



**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 31<sup>st</sup> 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.

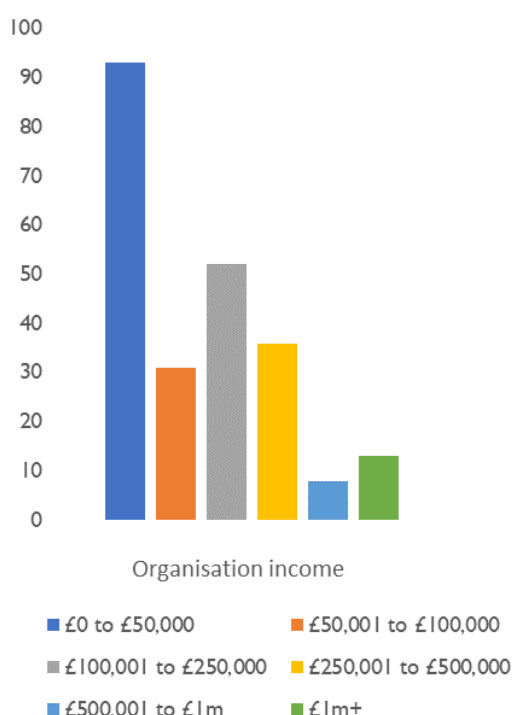
## **Supporting a robust and sustainable voluntary sector to provide locally needed, quality services**

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.

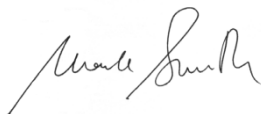
In so far as the Trustees are aware:

- 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**

31<sup>st</sup> 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	£	£	£	£
<b>Income:</b>					
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
<b>Expenditure:</b>					
Charitable Activities	4	-	332,754	332,754	337,602
Total Expenditure		-	332,754	332,754	337,602
<b>Net Income / (expenditure)</b>		6,109	(1,029)	5,080	(12,346)
Transfer between funds					
<b>Net movement in funds</b>		6,109	(1,029)	5,080	(12,346)
Total Funds brought forward		178,442	46,354	224,796	237,142
<b>Total Funds carried forward</b>		<b>184,551</b>	<b>45,325</b>	<b>229,876</b>	<b>224,796</b>

## BALANCE SHEET AT 31 MARCH 2025

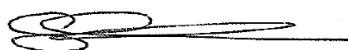
	Note	2025		2024	
		£	£	£	£
<b>CURRENT ASSETS:</b>					
Debtors and receivable	9	64,440		54,455	
Prepayments		3,207		3,139	
Cash at bank and in hand		215,124		186,393	
		<u>282,771</u>		<u>243,987</u>	
<b>CREDITORS:</b>					
Amounts falling due within one year	10	<u>52,895</u>		<u>19,191</u>	
<b>NET CURRENT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

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

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

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### **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**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
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:**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
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**

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

**4 EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
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
	£	£	£	£	£
<b>Unrestricted funds</b>					
General fund	178,442	6,109	-	-	184,551
<b>Restricted funds</b>					
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
<b>TOTAL FUNDS</b>	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.