

**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)

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**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 Unrestricted Funds £	Total Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<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			1,557			1,557
<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
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# 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 Funds	Restricted Funds	Total 2024	Total 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 Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Secondment fees (Note 10)	31,200	-	31,200	31,200
Miscellaneous	442	-	442	1,843
	<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 Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
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 £	Support costs £	Total 2024 £	Total 2023 £
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 £	2023 £
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 £	2023 £
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 Computer 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 £	2023 £
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 £	2023 £
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 £	2023 £
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 2023 £	Income £	Expenditure £	Transfers £	31 March 2024 £
<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 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 2022 £	Income £	Expenditure £	Transfers £	31 March 2023 £
<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 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 Funds £	Restricted Funds £	Total Funds £
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 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>



# **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 £	2023 £
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>

