



THE BUREAU

Glossop and District Volunteer Bureau operating as

The Bureau

Report and Financial Statements for the Year Ended 31 March 2021

Company number 3455027

Charity number 1067170



Company number 3455027

Charity number 1067170

Registered office and operational address Bank House, 22 Henry Street, Glossop, SK13 8BW

Board of Trustees Members of the Board of Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Sue Nash

Elaine Richardson

Andy Zuntz

Wayne Prior

Catherine Cundy

Peter Carefoot

Simon Rogers

Local Authority Representative: Cllr Rob Baker - High Peak Borough Council

Staff	Sophie Glinka	Chief Officer
	Rebecca Hyde	Finance and Compliance Officer
	Charlotte Leonhardsen	Partnerships Lead
	Damien Greenhalgh	Voluntary and Community Manager
	Natalie Rhodes	Health and Wellbeing Manager
	Lauren Moore	Central Services Lead
	Ed Kelly	Life Skills Lead
	Charlotte Winterbottom	Community Development Lead
	Janice Imrie	PCN Link Worker
	Ruth Towner-Yates	Community Navigator
	Lisa Newens	Community Navigator
	Bev Maycock	Community Navigator
	Paul Kiddy	Sight Loss and Call Companions Coordinator
	Graham Morgan	BBO Work Coach
	Karen Gard	BBO Administrator
	Emma Delany	Partnerships Coordinator

Catherine McNicholas	Car Scheme Coordinator
Jan Bramald	Car Scheme Coordinator
Paula Rydings	Connections Support Worker
Alan Carroll	Connect Out Worker
Fi Gales	Project Coordinator
Helen Thornhill	Glossopdale Moving Coordinator
Pauline Herbert	Cleaner

Bankers

National Westminster Bank plc
Norfolk Square, Glossop, Derbyshire SK13 8BR

Independent examiner

Christy Lau FCCA CTA DChA, Slade & Cooper Limited
Beehive Mill, Jersey Street, Ancoats Manchester, M4 6JG

Chair's Review

Welcome to our annual review for the year ending March 2021.

The Chair's report for last year concluded with comments about the impact of COVID-19 and the potential challenges the Bureau may face. Little were we to know how long this pandemic would last and the impact it has had across the globe as well as our community in Glossopdale. Last year we were just starting out on one of the most challenging years The Bureau has had to face.

Demand for our services increased by 300%, volunteer numbers rose, and projects were adapted and managed to ensure the continuity of projects and that the needs of the community were met. The Bureau offered mapping, assessment and contact with all those shielding, which led to the exponential growth of the Befriending project as well as the repurposing of the Social Prescribing model.

Staff worked from home and communication through IT systems became the norm. It was heartening to see that the majority of projects were able to continue in some form or another.

There have been the inevitable challenges of the pandemic, including the risks to projects and funding, particularly through grants. Business planning has proved difficult due to the short-term planning and quick reactions to situations required, coupled with the uncertainty of how long the pandemic would last. The lockdowns and re-openings have created their own challenges in managing the concerns and fears of the community as well as staff.

Despite these challenges, the Bureau team has managed to secure funding across many of its projects, which has meant that it can continue with its existing offers.

Throughout this past year, good partnerships have been formed within the health and wellbeing community, leading to a more co-ordinated approach to providing support, enabling people to access the support they require more quickly. Growing demand for the befriending, call companions and car scheme services has led to a large increase of in the number of volunteers, and more continue to be recruited, inducted and trained.

COVID has had an unprecedented impact on everyone, but it appears to have helped put more focus on the idea of community. The large number of volunteers coming forward shows that Glossopdale cares for its most vulnerable residents and it is very heartening to be able to say that staff at The Bureau have played a massive part in making this happen.

Once again, sincere thanks to the Chief Officer, management, staff and volunteers for taking up this challenge and delivering with the usual innovation, creativity and problem-solving attitude to support the residents of the area.

Susan Nash
(Chair of the Board of Trustees)

Objectives and Activities

The Board of Trustees reviews the aims, objectives and activities of the charity each year. This report sets out our activities and looks at the outcomes we have achieved over the previous year. The review examines the success of each key activity and the benefits experienced by residents and groups across Glossopdale. The review also helps us to ensure that our aims, objectives and activities remain focussed on our stated purposes, and directed towards public benefit.

The Board has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Board has considered how planned activities will contribute to the set aims and objectives.

The Bureau is a community wellbeing charity dedicated to improving the quality of life for the people of Glossopdale and the surrounding areas. We support people and communities across Glossopdale to take action that improves the quality of life of local people, by creating solutions and opportunities that enable them to create positive social change and community benefit. This is all underpinned by our values of:

- ✓ **Passion and Commitment** to making a difference in our community.
- ✓ **Vision and Bravery** to have ideas and make them a reality.
- ✓ **Value of People and Community** by practising what we preach – valuing the strengths and diversity of our staff, volunteers, partners and the people we work with.
- ✓ **Strength in Partnership**; we are stronger together.
- ✓ **Getting it done** by delivering what we say we will, well.
- ✓ **Making an Impact** by making a difference in everything we do and being able to demonstrate it.

We launched our 3 year strategic plan in November 2019, setting 5 key aims, to:

1. Be a catalyst for community wellbeing and activity
2. Grow and respond to unmet local need
3. Support the VCSE in Glossopdale
4. Enable local voices to be heard
5. Invest in the future of our organisation

We have a unique way of working; treating all our projects and activities as an interdependent model that can flex, grow and respond to the needs, interests and opportunities within our community. The model continuously changes as we review what works and respond to feedback, or as the funding landscape changes. Despite these changes, our work always falls into the following areas:

- Community and Voluntary Work
- Health and Wellbeing Work
- Bureau Partnerships

We work with commissioners and strategic partners to shape future provision and respond to local gaps and needs. Where services are not good enough, it acts as a mouthpiece for local people, to be a catalyst for change and improvement. The Bureau works to connect health, social care and other public services to community initiatives, to support people towards wellness. Our priority is people, treating them as individuals, never assuming what is right for them and accepting them for who they are. We walk alongside people to offer a person-centred approach to improving wellbeing.

The varying support we offer is an interdependent web that wraps around an individual to support them with their needs and provide opportunity for them to give to others, often simultaneously, through voluntary activity. Our volunteers are at the heart of who we are and what we do. They are the thread that runs through every project, helping us to reach more people in our community and bringing a wealth of skills and experience. We value each and

every person that comes to us for support or to give their time. There is something for everyone, and we make roles to suit them rather than fitting them into roles we need. Because of this we have an incredibly diverse range of activities happening at The Bureau, where people can be valued for who they are and be allowed to shine.

What we do

The following is a summary of the main activities provided over the last year, although most were delivered remotely over the telephone or using video call technology. As the COVID-19 pandemic gained traction in March 2020, we quickly amended our range of services in order to provide what our community most needed. This was in the form of our normal services, in addition to ensuring our community had all its basic needs – food, medication, and friendship.

1. Social Connections:

- **Call Companions** – Telephone befriending service where socially isolated people receive a weekly phone call providing a chat and a listening ear
- **Car Scheme** – Volunteer drivers provide transport to medical appointments and social activities for individuals who cannot use public or private transport for various reasons. We are now able to use this project to provide free transport to vaccine clinics in support of the COVID-19 recovery in Glossopdale.
- **Social Companions/Connectors** – As a result of a grant from the Building Connections Fund, we have expanded and restructured our Befriending service, to encompass a wider range of clients and create more specified volunteering roles. This includes:
 - o **Befrienders/Social Connectors:** Volunteers work with lonely and socially isolated people who live in the Glossopdale area, either as shorter-term social connectors working with someone towards an agreed goal or activity, or longer-term befrienders who will then act as “a good neighbour” by giving them some regular company/companionship over the phone or in person, depending on the COVID restrictions at the time.
 - o **Mentors:** Volunteers work predominantly with people on the Life Skills programme, supporting them in overcoming the barriers they are currently facing to achieve their goals, build their confidence, and connect socially.

2. Social Sessions:

- **Time Out sessions** – normally a weekly session for people to come and socialise, whilst also providing the opportunity to go out shopping locally, supported by the session volunteers – currently delivered as a Zoom social group and regular telephone calls for those digitally excluded.
- **Community Navigation drop-in sessions** – These weekly drop-in sessions normally welcome people referred in by the Community Navigation service and members of the local community. The group has been a springboard for many to reconnect with old friends and to build confidence and self-esteem. It currently offers peer support over the phone or via Zoom.

3. Volunteering:

Volunteering is at the heart of everything we do and has been a key part of the support we have offered our community during the pandemic. We offer a variety of volunteering roles from befriending, to driving, to reception and administration roles, including one-offs, 1-to-1 and group roles. Through ‘shout outs’ of one-off opportunities, we flexibly match people’s interests, time, skills, experience and enthusiasm to the needs of our clients. We currently have 190 active volunteers supporting our work – you can see in the section below some of the impact they have made on their local community, which has been inspiring and overwhelming.

4. Supporting Community Wellbeing:

We are working as part of our local integrated care organisation to support our community and the individuals in it to increase their capacity to manage their own health and wellbeing, whilst reducing demand on overstretched statutory services. We are supporting this work through 3 strands of work:

- **Community Navigation** – This is a Social Prescribing model offering supported connection into local community-based activities for a wide range of individuals with varying needs, as well as support and services that will improve health and wellbeing.
- **Asset Based Community Development** – in partnership with our local CVS, we have been working with our community to increase variety and resilience, so that it is equipped to support self-care. This enables us to map gaps and respond to them, and has stimulated the growth of condition specific support, particularly during the COVID-19 pandemic, helping key groups to keep active safely and providing our community with the support it needs.
- **Condition Specific Support** – Shaped by demand and passion within the community, we have developed various types of group support, including dementia support, sight loss support and wheelchair hire.

5. Pre-employment support:

These services are for people who face additional issues or barriers in their lives, including housing, mental ill health, drug and alcohol problems, and low confidence and self-esteem, helping to enable them to reach their goals. This support is offered through two key projects:

- **Life Skills** – Group work and 1-2-1 volunteer mentor support for those furthest away from working or engaging in meaningful activity.
- **B.B.O. Work Coach** – Pre-employment support with CV writing, interviews and training to support people into work activity.

6. Bureau Partnerships:

Our purpose is to create solutions and opportunities that enable people and communities to create positive social change and community benefit. We recognise that we can't do this alone and to achieve this we need to work in partnership with other people and organisations that share our purpose. This year we have developed formal co-working partnerships with:

- **Greater Manchester Health and Social Care Partnership** to enable the spread and development of social prescribing.
- **NHS England** to enable the development and growth of social prescribing link workers.
- **Move More Glossop**, which is a partnership with GM moving, Greater Sport and Sport England, designed to encourage people to move more for health and wellbeing.
- **Digital Health Pilot**, which is a partnership project with PC Refurb, aimed at embedding volunteers into 4 GP surgeries, to educate and empower fellow patients to achieve an increase in uptake of digital health apps, support online bookings and repeat prescription ordering, and gather useful feedback from patients and surgeries about their experiences.

What we've achieved

Through working collaboratively with statutory organisations, other voluntary sector organisations, grass roots groups, local businesses, volunteers, individuals and our community as a whole, we have this year supported **1400** individuals with the help of our **190 active volunteers**.

Some stand out achievements from the last 12 months include:

- The **Volunteer Car Scheme** supported 164 clients to undertake a total of 435 passenger journeys. This was with the help of 20 volunteer drivers, with 95% of clients reporting that the car scheme was 'excellent' and 100% saying that they would recommend the service to a friend. Importantly, during the pandemic, 100% of clients reported that they felt safe while in our volunteers' vehicles.
- The **Call Companions Service** has continued to increase the number of clients supported through the weekly telephone befriending service. 6865 calls – an increase of 1700 on last year - were made by 15 volunteers and the Call Companion Co-ordinator. 100 clients were being supported at the start of the period April 2020 to March 2021, and 120 clients were being supported at the end of the period. 135 calls were made on average per week, and an estimated 2288 hours of volunteer time was given to this project.
- **Befriending and Social Connectors** – 43 volunteers have supported 73 clients (over 200% increase on last year!) with regular telephone and face to face friendship and support, reaching the most lonely and isolated people within our community. Some reported outcomes include an increase in physical activity during Covid restrictions, increased independence and motivation and increase in social interactions.
- **Time Out** sessions, which are normally volunteer supported social groups, have been held via Zoom this year, with phone calls to other clients to keep in touch. We have supported an average of 10 people in each of 21 sessions, providing peer support and conversation.
- The **Sight Loss Support** and **VIP group** – 38 clients received phone call support during the last financial year, from 3 volunteers. This amounts to almost 2000 sight loss phone calls a year. The Newsdisc for the visually impaired is distributed to 35 clients in the Glossopdale area who are either sight impaired or lonely and isolated.
- **Asset-Based Community Development** – A total of £83k was awarded, with 20 projects benefitting. The panel awarding the grant consisted of partners from Tameside and Glossop CCG, Derbyshire County Council, local Patient Participant Groups, High Peak Borough Council and Tameside and Glossop Integrated Care Foundation NHS Trust. The main objectives of the grant fund were to support the principles of community wellbeing, through providing local services/activities that are engaging, accessible and meet the needs of people within the communities. The majority of the beneficiaries were involved in supporting the community during the Coronavirus pandemic, for example with access to food and activities.
- The **Community Navigation Service** has worked with 399 referrals clients during this period. Of these, the main reasons for referral were for support during Covid-19 lockdowns such as access to medicine or food, mental health, loneliness/isolation and problems coping. This work has resulted in 519 onward links with our partner organisations and a significant overall increase in SWEMWB's wellbeing scores, demonstrating positive results for the people we work with.
- **Life Skills** has supported 37 different clients. The Project delivered 40 group work sessions over Zoom or in person where possible. During this period, there were 14 volunteer mentors supporting people to the following outcomes: 2 learners entered into employment, 15 entered into further education, 10 began volunteering and 35 qualifications were earned. Additionally, the groups formed their own independent social group via Zoom.
- **BBO Towards Work** has supported a total of 16 people experiencing barriers to employment. 3 have gone into further education and 5 have been referred onwards into other organisations for voluntary or life skills support.
- **Move More Glossop** aims to provide opportunities for increased physical activity, concentrating on the jobless, young people and people with long term health conditions, with a focus on walking during Coronavirus lockdowns. During this time, 500 residents took part in 2 accessible story walks and we worked in partnership with other community groups, schools and the local community.

- **Digital Health Pilot** was a partnership project with PC Refurb, and aimed to embed volunteers into 4 GP surgeries to educate and empower fellow patients to achieve an increase in uptake of digital health apps, support online bookings and repeat prescription ordering, and gather useful feedback from patients and surgeries about their experiences. 32 patients from two surgeries were supported by a tutor to download apps and information and learning was gathered from these participants and the surgeries, with recommendations made to ensure the success of future related works.
- **Volunteering** – We received an overwhelming response to our call for help in March 2020, with 107 members of our community registering with us to volunteer, of whom 14 moved on to long-term volunteering roles. We also worked with a number of external organisations to help them find volunteers, such as the NHS, Bellies not Bins, Haywill Animal Shelter, PCrefurb, Glossopdale School, Home Start High Peak and People of Whitfield.
- **Bureau Partnerships:** This year our partnerships have continued to grow. We have worked together with Greater Manchester Health and Social Care Partnership to support and grow social prescribing. We have delivered a successful link worker peer support network to upwards of 80 social prescribing link workers across the 10 areas of Greater Manchester (GM). We have successfully secured funding to develop green social prescribing. In addition, we have worked with Elemental to support the roll out of their social prescribing platform across 8 localities in GM and drawn in funding for them. Our work around social prescribing has seen us work with all 10 GM localities. We have developed working partnerships with PC Refurb to deliver on digital health and inclusion projects and have continued to work collaboratively with Connex, New Mills Volunteer Centre and High Peak CVS on the High Peak Community and Voluntary Alliance.

Response to and impact of Covid -19

Impact on Volunteers, Staff, and Beneficiaries

We have now spent a full financial year under Covid restrictions, and it continues to impact daily on our staff, volunteers and beneficiaries. As a wellbeing charity, focusing on social connections, this has fundamentally changed the way we operate, restricting the support we can offer. Demand for our support has remained high, with people feeling lonelier and more isolated than ever. We have received unwavering and tireless support from our wonderful volunteers, helping us, despite restrictions, to deliver all the wonderful impact outlined above. Our staff team has been outstanding, pulling together, working hard and showing true flexibility and commitment during this difficult year. We have avoided the need to make redundancies or end contracts, retaining our full staff team. Moving into the next year we are filled with hope and plans for how we can help rebuild our community and offer support to those who need it as we all recover from the effects of the pandemic.

Financial impact

The last financial year has been particularly challenging due to the changes in our business model and funding structures. We have seen a loss of most of our generated income from our community hub and donations. This has left a gap in our core funding and the need to generate more grant funding opportunities to allow our work with our beneficiaries to continue. This has been made more challenging by the short-term nature of grant funds, often awarded for only 6 months at a time. Despite a projected deficit at the beginning of the year we are ending the year in a strong position, with operating costs managed within available income and restricted funds to carry forward into the next financial year, thanks to the hard work of our staff and our excellent funders. The Board of Trustees consider that our charity remains a going concern notwithstanding the impact of Covid 19.

We are taking the following action to mitigate financial risk and effectively plan:

- Robust monthly profit and loss reports.

- Bi-monthly finance sub-groups.
- Regular Board meetings.
- Staff are equipped to work from home to ensure business continuity in the face of any further disruption and restrictions.
- Reviewing all our overheads and staffing structures to reduce all non-project costs to make us as resilient as possible for the future.
- The Bureau does not hold any external third-party investments.

Employees of The Bureau are entitled to join a defined contribution money purchase pension scheme. Two ex-employees are members of a defined benefit pension scheme. The Bureau is liable to ongoing additional contributions to this scheme due to scheme underfunding. An underfunding recovery plan has been instigated by the trustees of this scheme with this position reviewed every 3 years. The last review was completed on the 30/9/20. The liability for each organisation is recalculated at review date. The current forecasted end date of the recovery plan is January 2025.

An ongoing financial risk remains here, dependent on the performance of the fund and the overall membership of the fund. Whilst there remains a deficit in the fund, our financial obligations will continue.

Recovery

We are now starting to plan the recovery phase for our services and that of the wider VCSE in Glossopdale. We want to build on the energy and community-mindedness that we have seen at this time, and make sure we give people the opportunity to continue to engage and support those that need it. Our plan is to:

- Reach more people in the community that need support, and continue to support those who already work with us.
- Continue to adapt all our current projects to reach people during and after isolation. This will mean more partnership approaches and initiatives to address digital exclusion.
- Look at opportunities and challenges within the recovery phase, and respond quickly to these by developing volunteering and community activity, and supporting other VCSE groups to respond to good ideas.
- Support the wider VCSE to recover and thrive.
- Support our partners and help to respond to gaps and meet needs.
- Understand how Covid-19 will affect both the funding landscape and the needs of our community.

Financial review

Year Summary

Operating costs were managed within the available income. The total income for the year was £793,598 with a total expenditure of £546,035 resulting in an operating surplus of £247,563. This surplus is made up of £55,338 of restricted funds, plus a £50,000 donation – leaving a true operating surplus of £142,225, £41,954 is earmarked for the continuation of our befriending project and increasing operational capacity in the next year.

Our main funders over the year were Tameside and Glossop Integrated Foundation Trust, Derbyshire County Council, NHS England, Greater Manchester Health and Social Care Partnership, High Peak Borough Council, Tameside and Glossop CCG, High Peak Public Health, the European Social Fund, and the Building Connections Fund.

Reserves Policy

Overall reserves at 31/3/2021 were £549,200, comprising £121,351 restricted funds and £427,849 unrestricted funds. See note 20 in the accounts for more information.

The Bureau will seek, where possible, to maintain a general funds reserve equivalent to its running costs for a period of no less than three months and no more than six months.

Plans for the Future

The coming years are likely to bring more challenges and opportunities for the Bureau, local people across Glossopdale and the VCSE sector. However, we are well placed to respond to these. Whilst we cannot predict what these challenges and opportunities will be, there are a range of factors that will influence us over the coming years including:

- **Covid-19 and funding cuts** – The impact of Covid-19, along with national and local funding reductions, have taken their toll on services, adding stress to the system, whilst reducing the capacity of services to respond. We know this will make it harder for us to gain funding and reach the people we need to in our community. Due to changes in demand for our primary building in Glossop, we will need to reconsider our overhead costs associated with this which may require some changes. We are widening our income streams and diversifying our partnerships, as well as investing in the skills development of our staff to future-proof our organisation.
- **NHS strategic direction** - The NHS's 2019 Long Term Plan articulates the need for more preventative and community-based interventions. The contribution to health and wellbeing outcomes that an organisation such as The Bureau can make is not universally recognised, funded or supported. In addition, new changes to Clinical Commissioning Groups and Integrated Care System structures will likely throw up further challenges. We aim to keep developing partnerships and promoting the worth of community approaches within health, social care and wider public sector areas.
- **Geography** – Glossopdale is a semi-rural area located in Derbyshire County Council and High Peak Borough Council for local services, whilst coming under Greater Manchester (GM) for Primary and Acute health services. This causes ongoing complexities for provision. At present, and uniquely, Glossopdale can only be considered for Health initiatives, at a time when greater integration of Health and Social Care is being pursued. This leaves us in a potential position of inequality, whilst also offering an opportunity for unique problem solving and innovative service design. We plan to continue to be a champion for Glossopdale and ensure this community gets its fair share of services and support. As above, new changes to CCG and ICS structures will mean Glossopdale will align with Derbyshire for Primary and Acute health services from April 2022, although the potential impact on Glossopdale and The Bureau is as yet unknown.
- **Demographics** – Glossopdale has a number of disadvantaged areas and the highest level of relative disadvantage in Derbyshire. There are two neighbourhoods in Gamesley in the top 10% most disadvantaged in Derbyshire (one is actually in the top 2%). Three further areas are in the top 20%. In contrast, three Glossopdale areas are in the top 10% least deprived, and part of Simmondley is the least deprived in Derbyshire. This is mirrored in life expectancy where it is 9.3 years lower for men and 7.7 years lower for women in some areas compared to more affluent ones. Whilst growing in many respects, Glossopdale has an ageing population and projections show a much larger ageing population with a deficit in numbers entering working age. We plan to spend time understanding the particular characteristics of our community and proactively problem solve gaps and needs by working in partnership and drawing in resources.

- **Local VCSE sector** – There is a strong and vibrant VCSE sector in Glossopdale, but it could be stronger and better resourced to meet the needs of the community. There is a lack of strategic planning or direction specific to the community of Glossopdale to cater for all its strengths and challenges. This leads at times to a lack of local leadership and coordinated cross-sector response. We aim to work with HPCVS to support the wider sector and develop our offer of support and grants to grow and develop the amount of VCSE activity within the community.

Structure, Governance and Management

The Bureau is a charitable company limited by guarantee, incorporated on 24 October 1987 and registered as a charity on 6 January 1998.

The company was established under a memorandum of association which established the objects and powers of the charitable company, and is governed under its articles of association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The Board of Trustees are members of the charity but this entitles them only to voting rights. The Board has no beneficial interest in the charity.

All Board members give their time voluntarily and receive no benefits from the charity.

Under the requirements of the Memorandum and Articles of Association, the members of the Board of Trustees retire in rotation over a three-year period after which they must be re-elected at the next Annual General Meeting. Trustees may make a recommendation at an Annual General Meeting or through an ordinary resolution to either fill a vacancy or appoint an additional Trustee in accordance with the Articles of Association. New Trustees receive an induction from the Chief Officer and the Chair.

Risk Management

The Board of Trustees meets six times a year at which it reviews progress against budget and agreed plans, and considers and defines forward strategy. In particular, the Trustees consider appropriate action to mitigate risk as well as ensuring that planned activities contribute to The Bureau's charitable objectives that have been set.

Statement of responsibilities of the Board of Trustees

The Board of Trustees (who are also directors of The Bureau for the purposes of company law) are responsible for preparing the Board's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Management Committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities statements of recommended practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Board is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable it 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 Board is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent Examiner

Christy Lau of Slade & Cooper Ltd was re-appointed as the charitable company's Independent Examiner during the year and has expressed her willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The Board's annual report has been approved by the Board on 23rd November 2021

and signed on its behalf by

Susan Nash

Chair

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2021 which are set out on pages 14 to 36.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

Christy Lau FCCA CTA DChA
 Association of Chartered Certified Accountants
Slade & Cooper Limited
Beehive Mill, Jersey Street
Ancoats Manchester, M4 6JG

Date 1st December 2021

Glossop and District Volunteer Bureau (The Bureau)

Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	50,973	-	50,973	5,040
Charitable activities:	4				
Core activities		26,936	56,000	82,936	81,614
Projects and other		73,432	542,178	615,610	447,340
Other trading activities	5	43,828	-	43,828	2,071
Investments	6	251	-	251	150
Total income		195,420	598,178	793,598	536,215
Expenditure on:					
Charitable activities:	7				
Operating costs		3,195	218,922	222,117	210,125
Direct project costs		-	323,918	323,918	243,953
Total expenditure		3,195	542,840	546,035	454,078
Net income/(expenditure) for the year	9	192,225	55,338	247,563	82,137
Net movement in funds for the year		192,225	55,338	247,563	82,137
Reconciliation of funds					
Total funds brought forward		235,624	66,013	301,637	219,500
Total funds carried forward		427,849	121,351	549,200	301,637

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Glossop and District Volunteer Bureau (The Bureau)
Company number 3455027

Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets	14	9,272	12,053
Total fixed assets		9,272	12,053
Current assets			
Debtors	15	107,013	83,508
Cash at bank and in hand	16	496,693	217,754
Total current assets		603,706	301,262
Liabilities			
Creditors: amounts falling due in less than one year	17	(63,778)	(11,678)
Net current assets		539,928	289,584
Total assets less current liabilities		549,200	301,637
Net assets		549,200	301,637
The funds of the charity:			
Restricted income funds	19	121,351	66,013
Unrestricted income funds	20	427,849	235,624
Total charity funds		549,200	301,637

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 17 to 36 form part of these accounts.

Approved by the trustees on 23/11/2021 and signed on their behalf by:

Wayne Prior (Treasurer)

Glossop and District Volunteer Bureau (The Bureau)

Statement of Cash Flows
for the year ending 31 March 2021

	Note	2021 £	2020 £
Cash provided by/(used in) operating activities	23	277,920	25,576
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		251	150
Proceeds from sale of tangible fixed assets		7,500	-
Purchase of tangible fixed assets		(6,732)	(7,619)
Cash provided by/(used in) investing activities		1,019	(7,469)
Increase/(decrease) in cash and cash equivalents in the year		278,939	18,107
Cash and cash equivalents at the beginning of the year		217,754	199,647
Cash and cash equivalents at the end of the year		496,693	217,754

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Glossop and District Volunteer Bureau (The Bureau) meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Mini-bus	5 years
Office equipment	3 years

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

j Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

n Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 10. There were no outstanding contributions at the year end (2020: £45).

Two ex-employees are members of a defined benefit pension scheme with The Pensions Trust. Additional contributions to this scheme due to underfunding are included in pensions expenditure. Further details are given in note 24.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2021 £
Donations	50,973	-	50,973
Total	50,973	-	50,973
Previous reporting period	Unrestricted £	Restricted £	Total 2020 £
<i>Donations</i>			
<i>Call Companions</i>	-	600	600
<i>Sightloss</i>	-	500	500
<i>Other</i>	1,684	10	1,694
<i>Fundraising</i>	1,244	250	1,494
<i>Pop Up Community Café</i>	592	-	592
<i>Thursday Club</i>	160	-	160
Total	3,680	1,360	5,040

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2021 £
Core activities			
Derbyshire County Council	21,936	-	21,936
High Peak Borough Council	5,000	-	5,000
GMHSCP	-	56,000	56,000
	<hr/>	<hr/>	<hr/>
	26,936	56,000	82,936
Projects and other			
Tameside & Glossop CCG			
Car Scheme	-	16,000	16,000
Digital Support	-	49,902	49,902
Derbyshire County Council			
Volunteering	-	19,175	19,175
Active Travel	-	6,625	6,625
Making Glossop Dementia Friendly	-	2,679	2,679
Glossopdale Community Messengers project	-	15,218	15,218
Youth Action	-	9,700	9,700
Call Companions	-	1,965	1,965
European Social Fund			-
BBO	-	36,135	36,135
Futures	-	19,903	19,903
Tameside & Glossop Integrated Care NHS Foundation Trust	-	152,479	152,479
Living Life Well Design Team	-	13,000	13,000
Befriending support	-	6,887	6,887
More Move Glossop	-	500	500
Big Lottery Building Communities Fund	-	29,132	29,132
High Peak Borough Council			-
GM Moving	-	20,427	20,427
Business Grant	10,000	-	10,000
Action Together	-	71,344	71,344
Simmondley Medical Practice	-	27,290	27,290
The National Lottery	-	18,120	18,120
Garfield Weston	15,000	-	15,000
National Lottery - Awards For All	-	9,778	9,778
Foundation Derbyshire	8,180	-	8,180
High Peak CVS			-
Social Connectedness HP Alliance	-	1,334	1,334
GMCVO	-	3,180	3,180
NAVCA	3,000	-	3,000
Self Help Services - Big Life Group	-	11,215	11,215
Co-op Local Community Fund	2,227	-	2,227
Councillor Initiative Fund	-	190	190
Room hire, fees & other income	35,025	-	35,025
	<hr/>	<hr/>	<hr/>
	73,432	542,178	615,610
	<hr/>	<hr/>	<hr/>
Total	100,368	598,178	698,546
	<hr/>	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Income from charitable activities (cont.)

Previous reporting period

	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
Core activities			
<i>Derbyshire County Council</i>	21,936	-	21,936
<i>High Peak Borough Council</i>	5,000	-	5,000
<i>GMHSCP</i>	-	54,678	54,678
	<hr/>	<hr/>	<hr/>
	26,936	54,678	81,614
Projects and other			
<i>Tameside & Glossop CCG</i>			-
<i>Car Scheme</i>	-	15,148	15,148
<i>Digital Support</i>	-	37,780	37,780
<i>Derbyshire County Council</i>			-
<i>Volunteering</i>	-	19,175	19,175
<i>Active Travel</i>	-	6,625	6,625
<i>Making Glossop Dementia Friendly</i>	-	2,679	2,679
<i>(Places for People) Lex Leisure</i>	-	10,998	10,998
<i>European Social Fund</i>			-
<i>BBO</i>	-	39,497	39,497
<i>Futures</i>	-	19,903	19,903
<i>Tameside & Glossop Integrated</i>			
<i>Care NHS Foundation Trust</i>	-	169,067	169,067
<i>Living Life Well Design Team</i>	-	2,350	2,350
<i>Big Life Pilot for MH social prescribing</i>	-	2,250	2,250
<i>Big Lottery Building</i>			
<i>Communities Fund</i>	-	33,027	33,027
<i>Mary Allen Ellen Trust</i>	-	1,000	1,000
<i>Primary Care Network - PPG</i>	-	9,097	9,097
<i>High Peak Borough Council GM</i>			
<i>Mov</i>	-	7,480	7,480
<i>Room hire, fees & other income</i>	71,264	-	71,264
	<hr/>	<hr/>	<hr/>
	71,264	376,076	447,340
	<hr/>	<hr/>	<hr/>
Total	98,200	430,754	528,954
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

5 Income from other trading activities

	2021 £	2020 £
DBS income	-	2,018
Room hire & other income	43,828	53
	<hr/>	<hr/>
	43,828	2,071
	<hr/> <hr/>	<hr/> <hr/>

All income from other trading activities is unrestricted.

6 Investment income

	2021 £	2020 £
Income from bank deposits	251	150
	<hr/>	<hr/>
	251	150
	<hr/> <hr/>	<hr/> <hr/>

All investment income is unrestricted.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

7 Analysis of expenditure on charitable activities

Current reporting period	Operating costs £	Direct project costs £	Total 2021 £
Staff costs	163,159	247,808	410,967
Project costs	-	76,110	76,110
Running costs	49,323	-	49,323
Bad debts	97	-	97
Depreciation	6,023	-	6,023
Governance costs (see note 8)	3,515	-	3,515
	<hr/>	<hr/>	<hr/>
	222,117	323,918	546,035
	<hr/>	<hr/>	<hr/>
Previous reporting period	Operating costs £	Direct project costs £	Total 2020 £
Staff costs	145,876	197,847	343,723
Project costs	-	46,106	46,106
Running costs	52,230	-	52,230
Bad debts	80	-	80
Depreciation	10,258	-	10,258
Governance costs (see note 8)	1,681	-	1,681
	<hr/>	<hr/>	<hr/>
	210,125	243,953	454,078
	<hr/>	<hr/>	<hr/>
		2021 £	2020 £
Restricted expenditure		542,840	434,033
Unrestricted expenditure		3,195	20,045
		<hr/>	<hr/>
		546,035	454,078
		<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

8 Analysis of governance and support costs

Current reporting period	Basis of apportionment	Governance £	Total 2021 £
Independent examination	Governance	1,500	1,500
Legal and professional	Governance	2,015	2,015
		<hr/>	<hr/>
		3,515	3,515
		<hr/>	<hr/>
Previous reporting period	Basis of apportionment	Governance £	Total 2020 £
Independent examination	Governance	1,500	1,500
Legal and professional	Governance	181	181
		<hr/>	<hr/>
		1,681	1,681
		<hr/>	<hr/>

9 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	6,023	10,258
Loss or profit on disposal of fixed assets	(4,010)	-
Operating lease rentals:		
Property	24,000	24,000
Other	1,340	1,343
Independent examiner's fee	1,250	1,250
	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

10 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	374,087	300,735
Social security costs	24,313	20,175
Pension costs	7,328	5,900
Recruitment, training and other staff costs	5,239	16,913
	<hr/>	<hr/>
	410,967	343,723
	<hr/>	<hr/>

No employees has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 21 (2020: 18).

The average full time equivalent number of staff employed during the period was 15 (2020: 12).

The key management personnel of the charity comprise the trustees and the Chief Officer. The total employee benefits of the key management personnel of the charity were £46,008 (2020: £47,873).

11 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2020: Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

12 Government grants

The government grants recognised in the accounts were as follows:

	2021 £	2020 £
Derbyshire County Council	77,298	50,415
High Peak Borough Council	35,427	12,480
Tameside & Glossop CCG	65,902	52,928
Tameside & Glossop Integrated Care NHS	172,866	173,667
	<hr/>	<hr/>
	351,493	289,490
	<hr/>	<hr/>

The unfulfilled conditions and contingencies attaching to the grants were to complete restricted projects (see note 19).

13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

14 Fixed assets: tangible assets

	Office equipment £	Mini-bus £	Total £
Cost			
At 1 April 2020	26,406	17,450	43,856
Additions	6,732	-	6,732
Disposals	(3,578)	(17,450)	(21,028)
	<hr/>	<hr/>	<hr/>
At 31 March 2021	29,560	-	29,560
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2020	17,843	13,960	31,803
Charge for the year	6,023	-	6,023
Disposals	(3,578)	(13,960)	(17,538)
	<hr/>	<hr/>	<hr/>
At 31 March 2021	20,288	-	20,288
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2021	9,272	-	9,272
	<hr/>	<hr/>	<hr/>
<i>At 31 March 2020</i>	<i>8,563</i>	<i>3,490</i>	<i>12,053</i>
	<hr/>	<hr/>	<hr/>

15 Debtors

	2021 £	2020 £
Grants receivable	96,791	63,853
Other debtors	1,800	11,416
Prepayments and accrued income	8,422	8,239
	<hr/>	<hr/>
	107,013	83,508
	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

16 Cash at bank and in hand

	2021 £	2020 £
Short term deposits	200,396	50,147
Cash at bank and on hand	296,297	167,607
	<hr/>	<hr/>
	496,693	217,754
	<hr/> <hr/>	<hr/> <hr/>

17 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors and accruals	36,891	11,678
Deferred income	26,887	-
	<hr/>	<hr/>
	63,778	11,678
	<hr/> <hr/>	<hr/> <hr/>

18 Deferred income

	2021 £	2020 £
Deferred grant brought forward	-	23,815
Grant received	26,887	-
Released to income from charitable activities	-	(23,815)
	<hr/>	<hr/>
Deferred grant carried forward	26,887	-
	<hr/> <hr/>	<hr/> <hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

19 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Core activities					
GMHSCP	-	56,000	(56,000)	-	-
	-	56,000	(56,000)	-	-
Projects					
Action Together	-	71,344	(71,023)	-	321
ESF BBO	-	36,135	(36,135)	-	-
ESF Futures	14,927	19,903	(34,830)	-	-
ICFT	13,396	152,479	(141,546)	-	24,329
Living Life Well Design Team	-	13,000	(13,000)	-	-
Befriending support	-	6,887	-	-	6,887
More Move Glossop	-	500	(500)	-	-
Big Lottery Building Connections Fund	(90)	29,132	(29,042)	-	-
National Lottery - Awards For All	-	9,778	-	-	9,778
T&G PCT	-	16,000	(16,000)	-	-
Derbyshire County Council	-	19,175	(19,175)	-	-
Volunteering	-	6,625	(6,625)	-	-
DCC Active Travel	-	2,679	(2,679)	-	-
DCC Making Glossop Dementia Friendly	-	15,218	(5,280)	-	9,938
DCC Glossopdale Community	-	9,700	-	-	9,700
Messengers project DCC	-	1,965	(1,965)	-	-
Youth Action	-	49,902	(37,779)	-	49,903
Call Companions	-	20,427	(11,632)	-	8,795
CCG Digital Support	37,780	27,290	(27,290)	-	-
GM Moving	-	18,120	(18,120)	-	-
Simmondley Medical Practice	-	1,334	(1,334)	-	-
The National Lottery	-	3,180	(1,670)	-	1,510
High Peak CVS Social	-	11,215	(11,215)	-	-
Connectedness HP Alliance	-	190	-	-	190
GMCVO	-	66,013	(486,840)	-	121,351
Self Help Services - Big Life Group	-	598,178	(542,840)	-	121,351
Councillor Initiative Fund	-	190	-	-	190
Total	66,013	598,178	(542,840)	-	121,351

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

19 Analysis of movements in restricted funds (cont.)

Previous reporting period	<i>Balance at 1 April 2019</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at 31 March 2020</i>
Core activities					
GMHSCP	17,921	54,678	(72,599)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	17,921	54,678	(72,599)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Projects					
Action Together	4,000	-	(4,000)	-	-
Public Health / PHWORK	4,400	-	(4,400)	-	-
ESF BBO	-	39,497	(39,497)	-	-
ESF Futures	-	19,903	(4,976)	-	14,927
DCC - Adult Care	20,315	-	(20,315)	-	-
ICFT	8,380	169,067	(164,051)	-	13,396
Living Life Well Design Team	-	2,350	(2,350)	-	-
Big Life Pilot for MH social prescribing	-	2,250	(2,250)	-	-
Sightloss	-	500	(500)	-	-
Big Lottery Building Connections Fund	-	33,027	(33,117)	-	(90)
Awards for All Foundation Derbyshire	7,500	-	(7,500)	-	-
Other	4,916	-	(4,916)	-	-
T&G PCT	500	10	(510)	-	-
Derbyshire County Council	-	15,148	(15,148)	-	-
Volunteering	-	19,175	(19,175)	-	-
DCC Active Travel	-	6,625	(6,625)	-	-
DCC Making Glossop Dementia Friendly	-	2,679	(2,679)	-	-
Call Companions	-	1,600	(1,600)	-	-
Places For People	-	10,998	(10,998)	-	-
CCG Digital Primary Care	-	37,780	-	-	37,780
Network	-	9,097	(9,097)	-	-
GM Moving	-	7,480	(7,480)	-	-
K9	-	250	(250)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	50,011	377,436	(361,434)	-	66,013
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	67,932	432,114	(434,033)	-	66,013
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

19 Analysis of movements in restricted funds (cont.)

Name of fund	Description, nature and purposes of the fund
GMHCP	Funding from the Person Centred and Community Approaches Team at the Greater Manchester Health and Social Care Partnership to provide support to Social Prescribing schemes across Greater Manchester
ICFT	Funding from Tameside and Glossop Integrated Care Foundation Trust to support the community and individuals in it to increase their capacity to manage their own health and wellbeing whilst reducing the demand on overstretched statutory services
T&G CCG Digital Support	Funding to work with primary care to develop a volunteer support model to promote and enable the use of digital self-care initiatives for patients
DCC - Volunteering	Infrastructure Grant award for the development of opportunities for volunteering in the community
DCC - Active Travel	Funding for volunteer car scheme to support vulnerable people to attend medical appointments
DCC - Making Glossop Dementia Friendly	Funding to map dementia activities in Glossopdale and support the provision of the "Thursday Club" social session offering support to those living with dementia and their carers
Glossopdale Community Messengers Project	Fund to provide community stakeholders in Glossopdale with the information on all aspects of COVID-19 and feedback community insight and intelligence to the Public Health team
Youth Action	Scoping out and production of report re support for children and young people's mental health and wellbeing
Call Companions	Fund to support volunteers to provide a weekly befriending phone call to the most lonely and socially isolated people within our community
ESF - BBO	Funding from the European Social Fund, administered via Groundwork Nottingham, to provide a Work Coach pre employment support service covering Glossop and New Mills
ESF - Futures	To fund the Life Skills programme which provides group work, 1-2-1, and mentorship support to move people towards meaningful activity
T&G Integrated Care NHS Foundation Trust	Contract for Social Prescribing and community development
Living Life Well Design Team	Reimbursement for contribution to the re-design process of the Living Life Well community mental health offer
Befriending Support	Contribution to The Bureau's befriending offer
Big Lottery Building Communities Fund	Fund to extend and develop our activities to increase social connectedness. Supporting the volunteer transport service, social connectors and social activities
HPBC - GM	Funding for a development worker to promote, develop and support initiatives that help people to become more physically active
Moving/Move More Action Together	Funding administered on behalf of the VIP Group to provide a six month sensory loss service
Simmondley Medical Practice - Primary Care Network	Funding from Glossopdale PCN for a social prescribing link worker to support patients in Glossopdale to access community initiatives

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

19 Analysis of movements in restricted funds (cont.)

Name of fund	Description, nature and purposes of the fund
The National Lottery	Funding to support a COVID-19 Call Connect telephone befriending service during COVID-19 lockdown periods
National Lottery - Awards For All	To support and develop a 'Super Volunteer Hub' and create better flexibility and communication with volunteers
HP CVS - Social Connectedness HP	Public Health funded initiative to reduce loneliness and social isolation, delivered in partnership with the High Peak VCSE Alliance
GMCVO	Funding for providing Story Walks set in local parks to promote, develop and support people to become more physically active in conjunction with GM Moving
Self Help Services - Big Life Group	Fund to support local infrastructure coordination project through the completion of the VCS Emergency Partnership's weekly "pulse check" survey
HPBC Councillor Initiative Fund	Grants are available from the Councillors' Initiative Fund for residents, local groups and businesses to encourage beneficial community activity

20 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	225,715	128,954	4,851	-	359,520
Redundancy	9,909	16,466	-	-	26,375
Bureau befriending	-	50,000	(8,046)	-	41,954
	<u>235,624</u>	<u>195,420</u>	<u>(3,195)</u>	<u>-</u>	<u>427,849</u>

Previous reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	As at 31 March 2020 £
General fund	141,659	104,101	(20,045)	-	225,715
Redundancy	9,909	-	-	-	9,909
	<u>151,568</u>	<u>104,101</u>	<u>(20,045)</u>	<u>-</u>	<u>235,624</u>

Name of fund	Description, nature and purposes of the fund
General fund	The free reserves after allowing for all designated funds
Redundancy	In the event that the charity is wound up and staff made redundant, funds have been designated to cover the cost of redundancy based on the maximum that could be incurred in the 2017/18 financial year based on age, length of service and weekly pay of all eligible staff.
Bureau befriending	Befriending project

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

21 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	9,272	-	-	9,272
Net current assets/(liabilities)	350,248	68,329	121,351	539,928
Total	359,520	68,329	121,351	549,200
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	12,053	-	-	12,053
Net current assets/(liabilities)	213,662	9,909	66,013	289,584
Total	225,715	9,909	66,013	301,637

22 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property		Equipment	
	2021 £	2020 £	2021 £	2020 £
Less than one year	24,000	24,000	1,005	1,340
One to five years	-	24,000	-	1,005
Total	24,000	48,000	1,005	2,345

23 Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income/(expenditure) for the year	247,563	82,137
Adjustments for:		
Depreciation charge	6,023	10,258
Loss/(profit) on sale of fixed assets	(4,010)	-
Dividends, interest and rents from investments	(251)	(150)
Decrease/(increase) in debtors	(23,505)	(44,202)
Increase/(decrease) in creditors	52,100	(22,467)
Net cash provided by/(used in) operating	277,920	25,576

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

24 Pension scheme and Contingent liability

SCHEME: TPT Retirement Solutions – The Growth Plan

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 31 January 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
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Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies. Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum	(payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum	(payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2021 (continued)

24 Pension scheme and Contingent liability (cont.)

Present value of provision

	31-Mar-21	31-Mar-20	31-Mar-19
	(£s)	(£s)	(£s)
Present value of provision	5,364	6,356	7,710

Reconciliation of opening and closing provisions

	Period ending 31-Mar-21 (£s)	Period ending 31-Mar-20 (£s)
Provision at start of period	6,356	7,710
Unwinding the discount factor (interest expense)	143	98
Deficit contribution paid	(1,318)	(1,280)
Remeasurements - impact of any change in assumptions	183	(172)
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	5,364	6,356

Income and expenditure impact

	Period ending 31-Mar-21 (£s)	Period ending 31-Mar-20 (£s)
Interest expense	143	98
Remeasurements - impact of any change in assumptions	183	(172)
Remeasurements - amendments to the contribution schedule	-	-
Contributions paid in respect of future service *	*	*
Costs recognised in income and expenditure account	*	*

*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

Assumptions

	31-Mar-21	31-Mar-20	31-Mar-19
	(£s)	(£s)	(£s)
Rate of discount	0.66	2.53	1.39

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.