

THE RICHMOND UPON THAMES COUNCIL FOR VOLUNTARY SERVICE

England & Wales · Charity number 1075259

Details

Status Registered

Legal form Charitable company

Company number [03730089](#)

Registered 1999-04-27

Register [View on the Charity Commission register](#)

Contact

Address Richmond Adult & Community College
Parkshot
Richmond
TW9 2RE

Phone 02088437945

Email action@richmondcvcs.org.uk

Website www.richmondcvcs.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN THE LONDON BOROUGH OF RICHMOND UPON THAMES AND NEIGHBORING OR ADJOINING AREA (HEREINAFTER CALLED "THE AREA OF BENEFIT") AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION THE FURTHERANCE OF HEALTH THE RELIEF OF POVERTY DISTRESS AND SICKNESS.

Activities: RCVS+ö+ç+ûs mission is to support the voluntary sector in the London Borough of Richmond upon Thames by offering:-+Ç Practical Assistance;-+Ç A voice through representation, promotion and negotiation;-+Ç Leadership in tackling new and unmet needs;-+Ç Capacity building skills; and;-+Ç A role as an extension of the funder.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** RICHMOND UPON THAMES.
- Richmond Upon Thames

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£334,754	£332,754	-	-
2024-03-31	£325,256	£337,602	-	-
2023-03-31	£348,048	£374,142	-	-
2022-03-31	£357,524	£345,885	-	-
2021-03-31	£312,365	£299,027	-	-

Trustees

Name	Role	Appointed
Gerald Sheridan	Chair	2020-02-05
Annabel Barbara Naylor		2024-10-09
Dominique Shimmin		2023-02-22
Edward de Waal		2023-02-22
Katharine Jane Ellis		2025-02-26
Lisa Katherine Pickup		2026-02-25
Marco de Sanctis		2025-02-26
Mark Smith		2023-04-19
Patricia Marie Langridge		2026-02-25
Sarah Elizabeth Thomas		2025-02-26
THOMAS DUGALD GEOFFREY MILLAR		2026-02-25

Accounts



**Richmond upon Thames
Council for Voluntary Service**

Company limited by Guarantee No. 3730089
and Registered Charity No. 1075259

**Trustees Report and
Statement of Financial Activities**

1 April 2024 – 31 March 2025

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2025. The Trustees have adopted 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Registered Company number
3730089 (England and Wales)

Registered Charity number
1075259

Registered office
RHACC
Parkshot
Richmond TW9 2RE

TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY

Mr G Sheridan - Chair
Mr P Wright - Vice Chair
Mr N Dowler - Treasurer
Mr A Procter
Ms D Phipp
Mr E de Waal
Mr M Smith
Ms C Spicer - resigned 17.4.24
Mr S Carrodus - resigned 9.10.24
Ms A Naylor – appointed 9.10.24
Ms K Ellis - appointed 26.2.25 (co-opted)
Ms S Thomas - appointed 26.2.25 (co-opted)
Mr D Evans - appointed 26.2.25 (co-opted)
Mr M De Sanctis - appointed 26.2.25 (co-opted)

Director

Ms K Williamson

Finance

Community Action Sutton -community accountancy services.

Bankers

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

Independent Examiner

Caroline Clarke
Clarke + Wells
66 High Street
Lewes
BN7 1XG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Richmond Council for Voluntary Service (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 31st October 2016. Membership of Richmond CVS is open to local voluntary and community organisations that comply with the criteria for membership.

Recruitment and appointment of new Trustees

The Trustee Board is made up of no less than four and no more than ten persons elected by Richmond CVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Vice-Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2024-25 year, these were Cllr Nancy Baldwin and Cllr Clare Vullum.

Induction and training of new Trustees

New Trustees are provided with an induction programme led by the Chair and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within Richmond CVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

Organisational structure

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are Sub-Committees covering finance and human resources. Sub-Committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

Risk management

In line with the Trustees' policy, Richmond CVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' work programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

Richmond CVS's Vision and Mission Statement

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Richmond CVS's Mission

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

Richmond CVS works in partnership with CVS colleagues in other boroughs, particularly in South West London (Kingston, Merton, Sutton, Croydon and Wandsworth). The London CVS Directors' network and London Volunteer Centre Network are facilitated by London Plus and both meet quarterly to exchange information and discuss opportunities for collaborative working.

The Statement of Financial Activities for the year is set out on page 16 of the financial statements. A summary of the financial results and the work of the charity are set out below.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

CHAIR'S REPORT

As we entered 2024/25 the challenges for the Voluntary and Community Sector continued in terms of funding sources and demand on services. This was no surprise given the legacy of the COVID lockdown and subsequent and indeed continuing cost of living crisis. The Richmond CVS team have continued in their work to offer a wide range of support to local groups and the feedback from all parts of the Sector for the offers from Richmond CVS continue to be highly appreciated, which is a credit to the continuing commitment of the team and our Associates.

The support for our main recruitment events remains very strong: it is great to see the interest from the Sector for both our Volunteer and Trustee events and great to see also the interest from the residents of the Borough in offering up their time to organisations across the spectrum of causes and activities available in our Client base.

In terms of outcomes for these events, it is difficult to track with precision, but we believe that the trustee recruitment evening was linked to the direct recruitment of more than 40 trustees. The 2024 Volunteer Fair was also a clear success: over 300 attendees, 46 charities involved, and 84% of prospective volunteers found at least one role of interest. Every attendee said they'd recommend the event, and satisfaction among participating groups was exceptionally high.

In terms of other activities, we continue to offer an expanding range of training and advice to help groups grow and thrive: key offerings in areas such as Volunteer Management, Governance and Fundraising continue to be popular as do newer innovations in areas such as Safeguarding, Cyber Security and AI. Another important area is helping the initiation process for new organisations, especially those smaller organisations that are so essential to the local community; indeed the majority of the groups that we support have an annual income of less than £250,000. Another great statistic in terms of impact is that a total of £554,700 was secured in terms of funding for local organisations from sources outside of the Borough. A great achievement, repeating our performance in prior years, to help diversify the funding base of the Sector in the Borough.

During the year we saw the continuation of our work on peer-to-peer support. The Trustee and CEO Networks are fully operational and are key activities in helping the spread of knowledge and information throughout the Sector. The benefits maybe intangible, but the popularity and attendance levels are testimony to the real value seen by our attendees.

A major strength of Richmond CVS over many years has been the experience and loyalty of the team. Their knowledge, networks and commitment are central to our work on both an individual and collective basis. In last year's report I commented on how this small team responded in an incredible way to cover the extended absence of one of our Colleagues. It is general knowledge now that our Director, Kathryn Williamson, was the one on that journey. During the last quarter of the year Kathryn decided that she would formally step down as she would not be able to return to full-time working in a way that would enable her to fulfil the role to her own high

standards and to meet the requirements of the team and our Mission in a sustainable way. The collaboration and resilience of the team in providing cover for all of the commitments of Richmond CVS was just amazing and on behalf of the whole Board as well as many others across the Borough: I would like to thank them all for that dedication to the delivery of our Services.

Kathryn had some 16 years with Richmond CVS and 9 years as its Director. Her legacy is considerable and I have been lucky enough to hear that from so many people across the Borough. As we exited the year we were working on our plan to replace Kathryn. So there will be a recruitment process for her successor over the summer with the plan for a new leader to be in place from the autumn. As that transition happens, we thank Kathryn for her leadership during the past nine years and wish her all the very, very best for the future.

Finally, my thanks to all the staff team at Richmond CVS for their hard work and dedication during a challenging year and to all my fellow Trustees who have served on the Board this year. I would also like to express thanks on behalf of the organisation to all of our funders in this financial year: London Borough of Richmond upon Thames, Achieving for Children, NHS SW London Integrated Care Board, Greater London Authority, Richmond Foundation and Russell-Cooke Solicitors.

Richmond CVS's Activities and Achievements in 2024-2025 - KEY HIGHLIGHTS

Strategic Leadership, Representation and Voice: facilitating positive partnership work

This area of work involves regularly updating the local voluntary sector, hosting information and network events, involvement in health and care work, and attending strategic meetings with statutory partners.

The local sector is kept up to date with the latest news through our monthly newsletter and regular electronic mailings. We also use social media to share updates. On Facebook, we have 691 followers and on X we have 2,077 followers. We have now set up accounts on LinkedIn and Bluesky and we are continuing to grow our following on these platforms, with 119 followers on the former and 230 on the latter.

It is helpful to hear updates from others on the services provided and expand knowledge on issues relating to food poverty.

- Attendee at the Food Partnership Meeting

We continued to lead Richmond's Food Partnership Network, which was developed following funding from the Greater London Authority the previous year. This work involves facilitating meetings for local VCS organisations providing food-related support, giving groups the opportunity to

share their latest updates and any challenges they are facing. We produced physical leaflets of our directory of local food provisions which was distributed at various venues, such as local community centres. An in-person workshop was held in October in which groups were able to share their feedback on what they would like a food strategy to look like in Richmond.

Our Health and Wellbeing Network sets out to support statutory partners with specific pieces of work and empower local VCS groups to contribute their views and shape future work. Attendees have the chance to share relevant updates about their organisations.

Our CEO Network provides CEOs of local charities the key opportunity to meet with each other in person and discuss topics relevant to them. Feedback showed that all attendees at the three meetings held this year felt that they could have their say. Items discussed at meetings included risk management, funding, and updates on HR policies.

This year, the South West London Voluntary, Community and Social Enterprise (VCSE) Alliance managed the grant process for the Winter Engagement Fund on behalf of NHS South West London ICB. 14 groups in Richmond were awarded grants to deliver 36 activities supporting local communities to stay healthy in winter. Groups worked with a range of residents, many of whom faced barriers in accessing NHS care, providing signposting to information about local health and services. This work enabled residents to have their say, providing them with the opportunity to share their experiences and views on local health and care services and support.

Useful to hear about others' challenges and successes - and great to feel I'm not alone!

- Attendee at the CEO Network Meeting

We were awarded funding from the Greater London Authority to deliver a project on community resilience. As part of this work, we held in-person workshops for the VCS on Emergency Preparedness and Extreme Heat Preparedness, with speakers from the Council, London Fire Brigade, and the Environment Agency Community Engagement Team. The aim of this project was to equip groups with knowledge and tools to prepare themselves and their communities for emergency scenarios.

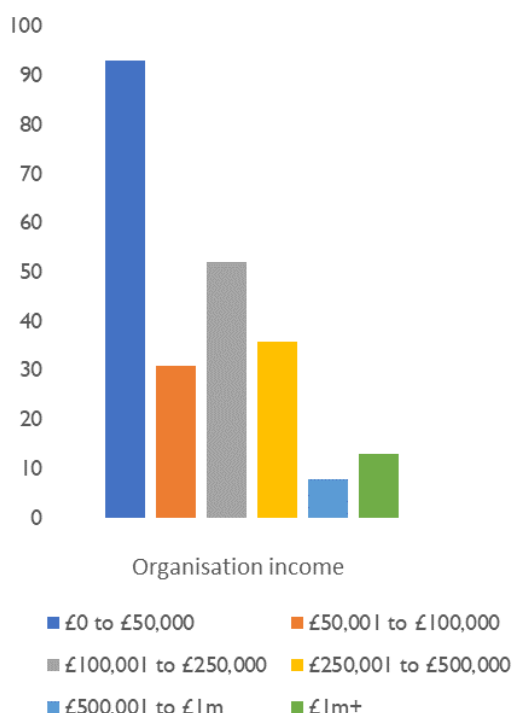
Supporting a robust and sustainable voluntary sector to provide locally needed, quality services

Through our capacity building service, we provide training, support and advice to local VCS groups. Many of the groups we support have an income below £250,000. Groups came to us with a variety of enquiries, with topics such as fundraising, safeguarding, risk assessment, strategic planning, governance, data protection, and more. We also continued to support individuals starting up new charities, with a dedicated training session taking place on this topic. Additionally, our partnership with Russell-Cooke enables groups to receive free legal advice from the firm.

Really excellent session, great balance of practical tips and time to talk to others for their experience, and very relatable to a charity of our size, so this was really refreshing to have actionable takeaway points.

- Attendee of Monitoring and Evaluation training

Number of advice sessions delivered to organisation by income



238 one-to-one advice sessions were delivered to 120 groups. Our funding bid review service helped groups to secure at least £554,700 of non-borough funding. These funders included Sport England, the Masonic Charitable Foundation and Garfield Weston Foundation.

Many, many thanks for taking so much time and trouble to review our GDPR policy! We are so very grateful for all your guidance and advice. The support of RCVS continues to be invaluable to us and is greatly appreciated.

- Feedback following one-to-one support

17 training sessions were held, which were attended by a total of 214 delegates. These sessions focused on a broad range of topics, including emergency first aid at work, individual giving, monitoring and evaluation, responding to challenging behaviour, digital fundraising, setting boundaries, effective governance, legacy fundraising, and equality, diversity, equity and inclusion.

I felt I had a much better understanding of the funding landscape in the borough and the opportunities we could focus on. I also felt that in RCVS, we have a very welcome ally and supporter in our future fundraising efforts.

- Feedback following one-to-one support

Strengthening volunteering and community action

Our volunteer service enables individuals to find roles on our database and contact us for a detailed discussion, either by phone, email or in person, about the opportunities available.

It was extremely useful to have open access to chat to the various organisations who had all clearly taken so much trouble to present themselves to potential trustees. I found it inspiring to see the sheer variety of voluntary organisations operating in the Richmond area and it provided a real incentive to get involved.

- Attendee at the Trustee Recruitment Event

Additionally, we help organisations to recruit volunteers and trustees by promoting their roles on our database and in our volunteering newsletter. This year, the service helped to fill approximately 715 volunteer roles and one-to-one support was given to around 263 potential volunteers.

A portion of our work in this area involves offering training and advice to organisations on volunteer-related topics. These topics included volunteer support and supervision, creating meaningful volunteer roles, listening

skills, volunteering and the law, suicide prevention, and embedding diversity, equity and inclusion in a volunteer programme.

Our Volunteer Coordinators' Forum gives local Coordinators the opportunity to network and share updates and knowledge with one another, as well as discussing matters that are important to them. We held three Volunteer Coordinators' Forums, two of which were in person and one of which was online. Topics discussed included best practice for recruiting volunteers, working with corporate volunteers, and rewarding and recognising volunteers.

Richmond CVS does amazing work in the local voluntary sector. The training is always well thought through, the networking opportunities are so valuable and often lead to important partnerships. Overall a service we are very lucky to have in our borough. Thank you for all you do.

Volunteering was promoted at a variety of events, including Ruils' Community Health Fairs, St Mary's University's Volunteer Fair, the DWP Job Fair, RHACC's Open Day, Richmond May Fair, and the Full of Life Fair. Also, talks about volunteering were delivered to learners at RHACC and participants on Shepherd's Star's Discovery course.

In May, our annual Volunteer Fair was held at RHACC. 46 organisations had stalls and over 300 potential volunteers attended on the day. Follow-up information was sent to all who booked, ensuring that those who couldn't attend on the day still received the full details. 84% of attendees fed back that they had found at least one volunteer role through the event.

Well-organised. Stalls were well-staffed with plenty of information available. Richmond CVS were helpful and welcoming. Thank you.

- Attendee at the Volunteer Fair

In September, we held our Trustee Recruitment Event, which was sponsored by Russell-Cooke. 33 organisations had stalls and around 140 people attended on the night. A local trustee and a lawyer from Russell-Cooke delivered talks on the role of a trustee. On average, the satisfaction rate of attendees was 8.5 out of 10.

Community Involvement

In 2024, the Community Involvement work of Richmond CVS became a subcontracted part of a multi-year Healthwatch Richmond contract, allowing for longer term planning. This is vital as health and social care face continued financial pressures and change. Effective community involvement helps to ensure that change is based on real community needs, making it more targeted and effective.

New NHS priorities are on the horizon with the development of a new NHS 10-year plan. This sustained change highlights the need for strong Community Involvement and Co-production, which is why strengthening these has been a major focus this year.

To guide and support our Community Involvement work, we established an Involvement and Co-production Steering Group. Meetings were held quarterly and included representatives from the local authority, Public Health, the NHS, people with lived experience, and Healthwatch Richmond. It provided insights into partner activities and helped to facilitate joined-up approaches to involvement.

A key output this year was the near completion of a Co-production Charter for people with lived experience. This will highlight what co-production should achieve for local people in engagement terms, promoting creativity rather than dictating methods. Its development also clarified what is needed for a supporting toolkit. In parallel, we supported Healthwatch Richmond's development of a Carers Charter. Both charters aim to set objectives without limiting how they are met, so they will significantly contribute to local health and care.

Meeting quarterly, the group returned to in-person sessions and normal numbers through ongoing recruitment. Working with Council officers, we focused on ensuring that the group covered key topics. These included the Council's social care commissioning programme, specific elements like Modern Day Services development, reviews of mental health services, and the CILS service recommissioning. Other items included the Co-production Charter development, Digital Health and Care Hub, and a potential meeting with the CQC during their inspection of adult social care in Richmond.

Recognising the limits of quarterly meetings, we developed a broader Involvement and Co-production Support Group and Involvement Pool. This allowed us to undertake specific work via informal online sessions open to all pool members and much of the Co-production Charter was developed this way.

We participated in various local groups to provide input on involvement and co-production. These included Richmond Learning Disability Partnership Board, the Carers Strategy Reference Group, Kingston and Richmond Communications and Engagement Group, Community Voices Richmond, South West London St George's Mental Health Strategy Stakeholder Group, as well as the Ruils Mobility Forum and Your Say groups.

This year, we also gave the Digital Health and Care Hub project additional engagement support through participating in its steering group and supporting council involvement of the community.

Through direct and secondary mailings together with social media, we continued to reach most of the local voluntary sector and over a thousand people with lived experience or who are carers, enabling us to effectively recruit for health and care involvement opportunities.

Supporting organisations working with Children and Young People

Richmond CVS holds the strategic lead role for the children's VCS in Richmond, funded by Achieving for Children (AfC). It provides support, advocacy and development advice across all aspects of VCS set-up and delivery. Our mission is to enable the VCS to thrive so they can deliver safe, relevant and sufficient services. We want children in Richmond to get the best possible start in life, building a community of care around families to support them to achieve their potential and maximise their access to the help they need. We do this by working with statutory partners at AfC, South West London Integrated Care Board (SWL ICB) and Public Health to ensure that the sector is connected and that service commissioning and redesign reflects the needs of the community we serve.

We work closely with Achieving for Children, the provider of statutory children's services in Richmond, across all aspects of child and family provision including SEND, Children in Need, support for young carers, and alternative education provision. The first family hub in the borough is fully established at the White House in Hampton. It brings together partners from health, social care, early years, youth services and the voluntary sector to provide support for children aged 0 to 19 and their parents. The joining up of services and the ability to refer across the age ranges is already having a big impact on how families are supported across the life course. We have contributed to a range of public health initiatives, including the childhood vaccination promotion, the development of the Richmond and Wandsworth Sexual and Reproductive Health Strategy, and the promotion of child accident prevention messaging. We worked with SWL ICB to inform the review of the provision of children's mental health services in Richmond and Kingston, and we are an active member of the Richmond Children and Young People's Mental Health Steering Group which leads on the redesign of the service and the move to the single provider model.

In 2024, Richmond became an accredited Borough of Sanctuary. Richmond CVS was a key stakeholder in the development of the application, supporting the Council's aim of a welcoming and inclusive borough for all sanctuary seekers, and promoting the role of the VCS in enabling this. We now co-chair the Borough of Sanctuary Board and Partnership and helped to develop the LBRUT Refugee grants programme and the recruitment of local people with lived experience. We have continued to work closely with Gjurmë Iliriane (the Albanian Heritage Club), who were awarded Community Group of the Year at the LBRUT Community Heroes Awards in 2024. They provide weekly sessions of Albanian language, heritage and cultural activity for more than 90 children aged 5 to 15.

We continued to provide support to raise the awareness of the VCS of their safeguarding responsibilities for children and adults at risk, developing and strengthening safeguarding policy and practice in many organisations. Richmond CVS chairs the Safeguarding Adults Board Community Forum, and we have worked with the Kingston and Richmond Safeguarding Children's Partnership (KRSCP) to create a space where professionals from across the network can learn from each other and share good practice. We are members of various strategic groups, including the Richmond SEND Partnership Board, the KRSCP Learning and Development Subgroup, and the Richmond and Wandsworth Violence Against Women and Girls Community Forum. Our involvement in these boards brings an external perspective that is reflective of the needs that the VCS is seeing at a grassroots level. This helps to connect statutory partners and residents to the issues on the ground, the services available, informs future commissioning, and amplifies the voice and experience of the local community to shape improvement and capacity within local services.

FINANCIAL REVIEW

Income generation, reserves and working capital policy

Income Generation

Richmond CVS total income increased from £325,256 to £337,834 during the year.

Expenditure decreased from £337,602 to £332,754

Restricted Funds

Richmond CVS receives grants and contracts for activities which are considered to be restricted funds; as such funds can only be used for the purpose for which the funds were given.

Working Capital Policy

In order to support future growth, the Trustees maintain a reserve or working capital policy.

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS therefore operates an undesignated fund.

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs, including any winding up costs, is required.

FUTURE DEVELOPMENTS

We were delighted to receive a grant from Richmond Foundation, (formerly RPLC), for a new governance programme to support and mentor trustees who are from under-represented backgrounds, in their first role or aspiring to Chair a charity. This feels like a natural progression from the support and training we already provide and the peer support element from experienced trustees is an exciting development. The programme will launch in April 2025.

We will also be discussing with the Council our future funding arrangement as our current contract is due to end with the calendar year.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Richmond CVS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

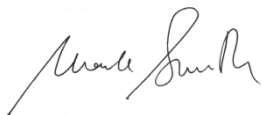
In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's Independent Examiner are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Independent Examiner are aware of that information.

INDEPENDENT EXAMINATION

Caroline Clarke of Clarke & Wells will be proposed at the forthcoming Annual General Meeting as Independent Examiner for 2025/26.

Approved by order of the Board of Trustees on 31/10/2025 and signed on its behalf by:



Mark Smith (Treasurer)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

**Report to the
trustees/directors/
members of**

Richmond Upon Thames Council for Voluntary Service

**On accounts for the year
ended**

31st March 2025

Charity no.:

1075259

Company no.:

3730089

Set out on pages

15-25

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2025.

As the charity's trustees of the Company (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).

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

Signed: *Caroline Clarke*

Date: 31/10/25

Name: Caroline Clarke

Relevant professional qualification(s) or body (if any): Qualified member of ICAEW

Address: Ground Floor, 66 High Street, Lewes, East Sussex BN7 1XG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2025	2025	2025	2024
	Note	£	£	£	£
Income:					
Charitable Activities	2	3,029	331,725	334,754	323,588
Investments	3	3,080	-	3,080	1,668
Total Income		6,109	331,725	337,834	325,256
Expenditure:					
Charitable Activities	4	-	332,754	332,754	337,602
Total Expenditure		-	332,754	332,754	337,602
Net Income / (expenditure)		6,109	(1,029)	5,080	(12,346)
Transfer between funds					
Net movement in funds		6,109	(1,029)	5,080	(12,346)
Total Funds brought forward		178,442	46,354	224,796	237,142
Total Funds carried forward		184,551	45,325	229,876	224,796

BALANCE SHEET **AT 31 MARCH 2025**

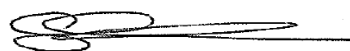
	Note	2025		2024	
		£	£	£	£
CURRENT ASSETS:					
Debtors and receivable	9	64,440		54,455	
Prepayments		3,207		3,139	
Cash at bank and in hand		215,124		186,393	
		<u>282,771</u>		<u>243,987</u>	
CREDITORS:					
Amounts falling due within one year	10	<u>52,895</u>		<u>19,191</u>	
NET CURRENT ASSETS:			229,876		224,796
NET ASSETS			<u>229,876</u>		<u>224,796</u>
FUNDS:					
Restricted Funds			45,325		46,354
Unrestricted Funds			184,551		178,442
	11		<u>229,876</u>		<u>224,796</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025. No members have required the company to obtain an audit of its accounts for the year in question, under 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 for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company's regime.

ON BEHALF OF THE BOARD:

Approved by the Board



Gerry Sheridan (Chair)

On

31/10/25

**STATEMENT OF CASH FLOW
FOR THE YEAR ENDED 31 MARCH 2025**

	Total
OPERATING ACTIVITIES	
Net Income	<u>5,080</u>
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Debtors and receivables	(9,985)
Prepayment	(68)
Creditors	<u>33,704</u>
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	<u>23,651</u>
Net cash provided by operating activities	<u>28,731</u>
Net cash increase for period	<u>28,731</u>
Cash at beginning of period	<u>186,393</u>
Cash at end of period	<u><u>215,124</u></u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparation of the financial statements

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 Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

Changes to accounting policies

No changes to accounting estimates have occurred in the reporting period.

Material prior year errors

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

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Expenditure

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.

Cost of generating funds

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Director in generating new grants for charitable work.

Charitable Expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2025

Governance and support costs

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Publicity is provided only in relation to the services provided to member organisations.

Grants Policy

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Fund Accounting

The Charity maintains the following funds:

Unrestricted funds

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. These are made up of unrestricted funds and other Income which can be allocated by the Trustees for future identifiable expenditure; the Charity's free reserves are working capital.

Restricted Funds

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

Pension Costs

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accrual basis.

Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2025**

2 INCOME FROM CHARITABLE ACTIVITIES

	2025	2024
	£	£
Grants and Contracts	331,725	319,686
Other Income	3,029	3,902
	<u>334,754</u>	<u>323,588</u>

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Children & Young People	42,000	42,000
Community Involvement	41,588	41,188
LBRuT Representation	81,500	80,100
LBRuT Capacity Building, Sustainability & Skills	70,528	70,528
LBRuT Volunteering	66,996	66,996
Community Resilience Fund	7,420	-
Food Roots Crisis Grant	-	13,200
Richmond Foundation Governance Project	3,750	-
Corporate donation -Russell-Cooke Solicitors	500	-
NHS Winter Engagement Fund	11,260	-
VCSE Alliance	6,183	5,674
	<u>331,725</u>	<u>319,686</u>

3 INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	<u>3,080</u>	<u>1,668</u>

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	2025	2024
	£	£
Project costs	37,970	34,470
Staff costs (note 8)	254,492	264,486
Governance costs (note 5)	1,834	2,667
Office costs	38,458	35,979
	<u>332,754</u>	<u>337,602</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2025

5 GOVERNANCE COSTS

	2025 £	2024 £
Independent Examiner's fees	1,500	1,500
Support costs	334	1,167
	<u>1,834</u>	<u>2,667</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2025 £	2024 £
Independent Examiner's/Auditors' remuneration	<u>1,500</u>	<u>1,500</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration for professional services not connected with their role as Trustee (2024: £nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 or for the year ended 31 March 2024.

8 STAFF COSTS

	2025 £	2024 £
Wages and salaries	221,422	229,718
Social security costs	15,346	16,558
Other pension costs	17,724	18,210
	<u>254,492</u>	<u>264,486</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2025

The average monthly number of employees during the year was as follows:

	2025	2024
Management and Administration	2	2
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	1	1
Children & Young People	1	1
Volunteering Service	2	2
	<u>8</u>	<u>8</u>

The number of employees whose emoluments fell within the following bands was:

	2025	2024
£60,001 - £70,000	-	-

The total remuneration [including pension contributions] of key management personnel for the year: £32264.29.

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	63,256	54,455
Accrued Income	1,184	-
	<u>64,440</u>	<u>54,455</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Creditors	2,686	2,737
Grants in advance [Note 1]	26,250	5,753
Accruals and Deferred income	22,332	9,427
Other creditors	1,627	1,274
	<u>52,895</u>	<u>19,191</u>
[Note 1]		
Richmond Foundation (formerly RPLC)	26,250	-
GLA Community Resilience Fund	-	4,920
Food for Thought	-	833
	<u>26,250</u>	<u>5,753</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2025

11 MOVEMENT IN FUNDS

	At 31.3.24	Income	Expenses	Transfers between funds	At 31.3.25
	£	£	£	£	£
Unrestricted funds					
General fund	178,442	6,109	-	-	184,551
Restricted funds					
Restricted	61,174	-	-	-	61,174
Children & Young People	6,029	42,000	(41,988)	-	6,041
Community Involvement	(1,502)	41,588	(42,145)	-	(2,059)
LBRuT Lot 1	(1,620)	81,500	(79,735)	-	145
LBRuT Lot 2	(11,236)	70,528	(74,377)	-	(15,085)
LBRuT Lot 3	(6,491)	66,996	(66,309)	-	(5,804)
Community Resilience Fund	-	7,420	(7,420)	-	-
Governance Project	-	3,750	(3,750)	-	-
Corporate donation -Russell- Cooke Solicitors	-	500	(500)	-	-
NHS Winter Engagement Fund	-	11,260	(10,347)	-	913
VCSE Alliance	-	6,183	(6,183)	-	-
	46,354	331,725	(332,754)	-	45,325
TOTAL FUNDS	224,796	337,834	(332,754)	-	229,876

12. CORPORATION TAX

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee 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.

Accounts



**Richmond upon Thames
Council for Voluntary Service**

Company limited by Guarantee No. 3730089
And Registered Charity No. 1075259

**Trustees Report and
Statement of Financial Activities**

1 April 2023 – 31 March 2024

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2024. The Trustees have adopted 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Registered Company number
3730089 (England and Wales)

Registered Charity number
1075259

Registered office
RHACC
Parkshot
Richmond TW9 2RE

TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY

Mr G Sheridan - Chair
Ms C Spicer - Vice Chair
Mr N Dowler - Treasurer
Mr P Wright
Mr A Procter
Ms D Phipp
Mr E de Waal
Mr S Carrodous
Mr M Smith - appointed 19.4.23

Director

Ms K Williamson

Finance

Sutton CVS Community Accountancy Service

Bankers

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

Independent Examiner

Caroline Clarke
Clarke + Wells
66 High Street
Lewes
BN7 1XG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Richmond Council for Voluntary Service (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999. Membership of Richmond CVS is open to local voluntary and community organisations that comply with the criteria for membership.

Recruitment and appointment of new Trustees

The Trustee Board is made up of no less than four and no more than ten persons elected by Richmond CVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Vice-Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2022-23 year, Cllr Nancy Baldwin and Cllr Clare Vollum were nominated.

Induction and training of new Trustees

New Trustees are provided with an induction programme led by the Director and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within Richmond CVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

Organisational structure

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are Sub-Committees covering finance and human resources. Sub-Committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

Risk management

In line with the Trustees' policy, Richmond CVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' work programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

Richmond CVS's Vision and Mission Statement

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Richmond CVS's Mission

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

Richmond CVS works in partnership with CVS colleagues in other boroughs, particularly in South West London (Kingston, Merton, Sutton, Croydon and Wandsworth). The London CVS Directors' network and London Volunteer Centre Network are facilitated by London Plus and both meet quarterly to exchange information and discuss opportunities for collaborative working.

The Statement of Financial Activities for the year is set out on page 16 of the financial statements. A summary of the financial results and the work of the charity are set out below.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

CHAIR'S REPORT

One of the main highlights of this year was the increase in face to face activities for Richmond CVS since the Pandemic, including the return of our Trustee Recruitment evening. This event, together with our annual Volunteer Fair are not only effective ways for charities and voluntary groups to recruit more volunteers but they provide a brilliant showcase to the public of the fantastic voluntary and community sector in Richmond. The organisation continues to work hard to ensure that local groups have help to navigate their challenges, strengthen their resilience and increase their support to their beneficiaries.

Our advice and training programme for the year remained busy with significant support given to groups around funding advice. The theme of funding remains a constant in our training programme but new topics have also been added including one on Artificial Intelligence.

Richmond CVS knows how much the sector value opportunities to talk to each other and gain peer support so our programme of networks has continued and the CEO network has proved particularly beneficial. Another success has been our new area of work to develop a food partnership network in the borough, thanks to funding from the Greater London Authority. This has led to new activity in the community and created positive connections between groups for the benefit of the local people.

We were pleased to join forces with Healthwatch Richmond in their successful bid for their new contract. We will be their sub-contractor and continue to deliver the Community Involvement work from April 2024.

For Richmond CVS itself, the year proved eventful in terms of managing planned long-term sick leave for two senior members of staff. These kind of situations can be particularly difficult for smaller voluntary organisations but the incredible way the team responded to ensure our work continued effectively, especially with the extended absence of one colleague, was truly impressive. Even with the support of the Board and additional resources, I am aware that these situations can be unsettling and challenging. So I and the rest of the Board are particularly grateful for the hard work and commitment of the team during this last year, as well as the ongoing support of our funders and stakeholders – a sincere thank you to you all.

RICHMOND CVS's ACTIVITIES AND ACHIEVEMENTS IN 2023-2024 - KEY HIGHLIGHTS

Strategic Leadership, Representation and Voice; facilitating positive partnership working

A broad range of work is undertaken in this area, from regularly updating the local voluntary sector, holding information and network events, involvement in health and care work, attending strategic meetings with statutory partners, and having one-to-one meetings.

We update our network with the latest news through our monthly newsletter and regular e-alerts. We also use Facebook and X to share updates with the local sector; we currently have 614 followers on the former and 2,141 followers on the latter.

With the support of funding from the Greater London Authority Food Roots Programme, we developed Richmond's Food Partnership Network. This project has enabled us to lead a network of groups providing food-related support in the borough. The network launched in May with an in-person meeting, which consisted of workshops and presentations by the local authority on the topics of the environment, health and affordability. We awarded small grants to groups to support food-related projects. This involved funding the costs of fridges and freezers, a polytunnel and raised beds for food growing, and equipment for cooking lessons. Following feedback from the network, we created a directory of food provisions in the borough to keep local residents informed about the support available. The network continued to meet regularly, enabling groups to share their updates and challenges and, in some cases, to link up and work together.

It is incredibly informative to hear everything that is going on within the borough regarding food provision. I found it fascinating and a great opportunity to collaborate with partners doing similar things to ourselves.

- Attendee at the Food Partnership Meeting

The aim of our Health and Wellbeing Network is to support statutory partners with specific pieces of work; to facilitate this, we held an online meeting for the network consisting of two presentations. One presentation was on Integrated Neighbourhood Teams and another was on the South West London Voluntary and Community Sector Alliance. Delegates had the chance to share relevant updates about their organisations and feedback showed that all attendees felt they could have their say.

I left with a lot of food for thought and gained some knowledge which I am really pleased about.

- Attendee at the Health and Wellbeing Network Meeting

Two CEO Network Meetings were held in person. As part of the first meeting, we held a bespoke session focusing on support and resilience for CEOs. The session explored how charity leaders can look after their mental health and model wellbeing practices. All attendees scored the session 10 out of 10. Items discussed at the next meeting included funding, recruitment and retention, and office space in the borough. CEOs fed back that they found it useful to discuss shared challenges and hear the perspectives of their local colleagues.

Lots of useful topics, tips and ideas to research – I've taken lots of notes!

- Attendee at the CEO Network Meeting

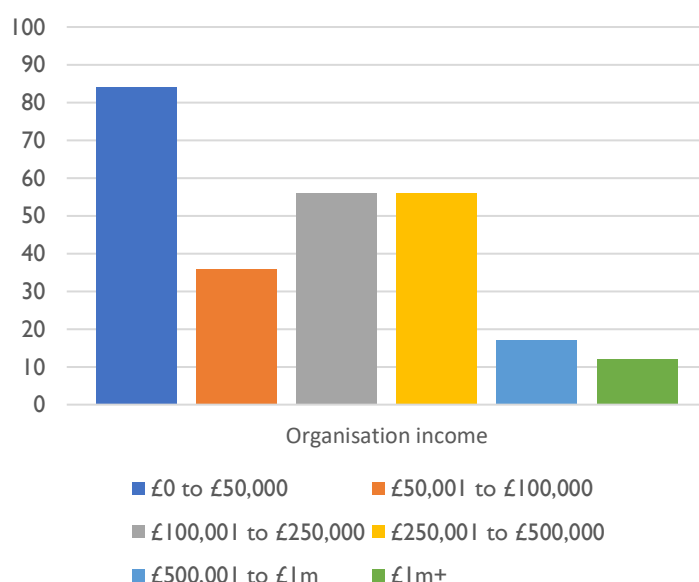
Supporting a robust and sustainable voluntary sector to provide locally needed, quality services

Our capacity building service provides advice, information and training to local charities and community groups. A large number of the groups we supported had an income below £250,000. We supported groups with enquiries on a range of topics, including fundraising, safeguarding, governance, legal structures, HR and policy review. We also supported individuals who were interested in starting up a new charity. When receiving more complex legal enquiries, our partnership with Russell Cooke enabled us to refer groups to receive free legal advice from an expert.

I absolutely loved it! It was good that we started with CPR and then onto theory. Very good delivery and I would absolutely recommend it. Thank you so much!

- Attendee of First Aid training

Number of advice sessions delivered to organisations by income



We delivered 261 one-to-one advice sessions to 120 groups. We continued to review funding bids, which helped groups to secure at least £996,727 of non-borough funding. Funders outside of the local area included the National Lottery Community Fund, the Postcode Society Trust and Heathrow Community Trust.

We also supported groups applying for Council funds, including Round 5 of the Community Fund. We worked closely with the Community Engagement Team to support the launch of this round of funding, which involved promotion to our network and in-depth bid reviews. A total of 43 hours was spent

supporting groups with their applications. 9 out of 11 of the organisations we worked with were successful in securing funding, totalling £462,267.

We held 23 training sessions which were attended by 311 delegates in total. These sessions focused on a variety of topics, such as how small charities can use AI, building successful

I was really impressed by the amount of work Heather had done in planning for our session. Heather backed up all of her views and comments with a rationale based on her research. We had a fun chat that was packed full of useful nuggets of information, guidance and practical suggestions. The hour exceeded my expectations, it was so valuable having an expert critique what we were doing and validate some of my thinking.

- Feedback following one-to-one support

partnerships and collaboration, events and fundraiser management, exploring diversity, equity and inclusion, Mailchimp email marketing, emergency first aid at work, and developing a fundraising strategy.

Strengthening volunteering and community action

Potential volunteers are able to use our volunteering service to find roles on our database and get in touch with us for an in-depth discussion about opportunities. These discussions can

Really useful to network and hear about the volunteering scene in Richmond borough.

- Attendee at the Volunteer Coordinators' Forum

take place in-person, over the phone, or via email. We also help organisations to recruit volunteers and trustees by promoting their roles on our database and in our volunteering newsletter. The service helped to fill approximately 661 volunteer roles and one-to-one support was given to around 234 potential

volunteers.

Part of our work in this area involves offering training and advice to organisations on volunteer-related topics. These topics included supporting volunteers' mental health, suicide prevention awareness, measuring volunteering, DBS checks, and volunteer recruitment.

We held three Volunteer Coordinators' Forums, two of which were in person and one of which was online. The Forums gave Coordinators the opportunity to network and share updates and knowledge with one another. Topics discussed included best practice for recruiting volunteers, working with corporate volunteers, and rewarding and recognising volunteers.

Thank you for organising the event, it was superb and a really successful evening for us. We were delighted to meet people who were interested in our work and are now following up with six of them. It was a very well run and attended event – a real testament to yours and the team's hard work.

- Organisation at the Trustee Recruitment Event

In May, our annual Volunteer Fair was held at RHACC. 45 organisations took part on the day. A record number of 329 people booked on Eventbrite and around 295 people attended on the day. Follow-up information was sent to all attendees and everyone who booked. Satisfaction rates for the event were high, with the average satisfaction score from the public being 8.7 out of 10.

Invaluable event with great venue and kind and helpful event assistants. Organised and advertised to perfection.

- Attendee at the Volunteer Fair

We promoted volunteering at events such as the Full of Life Fair, RHACC's Open Day, the NHS Careers Fair, Ruils' Health and Wellbeing Fair in Ham, and Richmond May Fair. Our Volunteer Service Coordinator also delivered talks about volunteering to students at RHACC, participants on Shepherd's Star's Explore programme, and learners at

Richmond EAL Friendship Group.

In September, we held our Trustee Recruitment Event in person for the first time since the pandemic. 24 organisations had stalls. 223 people booked on Eventbrite and approximately 140 attended on the night. A local trustee gave a talk on their experience of being a trustee, and another talk was given on the key roles and responsibilities of a trustee. All attendees and everyone who had booked received follow-up materials.

Community Involvement

Strong community involvement is vital to ensuring that health and social care services remain responsive when there are pressures created by change or by funding constraints. We work in partnership with local residents, Richmond Council, the South West London Integrated Care Board (ICB), Healthwatch Richmond, voluntary and community organisations, and partners in South West London.

Similar to last year, we have seen ongoing adjustment to the new ICB structure, alongside funding constraints. To help to maintain local involvement, through our grant-funded community involvement work we have continued to support the development of the ICB's local Community Voices Richmond involvement mechanism, as well as the ongoing implementation of the Learning Disability Big Plan. Recruitment is underway to support the Health and Social Care Co-production Group and we have also supported involvement in relation to developing an Autism Strategy, as well as looking at and developing end of life care.

Mental health services have been another area of focus which is particularly important, not just because of the number of people who use mental health services, but also because strategic leadership increasingly falls to NHS provider Trusts. We have therefore participated in South West London and St George's Mental Health Trust strategy steering group, as well as encouraging involvement by Richmond service users. In addition to this, we have ensured that there is service user involvement in the Council's review of its mental health commissioning. This will, however, be the final year of Community Involvement Grant funding. In future, Community Involvement in health and care in Richmond will be funded via an element of the local Healthwatch contract.

Looking back, our Community Involvement work commenced more than 15 years ago. During that time, we have supported significant improvements. For example, at the start of that period, people with lived experience were rarely involved in procurement panels and processes. It was a similar picture in relation to involvement in strategic groups; co-production in health and care only existed as a concept. We helped to change this and there is now an expectation that people with lived experience will be routinely involved in strategic groups or procurement and that there are practical examples of co-production. Most importantly, far greater value is put upon lived experience.

This represents a foundation for what we hope to achieve going forward, as we were successful in bidding for the newly developed community involvement contract in partnership with Healthwatch Richmond. The new arrangements will allow us to work more closely with them, whilst continuing to develop Community Involvement in Richmond. This will involve both new and existing priorities, such as supporting service user and carer involvement in the Health and Care Co-production Group and other strategic groups.

Supporting organisations working with Children and Young People

In this area of work, we represent the VCS providing services to children and families in the borough of Richmond. We input into strategy and policy to ensure that what the VCS are seeing on the ground is reflected in service design and commissioning. In addition to this, we provide support for the VCS to enable them to thrive and deliver safe, relevant and sufficient services. This support includes fundraising advice, safeguarding and policy support, and helping organisations to understand the context of delivering services in Richmond.

We have worked closely with Achieving for Children, the provider of statutory children's services, contributing to the Ofsted SEND Area Inspection. We are part of the steering group for the development of family hubs across the borough. The first of these is at the White House in Hampton and brings together partners from health, social care, early years, youth services and the voluntary sector to provide support for children aged 0 to 19 and their parents. We have contributed to a range of public health initiatives, including the childhood vaccination promotion, the refresh of the Richmond and Wandsworth Sexual Health Strategy, and water and extreme heat safety.

We are delighted to have been a key stakeholder in the development of the Borough of Sanctuary accreditation application, supporting the aims of a welcoming and inclusive borough for all sanctuary seekers, and promoting the role of the VCS in enabling this. This year we have supported St Mary's Ukrainian Supplementary School to access funding for holiday activities through Achieving for Children's FUEL programme. We have also supported Gjurmë Iliriane (the Albanian Heritage Club) to become a registered charity and secure funding from Richmond Civic Pride and the National Lottery. They have recently completed their first year of delivery providing Albanian language, heritage and cultural activity for more than 90 children aged 5 to 15.

We continued to provide support to raise the awareness of the VCS of their safeguarding responsibilities for children and adults at risk, developing and strengthening safeguarding policy and practice in many organisations, such as space2grieve, ADHD Embrace and the Landmark Arts Centre. We are members of various strategic groups, including the Richmond SEND Partnership Board, the Kingston and Richmond Children's Safeguarding Partnership Board, and the Richmond and Wandsworth Violence Against Women and Girls Community Forum. Our involvement in these Boards brings an external perspective that is reflective of the needs that the VCS are seeing at a grassroots level. This helps to connect statutory partners and residents to the issues on the ground and the services available, informs future commissioning, and amplifies the voice and experience of the community within that.

We supported groups applying to funds managed by LBRUT, including the Active Richmond Fund, the Richmond Community Fund and Richmond Civic Pride Fund. This resulted in capital investments and new opportunities for local residents to get fit, improve their health and wellbeing, learn new skills, build confidence and combat isolation. Additionally, we provided funding advice and feedback on a range of applications to national funders and supported the sector to achieve significant funding success, including a five-year National Lottery funding award for TAG Youth Club for Disabled Young People.

FINANCIAL REVIEW

Income generation, reserves and working capital policy

Income Generation

Richmond CVS total income decreased from £348,048 to £325,256 during the year.

Expenditure decreased from £374,142 to £337,602.

Restricted Funds

Richmond CVS receives grants and contracts for activities which are considered to be restricted funds; as such funds can only be used for the purpose for which the funds were given.

Working Capital Policy

In order to support future growth, the Trustees maintain a reserve or working capital policy.

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS therefore operates an undesignated fund.

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs, including any winding up costs, is required and has been achieved.

FUTURE DEVELOPMENTS

In the coming year, we will be focusing on securing and delivering further projects in addition to the delivery of our main contracts. This will hopefully include work to increase support for trustees, especially those who are new to the role. We will also be delivering a community resilience project which is funded by the Greater London Authority (GLA). We are interested in partnership opportunities for future projects too. Later in the year we will start planning for our next State of the Sector survey.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Richmond CVS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

INDEPENDENT EXAMINATION

Caroline Clarke of Clarke & Wells will be proposed at the forthcoming Annual General Meeting as Independent Examiner for 2024/25.

Approved by order of the Board of Trustees on 16/10/2024 and signed on its behalf
by:

Nicholas Dowler (Treasurer)

Independent Examiners Report on the Accounts

**Report to the
trustees/directors/
members of**

Richmond Upon Thames Council for Voluntary Service

**On accounts for the year
ended**

31st March 2024

Charity no.:

1075259

Company no.:

3730089

Set out on pages

16-25

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2024.

As the charity's trustees of the Company (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).

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

Signed:

Date:

16.10.24

Name:

Caroline Clarke

Relevant professional qualification(s) or body (if any):

Qualified member of the ICAEW

Address:

Ground Floor, 66 High Street, Lewes, East Sussex BN7 1XG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2024	2024	2024	2023
	Note	£	£	£	£
Income:					
Charitable Activities	2	3,902	319,686	323,588	347,561
Investments	3	1,668	-	1,668	487
Total Income		5,570	319,686	325,256	348,048
Expenditure:					
Charitable Activities	4	-	337,602	337,602	374,142
Total Expenditure		-	337,602	337,602	374,142
Net Income / (expenditure)		5,570	(17,916)	(12,346)	(26,094)
Transfer between funds		-	-	-	-
Net movement in funds		5,570	(17,916)	(12,346)	(26,094)
Total Funds brought forward		172,872	64,270	237,142	263,236
Total Funds carried forward		178,442	46,354	224,796	237,142

**BALANCE SHEET
AT 31 MARCH 2024**

	Note	2024	2023
		£	£
CURRENT ASSETS:			
Debtors and receivable	9	54,455	68,681
Prepayments		3,139	3,685
Cash at bank and in hand		186,393	211,156
		243,987	283,522
CREDITORS:			
Amounts falling due within one year	10	19,191	46,380
NET CURRENT ASSETS:		224,796	237,142
NET ASSETS		224,796	237,142
FUNDS:			
Restricted Funds		46,354	64,270
Unrestricted Funds		178,442	172,872
	11	224,796	237,142

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024. No members have required the company to obtain an audit of its accounts for the year in question, under 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 for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject the small company's regime.

ON BEHALF OF THE BOARD:

Approved by the Board

Gerry Sheridan (Chair)

On

16/10/2024

**CASHFLOW STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

	<u>Total</u>
OPERATING ACTIVITIES	
Net Income	<u>(12,346)</u>
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accrued Income	54,406
Debtors	(40,180)
Prepayment	546
Creditors	1,004
Corporate Card	(157)
Accruals and Deferred Income	(27,507)
Customer Overpayment Account	4
PAYE & NI Control	-
Pension Control Account	(533)
Salaries Control Account	-
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	<u>(12,417)</u>
Net cash provided by operating activities	(24,763)
Net cash increase for period	<u>(24,763)</u>
Cash at beginning of period	211,156
Cash at end of period	<u><u>186,393</u></u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES**Basis of preparation of the financial statements**

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 Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

Changes to accounting policies

No changes to accounting estimates have occurred in the reporting period.

Material prior year errors

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

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Expenditure

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.

Cost of generating funds

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Director in generating new grants for charitable work.

Charitable Expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024****Governance and support costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Publicity is provided only in relation to the services provided to member organisations.

Grants Policy

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Fund Accounting

The Charity maintains the following funds:

Unrestricted funds

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. These are made up of unrestricted funds and other Income which can be allocated by the Trustees for future identifiable expenditure; the Charity's free reserves are working capital.

Restricted Funds

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

Pension Costs

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accrual basis.

Debtors

Debtors are measured on initial recognition at the settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024****2 INCOME FROM CHARITABLE ACTIVITIES**

	2024	2023
	£	£
Grants and Contracts	319,686	343,183
Other Income	3,902	4,378
	<u>323,588</u>	<u>347,561</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
LBRuT Representation	80,100	80,100
LBRuT Capacity Building, Sustainability & Skills	70,528	70,528
LBRuT Volunteering	66,996	66,996
Children & Young People	42,000	42,000
Community Involvement	41,188	41,188
Food Roots Crisis Grant	13,200	-
NHS PPV	-	4,116
PHM Funding	-	25,000
PPV SW London	-	500
RPLC Fund	-	2,755
VCSE Alliance	5,674	10,000
	<u>319,686</u>	<u>343,183</u>

3 INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>1,668</u>	<u>487</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024****4 EXPENDITURE ON CHARITABLE ACTIVITIES**

	2024	2023
	£	£
Project costs	34,470	62,823
Staff costs (note 8)	264,486	274,290
Governance costs (note 5)	2,667	2,317
Office costs	35,979	34,712
	<u>337,602</u>	<u>374,142</u>

5 GOVERNANCE COSTS

	2024	2023
	£	£
Independent Examiner's/auditors' remuneration	1,500	1,500
Support costs	1,167	817
	<u>2,667</u>	<u>2,317</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2024	2023
	£	£
Independent Examiner's/Auditors' remuneration	<u>1,500</u>	<u>1,500</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration for professional services not connected with their role as Trustee (2023: £nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 or for the year ended 31 March 2023.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024****8 STAFF COSTS**

	2024	2023
	£	£
Wages, salaries and expenses	229,718	237,450
Social security costs	16,558	18,039
Other pension costs	18,210	18,801
	<u>264,486</u>	<u>274,290</u>

The average monthly number of employees during the year was as follows:

	2024	2023
Management and Administration	2	2
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	1	2
Children & Young People	1	1
Volunteering Service	2	1
	<u>8</u>	<u>8</u>

The number of employees whose emoluments fell within the following bands was:

	2024	2023
£60,001 - £70,000	-	-

The total remuneration [including pension contributions] of key management personnel for the year: £50,261.

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	54,455	14,275
Accrued Income	-	54,406
	<u>54,455</u>	<u>68,681</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024****10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024 £	2023 £
Creditors	2,737	1,733
Grants in advance [Note 1]	5,753	13,200
Accruals	9,427	27,621
Other creditors	1,274	3,826
	<u>19,191</u>	<u>46,380</u>
[Note 1]		
GLA Community Resilience Fund	4,920	-
Food for Thought	833	-
Food Roots Crisis Grant	-	13,200
	<u>5,753</u>	<u>13,200</u>

11 MOVEMENT IN FUNDS

	At 31.3.23 £	Income £	Expenses £	Transfers between funds £	At 31.3.24 £
Unrestricted funds					
General fund	172,872	5,570	-	-	178,442
Restricted funds					
Restricted	61,174	-	-	-	61,174
LBRuT Lot 1	614	80,100	(82,334)	-	(1,620)
LBRut Lot 2	307	70,528	(82,071)	-	(11,236)
LBRut Lot 3	2,180	66,996	(75,667)	-	(6,491)
Children & Young People	-	42,000	(35,971)	-	6,029
Community Involvement	(5)	41,188	(42,685)	-	(1,502)
Food Roots Crisis Grant	-	13,200	(13,200)	-	-
VCSE Alliance	-	5,674	(5,674)	-	-
	<u>64,270</u>	<u>319,686</u>	<u>(337,602)</u>	<u>-</u>	<u>46,354</u>
TOTAL FUNDS	<u>237,142</u>	<u>325,256</u>	<u>(337,602)</u>	<u>-</u>	<u>224,796</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024****12. CORPORATION TAX**

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes

Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee 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.

Accounts



**Richmond upon Thames
Council for Voluntary Service**

Company limited by Guarantee No. 3730089
And Registered Charity No. 1075259

**Trustees Report and
Statement of Financial Activities**

1 April 2022 – 31 March 2023

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2023. The Trustees have adopted 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Registered Company number
3730089 (England and Wales)

Registered Charity number
1075259

Registered office
RHACC
Parkshot
Richmond TW9 2RE

TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY

Mr G Sheridan - Chair
Ms C Spicer - Vice Chair
Mr N Dowler – Treasurer
Mr P Wright
Mr A Procter
Mr N McEwen
Ms D Phipp – appointed 22.2.23
Mr E de Waal – appointed 22.2.23
Mr S Carrodus – appointed 22.2.23

Director

Ms K Williamson

Finance

Sutton CVS Community Accountancy Service

Bankers

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

Independent Examiner

Caroline Clarke
Clarke + Wells
66 High Street
Lewes
BN7 1XG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Richmond Council for Voluntary Service (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999. Membership of Richmond CVS is open to local voluntary and community organisations that comply with the criteria for membership.

Recruitment and appointment of new Trustees

The Trustee Board is made up of no less than four and no more than ten persons elected by Richmond CVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Vice-Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2022-23 year, Cllr Nancy Baldwin and Cllr Clare Vollum were nominated.

Induction and training of new Trustees

New Trustees are provided with an induction programme led by the Director and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within Richmond CVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

Organisational structure

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are Sub-Committees covering finance and human resources. Sub-Committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

Risk management

In line with the Trustees' policy, Richmond CVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' work programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

Richmond CVS's Vision and Mission Statement

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Richmond CVS's Mission

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

Richmond CVS works in partnership with CVS colleagues in other boroughs, particularly in South West London (Kingston, Merton, Sutton, Croydon and Wandsworth). The London CVS Directors' network and London Volunteer Centre Network are facilitated by London Plus and both meet quarterly to exchange information and discuss opportunities for collaborative working.

The Statement of Financial Activities for the year is set out on page 17 of the financial statements. A summary of the financial results and the work of the charity are set out below.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

CHAIR'S REPORT

Emerging from 2021/22 and the end of the pandemic with its restrictions, we entered our first full financial year with our renewed contract in place, which meant that there was a level of financial security and confidence for RCVS for the coming period. Additionally there were expectations throughout the community that things would revert towards a "new normal" post-COVID. Although in a number of ways this was true, there was the growing realisation that the "Cost of Living Crisis" would be a major and growing societal and economic factor impacting our community and the sector in 2022/23 and indeed beyond. This increased and also shaped the demand across the sector, in particular in relation to funding advice and volunteer recruitment and management.

As well as addressing these needs through existing resources and mechanisms, our staff team worked collaboratively with the Council to develop, facilitate and lead a variety of events responding to the new challenges facing the community and the sector. This resulted in a number of interventions/events that responded to these new challenges and were of great benefit in improving capability and readiness in the sector in these uncertain times. I would like to thank the Council for their proactive stance in this area at that critical time as well as the RCVS Team for their significant role in the timely enablement of the local voluntary and community sector. For example, the Council's provision of additional funding for the sector, and our joint work on support around the Cost of Living Crisis.

One area that did return to normal post-pandemic was of course the ability to stage face-to-face events. Therefore a highlight of the year was our Volunteer Fair in May 2022. There was genuine delight from the participating groups at this opportunity to be back together in person and to be able to speak to 170+ potential Volunteers. More than 70% of attendees found a role they were interested in. Of course, it was also great to be able to return to in-person events for a number of our training sessions. However it is true to say that a lasting and positive legacy from the Lockdown experience was the ability to be successful with remote delivery of services, so the future will be a hybrid model of service delivery which increases reach, is cost-effective and was requested by our client base.

I would like to take this opportunity to thank all of our funders; the board and our team are extremely grateful for the support (and not just in financial terms) that we receive. It is essential to our ability to serve the voluntary and community sector within our borough effectively. So a big thank you to: The Council of the London Borough of Richmond-upon-Thames, Achieving for Children (AFC), Richmond Parish Lands Charity (RPLC), NHS SW London and the Greater London Authority (GLA).

It is my first year as Chair and I would like to thank Kathryn and team for their help in getting me "up to speed." I would also like to thank my fellow trustees for their support in helping us operate with effectiveness and also in challenging ourselves to be better each year.

Finally the board and I would like to thank Kathryn and the team for their hard work and commitment throughout a year that brought many and varied challenges. I have had more opportunity as Chair to see that from within. Also I have had a lot of first-hand outstanding testimony from our client base as I have interacted with organisations within our fantastic sector at voluntary sector events within the borough as well as our own recruitment events. The feedback I have received has been consistent in its outstanding evaluation of the performance and contribution in all areas of operation: and its sustainability over many years past. Thank you all and well done!

RICHMOND CVS's ACTIVITIES AND ACHIEVEMENTS IN 2022-2023 - KEY HIGHLIGHTS**Strategic Leadership, Representation and Voice; facilitating positive partnership working**

The vast range of work undertaken in this remit includes regular communication with the local sector, health and care work, information and network events, strategic meetings with statutory partners, and one-to-one meetings.

We send out a monthly newsletter and regular e-alerts to keep our network informed. We also use social media to connect with our network and currently have 2,081 followers on Twitter and 528 followers on Facebook.

We held two Health and Wellbeing Network Meetings in person for the first time since the pandemic, with feedback demonstrating that people valued networking in-person. These meetings assisted statutory partners with specific pieces of work and attendees shared relevant updates about their organisations. The main focus of the first meeting was the NHS South West London Integrated Care System (ICS) and related developments in Richmond relevant for voluntary and community groups. The topics discussed at the second meeting included social prescribing,

I thought the session was superb and the presentation on the ICS was very clear. Thank you.

- Attendee at the Health and Wellbeing Network Meeting

Richmond's Health and Care Plan and the development of a food partnership network. These meetings were well-received and garnered positive feedback.

We supported local organisations with their work, for example we worked with Ruils, who manage Richmond's Social Prescribing link workers, to understand more about the services on offer in the voluntary sector to support and improve residents' health and wellbeing. We distributed a survey to VCS organisations so respondents could highlight any gaps they felt existed in services, along with other barriers faced by residents.

Two CEO Network Meetings were held, also in-person for the first time since the pandemic. Topics covered included the promotion of volunteering, the impact of the cost of living, funding and accommodation for VCS organisations. Satisfaction scores were consistently high, with the average score being 9 out of 10. Attendees fed back that they found it helpful that meetings were reactive to current topics.

We worked closely with the Council in various ways, an example of this being a co-hosted Cost of Living event held in person. This session served to increase the level of knowledge and communication among service providers about the support available for those most affected by the cost of living crisis and to enable service providers to share their views and relevant information.

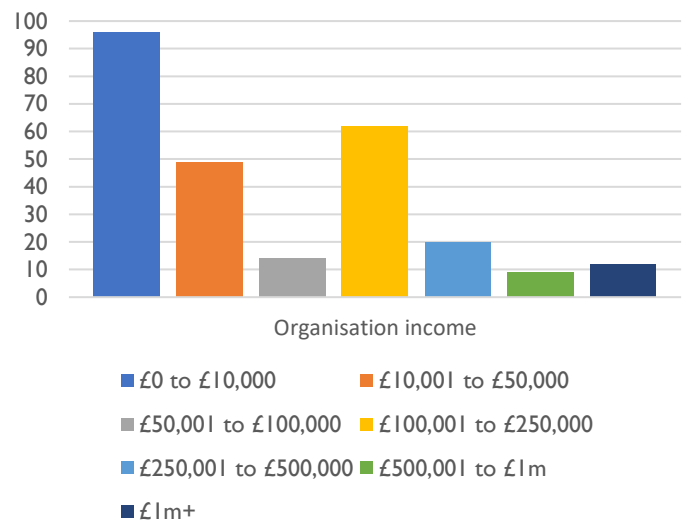
We also worked with South West London CVS colleagues in many areas of work, such as ICS development to ensure that the VCS had a voice during the process. To enable this, we hosted an online session on Building a Voluntary Sector Alliance in South West London, which facilitated discussion on how the Alliance should operate. A consultant led the session and useful feedback was received on how groups would like to be involved in the Alliance.

Supporting a robust and sustainable voluntary sector to provide locally needed, quality services

Our capacity building service provides information, advice and training to local organisations and groups, most of them with an income below £250,000. We received a number of enquiries surrounding funding, safeguarding, governance, digital, start-ups, HR and policy review. One-to-one support was delivered by members of the core team or external consultants with specific areas of expertise.

262 one-to-one advice sessions were delivered to 111 groups. We helped groups secure at least £747,846 non-borough funding to be spent in Richmond. Funders included City Bridge Trust, London Marathon Charitable Trust and Garfield Weston Foundation.

Number of advice sessions delivered to organisations by income



A total of 331 delegates attended 23 training sessions focusing on a range of topics, including developing corporate relationships, legacy fundraising, emergency first aid at work, writing successful funding bids, diversifying income, and monitoring and outcomes. We had a strong focus on digital topics in our training programme, including building a digital and communications strategy, video storytelling, and effective use of social media.

We are so grateful. This will make a huge difference to the opportunities afforded to our children, as we aim to provide high quality cricket coaching worthy of borough and county set ups.

- Feedback following one-to-one support

We also extended the bespoke support available to local groups. This involved facilitating a strategy session, conducting a governance review, and delivering a bespoke trustee training session.

In partnership with Kingston Voluntary Action, Croydon Voluntary Action and the Greater London Authority, we hosted a Meet the Funder session. This enabled local groups to hear about the Building Stronger Communities Fund and the Untold Stories Fund directly from the GLA and provided them with the opportunity to ask questions. Furthermore, we proactively reached out to eligible groups to encourage applications to the Building Stronger Communities fund.

This was one of the most informative sessions on fundraising that I have taken part in. Leah made full use of her experiences and obviously knows her subject. She delivered her information in a delightful way and kept me involved. Overall, an excellent session well worth the cost, which itself was minimal.

- Attendee from Writing Successful Funding Bids training

Strengthening volunteering and community action

Through our volunteering service, potential volunteers can look for roles on our database and contact us for an in-depth discussion about opportunities. We have started offering one-to-ones in-person again for the first time since the pandemic, with the option remaining to provide one-to-one support via telephone or email. We help organisations to recruit volunteers and trustees by promoting their roles on our database and in our monthly volunteering newsletter. The service helped to fill over 500 volunteer roles and one-to-one support was given to approximately 192 potential volunteers.

As a newcomer, this has stimulated me to go back and ask questions of our volunteer programme, and whether there is room for any improvement.

- Attendee at the Volunteer Coordinators' Forum

In order to promote best practice and raise the profile of volunteering and trusteeship, we offer advice and training to organisations. A total of 149 delegates attended 12 training sessions. Topics covered included DBS checks, developing a volunteer management programme, engaging volunteers, and volunteering and the law.

We held two Volunteer Coordinators' Forums in-person for the first time since the pandemic. The Forums gave Coordinators the chance to network and share their learning. Topics ranged from the Big Help Out, recruiting and retaining volunteers and updates on national initiatives.

The event worked very well for us. We were approached by some strong candidates and we are now working with them on the pathway to join our Board.

- Organisation at the Trustee Recruitment Event

In May, we held an in-person Volunteer Fair for the first time since the pandemic. 32 organisations had stalls at the Fair. 253 people booked on Eventbrite and approximately 174 people attended on the day. Follow-up information was sent to all attendees and everyone who booked.

Brilliant idea to coordinate and house all of the participating organisations in one location on the same day, allowing both targeted and unintentional encounters to occur!

- Attendee at the Volunteer Fair

We promoted volunteering at many in-person events including the Careers Fair at RHACC, the Full of Life Fair, the Great Mental Health Day at Whitton Community Centre and various Fairs at St Mary's University. Volunteering was also promoted to RHACC students, social prescribing link workers and participants on Shepherd's Star's Explore programme.

In November, we held our Trustee Recruitment Event online. 16 charities pitched to an audience of over 100 people. Everyone who booked received follow-up materials, including the recording of the event, which was also uploaded to our website.

A customer satisfaction survey was distributed to organisations who had used the volunteer service in the past 12 months. Respondents were highly satisfied with the service and a satisfaction score of 96% was received.

Community Involvement

Strong Community involvement is essential to develop more responsive health and social care that delivers the outcomes that local people want, therefore co-production is a key aspect of our work. We work in partnership with local people, Richmond Council, the Clinical Commissioning Group (CCG), Healthwatch Richmond and voluntary and community organisations, as well as partners in South West London.

This year brought considerable change in relation to NHS involvement through the formal establishment of the South West London Integrated Care Board (ICB). This marked the final stage in a multi-year transition from a Richmond based Clinical Commissioning Group (CCG), through to a South West London wide CCG and ultimately to a multi-stakeholder ICB. During the transition, we have worked hard to try to ensure that the ICB would benefit local involvement in the long run. The scale of reorganisation, however, means that the new structures will continue to evolve and, we hope, provide additional opportunities for local involvement.

Whilst some expected Community Involvement activity was delayed owing to NHS reorganisation, work did progress in relation to a much-needed review of services for people with autistic spectrum disorders. Areas of community involvement work related to Local Authority priorities were less affected by changing health and care structures. For example, we supported involvement in a refresh of the Learning Disability Big Plan, which will shape Learning Disability services for the next few years. We also supported involvement in the recruitment of a lead officer for the Council's mental health commissioning review, which will provide ongoing involvement opportunities. In addition to recruiting service users for that opportunity, we also did so for the recruitment of a director of Adult Social Care for Richmond and Wandsworth.

NHS and Voluntary Sector mental health provision provided another focus for work that should deliver future involvement opportunities through both the community mental health transformation project and the post pandemic recreation of South West London and St George's Mental Health Trust Strategy Steering Group.

The Health and Social Care Coproduction Group discussed and made recommendations in relation to a range of topics during the year. These included lifestyle service, dementia health and care, and aspects of the role of Approved Mental Health Practitioners. In addition, the group participated in a peer review of the Council's social care.

Looking ahead to next year, we would expect to build on this year's work, particularly in relation to NHS and mental health involvement.

Supporting organisations working with Children and Young People

This area of work involves representation at a strategic level of local VCS organisations providing services to children and families. In order to ensure the needs of local families are understood, we input into LBRUT strategy and policy. We also deliver funding advice, safeguarding and policy support to VCS organisations in the borough to ensure that they have the best opportunity to thrive and deliver safe, relevant and sufficient services.

This year saw a focus on supporting those affected by the cost of living, and we provided resources and regularly updated information to connect children and families to the support available. We made several presentations to professionals, including the SEND Futures Conference and the providers' meeting of the Holiday Activity programme (FUEL). We supported the Council in their cost of living campaign, including advising prospective warm spaces on relevant health and safety and safeguarding issues for their beneficiaries and volunteers. We also worked with a range of statutory and VCS partners on the response to and the support available for Ukrainian families and others resettled as a result of their home circumstance, and we are a member of the developing Borough of Sanctuary group.

We continued to provide support to raise the awareness of the VCS of their safeguarding responsibilities for children and adults at risk, developing and strengthening safeguarding policy and practice in many organisations, such as Shepherd's Star, Garrick's Temple, The Basement Door and Mortlake Community Association.

We are members of various strategic groups, including the SEND Partnership Board, the Kingston and Richmond Children's Safeguarding Partnership Board, and the Violence Against Women and Girls Community Forum. Our involvement in these boards brings an external perspective that is reflective of the needs that the VCS are seeing at a grassroots level, which not only helps to connect statutory partners and residents to the issues on the ground and the services available, but also informs future commissioning and amplifies the voice and experience of the community within that.

We supported groups applying to funds managed by LBRUT, including the Active Richmond Fund and Richmond Civic Pride Fund. This resulted in capital investments and new opportunities for local residents to get fit, improve their health and wellbeing through community growing and gardening, learn new skills such as cooking, and to socialise in their localities.

We gave advice to funders, including the Richmond Voluntary Fund. We also identified priorities within the Fund's theme of young carers and provided evidence-based feedback, which led to the eligibility for funding being extended to include work that supported young adult carers. We worked closely with RPLC, providing insight and data intelligence to inform their funding priorities, and we are a member of the local funders forum which includes Barnes Fund, Hampton Fund, LBRUT, and Richmond Charities. Additionally, we provided funding advice and feedback on a range of applications to national funders, and supported the sector to achieve significant funding success, including a five-year National Lottery funding agreement for a social enterprise working with children and young people with social communication difficulties.

FINANCIAL REVIEW

Income generation, reserves and working capital policy

Income Generation

Richmond CVS total income decreased from £357,567 to £348,048 during the year.

Expenditure increased from £345,885 to £374,142.

Restricted Funds

Richmond CVS receives grants and contracts for activities which are considered to be restricted funds; these funds can only be used for the purpose for which the funds were given.

Working Capital Policy

In order to support future growth, the Trustees maintain a reserve or working capital policy.

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS therefore operates an undesignated fund.

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs, including any winding up costs, is required.

FUTURE DEVELOPMENTS

The next year will focus on strengthening what we offer to the local voluntary and community sector as times continue to be challenging for groups. Funding support will be key as always and we will continue our outreach work to promote volunteering as people's time and skills remain a vital resource to many groups. Based on feedback from groups, our high quality training programme will continue to respond to the needs of the sector, while looking at offering new sessions that will help groups prepare for future technology.

As always, we will continue to work with our statutory partners and funders, especially the Council, to provide local groups with the best possible range of support to help residents.

After a number of years of stability on the board, we are pleased to have successfully recruited several new trustees after an open recruitment drive. This has expanded our board and brought new perspectives which will be helpful for the challenges that lie ahead.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Richmond CVS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

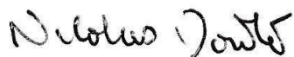
In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

INDEPENDENT EXAMINATION

Caroline Clarke of Clarke & Wells will be proposed at the forthcoming Annual General Meeting as Independent Examiner for 2023/24.

Approved by order of the Board of Trustees on 20/11/2023 and signed on its behalf by:



Nicholas Dowler (Treasurer)

Independent Examiners Report on the Accounts**Report to the
trustees/directors/
members of**

Richmond Upon Thames Council for Voluntary Service

**On accounts for the year
ended**31st March 2023**Charity no.:**

1075259

Company no.:

3730089

Set out on pages

15-24

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2023.

As the charity's trustees of the Company (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).

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

Signed:

Caroline Clarke

Date:

21/11/23

Name:

Caroline Clarke

Relevant professional
qualification(s) or body (if
any):

Qualified member of the ICAEW

Address:

Ground Floor, 66 High Street, Lewes, East Sussex BN7 1XG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of
any items that the
examiner wishes to
disclose.

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2023	2023	2023	2022
	Note	£	£	£	£
Income:					
Charitable Activities	2	4,378	343,183	347,561	357,524
Investments	3	487	-	487	43
Total Income		4,865	343,183	348,048	357,567
Expenditure:					
Charitable Activities	4	-	374,142	374,142	345,885
Total Expenditure		-	374,142	374,142	345,885
Net Income / (expenditure)		4,865	(30,959)	(26,094)	11,682
Transfer between funds		-	-	-	-
Net movement in funds		4,865	(30,959)	(26,094)	11,682
Total Funds brought forward		168,007	95,229	263,236	251,554
Total Funds carried forward		172,872	64,270	237,142	263,236

**BALANCE SHEET
AT 31 MARCH 2023**

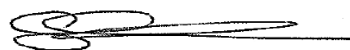
	Note	2023		2022	
		£	£	£	£
CURRENT ASSETS:					
Debtors and receivable	9	68,681		136,182	
Prepayments		3,685		3,206	
Cash at bank and in hand		211,156		191,874	
		283,522		331,262	
CREDITORS:					
Amounts falling due within one year	10	46,380		68,024	
NET CURRENT ASSETS:			237,142		263,236
NET ASSETS			237,142		263,236
FUNDS:					
Restricted Funds			64,270		95,229
Unrestricted Funds			172,872		168,007
	11		237,142		263,236

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023. No members have required the company to obtain an audit of its accounts for the year in question, under 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 for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject the small company's regime.

ON BEHALF OF THE BOARD:

Approved by the Board



Gerry Sheridan (Chair)

On

20/11/2023

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	<u>Total</u>
OPERATING ACTIVITIES	
Net Income	<u>(26,094)</u>
Adjustments to reconcile Net Income to Net Cash provided by operations:	-
Accrued Income	41,188
Debtors	26,313
Prepayment	(480)
Creditors	(11,528)
Corporate Card	(93)
Accruals and Deferred Income	28,758
Grants in Advance	(40,588)
PAYE & NI Control	-
Pension Control Account	1,807
Salaries Control Account	-
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	<u>45,376</u>
Net cash provided by operating activities	<u>19,282</u>
Net cash increase for period	19,282
Cash at beginning of period	<u>191,874</u>
Cash at end of period	<u><u>211,156</u></u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES**Basis of preparation of the financial statements**

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 Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

Changes to accounting policies

No changes to accounting estimates have occurred in the reporting period.

Material prior year errors

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

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Expenditure

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.

Cost of generating funds

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Director in generating new grants for charitable work.

Charitable Expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023****Governance and support costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Publicity is provided only in relation to the services provided to member organisations.

Grants Policy

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Fund Accounting

The Charity maintains the following funds:

Unrestricted funds

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. These are made up of unrestricted funds and other Income which can be allocated by the Trustees for future identifiable expenditure; the Charity's free reserves are working capital.

Restricted Funds

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

Pension Costs

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accrual basis.

Debtors

Debtors are measured on initial recognition at the settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023****2 INCOME FROM CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Grants and Contracts	343,183	354,802
Other Income	4,378	2,722
	<u>347,561</u>	<u>357,524</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
LBRuT Representation	80,100	81,400
LBRuT Capacity Building, Sustainability & Skills	70,528	70,728
LBRuT Volunteering	66,996	66,996
Children & Young People	42,000	42,000
Community Involvement	41,188	41,188
NHS PPV	4,117	12,179
PHM Funding	25,000	-
PPV SW London	500	-
RPLC Fund	2,755	12,547
Social Bite Fund	-	2,764
VCSE Alliance	10,000	25,000
	<u>343,183</u>	<u>354,802</u>

3 INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	487	43

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	2023	2022
	£	£
Project costs	62,823	53,862
Staff costs (note 8)	274,290	254,992
Governance costs (note 5)	2,317	3,179
Office costs	34,712	33,852
	<u>374,142</u>	<u>345,885</u>
Unrestricted expenditure	-	138

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023****5 GOVERNANCE COSTS**

	2023	2022
	£	£
Legal and professional fees	-	13
Independent Examiner's/auditors' remuneration	1,500	3,000
Support costs	817	166
	<u>2,317</u>	<u>3,179</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2023	2022
	£	£
Independent Examiner's/Auditors' remuneration	<u>1,500</u>	<u>3,000</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration for professional services not connected with their role as Trustee (2022: £nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 or for the year ended 31 March 2022.

8 STAFF COSTS

	2023	2022
	£	£
Wages, salaries, and expenses	237,450	220,613
Social security costs	18,038	17,573
Other pension costs	18,801	16,805
	<u>274,290</u>	<u>254,992</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Management and Administration	2	2
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	2	1
Children & Young People	1	1
Volunteering Service	1	1
	<u>8</u>	<u>7</u>

The number of employees whose emoluments fell within the following bands was:

	2023	2022
£60,001 - £70,000	-	-

The total remuneration [including pension contributions] of key management personnel for the year: £51,761.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023****9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade debtors	14,275	40,588
Accrued Income	54,406	95,594
	<u>68,681</u>	<u>136,182</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Grants in advance [Note 1]	13,200	40,588
Other creditors	3,826	13,640
Accruals	29,354	13,796
	<u>46,380</u>	<u>60,024</u>
[Note 1]		
Food Roots Crisis Grant	13,200	-
PHM Funding	-	25,000
NHS Pharmacy Insight Funding	-	12,500
NHS PPV	-	3,088
	<u>13,200</u>	<u>40,588</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023****11 MOVEMENT IN FUNDS**

	At 31.3.22	Income	Expenses	Transfers between funds	At 31.3.23
	£	£	£	£	£
Unrestricted funds					
General fund	168,007	4,865	-	-	172,872
Restricted funds					
Restricted	61,174	-	-	-	61,174
LBRuT Lot 1	35	80,100	(83,058)	3,537	614
LBRut Lot 2	25,181	70,528	(105,937)	10,535	307
LBRut Lot 3	1,793	66,996	(60,610)	(6,000)	2,180
Children & Young People	(630)	42,000	(42,312)	942	-
Community Involvement	14	41,188	(41,207)	-	(5)
NHS - PPV	928	4,117	(3,310)	(1,735)	-
PHM Funding	-	25,000	(23,000)	(2,000)	-
PPV SW London	-	500	-	(500)	-
RPLC Fund	6,734	2,755	(5,509)	(3,979)	-
VCSE Alliance	-	10,000	(9,200)	(800)	-
	95,229	343,183	(374,142)	-	64,270
					-
TOTAL FUNDS	263,236	348,048	(374,142)	-	237,142

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023**

12. CORPORATION TAX

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee 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.

Accounts



**Richmond upon Thames
Council for Voluntary Service**

Company limited by Guarantee No. 3730089
And Registered Charity No. 1075259

**Trustees Report and
Statement of Financial Activities**

1 April 2021 – 31 March 2022

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2022. The Trustees have adopted 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Registered Company number
3730089 (England and Wales)

Registered Charity number
1075259

Registered office
RHACC
Parkshot
Richmond TW9 2RE

TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY

Mr N McEwen - Chair
Ms C Spicer - Vice Chair
Mr N Dowler – Treasurer
Mr P Wright
Ms J Crichton – resigned 21st April 2021
Mr A Procter
Mr G Sheridan

Director

Ms K Williamson

Finance

Sutton CVS Community Accountancy Service

Bankers

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

Independent Examiner

Mr Andrew Wells, FMAAT
Clarke & Wells,
99 Western Road,
Lewes
BN7 1RS

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Richmond Council for Voluntary Service (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999. Membership of Richmond CVS is open to local voluntary and community organisations that comply with the criteria for membership.

Recruitment and appointment of new Trustees

The Trustee Board is made up of no less than four and no more than ten persons elected by Richmond CVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Vice-Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2021-22 year, there were no nominees.

Induction and training of new Trustees

New Trustees are provided with an induction programme led by the Director and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within Richmond CVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

Organisational structure

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are Sub-Committees covering finance and human resources. Sub-Committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

Risk management

In line with the Trustees' policy, Richmond CVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' work programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

Richmond CVS's Vision and Mission Statement

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Richmond CVS's Mission

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

Richmond CVS works in partnership with CVS colleagues in other boroughs, particularly in South West London (Kingston, Merton, Sutton, Croydon and Wandsworth). The London CVS Directors' network and London Volunteer Centre Network are facilitated by London Plus and both meet quarterly to exchange information and discuss opportunities for collaborative working.

The Statement of Financial Activities for the year is set out on page 17 of the financial statements. A summary of the financial results and the work of the charity are set out below.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

CHAIR'S REPORT

The two significant themes for Richmond CVS during this year were the continuing effects of the Covid 19 Pandemic on the local sector and the recommissioning of the VCS infrastructure contract from the Council.

We were delighted that following a review and consultation with local voluntary and community groups, the Council decided to directly award a new four year contract to Richmond CVS, starting in January 2022. The board and staff very much appreciated the collaborative process with the Council. We would like to thank everyone who supported this approach, particularly those in the voluntary and community sector who took part in engagement events and showed how much they valued the work we do. It was a hugely positive endorsement of what the Richmond CVS team do, and we are very grateful for the Council's continued investment in us. We do not underestimate though the challenges that lie ahead and how we need to continue to evolve and increase our support to the local sector, as well as working in partnership with stakeholders.

The continuing effects of the pandemic and lockdowns influenced a lot of our work during this year. We continued to hold meetings and training online and these were well received. We hope to return to in person networking at least in late Spring 2022. Financial support from funders such as the Council, local Trusts and grant makers outside of Richmond has helped the sector weather the financial storm caused by Covid 19 but the loss of opportunities for community fundraising has had an impact and understandably voluntary groups remain worried about their financial future. Information, advice and support around funding remains our top priority but during this year I am pleased that we have also been able to expand our service around governance thanks to a grant from Richmond Parish Lands Charity (RPLC).

I would like to take this opportunity to thank all of our funders who are essential in us being able to serve the local voluntary and community sector; the Council, Achieving for Children, NHS SW London CCG and RPLC.

The board and I are grateful to the staff team for all their hard work during this year, and the dedication they continue to show to support the brilliant voluntary and community groups in Richmond. I would also like to thank my fellow trustees for their time and contribution to board meetings and associated work.

Nigel McEwen
Chair

RICHMOND CVS's ACTIVITIES AND ACHIEVEMENTS IN 2021-2022 - KEY HIGHLIGHTS**Strategic Leadership, Representation and Voice; facilitating positive partnership working**

The work undertaken in this area is varied, including regular communication with people involved in the local sector; strategic meetings with statutory partners; information and network events for local groups; involvement in health and care work; and one-to-one meetings. The aim is to inform, empower and champion voluntary and community groups.

We use online communications to engage with the local community, nearly 2,000 followers on Twitter this year and approximately 450 followers on Facebook. We use Mailchimp to send out our monthly newsletter and regular e-alerts to keep our network up to date.

We held three Health and Wellbeing Network Meetings online. These meetings assisted statutory partners with specific pieces of work. The first two meetings were about the development of the SW London Integrated Care System (ICS) and Richmond's Joint Strategic Needs Assessment (JSNA), while the third meeting involved a presentation and discussion on the refreshed Richmond Health and Care Plan. The attendees' feedback proved to be helpful in finalising this plan. These meetings were well-received and garnered positive feedback, such as: "The meetings are always well organised and informative."

Our CEO Network continued to meet online and topics covered included returning to the office, ICS development, accommodation, and the challenge of funding and income generation. Feedback received included: "It is just really helpful to be in a forum with other CEO personnel – sharing information, support and knowledge."

As part of our governance programme funded by Richmond Parish Lands Charity, we held our first Chairs' Network Meeting and attendees found beneficial to meet other Chairs, albeit online, and share experiences. Feedback included: "Very helpful networking event - pleased I attended and now keen to know about the ways RCVS can help us."

We worked closely with the Council in a range of ways. For example, in addition to our regular business with them, we co-hosted a successful Covid Q&A for VCS organisations; gave early input into the Council's Social Value Toolkit and supported Council Officers to successfully take part in the London Social Bite Funding scheme. Supporting the sector from the impact of the pandemic continued to be a significant theme of our work and we continued to be involved in the cross sector Covid-19 Community Response group.

Significant work was undertaken with South West London CVS colleagues and NHS officers regarding the development of the forthcoming ICS development. This included ensuring that the VCS has a voice and agency in the new structure and initiating the planning for a SW London VCSE Alliance. We led on the commissioning of research and report to inform the future Alliance and will continue to be involved in this work through 2022.

We have a strong connection with our voluntary sector partners outside of Richmond, which enables us to share expertise and information with each other. We ensured that we gained useful updates beyond Richmond by attending meetings and AGMs of relevant national and regional organisations such as NCVO, NAVCA and London Plus.

Supporting a robust and sustainable voluntary sector to provide locally needed, quality services

Our capacity building service provides information, advice and training to local organisations and groups, the majority of them having an income below £100,000. Our support varies widely, with a major focus on funding, governance, safeguarding, HR, policy review, startups, and legal structures. Over the course of the year, we delivered 282 one-to-one advice sessions to 192 groups. 34 funding bids were reviewed, with the total value of bids supported being £888,243.31. Funders outside of the local area included BBC Children in Need, Assura Community Fund, and Heathrow Community Trust's Covid-19 Resilience Fund.

In total, 340 delegates attended 22 training sessions, focusing on a range of topics, including but not limited to cybersecurity, fundraising, cost of living pay reviews, charity property plans, anti-racism, and sharing charities' stories through social media.

Funding advice work was busy throughout the year. During Small Charities Week, we offered funding advice slots, which proved to be popular. As part of this week, and in order to support a training session on digital fundraising, we published two case studies focusing on what local charities have done.

Funding advice often focused on different areas of the income spectrum and how the group can grow income in that area. For example, through fundraising events, corporate giving or through digital fundraising. Smaller groups focused on grant funding, with our role being to support their journey from small pots of local funding to applying to national funders. We shared information about Council funds with a number of groups, both new and well-established.

Feedback following 1:1 support:

"Came away with a much clearer picture of both the local funding arena as well as capital expenditure funding opportunities. Heather was very knowledgeable and had previously visited our main centre in the past, which helped a lot as she is familiar with our work."

"I just wanted to let you know that we got the Awards for All funding! Thank you so much for all your help with the applications over the last few weeks – it's made a huge difference and this funding will mean we can start a brand- new project in January, so we're thrilled."

Feedback following training:

"Excellent session. I liked the mix of presenting and working in small groups. Personally, I feel that I have learnt a lot, the course has also encouraged me to question my role/responsibilities as a newly appointed trustee. Organiser/presenter clearly has a lot of expert knowledge."
(Introduction to Trusteeship: Part 1)

"Julie was extremely easy to listen to for three hours. Very professional and knowledgeable and an excellent manner of presentation. Very good at bringing as many as were comfortable, to be included and participate. Richmond CVS is a great resource. Thank you so much..."
(Writing Successful Funding Applications)

Due to a grant from Richmond Parish Lands Charity (RPLC), we were pleased to expand our governance offer to local groups by providing additional training and in depth, bespoke 1:1 support that has helped them particularly post pandemic. This programme will continue in 2022 and will be independently evaluated to provide further learning.

Strengthening volunteering and community action

With the help of our volunteering service, potential volunteers are able to look for roles on our database and to contact us via telephone or email for an in-depth discussion about volunteering opportunities. We also assist organisations with finding the right volunteers and trustees by promoting their roles on our database and in our volunteering newsletter sent monthly via Mailchimp. We offer advice and training to support and promote best practice and raise the profile of volunteering and trusteeship. More than 700 volunteer roles were filled through our volunteering service during the year.

Our training sessions had a total of 143 attendees this year. Topics covered included safer recruitment and management of volunteers, lone working, and volunteering and the law. We also provided one-to-one support via the telephone to approximately 146 potential volunteers.

Three Volunteer Coordinators' Forums were held online. These sessions allowed for Coordinators in the borough to connect and share ideas. Topics covered included how the pandemic has changed the volunteering experience, as well as the vision of volunteering. The notes from the latter session were shared with NAVCA to give a local perspective to their consultation on the future of volunteering. Feedback included: "Really find the Forums useful to get to know the sector in the borough and to share thoughts and ideas and learning."

In June, we held an online Volunteer Fair. Each charity gave a 2-minute pitch, and follow-up information was sent out to help put volunteers in touch with organisations. The recording of the event was uploaded to our website and sent out to around 3,500 volunteers via our newsletter. Feedback from potential volunteers included:

"I have already contacted one of the above organisations and have arranged to visit them. This event has certainly given me a lot to think about and made me realise that there are many opportunities out there to look at."

"It was my first time attending an event like this and it was brilliant. Just the right amount of time for each charity/organisation to pitch, and they were really varied roles so there was something for everyone. Please let me know if there are any future events - thank you so much for arranging this and providing a beneficial event!"

An increased number of volunteers registered on our database as a result of the Afghanistan refugee crisis. To help respond to this, an information sheet was created for those interested in supporting refugees.

Meetings took place with DWP Job Centre and we took part in the RHACC Job Club Open Day and the Full of Life Fair. Later on, we had a stall at Richmond University's in-person Volunteer Fair to promote volunteering to students.

Our Trustee Recruitment Event took place online in October. 16 charities pitched to the audience and we had two speakers. Follow-up materials, including the recording of the event, went out to all who had booked. Feedback from potential trustees included:

"It was well organised and very well chaired with a rich mix of charities doing great work. Very encouraging to see how much is being done in the borough. Thank you for a valuable event."

From organisations: "Another well organised event with a successful outcome for us."

"Fantastic. We have three amazing new trustees. Thank you for all the hard work you do."

Community Involvement

Co-production is a key aspect of our work. We work in partnership with local people, Richmond Council, the Clinical Commissioning Group (CCG), Healthwatch Richmond and voluntary and community organisations, as well as partners in South West London (SWL).

This year, plans to develop a SWL Integrated Care System (ICS) moved towards completion. Although involvement systems at local levels are expected to evolve over time, it was not entirely clear how local engagement would factor into system-wide engagement.

Shifts towards online involvement mechanisms that occurred during the earliest phase of the pandemic have led to greater general familiarity with and acceptance of the use of online meetings and digital involvement. This is so too among people who use health and care services, many of whom could face significant risk if infected. Thus, there has been a shift in expectations of involvement methods by health and care users in the community and a very limited return to pre-pandemic approaches.

These factors are likely to create a permanent shift in expectations as online involvement mechanisms continue to mature. Our focus has therefore turned towards ensuring those who cannot use online methods are not excluded. This will be achieved by providing the possibility of hybrid meetings where needed or offering dial-in access and, where there is capacity, supporting individual participation.

SWL CCG incorporates the areas of the former NHS Richmond, Wandsworth, Kingston, Sutton, Merton and Croydon CCGs. The CCG will be abolished by the summer of 2022, with a SWL ICS taking the CCGs and a broader role in developing and integrating health and care.

This was the final year of our participation in the SWL CCG board focusing, on behalf of SWL VCS infrastructure organisations, on public and patient involvement. The role was of immediate benefit in ensuring that the CCG understood and were responsive to service users and carers' perspectives. It was also possible to contribute towards the development of the involvement structures that the ICS are developing at system level. The role also enabled us to understand where the main challenges to involvement are likely to be. We expect those challenges to be the maintenance and development of local involvement mechanisms, as well as ensuring that patient voice arising from the local levels is fed through to system level.

While we anticipate that the winding up of the CCG could have a temporary adverse impact on some health-related involvement, there is scope for overall improvements. For instance, voluntary and community organisations will become a fuller partner in the ICS and health and care environment, so it should be possible to use the relationships community organisations have with their communities to develop new involvement mechanisms.

In view of the greater role that community organisations are expected to have in the new structures, we are particularly well-placed to contribute towards ensuring that engagement with health and care users continue to develop. Our participation in the Richmond Community Involvement group, Richmond and Kingston Communications and Engagement Group and our co-organisation (with the local authority) of the Health and Social Care Coproduction Group, as well as our participation in various strategic groups, are crucial to this, as are our relationships with health and care users and key stakeholders in all sectors. These enable us to understand where challenges towards, or opportunities for, involvement may exist and to contribute fully towards helping to develop the local involvement environment.

Supporting organisations working with Children and Young People

In this area of work, we link statutory partners with the VCS, in which the borough has a wide range of organisations providing services, including early years and youth work. By providing funding advice and brokering relations between the sectors, we aim to meet the needs of local families.

In terms of post-Covid recovery, we supported the sector with advice, information and advocacy as they responded to new requirements, increased and changing need in the community, and challenges such as staff and volunteer recruitment.

We worked with Achieving for Children to develop a partnership with the VCS to deliver the holiday activity programme, funded by the DfE and inspired by Marcus Rashford's campaign to improve opportunities for families in receipt of Free School meals. Four VCS providers were commissioned to provide summer holiday activity as part of the Richmond and Kingston FUEL (Feed UR Everyday Lives): Harlequins, Brilliant Play CIC, Marble Hill Play Centre, and Kick London.

We worked on improving the awareness of the VCS of their safeguarding responsibilities for children and adults at risk that are involved in their services and developing and strengthening safeguarding policy and practice in a wide range of organisations, including Richmond Aqua Physio Group, Pope's Grotto Preservation Society and Space2Grieve.

We provided a wide range of support for groups applying to funds managed by LBRUT, including The Richmond Community Fund, Active Richmond and the Local Area Fund. This led to capital investments and increased opportunities for local residents to get fit and make friends in their community, contributing to our overall vision of supporting a vibrant and thriving voluntary sector that helps residents start well, live well, and age well.

We provided advice to funders, including the Richmond Voluntary Fund. We identified priorities within the theme of children and young people's mental health and provided intensive bid review support with a focus on safeguarding. We were also a panel member and advisor of One Richmond. Additionally, we highlighted local needs, the impact of Covid, and the emerging needs and challenges locally. These will be fed into BBC Children in Need's refresh of its priorities for future funding rounds.

We provided comprehensive feedback on behalf of the sector on the draft Richmond Local Plan 2024-39. This is the main planning and strategic document that shapes the development of the borough over the next 15 years and directs investment into identified key priorities. The feedback we provided was designed to raise awareness of the value and contribution that the VCS brings to community development and sustainability, to highlight the needs of the sector as employers, service providers and owners/leaseholders of community buildings, and to create opportunities for investment into community buildings and services, maximising opportunities for the sector to be full partners in future plans for the borough, with particular reference to the key concept of the 20-minute neighbourhoods.

We are members of a range of strategic groups, including the SEND Partnership Board and Kingston and Richmond Children's Safeguarding Partnership Board, to which our Children and Young People's Voluntary Strategic Lead Manager continued to contribute.

FINANCIAL REVIEW

Income generation, reserves and working capital policy

Income Generation

Richmond CVS total income increased from £312,365 to £357,567 during the year.

Expenditure increased from £299,027 to £345,885.

Restricted Funds

Richmond CVS receives grants and contracts for activities which are considered to be restricted funds; as such funds can only be used for the purpose for which the funds were given.

Working Capital Policy

In order to support future growth, the Trustees maintain a reserve or working capital policy.

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS therefore operates an undesignated fund.

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs, including any winding up costs, is required.

FUTURE DEVELOPMENTS

The extremely positive development of our new four year contract with the Council at the start of January 2022 means that Richmond CVS is fortunate to now have significant financial certainty. In turn we are keen to ensure this means that we can give the best possible support to the local voluntary and community sector as it faces increasingly difficult times. We intend to use our relatively stable base as an opportunity to invest further in our services. From Spring 2022 we will be using some of our reserves to fund a project worker to increase and develop our support around digital services, something that the sector has requested. We will continue to deliver high quality support to the sector, including a broad range of 1:1 support and training.

Our work with statutory partners, in particular the Council, AfC and the new NHS SW London Integrated Care System will remain a priority in terms of how it enables the local VCS to thrive and in turn support the borough's communities and residents.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Richmond CVS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

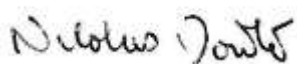
In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

INDEPENDENT EXAMINATION

Mr Andrew Wells will be proposed at the forthcoming Annual General Meeting as Independent Examiner for 2022/23.

Approved by order of the Board of Trustees on 21st December 2022 and signed on its behalf by:



Nicholas Dowler (Treasurer)

Independent Examiners Report on the Accounts**Report to the
trustees/directors/
members of**

Richmond Upon Thames Council for Voluntary Service

**On accounts for the year
ended**31st March 2022**Charity no.:**

1075259

Company no.:

3730089

Set out on pages

15-24

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2022.

As the charity's trustees of the Company (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).

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

Signed:



Date: 21/12/2022

Name: Andrew Wells

Relevant professional qualification(s) or body (if any):

The Association of Accounting Technicians

Address:

99 Western Road, Lewes, East Sussex BN7 1RS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2022	2022	2022	2021
	Note	£	£	£	£
Income:					
Charitable Activities	2	2,722	354,802	357,524	312,310
Investments	3	43	-	43	54
Total Income		2,765	354,802	357,567	312,365
Expenditure:					
Charitable Activities	4	138	345,747	345,885	299,027
Total Expenditure		138	345,747	345,885	299,027
Net Income / (expenditure)		2,627	9,055	11,682	13,338
Transfer between funds		-	-	-	-
Net movement in funds		2,627	9,055	11,682	13,338
Total Funds brought forward		165,380	86,174	251,554	238,216
Total Funds carried forward		168,007	95,229	263,236	251,554

**BALANCE SHEET
AT 31 MARCH 2022**

	Note	2022	2021
		£	£
CURRENT ASSETS:			
Debtors and receivable	9	136,182	58,966
Prepayments		3,206	2,635
Cash at bank and in hand		191,874	208,412
		331,262	270,012
CREDITORS:			
Amounts falling due within one year	10	68,024	18,458
NET CURRENT ASSETS:		263,236	251,554
NET ASSETS		263,236	251,554
FUNDS:			
Restricted Funds		95,229	86,174
Unrestricted Funds		168,007	165,380
	11	263,236	251,554

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022. No members have required the company to obtain an audit of its accounts for the year in question, under 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 for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject the small company's regime.

ON BEHALF OF THE BOARD:

Approved by the Board



Gerry Sheridan

On

21st December 2022

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022****OPERATING ACTIVITIES**

Net Income	11,682
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accrued Income	(41,188)
Debtors	(40,588)
Prepayment	(571)
Receivable	4,560
Creditors	1,988
Corporate Card	252
Accruals and Deferred Income	6,739
Grants in Advance	40,588
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(28,221)
Net cash provided by operating activities	(16,538)
Net cash increase for period	(16,538)
Cash at beginning of period	208,412
Cash at end of period	191,874

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES**Basis of preparation of the financial statements**

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 Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

Changes to accounting policies

No changes to accounting estimates have occurred in the reporting period.

Material prior year errors

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

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Expenditure

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.

Cost of generating funds

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Director in generating new grants for charitable work.

Charitable Expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022****Governance and support costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Publicity is provided only in relation to the services provided to member organisations.

Grants Policy

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Fund Accounting

The Charity maintains the following funds:

Unrestricted funds

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. These are made up of unrestricted funds and other Income which can be allocated by the Trustees for future identifiable expenditure; the Charity's free reserves are working capital.

Restricted Funds

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

Pension Costs

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accruals basis.

Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022****2 INCOME FROM CHARITABLE ACTIVITIES**

	2022	2021
	£	£
Grants and Contracts	354,802	307,897
Restricted Receipts	-	3,750
Other Income	2,722	663
	<u>357,524</u>	<u>312,310</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
LBRuT Representation	81,400	80,100
LBRuT Capacity Building, Sustainability & Skills	70,728	70,528
LBRuT Volunteering	66,996	66,996
Children & Young People	42,000	42,000
Community Involvement	41,188	41,188
SWL Personalised Care Small Grant	-	(4,407)
NHS -20/21 PPV	12,179	11,492
RPLC Fund	12,547	-
Social Bite Fund	2,764	-
VCS voice	25,000	-
	<u>354,802</u>	<u>307,897</u>

3 INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>43</u>	<u>54</u>

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	2022	2021
	£	£
Project costs	53,862	29,510
Staff costs (note 8)	254,992	233,869
Governance costs (note 5)	3,179	2,254
Office costs	<u>33,852</u>	<u>33,394</u>
	<u>345,885</u>	<u>299,027</u>
Unrestricted expenditure	138	363

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022****5 GOVERNANCE COSTS**

	2022	2021
	£	£
Legal and professional fees	13	-
Independent Examiner's/auditors' remuneration	3,000	1,500
Support costs	166	754
	<u>3,179</u>	<u>2,254</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2022	2021
	£	£
Independent Examiner's/Auditors' remuneration	<u>3,000</u>	<u>1,500</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration for professional services not connected with their role as Trustee (2021: £nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 or for the year ended 31 March 2021.

8 STAFF COSTS

	2022	2021
	£	£
Wages, salaries and expenses	220,613	202,984
Social security costs	17,573	15,109
Other pension costs	16,805	15,776
	<u>254,992</u>	<u>233,869</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Management and Administration	2	2
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	1	1
Children & Young People	1	1
Volunteering Service	1	1
	<u>7</u>	<u>7</u>

The number of employees whose emoluments fell within the following bands was:

	2022	2021
£60,001 - £70,000	-	-

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022****9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Trade debtors	40,588	-
Accrued Income	95,594	58,966
	<u>136,182</u>	<u>58,966</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Grants in advance [Note 1]	40,588	-
Other creditors	13,640	11,401
Accruals	13,796	7,057
	<u>60,024</u>	<u>18,458</u>
[Note 1]		
PHM Funding	25,000	
NHS Pharmacy Insight Funding	12,500	
NHS PPV	3,088	
	<u>40,588</u>	

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022****11 MOVEMENT IN FUNDS**

	At 31.3.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	165,380	2,627	-	168,007
Restricted funds				
Restricted	86,174	9,055	-	95,229
TOTAL FUNDS	<u>251,554</u>	<u>11,682</u>	<u>-</u>	<u>263,236</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Total Unrestricted Funds	<u>2,765</u>	<u>(138)</u>	<u>2,627</u>
Restricted Funds			
LBRuT Lot 1	81,400	(81,365)	35
LBRut Lot 2	70,728	(70,547)	181
LBRut Lot 3	66,996	(65,203)	1,793
Children & Young People	42,000	(42,630)	(630)
Community Involvement	41,188	(41,174)	14
NHS - PPV	12,179	(11,251)	928
RPLC Fund	12,547	(5,814)	6,734
Social Bite Fund	2,764	(2,764)	-
VCS voice	25,000	(25,000)	-
	<u>354,802</u>	<u>(345,747)</u>	<u>9,055</u>
TOTAL FUNDS	<u>357,567</u>	<u>(345,885)</u>	<u>11,682</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022**

12. CORPORATION TAX

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee 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.

Accounts



**Richmond upon Thames
Council for Voluntary Service**

Company limited by Guarantee No. 3730089
And Registered Charity No. 1075259

**Trustees Report and
Statement of Financial Activities**

1 April 2020 – 31 March 2021

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2021. The Trustees have adopted 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Registered Company number
3730089 (England and Wales)

Registered Charity number
1075259

Registered office
RHACC
Parkshot
Richmond TW9 2RE

TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY

Mr N McEwen - Chair
Ms C Spicer - Vice Chair
Mr N Dowler – Treasurer
Mr P Wright
Ms J Crichton
Mr A Procter
Mr G Sheridan

Director

Ms K Williamson

Finance

Sutton CVS Community Accountancy Service

Bankers

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

Independent Examiner

Mr Andrew Wells, FMAAT
Andrew M Wells Accountancy,
99 Western Road,
Lewes
BN7 1RS

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Richmond Council for Voluntary Service (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999. Membership of Richmond CVS is open to local voluntary and community organisations that comply with the criteria for membership.

Recruitment and appointment of new Trustees

The Trustee Board is made up of not less than four and no more than ten persons elected by Richmond CVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Vice-Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2020-21 year, there were no nominees.

Induction and training of new Trustees

New Trustees are provided with an induction programme led by the Director and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within Richmond CVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

Organisational structure

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are Sub-Committees covering finance and human resources. Sub-Committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

Risk management

In line with the Trustees' policy, Richmond CVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' work programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

Richmond CVS's Vision and Mission Statement

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Richmond CVS's Mission

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

Richmond CVS works in partnership with CVS colleagues in other boroughs, particularly in South West London (Kingston, Merton, Sutton, Croydon and Wandsworth). The London CVS Directors' network and London Volunteer Centre Network are facilitated by London Plus and both meet quarterly to exchange information and discuss opportunities for collaborative working.

The Statement of Financial Activities for the year is set out on page 17 of the financial statements. A summary of the financial results and the work of the charity are set out below.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

CHAIR'S REPORT

The Covid 19 Pandemic and its repercussions dominated our activities in this year, as it did for so many others. By April 2020, the Richmond CVS staff team had quickly adapted to working from home and were providing additional support and information to local groups and communities as well as working closely with statutory partners. This included helping groups to gain emergency funding and producing a range of resources, particularly for the three thousand plus additional volunteers who wanted to help in their community; the local response from both people and voluntary groups was remarkable.

The team soon established an online training and events programme which proved very popular; in particular the network sessions, whether for CEOs, trustees or other staff, demonstrated that peer support was vital in dealing with the extraordinary pressures. We ran online sessions on a range of topics during the year including funding and human resources which were very well received. We organised our first online Trustee recruitment events in October which were very successful in gaining more trustees for our local groups and are an example of how innovative the team were in adapting to changed circumstances, just like so many of the amazing voluntary organisations we have in our borough.

Throughout the year, effective partnership working was key to the support provided to the local community. From Richmond CVS' perspective we are particularly grateful to Richmond Council for its support to us and the wider voluntary sector, as well as support from Achieving for Children and South West London CCG. Richmond CVS co-hosted a series of online partnership events for the VCS which provided information to the sector on a range of relevant topics including Covid vaccinations and planning for returning to face to face work.

While the year had many challenges, we were very fortunate to not lose income due to the Pandemic, in fact, there were some savings which we will be investing in next year's work as we continue to support the sector. The Council have informed us that they will be undertaking a recommissioning process for a new VCS infrastructure contract and we are hopeful that this will be a collaborative process, following two previous competitive procurements in the last decade. A new longer term contract would give us more financial security and the opportunity to plan further ahead to help the local sector thrive.

The board and I are grateful to the staff team for all their extraordinary efforts during this year, they have worked extremely hard to support our fantastic local voluntary and community sector. I would also like to thank my fellow trustees for their time and contributions.

Nigel McEwen
Chair

RICHMOND CVS's ACTIVITIES AND ACHIEVEMENTS IN 2020-2021 - KEY HIGHLIGHTS**Strategic Leadership, Representation and Voice; facilitating positive partnership working**

The work we undertake within this remit includes regular communication with people involved in the local sector; strategic meetings with statutory partners; information and network events for local groups and one to one meetings. A lot of voluntary groups are involved in some aspect of health and care work which is a key function of the Council and Clinical Commissioning Group too therefore part of our work focuses on this area.

Our online communications work increased significantly as a result of the Pandemic and subsequent lockdown. Our regular bulletins to voluntary groups became more frequent with 18 mailings going out to groups between April and June. Our open rates are always above the Mailchimp industry average as our audience is engaged with us but we saw a further increase during this time to more than 30%. Similarly our audience on Social Media increased too with more than 5,000 profile visits. The number of people visiting our website increased to almost 19,000 and the majority were first time visitors, 36% were through a Google search and 31% through a direct search using the site name. 34% of page visits were to the volunteering related pages. Our communications work also expanded the way we use online resources with increased use of Eventbrite which assisted our Zoom network meetings and events.

All our network meetings were online in this financial year. We held three CEO Network meetings which were well received and enabled attendees to share information, hear relevant updates on the Pandemic and subsequently transitioning back to face to face delivery and gain welcome peer support at a stressful time. Feedback included: 'I very much value these sessions – it helps our community'.

We worked closely with the Council in terms of support and information for local groups, including regular, proactive attendance at the cross sector Covid 19 Community response group which facilitated effective partnership working to support people in the community. We also co-hosted several online Covid 19 information events with statutory partners for the voluntary sector to help groups remain updated and prepared for the various challenges. As a result of the specific Covid 19 events, we only held two Health and Wellbeing Network Meetings in the year which included updates on proposed changes to the health system; new Integrated Care Systems (ICS) will be in effect from April 2022. National guidance indicates the ICS will increase the role of the voluntary and community sector. We are linked into discussions about the developing South West London ICS.

During the pandemic, we continued to connect with our voluntary sector partners outside of Richmond to assist with the exchange of information and expertise. This included our neighbouring CVS's; London Plus and NAVCA and through these links we did join the Voluntary and Community Sector Emergencies Partnership (VCSEP), aimed at helping to join up voluntary sector activity, respond to local need and enhance the profile of local infrastructure with Government and national partners.

Supporting a robust and sustainable voluntary sector to provide locally needed, quality services

Our capacity building service provides information, advice and training to local organisations and groups, most of them have an income under £100,000. Support covers a wide range of topics especially funding, governance, finance to HR, start ups and legal structures. In this year we delivered 287 1:1 advice sessions to 128 groups and 24 training sessions were delivered to 325 attendees. We know that through this support, more than £1.3m was secured by groups delivering support in Richmond.

At the beginning of the April, our main focus was supporting the local voluntary sector to respond to the pandemic and the demands placed on their operations. One key area of work was the Job Retention Scheme, in which we provided advice and support to help staff and trustees of local charities to understand the scheme and how to use it. This support included a webinar and further work with an HR consultant and Russell-Cooke LLP.

Additionally, we worked with a digital fundraising consultant to create a two-part webinar to help local groups fundraise during lockdown. We delivered extra funding sessions which were booked via Eventbrite. These helped attendees to identify and apply for grants, explore online events, and improve their digital fundraising practice.

We continued to review funding bids and provide advice on sources, strategy, and other types of fundraising. Our work continued to show strong outcomes and impact in the levels of funding secured by local groups. When organisations were unsuccessful with their bids, we worked with them to identify other funding for their capital projects.

During one-to-one advice sessions, there were many enquiries surrounding health and safety, returning to work, and restarting activity safely. This work was supported heavily by the council's health and safety, facilities and environmental health teams. Governance was also a main focus of one-to-one advice sessions. We referred five groups to Russell-Cooke for free legal advice, which included fundraising bonds, data protection, advice on a data breach, and more complex governance queries.

Start up support, and safeguarding also became main topics of one-to-one advice sessions. Many new groups approached us regarding council funds. Additionally, many groups applying for funds had to submit a safeguarding policy, and either didn't have one or had an outdated one, so we ensured that groups understood safeguarding and their responsibilities and helped with developing appropriate safeguarding policies.

Comments/feedback following 1:1 support:

"We are most grateful to Richmond CVS for linking us up with Claudia - she has been a superb mentor and helped us clarify our partnership and then focus on finding the right project to get us going."

"Julie was really approachable, knowledgeable and extremely helpful. I came away feeling more confident and with tasks to complete to help us with fundraising. Very clear ideas on how to proceed - most useful session ever. Thank you..."

Feedback following training:

"The course caused me to change my understanding of what it is to be a charity, has improved my knowledge of the key legal aspects of trusteeship and the areas I need to understand and be watchful of in my role as a trustee." Introduction to Trusteeship Part 2

Strengthening volunteering and community action

Our volunteering service helps volunteers to find suitable opportunities and supports organisations to find the right volunteers and trustees. We deliver advice and training to support and promote best practice and raise the profile of volunteering and trusteeship.

As a result of Covid-19, there were many ad hoc volunteer roles and different ways of helping, such as donating food and old computers. Other roles involved shopping, telephone befriending and collecting prescriptions. We have also helped recruitment at a mass scale; one organisation recruited 140 new volunteers, many of whom became regular volunteers.

Other roles that we recruited for included qualified and experienced mini-bus drivers, trained counsellors, helpline volunteers, mentors, and volunteers offering language skills.

A survey was sent out to the 3,000 potential volunteers who registered on our volunteering database from mid-March to the end of May 2020 to help as part of the response to the pandemic. 81% managed to find a way to help during the pandemic, while 28% joined a local group set up to respond to Covid-19. A third had started volunteering with a new organisation, while just over a quarter of the respondents had never volunteered before.

As time progressed, our volunteering newsletters included some non-Covid volunteer roles which worked well for some organisations but even in late September, we still featured some very important Covid-19 roles for groups which were still generating a strong response. Similarly, some of the neighbourhood care groups, who were finding that demand for their services was very strong, sought more drivers and shoppers. From January 2021, we responded to requests from local GPs for volunteer marshals to help with the rollout of the vaccine programme and this was successfully managed via specific mailings.

Our first online Volunteer Coordinators' Forum facilitated valuable peer support and ideas and resources about involving volunteering especially around safe recruiting and safeguarding to be shared. Feedback following the Volunteer Coordinators' Forum 2020:

"It was useful to realise that volunteering continues to be challenged by Covid-19 and that the approach taken by my own organisation is one taken by seemingly most organisations represented on the Zoom meeting."

"Thank you for putting this event on. It is much needed as I felt people have felt isolated with their issues. It sparked some ideas for ways forwards."

While some volunteer support staff in local groups were furloughed during the Pandemic we still had 131 attendees at the range of online training that we organized during the year. We were also able to provide 1:1 support via the telephone to more than 220 individuals who wanted a discussion about potential volunteering roles.

We helped many groups find new trustees at this challenging time, including some new Chairs for boards. One organisation recruited four new trustees via our newsletter and database. Supporting this recruitment when trustee boards have been under such pressure to provide leadership through the crisis has been key and we have worked closely with trustee boards to provide a very joined-up service. This includes identifying recruitment needs, recruiting new trustees, providing training and ongoing support, and the learning and networking opportunities of the trustee network.

We ran two Trustee Recruitment Events in October, each of which had themes so that potential trustees could book one or both evenings depending on their interests. 26 charities took part across both evenings, with a total of around 160 potential trustees. Afterwards, attendees received reminders of the charities they heard from and links to make direct contact with them. We also created a special edition of our volunteer newsletter which went out to over 3,000 potential volunteers and featured the links to the videos of the events. The whole initiative eventually resulted in at least 40 new trustees for local organisations.

Comments/feedback from potential trustees:

“Very well organised and an interesting selection of organisations. Gave me an excellent insight to these organisations, the people who represent them and what Trustee positions might be available. Well done Richmond CVS!”

“Great idea mixing personal experiences of being a trustee and "pitches" by specific trustees. Very impressed by the use of technology - probably better than doing it live in a room.”

Comments/feedback from organisations:

“I think this translated to the online format really well, so while face to face is preferable, this is a good alternative if we must continue this way.”

Community Involvement

Strong Community Involvement leads to responsive health and social care that delivers the outcomes and accountability that local people want. We work in partnership with local people, Richmond Council, the Clinical Commissioning Group, Healthwatch Richmond and voluntary and community organisations as well as partners in South West London. We always use co-productive approaches that value partners equally.

This year was notable for the impact of the pandemic upon local involvement. Development of Integrated Care Systems (ICS) also accelerated sharply and it was necessary to focus on how involvement and co-production could factor into evolving structures and mechanisms. Involvement of service users, carers and the local community was affected by the pandemic in three linked ways:

- Pressures on all sectors, together with shifts towards remote working, initially reduced the number of involvement opportunities and forums where people could come together.
- The inability to continue traditional events and meetings created a need to use digital mechanisms.
- The development and use of digital engagement tools and methods accelerated.

We were exploring the use of digital tools for community involvement prior to the pandemic and were therefore able to maintain our own user and carer group online with additional 'dial in' capacity for those without online access. The health and social care coproduction group was also able to meet virtually and contribute to a range of council and NHS priorities. Through using a digital platform, we were able to gain additional participants who found online meetings more accessible than traditional meetings. Broadened digital use also made it possible to maintain our existing relationships with statutory sector stakeholders.

As statutory sector organisations adjusted, some other involvement opportunities resumed, as did a number of forums which voluntary organisations host. We were therefore able to support people to be involved with significant work relating to both mental health services and the council's social services access model. We are also able to feed information into local forums and support service users and carers involvement with the statutory sector.

Challenges remain, particularly for organisations and local people who had not previously used digital technologies or have limited resources. A survey we conducted provided a stark picture of the impact upon the relationships and engagement between voluntary organisations and their members and clients. On a more positive note, we saw many voluntary organisations putting substantial effort into finding ways to maintain relationships and avoid risks of digitally excluding members and clients.

South West London (SWL) Clinical Commissioning Group (CCG) now incorporates the areas of the former NHS Richmond, Wandsworth, Kingston, Sutton, Merton and Croydon CCGs. This parallels an increase in the size of all London CCGs, which is intended to assist in development of ICS in London.

This year we took on an additional role of participating in the SWL CCG board on behalf of SWL VCS infrastructure organisations with a focus on public and patient involvement. There are many uncertainties about the legislative requirements that ICS will need to fulfil; however, our additional role has enabled us to work to ensure that SW London's involvement environment reflects learning which we have gained in Richmond. We therefore expect that the work we have done this year will help to create a stronger SWL involvement environment. One indication of this strength of engagement and involvement is the good vaccination rates which have been achieved in SWL and Richmond.

Supporting organisations working with Children and Young People

This area of work facilitates the relationship between statutory partners and voluntary groups and builds the capacity of the sector to meet the needs of local families, through funding and advice work and brokering relations between the sectors. Many of the key activities and achievements during the year related to supporting groups and communities through the pressures created by the Pandemic.

A significant range of work was undertaken to support groups helping communities and families during lockdown. For example, eighteen organisations were provided with intensive support to create and update safeguarding policy and procedures, including advice on requirements relating to delivering services online. We worked with the Kingston and Richmond Safeguarding Partnership to ensure appropriate advice was available for volunteers in informal groups such as mutual aid groups. Two safeguarding trainings were delivered: "Safeguarding - What Trustees Need to Know" and "Safer Recruitment and Management of Volunteers", including a presentation from the Local Area Designated Officer to explain the "Duty to Refer."

A range of RCVS resources were created to help groups: Trustee Resource, Serious Incident Reporting, Lone Working, Creation of a Whistleblowing Policy, and Online Safeguarding. For individuals, "Local, Regional and National Sources of Support" and "Food and Essentials" were created and updated, including crisis grants for children and families. This has been used extensively across the council by local councillors and the borough's two MPs. Additional information was distributed in a monthly bulletin for organisations supporting children, young people and families to more than 300 recipients, these have an average open rate of 38% which is significantly higher than the Mailchimp industry average, demonstrating a high level of engagement.

We worked with LBRUT Finance to identify voluntary and community groups eligible for the government-funded Retail and Hospitality (and later in the summer, the Discretionary Business Fund) and then facilitated them to apply for the grant. More than forty groups received a total of £500,000, including community centres, museums, arts and heritage venues, and scout and guide huts. Most were not previously aware that they were eligible.

We worked with Achieving for Children to identify local charities who could manage the Covid Winter Grant for distribution to families. Five charities hosted and managed the grant fund, distributing over £100,000 to families in need.

We also worked with Achieving for Children to facilitate the involvement of the voluntary sector in the government-funded Holiday and Food Programme for Children on Free School Meals, known locally as the FUEL Programme. Currently, six Richmond-based charities are part of a multi-agency team providing 18,000 places in summer 2021.

Our Children and Young People's Voluntary Strategic Lead Manager represented Richmond CVS on the One Richmond panel, the place-based giving funder founded by Richmond Parish Lands Charity and Hampton Fund to generate funding to support Richmond residents. This was funding awarded by the National Lottery to distribute locally with a focus on support for children and young people's mental health and wellbeing. £100,000 was awarded to fifteen local organisations.

FINANCIAL REVIEW

Income generation, reserves and working capital policy

Income Generation

Richmond CVS total income decreased slightly from £318,382 to £312,365 during the year.

Expenditure increased from £286,141 to £299,027.

Restricted Funds

Richmond CVS receives grants and contracts for activities which are considered to be restricted funds; as such funds can only be used for the purpose for which the funds were given.

Working Capital Policy

In order to support future growth, the Trustees maintain a reserve or working capital policy.

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS therefore operates an undesignated fund.

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs, including any winding up costs, is required.

FUTURE DEVELOPMENTS

Richmond CVS has been fortunate that the pandemic did not have a detrimental effect on our finances but we have been careful with our funds due to uncertainty over our future funding for our main contracts. We are therefore very pleased that Richmond Council have stated that they intend to recommission our services with a new contract that will hopefully be agreed in the later part of 2021 ready for commencement in January 2022. This will be a tremendous opportunity to provide a significant level of certainty to our organisation for several years and most importantly invest and increase the support that we can provide to local groups as this challenging time.

We will be commissioning an online survey with local groups to understand the effects of the pandemic and identify future challenges for the sector which will help us to shape our services and our contribution to the borough of Richmond.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Richmond CVS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

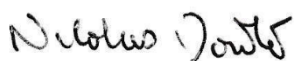
In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

INDEPENDENT EXAMINATION

Mr Andrew Wells will be proposed at the forthcoming Annual General Meeting as Independent Examiner for 2021/22.

Approved by order of the Board of Trustees on 17th December 2021 and signed on its behalf by:



Nicholas Dowler (Treasurer)

Independent Examiners Report on the Accounts**Report to the
trustees/directors/
members of**

Richmond Upon Thames Council for Voluntary Service

**On accounts for the year
ended**31st March 2021**Charity no.:**

1075259

Company no.:

3730089

Set out on pages

16-25

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2021.

As the charity's trustees of the Company (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).

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

Signed:



Date: 17/12/2021

Name: Andrew Wells

Relevant professional
qualification(s) or body (if
any):

The Association of Accounting Technicians

Address:

99 Western Road, Lewes, East Sussex BN7 1RS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2021	2021	2021	2020
	Note	£	£	£	£
Income:					
Charitable Activities	2	663	311,647	312,310	317,827
Investments	3	54	-	54	555
Total Income		717	311,647	312,365	318,382
Expenditure:					
Charitable Activities	4	363	298,663	299,027	286,141
Total Expenditure		363	298,663	299,027	286,141
Net Income / (expenditure)		354	12,984	13,338	32,241
Transfer between funds		-	-	-	-
Net movement in funds		354	12,984	13,338	32,241
Total Funds brought forward		165,026	73,190	238,216	205,975
Total Funds carried forward		165,380	86,174	251,554	238,216

**BALANCE SHEET
AT 31 MARCH 2021**

	Note	2021		2020	
		£	£	£	£
CURRENT ASSETS:					
Debtors and receivable	9	58,966		65,864	
Prepayments		2,635		3,630	
Cash at bank and in hand		208,412		180,677	
		<u>270,012</u>		<u>250,171</u>	
CREDITORS:					
Amounts falling due within one year	10	<u>18,458</u>		<u>11,955</u>	
NET CURRENT ASSETS:			251,554		238,216
NET ASSETS			<u>251,554</u>		<u>238,216</u>
FUNDS:					
Restricted Funds			86,174		73,190
Unrestricted Funds			<u>165,380</u>		<u>165,026</u>
	11		<u>251,554</u>		<u>238,216</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021. No members have required the company to obtain an audit of its accounts for the year in question, under 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 for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject the small company's regime.

ON BEHALF OF THE BOARD:

Approved by the Board



Nigel McEwen

On

17th December 2021

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021****Statement of Cash Flows
April 2020 - March 2021**

	Total
OPERATING ACTIVITIES	
Net Income	13,338
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accrued Income	-
Debtors	313
Prepayment	995
Receivable	6,585
Creditors	3,926
Corporate Card	(175)
Accruals and Deferred Income	2,752
PAYE & NI Control	-
Pension Control Account	-
Salaries Control Account	-
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	14,397
Net cash provided by operating activities	27,735
Net cash increase for period	27,735
Cash at beginning of period	180,677
Cash at end of period	208,412

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES**Basis of preparation of the financial statements**

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 Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

Changes to accounting policies

No changes to accounting estimates have occurred in the reporting period.

Material prior year errors

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

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Expenditure

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.

Cost of generating funds

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Director in generating new grants for charitable work.

Charitable Expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****Governance and support costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Publicity is provided only in relation to the services provided to member organisations.

Grants Policy

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Fund Accounting

The Charity maintains the following funds:

Unrestricted funds

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. These are made up of unrestricted funds and other Income which can be allocated by the Trustees for future identifiable expenditure; the Charity's free reserves are working capital.

Restricted Funds

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

Pension Costs

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accruals basis.

Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****2 INCOME FROM CHARITABLE ACTIVITIES**

	2021	2020
	£	£
Grants and Contracts	307,897	311,958
Restricted Receipts	3,750	2,190
Other Income	663	3,679
	<u>312,310</u>	<u>317,827</u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Community Involvement	41,188	41,188
Children & Young People	42,000	42,000
SWL Personalised Care Small Grant	(4,407)	8,967
NHS -20/21 PPV	11,492	-
Adult Community Learning Fund	-	2,179
LBRuT Representation	80,100	80,100
LBRuT Capacity Building, Sustainability & Skills	70,528	70,528
LBRuT Volunteering	66,996	66,996
	<u>307,897</u>	<u>311,958</u>

3 INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>54</u>	<u>555</u>

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	2021	2020
	£	£
Project costs	29,510	37,791
Staff costs (note 8)	233,869	212,882
Governance costs (note 5)	2,254	3,153
Office costs	33,394	32,315
	<u>299,027</u>	<u>286,141</u>

Unrestricted expenditure	363
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****5 GOVERNANCE COSTS**

	2021	2020
	£	£
Legal and professional fees	-	13
Independent Examiner's/auditors' remuneration	1,500	1,500
Support costs	754	1,640
	<u>2,254</u>	<u>3,153</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2021	2020
	£	£
Independent Examiner's/Auditors' remuneration	1,500	1,500

7. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration for professional services not connected with their role as Trustee (2020: £nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 or for the year ended 31 March 2020.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****8 STAFF COSTS**

	2021	2020
	£	£
Wages and salaries	202,984	184,263
Social security costs	15,109	13,957
Other pension costs	15,776	14,662
	<u>233,869</u>	<u>212,882</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Management and Administration	2	2
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	1	1
Children & Young People	1	1
Volunteering Service	1	1
	<u>7</u>	<u>7</u>

The number of employees whose emoluments fell within the following bands was:

	2021	2020
£60,001 - £70,000	-	-

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	-	313
Other debtors – Accrued Income	58,966	65,551
	<u>58,966</u>	<u>65,864</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Taxation and social security		
Other creditors	11,401	7,650
Accruals	7,057	4,305
	<u>18,458</u>	<u>11,955</u>

11 MOVEMENT IN FUNDS

	At 31.3.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	165,026	354	-	165,380
Restricted funds				
Restricted	73,190	12,984	-	86,174
TOTAL FUNDS	<u>238,216</u>	<u>13,338</u>	<u>-</u>	<u>251,554</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	717	(363)	354
Restricted funds			
Community Involvement	41,188	(39,781)	1,407
Children & Young People	42,000	(40,894)	1,106
SWL Personalised Care Small Grant	(4,407)	(2,265)	(6,672)
NHS -20/21 PPV	11,492	(10,526)	966
Adult Community Learning Fund	-	(251)	(251)
LBRuT Representation	83,100	(75,712)	7,388
LBRuT Capacity Building, Sustainability & Skills	70,528	(68,188)	2,340
LBRuT Volunteering	67,746	(61,047)	6,699
	<u>311,647</u>	<u>(298,663)</u>	<u>12,984</u>
TOTAL FUNDS	<u>312,365</u>	<u>(299,027)</u>	<u>13,338</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

FOR THE YEAR ENDED 31 MARCH 2021

Two additional small receipts contributed to the activity under LBRuT Representation and LBRuT Volunteering for specific purposes, involvement in the Voluntary & Community Sector Emergencies Partnership and funding from London Plus for a laptop respectively.

12. CORPORATION TAX

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee 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.