

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 2024**

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON
(A Charitable Incorporated Organisation – Foundation)
(Registered Charity No: 1048978)
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Report of the Charity Trustees for the year ended 31 March 2024

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(A Charitable Incorporated Organisation – Foundation)
(Registered Charity No: 1048978)
(Company No: CE019319)

Report of the Management Committee for the year ended 31 March 2024

The Management Committee presents its report and audited financial statements for the year ended 31 March 2024.

Reference and administrative information

Charity Name:	Sutton Borough Volunteer Bureau
Operational Name:	Volunteer Centre Sutton
Charity No:	1048978
Company Registration No:	CE019319
Registered office and operational address:	216-220 High Street, Sutton, Surrey SM1 1NU

Three 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 N Davies
Mr M Wyatt – Resigned 8th January 2024
Mrs B Waite – Resigned 18th June 2023
Miss C Eve – Resigned 15th December 2023
Mrs J Wright – Appointed 19th August 2024
Mr E Smith – Appointed 25th September 2024

Senior Management Team

Mrs A Maullin – Chief Executive Officer
Mrs H Blythe – Sustainable Delivery Manager
Mrs Louise Storey – Mentoring Manager
Mrs Irene Jordan – Sutton Befriending Manager
Mr Nick Baum – Community Support Manager

Auditors

Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey, KT6 7AL

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 2024

1. Objects of the Volunteer Centre Sutton

1.1 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 is excited to unveil our new vision, shaped by the insights gained from our review of our Vision, Mission, and Values during 2023.

- Our Vision: Building better lives through volunteering
- Our Mission: Harnessing the power of volunteering to strengthen communities and create positive change.

2. Achievements and Performance

2.1 Performance

This year we connected with over 750 organisations working with volunteers

We have 3,398 residents registered to find volunteering opportunities

We have engaged with 8,888 clients and participants

We work directly with 705 volunteers within our projects

Volunteers gave 35,808 hours

We have delivered 1,313 events and activities

Our outreach efforts have connected us directly working with over 200 organisations within the past year alone, assisting these organisations not only by promoting their volunteer roles but also by offering networking opportunities through volunteer managers with regular events. Our guidance extends to advising on best practices for volunteer retention and care, ensuring that organisations of all sizes, from prominent entities like St Raphael's Hospice to burgeoning startup charities, can effectively engage and support their volunteers. Through these efforts, Volunteer Centre Sutton continues to play a vital role in strengthening the fabric of community engagement and social support within Sutton. Through our direct delivery programmes, we have extended our reach, benefiting more people through our three key teams:

- Community Support
- MAPS Mentoring and Advocacy youth services
- Sutton Befriending and activity group services

2.2 Community Support

The Community Support Team at Volunteer Centre Sutton has grown to now offer a range of eight invaluable services to the local community. Despite the diverse range of services offered by the Community Support Team, they all share a common thread: they embody the core principle of the Volunteer Centre Sutton, which is to 'Building Better Lives Through Volunteering'.

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Report of the Charity Trustees for the year ended 31 March 2024

2. Achievements and Performance (Continued)

2.3 Ukraine Support

The scope of Ukrainian support is extensive, catering to both the younger and older demographics with a variety of services. For the youth, there's the Saturday 'School' tailored for ages 5 to 12, drawing in around 50 attendees weekly, alongside engaging youth club-style sessions on Saturday Afternoons designed for teenagers. For adults, a diverse range of activities such as crafts, walking groups, yoga, and group counselling sessions are provided, ensuring a holistic approach to support. We continue to make a significant impact, aiding over 100 young individuals and adults alike, reflecting the depth and reach of our services within the community.

2.4 Youth Participation and Young Commissioners

The Young Commissioners are a diverse group of young people from various backgrounds and schools in Sutton who join forces to improve their community. Led and made by young people, they meet regularly at venues like the Volunteer Centre Sutton to discuss plans, network with professionals, and engage in community events. They play a pivotal role in the commissioning of public services, with 27 Young Commissioners and broader youth involvement attending quarterly meetings and annual summits, their impact is significant, evidenced by a recent (annual) Youth Summit attracting over 100 attendees. Key objectives for the project are to address the key concerns of Mental Health, Safety and Inequalities, linked to Cost-of-living. The Young Commissioners recently joined a live Q&A with Council Leader Ruth Dombey which was broadcast live on YouTube.

2.5 Afghanistan Support

In the last year we launched a new initiative aimed at helping the Afghan community settle into the London Borough of Sutton, assisting across essential areas including Housing, Finance, Health, Education, and Employability, aiding the community to navigate the challenges of their new environment through informative sessions and workshops. Collaborating closely with experts from public bodies and commercial sectors, we ensure these sessions empower Afghans to build confidence in their new lives in Sutton.

2.6 Integrating Sutton

The Integrating Sutton project has proven to be a lifeline for Hong Kongers newly arrived in Sutton, offering invaluable support and guidance. Emigrating to a new country can be an overwhelming experience, but this project has truly made a difference supporting over 800 individuals through initiatives such as Buddying, Welcome Courses, Workshops, Day Trips, Employment sessions, and Celebrations, it has made a tangible difference in their lives.

2.7 Community Volunteer Squad

In the past 12 months, we initiated the Community Volunteer Squad, a project designed to connect individuals in need to one-time tasks such as repairs, maintenance, moving assistance, and basic gardening, catering to those who are unable to complete these tasks due to health or other constraints. Referrals for assistance flow in from various partners, including Age UK and CAB. Since its inception, approximately 42 dedicated volunteers have provided aid for over 110 tasks. The impact of this service has been profound, offering invaluable support to members of our community who require a helping hand.

SUTTON BOROUGH VOLUNTEER BUREAU
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Report of the Charity Trustees for the year ended 31 March 2024

2. Achievements and Performance (Continued)

2.8 Benefits Form Filling

Our Benefit Form Filling service is an invaluable resource for residents seeking to claim the benefits they are entitled to. With approximately 15 fully trained volunteers, we offer one-to-one assistance in completing forms accurately and efficiently and with our recent project expansion, this allows us to hold sessions at convenient locations across Sutton, such as Sutton Central Library and other venues. Since its start over the past nine months, we've conducted 114 sessions, demonstrating our commitment to supporting our community.

2.9 Health Navigators

The Health Navigator project is actively combatting health inequality in Sutton with a dedicated team of 50 volunteers. Under the guidance of a local GP, these volunteers undergo training to conduct sessions at various community venues including local GP surgeries, events, and community groups. The service undertakes blood pressure and BMI check and has already made a significant impact since its inception, delivering over 1500 health checks at 90 events

2.10 MAPS, Mentoring, Advocacy and Peer Support youth services

MAPS Mentoring is an award-winning programme supporting children and young people to achieve their full potential through the support of a one-to-one volunteer adult role model. In 2023-24, 155 children and young people were supported through weekly one-to-one Mentoring which equates to 14,880 hours of volunteer time. We cannot meet the demand of referrals into this programme, with over 40% of children or young people have a background of domestic violence and 43% of the young people we work with who have a disability. Through our programme 81% report undertaking reduced risky behaviour with 74% showing increased confidence and self-worth, resulting in a 90% reduction in those who were self-harming themselves. Following on from twelve months of individual Mentoring support, the programme helps young people to stop self-harming and improve their mental health. The MAPS Advocacy programme is about supporting young people from eight years of age to have their voices heard by providing support to empower children and young people who are Children in Care, Care Leavers or children involved in child protection proceedings. 166 children and young people received individual Advocacy to support them to have their voices heard within a variety of corporate, family or legal sessions. The MAPS Advocacy service is a delivery partner of Together for Sutton.

2.11 Sutton Befriending and group activities

Sutton Befrienders aims to reduce social isolation and loneliness for people living in the London Borough of Sutton. As well as providing one-to-one support, we run a wide ranging of groups and activities. The work of this team supports improvements with mental and physical wellbeing, reduces isolation and loneliness. 121 Befriending volunteers supported 325 clients with 99 isolated adults with care needs receiving over 9,000 hours of weekly face to face home visits. 226 people attended one of our 259 groups and activities, ranging from music and movement, walking tennis to a Men's only activity group. Over 86% of our group befriending clients we support reported having increased confidence and self-esteem, with 98% of Clients and Volunteers feel being involved with Sutton Befrienders has had a positive impact on them.

SUTTON BOROUGH VOLUNTEER BUREAU
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Report of the Charity Trustees for the year ended 31 March 2024

3. Related Parties and Partnership Work

3.1 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.

4. Financial Review

4.1 Volunteer Centre Sutton has continued to develop and deliver high-quality services. The charity, with the aid of sound financial management, supported by the Finance and Income Generation Subgroup, with support of both its staff and volunteers, generated a positive financial outcome for the period in part due to sourcing diverse funding streams. In 2023-24 our fundraising objectives were met.

4.2 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 2023/24 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 2023-24 being:

- New Deal – Propel GLA
- South West London NHS - ICB
- Greater London Authority for Community Outreach
- William Wates for MAPS 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.

4.3 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. General unrestricted funds for 2023/24 is £140,199 and funds lie within our policy 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.

4.4 Going Concern

The Trustees have considered the various uncertainties around the charity's operations and have concluded that there is no reason to anticipate that it will not be able continue as a going concern. The reserves discussed above are held to meet the working capital requirements of the business and the Management Committee is confident that given the current level of these the charity would be able to continue to meet its financial liabilities in the event of a significant drop in funding.

SUTTON BOROUGH VOLUNTEER BUREAU
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Report of the Charity Trustees for the year ended 31 March 2024

5. Structure, Governance and Management

5.1 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.

5.2 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, with the option to remain for three consecutive rounds, 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 are currently looking at recruiting new trustees to ensure inclusivity.

5.3 Trustees Induction and Training

All potential new trustees are interviewed by the HR Governance Sub Group, checked through the Disclosure and Barring Service with references obtained. They are provided an induction and ongoing support within their role. They spend time with the Chief Executive Officer who explains Volunteer Centre Sutton's expectations of its trustees and its various service delivery areas. Training courses are offered where appropriate, including training in diversity, safeguarding and governance.

5.4 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. 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.

5.5 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.

5.6 Responsibilities of the Management Committee

The members of the Management Committee 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).

SUTTON BOROUGH VOLUNTEER BUREAU
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Report of the Charity Trustees for the year ended 31 March 2024

6. Structure, Governance and Management (Continued)

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 a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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 them 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.

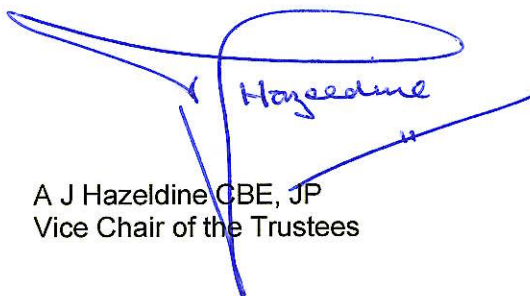
7. Statement as to Disclosure of Information to Auditors

So far as the trustees are aware, there is no relevant audit information of which the company's CIO's auditors are unaware, and trustees have taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

8. Auditors

Kingston Burrowes Audit Ltd have been appointed as the CIO's auditor during the year and has expressed its willingness to continue in that capacity.

Approved by the Management Committee on *23 January* 2024



A J Hazeldine CBE, JP
Vice Chair of the Trustees

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 2024 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 2024, 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.



Kevin Fisher FCA (Senior Statutory Auditor)
For and on behalf of Kingston Burrowes Audit Ltd
Statutory Auditors
308 Ewell Road, Surbiton,
Surrey, United Kingdom,
KT6 7AL

29th January 2025

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Total Unrestricted funds £	Total Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
Income					
Donations and legacies	2	10,003	-	10,003	5,128
Charitable activities	3	115,473	704,919	820,392	581,508
Other trading activities	4	4,065	200	4,265	4,426
Investments	5	7,150	-	7,150	815
Other	6	4,095	1,392	5,487	17,850
Total		<u>140,786</u>	<u>706,511</u>	<u>847,297</u>	<u>609,727</u>
Expenditure					
Raising funds	7	50,658	7,791	58,449	56,078
Charitable activities	8	29,119	634,928	664,047	581,904
Total		<u>79,777</u>	<u>642,719</u>	<u>722,496</u>	<u>637,982</u>
Net income/(expenditure)	12	61,009	63,792	124,801	(28,255)
Transfers between funds	19 & 20	(5,383)	5,383	-	-
Net movement in funds	19 & 20	<u>56,626</u>	<u>69,175</u>	<u>124,801</u>	<u>(28,255)</u>
Reconciliation of funds					
Fund balances brought forward	19 & 20	<u>246,903</u>	<u>114,846</u>	<u>361,749</u>	<u>390,004</u>
Fund balances carried forward	19 & 20	<u><u>£302,529</u></u>	<u><u>£184,021</u></u>	<u><u>£486,550</u></u>	<u><u>£361,749</u></u>

All income and expenditure is derived from continuing activities.

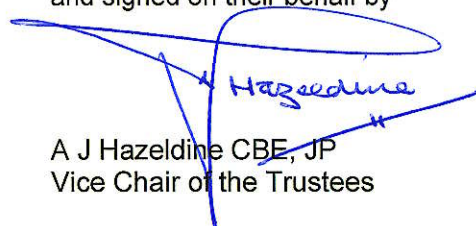
The notes on pages 14 to 23 form part of these financial statements.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

BALANCE SHEET AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	15		-		-
CURRENT ASSETS					
Debtors	16	39,658		17,412	
Cash at bank and in hand		490,217		382,327	
		<u>529,875</u>		<u>399,739</u>	
CREDITORS: Amounts falling due within one year	17	<u>43,325</u>		<u>37,990</u>	
NET CURRENT ASSETS			486,550		361,749
NET ASSETS	21		<u>£486,550</u>		<u>£361,749</u>
FUNDS					
Unrestricted funds - General funds			136,888		131,262
- Designated funds			165,641		115,641
	19		<u>302,529</u>		<u>246,903</u>
Restricted funds	20		184,021		114,846
TOTAL FUNDS			<u>£486,550</u>		<u>£361,749</u>

The financial statements were approved and authorised for issue by the Board of Trustees on 23 January 2024 and signed on their behalf by


A J Hazeldine CBE, JP
Vice Chair of the Trustees

The notes on pages 14 to 23 form part of these financial statements.

SUTTON BOROUGH VOLUNTEER BUREAU
Operating as
VOLUNTEER CENTRE SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Net cash generated from/(used in) operating activities (see below)	100,740	(24,049)
Cash flow from investing activities		
Interest received	7,150	815
Increase in cash in the year	107,890	(23,234)
Cash brought forward	382,327	405,561
Cash carried forward	<u>£490,217</u>	<u>£382,327</u>
Analysis of cash		
Cash at bank	<u>£490,217</u>	<u>£382,327</u>
	2024 £	2023 £
Reconciliation of net income to net cash flow from operating activities		
Operating surplus/(deficit) on ordinary activities	124,801	(28,255)
Adjustments for non-cash items:		
(Increase)/Decrease in debtors	(22,246)	26,502
Increase/(Decrease) in creditors	5,335	(21,481)
	107,890	(23,234)
Adjustment for investing activities		
Interest receivable	(7,150)	(815)
Net cash generated from/(used in) operating activities	<u>£100,740</u>	<u>£(24,049)</u>

The notes on pages 14 to 23 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 2024

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.

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NOTES TO THE FINANCIAL STATEMENTS
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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 2024	Total 2023
Donations	<u>£10,003</u>	<u>£Nil</u>	<u>£10,003</u>	<u>£5,128</u>

All of the £5,128 recognised in 2023 related to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Grants and contracts	<u>£115,473</u>	<u>£704,919</u>	<u>£820,392</u>	<u>£581,508</u>

Of the £581,508 recognised in 2023, £144,725 related to unrestricted funds and £436,783 related to restricted funds.

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Trading fundraising	<u>£4,065</u>	<u>£200</u>	<u>£4,265</u>	<u>£4,426</u>

Of the £4,426 recognised in 2023, £1,998 related to unrestricted funds and £2,428 related to restricted funds.

5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Bank interest	<u>£7,150</u>	<u>£Nil</u>	<u>£7,150</u>	<u>£815</u>

All of the £815 recognised in 2023 related to unrestricted funds.

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6. OTHER INCOME

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Miscellaneous	£4,095	£1,392	£5,487	£17,850

7. COST OF RAISING FUNDS

	Direct Costs £	Support Costs £	Total 2024 £	Total 2023 £
Fundraising activities	35,974	7,521	43,495	42,992
Trading fundraising	7,791	7,163	14,954	13,086
	<u>£43,765</u>	<u>£14,684</u>	<u>£58,449</u>	<u>£56,078</u>

Of the £58,449 expenditure recognised in the year (2023: £56,078), £50,658 (2023: £48,706) was charged to unrestricted funds and £7,791 (2023: £7,372) was charged to restricted funds.

8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct Costs £	Support Costs £	Total 2024 £	Total 2023 £
Leading by Example	192,590	37,513	230,103	135,714
Empowering Others	291,464	62,499	353,963	362,821
Digital Inclusion	21,553	9,110	30,663	37,242
Sustainable Delivery	37,632	11,686	49,318	46,127
	<u>£543,239</u>	<u>£120,808</u>	<u>£664,047</u>	<u>£581,904</u>

Of the £664,047 expenditure recognised in the year (2023: £581,904), £29,119 (2023: £125,175) was charged to unrestricted funds and £642,719 (2023: £456,729) was charged to restricted funds.

9. ANALYSIS OF DIRECT COSTS

	Raising Funds £	Charitable Activities £	Total 2024 £	Total 2023 £
Wages, social security and other staff related costs	43,765	466,624	510,389	457,963
Project costs	-	55,676	55,676	30,302
Volunteer expenses	-	20,939	20,939	19,030
	<u>£43,765</u>	<u>£543,239</u>	<u>£587,004</u>	<u>£507,295</u>

10. ANALYSIS OF SUPPORT COSTS

	Raising Funds £	Charitable Activities £	Total 2024 £	Total 2023 £
Wages and salaries	5,050	56,401	61,451	39,470
Premises costs	3,076	27,441	30,517	51,392
Printing and publications	1,463	4,432	5,895	2,229
Office costs	3,200	13,910	17,110	13,989
Professional fees and other costs	1,895	12,633	14,528	18,245
Governance costs (note 11)	-	5,991	5,991	5,362
	<u>£14,684</u>	<u>£120,808</u>	<u>£135,492</u>	<u>£130,687</u>

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11. GOVERNANCE COSTS

	Total 2024 £	Total 2023 £
Wages and Salaries	2,891	2,398
Audit fees	3,100	2,964
	<u>£5,991</u>	<u>£5,362</u>

12. NET INCOME/(EXPENDITURE)

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

	2024	2023
- Auditor's remuneration (Audit services)	£3,100	£2,964
- Operating lease rentals	<u>£14,265</u>	<u>£8,697</u>

13. TRUSTEES REMUNERATION AND EXPENSES

The trustees neither received nor waived any remuneration during the year (2023: £Nil).

Travelling expenses amounting to £11 were reimbursed to 1 trustee during the year (2023: £13).

14. STAFF COSTS

	Total 2024 £	Total 2023 £
Wages and salaries	526,364	452,171
Social security costs	33,924	31,135
Pension costs	14,443	12,507
Staff expenses	4,928	4,021
	<u>£579,659</u>	<u>£499,834</u>

One employee (2023: Nil) received total employee benefits (excluding employer's pension costs) over £60,000 during the year.

The average number of employees analysed by function was:

	2024 Number	2023 Number
Direct charitable activities	25	20
Raising funds	.5	1
Management and administration	4.5	2
	<u>30</u>	<u>23</u>

The total amount of employee benefits received by key management personnel was £170,348 (2023: £130,136).

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

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NOTES TO THE FINANCIAL STATEMENTS
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15. TANGIBLE FIXED ASSETS

	Computer equipment £
Cost	
At 1 April 2023 and at 31 March 2024	24,125
Depreciation	
At 1 April 2023 and at 31 March 2024	24,125
Net book value	
At 31 March 2024	£Nil
At 31 March 2023	£Nil

16. DEBTORS

	2024 £	2023 £
Trade debtors	-	1,506
Prepayments and accrued income	39,658	15,906
	<u>£39,658</u>	<u>£17,412</u>

17. CREDITORS – amounts falling due within one year

	2024 £	2023 £
Accruals	21,457	22,509
Trade creditors	-	106
Other creditors	10,974	5,397
Taxation and social security costs	10,894	9,978
	<u>£43,325</u>	<u>£37,990</u>

18. OPERATING LEASE COMMITMENTS

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

	2024 £	2023 £
Due within:		
One year	14,000	14,000
Two to five years	10,500	24,500
More than five years	-	-
	<u>£24,500</u>	<u>£38,500</u>

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19. UNRESTRICTED FUNDS

	2024 £	2023 £
General funds		
Balance brought forward at 1 April 2023	131,262	126,449
Net income/(expenditure)	61,009	(4,134)
Transfer to restricted funds	(5,383)	(6,631)
Transfer (to)/from designated funds	(50,000)	15,578
	<u>£136,888</u>	<u>£131,262</u>
Balance carried forward at 31 March 2024		
Designated funds		
Re-organisation and redundancy costs		
Balance brought forward at 1 April 2023	45,568	45,568
Transfer from general funds	25,000	-
	<u>£70,568</u>	<u>£45,568</u>
Balance carried forward at 31 March 2024		
Relocation costs and refurbishment		
Balance brought forward at 1 April 2023	70,073	85,651
Transfer from/(to) general funds	25,000	(15,578)
	<u>£95,073</u>	<u>£70,073</u>
Balance carried forward at 31 March 2024		
	<u>£165,641</u>	<u>£115,641</u>
Total designated funds carried forward at 31 March 2024		
Total unrestricted funds carried forward at 31 March 2024	<u><u>£302,529</u></u>	<u><u>£246,903</u></u>

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20. RESTRICTED FUNDS

				2024 £	2023 £
2024					
Balance brought forward at 1 April 2023				114,846	132,336
Net income/(expenditure)				63,792	(24,121)
Transfer from unrestricted funds				5,383	6,631
				<u>£184,021</u>	<u>£114,846</u>
Balance carried forward at 31 March 2024					
The balance carried forward on restricted funds comprised:	1 April 2023 £	Income £	Expenditure £	Project Transfer £	31 March 2024 £
LBS – Ukraine Outreach	(157)	169,724	142,816	-	26,751
SWL/NHS CHWW Brazil		11,321	-	-	11,321
Children in Need - Mentoring	5,468	-	5,468	-	-
GLA – New Deal Propel - Mentoring	-	89,931	22,978	-	66,953
Healthwatch Sutton – Core20 Health Connectors	51,442	2,984	45,184	-	9,242
Healthwatch Sutton – Health & Equality Fund	18,091	-	10,729	-	7,362
Henry Smith	12,833	58,400	64,231	-	7,002
Hong Kong Welcome Programme	-	39,099	39,099	-	-
Jack Petchey - Intern	-	11,520	443	-	11,077
LBS Afghan Welcome Programme	-	17,969	14,288	-	3,681
LBS Cost of Living Form Filling	-	14,000	12,568	-	1,432
LBS Suicide Prevention	5,000	-	5,000	-	-
LBS Ukraine Mentoring	-	26,444	26,416	-	28
LBS Youth Engagement Programme	-	42,060	31,017	-	11,043
LBS/GLA Prosperity Action Squad	-	25,000	23,680	-	1,320
London Plus – Resilience Fund	-	15,614	11,820	-	3,794
MAPS Schools – Games Aid	11,805	-	11,891	86	-
MAPS Schools - Glenthorne School	1,829	6,500	8,114	-	215
Department of Levelling Up - Hong Kongers	(5,297)	-	-	5,297	-
Sports Buddy - Comic Relief	12,303	29,580	44,904	-	(3,021)
Sutton Together (MIC) via CAS	-	77,602	76,688	-	914
SWL/NHS Innovation Fund - Health Navigators	-	12,323	10,363	-	1,960
SWL/NHS Health - Core 20 Connectors	-	13,796	834	-	12,962
Voluntary Sector Investment Brokerage - CAS	1,529	592	2,121	-	-
William Wates - Mentoring	-	42,052	32,067	-	9,985
	<u>£114,846</u>	<u>£706,511</u>	<u>£642,719</u>	<u>£5,383</u>	<u>£184,021</u>

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20. RESTRICTED FUNDS/continued...

Comparative information is as follows

2023			2023	2022
			£	£
Balance brought forward at 1 April 2022			132,336	93,748
Net (expenditure)/income			(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				
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	-
Child Protection - Advocacy for All	(1,199)	8,180	6,981	-
Children in Need - Mentoring	6,807	48,244	49,583	-
Groundwork London UK - HK	-	1,955	1,955	-
Welcome Integration				
Healthwatch Sutton – Core20	-	52,689	1,247	-
Health Connectors				
Healthwatch Sutton – Health & Equality Fund	-	20,644	2,553	-
Henry Smith	-	58,500	45,667	-
LBS Community Space & Environment	-	50,000	50,000	-
LBS Suicide Prevention	-	5,000	-	-
MAPS Mentoring LAC & Leaving Care	2,853	10,000	12,853	-
MAPS Schools – Games Aid	35,558	5,800	29,553	-
MAPS Schools - Glenthorne School	2,102	6,500	6,773	-
Department of Levelling Up - Hong Kongers	30,814	24,899	61,010	-
Infrastructure – Garfield Weston	20,000	-	26,477	6,477
Sports Buddy - Comic Relief	3,463	35,187	26,347	-
Sutton Together (MIC) via CAS	-	54,847	55,001	154
Voluntary Sector Investment	17,663	3,173	19,307	-
Brokerage - CAS				
	<u>£132,336</u>	<u>£439,980</u>	<u>£464,101</u>	<u>£6,631</u>
				<u>£114,846</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:

LBS – Ukraine Outreach	Support and activities to Ukraine families
SWL/NHS CHWW Brazil	Community Health support within Benhill Sutton
Children in Need - Mentoring	1 to 1 individual Mentoring support to young people
GLA – New Deal Propel - Mentoring	1 to 1 individual Mentoring support to young people
Healthwatch Sutton – Core20 Health Connectors	Based on Core 20 focus to receive resident feedback and provide insight to NHS
Healthwatch Sutton – Health & Equality Fund	Volunteer group support to residents with Health checks
Henry Smith	Group and individual Befriending support to isolated, adults
Hong Kong Welcome	Support and activities to families from Hong Kong
Jack Petchey - Intern	Internship programme to support youth participation
LBS Afghan Welcome	Support to families from Afghanistan
LBS Cost of Living Form Filling	Resident support to assist completion of benefit forms
LBS Suicide Prevention	Group activities for young people with mental health concerns
LBS Ukraine Mentoring	1 to 1 individual Mentoring support to Ukraine young people
LBS Youth Engagement	Youth participation and engagement activities
LBS/GLA Prosperity Action	One off volunteering support for disadvantaged residents
London Plus – Resilience	Creation of an emergency team of volunteers within Sutton
MAPS Schools – Games Aid	1 to 1 Mentoring to disadvantaged young people
MAPS Schools - Glenthorne	1 to 1 Mentoring within a school environment
Department of Levelling Up - Hong Kongers	Support and activities to families from Hong Kong
Sports Buddy - Comic Relief	Group and individual activities to disabled adults or those with Additional needs
SWL/NHS Innovation Fund - Health Navigators	Residents support through volunteer Navigators on Blood Pressure, BMI and health
SWL/NHS Health - Core 20 Connectors	Obtain feedback and share residents' insight to/from NHS
Voluntary Sector Investment Brokerage	Community and organisational support
William Wates – Mentoring	1 to 1 Mentoring for disadvantaged young people

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21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
2024					
Current assets	180,213	165,641	184,021	529,875	399,739
Current liabilities	(43,325)	-	-	(43,325)	(37,990)
	<u>£136,888</u>	<u>£165,641</u>	<u>£184,021</u>	<u>£486,550</u>	<u>£361,749</u>

Comparative information is as follows:

	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>

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 £1,533,826, to be received from 2024/25.

23. RELATED PARTY TRANSACTIONS

There were no transactions with related parties in 2024 or 2023.

