

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

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Hammersmith & Fulham Volunteer Centre

Reference and Administrative Details

Chairman	Charles Forsyth
Trustees	Charlotte de Crozals Charles Forsyth Aliya Khan Henrietta Malet Blanca Gomez Navarro Zarar Qayyum Mathew Thorley
Charity Registration Number	1062032
Company Registration Number	03176924
Registered Office	The charity is incorporated in England and Wales. Fulham Library 598 Fulham Road London SW6 5NX
Independent Examiner	Field Sullivan Limited 9 Hare & Billet Road Blackheath 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 £	Restricted £	Total 2025 £	Unrestricted £	Restricted £	Total 2024 £
Income and Endowments from:							
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
Expenditure on:							
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)
Reconciliation of funds							
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.
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Hammersmith & Fulham Volunteer Centre

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

	Note	2025 £	2024 £
Current assets			
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
Creditors: Amounts falling due within one year	15	<u>(9,093)</u>	<u>(14,419)</u>
Net assets		<u>90,274</u>	<u>80,156</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		1,557	1,557
Unrestricted income funds			
Unrestricted funds		<u>88,717</u>	<u>78,599</u>
Total funds	17	<u>90,274</u>	<u>80,156</u>

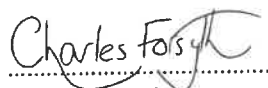
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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:

Asset class	Depreciation method and rate
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 funds General £	Restricted funds £	Total 2025 £	Total 2024 £
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 funds General £	Total 2025 £	Total 2024 £
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 funds General £	Total 2025 £	Total 2024 £
Note			
Staff Costs	5,691	5,691	5,691

6 Expenditure on charitable activities

	Note	Total 2025 £	Total 2024 £
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 2025 £	Total 2024 £
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 £	2024 £
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 £	2024 £
Staff costs during the year were:		
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 No	2024 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 equipment £	Total £
Cost		
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>
Depreciation		
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>
Net book value		
At 31 March 2025	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>-</u>

13 Debtors

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

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General Funds	85,857	133,492	(151,750)	67,599
<i>Designated</i>				
Contingency Reserve Fund	11,000	-	-	11,000
Total unrestricted funds	<u>96,857</u>	<u>133,492</u>	<u>(151,750)</u>	<u>78,599</u>
Restricted funds				
Community Champions	-	23,342	(23,342)	-
D R Edwards & Bishop King's Fulham	1,557	-	-	1,557
	<u>1,557</u>	<u>23,342</u>	<u>(23,342)</u>	<u>1,557</u>
Total funds	<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 funds General £	Restricted funds £	Total funds at 31 March 2025 £
Current assets	97,810	1,557	99,367
Current liabilities	(9,093)	-	(9,093)
Total net assets	<u>88,717</u>	<u>1,557</u>	<u>90,274</u>

Hammersmith & Fulham Volunteer Centre

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

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
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 £	2024 £
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>