

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

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

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 25th March 1996 as amended by special resolutions dated 26th September 2005 and 25th 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:

A handwritten signature in black ink, appearing to read 'Charles Forsyth', with a stylized flourish at the end.

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 Unrestricted Funds £	Total Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Charitable activities	3	100,686	59,579	160,265	174,767
Other	4	33,043	-	33,043	30,029
Total income		<u>133,729</u>	<u>59,579</u>	<u>193,308</u>	<u>204,796</u>
Expenditure on:					
Fundraising costs	5	5,753	-	5,753	-
Charitable activities	6	126,799	60,724	187,523	192,666
Total expenditure		<u>132,552</u>	<u>60,724</u>	<u>193,276</u>	<u>192,666</u>
Net income/(expenditure)	8	<u>1,177</u>	<u>(1,145)</u>	<u>32</u>	<u>12,130</u>
Transfer between funds		-	-	-	-
Net movement in funds	15	<u>1,177</u>	<u>(1,145)</u>	<u>32</u>	<u>12,130</u>
Reconciliation of funds					
Fund balances brought forward	15	<u>95,680</u>	<u>2,702</u>	<u>98,382</u>	<u>86,252</u>
Fund balances carried forward	15	<u><u>£96,857</u></u>	<u><u>£1,557</u></u>	<u><u>£98,414</u></u>	<u><u>£98,382</u></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	£
FIXED ASSETS							
Tangible fixed assets	11			-			-
CURRENT ASSETS							
Debtors	12	74,080			70,017		
Cash at bank and in hand		33,240			52,786		
				107,320			122,803
CREDITORS: Amounts falling due within one year	13	8,906			24,421		
NET CURRENT ASSETS				98,414			98,382
NET ASSETS	16			£98,414			£98,382
FUNDS							
Unrestricted Funds	15			96,857			95,680
Restricted	15			1,557			2,702
TOTAL FUNDS	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
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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 Funds	Restricted Funds	Total 2023	Total 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 Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
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 Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
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 £	Support costs £	Total 2023 £	Total 2022 £
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 £	2022 £
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 £	2022 £
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 Computer Equipment
Cost:	£
At 1 April 2022 and 31 March 2023	7,000
Depreciation:	
At 1 April 2022 and 31 March 2023	7,000
Net book value:	
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

12. DEBTORS	2023	2022
	£	£
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>

13. CREDITORS – amounts falling due within one year	2023	2022
	£	£
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>

Deferred Income analysis

	£
As at 1 April 2022	15,000
Additions during the year	-
Amounts released to income	(15,000)
	<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:

	2023	2022
	£	£
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

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

Comparative information for the previous year is as follows:

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