

# HAMMERSMITH AND FULHAM VOLUNTEER CENTRE

England & Wales · Charity number 1062032

## Details

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|                |                                                         |
|----------------|---------------------------------------------------------|
| Other names    | HAMMERSMITH AND FULHAM VOLUNTEER DEVELOPMENT AGENCY     |
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">03176924</a>                                |
| Registered     | 1997-04-23                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

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Hammersmith & Fulham Libraries  
Fulham Library  
598 Fulham Road  
London  
SW6 5NX

**Phone** 02087419876

**Email** [enquiries@hfvc.org.uk](mailto:enquiries@hfvc.org.uk)

**Website** [www.hfvc.org.uk](http://www.hfvc.org.uk)

## Activities

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**Objects:** 5.1.1 THE PROMOTION OF THE VOLUNTARY SECTOR, AND 5.1.2 THE RELIEF OF FINANCIAL HARDSHIP AND OF POVERTY, IN EACH CASE FOR THE BENEFIT OF THE PUBLIC SPECIFICALLY, BUT WITHOUT LIMITATION, WITHIN THE LONDON BOROUGH OF HAMMERSMITH AND FULHAM, CENTRAL AND WEST LONDON, THROUGHOUT THE UNITED KINGDOM AND WORLDWIDE. THIS SHALL INCLUDE (BUT SHALL NOT BE LIMITED TO) THE PROMOTION AND ENCOURAGEMENT OF THE PRINCIPLES AND PRACTICE OF VOLUNTEERING.

**Activities:** The promotion and encouragement of the practice and principles of volunteering, to develop, promote, organise and implement volunteer work programmes, employment opportunities and training sessions, co-ordinate with other charities, voluntary bodies and statutory authorities.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** SEE OBJECTS
- France
- Germany
- Italy
- Lithuania
- Romania
- Russia
- Turkey
- Brent
- Ealing
- Hammersmith And Fulham
- Harrow
- Hillingdon
- Hounslow

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £145,478 | £135,360    | -      | -         |
| 2024-03-31 | £156,834 | £175,092    | -      | -         |
| 2023-03-31 | £193,308 | £193,276    | -      | -         |
| 2022-03-31 | £204,796 | £192,666    | -      | -         |
| 2021-03-31 | £258,904 | £216,361    | -      | -         |

## Trustees

| Name                 | Role | Appointed  |
|----------------------|------|------------|
| Aliya Khan Afzal     |      | 2019-11-19 |
| Blanca Gomez Navarro |      | 2021-08-12 |
| CHARLES FORSYTH      |      |            |
| Charlotte de Crozals |      | 2021-08-18 |
| Henrietta Malet      |      | 2019-11-19 |
| MATTHEW THORLEY      |      | 2011-11-09 |
| Zarar Qayyum         |      | 2014-11-10 |

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# Accounts

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Company registration number: 03176924

Charity registration number: 1062032

# Hammersmith & Fulham Volunteer Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Field Sullivan Limited  
9 Hare & Billet Road  
Blackheath  
SE3 0RB

# **Hammersmith & Fulham Volunteer Centre**

## **Contents**

|                                      |          |
|--------------------------------------|----------|
| Reference and Administrative Details | 1        |
| Trustees' Report                     | 2 to 7   |
| Independent Examiner's Report        | 8 to 9   |
| Statement of Financial Activities    | 10       |
| Balance Sheet                        | 11       |
| Notes to the Financial Statements    | 12 to 23 |

## **Hammersmith & Fulham Volunteer Centre**

### **Reference and Administrative Details**

|                                    |                                                                                                                                    |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chairman</b>                    | Charles Forsyth                                                                                                                    |
| <b>Trustees</b>                    | Charlotte de Crozals<br>Charles Forsyth<br>Aliya Khan<br>Henrietta Malet<br>Blanca Gomez Navarro<br>Zarar Qayyum<br>Mathew Thorley |
| <b>Charity Registration Number</b> | 1062032                                                                                                                            |
| <b>Company Registration Number</b> | 03176924                                                                                                                           |
| <b>Registered Office</b>           | The charity is incorporated in England and Wales.<br>Fulham Library<br>598 Fulham Road<br>London<br>SW6 5NX                        |
| <b>Independent Examiner</b>        | Field Sullivan Limited<br>9 Hare & Billet Road<br>Blackheath<br>SE3 0RB                                                            |

## **Hammersmith & Fulham Volunteer Centre**

### **Trustees' Report**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the Independently Examined financial statements of Hammersmith & Fulham Volunteer Centre (the company) for the year ended 31 March 2025. The Trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements and the governing document.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

The company is registered as a charitable company limited by guarantee, registered under a Memorandum of Association dated 25th March 1996. It is also a registered charity, number 1062032. In the event of the company being wound up, each member is required to contribute an amount not exceeding £1.

##### **b. Method of Appointment or Election of Trustees**

Persons with a range of skills, experience and commitments are recruited to serve on the Board of Trustees through several means including: (i) advertisements in national newspapers (ii) referrals from local contacts both the voluntary and the statutory sectors (iii) volunteer recruitment undertaken by the Volunteer Centre's Projects providing volunteer placement and development service (iv) recruitment of volunteer who are users of the Volunteer Centre's services.

Those persons who are interested in getting involved in the Volunteer Centre's work are initially invited to attend the Boards' meetings as observers and to meet with the Chair and the Chief Executive. A skills audit is conducted and suitable applicants are interviewed by the Chief Executive and Chair or Treasurer. Successful applicants are then invited to a Board meeting where the appointment is confirmed following a vote of the current members.

##### **c. Organisational Structure and Decision Making**

Hammersmith & Fulham Volunteer Centre has a Board of Trustees who meet every quarter and are responsible for the strategic direction and policy of the charity. The board delegates implementation of policy to a Chief Executive who supervises the staff team and volunteers.

##### **d. Related Parties**

None of the trustees received remuneration or other benefit for their work with the charity. The charity has a wholly owned subsidiary, Works 4U Limited, which focuses on employer supported volunteering initiatives as well as consultancy and training services.

##### **e. Risk Management**

The Trustees have assessed the major risks to which the company and the group are exposed, in particular those related to the operations and finances of the company and the group, and are satisfied that the systems and procedures are in place to mitigate exposure to major risks and maintain solvency.

# **Hammersmith & Fulham Volunteer Centre**

## **Trustees' Report**

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and Public Benefit**

The objectives of the charity are:

- The promotion of the voluntary sector for the benefit of the public, and
- The relief of poverty

Each year the Trustees review the activities of the charity to ensure that they remain in line with the objectives. Trustees have considered the Charity Commission's general guidance on public benefit and in particular the supplementary public guidance on the promotion of the voluntary sector for the benefit of the public, and the relief of poverty. Trustees believe they meet the public benefit requirements.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Going Concern**

After making appropriate enquires, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future so they continue to adopt the going concern basis in the preparation of financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### **Review of Activities**

#### **Volunteering has Changed**

How people want to volunteer in the UK has fundamentally changed. In the same way that traditional broadcast television has declined, but the desire to watch television has not declined, it has changed as people want to watch to stream content on demand at a time that suits them, the same has happened with volunteering. People still want to volunteer but they want to do it when it fits in with their changing schedule. Hammersmith & Fulham Volunteer Centre (HFVC) is supporting volunteer involving organisations in the borough to adapt to this change and offer more flexible volunteering programmes, but it is not a one size fits all.

#### **Hammersmith & Fulham Core Volunteering Report**

HFVC continues to act as the lead volunteering agency for the London Borough of Hammersmith and Fulham with one of its key functions to match individuals wanting to volunteer with volunteering opportunities in charities and not for profit organisations across Hammersmith and Fulham.

HFVC services adapt to the needs of the individuals and volunteer involving organisations it serves and operates a hybrid service, mixing virtual and in-person support. This in-person service is delivered through outreach in multiple locations across the borough.

HFVC held Volunteer Fairs and continued to support groups with volunteer recruitment and advice. It used its website and social media to provide information and resources to Volunteer Involving Organisations (VIOs), and Residents. It also used phone, Zoom, Teams and Google Meets to provide support.

HFVC continues to provide on average 15-20 advice sessions weekly to individuals with the focus on helping with volunteer role searching and applications those with extra support needs, including long-term unemployed, low confidence, and/or poor digital literacy, disability, mental health, or substance misuse issues.

## **Hammersmith & Fulham Volunteer Centre**

### **Trustees' Report**

The continued support of the volunteer application on behalf of clients remains a key part of the successful process especially as many residents have limited access to internet or computers/ smartphones. HFVC works as part of a Matrix programme with the Macbeth Centre, Adult Learning, H&F Works and the National Career service, as well as with the Shaw Trust and the Job Centres' weekly and monthly sessions allows us to reach a wide audience. These organisations also refer clients back to us,

#### Outreach and satellite service

We continue to offer weekly in person interview and information sessions at the Macbeth Centre open to residents and learners. We also used the opportunity to book phone and online interviews separately or as follow up. Monthly sessions with groups of residents followed by one-to-ones and periodic information sessions at the job centres and The Shaw Trust allow face to face support especially for those not comfortable with on-line applications or confident to apply in person or by phone. We are able to refer directly to support at the locations we operate in for example entry level Computer Training or support for people with Low Mood or other issues.

#### Volunteering into Employment

Through our partnership work with ALSS, local JCPs, The Shaw Trust, H&F Works and the National Career service we have been able to assist residents not only with volunteer placements to gain experience, skills, and a reference, but also training, CV help and barrier specific support. We continue to match residents with volunteering placements that directly complement their training and or their job aspirations. We also refer residents to training opportunities if those are more suitable.

#### Support for Organisations

We provided 1-1 support to groups and advertised new opportunities for groups. Recruitment and retention and fundraising have again been highlighted as the key issues for groups when looking to work with volunteers. We have signposted groups to Sobus and online funding resources. Apart from the 1-1 support we signposted groups to regional and national training on safeguarding, managing community hubs and shared spaces, GDPR and a number of other on-line resources. We provided specific support on finding and recruiting Trustees and retaining volunteers.

#### Adult Learning and Skills

We are part of the Adult Learning programme with ALS, SEN, H&F Works (ex Workzone), and NCS. We provided advice sessions to learners and contributing templates and policy documents to the programme as well as taking part in the regular online meetings. We continue to form part of the IAG programme accredited through Matrix and regularly meet to monitor and improve the service.

#### Tackling Digital Exclusion

We are still offering phone support to prospective volunteers with low or no digital skills, to access opportunities and services. We continue referring any residents with barriers to various Digital Inclusion programmes that our partners offer, and we help recruit trainers for. This includes the Macbeth Centre, The Creighton Centre, as well as the libraries and other Council supported sights. Residents still report struggling with lack of equipment, internet access, or resources to use mobile data.

# Hammersmith & Fulham Volunteer Centre

## Trustees' Report

### Libraries

We continue to support the Library Service in recruiting new volunteers and young ambassadors, we have been promoting the language support and digital inclusion programmes that are operating. We are promoting and recruiting for ESOL and other language courses and groups that are hosted there. We still recruit for a number of Home Book schemes and outdoor reading groups including the Doorstep Library.

### Younger Volunteers

We are promoting volunteering to younger people through 6th form colleges and BPP university.

This includes overseas students studying and resident in Hammersmith and Fulham. We also support any residents over 16 that contact us or suitable adults acting on their behalf. We recognise that many young people have lost out on any formal opportunity to engage in work experience over the last few years so we are working with groups to try and maximise the number of roles available that can be accessed by younger people especially as insurance often prohibits groups taking volunteers under 18.

### Safeguarding

We have amassed a number of policy and advice materials to support groups of all sizes that have been operating over the last few years. This can be from lone or safe working/volunteering to accessing suitable insurance cover. We advise on the proper application of DBS checks to unpaid roles and volunteering. This along with the traditional support around safe recruitment and referral to safeguarding teams. We adhere to the Safeguarding policies and frameworks of LBHF.

### H&F Community Resilience Alliance

HFVC has won funding from the GLA to help bring together the voluntary and community sector and H&F Council Emergency Response Team. The application was put together in partnership with the Emergency Response Team and we look forward to beginning work at the end of next quarter. The funding is for an initial 6 months but we are hopeful this will develop further.

### **Works4U**

Implementing our strategy Works4U (not-for-profit social enterprise) has continued to grow and expand its work based on success in the previous year.

Works4U was commissioned to lead on a major and influential piece of work called the London Vision for Volunteering which was published in March 2025. This report engaged volunteer stakeholders from every borough in London to produce 36 practical and strategic recommendations which together act as a blueprint for developing volunteering not just in London but for the rest of the UK.

Works4U also obtained clients for its Lead Volunteering Organisation (LVO) quality standard and launched a new service called Board Ready.

Works4U won more awards:

- Best Employee Volunteering Social Enterprise 2024 (UK) - Wealth & Finance International Management Consulting Awards
- Non-Profit Organisation Awards Winner: Most Empowering Employee Volunteering NPO 2024 (UK)
- Community Volunteering Organisation of the Year - 2024/25 GLOBAL Awards

## **Hammersmith & Fulham Volunteer Centre**

### **Trustees' Report**

#### **Partnership working and collaboration**

HFVC is committed to working in partnership and collaboration with organisations and companies for the benefit of Hammersmith & Fulham residents.

HFVC works closely in partnership with its 'sister' organisation, Volunteer Centre Camden to deliver successful projects and with a shared CEO and Finance Manager as well as collaboration on volunteer infrastructure and employer supported volunteering.

We are working with and developing our partnership with infrastructure providers in the borough, Sobus and Young Hammersmith & Fulham Foundation.

We work in collaborative partnership with Hammersmith & Fulham Council to strategically develop volunteering across the borough.

#### **FINANCIAL REVIEW**

During the year the charity was in receipt of income of £145,478 (2024: £156,834) and expenditure of £135,360 (2024: £175,092) resulting in a surplus/deficit of £10,118 (2024: deficit of £18,258) for unrestricted funds and break even for restricted funds. More details are provided in the financial statements.

The charity had unrestricted reserves of £88,717 (2024: £78,599) at the end of year, and restricted reserves of £1,557 (2024: £1,557).

The trustees consider that the levels of reserves are sufficient to meet contractual and statutory responsibilities for the foreseeable future. The trustees hope to be able to increase the level of reserves but are aware of the very difficult climate that exists for charities of this size.

#### **Statement of trustees' responsibilities**

The trustees (who are also the directors of Hammersmith & Fulham Volunteer Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

## **Hammersmith & Fulham Volunteer Centre**

### **Trustees' Report**

The trustees are responsible for keeping proper accounting records that can 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. They are 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.

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

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 16 December 2025 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Charles Forsyth', written over a dotted line.

Charles Forsyth  
Chairman and trustee

## **Hammersmith & Fulham Volunteer Centre**

### **Independent Examiner's Report to the trustees of Hammersmith & Fulham Volunteer Centre ('the Company')**

I report to the charity trustees (who are also Directors for the purpose of company law) on my examination of the accounts of the Hammersmith & Fulham Volunteer Centre ('the charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. 10 23

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the charity's trustees of Hammersmith & Fulham Volunteer Centre you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

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

1. accounting records were not kept in respect of Hammersmith & Fulham Volunteer Centre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

**Hammersmith & Fulham Volunteer Centre**

**Independent Examiner's Report to the trustees of Hammersmith & Fulham Volunteer  
Centre ('the Company')**



Tim Sullivan FCA  
Field Sullivan Limited  
9 Hare & Billet Road  
Blackheath  
SE3 0RB

Date: 19/12/25

## Hammersmith & Fulham Volunteer Centre

### Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                    | Note | Unrestricted<br>£ | Restricted<br>£ | Total<br>2025<br>£ | Unrestricted<br>£ | Restricted<br>£ | Total<br>2024<br>£ |
|------------------------------------|------|-------------------|-----------------|--------------------|-------------------|-----------------|--------------------|
| <b>Income and Endowments from:</b> |      |                   |                 |                    |                   |                 |                    |
| Donations and legacies             |      | 105,924           | 8,300           | 114,224            | 101,850           | 23,342          | 125,192            |
| Other income                       |      | 31,254            | -               | 31,254             | 31,642            | -               | 31,642             |
| Total income                       |      | 137,178           | 8,300           | 145,478            | 133,492           | 23,342          | 156,834            |
| <b>Expenditure on:</b>             |      |                   |                 |                    |                   |                 |                    |
| Raising funds                      | 5    | (5,691)           | -               | (5,691)            | (5,691)           | -               | (5,691)            |
| Charitable activities              |      | (121,369)         | (8,300)         | (129,669)          | (146,059)         | (23,342)        | (169,401)          |
| Total expenditure                  |      | (127,060)         | (8,300)         | (135,360)          | (151,750)         | (23,342)        | (175,092)          |
| Net movement in funds              |      | 10,118            | -               | 10,118             | (18,258)          | -               | (18,258)           |
| <b>Reconciliation of funds</b>     |      |                   |                 |                    |                   |                 |                    |
| Total funds brought forward        |      | 78,599            | 1,557           | 80,156             | 96,857            | 1,557           | 98,414             |
| Total funds carried forward        | 17   | 88,717            | 1,557           | 90,274             | 78,599            | 1,557           | 80,156             |

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2024 is shown in note 17.

The notes on pages 12 to 23 form an integral part of these financial statements.  
Page 10

## Hammersmith & Fulham Volunteer Centre

(Registration number: 03176924)  
Balance Sheet as at 31 March 2025

|                                                       | Note | 2025<br>£      | 2024<br>£       |
|-------------------------------------------------------|------|----------------|-----------------|
| <b>Current assets</b>                                 |      |                |                 |
| Debtors                                               | 13   | 89,603         | 76,906          |
| Cash at bank and in hand                              | 14   | <u>9,764</u>   | <u>17,669</u>   |
|                                                       |      | 99,367         | 94,575          |
| <b>Creditors: Amounts falling due within one year</b> | 15   | <u>(9,093)</u> | <u>(14,419)</u> |
| <b>Net assets</b>                                     |      | <u>90,274</u>  | <u>80,156</u>   |
| <b>Funds of the charity:</b>                          |      |                |                 |
| <b>Restricted income funds</b>                        |      |                |                 |
| Restricted funds                                      |      | 1,557          | 1,557           |
| <b>Unrestricted income funds</b>                      |      |                |                 |
| Unrestricted funds                                    |      | <u>88,717</u>  | <u>78,599</u>   |
| <b>Total funds</b>                                    | 17   | <u>90,274</u>  | <u>80,156</u>   |

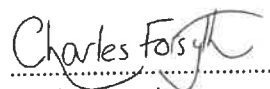
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 10 to 23 were approved by the trustees, and authorised for issue on 16 December 2025 and signed on their behalf by:

  
.....  
Charles Forsyth  
Chairman and trustee

The notes on pages 12 to 23 form an integral part of these financial statements.

## **Hammersmith & Fulham Volunteer Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Fulham Library  
598 Fulham Road  
London  
SW6 5NX

These financial statements were authorised for issue by the trustees on 16 December 2025.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

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

##### **Statement of compliance**

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 (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102) - Second edition October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Hammersmith & Fulham Volunteer Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

## **Hammersmith & Fulham Volunteer Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **Judgements and key sources of estimation uncertainty**

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

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

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## **Hammersmith & Fulham Volunteer Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>            | <b>Depreciation method and rate</b> |
|-------------------------------|-------------------------------------|
| Office and computer equipment | 3 year straight line                |

#### **Trade debtors**

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

### 3 Income from donations and legacies

|                                   | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Grants, including capital grants; |                                       |                          |                    |                    |
| Community Champions               | -                                     | -                        | -                  | 23,342             |
| LBHF                              | 105,924                               | -                        | 105,924            | 101,850            |
| London Plus                       | -                                     | 8,300                    | 8,300              | -                  |
|                                   | <u>105,924</u>                        | <u>8,300</u>             | <u>114,224</u>     | <u>125,192</u>     |

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 4 Other income

|                 | Unrestricted<br>funds<br>General<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------|---------------------------------------|--------------------|--------------------|
| Secondment fees | 31,200                                | 31,200             | 31,200             |
| Other income    | 54                                    | 54                 | 442                |
|                 | <u>31,254</u>                         | <u>31,254</u>      | <u>31,642</u>      |

#### 5 Expenditure on raising funds

##### a) Costs of generating donations and legacies

|             | Unrestricted<br>funds<br>General<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-------------|---------------------------------------|--------------------|--------------------|
| Note        |                                       |                    |                    |
| Staff Costs | 5,691                                 | 5,691              | 5,691              |

#### 6 Expenditure on charitable activities

|                                    | Note | Total<br>2025<br>£ | Total<br>2024<br>£ |
|------------------------------------|------|--------------------|--------------------|
| Freelance                          |      | -                  | 875                |
| Membership & subscriptions         |      | -                  | 71                 |
| Publicity                          |      | -                  | 59                 |
| Mobile phone, travel & subsistence |      | -                  | 30                 |
| Volunteers events                  |      | 412                | 400                |
| Rates                              |      | 112                | -                  |
| Insurance                          |      | -                  | 1,234              |
| Meetings & conferences             |      | -                  | 75                 |
| Travelling                         |      | 42                 | -                  |
| Staff costs                        |      | 34,933             | 50,139             |
| Support costs                      |      | 94,170             | 116,518            |
|                                    |      | <u>129,669</u>     | <u>169,401</u>     |

In addition to the expenditure analysed above, there are also support costs of £94,170 (2024 - £116,518) which relate directly to charitable activities. See note 7 for further details.

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 7 Analysis of governance and support costs

##### Support costs

|                                                          | Total<br>2025<br>£ | Total<br>2024<br>£ |
|----------------------------------------------------------|--------------------|--------------------|
| Staff costs                                              |                    |                    |
| Wages and salaries                                       | 81,841             | 104,946            |
| Premises costs                                           | 2,800              | 2,393              |
| Rates                                                    | 181                | -                  |
| Insurance                                                | 1,203              | -                  |
| Office expenses                                          | 5,665              | 7,166              |
| Trade subscriptions                                      | 35                 | -                  |
| Independent examiner's fee                               | 2,250              | 2,000              |
| Independent examiner's fee under provision in prior year | 182                | -                  |
| Legal and professional fees                              | 13                 | 13                 |
|                                                          | <u>94,170</u>      | <u>116,518</u>     |

#### 8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

|                  | 2025<br>£    | 2024<br>£    |
|------------------|--------------|--------------|
| Operating leases | <u>2,568</u> | <u>2,920</u> |

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 10 Staff costs

The aggregate payroll costs were as follows:

|                                          | 2025<br>£      | 2024<br>£      |
|------------------------------------------|----------------|----------------|
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 111,177        | 140,511        |
| Social security costs                    | 5,783          | 7,612          |
| Pension costs                            | 5,505          | 5,933          |
| Redundancy costs                         | -              | 6,720          |
|                                          | <u>122,465</u> | <u>160,776</u> |

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

|                               | 2025<br>No | 2024<br>No |
|-------------------------------|------------|------------|
| Charitable activities         | 1          | 2          |
| Management and administration | 2          | 3          |
|                               | <u>3</u>   | <u>5</u>   |

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £42,240 (2024 - £56,908).

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 12 Tangible fixed assets

|                         | Furniture and<br>equipment<br>£ | Total<br>£     |
|-------------------------|---------------------------------|----------------|
| <b>Cost</b>             |                                 |                |
| At 1 April 2024         | 7,000                           | 7,000          |
| Disposals               | <u>(7,000)</u>                  | <u>(7,000)</u> |
| At 31 March 2025        | <u>-</u>                        | <u>-</u>       |
| <b>Depreciation</b>     |                                 |                |
| At 1 April 2024         | 7,000                           | 7,000          |
| Eliminated on disposals | <u>(7,000)</u>                  | <u>(7,000)</u> |
| At 31 March 2025        | <u>-</u>                        | <u>-</u>       |
| <b>Net book value</b>   |                                 |                |
| At 31 March 2025        | <u>-</u>                        | <u>-</u>       |
| At 31 March 2024        | <u>-</u>                        | <u>-</u>       |

#### 13 Debtors

|                | 2025<br>£     | 2024<br>£     |
|----------------|---------------|---------------|
| Trade debtors  | 216           | 275           |
| Prepayments    | 1,553         | 2,242         |
| Accrued income | 800           | -             |
| Other debtors  | <u>87,034</u> | <u>74,389</u> |
|                | <u>89,603</u> | <u>76,906</u> |

#### 14 Cash and cash equivalents

|              | 2025<br>£    | 2024<br>£     |
|--------------|--------------|---------------|
| Cash on hand | 314          | 314           |
| Cash at bank | <u>9,450</u> | <u>17,355</u> |
|              | <u>9,764</u> | <u>17,669</u> |

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 15 Creditors: amounts falling due within one year

|                                        | 2025<br>£      | 2024<br>£     |
|----------------------------------------|----------------|---------------|
| Trade creditors                        | 6,000          | 42            |
| Other taxation and social security     | -              | 3,397         |
| Other creditors                        | 843            | -             |
| Accruals                               | 2,250          | 5,980         |
| Deferred income                        | -              | 5,000         |
|                                        | <u>9,093</u>   | <u>14,419</u> |
|                                        | 2025<br>£      | 2024<br>£     |
| Deferred income at 1 April 2024        | 5,000          | -             |
| Resources deferred in the period       | -              | 5,000         |
| Amounts released from previous periods | <u>(5,000)</u> | <u>-</u>      |
| Deferred income at year end            | <u>-</u>       | <u>5,000</u>  |

#### 16 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £5,505 (2024 - £5,933).

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 17 Funds

|                                       | Balance at 1<br>April 2024<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2025<br>£ |
|---------------------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| <b>Unrestricted funds</b>             |                                 |                            |                            |                                  |
| <i><b>General</b></i>                 |                                 |                            |                            |                                  |
| General Funds                         | 67,599                          | 137,178                    | (127,060)                  | 77,717                           |
| <i><b>Designated</b></i>              |                                 |                            |                            |                                  |
| Contingency Reserve Fund              | 11,000                          | -                          | -                          | 11,000                           |
| <b>Total unrestricted funds</b>       | <u>78,599</u>                   | <u>137,178</u>             | <u>(127,060)</u>           | <u>88,717</u>                    |
| <b>Restricted funds</b>               |                                 |                            |                            |                                  |
| D R Edwards & Bishop King's<br>Fulham | 1,557                           | -                          | -                          | 1,557                            |
| London Plus                           | -                               | 8,300                      | (8,300)                    | -                                |
|                                       | <u>1,557</u>                    | <u>8,300</u>               | <u>(8,300)</u>             | <u>1,557</u>                     |
| <b>Total funds</b>                    | <u>80,156</u>                   | <u>145,478</u>             | <u>(135,360)</u>           | <u>90,274</u>                    |

|                                       | Balance at 1<br>April 2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2024<br>£ |
|---------------------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| <b>Unrestricted funds</b>             |                                 |                            |                            |                                  |
| <i><b>General</b></i>                 |                                 |                            |                            |                                  |
| General Funds                         | 85,857                          | 133,492                    | (151,750)                  | 67,599                           |
| <i><b>Designated</b></i>              |                                 |                            |                            |                                  |
| Contingency Reserve Fund              | 11,000                          | -                          | -                          | 11,000                           |
| <b>Total unrestricted funds</b>       | <u>96,857</u>                   | <u>133,492</u>             | <u>(151,750)</u>           | <u>78,599</u>                    |
| <b>Restricted funds</b>               |                                 |                            |                            |                                  |
| Community Champions                   | -                               | 23,342                     | (23,342)                   | -                                |
| D R Edwards & Bishop King's<br>Fulham | 1,557                           | -                          | -                          | 1,557                            |
|                                       | <u>1,557</u>                    | <u>23,342</u>              | <u>(23,342)</u>            | <u>1,557</u>                     |
| <b>Total funds</b>                    | <u>98,414</u>                   | <u>156,834</u>             | <u>(175,092)</u>           | <u>80,156</u>                    |

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

The specific purposes for which the funds are to be applied are as follows:

#### DESIGNATED FUNDS

##### Contingency reserve fund

The Trustees have established a strategy whereby the Contingency reserve fund is maintained at a level which would cover approximately three to six months of core expenditure. This would provide sufficient funds to enable the volunteer centre to meet its ongoing commitments.

#### RESTRICTED FUNDS

The Community Champions project involves volunteers to promote health and wellbeing in the Bayonne and Field Road estates of Hammersmith & Fulham. This 5-year programme funded by Hammersmith & Fulham Council and Hammersmith & Fulham Clinical Commissioning Group aims to improve key health issues in this deprived area utilising volunteer community champions.

D R Edwards & Bishop King's Fulham - This funding supported health and wellbeing in the area of benefit supported by Dr Edwards & Bishop King and delivered through the Community Champions programme.

##### London Plus

##### Extreme Heat Exercise (£800)

Greater London Authority (GLA) funded project to support Hammersmith & Fulham voluntary sector organisations to be aware and prepared for times of Extreme Heat, helping to increase community resilience in the borough.

##### Community Resilience Grant (£7,500)

Greater London Authority (GLA) funded project to work closer with the emergency response team at Hammersmith & Fulham Council and to support development of community resilience of voluntary sector organisations in the borough.

#### 18 Analysis of net assets between funds

|                     | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total funds at<br>31 March<br>2025<br>£ |
|---------------------|---------------------------------------|--------------------------|-----------------------------------------|
| Current assets      | 97,810                                | 1,557                    | 99,367                                  |
| Current liabilities | (9,093)                               | -                        | (9,093)                                 |
| Total net assets    | 88,717                                | 1,557                    | 90,274                                  |

## Hammersmith & Fulham Volunteer Centre

### Notes to the Financial Statements for the Year Ended 31 March 2025

|                     | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total funds at<br>31 March<br>2024<br>£ |
|---------------------|---------------------------------------|--------------------------|-----------------------------------------|
| Current assets      | 93,018                                | 1,557                    | 94,575                                  |
| Current liabilities | (14,419)                              | -                        | (14,419)                                |
| Total net assets    | <u>78,599</u>                         | <u>1,557</u>             | <u>80,156</u>                           |

#### 19 Related party transactions

The charity controls 100% of the voting rights of its subsidiary company Works4U Limited (a company limited by guarantee). During the year the charity entered into the following transactions with works4U Limited:

|                                       | 2025<br>£     | 2024<br>£     |
|---------------------------------------|---------------|---------------|
| Debtor as at 1 April                  | 74,389        | 72,082        |
| Net recharges of income/(expenditure) | 12,645        | 2,307         |
| Debtor as at 31 March                 | <u>87,034</u> | <u>74,389</u> |

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# Accounts

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**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032

(Company Number: 03176924)

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

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

## **Contents**

|                                                       | <b>Page</b>    |
|-------------------------------------------------------|----------------|
| <b>Reference and Administrative Details</b>           | <b>1</b>       |
| <b>Annual Report of the Trustees</b>                  | <b>2 - 6</b>   |
| <b>Independent Examiner's Report</b>                  | <b>7</b>       |
| <b>Statement of Financial Activities</b>              | <b>8</b>       |
| <b>Balance Sheet</b>                                  | <b>9</b>       |
| <b>Notes forming part of the financial statements</b> | <b>10 – 17</b> |

**HAMMERSMITH & FUHAM VOLUNTEER CENTRE**

**(A Company Limited by Guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2024**

**Trustees**

Charles Forsyth (Chair)  
Zarar Qayyum  
Stan Paschal (Resigned May 2024)  
Mathew Thorley  
Aliya Khan  
Henrietta Malet  
Charlotte de Crozals  
Blanca Gomez Navarro  
Alexandra Hallock (Died March 2024)

**Company registered number**

03176924

**Charity registration number**

1062032

**Registered office**

Fulham Library 598 Fulham Road, Fulham, London, England, SW6 5NX

**Independent Examiner**

Kevin Fisher, BA FCA CTA  
Kingston Burrowes Audit Ltd  
308 Ewell Road  
Surbiton  
Surrey  
KT6 7AL

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the Independently Examined financial statements of Hammersmith & Fulham Volunteer Centre (the company) for the year ended 31 March 2024. The Trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements and the governing document.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The company is registered as a charitable company limited by guarantee, registered under a Memorandum of Association dated 25<sup>th</sup> March 1996. It is also a registered charity, number 1062032. In the event of the company being wound up, each member is required to contribute an amount not exceeding £1.

**b. Method of Appointment or Election of Trustees**

Persons with a range of skills, experience and commitments are recruited to serve on the Board of Trustees through several means including: (i) advertisements in national newspapers (ii) referrals from local contacts both the voluntary and the statutory sectors (iii) volunteer recruitment undertaken by the Volunteer Centre's Projects providing volunteer placement and development service (iv) recruitment of volunteer who are users of the Volunteer Centre's services.

Those persons who are interested in getting involved in the Volunteer Centre's work are initially invited to attend the Boards' meetings as observers and to meet with the Chair and the Chief Executive. A skills audit is conducted and suitable applicants are interviewed by the Chief Executive and Chair or Treasurer. Successful applicants are then invited to a Board meeting where the appointment is confirmed following a vote of the current members.

**c. Organisational Structure and Decision Making**

Hammersmith & Fulham Volunteer Centre has a Board of Trustees who meet every quarter and are responsible for the strategic direction and policy of the charity. The board delegates implementation of policy to a Chief Executive who supervises the staff team and volunteers.

**d. Related Parties**

None of the trustees received remuneration or other benefit for their work with the charity. The charity has a wholly owned subsidiary, Works 4U Limited, which focuses on employer supported volunteering initiatives as well as consultancy and training services.

**e. Risk Management**

The Trustees have assessed the major risks to which the company and the group are exposed, in particular those related to the operations and finances of the company and the group, and are satisfied that the systems and procedures are in place to mitigate exposure to major risks and maintain solvency.

**OBJECTIVES AND ACTIVITIES**

**Objectives and Public Benefit**

The objectives of the charity are:

- The promotion of the voluntary sector for the benefit of the public, and
- The relief of poverty

Each year the Trustees review the activities of the charity to ensure that they remain in line with the objectives. Trustees have considered the Charity Commission's general guidance on public benefit and in particular the supplementary public guidance on the promotion of the voluntary sector for the benefit of the public, and the relief of poverty. Trustees believe they meet the public benefit requirements.

## **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

**(Registered Charity No: 1062032)  
(Company No: 03176924)**

### **ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

#### **IN MEMORIAM**

In March 2024 trustee Alexandra Hallock sadly passed away after a year-long fight against cancer at the age of 37. She was a wife, mom, daughter, sister, friend and colleague.

Alexandra was a dedicated and dynamic trustee for HFVC and much of her life's work centered on helping nonprofits build the infrastructure and governance capacity required to actualise their potential in order to achieve their social justice missions. Alexandra had over a decade of experience driving impact through the innovation and delivery of cross-sector social good programs. In her work, she partnered with hundreds of nonprofits, professionals in various industries, and the foundations and corporations that support them. Alexandra also acted as a cross-sector leader, speaking and presenting on various topics related to pro bono, capacity-building, and social impact.

Alexandra worked for the non-profit organisation Cause Strategy Partners (CSP) which, amongst other things, matched corporate executives with charities looking for skilled and experienced trustees. She set up CSP's London office and we were delighted that she wanted to join HFVC as a trustee from all the charities that she encountered in her work.

We are pleased to hear that her employer, Cause Strategy Partners, has launched the 'Alexandra Hallock Capacity Building Grant for Small Nonprofits' which is dedicated to supporting organizations whose purpose is to champion human rights, girls' and women's empowerment, and LGBTQ+ causes.

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **Going Concern**

After making appropriate enquires, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future so they continue to adopt the going concern basis in the preparation of financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

##### **Review of Activities**

##### **Fall in Volunteering**

Across the UK, in cities, towns and rural areas, volunteer involving organisations of all sizes are experiencing a drop in formal volunteering. This is a trend confirmed by NCVO's recent annual almanac. The cost-of-living crisis has played a key role here, but this has merely exacerbated a trend already beginning before even the Covid-19 pandemic. There has been a significant shift in volunteer behaviour wanting to give their time in a more flexible way whereas most volunteer involving organisations are not structured to offer this. This makes the role of HFVC even more important as community organisations in the borough find it more difficult to find and retain volunteers to support their work.

##### **Hammersmith & Fulham Core Volunteering Report**

HFVC continues to act as the lead volunteering agency for the London Borough of Hammersmith and Fulham with one of its key functions to match individuals wanting to volunteer with volunteering opportunities in charities and not for profit organisations across Hammersmith and Fulham.

HFVC services adapt to the needs of the individuals and volunteer involving organisations it serves and operates a hybrid service, mixing virtual and in-person support. This in-person service is delivered through outreach in multiple locations across the borough.

HFVC held Volunteer Fairs and continued to support groups with volunteer recruitment and advice. It used its website and social media to provide information and resources to Volunteer Involving Organisations (VIOs), and Residents. It also used phone, Zoom, Teams and Google Meets to provide support.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

HFVC provided on average 15-20 advice sessions weekly to individuals with the focus on helping with volunteer role searching and applications those with extra support needs, including long-term unemployed, low confidence, and/or poor digital literacy, disability, mental health, or substance misuse issues.

The continued support of the volunteer application on behalf of clients remains a key part of the successful process especially as many residents have limited access to internet or computers/smartphones. HFVC works as part of a Matrix programme with the Macbeth Centre, Adult Learning, H&F Works and the National Career service, as well as with the Shaw Trust and the Job Centres' weekly and monthly sessions allows us to reach a wide audience. These organisations also refer clients back to us,

Outreach and satellite service

We continue to offer weekly in person interview and information sessions at the Macbeth Centre open to residents and learners. We also used the opportunity to book phone and online interviews separately or as follow up. Monthly sessions with groups of residents followed by one-to-ones and periodic information sessions at the job centres and The Shaw Trust allow face to face support especially for those not comfortable with on-line applications or confident to apply in person or by phone. We are able to refer directly to support at the locations we operate in for example entry level Computer Training or support for people with Low Mood or other issues.

Volunteering into Employment

Through our partnership work with ALSS, local JCPs, The Shaw Trust, H&F Works and the National Career service we have been able to assist residents not only with volunteer placements to gain experience, skills, and a reference, but also training, CV help and barrier specific support. We continue to match residents with volunteering placements that directly complement their training and or their job aspirations. We also refer residents to training opportunities if those are more suitable.

Support for Organisations

We provided 1-1 support to groups and advertised new opportunities for groups. Recruitment and retention and fundraising have again been highlighted as the key issues for groups when looking to work with volunteers. We have signposted groups to Sobus and online funding resources. Apart from the 1-1 support we signposted groups to regional and national training on safeguarding, managing community hubs and shared spaces, GDPR and a number of other on-line resources. We provided specific support on finding and recruiting Trustees and retaining volunteers.

Mutual Aid Plus Resources

We continue to use and share the valuable resources we built up during the Mutual Aid Plus programme we delivered to support small local and informal groups. They have been especially of use to Friends of and Residents' groups.

Adult Learning and Skills

We are part of the Adult Learning programme with ALS, SEN, H&F Works (ex Workzone), and NCS. We provided advice sessions to learners and contributing templates and policy documents to the programme as well as taking part in the regular online meetings. We continue to form part of the IAG programme accredited through Matrix and regularly meet to monitor and improve the service.

Tackling Digital Exclusion

We are still offering phone support to prospective volunteers with low or no digital skills, to access opportunities and services. We continue referring any residents with barriers to various Digital Inclusion programmes that our partners offer, and we help recruit trainers for. This includes the Macbeth Centre, The Creighton Centre, as well as the libraries and other Council supported sights. Residents still report struggling with lack of equipment, internet access, or resources to use mobile data.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

Libraries

We continue to support the Library Service in recruiting new volunteers and young ambassadors, we have been promoting the language support and digital inclusion programmes that are operating. We are promoting and recruiting for ESOL and other language courses and groups that are hosted there. We still recruit for a number of Home Book schemes and outdoor reading groups including the Doorstep Library.

Younger Volunteers

We are promoting volunteering to younger people through 6th form colleges and BPP university.

This includes overseas students studying and resident in Hammersmith and Fulham. We also support any residents over 16 that contact us or suitable adults acting on their behalf. We recognise that many young people have lost out on any formal opportunity to engage in work experience over the last few years so we are working with groups to try and maximise the number of roles available that can be accessed by younger people especially as insurance often prohibits groups taking volunteers under 18.

Safeguarding

We have amassed a number of policy and advice materials to support groups of all sizes that have been operating over the last few years. This can be from lone or safe working/volunteering to accessing suitable insurance cover. We advise on the proper application of DBS checks to unpaid roles and volunteering. This along with the traditional support around safe recruitment and referral to safeguarding teams. We adhere to the Safeguarding policies and frameworks of LBHF.

H&F Community Resilience Alliance

HFVC has won funding from the GLA to help bring together the voluntary and community sector and H&F Council Emergency Response Team. The application was put together in partnership with the Emergency Response Team and we look forward to beginning work at the end of next quarter. The funding is for an initial 6 months but we are hopeful this will develop further.

**Works4U**

With the Covid-19 pandemic over, Works4U had a breakout year, implementing its new strategy and led to a growth of its services and impact:

- Groundbreaking national research - publication of the '*Monetary Value of Trustees Report*' and the '*UK Employee Volunteering Report 2023*'
- Establishing and growing the National Employer Supported Volunteering Network, a peer support network for VCS organisations to develop skills and knowledge on delivering ESV
- Producing guides for businesses such as '*9 Expert Tips for Developing an Employee Volunteering Programme*'
- Increase in level of employee volunteering projects across London through developing current clients and establishing new ones.
- Launch of Lead Volunteering Organisation (LVO) Quality Standard and preparing launch of Employee Volunteering Accreditation (EVA) for businesses

In recognition of this development Works4U won the 'Best Business Support Volunteering Non-Profit Organisation 2023 – UK' at Wealth & Finance International's Management Consulting Awards.

**Community Champions**

This long running and highly impactful project closed at the end of September 2023. Delivered by HFVC it involved 15-20 volunteer Community Champions supporting a wide range of healthy living activities for local people. The project supported a wide range of activities to help meet the health needs of the area, identified through the baseline survey carried out in the first year of the project. It absolutely transformed the community spaces it delivered from which were hardly used before the project began. The community, of all ages and backgrounds, used the space on a daily basis and the project was a real community asset.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

**Partnership working and collaboration**

HFVC is committed to working in partnership and collaboration with organisations and companies for the benefit of Hammersmith & Fulham residents.

HFVC works closely in partnership with its 'sister' organisation, Volunteer Centre Camden to deliver successful projects and with a shared CEO and Finance Manager as well as collaboration on volunteer infrastructure and employer supported volunteering.

We are working with and developing our partnership with infrastructure providers in the borough, Sobus and Young Hammersmith & Fulham Foundation.

We work in collaborative partnership with Hammersmith & Fulham Council to strategically develop volunteering across the borough.

**FINANCIAL REVIEW**

During the year the charity was in receipt of income of £156,834 and expenditure of £175,092 resulting in a deficit of £18,258 for unrestricted funds and a surplus of £0 for restricted funds. More details are provided in the financial statements.

The charity had unrestricted reserves of £78,599 at the end of year, and restricted reserves of £1,557.

The trustees consider that the levels of reserves are sufficient to meet contractual and statutory responsibilities for the foreseeable future. The trustees hope to be able to increase the level of reserves but are aware of the very difficult climate that exists for charities of this size.

Approved by the Trustees on 20<sup>th</sup> December 2024 and signed on their behalf by:



Charles Forsyth – Chair  
December 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF:**  
**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 8 to 17.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Kevin Fisher, BA FCA, CTA  
Kingston Burrowes, Chartered Accountants  
308 Ewell Road  
Surbiton  
Surrey  
KT6 7AL

21-12-2024

## HAMMERSMITH & FULHAM VOLUNTEER CENTRE

### STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2024

|                                      | Notes | Total<br>Unrestricted<br>Funds<br>£ | Total<br>Restricted<br>Funds<br>£ | Total<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|--------------------------------------|-------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                     |                                   |                             |                             |
| Charitable activities                | 3     | 101,850                             | 23,342                            | 125,192                     | 160,265                     |
| Other                                | 4     | 31,642                              | -                                 | 31,642                      | 33,043                      |
| <b>Total income</b>                  |       | <u>133,492</u>                      | <u>23,342</u>                     | <u>156,834</u>              | <u>193,308</u>              |
| <b>Expenditure on:</b>               |       |                                     |                                   |                             |                             |
| Fundraising costs                    | 5     | 5,691                               | -                                 | 5,691                       | 5,753                       |
| Charitable activities                | 6     | 146,059                             | 23,342                            | 169,401                     | 187,523                     |
| <b>Total expenditure</b>             |       | <u>151,750</u>                      | <u>23,342</u>                     | <u>175,092</u>              | <u>193,276</u>              |
| <b>Net income/(expenditure)</b>      | 8     | (18,258)                            | -                                 | (18,258)                    | 32                          |
| Transfer between funds               |       | -                                   | -                                 | -                           | -                           |
| <b>Net movement in funds</b>         | 15    | (18,258)                            | -                                 | (18,258)                    | 32                          |
| <b>Reconciliation of funds</b>       |       |                                     |                                   |                             |                             |
| Fund balances brought forward        | 15    | 96,857                              | 1,557                             | 98,414                      | 98,382                      |
| <b>Fund balances carried forward</b> | 15    | <u>£78,599</u>                      | <u>£1,557</u>                     | <u>£80,156</u>              | <u>£98,414</u>              |

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## BALANCE SHEET

AT 31 MARCH 2024

|                                                       | Notes | £             | 2024 | £              | £              | 2023 | £              |
|-------------------------------------------------------|-------|---------------|------|----------------|----------------|------|----------------|
| <b>FIXED ASSETS</b>                                   |       |               |      |                |                |      |                |
| Tangible fixed assets                                 | 11    |               |      | -              |                |      | -              |
| <b>CURRENT ASSETS</b>                                 |       |               |      |                |                |      |                |
| Debtors                                               | 12    | 76,906        |      |                | 74,080         |      |                |
| Cash at bank and in hand                              |       | 17,669        |      |                | 33,240         |      |                |
|                                                       |       | <u>94,575</u> |      |                | <u>107,320</u> |      |                |
| <b>CREDITORS: Amounts falling due within one year</b> | 13    | <u>14,419</u> |      |                | <u>8,906</u>   |      |                |
| <b>NET CURRENT ASSETS</b>                             |       |               |      | 80,156         |                |      | 98,414         |
| <b>NET ASSETS</b>                                     | 16    |               |      | <u>£80,156</u> |                |      | <u>£98,414</u> |
| <b>FUNDS</b>                                          |       |               |      |                |                |      |                |
| Unrestricted Funds                                    | 15    |               |      | 78,599         |                |      | 96,857         |
| Restricted                                            | 15    |               |      | <u>1,557</u>   |                |      | <u>1,557</u>   |
| <b>TOTAL FUNDS</b>                                    | 15    |               |      | <u>£80,156</u> |                |      | <u>£98,414</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 20<sup>th</sup> December 2024 and signed on its behalf by:



Charles Forsyth  
Chair

The notes form part of these Financial Statements.

## **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

#### **1. COMPANY STATUS**

Hammersmith & Fulham Volunteer Centre is a registered Charity (No: 1062032) and a Private Company (No: 03176924), limited by guarantee and registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member.

The registered office of the company is given in the Reference and Administrative Details on page 1.

#### **2. ACCOUNTING POLICIES**

##### **Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102.

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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have been prepared on the going concern basis and under the historical cost convention.

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.

##### **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 on charitable activities includes direct costs undertaken to further the purposes of the charity and associated support costs. Direct costs include costs of a direct nature which can be allocated to a specific activity. Support costs include indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. 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 which have been set aside for particular 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.

##### **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:

|                               |               |
|-------------------------------|---------------|
| Office and computer equipment | 33.3% on cost |
|-------------------------------|---------------|

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

### 2. ACCOUNTING POLICIES /cont'd...

#### 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 impairments are recognised in expenditure.

#### Operating leases

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

#### Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged to the Statement of Financial Activities in the year to which they relate.

### 3. INCOME FROM CHARITABLE ACTIVITIES

|                      | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2024   | Total<br>2023   |
|----------------------|-----------------------|---------------------|-----------------|-----------------|
| Grants and contracts | <u>£101,850</u>       | <u>£23,342</u>      | <u>£125,192</u> | <u>£160,265</u> |

Of the £160,265 recognised in 2023, £100,686 related to unrestricted funds and £59,579 related to restricted funds.

### 4. OTHER INCOME

|                           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|---------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Secondment fees (Note 10) | 31,200                     | -                        | 31,200             | 31,200             |
| Miscellaneous             | <u>442</u>                 | <u>-</u>                 | <u>442</u>         | <u>1,843</u>       |
|                           | <u>£31,642</u>             | <u>£Nil</u>              | <u>£31,642</u>     | <u>£33,043</u>     |

All of the £33,043 recognised in 2023 is related to unrestricted funds.

### 5. FUNDRAISING COSTS

|             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-------------|----------------------------|--------------------------|--------------------|--------------------|
| Staff costs | <u>£5,691</u>              | <u>£Nil</u>              | <u>£5,691</u>      | <u>£5,753</u>      |

All Fundraising Costs are support costs.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

### 6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

|                                    | Direct costs<br>£ | Support costs<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|------------------------------------|-------------------|--------------------|--------------------|--------------------|
| Direct project costs:              |                   |                    |                    |                    |
| Freelance                          | 875               | -                  | 875                | 3,255              |
| Meetings & Conferences             | 75                | -                  | 75                 | -                  |
| Insurance                          | 1,234             | -                  | 1,234              | 1,061              |
| Membership & Subscriptions         | 71                | -                  | 71                 | 35                 |
| Publicity                          | 59                | -                  | 59                 | 37                 |
| Mobile Phone, Travel & Subsistence | 30                | -                  | 30                 | 170                |
| Volunteers Events                  | 400               | -                  | 400                | 1,927              |
| Room Hire                          | -                 | -                  | -                  | 150                |
| Staff costs (Note 10)              | 50,139            | 104,946            | 155,085            | 166,380            |
| Office costs                       | -                 | 7,166              | 7,166              | 10,148             |
| Premises costs                     | -                 | 2,393              | 2,393              | 2,298              |
| Legal and professional             | -                 | 13                 | 13                 | 13                 |
| Other expenditure                  | -                 | -                  | -                  | 49                 |
| Governance (Note 7)                | -                 | 2,000              | 2,000              | 2,000              |
|                                    | <u>£52,883</u>    | <u>£116,518</u>    | <u>£169,401</u>    | <u>£187,523</u>    |

Of the £169,401 (2023 : £187,523) expenditure recognised in 2024, £146,059 (2023 : £126,799) was charged to unrestricted funds and £23,342 (2023 : £60,724) to restricted funds.

### 7. GOVERNANCE COSTS

|                             | 2024<br>£     | 2023<br>£     |
|-----------------------------|---------------|---------------|
| Independent examiner's fees | <u>£2,000</u> | <u>£2,000</u> |

### 8. NET INCOME/(EXPENDITURE)

| Net income/(expenditure) for the year is stated after charging: | 2024          | 2023          |
|-----------------------------------------------------------------|---------------|---------------|
| Operating lease rentals                                         | <u>£2,920</u> | <u>£2,712</u> |

### 9. TRUSTEES' REMUNERATION AND EXPENSES

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

During the year no Trustee received any reimbursement of expenses (2023: £Nil).

Total amount of donations without conditions received during the year from the trustees was £Nil (2023 : £450).

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

### **10. STAFF COSTS**

|                       | 2024<br>£       | 2023<br>£       |
|-----------------------|-----------------|-----------------|
| Salaries              | 140,511         | 156,032         |
| Social security costs | 7,612           | 9,852           |
| Pension costs         | 5,933           | 6,249           |
| Redundancy costs      | 6,720           | -               |
|                       | <u>£160,776</u> | <u>£172,133</u> |

The average monthly number of employees during the year was as follows:

|                               | 2024     | 2023     |
|-------------------------------|----------|----------|
| Charitable Activities         | 2        | 2        |
| Management and Administration | 3        | 3        |
|                               | <u>5</u> | <u>5</u> |

No employee received total employee benefits (excluding employer pension costs) amounting to more than £60,000 in either year.

The total amount of employee benefits received by key management personnel was £56,908 (2023 : £57,535). Out of the £56,908 (2023 : £57,535), £31,200 (2023 : £31,200) was recharged to Volunteer Centre Camden and £5,691 (2023 : £5,753) was recharged to Works 4U Limited. Therefore, the actual costs to this charitable company was £20,017 (2023 : £20,582).

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

### **11. TANGIBLE FIXED ASSETS**

|                                   | Office and<br>Computer<br>Equipment |
|-----------------------------------|-------------------------------------|
| <b>Cost:</b>                      | £                                   |
| At 1 April 2023 and 31 March 2024 | <u>7,000</u>                        |
| <b>Depreciation:</b>              |                                     |
| At 1 April 2023 and 31 March 2024 | <u>7,000</u>                        |
| <b>Net book value:</b>            |                                     |
| At 1 April 2023 and 31 March 2024 | <u>£Nil</u>                         |

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

| 12. DEBTORS                                  | 2024<br>£      | 2023<br>£      |
|----------------------------------------------|----------------|----------------|
| Trade debtors                                | 275            | 288            |
| Amounts owed by group undertakings (note 16) | 74,389         | 72,082         |
| Prepayments                                  | 2,242          | 1,710          |
|                                              | <u>£76,906</u> | <u>£74,080</u> |

| 13. CREDITORS – amounts falling due within one year | 2024<br>£      | 2023<br>£     |
|-----------------------------------------------------|----------------|---------------|
| Trade creditors                                     | 42             | 352           |
| Other taxation and social security                  | 3,397          | 4,058         |
| Other creditors                                     | -              | 516           |
| Accruals                                            | 5,980          | 3,980         |
| Deferred income                                     | 5,000          | -             |
|                                                     | <u>£14,419</u> | <u>£8,906</u> |

### Deferred Income analysis

|                            |               |
|----------------------------|---------------|
|                            | £             |
| As at 1 April 2023         | -             |
| Additions during the year  | 5,000         |
| Amounts released to income | -             |
| As at 31 March 2024        | <u>£5,000</u> |

Deferred income relates to funds received during the year for a project not commencing until next year.

## 14. OPERATING LEASE COMMITMENTS

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

|                            | 2024<br>£   | 2023<br>£     |
|----------------------------|-------------|---------------|
| Due within                 |             |               |
| One year                   | 946         | 1,062         |
| Between one and five years | -           | 456           |
|                            | <u>£946</u> | <u>£1,518</u> |

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

### 15. STATEMENT OF FUNDS

| 2024                                  | 1 April<br>2023<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | 31 March<br>2024<br>£ |
|---------------------------------------|----------------------|-------------|------------------|----------------|-----------------------|
| <b>Designated Funds</b>               |                      |             |                  |                |                       |
| Contingency reserve fund              | 11,000               | -           | -                | -              | 11,000                |
| <b>General Funds</b>                  | 85,857               | 133,492     | 151,750          | -              | 67,599                |
| <b>Total Unrestricted Funds</b>       | 96,857               | 133,492     | 151,750          | -              | 78,599                |
| <b>Restricted Funds</b>               |                      |             |                  |                |                       |
| Community Champions                   | -                    | 23,342      | 23,342           | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -           | -                | -              | 1,557                 |
| <b>Total Restricted Funds</b>         | 1,557                | 23,342      | 23,342           | -              | 1,557                 |
| <b>Total Funds</b>                    | £98,414              | £156,834    | £175,092         | £Nil           | £80,156               |

Comparative information for the previous year is as follows:

| 2023                                  | 1 April<br>2022<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | 31 March<br>2023<br>£ |
|---------------------------------------|----------------------|-------------|------------------|----------------|-----------------------|
| <b>Designated Funds</b>               |                      |             |                  |                |                       |
| Contingency reserve fund              | 11,000               | -           | -                | -              | 11,000                |
| <b>General Funds</b>                  | 84,680               | 133,729     | (132,552)        | -              | 85,857                |
| <b>Total Unrestricted Funds</b>       | 95,680               | 133,729     | (132,552)        | -              | 96,857                |
| <b>Restricted Funds</b>               |                      |             |                  |                |                       |
| Community Champions                   | -                    | 44,579      | (44,579)         | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -           | -                | -              | 1,557                 |
| RETURN                                | -                    | -           | -                | -              | -                     |
| Mutual Aid in London                  | -                    | 15,000      | (15,000)         | -              | -                     |
| London Plus                           | 1,145                | -           | (1,145)          | -              | -                     |
| <b>Total Restricted Funds</b>         | 2,702                | 59,579      | (60,724)         | -              | 1,557                 |
| <b>Total Funds</b>                    | £98,382              | £193,308    | £(193,276)       | £Nil           | £98,414               |

## HAMMERSMITH & FULHAM VOLUNTEER CENTRE

### INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

#### 15. STATEMENT OF FUNDS (continued)

##### DESIGNATED FUNDS

Contingency reserve fund

The Trustees have established a strategy whereby the Contingency reserve fund is maintained at a level which would cover approximately three to six months of core expenditure. This would provide sufficient funds to enable the volunteer centre to meet its ongoing commitments.

##### RESTRICTED FUNDS

The Community Champions project involves volunteers to promote health and wellbeing in the Bayonne and Field Road estates of Hammersmith & Fulham. This 5-year programme funded by Hammersmith & Fulham Council and Hammersmith & Fulham Clinical Commissioning Group aims to improve key health issues in this deprived area utilising volunteer community champions.

D R Edwards & Bishop King's Fulham

This funding supported health and wellbeing in the area of benefit supported by Dr Edwards & Bishop King and delivered through the Community Champions programme.

London Plus

This funding achieved by London Plus from the Greater London Authority was for the purpose of purchasing laptops for staff working remotely.

##### RETURN

A volunteering into employment programme, part of the ESF funded EQUIP programme.

Mutual Aid in London

A short programme of engagement and support of Mutual Aid Groups in London.

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| 2024                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 93,018                     | 1,557                    | 94,575              |
| Current liabilities | (14,419)                   | -                        | (14,419)            |
|                     | <u>£78,599</u>             | <u>£1,557</u>            | <u>£80,156</u>      |

Comparative information for the previous year is as follows:

| 2023                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 105,763                    | 1,557                    | 107,320             |
| Current liabilities | (8,906)                    | -                        | (8,906)             |
|                     | <u>£96,857</u>             | <u>£1,557</u>            | <u>£98,414</u>      |

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

## **INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2024**

### **17. RELATED PARTY TRANSACTIONS**

The charity controls 100% of the voting rights of its subsidiary company Works 4U Limited (a company limited by guarantee). During the year the charity entered into the following transactions with Works 4U Limited:

|                                       | 2024<br>£      | 2023<br>£      |
|---------------------------------------|----------------|----------------|
| Debtor as at 1 April                  | 72,082         | 53,061         |
| Net recharges of income/(expenditure) | 2,307          | 19,021         |
|                                       | <hr/>          | <hr/>          |
| Debtor as at 31 March                 | <u>£74,389</u> | <u>£72,082</u> |



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# Accounts

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**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032

(Company Number: 03176924)

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

## **Contents**

|                                                       | <b>Page</b>    |
|-------------------------------------------------------|----------------|
| <b>Reference and Administrative Details</b>           | <b>1</b>       |
| <b>Annual Report of the Trustees</b>                  | <b>2 - 6</b>   |
| <b>Independent Examiner's Report</b>                  | <b>7</b>       |
| <b>Statement of Financial Activities</b>              | <b>8</b>       |
| <b>Balance Sheet</b>                                  | <b>9</b>       |
| <b>Notes forming part of the financial statements</b> | <b>10 – 17</b> |

**HAMMERSMITH & FUHAM VOLUNTEER CENTRE**

**(A Company Limited by Guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**Trustees**

Charles Forsyth (Chair)  
Zarar Qayyum  
Stan Paschal  
Mathew Thorley  
Aliya Khan  
Henrietta Malet  
Charlotte de Crozals  
Blanca Gomez Navarro  
Alexandra Hallock

**Company registered number**

03176924

**Charity registration number**

1062032

**Registered office**

Fulham Library 598 Fulham Road, Fulham, London, England, SW6 5NX

**Independent Examiner**

Stephen Jones FCA  
Myrus Smith, Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton  
Surrey  
SM1 4BW

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the Independently Examined financial statements of Hammersmith & Fulham Volunteer Centre (the company) for the year ended 31 March 2023. The Trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements and the governing document.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The company is registered as a charitable company limited by guarantee, registered under a Memorandum of Association dated 25<sup>th</sup> March 1996 as amended by special resolutions dated 26<sup>th</sup> September 2005 and 25<sup>th</sup> July 2011. It is also a registered charity, number 1062032. In the event of the company being wound up, each member is required to contribute an amount not exceeding £10.

**b. Method of Appointment or Election of Trustees**

Persons with a range of skills, experience and commitments are recruited to serve on the Board of Trustees through several means including: (i) advertisements in national newspapers (ii) referrals from local contacts both the voluntary and the statutory sectors (iii) volunteer recruitment undertaken by the Volunteer Centre's Projects providing volunteer placement and development service (iv) recruitment of volunteer who are users of the Volunteer Centre's services.

Those persons who are interested in getting involved in the Volunteer Centre's work are initially invited to attend the Boards' meetings as observers and to meet with the Chair and the Chief Executive. A skills audit is conducted and suitable applicants are interviewed by the Chief Executive and Chair or Treasurer. Successful applicants are then invited to a Board meeting where the appointment is confirmed following a vote of the current members.

**c. Organisational Structure and Decision Making**

Hammersmith & Fulham Volunteer Centre has a Board of Trustees who meet every quarter and are responsible for the strategic direction and policy of the charity. The board delegates implementation of policy to a Chief Executive who supervises the staff team and volunteers.

**d. Related Parties**

None of the trustees received remuneration or other benefit for their work with the charity. The charity has a wholly owned subsidiary, Works 4U Limited, which focuses on employer supported volunteering initiatives as well as consultancy and training services.

**e. Risk Management**

The Trustees have assessed the major risks to which the company and the group are exposed, in particular those related to the operations and finances of the company and the group, and are satisfied that the systems and procedures are in place to mitigate exposure to major risks and maintain solvency.

**OBJECTIVES AND ACTIVITIES**

**Objectives and Public Benefit**

The objectives of the charity are:

- The promotion of the voluntary sector for the benefit of the public, and
- The relief of poverty

Each year the Trustees review the activities of the charity to ensure that they remain in line with the objectives. Trustees have considered the Charity Commission's general guidance on public benefit and in particular the supplementary public guidance on the promotion of the voluntary sector for the benefit of the public, and the relief of poverty. Trustees believe they meet the public benefit requirements.

## **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

**(Registered Charity No: 1062032)  
(Company No: 03176924)**

### **ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **Going Concern**

After making appropriate enquires, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future so they continue to adopt the going concern basis in the preparation of financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

##### **Review of Activities**

##### **Fall in Volunteering**

Across the UK, in cities, towns and rural areas, volunteer involving organisations of all sizes are experiencing a drop in formal volunteering. This is a trend confirmed by NCVO's recent annual almanac. The cost-of-living crisis has played a key role here, but this has merely exacerbated a trend already beginning before even the Covid-19 pandemic. There has been a significant shift in volunteer behaviour wanting to give their time in a more flexible way whereas most volunteer involving organisations are not structured to offer this.

This makes the role of HFVC even more important as community organisations in the borough find it more difficult to find and retain volunteers to support their work.

##### **Hammersmith & Fulham Core Volunteering Report**

HFVC continues to act as the lead volunteering agency for the London Borough of Hammersmith and Fulham with one of its key functions to match individuals wanting to volunteer with volunteering opportunities in charities and not for profit organisations across Hammersmith and Fulham.

HFVC services adapt to the needs of the individuals and organisations it serves and this past year has seen a gradual move from almost entirely virtual support to a hybrid service. This in-person service is delivered through outreach in multiple locations across the borough.

HFVC held Volunteer Fairs and continued to support groups with volunteer recruitment and advice. It used its website and social media to provide information and resources to Volunteer Involving Organisations (VIOs), and Residents. It also used phone, Zoom, Teams and Google Meets to provide support.

HFVC provided on average 15-20 advice sessions weekly to individuals with the focus on helping with volunteer role searching and applications those with extra support needs, including long-term unemployed, low confidence, and/or poor digital literacy, disability, mental health, or substance misuse issues.

The continued support of the volunteer application on behalf of clients remains a key part of the successful process especially as many residents have limited access to internet or computers/smartphones. HFVC works as part of a Matrix programme with the Macbeth Centre, Adult Learning, H&F Works and the National Career service, as well as with the Shaw Trust and the Job Centres' weekly and monthly sessions allows us to reach a wide audience. These organisations also refer clients back to us.

##### ***Outreach and satellite service***

HFVC continues to offer weekly in person interview and information sessions at the Macbeth Centre open to residents and learners. Monthly sessions with groups of residents followed by one-to-ones and periodic information sessions at the job centres allow face to face support especially for those not comfortable with on-line applications or confident to apply in person or by phone. HFVC is able to refer directly to support at the locations we operate in for example entry level Computer Training or support for people with Low Mood or other issues at Shaw Trust.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

***Volunteering into Employment***

Through HFVC's partnership work with ALSS, local JCPs, The Shaw Trust and the National Career service we have been able to assist residents not only with volunteer placements to gain experience, skills, and a reference, but also training, CV help and barrier specific support. The Volunteer Centre matches residents with volunteering placements that directly complement their training and or their job aspirations. We also refer residents to training opportunities if those are more suitable.

***Support for Organisations***

We provided 1-2-1 support to groups, charities and community organisations of all sizes to help them with volunteer management as well as advertising new opportunities. Recruitment and retention of volunteers as well as fundraising have again been highlighted as the key issues for groups when looking to work with volunteers. We have signposted groups to Sobus and online funding resources we are aware of including LBHF and Spacehive. In addition, to the 1-2-1 support HFVC signposted groups to regional and national training on safeguarding, starting foodbanks, GDPR and a number of other on-line resources. The organisation also provided support on finding and recruiting Trustees.

***Adult Learning and Skills***

HFVC is part of the Adult Learning programme with ALS, SEN, H&F Works and NCS. The Volunteer Centre provides advice sessions to learners and contributing templates and policy documents to the programme as well as taking part in the regular on-line meetings. HFVC continues to form part of the IAG programme accredited through Matrix.

***Tackling Digital Exclusion***

HFVC offers phone support to prospective volunteers with low or no digital skills, to access opportunities and services. It also refers any residents with barriers to various Digital Inclusion programmes that our partners offer, and we help recruit trainers for. This includes the Macbeth Centre, The Creighton Centre, as well as the Libraries and 145 King Street. Residents are reporting struggling with lack of equipment, internet access, or resources to use mobile data.

***Libraries***

HFVC continues to support the Library Service in recruiting new volunteers and young ambassadors, we have been promoting the language support and digital inclusion programmes that are operating. The Volunteer Centre has also have recruited for a number of Home Book schemes and outdoor reading groups including the Doorstep Library.

***Younger Volunteers***

HFVC took part in an advice session for Fulham Cross 6th form College and one session for the BPP University to encourage students to volunteer. The Volunteer Centre recognises that many young people have lost out on any formal opportunity to engage in work experience over the last few years so we are working with groups to try and maximise the number of roles available that can be accessed by younger people especially as insurance often prohibits groups taking volunteers under 18.

***Safeguarding***

HFVC has amassed a number of policy and advice materials to support groups of all sizes that have been operating over the last few years. This can be from lone or safe working/volunteering to accessing suitable insurance cover. The Volunteer Centre advises on the proper application of DBS checks to unpaid roles and volunteering. This along with the traditional support around safe recruitment and referral to safeguarding teams. HFVC adheres to the Safeguarding policies and frameworks of LBHF.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

**Mutual Aid PLUS 2**

Following on from the successful phase 1 of this London-wide project, funded by the GLA, HFVC was commissioned to carry out 6 months further support through providing local and hyper-local Mutual Aid groups with self-designed tailored support. This to be done through a programme of resources exchange, peer support and mainly 1-to-1 Advice Cafes.

HFVC held 36 Café sessions during the period to September with 38 attendees at the sessions. Some were returning groups.

HFVC contributed to 5 online development sessions with Locality and the GLA to help populate the resource bank Locality have been commissioned to create. 6 of the groups we have been working with also participated and 2 from the first project. Of the Café sessions we operated many involved individuals that had returned from their group to a mainstay job or community roll.

HFVC have helped amass for ourselves and the Mutual Aid Resource Bank site (MyCommunity) a large number of resources that would support any future emergency or support other forms of community support like: Digital inclusion, food and fuel poverty advice, foodbanks, clothes banks, warm places, walking clubs, dance and health clubs etc.

A total of 121 groups were supported in all but 3 greater London Boroughs were part of the programme. HFVC outscored all the project markers.

**Works4U**

With a furloughed Corporate Engagement Manager we maintained contact with business clients and adapted our volunteering offerings to include more remote/virtual projects as well as adapting risk assessments for a Covid-19 world. As 2022 began we engaged with community organisations to have projects ready when businesses were able and willing to volunteer again. This paid dividends and in March Works4U booked its largest ever project with Pernod Ricard to take place in June with over ten volunteer projects taking place simultaneously across London.

**Community Champions**

This long-running and highly impactful project was extended until March 2023 and then a further 6 months before closing at the end of September 2023. Delivered by HFVC it involved 15-20 volunteer Community Champions supporting a wide range of healthy living activities for local people. The project supported a wide range of activities to help meet the health needs of the area, identified through the baseline survey carried out in the first year of the project. It absolutely transformed the community spaces it delivered from which were hardly used before the project began. The community, of all ages and backgrounds, used the space on a daily basis and the project was a real community asset.

**Partnership working and collaboration**

HFVC is committed to working in partnership and collaboration with organisations and companies for the benefit of Hammersmith & Fulham residents.

HFVC works closely in partnership with its 'sister' organisation, Volunteer Centre Camden to deliver successful projects and with a shared CEO and Finance Manager as well as collaboration on volunteer infrastructure and employer supported volunteering.

We are working with and developing our partnership with infrastructure providers in the borough, Sobus and Young Hammersmith & Fulham Foundation.

We work in collaborative partnership with Hammersmith & Fulham Council to strategically develop volunteering across the borough.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

**FINANCIAL REVIEW**

During the year the charity was in receipt of income of £193,308 and expenditure of £193,276 resulting in a surplus of £32, a surplus of £1,177 for unrestricted funds and a deficit of £1,145 for restricted funds. More details are provided in the financial statements.

The charity had unrestricted reserves of £96,857 at the end of year, and restricted reserves of £1,557.

The trustees consider that the levels of reserves are sufficient to meet contractual and statutory responsibilities for the foreseeable future. The trustees hope to be able to increase the level of reserves but are aware of the very difficult climate that exists for charities of this size.

Approved by the Trustees on 21st December 2023 and signed on their behalf by:



Charles Forsyth  
Chair

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF:**

### **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 8 to 17.

#### **Responsibilities and basis of report**

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

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

#### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Stephen Jones FCA  
Myrus Smith, Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

2023

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2023

|                                      | Notes | Total<br>Unrestricted<br>Funds<br>£ | Total<br>Restricted<br>Funds<br>£ | Total<br>Funds<br>2023<br>£ | Total<br>Funds<br>2022<br>£ |
|--------------------------------------|-------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                     |                                   |                             |                             |
| Charitable activities                | 3     | 100,686                             | 59,579                            | 160,265                     | 174,767                     |
| Other                                | 4     | 33,043                              | -                                 | 33,043                      | 30,029                      |
| <b>Total income</b>                  |       | <u>133,729</u>                      | <u>59,579</u>                     | <u>193,308</u>              | <u>204,796</u>              |
| <b>Expenditure on:</b>               |       |                                     |                                   |                             |                             |
| Fundraising costs                    | 5     | 5,753                               | -                                 | 5,753                       | -                           |
| Charitable activities                | 6     | 126,799                             | 60,724                            | 187,523                     | 192,666                     |
| <b>Total expenditure</b>             |       | <u>132,552</u>                      | <u>60,724</u>                     | <u>193,276</u>              | <u>192,666</u>              |
| <b>Net income/(expenditure)</b>      | 8     | 1,177                               | (1,145)                           | 32                          | 12,130                      |
| Transfer between funds               |       | -                                   | -                                 | -                           | -                           |
| <b>Net movement in funds</b>         | 15    | 1,177                               | (1,145)                           | 32                          | 12,130                      |
| <b>Reconciliation of funds</b>       |       |                                     |                                   |                             |                             |
| Fund balances brought forward        | 15    | 95,680                              | 2,702                             | 98,382                      | 86,252                      |
| <b>Fund balances carried forward</b> | 15    | <u>£96,857</u>                      | <u>£1,557</u>                     | <u>£98,414</u>              | <u>£98,382</u>              |

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## BALANCE SHEET

AT 31 MARCH 2023

|                                                       | Notes | £      | 2023    | £       | £       | 2022 | £       |
|-------------------------------------------------------|-------|--------|---------|---------|---------|------|---------|
| <b>FIXED ASSETS</b>                                   |       |        |         |         |         |      |         |
| Tangible fixed assets                                 | 11    |        |         | -       |         |      | -       |
| <b>CURRENT ASSETS</b>                                 |       |        |         |         |         |      |         |
| Debtors                                               | 12    | 74,080 |         |         | 70,017  |      |         |
| Cash at bank and in hand                              |       | 33,240 |         |         | 52,786  |      |         |
|                                                       |       |        |         |         |         |      |         |
|                                                       |       |        | 107,320 |         | 122,803 |      |         |
| <b>CREDITORS:</b> Amounts falling due within one year | 13    | 8,906  |         |         | 24,421  |      |         |
| <b>NET CURRENT ASSETS</b>                             |       |        |         | 98,414  |         |      | 98,382  |
| <b>NET ASSETS</b>                                     | 16    |        |         | £98,414 |         |      | £98,382 |
| <b>FUNDS</b>                                          |       |        |         |         |         |      |         |
| Unrestricted Funds                                    | 15    |        |         | 96,857  |         |      | 95,680  |
| Restricted                                            | 15    |        |         | 1,557   |         |      | 2,702   |
| <b>TOTAL FUNDS</b>                                    | 15    |        |         | £98,414 |         |      | £98,382 |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 21st December 2023 and signed on its behalf by:



Charles Forsyth  
Chair

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

### 1. COMPANY STATUS

Hammersmith & Fulham Volunteer Centre is a registered Charity (No: 1062032) and a Private Company (No: 03176924), limited by guarantee and registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member.

The registered office of the company is given in the Reference and Administrative Details on page 1.

### 2. ACCOUNTING POLICIES

#### Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102.

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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have been prepared on the going concern basis and under the historical cost convention.

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.

#### 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 on charitable activities includes direct costs undertaken to further the purposes of the charity and associated support costs. Direct costs include costs of a direct nature which can be allocated to a specific activity. Support costs include indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. 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 which have been set aside for particular 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.

#### 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:

|                               |               |
|-------------------------------|---------------|
| Office and computer equipment | 33.3% on cost |
|-------------------------------|---------------|

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023 /cont'd....

### 2. ACCOUNTING POLICIES /cont'd...

#### 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 impairments are recognised in expenditure.

#### Operating leases

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

#### Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged to the Statement of Financial Activities in the year to which they relate.

### 3. INCOME FROM CHARITABLE ACTIVITIES

|                      | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2023   | Total<br>2022   |
|----------------------|-----------------------|---------------------|-----------------|-----------------|
| Grants and contracts | <u>£100,686</u>       | <u>£59,579</u>      | <u>£160,265</u> | <u>£174,767</u> |

Of the £174,767 recognised in 2022, £111,555 related to unrestricted funds and £63,212 related to restricted funds.

### 4. OTHER INCOME

|                           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|---------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Secondment fees (Note 10) | 31,200                     | -                        | 31,200             | 30,000             |
| Miscellaneous             | <u>1,843</u>               | <u>-</u>                 | <u>1,843</u>       | <u>29</u>          |
|                           | <u>£33,043</u>             | <u>£Nil</u>              | <u>£33,043</u>     | <u>£30,029</u>     |

All of the £30,029 recognised in 2022 is related to unrestricted funds.

### 5. FUNDRAISING COSTS

|             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------|----------------------------|--------------------------|--------------------|--------------------|
| Staff costs | <u>£5,753</u>              | <u>£Nil</u>              | <u>£5,753</u>      | <u>£Nil</u>        |

All Fundraising Costs are support costs.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023 /cont'd....

### 6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

|                                    | Direct costs<br>£ | Support costs<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------------------|-------------------|--------------------|--------------------|--------------------|
| Direct project costs:              |                   |                    |                    |                    |
| Freelance                          | 3,255             | -                  | 3,255              | 1,750              |
| Partnership Costs                  | -                 | -                  | -                  | 5,580              |
| Insurance                          | 1,061             | -                  | 1,061              | 1,104              |
| Membership & Subscriptions         | 35                | -                  | 35                 | -                  |
| Publicity                          | 37                | -                  | 37                 | 100                |
| Mobile Phone, Travel & Subsistence | 170               | -                  | 170                | 485                |
| Volunteers Events                  | 1,927             | -                  | 1,927              | 918                |
| Room Hire                          | 150               | -                  | 150                | -                  |
| Staff costs (Note 9)               | 72,389            | 93,991             | 166,380            | 170,533            |
| Office costs                       | -                 | 10,148             | 10,148             | 7,991              |
| Premises costs                     | -                 | 2,298              | 2,298              | 2,172              |
| Legal and professional             | -                 | 13                 | 13                 | 53                 |
| Other expenditure                  | -                 | 49                 | 49                 | -                  |
| Governance (Note 7)                | -                 | 2,000              | 2,000              | 1,980              |
|                                    | <u>£79,024</u>    | <u>£108,499</u>    | <u>£187,523</u>    | <u>£192,666</u>    |

Of the £187,523 (2022 : £192,666) expenditure recognised in 2023, £126,799 (2022 : £129,454) was charged to unrestricted funds and £60,724 (2022 : £63,212) to restricted funds.

### 7. GOVERNANCE COSTS

|                             | 2023<br>£     | 2022<br>£     |
|-----------------------------|---------------|---------------|
| Independent examiner's fees | <u>£2,000</u> | <u>£1,980</u> |

### 8. NET INCOME/(EXPENDITURE)

| Net income/(expenditure) for the year is stated after charging: | 2023          | 2022          |
|-----------------------------------------------------------------|---------------|---------------|
| Operating lease rentals                                         | <u>£2,712</u> | <u>£2,760</u> |

### 9. TRUSTEES' REMUNERATION AND EXPENSES

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

During the year no Trustee received any reimbursement of expenses (2022: £Nil).

Total amount of donations without conditions received during the year from the trustees was £450 (2022 : £Nil).

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2023 /cont'd....

### **10. STAFF COSTS**

|                       | 2023<br>£       | 2022<br>£       |
|-----------------------|-----------------|-----------------|
| Salaries              | 156,032         | 155,556         |
| Social security costs | 9,852           | 9,653           |
| Pension costs         | 6,249           | 5,324           |
|                       | <u>£172,133</u> | <u>£170,533</u> |

The average monthly number of employees during the year was as follows:

|                               | 2023     | 2022     |
|-------------------------------|----------|----------|
| Charitable Activities         | 2        | 2        |
| Management and Administration | 3        | 3        |
|                               | <u>5</u> | <u>5</u> |

No employee received total employee benefits (excluding employer pension costs) amounting to more than £60,000 in either year.

The total amount of employee benefits received by key management personnel was £57,535 (2022 : £54,657). Out of the £57,535 (2022 : £54,657), £31,200 (2022 : £30,000) was recharged to Volunteer Centre Camden and £5,753 (2022 : £5,466) was recharged to Works 4U Limited. Therefore, the actual costs to this charitable company was £20,582 (2022 : £19,191).

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

### **11. TANGIBLE FIXED ASSETS**

|                                   | Office and<br>Computer<br>Equipment |
|-----------------------------------|-------------------------------------|
| <b>Cost:</b>                      | £                                   |
| At 1 April 2022 and 31 March 2023 | 7,000                               |
| <b>Depreciation:</b>              |                                     |
| At 1 April 2022 and 31 March 2023 | 7,000                               |
| <b>Net book value:</b>            |                                     |
| At 1 April 2022 and 31 March 2023 | <u>£Nil</u>                         |

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

|                                                            |                |                |
|------------------------------------------------------------|----------------|----------------|
| <b>12. DEBTORS</b>                                         | <b>2023</b>    | <b>2022</b>    |
|                                                            | <b>£</b>       | <b>£</b>       |
| Trade debtors                                              | 288            | 15,402         |
| Amounts owed by group undertakings (note 16)               | 72,082         | 53,061         |
| Prepayments                                                | 1,710          | 1,554          |
|                                                            | <u>£74,080</u> | <u>£70,017</u> |
| <b>13. CREDITORS – amounts falling due within one year</b> | <b>2023</b>    | <b>2022</b>    |
|                                                            | <b>£</b>       | <b>£</b>       |
| Trade creditors                                            | 352            | 2,118          |
| Other taxation and social security                         | 4,058          | 4,101          |
| Other creditors                                            | 516            | 1,006          |
| Accruals                                                   | 3,980          | 2,196          |
| Deferred income                                            | -              | 15,000         |
|                                                            | <u>£8,906</u>  | <u>£24,421</u> |
| <b>Deferred Income analysis</b>                            |                | <b>£</b>       |
| As at 1 April 2022                                         |                | 15,000         |
| Additions during the year                                  |                | -              |
| Amounts released to income                                 |                | (15,000)       |
| As at 31 March 2023                                        |                | <u>£Nil</u>    |

Deferred income relates to funds received during the year for a project not commencing until next year.

## 14. OPERATING LEASE COMMITMENTS

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

|                            |               |               |
|----------------------------|---------------|---------------|
|                            | <b>2023</b>   | <b>2022</b>   |
|                            | <b>£</b>      | <b>£</b>      |
| Due within                 |               |               |
| One year                   | 1,062         | 1,062         |
| Between one and five years | 456           | 1,368         |
|                            | <u>£1,518</u> | <u>£2,430</u> |

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

### 15. STATEMENT OF FUNDS

| <b>2023</b>                           | 1 April<br>2022<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | 31 March<br>2023<br>£ |
|---------------------------------------|----------------------|-------------|------------------|----------------|-----------------------|
| <b>Designated Funds</b>               |                      |             |                  |                |                       |
| Contingency reserve fund              | 11,000               | -           | -                | -              | 11,000                |
| <b>General Funds</b>                  | 84,680               | 133,729     | (132,552)        | -              | 85,857                |
| <b>Total Unrestricted Funds</b>       | 95,680               | 133,729     | (132,552)        | -              | 96,857                |
| <b>Restricted Funds</b>               |                      |             |                  |                |                       |
| Community Champions                   | -                    | 44,579      | (44,579)         | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -           | -                | -              | 1,557                 |
| RETURN                                | -                    | -           | -                | -              | -                     |
| Mutual Aid in London                  | -                    | 15,000      | (15,000)         | -              | -                     |
| London Plus                           | 1,145                | -           | (1,145)          | -              | -                     |
| <b>Total Restricted Funds</b>         | 2,702                | 59,579      | (60,724)         | -              | 1,557                 |
| <b>Total Funds</b>                    | £98,382              | £193,308    | £(193,276)       | £Nil           | £98,414               |

Comparative information for the previous year is as follows:

| <b>2022</b>                           | 1 April<br>2021<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | 31 March<br>2022<br>£ |
|---------------------------------------|----------------------|-------------|------------------|----------------|-----------------------|
| <b>Designated Funds</b>               |                      |             |                  |                |                       |
| Contingency reserve fund              | 11,000               | -           | -                | -              | 11,000                |
| <b>General Funds</b>                  | 72,550               | 141,584     | (129,454)        | -              | 84,680                |
| <b>Total Unrestricted Funds</b>       | 83,550               | 141,584     | (129,454)        | -              | 95,680                |
| <b>Restricted Funds</b>               |                      |             |                  |                |                       |
| Community Champions                   | -                    | 45,412      | (45,412)         | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -           | -                | -              | 1,557                 |
| RETURN                                | -                    | 2,800       | (2,800)          | -              | -                     |
| Mutual Aid in London                  | -                    | 15,000      | (15,000)         | -              | -                     |
| London Plus                           | 1,145                | -           | -                | -              | 1,145                 |
| <b>Total Restricted Funds</b>         | 2,702                | 63,212      | (63,212)         | -              | 2,702                 |
| <b>Total Funds</b>                    | £86,252              | £204,796    | £(192,666)       | £Nil           | £98,382               |

## HAMMERSMITH & FULHAM VOLUNTEER CENTRE

### INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

#### 15. STATEMENT OF FUNDS (continued)

##### DESIGNATED FUNDS

Contingency reserve fund

The Trustees have established a strategy whereby the Contingency reserve fund is maintained at a level which would cover approximately three to six months of core expenditure. This would provide sufficient funds to enable the volunteer centre to meet its ongoing commitments.

##### RESTRICTED FUNDS

The Community Champions project involves volunteers to promote health and wellbeing in the Bayonne and Field Road estates of Hammersmith & Fulham. This 5-year programme funded by Hammersmith & Fulham Council and Hammersmith & Fulham Clinical Commissioning Group aims to improve key health issues in this deprived area utilising volunteer community champions.

D R Edwards & Bishop King's Fulham

This funding supported health and wellbeing in the area of benefit supported by Dr Edwards & Bishop King and delivered through the Community Champions programme.

London Plus

This funding achieved by London Plus from the Greater London Authority was for the purpose of purchasing laptops for staff working remotely.

##### RETURN

A volunteering into employment programme, part of the ESF funded EQUIP programme.

Mutual Aid in London

A short programme of engagement and support of Mutual Aid Groups in London.

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| 2023                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 105,763                    | 1,557                    | 107,320             |
| Current liabilities | (8,906)                    | -                        | (8,906)             |
|                     | <u>£96,857</u>             | <u>£1,557</u>            | <u>£98,414</u>      |

Comparative information for the previous year is as follows:

| 2022                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 105,101                    | 17,702                   | 122,803             |
| Current liabilities | (9,421)                    | (15,000)                 | (24,421)            |
|                     | <u>£95,680</u>             | <u>£2,702</u>            | <u>£98,382</u>      |

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

## **INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2023**

### **17. RELATED PARTY TRANSACTIONS**

The charity controls 100% of the voting rights of its subsidiary company Works 4U Limited (a company limited by guarantee). During the year the charity entered into the following transactions with Works 4U Limited:

|                                       | 2023<br>£      | 2022<br>£      |
|---------------------------------------|----------------|----------------|
| Debtor as at 1 April                  | 53,061         | 19,470         |
| Net recharges of income/(expenditure) | 19,021         | 33,591         |
|                                       | <hr/>          | <hr/>          |
| Debtor as at 31 March                 | <u>£72,082</u> | <u>£53,061</u> |

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# Accounts

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**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032

(Company Number: 03176924)

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

# **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

## **Contents**

|                                                       | <b>Page</b>   |
|-------------------------------------------------------|---------------|
| <b>Administrative Information</b>                     | <b>1</b>      |
| <b>Report of the Trustees</b>                         | <b>2 - 5</b>  |
| <b>Report of the Independent Examiner</b>             | <b>6</b>      |
| <b>Statement of Financial Activities</b>              | <b>7</b>      |
| <b>Balance Sheet</b>                                  | <b>8</b>      |
| <b>Notes forming part of the financial statements</b> | <b>9 – 15</b> |

**HAMMERSMITH & FUHAM VOLUNTEER CENTRE**

**(A Company Limited by Guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**Trustees**

Charles Forsyth (Chair)  
Zarar Qayyum  
Stan Paschal  
Mathew Thorley  
Aliya Khan  
Henrietta Malet  
Charlotte de Crozals  
Blanca Gomez Navarro  
Alexandra Hallock

**Company registered number**

03176924

**Charity registration number**

1062032

**Registered office**

Fulham Library 598 Fulham Road, Fulham, London, England, SW6 5NX

**Independent Examiner**

Stephen Jones FCA  
Myrus Smith, Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton  
Surrey  
SM1 4BW

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the Independently Examined financial statements of Hammersmith & Fulham Volunteer Centre (the company) for the year ended 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements and the governing document.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The company is registered as a charitable company limited by guarantee, registered under a Memorandum of Association dated 25/3/1996. It is also a registered charity, number 1062032. In the event of the company being wound up, each member is required to contribute an amount not exceeding £1.

**b. Method of Appointment or Election of Trustees**

Persons with a range of skills, experience and commitments are recruited to serve on the Board of Trustees through several means including: (i) advertisements in national newspapers (ii) referrals from local contacts both the voluntary and the statutory sectors (iii) volunteer recruitment undertaken by the Volunteer Centre's Projects providing volunteer placement and development service (iv) recruitment of volunteer who are users of the Volunteer Centre's services.

Those persons who are interested in getting involved in the Volunteer Centre's work are initially invited to attend the Boards' meetings as observers and to meet with the Chair and the Chief Executive. A skills audit is conducted and suitable applicants are interviewed by the Chief Executive and Chair or Treasurer. Successful applicants are then invited to a Board meeting where the appointment is confirmed following a vote of the current members.

**c. Organisational Structure and Decision Making**

Hammersmith & Fulham Volunteer Centre has a Board of Trustees who meet every quarter and are responsible for the strategic direction and policy of the charity. The board delegates implementation of policy to a Chief Executive who supervises the staff team and volunteers.

**d. Related Parties**

None of the trustees received remuneration or other benefit for their work with the charity. The charity has a wholly owned subsidiary, Works 4U Limited, which focuses on employer supported volunteering initiatives as well as consultancy and training services.

**e. Risk Management**

The Trustees have assessed the major risks to which the company and the group are exposed, in particular those related to the operations and finances of the company and the group, and are satisfied that the systems and procedures are in place to mitigate exposure to major risks and maintain solvency.

**OBJECTIVES AND ACTIVITIES**

**Objectives and Public Benefit**

The objectives of the charity are:

- The promotion of the voluntary sector for the benefit of the public, and
- The relief of poverty

Each year the Trustees review the activities of the charity to ensure that they remain in line with the objectives. Trustees have considered the Charity Commission's general guidance on public benefit and in particular the supplementary public guidance on the promotion of the voluntary sector for the benefit of the public, and the relief of poverty. Trustees believe they meet the public benefit requirements.

## **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

**(Registered Charity No: 1062032)**

**(Company No: 03176924)**

### **ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **Going Concern**

After making appropriate enquires, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future so they continue to adopt the going concern basis in the preparation of financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

##### **Review of Activities**

##### **Covid-19 Continuing Impact**

The impact of Covid-19 continues to significantly impact the normal delivery of Hammersmith and Fulham Volunteer Centre (HFVC), where it has operated a fully remote service since March 2020. This continues to meet the needs of both local residents interested in volunteering as well as volunteering involving organisations, neither of which are seeking face-to-face support. This is regularly reviewed and evaluated and we look forward to offering face-to-face support in the future. Our face-to-face DBS checking service has stopped completely and its return will be smaller compared to pre-Covid due to decreased demand. As 2022 progresses we have implemented more face-to-face engagement.

Hardest hit has been our business volunteering social enterprise Works4U which saw all business volunteering come to a halt. The Works4U Corporate Engagement Manager was furloughed under the Coronavirus Job Retention Scheme. However, at the beginning of 2022 the environment began to change and Works4U has sprung back to life.

##### **Covid-19 Vaccination Volunteer Response**

HFVC continued to play a key role through the year in helping to mobilise, co-ordinate and support volunteers in Hammersmith & Fulham to help those affected by Covid-19. This included:

- Promoting and supporting Hammersmith & Fulham residents to register for the borough's coordinated Covid-19 response initiative Hammersmith & Fulham Community Action Network (H&F CAN).
- In collaboration with London Plus and Time to Spare helped set up a London-wide vaccination volunteer request portal for NHS organisations.
- Encouraging and promoting local residents to volunteer at Vaccination sites.

##### **Hammersmith & Fulham Core Volunteering Report**

HFVC continues to lead in matching individuals wanting to volunteer with volunteering opportunities in charities and not for profit organisations across Hammersmith and Fulham. This year has, again, been very different in that our work has been focused on helping to match volunteers with roles that are connected to the impact of Covid-19, whether via the H&F CAN service, Mutual Aid Groups or roles within frontline charities.

In addition, we also supported, as in a normal year, volunteer involving organisations to recruit for non-Covid related roles. Due to Covid-19 our support could not be provided in-person but has been delivered through channels chosen by those we support: online video, telephone and email. We post all the volunteering opportunities that we source from local community organisations on the national volunteering website [www.do-it.org](http://www.do-it.org) as well as Charity Jobs website, Team London and via social media and email.

We conducted hundreds of one-to-one interviews that were vital in giving people who may be less confident about volunteering the time to explore the skills and experience they have to offer, as well as an opportunity to explain the range of opportunities. This careful matching process ensures placements that are successful for organisations and volunteers.

Many people are unaware of the benefits of volunteering and the range of opportunities that are available. We are passionate about getting out and spreading the word about how volunteering enriches lives.

As an experienced and authorised body to offer Disclosure and Barring Service (DBS) checks we continued to offer advice to organisations about good practice and eligibility for DBS checking.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

**Mutual Aid PLUS**

HFVC, in partnership with Volunteer Centre Camden, led this project, funded by Greater London Authority, to engage with and provide a short programme of support for Mutual Aid Groups (and similar hyper-local volunteering groups). This successful and impactful project included some recommendations which have been implemented by the GLA and has led to further funding in 2022-23.

**Works4U**

With a furloughed Corporate Engagement Manager we maintained contact with business clients and adapted our volunteering offerings to include more remote/virtual projects as well as adapting risk assessments for a Covid-19 world. As 2022 began we engaged with community organisations to have projects ready when businesses were able and willing to volunteer again. This paid dividends and in March Works4U booked its largest ever project with Pernod Ricard to take place in June with over ten volunteer projects taking place simultaneously across London.

**Community Champions**

This project has been extended until the end of March 2023, funded by Hammersmith & Fulham Council and Clinical Commissioning Group continues to focus on improving the health in the Bayonne and Field Road Estate area of Hammersmith & Fulham. Delivered by HFVC it involves 15-20 volunteer Community Champions supporting a wide range of healthy living activities for local people.

The project supports a wide range of activities to help meet the health needs of the area, identified through the baseline survey carried out in the first year of the project. It has absolutely transformed the community spaces it is using which were hardly used before the project began. Now the community, of all ages and backgrounds, use the spaces on a daily basis and the project is a real community asset. Although Covid-19 has meant that in person activities at the project's base, Wentworth Court, could not take place, online activities have continued and support given to local people. However, this will change during 2022.

**Partnership working and collaboration**

HFVC is committed to working in partnership and collaboration with organisations and companies for the benefit of Hammersmith & Fulham residents.

HFVC works closely in partnership with its 'sister' organisation, Volunteer Centre Camden to deliver successful projects and with a shared CEO and Finance Manager as well as collaboration on volunteer infrastructure and employer supported volunteering.

We are working with and developing our partnership with infrastructure providers in the borough, Sobus and Young Hammersmith & Fulham Foundation.

We work in collaborative partnership with Hammersmith & Fulham Council to strategically develop volunteering across the borough.

**NEW BUSINESS PLANS**

Trustees and staff worked hard during another pandemic-affected year to plan for the future, producing new business plans for both HFVC and Works4U. These ambitious plans will help both organisations to exploit their strengths and take advantage of opportunities as we come out the pandemic.

HFVC has set itself a new Vision and Mission:

Vision – To unite and strengthen communities through volunteering

Mission – To inspire and mobilise volunteers to tackle the issues that matter

Works4U has a new Vision and Mission:

Vision – An inclusive society where individuals and organisations feel ownership of and contribute to a harmonious society

Mission – Integrate businesses with the community through impactful and transformative volunteering

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

**FINANCIAL REVIEW**

During the year the charity was in receipt of income of £204,796 and expenditure of £192,666, resulting in a surplus of £12,130 for unrestricted funds. More details are provided in the financial statements.

The charity had unrestricted reserves of £95,680 at the end of year, and restricted reserves of £2,702. The trustees consider that the levels of reserves are sufficient to meet contractual and statutory responsibilities for the foreseeable future. The trustees hope to be able to increase the level of reserves but are aware of the very difficult climate that exists for charities of this size.

Approved by the Trustees on .....6/12/2022..... and signed on their behalf by:



Charles Forsyth  
Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF:  
HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 7 to 15.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Stephen Jones FCA  
Myrus Smith, Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

2022

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2022

|                                      | Notes | Total<br>Unrestricted<br>Funds<br>£ | Total<br>Restricted<br>Funds<br>£ | Total<br>Funds<br>2022<br>£ | Total<br>Funds<br>2021<br>£ |
|--------------------------------------|-------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                     |                                   |                             |                             |
| Charitable activities                | 3     | 111,555                             | 63,212                            | 174,767                     | 228,884                     |
| Other                                | 4     | 30,029                              | -                                 | 30,029                      | 30,020                      |
| <b>Total income</b>                  |       | <u>141,584</u>                      | <u>63,212</u>                     | <u>204,796</u>              | <u>258,904</u>              |
| <b>Expenditure on:</b>               |       |                                     |                                   |                             |                             |
| Charitable activities                | 5     | 129,454                             | 63,212                            | 192,666                     | 216,361                     |
| <b>Total expenditure</b>             |       | <u>129,454</u>                      | <u>63,212</u>                     | <u>192,666</u>              | <u>216,361</u>              |
| <b>Net income/(expenditure)</b>      | 7     | 12,130                              | -                                 | 12,130                      | 42,543                      |
| Transfer between funds               |       | -                                   | -                                 | -                           | -                           |
| <b>Net movement in funds</b>         | 14    | <u>12,130</u>                       | <u>-</u>                          | <u>12,130</u>               | <u>42,543</u>               |
| <b>Reconciliation of funds</b>       |       |                                     |                                   |                             |                             |
| Fund balances brought forward        | 14    | 83,550                              | 2,702                             | 86,252                      | 43,709                      |
| <b>Fund balances carried forward</b> | 14    | <u>£95,680</u>                      | <u>£2,702</u>                     | <u>£98,382</u>              | <u>£86,252</u>              |

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## BALANCE SHEET

AT 31 MARCH 2022

|                                                       | Notes | £      | 2022    | £       | £      | 2021    | £       |
|-------------------------------------------------------|-------|--------|---------|---------|--------|---------|---------|
| <b>FIXED ASSETS</b>                                   |       |        |         |         |        |         |         |
| Tangible fixed assets                                 | 10    |        |         | -       |        |         | -       |
| <b>CURRENT ASSETS</b>                                 |       |        |         |         |        |         |         |
| Debtors                                               | 11    | 70,017 |         |         | 24,318 |         |         |
| Cash at bank and in hand                              |       | 52,786 |         |         | 86,362 |         |         |
|                                                       |       |        | 122,803 |         |        | 110,680 |         |
| <b>CREDITORS: Amounts falling due within one year</b> | 12    | 24,421 |         |         | 24,428 |         |         |
| <b>NET CURRENT ASSETS</b>                             |       |        |         | 98,382  |        |         | 86,252  |
| <b>NET ASSETS</b>                                     | 15    |        |         | £98,382 |        |         | £86,252 |
| <b>FUNDS</b>                                          |       |        |         |         |        |         |         |
| Unrestricted Funds                                    | 14    |        |         | 95,680  |        |         | 83,550  |
| Restricted                                            | 14    |        |         | 2,702   |        |         | 2,702   |
|                                                       | 14    |        |         | £98,382 |        |         | £86,252 |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 6th December 2022 and signed on its behalf by:



Charles Forsyth  
Chair

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

### 1. COMPANY STATUS

Hammersmith & Fulham Volunteer Centre is a registered Charity (No: 1062032) and a Private Company (No: 03176924), limited by guarantee and registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member.

The registered office of the company is given in the Reference and Administrative Details on page 1.

### 2. ACCOUNTING POLICIES

#### **Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102.

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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have been prepared on the going concern basis and under the historical cost convention.

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.

#### **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 on charitable activities includes direct costs undertaken to further the purposes of the charity and associated support costs.

#### **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 which have been set aside for particular 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.

#### **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:

|                               |               |
|-------------------------------|---------------|
| Office and computer equipment | 33.3% on cost |
|-------------------------------|---------------|

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022 /cont'd....

### 2. ACCOUNTING POLICIES /cont'd...

#### 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 impairments are recognised in expenditure.

#### Operating leases

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

#### Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged to the Statement of Financial Activities in the year to which they relate.

### 3. INCOME FROM CHARITABLE ACTIVITIES

|                      | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2022 | Total<br>2021 |
|----------------------|-----------------------|---------------------|---------------|---------------|
| Grants and contracts | £111,555              | £63,212             | £174,767      | £228,884      |

Of the £228,884 recognised in 2021, £141,601 related to unrestricted funds and £87,283 related to restricted funds.

### 4. OTHER INCOME

|                 | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------|----------------------------|--------------------------|--------------------|--------------------|
| Secondment fees | 30,000                     | -                        | 30,000             | 30,000             |
| Miscellaneous   | 29                         | -                        | 29                 | 20                 |
|                 | £30,029                    | £Nil                     | £30,029            | £30,020            |

Of the £30,020 recognised in 2021, £30,020 related to unrestricted funds and £Nil related to restricted funds.

### 5. EXPENDITURE ON CHARITABLE ACTIVITIES

|                        | Direct<br>costs<br>£ | Support<br>costs<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------|----------------------|-----------------------|--------------------|--------------------|
| Direct project costs   | 9,937                | -                     | 9,937              | 4,228              |
| Staff costs (Note 9)   | 78,219               | 92,314                | 170,533            | 194,610            |
| Office costs           | -                    | 7,991                 | 7,991              | 9,950              |
| Premises costs         | -                    | 2,172                 | 2,172              | 5,298              |
| Training costs         | -                    | -                     | -                  | 25                 |
| Legal and professional | -                    | 53                    | 53                 | 66                 |
| Governance (Note 6)    | -                    | 1,980                 | 1,980              | 2,184              |
|                        | £88,156              | £104,510              | £192,666           | £216,361           |

Of the £192,666 (2021 : £216,361) expenditure recognised in 2022, £129,454 (2021 : £130,223) was charged to unrestricted funds and £63,212 (2021 : £86,138) to restricted funds.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022 /cont'd....

### 6. GOVERNANCE COSTS

|                             | 2022<br>£     | 2021<br>£     |
|-----------------------------|---------------|---------------|
| Independent examiner's fees | <u>£1,980</u> | <u>£2,184</u> |

### 7. NET INCOME/(EXPENDITURE)

|                                                                 |               |               |
|-----------------------------------------------------------------|---------------|---------------|
| Net income/(expenditure) for the year is stated after charging: | 2022          | 2021          |
| Operating lease rentals                                         | <u>£2,760</u> | <u>£5,712</u> |

### 8. TRUSTEES' REMUNERATION AND EXPENSES

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

During the year no Trustee received any reimbursement of expenses (2021: £Nil).

### 9. STAFF COSTS

|                       | 2022<br>£       | 2021<br>£       |
|-----------------------|-----------------|-----------------|
| Salaries              | 155,556         | 175,966         |
| Social security costs | 9,653           | 11,983          |
| Pension costs         | 5,324           | 6,661           |
|                       | <u>£170,533</u> | <u>£194,610</u> |

The average monthly number of employees during the year was as follows:

|                               | 2022     | 2021     |
|-------------------------------|----------|----------|
| Charitable Activities         | 2        | 2        |
| Management and Administration | 3        | 3        |
|                               | <u>5</u> | <u>5</u> |

No employee received total employee benefits (excluding employer pension costs) amounting to more than £60,000 in either year.

The total amount of employee benefits received by key management personnel was £19,191 (2021 : £22,313).

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

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022 /cont'd....

### 10. TANGIBLE FIXED ASSETS

Office  
Equipment

**Cost:**

£

At 1 April 2021 and 31 March 2022

7,000

**Depreciation:**

At 1 April 2021 and 31 March 2022

7,000

**Net book value:**

At 1 April 2021 and 31 March 2022

£Nil

### 11. DEBTORS

2022

2021

£

£

Trade debtors

15,402

59

Amounts owed by group undertakings (note 16)

53,061

19,470

Other debtors

-

3,032

Prepayments

1,554

1,757

£70,017

£24,318

### 12. CREDITORS – amounts falling due within one year

2022

2021

£

£

Trade creditors

2,118

206

Other taxation and social security

5,107

4,319

Other creditors

-

40

Accruals

2,196

4,030

Deferred income

15,000

15,833

£24,421

£24,428

**Deferred Income analysis**

£

As at 1 April 2021

15,833

Additions during the year

-

Amounts released to income

(833)

As at 31 March 2022

£15,000

Deferred income relates to funds received during the year for a project not commencing until next year.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

### 13. OPERATING LEASE COMMITMENTS

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

|                            | 2022<br>£     | 2021<br>£     |
|----------------------------|---------------|---------------|
| Due within                 |               |               |
| One year                   | 1,062         | 1,062         |
| Between one and five years | 1,368         | 2,280         |
|                            | <u>£2,430</u> | <u>£3,342</u> |

### 14. STATEMENT OF FUNDS

|                                       | 1 April<br>2021<br>£ | Income<br>£     | Expenditure<br>£  | Transfers<br>£ | 31 March<br>2022<br>£ |
|---------------------------------------|----------------------|-----------------|-------------------|----------------|-----------------------|
| <b>2022</b>                           |                      |                 |                   |                |                       |
| <b>Designated Funds</b>               |                      |                 |                   |                |                       |
| Contingency reserve fund              | 11,000               | -               | -                 | -              | 11,000                |
| <b>General Funds</b>                  | <u>72,550</u>        | <u>141,584</u>  | <u>(129,454)</u>  | <u>-</u>       | <u>84,680</u>         |
| <b>Total Unrestricted Funds</b>       | <u>83,550</u>        | <u>141,584</u>  | <u>(129,454)</u>  | <u>-</u>       | <u>95,680</u>         |
| <b>Restricted Funds</b>               |                      |                 |                   |                |                       |
| Community Champions                   | -                    | 45,412          | (45,412)          | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -               | -                 | -              | 1,557                 |
| RETURN                                | -                    | 2,800           | (2,800)           | -              | -                     |
| Mutual Aid in London                  | -                    | 15,000          | (15,000)          | -              | -                     |
| London Plus                           | 1,145                | -               | -                 | -              | 1,145                 |
| <b>Total Restricted Funds</b>         | <u>2,702</u>         | <u>63,212</u>   | <u>(63,212)</u>   | <u>-</u>       | <u>2,702</u>          |
| <b>Total Funds</b>                    | <u>£86,252</u>       | <u>£204,796</u> | <u>£(192,666)</u> | <u>£Nil</u>    | <u>£98,382</u>        |

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

### 14. STATEMENT OF FUNDS (continued)

Comparative information for the previous year is as follows:

| 2021                                  | 1 April<br>2020<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | 31 March<br>2021<br>£ |
|---------------------------------------|----------------------|----------------|------------------|----------------|-----------------------|
| <b>Designated Funds</b>               |                      |                |                  |                |                       |
| Contingency reserve fund              | 11,000               | -              | -                | -              | 11,000                |
| <b>General Funds</b>                  | 31,152               | 171,621        | (130,223)        | -              | 72,550                |
| <b>Total Unrestricted Funds</b>       | <u>42,152</u>        | <u>171,621</u> | <u>(130,223)</u> | <u>-</u>       | <u>83,550</u>         |
| <b>Restricted Funds</b>               |                      |                |                  |                |                       |
| Community Champions                   | -                    | 50,172         | (50,172)         | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -              | -                | -              | 1,557                 |
| London Comm Resp Fund<br>Wave 3       | -                    | 27,051         | (27,051)         | -              | -                     |
| London Community Response<br>Fund     | -                    | 7,810          | (7,810)          | -              | -                     |
| London Plus                           | -                    | 2,250          | (1,105)          | -              | 1,145                 |
| <b>Total Restricted Funds</b>         | <u>£1,557</u>        | <u>£87,283</u> | <u>£(86,138)</u> | <u>£Nil</u>    | <u>£2,702</u>         |

### DESIGNATED FUNDS

Contingency reserve fund

The Trustees have established a strategy whereby the Contingency reserve fund is maintained at a level which would cover approximately three to six months of core expenditure. This would provide sufficient funds to enable the volunteer centre to meet its ongoing commitments.

### RESTRICTED FUNDS

The Community Champions project involves volunteers to promote health and wellbeing in the Bayonne and Field Road estates of Hammersmith & Fulham. This 5 year programme funded by Hammersmith & Fulham Council and Hammersmith & Fulham Clinical Commissioning Group aims to improve key health issues in this deprived area utilising volunteer community champions.

D R Edwards & Bishop King's Fulham

This funding supported health and wellbeing in the area of benefit supported by Dr Edwards & Bishop King and delivered through the Community Champions programme.

London Plus

This funding achieved by London Plus from the Greater London Authority was for the purpose of purchasing laptops for staff working remotely.

### RETURN

A volunteering into employment programme, part of the ESF funded EQUIP programme.

Mutual Aid in London

A short programme of engagement and support of Mutual Aid Groups in London.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| <b>2022</b>         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 105,101                    | 17,702                   | 122,803             |
| Current liabilities | (9,421)                    | (15,000)                 | (24,421)            |
|                     | <u>£95,680</u>             | <u>£2,702</u>            | <u>£98,382</u>      |

Comparative information for the previous year is as follows:

| <b>2021</b>         | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 92,145                     | 18,535                   | 110,680             |
| Current liabilities | (8,595)                    | (15,833)                 | (24,428)            |
|                     | <u>£83,550</u>             | <u>£2,702</u>            | <u>£86,252</u>      |

### 16. RELATED PARTY TRANSACTIONS

The charity controls 100% of the voting rights of its subsidiary company Works 4U Limited (a company limited by guarantee). During the year the charity entered into the following transactions with Works 4U Limited:

|                                       | 2021<br>£      | 2020<br>£      |
|---------------------------------------|----------------|----------------|
| Debtor as at 1 April                  | 19,470         | 9,340          |
| Net recharges of income/(expenditure) | 33,591         | 10,130         |
| Debtor as at 31 March                 | <u>£53,061</u> | <u>£19,470</u> |

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# Accounts

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**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032

(Company Number: 03176924)

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

**Contents**

|                                                       | <b>Page</b>   |
|-------------------------------------------------------|---------------|
| <b>Administrative Information</b>                     | <b>1</b>      |
| <b>Report of the Trustees</b>                         | <b>2 - 5</b>  |
| <b>Report of the Independent Examiner</b>             | <b>6</b>      |
| <b>Statement of Financial Activities</b>              | <b>7</b>      |
| <b>Balance Sheet</b>                                  | <b>8</b>      |
| <b>Notes forming part of the financial statements</b> | <b>9 – 15</b> |

## **HAMMERSMITH & FUHAM VOLUNTEER CENTRE**

**(A Company Limited by Guarantee)**

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS

FOR THE YEAR ENDED 31 MARCH 2021

### **Trustees**

Charles Forsyth (Chair)  
Zarar Qayyum  
Stan Paschal  
Mathew Thorley  
Aliya Afzal Khan  
Henrietta Malet  
Charlotte de Crozals (Appointed 18 August 2021)  
Blanca Gómez Navarro (Appointed 12 August 2021)  
Alexandra Hallock (Appointed 25 August 2021)

### **Company registered number**

03176924

### **Charity registration number**

1062032

### **Registered office**

Fulham Library, 598 Fulham Road, Fulham, London, England, SW6 5NX

### **Independent Examiners**

Stephen Jones FCA  
% Myrus Smith, Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton  
Surrey  
SM1 4BW

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the Independently Examined financial statements of Hammersmith & Fulham Volunteer Centre (the company) for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements and the governing document.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The company is registered as a charitable company limited by guarantee, registered under a Memorandum of Association dated 25/3/1996. It is also a registered charity, number 1062032. In the event of the company being wound up, each member is required to contribute an amount not exceeding £10.

**b. Method of Appointment or Election of Trustees**

Persons with a range of skills, experience and commitments are recruited to serve on the Board of Trustees through several means: (i) advertisements in national newspapers (ii) referrals from local contacts both the voluntary and the statutory sectors (iii) volunteer recruitment undertaken by the VC's Projects providing volunteer placement and development service (iv) recruitment of volunteer who are users of the VC's services.

Those persons who are interested in getting involved in the VC's work are initially invited to attend the Board's meetings as observers and to meet with one or more Honorary Officers and the Chief Executive. A skills audit is conducted and suitable applicants are interviewed by the Chief Executive and Chair or Treasurer. Successful applicants are then invited to a Board meeting where the appointment is confirmed following a vote of the current members.

**c. Organisational Structure and Decision Making**

Hammersmith & Fulham Volunteer Centre has a Board of Trustees who meet every quarter and are responsible for the strategic direction and policy of the charity. The board delegates implementation of policy to the Chief Executive who supervises the staff team and volunteers.

**d. Related Parties**

None of the trustees received remuneration or other benefit for their work with the charity. The charity has a wholly owned subsidiary, Works 4U Limited which focuses on employer supported volunteering initiatives as well as consultancy and training services.

**e. Risk Management**

The Trustees have assessed the major risks to which the company and the group are exposed, in particular those related to the operations and finances of the company and the group, and are satisfied that the systems and procedures are in place to mitigate exposure to major risks and maintain solvency.

**OBJECTIVES AND ACTIVITIES**

**Objectives and Public Benefit**

The objectives of the charity are:

- The promotion of the voluntary sector for the benefit of the public, and
- The relief of poverty

Each year the Trustees review the activities of the charity to ensure that they remain in line with the objectives. Trustees have considered the Charity Commission's general guidance on public benefit and in particular the supplementary public guidance on the promotion of the voluntary sector for the benefit of the public, and the relief of poverty. Trustees believe they meet the public benefit requirements.

## **HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

**(Registered Charity No: 1062032)  
(Company No: 03176924)**

### **ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **Going Concern**

After making appropriate enquires, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future so they continue to adopt the going concern basis in the preparation of financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

##### **Review of Activities**

##### **Covid-19 Impact**

The impact of Covid-19 has significantly impacted the normal delivery of Hammersmith and Fulham Volunteer Centre (HFVC) and the organisations had operated a fully remote service since March 2020. This continues to meet the needs of both local residents interested in volunteering as well as volunteering involving organisations, neither of which are seeking face-to-face support. This is regularly reviewed and evaluated and we look forward to offering face-to-face support in the future. Our face-to-face DBS checking service has stopped completely and its return will be smaller compared to pre-Covid due to decreased demand.

Hardest hit has been our business volunteering social enterprise Works4U which saw all business volunteer cease completely and refunds provided to booked projects. The Works4U Corporate Engagement Manager was furloughed under the Coronavirus Job Retention Scheme.

##### **Covid-19 Volunteer Response**

HFVC played a key role through the year in helping to mobilise, co-ordinate and support volunteers in Hammersmith & Fulham to help those affected by Covid-19. This included:

- Offering support and advice to Mutual Aid Groups that sprung into existence. This included the Covid-19 Good Neighbour Guide which could be used by the groups and branded to support their work. This Guide was recognised internationally and adapted for use in Romania via national organisation ProVobis.
- Promoting and supporting Hammersmith & Fulham residents to register for the borough's coordinated Covid-19 response initiative Hammersmith & Fulham Community Action Network (H&F CAN). With our pro-active support we helped achieve over 2,000 registrations.
- In collaboration with London Plus and Time to Spare helped set up a London-wide vaccination volunteer request portal for NHS organisations.

##### **Hammersmith & Fulham Core Volunteering Report**

HFVC continues to lead in matching individuals wanting to volunteer with volunteering opportunities in charities and not for profit organisations across Hammersmith and Fulham. This year has been very different in that our work has been focused on helping to match volunteers with roles that are connected to the impact of Covid-19, whether via the H&F CAN service, Mutual Aid Groups or roles within frontline charities.

We conducted hundreds of one to one interviews that were vital in giving people who may be less confident about volunteering the time to explore the skills and experience they have to offer, as well as an opportunity to explain the range of opportunities. This careful matching process ensures placements that are successful for organisations and volunteers.

Many people are unaware of the benefits of volunteering and the range of opportunities that are available. We are passionate about getting out and spreading the word about how volunteering enriches lives.

As an experienced and authorised body to offer Disclosure and Barring Service (DBS) checks we continued to offer advice to organisations about good practice and eligibility for DBS checking.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

**London Community Response Fund**

HFVC was a recipient through Waves 3 & 5 of the London Community Response Fund which helped HFVC to maximise its capacity to support Hammersmith & Fulham volunteer involving organisations, mutual aid groups and the collective voluntary sector response during the pandemic. The funding was used to help develop our ParticipAction programme which focuses on informal volunteering as well as traditional formal volunteering. This better meets the needs of individuals, civil society organisations and businesses in 2020 and beyond. ParticipAction is a term we have invented to mean all participation, social action and volunteering.

**Works4U**

With a furloughed Corporate Engagement Manager we maintained contact with business clients and adapted our volunteering offerings to include more remote/virtual projects as well as adapting risk assessments for a Covid-19 world. No volunteering projects were booked during the financial year as businesses were operating remotely and were not interested in taking part in team volunteering projects. Additionally, charities in Hammersmith & Fulham were also not in a position to receive volunteers from businesses.

Works4U is an important alternative income stream for the organisation and although limited activity takes place now, it is recognised as being a temporary situation. At the end of 2021 we have seen increased interest and activity take place.

**Community Champions**

This 5 year project, now extended until the end of March 2022, funded by Hammersmith & Fulham Council and Clinical Commissioning Group continues to focus on improving the health in the Bayonne and Field Road Estate area of Hammersmith & Fulham. Delivered by HFVC it involves 15-20 volunteer Community Champions supporting a wide range of healthy living activities for local people. The project supports a wide range of activities to help meet the health needs of the area, identified through the baseline survey carried out in the first year of the project. It has absolutely transformed the community spaces it is using which were hardly used before the project began. Now the community, of all ages and backgrounds, use the spaces on a daily basis and the project is a real community asset. Although Covid-19 has meant that in person activities at the project's base, Wentworth Court, could not take place, online activities have continued and ongoing support given to local people.

**Partnership working and collaboration**

HFVC is committed to working in partnership and collaboration with organisations and companies for the benefit of Hammersmith & Fulham residents.

HFVC works closely in partnership with its 'sister' organisation, Volunteer Centre Camden to deliver successful projects and with a shared CEO and Finance Manager as well as collaboration on volunteer infrastructure and employer supported volunteering.

We are working with and developing our partnership with infrastructure providers in the borough, Sobus and Young Hammersmith & Fulham Foundation.

We work in collaborative partnership with Hammersmith & Fulham Council to strategically develop volunteering across the borough.

**FUTURE PLANS**

Each year staff, trustees and volunteers participate in a strategic planning day, which ensures that we have a clear strategic direction and that all contribute to this. The voluntary sector is going through extremely difficult times due to local authorities having to manage substantial cuts to their budgets. This has hit all 'infrastructure' organisations across London and the rest of the country.

HFVC has been adapting to the changing environment and is using and developing its income streams with an aim to becoming as independent as possible from the local authority, but still wishing to work with them closely as a partner. HFVC has recently strengthened its board of trustees and is currently undertaking a strategic review and developing action plans to achieve diversified income in an uncertain operating environment.

**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**  
**(Registered Charity No: 1062032)**  
**(Company No: 03176924)**

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

**FINANCIAL REVIEW**

During the year the charity was in receipt of income of £258,904 and expenditure of £216,361, resulting in a surplus of £41,398 for unrestricted funds and a surplus of £1,145 for restricted funds. More details are provided in the financial statements.

The charity had unrestricted reserves of £83,550 at the end of year, and restricted reserves of £2,702. The trustees consider that the levels of reserves are sufficient to meet contractual and statutory responsibilities for the foreseeable future. The trustees hope to be able to increase the level of reserves but are aware of the very difficult climate that exists for charities of this size.

Approved by the Trustees on 7 December 2021 and signed on their behalf by:

Charles Forsyth  
Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF:**  
**HAMMERSMITH & FULHAM VOLUNTEER CENTRE**

Registered Charity No. 1062032  
(Company Number: 03176924)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 7 to 15.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Stephen Jones FCA  
% Myrus Smith, Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

14 December 2021

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2021

|                                      | Notes | Total<br>Unrestricted<br>Funds<br>£ | Total<br>Restricted<br>Funds<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|--------------------------------------|-------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                     |                                   |                             |                             |
| Charitable activities                | 3     | 141,601                             | 87,283                            | 228,884                     | 174,249                     |
| Other                                | 4     | 30,020                              | -                                 | 30,020                      | 33,724                      |
| <b>Total income</b>                  |       | <u>171,621</u>                      | <u>87,283</u>                     | <u>258,904</u>              | <u>207,973</u>              |
| <b>Expenditure on:</b>               |       |                                     |                                   |                             |                             |
| Charitable activities                | 5     | 130,223                             | 86,138                            | 216,361                     | 197,950                     |
| <b>Total expenditure</b>             |       | <u>130,223</u>                      | <u>86,138</u>                     | <u>216,361</u>              | <u>197,950</u>              |
| <b>Net income/(expenditure)</b>      |       |                                     |                                   |                             |                             |
| Transfer between funds               | 7     | 41,398                              | 1,145                             | 42,543                      | 10,023                      |
|                                      |       | -                                   | -                                 | -                           | -                           |
| <b>Net movement in funds</b>         | 14    | <u>41,398</u>                       | <u>1,145</u>                      | <u>42,543</u>               | <u>10,023</u>               |
| <b>Reconciliation of funds</b>       |       |                                     |                                   |                             |                             |
| Fund balances brought forward        | 14    | 42,152                              | 1,557                             | 43,709                      | 33,686                      |
| <b>Fund balances carried forward</b> | 14    | <u>£83,550</u>                      | <u>£2,702</u>                     | <u>£86,252</u>              | <u>£43,709</u>              |

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## BALANCE SHEET

AT 31 MARCH 2021

|                                                       | Notes | £              | 2021 | £              | £             | 2020 | £              |
|-------------------------------------------------------|-------|----------------|------|----------------|---------------|------|----------------|
| <b>FIXED ASSETS</b>                                   |       |                |      |                |               |      |                |
| Tangible fixed assets                                 | 10    |                |      | -              |               |      | -              |
| <b>CURRENT ASSETS</b>                                 |       |                |      |                |               |      |                |
| Debtors                                               | 11    | 24,318         |      |                | 28,276        |      |                |
| Cash at bank and in hand                              |       | 86,362         |      |                | 29,088        |      |                |
|                                                       |       | <u>110,680</u> |      |                | <u>57,364</u> |      |                |
| <b>CREDITORS: Amounts falling due within one year</b> | 12    | <u>24,428</u>  |      |                | <u>13,655</u> |      |                |
| <b>NET CURRENT ASSETS</b>                             |       |                |      | 86,252         |               |      | 43,709         |
| <b>NET ASSETS</b>                                     | 15    |                |      | <u>£86,252</u> |               |      | <u>£43,709</u> |
| <b>FUNDS</b>                                          |       |                |      |                |               |      |                |
| Unrestricted Funds                                    | 14    |                |      | 83,550         |               |      | 42,152         |
| Restricted                                            | 14    |                |      | <u>2,702</u>   |               |      | <u>1,557</u>   |
|                                                       | 14    |                |      | <u>£86,252</u> |               |      | <u>£43,709</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 7 December 2021 and signed on its behalf by:

Charles Forsyth  
Chair

The notes form part of these Financial Statements.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 1. COMPANY STATUS

Hammersmith & Fulham Volunteer Centre is a registered Charity (No: 1062032) and a Private Company (No: 03176924), limited by guarantee and registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member.

The registered office of the company is given in the Reference and Administrative Details on page 1.

### 2. ACCOUNTING POLICIES

#### **Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102.

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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have been prepared on the going concern basis and under the historical cost convention.

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.

#### **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 on charitable activities includes direct costs undertaken to further the purposes of the charity and associated support costs.

#### **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 which have been set aside for particular 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.

#### **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:

|                               |               |
|-------------------------------|---------------|
| Office and computer equipment | 33.3% on cost |
|-------------------------------|---------------|

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd....

### 2. ACCOUNTING POLICIES /cont'd...

#### 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 impairments are recognised in expenditure.

#### Operating leases

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

#### Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged to the Statement of Financial Activities in the year to which they relate.

### 3. INCOME FROM CHARITABLE ACTIVITIES

|                      | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2021   | Total<br>2020   |
|----------------------|-----------------------|---------------------|-----------------|-----------------|
| Grants and contracts | <u>£141,601</u>       | <u>£87,283</u>      | <u>£228,884</u> | <u>£174,249</u> |

Of the £174,249 recognised in 2020, £99,870 related to unrestricted funds and £74,379 related to restricted funds.

### 4. OTHER INCOME

|                 | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------|----------------------------|--------------------------|--------------------|--------------------|
| Secondment fees | 30,000                     | -                        | 30,000             | 28,575             |
| DBS income      | -                          | -                        | -                  | 3,823              |
| Miscellaneous   | 20                         | -                        | 20                 | 1,326              |
|                 | <u>£30,020</u>             | <u>£Nil</u>              | <u>£30,020</u>     | <u>£33,724</u>     |

Of the £33,724 recognised in 2020, £33,620 related to unrestricted funds and £104 related to restricted funds.

### 5. EXPENDITURE ON CHARITABLE ACTIVITIES

|                        | Direct<br>costs<br>£ | Support<br>costs<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------------|----------------------|-----------------------|--------------------|--------------------|
| Direct project costs   | 4,228                | -                     | 4,228              | 16,696             |
| Staff costs (Note 9)   | 162,660              | 31,950                | 194,610            | 157,089            |
| Office costs           | -                    | 9,950                 | 9,950              | 10,784             |
| Premises costs         | -                    | 5,298                 | 5,298              | 10,770             |
| Training costs         | -                    | 25                    | 25                 | 523                |
| Sundry expenses        | -                    | -                     | -                  | 188                |
| Legal and professional | -                    | 66                    | 66                 | 40                 |
| Governance (Note 6)    | -                    | 2,184                 | 2,184              | 1,860              |
|                        | <u>£166,888</u>      | <u>£49,473</u>        | <u>£216,361</u>    | <u>£197,950</u>    |

Of the £216,361 (2020 : £197,950) expenditure recognised in 2021, £130,223 (2020 : £113,654) was charged to unrestricted funds and £86,138 (2020 : £84,296) to restricted funds.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd....

### 6. GOVERNANCE COSTS

|                             | 2021<br>£     | 2020<br>£     |
|-----------------------------|---------------|---------------|
| Independent examiner's fees | <u>£2,184</u> | <u>£1,860</u> |

### 7. NET INCOME/(EXPENDITURE)

| Net income/(expenditure) for the year is stated after charging: | 2021          | 2020           |
|-----------------------------------------------------------------|---------------|----------------|
| Operating lease rentals                                         | <u>£5,712</u> | <u>£10,466</u> |

### 8. TRUSTEES' REMUNERATION AND EXPENSES

The Trustees neither received nor waived any remuneration during the year (2020: £Nil).

During the year no Trustee received any reimbursement of expenses (2020: £Nil).

### 9. STAFF COSTS

|                       | 2021<br>£       | 2020<br>£       |
|-----------------------|-----------------|-----------------|
| Salaries              | 175,966         | 141,855         |
| Social security costs | 11,983          | 9,470           |
| Pension costs         | 6,661           | 5,764           |
|                       | <u>£194,610</u> | <u>£157,089</u> |

The average monthly number of employees during the year was as follows:

|                               | 2021     | 2020     |
|-------------------------------|----------|----------|
| Charitable Activities         | 2        | 2        |
| Management and Administration | 3        | 3        |
|                               | <u>5</u> | <u>5</u> |

No employee received total employee benefits (excluding employer pension costs) amounting to more than £60,000 in either year.

The total amount of employee benefits received by key management personnel was £22,313 (2020 : £24,082).

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

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd....

### 10. TANGIBLE FIXED ASSETS

Office  
Equipment

**Cost:**

£

At 1 April 2020

7,000

Disposals

-

At 31 March 2021

7,000

**Depreciation:**

At 1 April 2020

7,000

Disposals

-

At 31 March 2021

7,000

**Net book value:**

At 1 April 2020 and 31 March 2021

£Nil

### 11. DEBTORS

2021

2020

£

£

Trade debtors

59

12,300

Amounts owed by group undertakings (note 16)

19,470

9,340

Other debtors

3,032

2,872

Prepayments

1,757

3,764

£24,318

£28,276

### 12. CREDITORS – amounts falling due within one year

2021

2020

£

£

Trade creditors

206

3,438

Other taxation and social security

4,319

5,186

Other creditors

40

411

Accruals

4,030

3,787

Deferred income

15,833

833

£24,428

£13,655

**Deferred Income analysis**

£

As at 1 April 2020

833

Additions during the year

15,000

Amounts released to income

-

As at 31 March 2021

£15,833

Deferred income relates to funds received during the year for a project not commencing until next year.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

### 13. OPERATING LEASE COMMITMENTS

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

|                            | 2021<br>£     | 2020<br>£   |
|----------------------------|---------------|-------------|
| Due within                 |               |             |
| One year                   | 1,062         | 150         |
| Between one and five years | 2,280         | -           |
|                            | <u>£3,342</u> | <u>£150</u> |

### 14. STATEMENT OF FUNDS

|                                       | 1 April<br>2020<br>£ | Income<br>£     | Expenditure<br>£  | Transfers<br>£ | 31 March<br>2021<br>£ |
|---------------------------------------|----------------------|-----------------|-------------------|----------------|-----------------------|
| <b>2021</b>                           |                      |                 |                   |                |                       |
| <b>Designated Funds</b>               |                      |                 |                   |                |                       |
| Contingency reserve fund              | 11,000               | -               | -                 | -              | 11,000                |
| <b>General Funds</b>                  | <u>31,152</u>        | <u>171,621</u>  | <u>(130,223)</u>  | <u>-</u>       | <u>72,550</u>         |
| <b>Total Unrestricted Funds</b>       | <u>42,152</u>        | <u>171,621</u>  | <u>(130,223)</u>  | <u>-</u>       | <u>83,550</u>         |
| <b>Restricted Funds</b>               |                      |                 |                   |                |                       |
| Community Champions                   | -                    | 50,172          | (50,172)          | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | 1,557                | -               | -                 | -              | 1,557                 |
| London Comm Resp Fund<br>Wave 3       | -                    | 27,051          | (27,051)          | -              | -                     |
| London Community Response<br>Fund     | -                    | 7,810           | (7,810)           | -              | -                     |
| London Plus                           | -                    | 2,250           | (1,105)           | -              | 1,145                 |
| <b>Total Restricted Funds</b>         | <u>1,557</u>         | <u>87,283</u>   | <u>(86,138)</u>   | <u>-</u>       | <u>2,702</u>          |
| <b>Total Funds</b>                    | <u>£43,709</u>       | <u>£258,904</u> | <u>£(216,361)</u> | <u>£Nil</u>    | <u>£86,252</u>        |

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

### 14. STATEMENT OF FUNDS (continued)

Comparative information for the previous year is as follows:

| 2020                                  | 1 April<br>2019<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | 31 March<br>2020<br>£ |
|---------------------------------------|----------------------|-------------|------------------|----------------|-----------------------|
| <b>Designated Funds</b>               |                      |             |                  |                |                       |
| Contingency reserve fund              | 11,000               | -           | -                | -              | 11,000                |
| <b>General Funds</b>                  | 11,316               | 133,490     | (113,654)        | -              | 31,152                |
| <b>Total Unrestricted Funds</b>       | 22,316               | 133,490     | (113,654)        | -              | 42,152                |
| <b>Restricted Funds</b>               |                      |             |                  |                |                       |
| Community Champions                   | -                    | 53,864      | (53,864)         | -              | -                     |
| CAMERA (Nesta)                        | 11,370               | 11,963      | (23,333)         | -              | -                     |
| D R Edwards & Bishop King's<br>Fulham | -                    | 4,356       | (2,799)          | -              | 1,557                 |
| Sports England                        | -                    | 4,300       | (4,300)          | -              | -                     |
| <b>Total Restricted Funds</b>         | 11,370               | 74,483      | (84,296)         | -              | 1,557                 |
| <b>Total Funds</b>                    | £33,686              | £207,973    | £(197,950)       | £Nil           | £43,709               |

### DESIGNATED FUNDS

Contingency reserve fund

The Trustees have established a strategy whereby the Contingency reserve fund is maintained at a level which would cover approximately three to six months of core expenditure. This would provide sufficient funds to enable the volunteer centre to meet its on-going commitments.

### RESTRICTED FUNDS

The Community Champions project involves volunteers to promote health and wellbeing in the Bayonne and Field Road estates of Hammersmith & Fulham. This 5 year programme funded by Hammersmith & Fulham Council and Hammersmith & Fulham Clinical Commissioning Group aims to improve key health issues in this deprived area utilising volunteer community champions.

CAMERA (Nesta)

Taking the learnings from Grenfell, this innovative emergency volunteer project helped local residents to train on emergencies so they could be known and trusted to help if an emergency took place.

D R Edwards & Bishop King's Fulham

This funding supported health and wellbeing in the area of benefit supported by Dr Edwards & Bishop King and delivered through the Community Champions programme.

Sports England

This funding helped support Community Champions programme residents to be more active and healthy.

# HAMMERSMITH & FULHAM VOLUNTEER CENTRE

## INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

### 14. STATEMENT OF FUNDS (continued)

#### RESTRICTED FUNDS (continued)

London Community Response Fund

This supported HFVC to increase its capacity to help respond to the pandemic, including extra days for part-time staff and online meeting software.

London Community Response Fund – Wave 3

This funding was used to help maximise our capacity to support volunteering during the pandemic. In particular it was used to our ParticipAction programme which focuses on informal volunteering as well as traditional formal volunteering. This better meets the needs of individuals, civil society organisations and businesses in 2020 and beyond. ParticipAction is a term we have created to mean all participation, social action and volunteering.

London Plus

This funding achieved by London Plus from the Greater London Authority was for the purpose of purchasing laptops for staff working remotely.

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| 2021                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 92,145                     | 18,535                   | 110,680             |
| Current liabilities | (8,595)                    | (15,833)                 | (24,428)            |
|                     | <u>£83,550</u>             | <u>£2,702</u>            | <u>£86,252</u>      |

Comparative information for the previous year is as follows:

| 2020                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets      | 43,604                     | 13,760                   | 57,364              |
| Current liabilities | (1,452)                    | (12,203)                 | (13,655)            |
|                     | <u>£42,152</u>             | <u>£1,557</u>            | <u>£43,709</u>      |

### 16. RELATED PARTY TRANSACTIONS

The charity controls 100% of the voting rights of its subsidiary company Works 4U Limited (a company limited by guarantee). During the year the charity entered into the following transactions with Works 4U Limited:

|                                       | 2021<br>£      | 2020<br>£     |
|---------------------------------------|----------------|---------------|
| Debtor as at 1 April                  | 9,340          | 48,356        |
| Net recharges of income/(expenditure) | 10,130         | (39,016)      |
| Debtor as at 31 March                 | <u>£19,470</u> | <u>£9,340</u> |