible. We also need to prioritise the well-being of our staff and volunteers, who are critical to our success, however the achievements and delivery they supported in the last year has once again been substantial. The work we deliver is now based around 3 key areas: Community Support, including our original brokerage team, Adult Services, incorporating Sutton Befrienders and our Youth Services of MAPS (Mentoring, Advocacy and Peer Support).

Volunteer Centre Sutton, in addition to our key brokerage, infrastructure work, provides a broad portfolio of services that we deliver to the most vulnerable, disadvantaged families, isolated and in need residents. We have seen particular growth in our community programme where we are embedded in our community and listen to our beneficiaries, allowing us to identify needs, understand what the problems are and respond by shaping services and support accordingly.

Community Support

Brokerage Infrastructure

Our Brokerage work, part of our core infrastructure delivery, supports organisations and volunteers into placements, offers guidance, support and training to new and existing charities, small groups and organisations. It is good to see the number of residents within Sutton who volunteer their time has increased and we have resumed face to face support to active organisations post Covid to ensure the matching with suitable candidates. A new Community Support Manager was recruited who has provided leadership with streamlining processes, looking at our local customer support offer and development of our team with identified new community projects. This has resulted in higher than anticipated volunteer and organisational engagement, different to the current UK wide trend in volunteering.

- Total Number of volunteers: 3708
- Total number of organisations: supported 616:

Integrated Sutton

Through our expanded community support team we extended our work to support newly arrived Hong Kong residents. Through the creation of Integrated Sutton, we promote volunteering and engagement to assist residents new to the UK culture into the local Sutton community. The project has delivered and setup a buddy scheme to help those feeling isolated, provided ongoing engagement and activities to a large number of Hong Kong residents of all ages, and delivered set information events to inform around areas such as health & wellbeing, finance, housing etc..

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023 (Continued)

Through our brokerage team we have also placed local Hong Kong residents into various volunteer roles with local organisations, extending their reach, engagement and skills.

- Total number of Buddies: 40 pairs, clients and volunteers
- Total number of project participants: 577
- Total number of events delivered in the project: 39
- Total Participants in local volunteering: 54
- Total open day forums: 2

Support to Ukraine nationals

We identified a need to support refugees and taking the learning from our Hong Kong work, we set up a Saturday school and activities programme to help children, young people and families. Connecting and led by Ukraine families, they wanted to ensure their children still had the opportunity to learn about the Ukraine culture, socialise and practice their language. Our support to families in this area will grow in 2023, with a new Welcome course and Mentoring specifically for Ukraine children. In the past year we delivered the following:

- Total number of children and young people in weekly Saturday school: 50
- Total number of Ukraine adults attending weekly sessions: 30
- Total number of events delivered to Ukraine families: 26

Warm Spaces

Warm Spaces was delivered over the winter period as a result of the cost-of-living crises and concerns for local vulnerable people. The aim was to provide warm spaces for people in need with a safe space, cup of tea and opportunity to talk and unpack concerns in their lives. Trained volunteers signposted people onto other organisations such as Citizens Advice or AGE UK Sutton amongst others, for specific guidance and help.

- Total number of volunteers Trained: 62
- Total number of clients supported: 239
- Total number of locations in project: 5
- Total volunteer Hours completed: 1011

Community/Litter Picking

A request was made to support the local authority and various groups within Sutton to engage residents in litter picking to promote a cleaner, greener Sutton environment. The project worked with a number of local 'friends' of park groups, schools and delivered a number of litter picks, network meetings, recruited volunteers and attended other relevant events to raise awareness of the green surroundings and local borough aims.

- Total groups in contact with: 38
- Total number of litter picks: 158
- Total litter pick network meetings: 3
- Total volunteers placed or worked with: 222

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023 (Continued)

Adult Services

Sutton Befrienders Projects

The Befriending project aims to reduce isolation and loneliness among older and disabled people in Sutton. We recruit and train volunteers to support people either on a one-to-one basis or in group activities. Demand for this service had been extremely high in the past year and therefore due to a long waiting list midway in 2022 we unfortunately had to close our books to support those already waiting on our system. The project has seen many clients living with anxiety or depression following the isolation of being cut off from others during the past few years. We aim is to build on the current work and expand our areas of activities to help people widen their friendship groups, while sharing a common interest or hobby.

Activity Buddy (formally known as Sports Buddy) aims to increase the opportunities for older people and people with disabilities, learning difficulties to undertake activities with the help of a volunteer buddy. Activities are fun, flexible and motivate people to become fitter, more active and form social connections to improve their general wellbeing. For this year's Red Nose appeal, we were asked to take part in a short promotional film which was aired on BBC Morning Live, showing viewers how their donations are benefiting people to access Sports and Activities with the support of a volunteer Buddy. Our clients and volunteers were delighted to support this and very much enjoyed the experience. It was wonderful to see the great work of Volunteer Centre Sutton on mainstream TV.

Walking groups – We run a programme of sociable walking groups which help people in the community to get active and enjoy the benefits of walking. There are three weekly walks which take place in Beddington Park, The Grove and Nonsuch Park, led by 6 regular walk leaders. A monthly walk was introduced this year following feedback from our regular walkers and this takes place on the last Saturday of each month. These groups enable people to exercise together, form a support network and develop friendships.

Outings and activities – we organised 3 outings to Painshill in Cobham, Hever Castle in Kent and Littlehampton in West Sussex. During 2023 we plan to organise quizzes, arts and craft activities to grow this area and hopefully deliver a fun party or picnic in the park to all our clients and volunteers.

Across all the Sutton Befrienders projects we have supported to 325 unique people in total for this year (befriending, outings, group activities and walking) have provided;

- 13,735 hours of social connect to help reduce isolation, loneliness and promote wellbeing across the borough
- 106 adults were supported with 1:1 weekly befriending providing 9024 hours of volunteer lead support
- 82 people regularly attend one or more of our weekly walking groups
- 137 people attended one or more of our social group activities or outings throughout the year
- 185 events or activities were delivered across Sutton and surrounding boroughs

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023 (Continued)

Feedback

- 84% of clients feeling less isolated and lonely by being involved with Sutton Befrienders.
- 100% of clients and volunteers feel being involved with Sutton Befrienders has had a positive impact on them.
- 99.8% of clients and volunteers feel that being involved with Sutton Befrienders made them feel part of a caring community.
- 91% of clients and volunteers feel being involved with Sutton Befrienders made them feel more socially connected.
- 89% of clients and volunteers feel being involved with Sutton Befrienders has improved their mental health, wellbeing, or general quality of life.
- 85% of clients and volunteers feel being involved with Sutton Befrienders has made them feel less isolated

Quotes:

"The befrienders helped me through the passing of my partner. I thoroughly enjoy their walks and company. Made me feel very welcome."

Message from a client to his volunteer befriender before he moved to be nearer to family. "You were my life saver, I always looked forward to your visits, a chance to reminisce about the army and motorbikes. I will miss the weekly catch ups. Thank you for everything you have done for me."
"The service helped me feel less isolated and more at ease after Covid"

"I walk twice weekly with the group and everyone is so friendly and chatty, I am so pleased I found the courage to join"

Youth Services

MAPS Mentoring

The MAPS Mentoring Program provides one-on-one weekly mentoring for young people over twelve months with a trained and checked Mentor. Our Advocacy service supports children and young people from 8 years of age to have voice and understand the challenges they face in their lives. We have worked with disadvantaged children and young people for over 25 years and each week we get new referrals and due to the increased demand on our resources, we are unable to support everyone. We have tried and tested and learnt from feedback, allowing us to now deliver a Queen's award winning model of mentoring with experienced, skilled staff, volunteers and management. We measure and monitor our success with positive outcomes through a variety of feedback within our Youth Monitoring Outcomes Framework from:

- 1:1 meetings and group work responses
- Listening to the views of the young people, their families and professionals from surveys, focus groups and consultation events

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023 (Continued)

Through the MAPS programme Volunteer Centre Sutton supported 316 young people in 2022-23 with the following outcomes achieved from MAPS:

- Number of young people supported weekly: 144
- Active, trained Volunteers within MAPS: 157
- MAPS Volunteer hours: 18,360
- Group Activities delivered with 65 young people participating: 20

The young people that MAPS support come from a variety of disadvantaged backgrounds, including the following with experience in multiple areas:

- Parental mental health – 56%
- Family member with disability - 26%
- Parental substance or alcohol misuse – 25%
- Domestic Violence experience – 40%
- Young person self-harms - 34%
- Young person experience of sexual exploitation - 8%
- Young person with a disability - 43%
- Young person a young carer - 30%
- Young person Not in education, employment or training (NEET) - 26%

The evaluation data collected from the MAPS program within our outcomes framework showed improvement in all areas. The most significant improvement was in the area of Commitment to Learning, which increased by two levels, reflecting an 11% improvement in school attendance across all pathways.

We received feedback from young people, families and professionals, all highlighting the improvements they have seen with the children and young people.

Social Worker Quote: A social worker who worked with the MAPS Mentoring Program said, "I have seen significant improvement. MAPS is a brilliant service - we are lucky to have it!"

Young Person Quote: A young person who received mentoring from MAPS said, "MAPS is where you get your own time and get to talk to a person you trust on your own, and they understand you."

Parent/Guardian Quotes: Some quotes from parents/guardians of the mentees are:

"Spending time with her mentor has been invaluable because she has been able to face so many fears. With gentle support and positive reinforcement she was encouraged to try new things. With the backup of her mentor she has really come out of her shell and is proud of herself for her achievements, most of which she would probably not have attempted."

"MAPS has helped her. She is more confident, is a little more brave, and I think she will at least face future challenges head-on."

Mentor Quote: A mentor who volunteered with MAPS said, "Volunteering for MAPS has given me great satisfaction. Seeing a young person grow and achieve their full potential is an honour. I have learned new life skills, patience, listening skills and how to problem solve without giving advice, to name just a few."

Group Activity Quote: A mentee who participated in a MAPS group activity said, "It took me away from reality and put me into my own world."

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023 (Continued)

Youth Engagement and Participation

Although we have for over five years supported young people through our Young Commissioners work, during 2022-23 we extended our reach to include youth engagement and participation across the borough, with particular emphasis and informed by the Sutton Local Safeguarding Children Partnership (LSCP).

A dedicated worker has been actively involved in promoting and enhancing youth involvement in various activities including attending Joint School Council Meetings and visiting London Council with a young person to address concerns about VAWG (Violence Against Women and Girls). We have set up a Youth Engagement Leads Network Meetings, with plans to hold these quarterly with partners including different youth engagement leads from Children In Care Council, Young Carers, Timeout, Advocacy4All, People Arise Now, CAS and Cognus. We are playing an active role in promoting the Anti-Racism Youth Forum to encourage young people to participate in anti-racism initiatives and the new SEND (Special Educational Needs and Disabilities) strategy, organized by Barnardo's.

We held a youth summit in late 2022 where 55 young people discussed with professionals creating a 3-year plan and their thoughts and concerns. They agreed with borough leads the youth led three key themes of Safety, Inequalities, and Health and ideas to take this forward with a youth board for Sutton.

Young Commissioners:

There are 18 active Young Commissioners from various schools in Sutton, including Glenthorne High School, Cheam High School, Nonsuch High School, Carshalton High School for Girls, Carshalton High School for Boys, Sutton Grammar School, Wilsons School, Overton Grange High School, St. Philomena's School, and one Young Carer with additional needs. The group have met regularly, often weekly or biweekly with additional activities, informing local authority on services and supporting areas such as safety campaigns and undertaking 14 various events including litter picking, with other social outreach meetings during school holidays.

Marketing

Marketing during 2022-23 has encompassed a range of activities aimed at promoting both our core infrastructure work and delivery of volunteer services. This supports our recruitment of volunteers while generating interest, awareness, and providing details on our impact. Volunteer Centre Sutton developed new leaflets and posters including social media for the new community programmes and was key in supporting events and new areas such as the film made by the BBC for Comic Relief.

We have 3,905 subscribers to our monthly Volunteering Opportunities newsletter, 677 subscribers to our monthly Volunteer Centre Sutton news round-up (primary audience is volunteer coordinators, key voluntary sector contacts and key stakeholders and partners) and 692 subscribers to our MAPS Supporters newsletter (primary audience is our MAPS Mentors and sector professionals). Our social media accounts continue to grow steadily, with Facebook at 2,379 likes, Twitter 2,368 followers and Instagram 939 followers.

Overall, marketing plays a crucial role in understanding customer needs, creating value for Volunteer Centre Sutton, building our brand equity, improving our profile and customer awareness.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

Achievements and Performance 2022/2023 (Continued)

Quality Standards

The charity holds and continually reviews the following quality standards:

- Volunteer Centre Quality Accreditation
- 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
- London Youth Bronze award

Related Parties and Partnership Work

The charity works alongside both national and local policy and Volunteer Centre Sutton is a member of the National Council for Voluntary Organisations and 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, schools, health and the voluntary sector. Voluntary sector partners include Community Action Sutton, Citizens Advice Sutton, Age UK Sutton, Sutton Carers Centre, Advocacy 4 All and Homestart, amongst other local charities. Since Covid we have developed our work around health attending network meetings supporting the local clinical commissioning groups and Primary Care Networks. We are a member of the senior leadership team, borough resilience forum and the Sutton Local Children and Adult Partnership board.

Our partnership work has grown in 2022-23 and we have continued to develop stronger working relationships across sectors, including small groups. We aim to carry on providing flexible and responsive work and our partnership with Community Action Sutton continues to deliver with Infrastructure and Capacity building and the consortium Together For Sutton, supports residents with information, advice and guidance. Volunteer Centre Sutton provides services with Children Looked After and Leaving Care Advocacy streams as well as Mentoring for Children Looked After and Leaving Care.

Volunteer Centre Sutton will remain focussed on extending our partnerships with other organisations, continuing to grow our health and community work with new health programmes planned for 2023 and ensuring we robustly evidence our impact and outcomes. With regards to future plans, funding will remain critical and we will in 2023-24 place more emphasis on raising funds, including the launch of our new vision and mission as part of our revised strategy. We completed a new fundraising strategy in 2022 and this will be linked closely to our revised vision and plans. Our funding streams still show a high percentage of government funding and we aim to increase our grants, donations and other areas of funding as part of our goal to increase our total overall income for the charity.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

FINANCIAL REVIEW

Volunteer Centre Sutton has continued to develop and deliver new high-quality services. 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 sourcing different local 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 2022/23 being the Voluntary Community Social Enterprise Fund (VCSEF). Additional funding from other sources includes other government funded contracts, grants and trusts. The most significant funders 2022-23 being:

- Henry Smith for Sutton Befrienders
- Children in Need for Mentoring children in alternative care
- Comic Relief for Sports Buddy
- Greater London Authority for Young Londoners Mentoring
- Garfield Weston for core unrestricted funds

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.

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 £131,262 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 £70,073 for this purpose.
- With several funding streams possibly coming to an end in 2023-24 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.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Volunteer Centre Sutton was a charitable company limited by guarantee incorporated on the 8th August 1995 and registered as a charity on 5th September 1995. The charity became in October 2019 a Charitable Incorporated Organisation, which established the objects and powers of the charitable company and is governed under its reviewed constitution. In the event of the company being wound up, members are required to contribute an amount not exceeding £2.

Recruitment and Appointment of Management Committee

The members of the company 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. They may stand for election for three consecutive terms of three years, after which they must stand down but can stand for re-election after a period of twelve months.

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,
- The Memorandum and Articles of Association,
- A copy of the latest 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.

Organisational Structure

Volunteer Centre Sutton has a Management Committee of four to twelve trustees who are members of the Centre. They meet once every two months and are responsible for the strategic direction and policy of the charity. At present, the Committee has eight trustees from a variety of professional backgrounds relevant to the work of the charity. One of the trustees 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.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

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 and ratified by the full Management Committee.

External risks to funding have led to the development of a revised strategic and funding strategy which will allow for the development to set needs and 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 with the appropriate risk register reviewed by the trustee board.

Public Benefit

The trustees have considered the Charity Commission's general guidance on public benefit. Our main activities and who we try 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.

Responsibilities of the Management Committee

The members of the Management Committee (who are also directors of Sutton Borough Volunteer Bureau for the purposes of company law) are responsible for preparing the Management Committee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Management Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year.

In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP FRS102,
- make judgements 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 an ongoing concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

Report of the Charity Trustees for the year ended 31 March 2023

The Management Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable it to ensure that the financial statements comply with the Companies Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of Company Law and trustees for the purpose of Charity Law, who served during the year and up to the date of this report are set out on Page 3.

Statement as to Disclosure of Information to Auditors

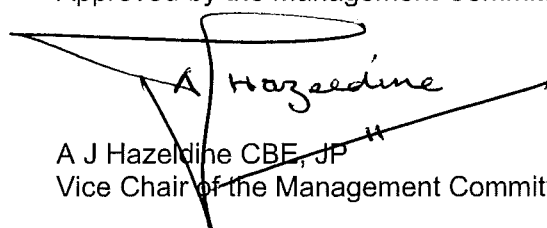
So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

Myrus Smith was re-appointed as the charitable company's auditor during the year and has expressed its 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 March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Management Committee on 26/1/2024 .


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 2023 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023, 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**

/Cont'd...

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. 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

2024

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Total Unrestricted funds £	Total Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
Income					
Donations and legacies	2	4,359	769	5,128	1,216
Charitable activities	3	144,725	436,783	581,508	581,490
Other trading activities	4	1,998	2,428	4,426	2,877
Investments	5	815	-	815	9
Other	6	17,850	-	17,850	1,283
Total		<u>169,747</u>	<u>439,980</u>	<u>609,727</u>	<u>586,875</u>
Expenditure					
Raising funds	7	48,706	7,372	56,078	56,461
Charitable activities	8	125,175	456,729	581,904	466,167
Total		<u>173,881</u>	<u>464,101</u>	<u>637,982</u>	<u>522,628</u>
Net income/(expenditure)	12	(4,134)	(24,121)	(28,255)	64,247
Transfers between funds	19 & 20	(6,631)	6,631	-	-
Net movement in funds	19 & 20	<u>(10,765)</u>	<u>(17,490)</u>	<u>(28,255)</u>	<u>64,247</u>
Reconciliation of funds					
Fund balances brought forward	19 & 20	<u>257,668</u>	<u>132,336</u>	<u>390,004</u>	<u>325,757</u>
Fund balances carried forward	19 & 20	<u><u>£246,903</u></u>	<u><u>£114,846</u></u>	<u><u>£361,749</u></u>	<u><u>£390,004</u></u>

All income and expenditure is derived from continuing activities.

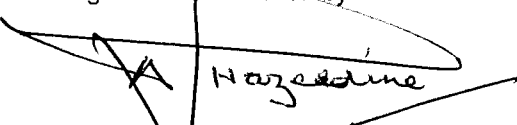
The notes on pages 20 to 29 form part of these financial statements.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023	2022
		£	£
FIXED ASSETS			
Tangible assets	15	-	-
CURRENT ASSETS			
Debtors	16	17,412	43,914
Cash at bank and in hand		382,327	405,561
		<u>399,739</u>	<u>449,475</u>
CREDITORS: Amounts falling due within one year	17	<u>37,990</u>	<u>59,471</u>
NET CURRENT ASSETS		<u>361,749</u>	<u>390,004</u>
NET ASSETS	21	<u>£361,749</u>	<u>£390,004</u>
FUNDS			
Unrestricted funds - General funds		131,262	126,449
- Designated funds		115,641	131,219
	19	<u>246,903</u>	<u>257,668</u>
Restricted funds	20	<u>114,846</u>	<u>132,336</u>
TOTAL FUNDS		<u>£361,749</u>	<u>£390,004</u>

The financial statements were approved and authorised for issue by the Board of Trustees on 26/1/2024 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 2023

	2023 £	2022 £
Net cash generated from operating activities (see below)	(24,049)	62,209
Cash flow from investing activities		
Interest received	815	9
Increase in cash in the year	(23,234)	62,218
Cash brought forward	405,561	343,343
Cash carried forward	<u>£382,327</u>	<u>£405,561</u>
Analysis of cash		
Cash at bank	<u>£382,327</u>	<u>£405,561</u>
	2023 £	2022 £
Reconciliation of net income to net cash flow from operating activities		
Operating surplus on ordinary activities	(28,255)	64,247
Adjustments for non-cash items:		
(Increase)/Decrease in debtors	26,502	(23,448)
Increase/(Decrease) in creditors	(21,481)	21,419
	(23,234)	62,218
Adjustment for investing activities		
Interest receivable	(815)	(9)
Net cash generated from operating activities	<u>£(24,049)</u>	<u>£62,209</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 2023

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 2023

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 centre makes contributions on behalf of staff to a defined contribution pension scheme. Contributions payable to the 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 2023	Total 2022
Donations	<u>£4,359</u>	<u>£769</u>	<u>£5,128</u>	<u>£1,216</u>

All of the £1,216 recognised in 2022 related to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Grants and contracts	<u>£144,725</u>	<u>£436,783</u>	<u>£581,508</u>	<u>£581,490</u>

Of the £581,490 recognised in 2022, £219,220 related to unrestricted funds and £362,270 related to restricted funds.

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Trading fundraising	<u>£1,998</u>	<u>£2,428</u>	<u>£4,426</u>	<u>£2,877</u>

Of the £2,877 recognised in 2022, £2,189 related to unrestricted funds and £688 related to restricted funds.

5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Bank interest	<u>£815</u>	<u>£Nil</u>	<u>£815</u>	<u>£9</u>

All of the £9 recognised in 2022 related to unrestricted funds.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. OTHER INCOME

	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Miscellaneous	<u>£17,850</u>	<u>£Nil</u>	<u>£17,850</u>	<u>£1,283</u>

7. COST OF RAISING FUNDS

	Direct Costs £	Support Costs £	Total 2023 £	Total 2022 £
Fundraising activities	36,995	5,997	42,992	38,677
Trading fundraising	<u>7,374</u>	<u>5,712</u>	<u>13,086</u>	<u>17,784</u>
	<u>£44,369</u>	<u>£11,709</u>	<u>£56,078</u>	<u>£56,461</u>

Of the £56,078 expenditure recognised in the year (2022: £56,461), £48,706 (2022: £38,677) was charged to unrestricted funds and £7,372 (2022: £17,784) was charged to restricted funds.

8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct Costs £	Support Costs £	Total 2023 £	Total 2022 £
Leading by Example	101,188	34,526	135,714	149,219
Empowering Others	296,987	65,834	362,821	245,977
Digital Inclusion	29,687	7,555	37,242	23,830
Sustainable Delivery	<u>35,064</u>	<u>11,063</u>	<u>46,127</u>	<u>47,141</u>
	<u>£462,926</u>	<u>£118,978</u>	<u>£581,904</u>	<u>£466,167</u>

Of the £581,904 expenditure recognised in the year (2022 : £466,167), £125,175 (2022 : £153,909) was charged to unrestricted funds and £456,729 (2022 : £312,258) was charged to restricted funds.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

9. ANALYSIS OF DIRECT COSTS

	Raising Funds £	Charitable Activities £	Total 2023 £	Total 2022 £
Wages, social security and other staff related costs	44,369	413,594	457,963	374,146
Project costs	-	30,302	30,302	19,033
Volunteer expenses	-	19,030	19,030	13,500
	<u>£44,369</u>	<u>£462,926</u>	<u>£507,295</u>	<u>£406,679</u>

10. ANALYSIS OF SUPPORT COSTS

	Raising Funds £	Charitable Activities £	Total 2023 £	Total 2022 £
Wages and salaries	1,984	37,486	39,470	48,267
Premises costs	3,532	47,860	51,392	34,458
Printing and publications	557	1,672	2,229	654
Office costs	1,987	12,002	13,989	14,531
Professional fees and other costs	3,649	14,596	18,245	13,442
Governance costs (note 11)	-	5,362	5,362	4,597
	<u>£11,709</u>	<u>£118,978</u>	<u>£130,687</u>	<u>£115,949</u>

11. GOVERNANCE COSTS

	Total 2023 £	Total 2022 £
Wages and Salaries	2,398	2,125
Audit fees	2,964	2,296
Annual General Meeting costs	-	176
	<u>£5,362</u>	<u>£4,597</u>

12. NET INCOME/(EXPENDITURE)

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

	2023	2022
- Auditor's remuneration (Audit services)	£2,964	£2,296
- Operating lease rentals	£8,697	£17,059
	<u></u>	<u></u>

13. TRUSTEES REMUNERATION AND EXPENSES

The trustees neither received nor waived any remuneration during the year (2022: £Nil).

Travelling expenses amounting to £13 were reimbursed to 1 trustee during the year (2022 : £32).

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

14. STAFF COSTS

	Total 2023 £	Total 2022 £
Wages and salaries	452,171	378,107
Social security costs	31,135	25,999
Pension costs	12,507	11,319
Staff expenses	4,021	3,890
	<u>£499,834</u>	<u>£419,315</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:

	2023 Number	2022 Number
Direct charitable activities	20	14
Raising funds	1	1
Management and administration	2	2
	<u>23</u>	<u>17</u>

The total amount of employee benefits received by key management personnel was £130,136 (2022 : £120,131).

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 £
Cost	
At 1 April 2022 and at 31 March 2023	<u>24,125</u>
Depreciation	
At 1 April 2022 and at 31 March 2023	<u>24,125</u>
Net book value	
At 31 March 2023	<u>£Nil</u>
At 31 March 2022	<u>£Nil</u>

16. DEBTORS

	2023 £	2022 £
Trade debtors	1,506	756
Prepayments and accrued income	15,906	43,158
	<u>£17,412</u>	<u>£43,914</u>

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. CREDITORS – amounts falling due within one year

	2023 £	2022 £
Accruals	22,509	48,322
Trade creditors	106	-
Other creditors	5,397	4,861
Taxation and social security costs	9,978	6,288
	<u>£37,990</u>	<u>£59,471</u>

18. OPERATING LEASE COMMITMENTS

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

	2023 £	2022 £
Due within:		
One year	14,000	23,527
Two to five years	24,500	40,946
More than five years	-	5,500
	<u>£38,500</u>	<u>£69,973</u>

19. UNRESTRICTED FUNDS

	2023 £	2022 £
General funds		
Balance brought forward at 1 April 2022	126,449	100,790
Net income/(expenditure)	(4,134)	31,331
Transfer (to)/from restricted funds	(6,631)	(5,672)
Transfer (to)/from designated funds	15,578	-
	<u>£131,262</u>	<u>£126,449</u>
Designated funds		
Re-organisation and redundancy costs		
Balance brought forward at 1 April 2022	45,568	45,568
Transfer from general funds	-	-
	<u>£45,568</u>	<u>£45,568</u>
Relocation costs and refurbishment		
Balance brought forward at 1 April 2023	85,651	85,651
Transfer from/(to) general funds	(15,578)	-
	<u>£70,073</u>	<u>£85,651</u>
Balance carried forward at 31 March 2023	<u>£115,641</u>	<u>£131,219</u>
	<u>£246,903</u>	<u>£257,668</u>
Total unrestricted funds carried forward at 31 March 2023		

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

20. RESTRICTED FUNDS

				2023	2022
				£	£
2023					
Balance brought forward at 1 April 2022				132,336	93,748
Net income/(expenditure)				(24,121)	32,916
Transfer from unrestricted funds				6,631	5,672
				<u>£114,846</u>	<u>£132,336</u>
Balance carried forward at 31 March 2023					
				<u>£114,846</u>	<u>£132,336</u>
The balance carried forward on restricted funds comprised:	1 April 2022	Income	Expenditure	Project Transfer	31 March 2023
	£	£	£	£	£
Bridge The Gap Mentoring - Young Londoners	14,275	37,598	51,873	-	-
CAS – Ukraine Outreach	-	16,764	16,921	-	(157)
Child Protection - Advocacy for All	(1,199)	8,180	6,981	-	-
Children in Need - Mentoring	6,807	48,244	49,583	-	5,468
Groundwork London UK - HK Welcome Integration	-	1,955	1,955	-	-
Healthwatch Sutton – Core20 Health Connectors	-	52,689	1,247	-	51,442
Healthwatch Sutton – Health & Equality Fund	-	20,644	2,553	-	18,091
Henry Smith	-	58,500	45,667	-	12,833
LBS Community Space & Environment	-	50,000	50,000	-	-
LBS Suicide Prevention	-	5,000	-	-	5,000
MAPS Mentoring LAC & Leaving Care	2,853	10,000	12,853	-	-
MAPS Schools – Games Aid	35,558	5,800	29,553	-	11,805
MAPS Schools - Glenthorne School	2,102	6,500	6,773	-	1,829
Department of Levelling Up - Hong Kongers	30,814	24,899	61,010	-	(5,297)
Infrastructure – Garfield Weston	20,000	-	26,477	6,477	-
Sports Buddy - Comic Relief	3,463	35,187	26,347	-	12,303
Sutton Together (MIC) via CAS	-	54,847	55,001	154	-
Voluntary Sector Investment Brokerage - CAS	17,663	3,173	19,307	-	1,529
	<u>£132,336</u>	<u>£439,980</u>	<u>£464,101</u>	<u>£6,631</u>	<u>£114,846</u>

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

20. RESTRICTED FUNDS/continued...

Comparative information is as follows

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

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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	Involves offering vulnerable people 1:1 mentoring and
– Young London	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.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

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

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2023					
Current assets	169,252	115,641	114,846	399,739	449,475
Current liabilities	(37,990)	-	-	(37,990)	(59,471)
	<u>£131,262</u>	<u>£115,641</u>	<u>£114,846</u>	<u>£361,749</u>	<u>£390,004</u>

Comparative information is as follows:

	General Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2022					
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>

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 £1,701,935, to be received from 2023/24.

23. RELATED PARTY TRANSACTIONS

There were no transactions with related parties in 2023 or 2022.

