

**VOLUNTEER CENTRE GREENWICH**

Company No. 03832423 (England & Wales)  
Charity no. 1081369

**REPORT OF THE BOARD OF TRUSTEES AND ACCOUNTS  
YEAR ENDED 30 SEPTEMBER 2020**

Myrus Smith  
Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

# **VOLUNTEER CENTRE GREENWICH**

## **Contents**

	<b>Page No.</b>
<b>Report of the Board of Trustees</b>	<b>2 - 15</b>
<b>Report of the Independent Auditors</b>	<b>16 - 18</b>
<b>Statement of Financial Activities</b>	<b>19</b>
<b>Balance Sheet</b>	<b>20</b>
<b>Statement of Cashflows</b>	<b>21</b>
<b>Notes to the Financial Statements</b>	<b>22 - 31</b>

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020**

The Board of Trustees presents its report and audited financial statements for the year ended 30 September 2020.

#### **Reference and Administrative Information**

Charity Name: Volunteer Centre Greenwich

Charity Registration Number: 1081369

Company Registration Number: 3832423

Registered Office and  
Operational Address: Equitable House  
1st Floor  
7 General Gordon Square  
London SE18 6FH

<u>Board of Trustees</u>	Theresa Pini	Chair
	Jonathan Fricker	Vice Chair
	Deborah Wallis	Treasurer
	Cheryl Chow	
	Gulten Fedayi	(till October 2019)
	Kate Askew	
	Martin Riley	
	Melanie Taylor	(from January 2020)

Company Secretary Michelle Martin

<u>Senior Management Team</u>	Michelle Martin	Chief Executive
	Nadine Fulker	Volunteer & Operations Manager

Auditors Myrus Smith Chartered Accountants, Norman House  
8 Burnell Road, Sutton, Surrey SM1 4BW

Bankers Unity Trust Bank PLC, Nine Brindleyplace,  
Birmingham B1 2HB

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Structure, Governance and Management**

##### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 26 August 1999 and registered as a charity on 30 June 2000.

The company amended its Articles of Association, before formally changing the company name to Volunteer Centre Greenwich, extending its area of benefit to the rest of England. This enables the organisation to use online resources to notify members of the AGM and to accept proxy votes. The objects of the charitable company remain the same.

##### **Recruitment and Appointment of Board of Trustees**

The Directors of the Company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Articles of Association the members of the Board of Trustees are elected to serve for a term of three years and a maximum of nine years after which they may stand for re-election after standing down for one year.

The Board of Trustees seeks to ensure the needs of volunteers are appropriately reflected through the diversity of the Trustee body. To enhance the pool of Trustees, the charity proactively advertises and promotes access to the Board of Trustees by local volunteers.

##### **Trustee Induction and Training**

Potential new Trustee members are initially invited to observe a Trustee meeting following a meeting with the Chair. The potential trustee can then proceed to the application and interview process. If successful, new Trustees attend an induction session with the Chief Executive, this covers:

- The obligations of Board of Trustees members
- The main documents which set out the operational framework for the charity including the Articles of Association
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

An induction and information pack is given to new Trustees drawing on information from various Charity Commission publications and the Commission's Guide "The Essential Trustee". The pack also includes all the relevant papers and documents needed as well as minutes of the previous two Trustee meetings.

The charity also seeks to ensure a high level of skills and experience from the voluntary, community and business sectors as well as representation from local volunteer involving agencies.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Trustee Induction and Training** /contd...

In an effort to maintain this broad skill mix an annual skills audit of the Board is conducted. In the event of particular skills being lost due to changes on the Board individuals may be approached to apply for election.

#### **Risk Management**

The Board of Trustees has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. External risks to the future funding for the core functions led to the diversification of funding, development of the consultancy and training provision and reduction in expenditure including moving and downsizing the charity's premises. VCG's plan is to continue to build its income generation and resilience through the delivery of the strategic plan for 2019-24. Internal risks are minimised by the continuous improvement of procedures to ensure consistent quality of delivery for all operational aspects of the charitable company. Risk is closely monitored by the Board of Trustees using a robust risk assessment tool which is reviewed on a regular basis.

#### **Organisational Structure**

Volunteer Centre Greenwich has a Board of Trustees of up to 15 members who meet at least five times during the year and are responsible for the strategic direction and policy of the charity. At present the Board of Trustees has seven members from a variety of backgrounds relevant to the work of the charity. The Company Secretary also attends Board meetings but has no voting rights.

Day to day responsibility for the provision of services is delegated to the Chief Executive with assistance from the Senior Management Team. The Chief Executive is responsible for ensuring that the charity delivers the services specified, that key performance indicators are met, supervision meetings with each staff member are held and ensuring the team continue to develop their skills and working practices in line with good practice.

#### **Related Parties**

In so far as it is complementary to the charity's objects the charity is guided by both local and national policy. At a national level volunteering is guided by NCVO, at regional level through London Plus and at local level through the Volunteer Centre.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Objectives and Activities**

##### **Our vision**

Lives and communities positively changed through volunteering.

##### **Our mission**

Enriching the lives of individuals and communities by enhancing the value of volunteering, through supporting and creating opportunities for all.

Volunteer Centre Greenwich aims to do this by:

- Promoting volunteering to disadvantaged groups and individuals
- Providing information and support to all people seeking volunteering opportunities
- Providing information and support to organisations seeking volunteers
- Providing support and training to volunteers and those who work with volunteers
- Promoting good practice around volunteering

Volunteer Centre Greenwich achieves the above by:

- Providing a signposting service for people in the Royal Borough of Greenwich who wish to volunteer through a unique network of "outreach posts" which provide accessible information and appointments locally.
- Servicing the network of registered groups and organisations. Any not-for-profit organisation can register their volunteering opportunities with Volunteer Centre Greenwich and have access to information, support and training in best practice when involving volunteers.
- Promoting volunteering by attending local community festivals, leading on Greenwich Volunteers' Week in June each year and providing talks and presentations to groups.
- Promotion of volunteering through marketing and publicity.
- Developing innovative and new ways to reach all sections of the community through a range of development projects.
- Encouraging best practice and quality standards through providing a range of training workshops and published materials.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Achievements and Performance**

##### **Financial Review**

The Charity's income was £244,332 in the year ended 30 September 2020 compared to £229,301 in the year ended 30 September 2019. Total expenditure was £233,283 in the period to 30 September 2020 compared to £219,944 in the year ended 30 September 2019. Unrestricted funds carried forward at 30 September 2020 were £14,334, an increase from £3,303 on the previous year, whilst restricted funds for ongoing projects at 30 September 2020 were £153.

After a very challenging couple of years the organisation had secured a range of long-term funding and plans to dedicate staffing hours to business development to secure the unrestricted income required for the year. In addition, VCG's social entrepreneurial activities were developing with the introduction of film walking tours. The tours had been researched, developed, tried and tested and had successfully launched in October 2019. However, the Covid-19 pandemic impacted on both the tours and the ability for VCG to generate unrestricted income as all training and consultancy activities came to an abrupt halt.

Funders were very supportive during this period, with the volunteering and the expertise of the organisation never in more need. It has been a very challenging time for all organisations and all sectors. However, the impact of partnerships and working together for a common aim has shown the strength and flexibility of the sector and the power of volunteering.

##### **Central Volunteer Centre Activities**

This has been an unprecedented year and Volunteer Centre Greenwich has seen some significant changes to delivery due to Covid 19. From 1<sup>st</sup> October 2019 to 30<sup>st</sup> September 2020, VCG continued to deliver its signposting services for individuals wishing to take up volunteering within the borough. In-house and outreach appointment sites delivered a MEOC (Making Every Opportunity Count) model, where people seeking volunteering can not only access volunteering opportunities but can be signposted to other services within the borough. This can help them achieve full support through training providers, advice and guidance or health improvement services.

Residents were also able to access volunteering opportunities on-line through VCG's CRM (Customer Relationship Management) system, which is an approved on-line registration system, connecting verified organisations with people seeking to volunteer.

Through Bridging Divides Funding (City Bridge Trust), VCG continued to provide support to existing and new registered member organisations. This included support with best practice in the implementation of volunteering programmes, providing Volunteer Manager Forums, best practice training and targeted recruitment of volunteers.

In March 2020 due to government guidelines, VCG's service moved to remote working. Many charities and existing member organisations (under government regulations) were no longer able to offer volunteering roles. VGC's service diverted to provide focused support to organisations who were transitioning their services to operate on-line and the local authority direct response providing pandemic volunteering roles within the borough.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Central Volunteer Centre Activities /cont'd...**

Volunteering continued to be publicised through social media, VCG website and targeted promotional methods.

During this reporting period, pre Covid-19 restrictions and post Covid-19 restrictions, VCG has achieved the following brokerage work:

- 1598 local people were signposted on to groups with volunteering opportunities and rapid response opportunities.

We have also:

- Provided advice and information for volunteer using groups in the borough and delivered volunteer manager forums.
- Delivered a range of support for organisations needing targeted promotions
- Delivered recruitment campaigns to support rapid response roles throughout the borough.
- Provided support in best practice in the development of risk assessments and role description for Covid-19 rapid response roles.
- Despite Covid-19 restrictions on our usual Volunteers Week activities, VCG were able to recognise the valuable contribution of member organisations' volunteers through our Recognition 100 scheme. The Mayor of Greenwich endorsed the certificates and provided a thank you video to all the volunteers in the borough.
- In direct response to lockdown the setup of the Pass the Time project was a collaboration between Homestart, VCG, Mutual Aid, London Leisure Limited and London Fire Brigade – this project delivered donated items such as puzzles, games, books and jigsaws to isolated and shielding residents across the Royal Borough of Greenwich.
- A tier 2 Befriending project was set up to support vulnerable isolated people across the Royal Borough of Greenwich.

#### **Consultancy and Training October 2019- September 2020**

VCG is an NCFE accredited training centre offering a range of accredited and non-accredited training that provides academic/professional progression, tailored to suit all needs. NCFE external moderation confirms that VCG has a robust and thorough assessment process and the last report received stated:

'The Assessors provide formative feedback in the form of ticks and annotated comments on the learners' work; it is encouraging and supportive. Summative feedback has confirmed achievement with concluding comments. A range of assessment methods have been used; these include observation, question and answer and peer feedback. The centre has safe and secure facilities to store learner portfolios.'



## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Consultancy and Training October 2019- September 2020 /cont'd...**

This reporting period has seen the training arm of Volunteer Centre Greenwich maintain its bank of trainers although training delivery has been limited. We have had to move over to online training delivery using both a learning platform and zoom where it has been possible.

There were 4 accredited courses delivered during this period which comprise of Level 2 Mentoring, Level 1 Customer Service and Level 1 Employability on behalf of the Supported Volunteering Project. We had 21 attendees in total on all of these courses and so far 12 have achieved their full qualifications with the 9 remaining attendees working hard to achieve theirs. 6 of these are from the Employability Level 1 course and we are awaiting an external moderation visit to ensure completion.

Unfortunately, due to the Covid 19 pandemic situation several training courses and workshops had to be postponed or cancelled at the start of the lockdown period. This did however find us with an opportunity for staff to attend training and upskill in the areas of online training delivery, programmes and software. This opportunity was embraced by all training staff and we were able to enhance our knowledge and skill base immensely. This means that we are now in a position to offer wider access to our training opportunities and we are looking to maintain these variety of access methods moving into 2021.

12 workshops have been delivered in this period. These include the Volunteer Management Workshops for our member organisations, Event Volunteering Training for The Big Volunteer, a bespoke training package for Oxleas NHS Trust volunteers and staff, Professional Boundaries for Public Health volunteers, specialised volunteer training for the Connecting Communities Alliance and Safeguarding and Equality and Diversity for Shrewsbury House staff. In total there have been 92 attendees on all of the above workshops. Some of the comments received from attendees were:

*'A brilliant introduction to managing volunteers, I have come away with lots to think about and I found the handouts, especially the volunteer agreement template, incredibly helpful.'*

*'Really good and engaging. Great to hear from other Volunteer Managers about what they do. I took away some really good ideas'*

There have been 2 external moderation visits for Level 1 Employability and Level 3 Information, Advice and Guidance during this period which have both been successful.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Social Enterprise- Film Walking Tours**

The Greenwich Film Walking Tours were launched in October taking place on a Saturday until Covid restrictions came into force in March. The tours operated in partnership with the Old Royal Naval College and were supported by the Visit Greenwich staff at the Tourist Information Centre for ticketing and marketing and Made in Greenwich to provide a free cup of tea to tour participants. The tours include the extensive grounds of the Naval College, the streets of East Greenwich, Greenwich Park, Queens House and culminate with entry to the magnificent Painted Hall. The tours have been extremely popular and a great addition to the offer in Greenwich.

The Film Tours featured as part of the Greenwich "Its Time" campaign to encourage locals to visit attractions with discounted tickets for front line workers post lockdown. The tour also welcomed a group of international film students from the University of New York who enjoyed seeing behind the scenes of some of the most iconic films of recent years.

Tours have developed and expanded as filming continues to be ever more popular in Greenwich. Netflix in particular has used both ORNC and Queens House extensively in their big budget films and series with Rangers House featuring as the Bridgerton residence which will be stretching our guides legs in future tours!

The original volunteer guides for film tours have remained with the enterprise through all the ups and downs of Covid and in September we welcomed a new guide. VCG is very confident that the tours have provided a great local activity which will build in strength and diversity as we move forward.

#### **Project Work**

##### **Supported Volunteering Project**

The Volunteer Centre has continued to run the three Supported Volunteering projects this year, working with 37 clients and making some necessary adjustments due to Covid-19.

The Young People's Project funded by Job Centre Plus ran until April when funding ended. In partnership with Unity Works and GLLab (Greenwich Local Labour and Business), it worked with people aged between 18-25 with a learning disability and/or autism living in Greenwich. The project recruited a team of mentors who received a level 2 qualification in mentoring. The mentors supported the young people in identifying volunteering opportunities and training to support them in moving towards paid employment. Young people on the project have been further supported by accessing either Employability or Customer Service Level 1 training. The partnership will be looking to secure further funding to continue the valuable work of this project.

The Henry Smith project entered its third year and continued to build on the successes of the first two years. This project adopts the same model as the young people's project but works with clients over the age of 25. This project has a slightly wider focus in that it works on overcoming some of the barriers that people face in terms of their concerns about losing benefits, particularly housing if they begin employment. Participants on this project tend to need a longer period of support from their mentors to build confidence and support.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Supported Volunteering Project /cont'd...**

When the first lockdown began the project quickly worked to adapt the service and the support it provided. Volunteering for all of the participants on the project ceased and sadly for some clients they lost their employment. Mentors and project staff moved to a model of remote support, initially over the telephone but also on zoom for those that were able to access it. Unity Works who partner VCG on this project sourced tablets and provided technology advice to enable clients to access digital support. Project staff took on a greater role in supporting clients with employment applications and mentors became key in sharing messages around sources of support and covid guidelines with the clients they were supporting. Unity began a weekly schedule of zoom activities to provide life skills and together with VCG regular zoom socials were held to keep people connected. In the summer months when restrictions were lifted there were some socially distanced mentor/mentee meetings held in the open air. Covid has had a massive impact on the lives of people with a learning disability not only in terms of their employment status but also in their confidence and mental well-being. VCG has recognised this and will be running a series of confidence building workshops and a focus on providing a package of holistic support for clients going forward.

The final supported volunteering project is the Royal Borough of Greenwich Adult Social Care funded project working to support people using day opportunities with more complex needs to access volunteering opportunities. This project run in partnership with Unity Works and Advocacy in Greenwich commenced in April 2019. It became apparent that there was a barrier in clients using day services wanting to explore other opportunities. A team of mentors were recruited and trained however there was a low uptake from day service clients. The clients who did access the project thrived and were happily volunteering in charity shops, a market stall and a community garden before the Covid-19 pandemic. Covid-19 meant that the clients were shielding and could no longer participate in activities and volunteering. Project staff have remained in contact with clients throughout the lockdowns and have passed information and support to clients and their families. A light touch customer service course was provided remotely to those who could access it and was well received by clients.

Greenwich is in the process of redesigning how it will support those with complex needs in the future. The building-based day services will be disbanded and there will be a much greater emphasis on community provision of support services. It is anticipated that this will result in many more participants being able to access supported volunteering opportunities going forward.

#### **Well-being and Emotional Support Project**

The Well-being and Emotional Support Project was formed due to the sheer volume of calls VCG received as the country went into lockdown with requests for help from both individuals and their families. Initially this was around practical support, the delivery of food and medicines, which VCG was able to refer to other sources of support that had been put in place by the council and other community organisations. However, it became apparent that those isolated were also in need of emotional support. VCG was able to utilise the volunteer mentors from the supported volunteering projects recognising that they had been trained and possessed the key skills required; empathy, listening and the ability to signpost to further support.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Well-being and Emotional Support Project /cont'd...**

The project started in April 2020 and has continued to develop and reflect the changing needs of clients. From April 2020 to September 2020 the project received 71 referrals and has been able to train 33 Volunteers to be Befrienders during this period. The Project was initially funded through The London Community Foundation and then for 3 months by The Department of Health, before a further 6 months short term funding was secured through The National Lottery Community Fund. New volunteers were recruited and a training programme was developed to provide them with the skills required. Initially the project was predominantly for older isolated individuals providing immediate practical and emotional support, however as the pandemic has continued this has evolved and is now supporting younger clients supporting their mental wellbeing.

The project was recognised as a second tier source of support elevating it from a befriending service to one that is able to provide mental well-being and emotional support. This is reflected in the organisations who refer to the project including the Greenwich Community Hub, Mind and Oxleas. One of the key strengths of the project has been the ability to directly refer clients in crisis to further sources of support, including mental health crisis lines, debt and housing support, adult social care, domestic abuse and refuge services as well as more specialist organisations.

As lockdown restrictions lifted over the summer months the project sourced socially distanced activities for people that wanted to get back into the community and partnered with the local mutual aid charity to source masks for clients who wanted to start to use public transport. With the reintroduction of restrictions in September the project has again seen an increase in referrals, it is anticipated that it will be needed more than ever over the winter months.

#### **Connecting Communities Alliance**

In 2019 VCG became a part of the Connecting Community Alliance which is a partnership of voluntary sector organisations in Greenwich funded by The Royal Borough of Greenwich and includes, Metro, GAD, Mencap, Age UK and Mind. The aim of the partnership is to help people who are using specialist services to manage the transition to using mainstream services. VCG's role in this partnership was to recruit, train and support a team of volunteer chaperones who would accompany clients to and from services providing emotional support and act as a point of contact for different services. Due to Covid-19 restrictions, there were no face to face appointments and chaperones were transitioned to volunteer on the Well-being and Emotional support project. VCG has continued to work with partners in the alliance as a source of referrals and support.

#### **Bridging Divides**

VCG secured funding in 2019 from City Bridge Trust under the Bridging Divides programme to continue to support VCG's membership services, attend regional strategic forums and meetings and develop the income generation model to increase VCG's sustainability.

During 2019 and 2020 this funding has enabled VCG to continue to provide its membership services to not-for-profit and statutory organisations across the Royal Borough of Greenwich. Funding has enabled VCG to continue to support organisations by providing a support structure for best practice implementation in managing volunteers and volunteer recruitment.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Bridging Divides /cont'd...**

During the first 6 month of this reporting period, we have seen our membership base increase by 15% with support provided to advice providing organisations and Black, Asian Minority Ethnic and Refugee (BAMER) groups in developing their volunteering programmes.

From the onset of Covid-19 restrictions and under government guidelines, Bridging Divides funding has ensured VCG has been able to provide much-needed support services to capacity build member organisations and statutory bodies to deal with the demand placed on their services. This has often led to a transition for both delivery and the way they involve volunteers. Roles have been adapted to facilitate on-line services and support provided with assessing risk. Navigation through this challenging period has been pivotal.

VCG has be able to influence and ensure that volunteering during this period has been delivered with best practice as an underpinning structure through collaborative strategic forums.

Special thanks to City Bridge for the additional one-off grant during this period which ensured VCG could transition its services and continue to provide this valuable support throughout the pandemic.

#### **Pass the Time Project**

In direct response to lockdown the setup of the Pass the Time project was a collaboration between, VCG, Mutual Aid, London Leisure Limited, Homestart, Royal Borough of Greenwich and the London Fire Brigade. This initiative collected donations of jigsaws, books, games, toys and children's items, passed them through an infection control process and then were distributed throughout the borough to isolated residents or families by the London Fire Brigade. This community initiative proved to be very successful and ran for a period of four months. The initiative ran entirely on the goodwill of all the organisations involved and the 3 fantastic volunteers recruited. They assisted with infection control and categorisation of donated items in preparation for delivery to the isolated and shielding residents of the borough.

#### **How our activities achieve Public Benefit**

In setting our objectives and planning our activities, the Board of Trustees has given careful consideration to the Charity Commission's general guidance on public benefit. Our purpose, main activities and who we try to help have been described above. All our charitable activities focus on promoting volunteering as a means of tackling social isolation and increasing health and well-being and are undertaken to further our charitable purposes for the public benefit.

We do this by offering a service to all the people of Greenwich who wish to access volunteering opportunities and the service is promoted through a wide and varied range of networks. VCG provides a service to two client groups; individuals who wish to volunteer and volunteer involving organisations.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **How our activities achieve Public Benefit /cont'd..**

In line with our aims and objectives, VCG supports registered voluntary and community groups to publicise their volunteering opportunities and advises on good practice when involving volunteers. This ensures a high quality, diverse range of volunteering opportunities are available for the local residents of Greenwich.

We also offer training and consultancy input to organisations wishing to develop volunteering and have been actively involved in supporting the volunteering programmes in the borough during the Covid-19 pandemic.

Our statistics show that our services have:

- Increased awareness locally and further afield about the value of volunteering for individuals and about good practice in volunteering;
- Developed a better understanding amongst decision makers and influencers about the contribution that volunteering can make as part of civil society;
- Provided increased access into volunteering for people from different sections of the local community;
- Increased individual skills and confidence and prospects for employment.

#### **Plans for Future Periods**

The Covid-19 pandemic has had an impact on delivery of our services as an organisation but also on our timeline for the implementation of our strategic plan. In some areas the pandemic has enabled some areas of the plan to move forward quicker. Accessing funding and utilising technology and the use of digital tools to provide services particularly our training services has supported the development of our on-line training platform. This has increased our reach and service offer. VCG is very mindful of the gap and support we provide for people from disadvantaged backgrounds and so we will continue to ensure a variety of methods are available to access our services.

This next year will see the organisation review its current strategic plan to ensure that it meets the requirements following the impact of the pandemic on our residents and member organisations and to look at new models of working and service delivery.

The organisation is also proud to assist public health and the roll out of the vaccination programme, recruiting, supporting and managing nearly 300 volunteers.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Plans for Future Periods /cont'd...**

Volunteering has played a major role supporting residents during this pandemic with food and prescriptions but also through many of the services our members provide, including those that have helped residents who are socially isolated and very much alone at this time. VCG will continue to promote this message and the impact it will continue to play especially on mental health and well-being and employability as we move forward with the road map.

We will therefore continue to build on our successful partnership with Unity Works supporting people with learning disabilities and autism as their employability has been particularly affected during this time.

VCG continues to ensure that quality is the focus of its delivery and has recently been successful in reaccrediting for the Matrix quality standard for a further three years.

The organisation remains committed to fundraising to maintain and develop existing core and project work to meet the aims and objectives for future development in line with the charity's strategic plan.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Trustees' Responsibilities Statement**

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

Company law requires the 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 these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

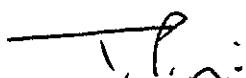
- There is no relevant audit information which the charitable company's auditor is unaware; and
- The trustees have taken all steps that they ought to have to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

#### **Auditors**

A resolution to re-appoint Myrus Smith as auditors will be put to the Annual General meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the Board of Trustees on 21 April 2021 and signed on its behalf by:



**Theresa Pini (Chair)**  
Trustee



## **REPORT OF THE INDEPENDENT AUDITOR'S TO THE MEMBERS OF VOLUNTEER CENTRE GREENWICH**

### **Opinion**

We have audited the financial statements of Volunteer Centre Greenwich (the 'charitable company') for the year ended 30 September 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **REPORT OF THE INDEPENDENT AUDITOR'S TO THE MEMBERS OF VOLUNTEER CENTRE GREENWICH**

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the report of the board of trustees, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

## **REPORT OF THE INDEPENDENT AUDITOR'S TO THE MEMBERS OF VOLUNTEER CENTRE GREENWICH**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.


### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

  
Stephen Jones FCA (Senior Statutory Auditor)  
For and on behalf of Myrus Smith  
Chartered Accountants and Statutory Auditors  
Norman House,  
8 Burnell Road,  
Sutton, Surrey.  
SM1 4BW

29 April 2021

# VOLUNTEER CENTRE GREENWICH

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2020

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Income from:</b>					
Donations and grants	2	14,650	65,350	80,000	62,583
Charitable activities	3	21,677	142,655	164,332	166,718
<b>Total</b>		<u>36,327</u>	<u>208,005</u>	<u>244,332</u>	<u>229,301</u>
<b>Expenditure on:</b>					
Raising funds	4	-	15,332	15,332	14,974
Charitable activities	5	25,296	192,655	217,951	204,970
<b>Total</b>		<u>25,296</u>	<u>207,987</u>	<u>233,283</u>	<u>219,944</u>
<b>Net income</b>	9	11,031	18	11,049	9,357
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		11,031	18	11,049	9,357
<b>Reconciliation of funds:</b>					
Total funds brought forward		3,303	135	3,438	(5,919)
<b>Total funds carried forward</b>	15	<u>£14,334</u>	<u>£153</u>	<u>£14,487</u>	<u>£3,438</u>

All income and expenditure is derived from continuing activities.

The SOFA includes all gains and losses recognised during the period.

The notes form part of these financial statements.

**VOLUNTEER CENTRE GREENWICH**  
Company No. 3832423 (England & Wales)

**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2020**

		<b>2020</b>		<b>2019</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Tangible Fixed Assets	12		-		-
<b>Current assets</b>					
Debtors	13	8,132		13,532	
Cash at Bank		69,913		15,938	
		<u>78,045</u>		<u>29,470</u>	
<b>Creditors: amounts</b>					
falling due within one year	14	<u>63,558</u>		<u>26,032</u>	
<b>Net current assets</b>			<u>14,487</u>		<u>3,438</u>
<b>Net assets</b>	16		<u><u>£14,487</u></u>		<u><u>£3,438</u></u>
<b>Funds:</b>					
Unrestricted funds					
- General fund	15		14,334		3,303
Restricted Funds	15		<u>153</u>		<u>135</u>
<b>Total funds</b>			<u><u>£14,487</u></u>		<u><u>£3,438</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the directors and trustees on 21 April 2021 and signed on their behalf.



**Deborah Wallis**  
**Trustee and Treasurer**

The notes form part of these financial statements.

**VOLUNTEER CENTRE GREENWICH**

Company No. 3832423 (England & Wales)

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	<b>Notes</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Net cash inflow/(outflow) from Operating activities</b>	16	53,975	(4,154)
<b>Cash at bank brought forward</b>		<u>15,938</u>	<u>20,092</u>
<b>Cash at bank carried forward</b>		<u>£69,913</u>	<u>£15,938</u>

The notes form part of these financial statements.

## **VOLUNTEER CENTRE GREENWICH**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020**

#### **1. Accounting policies**

##### **General information and basis of preparation**

Volunteer Centre Greenwich is a private company (No. 03832423) limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the "Reference and Administrative Information" on page 2 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

##### **Going Concern**

The trustees consider that it is appropriate to prepare the financial statements on a going concern basis. This assumes that the charity will generate sufficient income and reduce its expenditure such that it will continue to increase the surplus.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### **Income recognition**

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are 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.

Income from performance related grants and contracts is recognised as the charity earns the right to consideration through delivery of the specified services.

##### **Expenditure recognition**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably. Expenditure includes all irrecoverable VAT which is included as part of the relevant cost.

## **VOLUNTEER CENTRE GREENWICH**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **Expenditure recognition /contd...**

Expenditure is classified under the following activity headings:

- Costs of raising funds comprises those costs associated with attracting voluntary donations and grants
- Expenditure on charitable activities comprises those costs associated with the delivery of the various activities and services for the charity's beneficiaries.

Expenditure includes those costs of a direct nature which can be allocated to a specific activity and also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

#### **Fund accounting**

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

#### **Tangible fixed assets and depreciation**

Tangible assets costing more than £1,000 are capitalised and are stated at costs less accumulated depreciation.

Depreciation is provided so as to write off the cost of each asset, less estimated residual value, over its estimated useful life at the following annual rates:

Computer equipment	33% Straight line
Office equipment	25% Straight line

#### **Leases**

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### **Pensions**

The charity contributes to Stakeholder Pension Schemes on behalf of its employees. These schemes are defined contribution pension schemes.

Contributions payable under these schemes are charged the Statement of Financial Activities in the year to which they relate. The charity has no liability under these schemes other than for the payment of those contributions.

#### **Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.



## VOLUNTEER CENTRE GREENWICH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...

#### 2. Donations and grants

	Unrestricted	Restricted	Total 2020 £	Total 2019 £
<b>Opportunities for All</b>				
City Bridge Trust - Core	-	58,600	58,600	£62,583
City Bridge Trust – Covid 19	14,650	-	14,650	-
City Bridge Trust - Laptops	-	6,750	6,750	-
	<u>£14,650</u>	<u>£65,350</u>	<u>£80,000</u>	<u>£62,583</u>

All of the £62,583 recognised in 2019 was restricted funds.

#### 3. Income from charitable activities

	Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
<b>Volunteering and Training Services</b>				
Royal Borough of Greenwich	-	42,158	42,158	49,834
Royal Borough of Greenwich - HAS	-	42,367	42,367	21,186
Training and consultancy fees	6,544	-	6,544	16,541
Big Lottery - Awards for All	-	-	-	9,567
Befriending -London Funders	-	11,005	11,005	-
Befriending -DOH	-	3,900	3,900	-
Befriending – Big Lottery	-	1,275	1,275	-
Sport England	14,174	-	14,174	-
<b>The Supported Volunteering Project</b>				
Job Centre Plus Flexible Fund	-	-	-	26,965
Henry Smith	-	41,950	41,950	42,625
<b>Greenwich Bus Tours</b>				
Entry fees	959	-	959	-
	<u>£21,677</u>	<u>£142,655</u>	<u>£164,332</u>	<u>£166,718</u>

Of the £166,718 recognised in 2019, £16,541 was unrestricted funds and £150,177 was restricted funds.

# **VOLUNTEER CENTRE GREENWICH**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

### **4. Cost of raising funds**

	<b>Direct Costs</b>	<b>Support costs</b>	<b>Total 2020</b>	<b>Total 2019</b>
Fundraising activities	<u>£12,353</u>	<u>£2,979</u>	<u>£15,332</u>	<u>£14,974</u>

All of the £14,974 expenditure recognised in 2019, was charged to restricted funds.

### **5. Cost of charitable activities**

	<b>Direct Costs</b>	<b>Support Costs</b>	<b>Total 2020</b>	<b>Total 2019</b>
Volunteering services	<u>£180,823</u>	<u>£37,128</u>	<u>£217,951</u>	<u>£204,970</u>

Of the £204,970 expenditure recognised in 2019, £6,760 was charged to unrestricted funds and £198,210 was charged to restricted funds.

### **6. Analysis of direct costs**

	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	161,609	145,608
Freelance consultancy fees	9,515	9,573
Staff and volunteer training and recruitment	6,424	1,792
Travel costs	3,828	6,693
Computers purchased	9,508	-
Volunteers week	634	8,006
Other direct costs	<u>1,658</u>	<u>3,026</u>
	<u>£193,176</u>	<u>£174,698</u>

# **VOLUNTEER CENTRE GREENWICH**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

### **7. Analysis of support costs**

	<b>2020</b>	<b>2019</b>
	£	£
Office costs	22,315	18,112
Premises costs	9,625	11,000
Office move	-	6,692
Publicity & printing	678	2,116
Governance costs (note 8)	7,489	7,326
	<u>£40,107</u>	<u>£45,246</u>

### **8. Governance costs**

	<b>2020</b>	<b>2019</b>
	£	£
Wages and salaries	5,013	4,692
Audit fees	2,476	2,500
AGM and annual review	-	134
	<u>£7,489</u>	<u>£7,326</u>

### **9. Net income**

The net income for the year are stated after charging:

	<b>2020</b>	<b>2019</b>
Auditor's remuneration	£2,476	£2,500
Operating lease rentals	<u>£12,083</u>	<u>£11,000</u>

### **10. Trustees' remuneration and expenses**

No trustees received nor issued any remuneration during the year (2019: none).

No trustees were reimbursed any expenses during the year (2019: none).

# VOLUNTEER CENTRE GREENWICH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...

### 11. Staff costs

	2020	2019
	£	£
Wages and salaries	148,678	133,908
Social security costs	10,510	9,697
Other pension costs	7,434	6,695
	<u>£166,622</u>	<u>£150,300</u>

There were no employees who received total employee benefits (excluding employer pension costs) of more than £60,000, in the year to 30 September 2020 (2019 – None).

The total employee benefits received by key management were £102,016 (2019 : £96,745).

Under FRS102, employee benefits include gross salary, benefits in kind, employer's national insurance and employer's pension costs.

The average number of employees during the year was 4 (2019: 4).

### 12. Tangible fixed assets

	Computer Equipment £
<b>Cost:</b>	
At 1 October 2019 and at 30 September 2020	<u>16,840</u>
<b>Depreciation:</b>	
At 1 October 2019 and at 30 September 2020	<u>16,840</u>
<b>Net Book Value:</b>	
At 31 October 2019 and at 30 September 2020	<u>£Nil</u>

**VOLUNTEER CENTRE GREENWICH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**  
/contd...

**13. Debtors**

	<b>2020</b>	<b>2019</b>
<b>Due within one year</b>	£	£
Grants receivable	4,833	8,833
Prepayments	3,092	4,699
Other debtors	207	-
	<u>£8,132</u>	<u>£13,532</u>

**14. Creditors:**

	<b>2020</b>	<b>2019</b>
<b>Amounts falling due within one year:</b>	£	£
Trade creditors	420	2,988
Deferred grant income (analysis below)	47,204	13,303
Accruals & other creditors	15,934	9,741
	<u>£63,558</u>	<u>£26,032</u>
<b>Deferred income analysis</b>		
Balance brought forward at 1 October 2019	13,303	21,209
Additions in the year	47,204	-
Amounts released to incoming resources	(13,303)	(7,906)
Balance carried forward at 30 September 2020	<u>£47,204</u>	<u>£13,303</u>

**15. Movement in funds**

	<b>At 1 October 2019</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers between Funds</b>	<b>At 30 Sept 2020</b>
<b>2020</b>	£	£	£	£	£
<b>Restricted Funds</b>					
<b>Volunteering &amp; Training Services</b>					
RBG - Comm. Support Team	-	42,158	(42,178)	-	(20)
RBG – HAS	143	42,367	(42,411)	-	99
CBT – Laptops	-	6,750	(6,750)	-	-
Befriending	-	16,180	(16,170)	-	10
<b>The Supported Volunteering Project</b>					
Henry Smith	(69)	41,950	(41,902)	-	(21)
<b>Opportunities for All</b>					
CBT Investing in Londoners	61	58,600	(58,576)	-	85
<b>Total restricted funds</b>	<u>135</u>	<u>208,005</u>	<u>(207,987)</u>	<u>-</u>	<u>153</u>
<b>Unrestricted funds</b>					
General Fund	3,303	36,327	(25,296)	-	14,334
<b>Total funds</b>	<u>£3,438</u>	<u>£244,332</u>	<u>£(233,283)</u>	<u>£Nil</u>	<u>£14,487</u>

# VOLUNTEER CENTRE GREENWICH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...

### 15. Movement in funds /contd...

Comparative information for the movement in funds in the previous year is as follows:

	At 1 Oct 2018 £	Income £	Expenditure £	Transfers between funds £	At 30 Sept 2019 £
<b>2019</b>					
<b>Restricted Funds</b>					
<b>Volunteering &amp; Training Services</b>					
RBG - Comm. Support Team	-	49,834	(49,834)	-	-
RBG – HAS	-	21,186	(21,043)	-	143
Big Lottery - Awards for all	-	9,567	(9,567)	-	-
<b>The Supported Volunteering Project</b>					
Job Centre Plus Flexible Fund	-	26,965	(26,965)	-	-
Henry Smith	221	42,625	(42,915)	-	(69)
<b>Greenwich Bus Tours</b>					
City Bridge Trust					
Stepping Stones fund	(7,113)	-	-	7,113	-
<b>Opportunities for All</b>					
CBT Investing in Londoners	338	62,583	(62,860)	-	61
<b>Total restricted funds</b>	<u>(6,554)</u>	<u>212,760</u>	<u>(213,184)</u>	<u>7,113</u>	<u>135</u>
<b>Unrestricted funds</b>					
General Fund	635	16,541	(6,760)	(7,113)	3,303
<b>Total funds</b>	<u>£(5,919)</u>	<u>£229,301</u>	<u>£(219,944)</u>	<u>£Nil</u>	<u>£3,438</u>

Full details of the purposes of the funds can be found in the Trustees' Annual Report.

### 16. Analysis of net assets between funds

Fund Balances at 30 September 2020 are represented by:

	General £	Unrestricted Designated £	Restricted £	Total £
Current assets	30,688	-	47,357	78,045
Current liabilities	(16,354)	-	(47,204)	(63,558)
As at 30 September 2020	<u>£14,334</u>	<u>£Nil</u>	<u>£153</u>	<u>£14,487</u>

# **VOLUNTEER CENTRE GREENWICH**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

### **16. Analysis of net assets between funds/cont'd...**

Fund balances at 30 September 2019 are represented by:

	<b>Unrestricted</b>		<b>Restricted</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>		
	£	£	£	£
Current assets	16,032	-	13,438	29,470
Current liabilities	(12,729)	-	(13,303)	(26,032)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
As at 30 September 2020	<u>£3,303</u>	<u>£Nil</u>	<u>£135</u>	<u>£3,438</u>

### **17. Notes to the Statement of Cash Flows Reconciliation of (deficit)/surplus to net cash**

	<b>2020</b>	<b>2019</b>
	£	£
Surplus for the year	11,049	9,357
Decrease in debtors	5,400	5,962
(Decrease)/increase in creditors	37,526	(19,473)
	<u>          </u>	<u>          </u>
Net cash outflow from operating activities	<u>£53,975</u>	<u>£(4,154)</u>

### **18. Operating Lease Commitments**

At 30 September 2020 the total minimum lease payments due under non-cancellable operating leases are as follows:

	<b>2020</b>		<b>2019</b>	
	<b>Land and Buildings</b>	<b>Other</b>	<b>Land and Buildings</b>	<b>Other</b>
	£	£	£	£
Within one year	2,750	5,699	2,750	2,971
Within two to five years	-	11,899	-	2,724
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<u>£2,750</u>	<u>£17,598</u>	<u>£2,750</u>	<u>£5,695</u>

### **19. Taxation**

As a registered charity, Volunteer Centre Greenwich is not liable to tax on its charitable activities.

## **VOLUNTEER CENTRE GREENWICH**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 /contd...**

#### **20. Related Party Transactions**

There were no related party transactions in 2020 or 2019 other than those set out in Note 10.

#### **21. Contingent Assets**

The charity has been awarded several multi-year grants but not all of the amounts awarded have been recognised as either income or deferred income. This is because the charity recognises income based on specified or implied timeframes. The amount of funding awarded but not recognised as at 30 September 2020 is £353,017 (2019 : £252,900).