

Volunteer Centre Hackney

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended

31 March 2023



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TRUSTEES

Robert Sugden - Chair
Jonathan Parr
Rachel Linn
William Alego
Adelle Grisaffe
Michelle Lawrence
Jade Tan (appointed 6 July 2022)
Andreas Michaelides (resigned 2 August 2023)

COMPANY REGISTERED NUMBER

3357999

CHARITY REGISTERED NUMBER

1068104

REGISTERED OFFICE

12-13 Springfield House, 5 Tyssen Street, London E8 2LY

KEY MANAGEMENT

Lauren Tobias

INDEPENDENT EXAMINER

Justin Cowan FCA for Albeck Ltd Chartered Accountants, 49 Mowbray Road, Edgware, Middx HA8 8JL

BANKERS

HSBC, 283 Mare Street, London E8 1PJ
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements of Volunteer Centre Hackney (VCH) for the year ended 31 March 2023. The trustees confirm that the annual report and the financial statements comply with the Charities Act 2011, the Companies Act 2006, the charity's governing documentation and the provisions of 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 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION, POLICIES AND OBJECTIVES

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 15 April 1997.

VCH is a local development agency governed by its Memorandum and Articles of Association. VCH's objects are "to promote the benefit of the community in the London Borough of Hackney by the promotion, support and development of voluntary services in the advancement of education, the protection of health and the relief of poverty, distress and sickness."

The directors, who are listed on page 1, act as trustees for the charitable activities of the company and exercise the powers of the company. The trustees may by power of attorney or otherwise appoint any person to be the agent of the company for such purposes and on such condition as they determine. They also may delegate any of their powers to any committee consisting of one or more trustees or other person.

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association. The number of trustees shall not be subject to any maximum but shall not be less than two. All trustees retire from office at the first Annual General Meeting subsequent to their appointment. One third of trustees is subject to retirement by rotation at the Annual General Meeting. In both instances retiring trustees, presuming they are eligible, will put themselves forward for re-appointment. Additionally, the Board may make appointments from time to time to fill vacancies. The Board usually meets every eight weeks. Additional meetings are held when the need arises.

INDUCTION AND TRAINING OF TRUSTEES

Joiners to the Board are provided with an induction pack which includes background information on the charity including the last set of accounts and the Charity Commission's publication on the legal responsibilities of charity trustees. As a provider of related training to external groups, the charity's trustees have access to a variety of sources of information to ensure that they are kept up to date on the changing regulations surrounding charities and trustees' responsibilities.

MANAGEMENT

The trustees agree the strategic direction of the charity, approve its budget, and receive progress reports in achieving organisational objectives from its Chief Executive Officer.

The charity employs staff, including a Chief Executive Officer, Lauren Tobias, who carries out the day-to-day management of the company's work. There are line management structures linking all staff to the CEO, and through her, to the trustees.

REVIEW OF THE YEAR

2022-23 was a year of transition and growth, as we came out of COVID, embedded and expanded all our programmes. We still continued with our COVID relief efforts however, as we continued to provide hundreds of volunteers for the Hackney vaccine sites and continued to support multiple Community Champions to spread positive vaccine messaging.

As the year progressed, our in-person activities increased and our resident engagement programmes – Together Better and Our Place - grew and thrived, engaging many more residents to deliver hundreds of new activities. In recognition of our success, the Together Better programme will receive funding from April 2023, to double in size and deliver at eight more surgeries across the borough.

Our Community Champions programme grew beyond COVID to address wider health issues such as hypertension and diabetes, and we delivered our first-ever volunteering programme in the City – a peer research project for City of London Public Health.

Over the year we enabled the following:

- 1,004 residents registered an interest in volunteering
- 423 people started volunteering across the borough
- 62 of those residents had support needs
- 120 isolated residents were matched to volunteer befrienders for regular companionship
- 35 Community Champions were trained to share vital COVID messaging to communities
- 120 patients - mostly with long term health conditions - supported to volunteer at local GP practices, and
- 563 patients supported to participate in patient-led activities
- 51 residents with mental health issues were supported to volunteer

Volunteer Recruitment and Guidance

Over the course of the year, we advertised 310 volunteer roles and engaged with more than 600 community organisations via our brokerage service, regular newsletters and outreach activities. The roles we advertised were for different types of non-profit organisations: large well-established national charities with local branches like Oxfam, small local charities, for example Children with Voices, and other non-profit entities, including the NHS – Homerton Hospital – which offers a range of volunteering opportunities.

What kinds of volunteering?

Roles varied hugely in size, frequency and skills and time commitment required, demonstrating the flexible nature of volunteering. There were one-off opportunities, such as the Christmas day driving role for The Food Chain, roles requiring just one hour a week, such as Befriending, and others needing more commitment such as the Administration and Reception role at Hoxton Health. Many roles provide an opportunity to learn or refresh skills, with in-house training like the Made in Hackney Cookery Class Assistant which includes training in Safeguarding and a Level 2 Food Safety in Catering and Plant Based Nutrition.

Best Practice Guidance

Our bespoke management support was given to 60 organisations including Hackney Chinese Association, Shepherd Fold Ministry, Young Hackney, St Joseph's Hospice, Shoreditch Trust and London Air Ambulance.

This included advising on the development and drafting of roles so that they are accurate and interesting; how to recruit volunteers; strategies for increasing diversity; volunteer management including dispute resolution; and assisting with the drafting of key volunteer policies such as volunteer agreements and consent forms. We also hosted our first post- COVID in person Volunteer Fair at Dalston Library which was hugely successful.

"You help us a great deal with getting volunteers, and for that we are very grateful."

"The staff at the Volunteer Centre Hackney were incredibly helpful and supportive to our small, new, local organisation. They helped us to think through our volunteer support needs and to draft effective volunteer role descriptions and adverts. They successfully found us our first wonderful volunteer. We will definitely work with the Volunteer Centre again as we grow and secure new funding. Thank you to the whole team!"

Who volunteered and why?

Volunteering is the first step for many individuals, whether that's a path into work, towards better mental health, out of social isolation or to learning a new set of skills. 76% of volunteers reported that they had learned new skills from volunteering, including new IT skills, advice on immigration law and housing, research skills and how meetings are run. Many respondents stated they had gained employability skills, like communication and teamwork, whilst volunteering.

"I have learned how to manage a class. I communicate better. I have learned to budget."

A vital aspect of our mission is to ensure we are building stronger communities through bringing individuals together. Just over 89% of respondents strongly agreed or agreed with the statement that 'volunteering has helped me to meet people/feel part of my community'.

"I have gained great joy in meeting others who all have their own stories and struggles, being able to share and provide a little comfort with discussion has been invaluable to me. I hope I have been a support to people feeling isolated or alone, the happiness this has brought me is something that has helped me in many ways".

75.5% agreed or strongly agreed that 'volunteering has helped me have a more positive outlook/improve my mental health', while over 30% stated that volunteering had helped them to improve their physical health.

"I have improved my listening skills. I have learned how to make space for other people to talk about difficult feelings. I have learned how to take better care of my own mental health."

Community Befriending

Volunteers continued to be a lifeline for residents who are identified as socially isolated. On average, three new referrals are made by health professionals every week and over 120 matches were supported this year. 89% of people referred over the year were for people living with mental health challenges including suicidal ideation, depression or anxiety. This was often alongside two or more co-morbidities that reduce mobility or social contact such as COPD or hearing or sight impairment. Often people, ranging in age from 18-92, also have very serious life circumstances including housing and financial problems, experiencing domestic abuse and/or hoarding. They may not have gone out of their home for several months and may have no one other than clinicians for social support. 12% of referrals we received were also for people living with dementia or have memory issues, and 30% of referrals do not have English as their first language, requiring recruitment of volunteers who speak multiple languages.

Volunteers either make twice-weekly phone calls or meet face-to-face, taking people to community activities or for a walk, coffee or shopping. They become aware of when there are subtle changes in someone's health condition, and alert us to when there are practical issues, for which we can provide support. This can include obtaining support with a Personal Independence Payment, preventing someone's eviction through housing advice, contacting the community mental health team when someone is not taking their medication and have even helped contact crisis teams, when someone is undergoing an acute crisis including suicidal thoughts.

"I always have someone to talk to now with M and we can talk about anything good or bad. I really appreciate M's support – she is a star!"

The programme also supports people described as frequent users of emergency services, which they are contacting repeatedly for non-clinical reasons. One volunteer was matched to someone who after three months of regular contact, no longer called A&E at all.

"Seeing the difference in ES's behaviour really means a lot – he is always ready to chat and tell me what is going on with him. I feel like I'm really helping someone and that makes me feel good."
Community Befriender.

Winter Warm Hub

With the cost of living having become a crisis for many over the year in particular with the spike in energy bills, there was a real concern over the winter about residents not putting on their heating and exacerbating mental and physical health problems. With funding from both Southern Housing Group and Hackney Council, we opened up our community centre at Stamford Hill every Friday, to become a "welcome space" to around 30-40 people every week, offering conversation, board games, breakfast and lunch. We talked to residents about their interests, signposted them to appropriate services, invited advice agencies to give talks, and supported residents to lead their own activities including a book swap, crochet corner and seated exercise, as well as giving away vouchers and free donated food.

Support Needs – Mental Health, Physical Disabilities, Learning Disabilities

All our services help to support with both alleviating loneliness and reducing anxiety as our model is person-centred, with support provided through building trusted long-term relationships. Working in partnership with all the mental health services in Hackney, GP practices, Social Prescribers, Wellbeing Practitioners and Adult Social Care, we support people's recovery to help them identify their skills and take small steps towards personal goals. 62 people with support needs were supported to volunteer this year, including 51 with mental health conditions, of whom nine were supported into paid employment. They were placed with a variety of organisations including Crisis charity shops, St Joseph's Hospice, Round Chapel, Peter Bedford Housing Association and the Canal & River Trust, all of whom have been able to provide the additional support that is required. To help people re-engage with others, we also hosted multiple sessions in life coaching, wellbeing and self-confidence and group volunteering sessions. We also hosted a Community Connector who worked alongside the Neighbourhood Mental Health Team in Hackney Marsh to support people with severe and enduring mental health issues to engage with activities in the community.

'I have felt supported when I felt like I didn't have anyone else. They have given me hope when I couldn't see any, and when I was feeling completely helpless. They have helped me to have self-belief, which is massive for me as I suffer with CPTSD. Even though I still find things scary I have enough courage to step out of my comfort zone now giving me new found freedom and a new lease of life'.

Community Development/ Social Action

Our Place and Together Better - we continued to support local residents to share their skills and start up their own activities and projects through our two place-based social action projects. Both are aimed at engaging local residents to come together and deliver their own solutions to issues they identify, to improve their local area and help local people.

Our Place is based at community venues on the New Kingshold and Stamford Hill estates, with support from Southern Housing Group and National Lottery. Projects delivered over the year by residents include: a children's martial arts and football club led by local dads; See Me On the Page - a book project for children to see more diverse characters in books; a children's breakfast club providing much needed food before school; a Food Pantry for parents with children with Special Educational Needs and Bridge the Gap – a project to provide digital devices to families in need.

Together Better continued to grow and thrive, expanding to eight GP surgeries across eight Hackney Neighbourhoods with staff working together with GP practices to support patients to volunteer. This is an innovative project launched together with the local NHS to establish communities at local surgeries, to empower patients to be more in control of their own health and wellbeing. This is enabled through supporting patients to recognise their skills, and to utilise these through volunteering at the practice. This could be helping patients to register online, to make reminder phone calls about appointments, or to set up their own projects such as a walking group, art club or a gardening project.

Over the year, we engaged almost 1,000 patients – most of whom have mental health issues and long-term physical health conditions - to enjoy activities including yoga, walking, gardening, arts and crafts, box fitness, swing dance, a mother and baby stay and play, martial arts and mental health peer support groups - all led by patients themselves.

GPs refer patients who may be isolated, or suffering from anxiety or depression and, by attending our activities, they meet new friends, make supportive connections and have a reason to leave their homes. Nearly all patients engaged have said their health and wellbeing has improved through attending, while over 80% of patients surveyed said they feel less isolated since taking part. 100% of GP practice staff surveyed said the programme has benefitted patients and they would recommend it to other practices.

"Since starting this project I have lost weight, my knees are stronger, from walking all the time. I volunteer at the coffee morning and I really love the people I've met".

"Great programme - so nice to have groups of patients coming in for a coffee and a chat - taking part in activities and volunteering to help the practice, absolutely recommend this to all practices."

"I love getting out and about meeting and chatting with new people. This has helped reduce my anxiety. My mental health has improved, my confidence has grown and I've even lost weight!"

"So pleased to be involved in many activities as part of this project, which has greatly improved my well-being and happiness. I've enjoyed getting to know people supporting and working with the local community."

Community Champions

35 more Community Champions were on-boarded this year, bringing our total number of Champions to 170 involved in the programme. Champions are hosted by 81 community organisations representative of diverse communities across Hackney, speaking 32 different languages between them.

This is a partnership with Public Health and funded by national government to recruit, train and support people connected to communities across the borough to share key public health messaging via translated and accessible media in ways that are likely to engage residents. Topics covered include cardiovascular health, diabetes prevention and management and mental health support. Through monthly forums, peer support groups and regular training sessions, Champions are supported to share valuable insight with Public Health on community health barriers and methods of increasing health prevention.

Vaccine Volunteering

We continued to support with the deployment of volunteers at the two Hackney vaccine sites until they closed at the end of the summer. As we did since December 2020, VCH recruited and deployed hundreds of volunteers to help with meeting and greeting patients, managing the registration process, and supporting with logistics, with volunteers working 3-hour shifts, from 8am through to 8pm, 7 days a week, at two main sites as well as pharmacies and local pop-up clinics. Volunteers were said to be the essence of what made people's experience receiving the vaccine a joy, as well as reassuring and safe.

"I had lost my job, lost my way in life, was on the happy pills - all due to COVID, and Hackney Volunteers, with its lovely fellow staff, was the first ray of sunshine in months for me. I still volunteer, from time to time and I wear my badge and orange jumper with pride..."

Peer Research (City of London)

This year saw us deliver a programme with the City of London for the first time, engaging residents on behalf of Public Health, to **co-produce** the Health and Wellbeing Strategy, by recruiting and training residents to conduct surveys with their peers. Residents covered a wide range of demographics and communities, while we worked closely with a range of community groups across the City such as Portsoken Community Centre, Age UK, East London Mosque and Golden Lanes Community Centre. With training and support, residents managed to complete surveys with over 180 neighbours, friends and peers, to identify health and wellbeing priorities. Some volunteers went onto to help co-produce the actual strategy and action plans as well as tailoring the survey wording to be more appropriate to residents.

This was another example of how we worked closely with residents in partnership with statutory services to establish what the issues are facing local communities and what solutions are best to tackle these.

Diversity and Inclusion

We worked hard this year to increase the diversity of residents engaged in volunteering through multiple approaches. Externally – we planned a series of communication campaigns across the year, to tie in with key nationwide campaigns such as Mental Health Awareness Week, Pride Month, Black History Month, and Trans Awareness Day. For all these campaigns, we support residents to run activities relating to these themes such as during Black History Month, when residents held African and Caribbean themed bring and share community meals. We rebranded all our marketing materials, to ensure we are following guidelines for people who are visually impaired and who have dyslexia. And we developed a stakeholder engagement campaign across the organisation, to increase our range of partnerships across communities. Internally – we have examined our recruitment processes to make it more accessible, undertaken a Disability Audit and arranged multiple training programmes for our staff on diverse topics.

Thank you to all the volunteers who gave their time over the year, to all our funders and to all those who continue to support our work.

Funders who supported us during 2022-23: Hackney Council, East London Foundation Trust, Department of Culture, Media and Sport, National Lottery Community Fund, Mercers Company, Southern Housing Group, City of London Corporation, NEL NHS (City and Hackney) and our business partner The Depository Trust & Clearing Corporation.

The trustees would also like to go on record in thanking all of the staff at VCH for their tremendous efforts during the most difficult of years. Their energy and efforts throughout such an unprecedented period were remarkable and led to many across the borough receiving vital support and connection.

FINANCIAL REVIEW

The programmes and activities outlined above resulted in an increase in income from £891k to £927k with a corresponding increase in expenses from £833k to £848k. The charity achieved a surplus of £79k for the year.

RESERVES POLICY

The trustees review the amount of funds VCH requires to ensure that they are adequate to fulfil our continuing obligations on a regular basis. VCH takes a cautious approach towards investment, adopting a short-term low-risk policy. The Board has agreed that while it will maintain reserves at a minimum of 15% of annual costs, it will work towards increasing this to 25% (three months' operating costs) going forward.

This figure has been arrived at considering:

- the risks associated with individual streams of income and expenditure differing from budget;
- the additional risks associated with the dependence of VCH on a small number of donors;
- planned activity levels and the major risk to organisational delivery of reducing spending further at this stage; and
- organisational commitments.

RISK MANAGEMENT

VCH's Board of Trustees has identified the major risks to which VCH is exposed and these have been reviewed and systems established to manage those risks. The Board takes a proactive approach to risk identification, reduction and mitigation, and reviews this regularly with senior staff. VCH's current cash flow situation is sound and a new Business Plan has been adopted for the future.

ACCOUNTING AND REPORTING RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 profit or loss of the charitable company for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

PUBLIC BENEFIT

The trustees acknowledge the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's published general and relevant sub-sector guidance on public benefit.

All activities undertaken by VCH are for the public benefit. With a focus on providing volunteering services, the organisation's operation is very much geared to providing benefit to the local community as is highlighted by the activities reported herein. This will also continue to be central to its future plans.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and was approved by the trustees on 20 December 2023 and signed on their behalf.



Chair, Robert Sugden



Chief Executive Officer, Lauren Tobias

Volunteer Centre Hackney Charity No 1068104 Company No 3357999
**Independent Examiner's Report to the Trustees on the Unaudited Accounts of
Volunteer Centre Hackney for the year ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023 which are set out on pages 10 to 17.

Responsibilities and basis of report

As the charity's trustees (who are also the directors of the company 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 for this year 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).

Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Name: Justin Cowan FCA

2023

Albeck Ltd
49 Mowbray Road,
Edgware, Middx HA8 8JL

Volunteer Centre Hackney
Statement of Financial Activities
for the year ended 31 March 2023

Company No 3357999

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| Income | | | | | |
| Incoming resources from charitable activities: | | | | | |
| Grants receivable | 2 | - | 905,238 | 905,238 | 883,148 |
| Other income | 2 | 21,693 | - | 21,693 | 7,454 |
| Total income | | 21,693 | 905,238 | 926,931 | 890,602 |
| Expenditure | | | | | |
| Charitable activities | | 10,967 | 837,237 | 848,204 | 832,709 |
| Total expenditure | 3 | 10,967 | 837,237 | 848,204 | 832,709 |
| Net movement in funds | | 10,726 | 68,001 | 78,727 | 57,893 |
| Total funds brought forward | | 86,313 | 60,922 | 147,235 | 89,342 |
| Total funds carried forward | 10 | 97,039 | 128,923 | 225,962 | 147,235 |

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

The net incoming resources for the year arise from the Charity's continuing operations.

Volunteer Centre Hackney

Company No 3357999

Balance Sheet at 31 March 2023

| | Note | 2023 £ | 2022 £ |
|---|------|----------------|----------------|
| Current Assets | | | |
| Debtors | 7 | 51,777 | 153,582 |
| Cash at bank and in hand | | 606,919 | 389,749 |
| | | <u>658,696</u> | <u>543,331</u> |
| Creditors: Amounts falling due within one year | 8 | (432,734) | (396,096) |
| | | <u>225,962</u> | <u>147,235</u> |
| Net Current Assets | | | |
| | | 225,962 | 147,235 |
| Total Net Assets | 10 | <u>225,962</u> | <u>147,235</u> |
| Funds | | | |
| Unrestricted funds | 9 | 97,039 | 86,313 |
| Restricted funds | 9 | 128,923 | 60,922 |
| | | <u>225,962</u> | <u>147,235</u> |
| Total Funds | | | |
| | | 225,962 | 147,235 |

For the year ended 31 March 2023 the company was entitled to exemption from audit under s477 of the Companies Act 2006 (the Act) relating to small companies. The members have not required the company to obtain an audit of its accounts for the year under s476. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS 102 SORP.

The financial statements were approved by the trustees and authorised for issue on 20 December 2023.



Chair, Robert Sugden

The notes on pages 13 to 17 form part of these financial statements.

Volunteer Centre Hackney

Statement of Cash Flows
at 31 March 2023

Company No 3357999

| | 2023 £ | 2022 £ |
|--|----------------|----------------|
| Cash flows from operating activities: | | |
| Net increasing resources | 78,727 | 57,893 |
| Decrease/(increase) in debtors | 101,805 | (84,777) |
| Increase in creditors | 36,638 | 150,099 |
| | <hr/> | <hr/> |
| Net cash provided by operating activities | 217,170 | 123,215 |
| Cash at beginning of the year | 389,749 | 266,534 |
| | <hr/> | <hr/> |
| Cash at the end of the year | 606,919 | 389,749 |
| | <hr/> <hr/> | <hr/> <hr/> |

1 ACCOUNTING POLICIES

1.1 BASIS OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

1.2 BASIS OF PREPARATION

The financial statements have been prepared on the historical cost basis.
The financial statements are prepared in Sterling which is the functional currency of the charity.

The charity meets the definition of a public benefit entity under FRS 102.

1.3 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 MATERIAL PRIOR YEAR ERRORS

No material prior year errors have been identified in the reporting period.

1.5 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Investment income, gains and losses are allocated to the appropriate fund.

1.6 INCOME

All income is included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Grants received prior to the year end but not recognised as income are carried forward within accruals and deferred income.

1.7 EXPENDITURE

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

1 ACCOUNTING POLICIES (CONTINUED)

1.8 OPERATING LEASES

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the lease term.

1.9 VOLUNTEER HELP

The value of any volunteer help received is not included in the accounts but is described in the trustees' report.

2 INCOME

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|-----------|----------------------------|--------------------------|--------------------|--------------------|
| Grants | - | 905,238 | 905,238 | 883,148 |
| Donations | 1,139 | - | 1,139 | 5,494 |
| Other | 20,554 | - | 20,554 | 1,960 |
| | 21,693 | 905,238 | 926,931 | 890,602 |

Of the £890,602 income in 2022, £7,454 was unrestricted funds and £883,148 restricted funds.

3 EXPENDITURE

| | 2023 £ | 2022 £ |
|-------------------------------|-----------|-----------|
| Salaries & wages | 640,587 | 674,600 |
| Other staff and project costs | 101,690 | 67,822 |
| Staff training & travel | 6,130 | 1,006 |
| Occupancy costs | 40,852 | 42,486 |
| Insurance | 1,612 | 1,295 |
| Office costs including PPS | 5,574 | 2,279 |
| Telephone | 3,537 | 4,232 |
| Bank charges | 111 | 121 |
| Volunteer expenses | 198 | 223 |
| Accounting and Payroll | 27,531 | 27,230 |
| Independent Review | 1,020 | 1,020 |
| IT | 10,893 | 6,777 |
| Database | 2,160 | 2,160 |
| Volunteer Week Awards | 192 | 245 |
| Miscellaneous | 6,117 | 1,213 |
| | 848,204 | 832,709 |

Of the total expenditure in the year, £837,237 (2022: £831,674) was charged to restricted funds and £10,967 (2022: £1,035) to unrestricted funds.

Volunteer Centre Hackney
Notes to the Financial Statements
For the year ended 31 March 2023

Company No 3357999

4 NET EXPENDITURE

| | 2023 £ | 2022 £ |
|--|-----------|-----------|
| This is stated after charging: | | |
| Independent examiner's fee | 1,020 | 1,020 |
| Operating lease rentals - land and buildings | 33,000 | 33,000 |
| Operating lease rentals - other | 2,261 | 2,261 |

5 TRUSTEES' REMUNERATION

During the year, no Trustee received any remuneration (2022: £Nil).
During the year, no Trustee received any benefits in kind (2022: £Nil).
During the year, no Trustee received any reimbursement of expenses (2022: £Nil).

6 STAFF COSTS

| | 2023 £ | 2022 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 558,399 | 597,221 |
| Social security costs | 44,961 | 45,227 |
| Pension costs | 37,227 | 32,152 |
| | 640,587 | 674,600 |

The average monthly number of full-time equivalent employees was:

| | 2023 No | 2022 No |
|-----------------------|------------|------------|
| Charitable Activities | 19 | 22 |

One employee received employee benefits (excluding employer pension costs) amounting to between £60,000 and £65,000 (2022: one).

The charity considers its key personnel comprise the trustees and the Chief Executive Officer. The total employment benefits (including social security costs) paid to the key management personnel were £62,452 (2022: £60,095).

7 DEBTORS

| | 2023 £ | 2022 £ |
|----------------|-----------|-----------|
| Trade debtors | 5,035 | 129,391 |
| Prepayments | 12,873 | 10,543 |
| Accrued income | 24,333 | 7,833 |
| Other debtors | 9,536 | 5,815 |
| | 51,777 | 153,582 |

8 CREDITORS: Amounts falling due within one year

| | 2023 £ | 2022 £ |
|---------------------------------|----------------|----------------|
| Trade creditors | 8,084 | 6,381 |
| Social security and other taxes | 13,005 | 11,650 |
| Other creditors | 320 | 416 |
| Accruals and deferred income | 411,325 | 377,649 |
| | <u>432,734</u> | <u>396,096</u> |

Creditors includes deferred income of £308,876 (2022: £332,617).

| | | |
|---------------------------------|----------------|----------------|
| Deferred income brought forward | 332,617 | 207,832 |
| Released from prior years | (332,617) | (179,290) |
| Incoming resources deferred | 308,876 | 304,075 |
| | <u>308,876</u> | <u>332,617</u> |

9 STATEMENT OF FUNDS

| | At 1 April 2022 £ | Income £ | Expend- iture £ | At 31 March 2023 £ |
|---|-------------------------|----------------|-----------------------|-----------------------------|
| Unrestricted Funds: | | | | |
| General funds | 86,313 | 21,693 | 10,968 | 97,039 |
| Total Unrestricted Funds | <u>86,313</u> | <u>21,693</u> | <u>10,968</u> | <u>97,039</u> |
| Restricted Funds: | | | | |
| Grants and sponsorships to promote, support, and encourage the use and involvement of volunteers in the London Borough of Hackney | 60,922 | 905,238 | 837,237 | 128,923 |
| Total Restricted Funds | <u>60,922</u> | <u>905,238</u> | <u>837,237</u> | <u>128,923</u> |
| Total Funds | <u>147,235</u> | <u>926,931</u> | <u>848,204</u> | <u>225,962</u> |

10 ANALYSIS OF NET ASSETS BETWEEN

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|----------------|----------------------------|--------------------------|--------------------|--------------------|
| Current assets | 97,039 | 561,657 | 658,696 | 543,331 |
| Creditors | - | (432,734) | (432,734) | (396,096) |
| | 97,039 | 128,923 | 225,962 | 147,235 |

11 COMMITMENTS UNDER OPERATING
LEASES

| | 2023 | | 2022 | |
|--|--------------------------|------------|--------------------------|------------|
| | Land & Buildings £ | Other £ | Land & Buildings £ | Other £ |
| At 31 March the charity was committed to total future minimum lease payments under non-cancellable operating leases for each of the following periods: | | | | |
| Not later than one year | 33,000 | 1,696 | 33,000 | 2,261 |
| Later than one year and not later than 5 years | 28,390 | - | 61,390 | 1,696 |
| | 61,390 | 1,696 | 94,390 | 3,957 |

12 CAPITAL COMMITMENTS

Amounts contracted for, but not provided in the accounts, amount to £nil (2022: £nil).

