

**VOLUNTEER CENTRE GREENWICH**

Company No. 03832423 (England & Wales)

Charity no. 1081369

**REPORT OF THE BOARD OF TRUSTEES AND ACCOUNTS  
YEAR ENDED 30 SEPTEMBER 2024**

Kingston Burrowes Audit Ltd  
308 Ewell Road  
Surbiton  
Surrey  
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# **VOLUNTEER CENTRE GREENWICH**

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## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024**

The Board of Trustees presents its report and audited financial statements for the year ended 30 September 2024.

#### **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>	Jonathan Fricker	Chair
	Melanie Taylor	Vice Chair
	Deborah Wallis	Treasurer
	Kate Askew	
	Chris Grigsby	
	Sarah Joseph	
	William Wilson	
	Duc Nuygen	(from April 2024)

Company Secretary Michelle Martin

<u>Senior Management Team</u>	Michelle Martin	Chief Executive
	Nadine Fulker	Operations & Services Manager/Training and Development Lead
	Liz Cutajar	Supported Volunteering Project Manager/Operations and Projects Manager

Auditors Kingston Burrowes Audit Ltd  
308 Ewell Road, Surbiton, Surrey, KT6 7AL

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

# **VOLUNTEER CENTRE GREENWICH**

## **REPORT OF THE BOARD OF TRUSTEES YEAR ENDED 30 SEPTEMBER 2024**

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### **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 (VCG), 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 2024 /contd...**

#### **Trustee Induction and Training /cont'd...**

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. However, the ability to generate income through our training and consultancy services was severely impacted during the pandemic. These services are starting to return but as yet are not back to usual levels.

VCG undertook a review of the strategic plan 2019-24 and as the organisation was going to restructure this year it was agreed by the Board of Trustees to extend the current strategic plan for one year to end of September 2025. This would provide time to embed the new structure and review the political climate.

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 four times during the year and are responsible for the strategic direction and policy of the charity. At present the Board of Trustees has eight 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 2024 /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 RBG 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 2024 /contd...**

#### **Achievements and Performance**

##### **Financial Review**

The Charity's income was £327,386 in the year ended 30 September 2024 compared to £325,371 in the year ended 30 September 2023. Total expenditure was £317,811 in the period to 30 September 2024 compared to £348,092 in the year ended 30 September 2023. Unrestricted funds carried forward at 30 September 2024 were £46,419, compared to £47,744 on the previous year, whilst restricted funds for ongoing projects at 30 September 2024 were £9,662.

VCG underwent a restructure in this year to streamline delivery and ensure that services and duties were being delivered effectively. The impacts of the cost of living salary increases over the last two years had an impact, particularly on historic funding. A consultation process with the staff team also saw VCG move away from NJC salary scales and set its own negotiations with the staff team.

This resulted in VCG only using £1,325 of its reserves which was quite an achievement considering the rise in salary and overheads costs.

Income generation is still proving challenging as the economic environment remains challenging.

VCG has some long-term funding secured through The City Bridge Foundation and RBG and has secured three-year funding from Henry Smith for a further three years for The Supported Volunteering project. In addition, we secured funding through Public Health to continue the valuable services of the Emotional Well-Being project, for those isolated due to the cost of living crisis.

Funders have continued to be very supportive during this period.

##### **Reserves Policy**

The Board undertakes a 'risk assessment' approach to setting a reserves level. This ensures that the continuing work and commitments of the Volunteer Centre are safeguarded and include contingencies for redundancy, long term sickness, associated maternity leave costs and any legal costs incurred if the organisation should wind up. Key future developments in line with the Strategic Plan have also been assessed. This process is undertaken each year to ensure that the correct level of reserves determined, is based on the current obligations and requirements of the organisation.

It was concluded that for 2024-25 the level of free reserves held by the Volunteer Centre to meet these obligations needed to be £44,087. The unrestricted free reserves as at 30 September 2024 were £46,419.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

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

Volunteer Centre Greenwich is still working to achieve a service that focuses on outreach and engagement within communities across the borough whilst also enhancing our member service offer/provision through access to volunteering opportunities.

Work has been undertaken to develop a network of connections at community venues to engage with local residents, establishing access to community groups and service users who might benefit from access to volunteering and training.

Volunteer Advisors have been recruited and trained in MEOC (Making Every Opportunity Count) and Information, Advice and Guidance to deliver supportive engagement where local people can be signposted or referred to, not only training or volunteering roles but to further services and groups that may provide a more holistic impact to individuals.

This change in model and delivery of service has VCG engaging with 2,320 individuals during this reporting period through a range of activities such as events, talks and one-to-one appointments compared to 954 last year. 270 were face-to-face support appointments.

#### **Bridging Divides**

During this reporting period our aim remains to ensure that we provide full membership services to our member organisations by providing one to one support meetings, to advise on policies and procedures, role descriptions, risk assessments, providing templates and promotions for their roles. Promotions go out to our database of volunteers to increase the interest in the organisation's voluntary roles which has seen an increase of 1,037 volunteers.

There has been a large increase in members registering with us, which is due to VCG being a part of the London Simply Connect Portal. This has meant that our members have now increased by 230 organisations giving a total of 745 members which includes a rise in global majority groups. One to one support has been directly provided to 65 organisations.

Within our core services we have provided six outreach sessions of English for Speakers of other Languages (ESOL) classes, to further learners' confidence and English-speaking skills through volunteering. Work has been carried out to establish connections in Thamesmead and Abbey Wood connecting with local groups and established providers such as Peabody, resulting in VCG attending two events to connect with people in those communities. We have done several other events at the Job Centre in Woolwich, Greenwich University, Greenwich Local Labour and Business (GLLaB), Job Fair and Think Tenacity (providing support to the black community with mental health). We have provided Volunteer Management Workshops to our members along with Volunteer Managers Forums for them to receive up-to-date news and information, network with peers and receive direct support.

We continue to run our one-to-one appointments which are now running more effectively with the introduction of the online booking system. Currently this service is being run every Tuesday to full



## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

capacity, and work has been taking place to recruit volunteers to provide signposting and triage for residents to engage in volunteering but also other service provisions and training (MEOC model). Volunteers have been trained to provide information, Advice and Guidance on volunteering, training provisions and other services provision across the borough, dependant on individual need.

We have been providing coffee mornings for volunteers to attend so that they can gain insight into current volunteering roles on our database whilst meeting the team and having a tour of the office. We have found that this removes the barriers of application forms and have had feedback from individuals stating that they prefer to come in and see someone to face-to-face to discuss the roles on offer. Monthly newsletters are sent out to all volunteers on our database, which includes all new volunteering opportunities and access to support in the borough.

Our Community Referral Platform has seen an increase in organisations including our registered members and new organisations signing up to the platform which has increased the number of activities now available to the public which range from community groups, support groups, mental health services, exercise and keep fit classes, youth centres and many more. This pathway will enable residents of the Royal Borough of Greenwich to refer themselves directly through to these services.

#### **Quote from a member organisation for support provided on volunteer recruitment:**

*"This is to say a very big thank you for your support during DChanger 5km Walk. It was a great success, and we were blessed with great weather. We had six volunteers that responded to the invitation. Once again thank you so much!"*

**Dchanger Charity**

#### **Night Time Enterprise Zone**

The Council successfully secured Mayor of London's Night Time Enterprise Zone status for Woolwich. The project was aimed at enlivening Woolwich's high streets after 6pm with innovative events, public realm interventions and business support to drive the area's social and economic recovery.

VCG provided the volunteering support for this initiative, recruiting and training a bank of event volunteers.

During the time of this project VCG trained 21 volunteers, and seven events were supported with attendance of 18 volunteers.

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### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

#### **Emergency Planning**

Extension funding for six months was received from the GLA to continue to support the coordinated approach to emergency planning between the voluntary and community sector and RBG. This funding enabled the survey to continue and also be revised to include information on climate change. Newsletters are sent to those who have completed the survey to feed back information from the Borough Resilience Forum, guidance and training opportunities and an update on the data collected.

Funding was also secured from Public Health to ensure the survey could continue beyond the GLA funding and keep the data up to date. It also will provide an opportunity for local residents to be recruited as emergency volunteers to support the resources identified from the voluntary and community sector.

Exercise Lemur a tabletop exercise that looks at the effects of a national power outage for several days was facilitated by RBG and Thames Water for the voluntary sector to attend. This highlighted the need for robust planning but also gave the opportunity for the sector to pose key questions for the emergency planning team. Business Community Management planning guidance documents and templates were provided by RBG and a training session.

From this exercise the Voluntary and Community Sector (VCS) Emergency Planning Steering Group was formed, with its first meeting taking place in September 2024. Funding was also secured in August 2024 to form the London Community Emergency Partnership to deliver an extreme heat exercise to the sector next year.

#### **Training and Consultancy**

This period saw VCG working towards the end of the Adult and Community Learning contract at the end of June 2024. It has been a successful contract spanning two years of delivering a curriculum of courses covering 13 topics to Royal Borough of Greenwich residents. Courses have been delivered to 520 participants of which 297 are new learners. The achievement rate and pass rate has been consistently high with 100% attendance rate and 100% pass rate in community learning (workshops) delivery and a 98% pass rate and attendance rate in Adult Skills (accredited course).

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### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

During this reporting period VCG has delivered training to 240 participants of which 134 are new learners in community settings, attaining training that focuses on transferable skills and confidence-building that is both relevant to employment and/or volunteering.

Throughout the duration of this contract learners have benefited from access to training provisions that not only provided skills and knowledge but also developed confidence and self-esteem for people furthest away from employment.

During this period VCG conducted a learner voice survey to measure the impact of our learning provision on individuals.

*Represents 32% return rate of new learners across two-year delivery*

What our learners say:

Improved my employability

[92%] Updated my CV and used for job application

[91%] Learnt new skills

[71%] Helped me with my volunteering

[72%] Access further training after my course

[85%] Sense of motivation has improved

[61%] I have things to look forward to

Learner comment:

“I have completed all of the VCG courses and it has benefited me in so many ways, not only improving my English skills but giving me the confidence to feel like I can apply for work. Through these courses I have registered with GLLaB for further help with steps to employment. I am also volunteering.”

### **Volunteer Management Best Practice Training**

With the successful work that has taken place in 2022 – 2023, working with volunteer-involving organisations (VIO's) to re-establish their volunteering management programmes after enforced lockdown of the national pandemic, VCG implemented plans to incorporate costs of delivering the core elements of our Best Practice Training with no cost to VIOs.

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### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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VCG recognised that increasing salary and expenditure costs are impacting on our member organisations and that costs for training was a barrier to engagement, reflected in those signing up to attend. It is important to VCG as an infrastructure organisation to make best practice a key priority.

Delivery will commence from 2024/25 and will ensure that all organisations and small projects can access these workshops to maintain the high standards of working with volunteers across all registered member organisations and projects.

#### **Public Health**

During this period VCG has just started to work collaboratively with Public Health to support the objectives of the Neighbourhood Inequality Development work across the Royal Borough of Greenwich.

VCG will carry out work to capacity build projects and organisations by developing their volunteer management programmes through volunteer engagement and best practice training.

#### **Recognition 100 and 250 Awards**

Through Volunteer Centre Greenwich Recognition Award Schemes (now well established) our registered member organisations were able to nominate their volunteers for the postal recognition award for volunteers that had contributed 100 hours or more to their organisation and services to the borough. 97 volunteers were awarded certificates, receiving a letter from the Worshipful Mayor of Greenwich and Volunteer Centre Greenwich.

15 Member organisations nominated 29 of their volunteers to attend the Recognition 250 Award Ceremony. In collaboration with Mycenae House the awards took place in the beautiful main hall with access to the gardens. The event was a great success with awards presented by Councillor Linda Bird (Deputy Mayor of Greenwich) and Councillor Ann-Marie Cousins. All nominated volunteers enjoyed afternoon tea accompanied by piano music provided by pianists and Jaden Brown. All awardees received a framed photograph with the Mayor of Greenwich to take home along with their framed certificate as a memento of their hard work and dedication to their organisation and the Royal Borough of Greenwich.

#### **Project Work**

##### **Supported Volunteering Projects**

This year Volunteer Centre Greenwich has run three Supported Volunteering projects, two supporting adults with a learning disability and one supporting young people.

## VOLUNTEER CENTRE GREENWICH

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024

/contd...

This was the sixth year of Henry Smith funding, supporting older adults with a learning disability in Greenwich. The project has an employment focus and works in partnership with Unity Works to provide the skills and experience to improve individuals' employability skills. Unfortunately, in July funding for the Henry Smith Project ended. VCG have applied for a further three years of funding, however due to a change in the funding criteria a decision on whether we have been successful has been delayed.

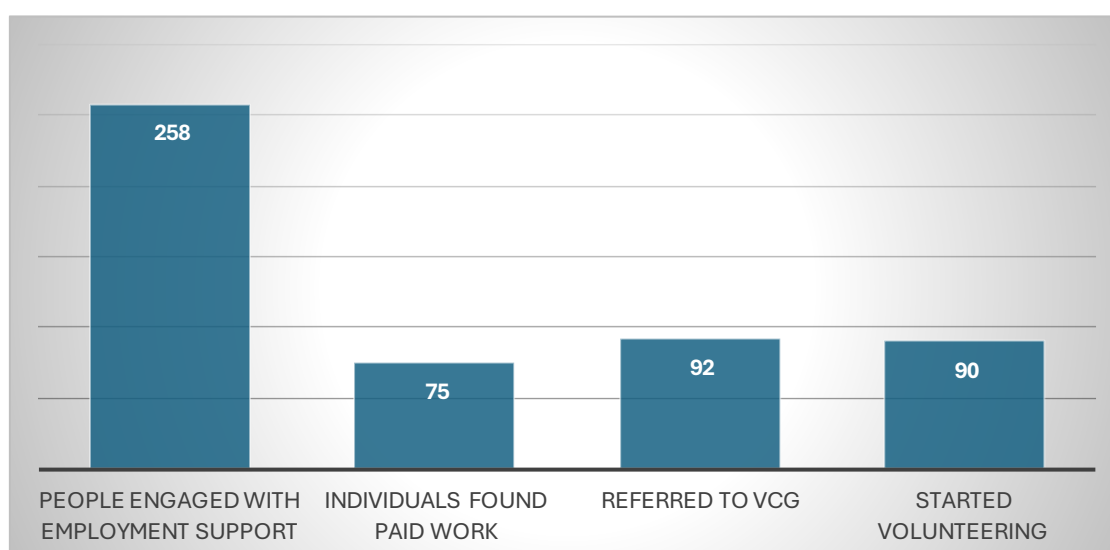
This year has seen a more settled period, with people on the project doing very well in terms of engaging with services, volunteering opportunities and moving into paid employment. 29 individuals have been supported by the project this year.

The project has had some great employment successes, with five individuals furthest from the job market finding paid work. Jobs secured included Quality Checking, working in schools and retail. The long-term support from mentors and project staff in addition to the volunteering experience has led to these positive employment outcomes.

The project has continued to work with community groups to develop and secure bespoke volunteering roles for individuals with learning disabilities and autism. New volunteering roles have been developed and new relationships have been built including with Queen Elizabeth Hospital and the Felix Project.

Using Outcomes Star (an online evaluation tool), we have been able to track progress in soft outcomes and seen, for example, 92% improved social communication and life skills, 80% improved self-worth, increasing individuals' employability.

Over the six years that this project has been funded by Henry Smith:



## VOLUNTEER CENTRE GREENWICH

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

The Royal Borough of Greenwich Health and Adult Social Care funded project works to support people with more complex needs and those under the age of 25 to access volunteering opportunities with a focus on moving people towards paid employment. This project is in its second year and is run in partnership with Unity Works and Greenwich Mencap. This year the project had 11 new referrals reaching our targets.

The project continues to work on clear pathways to goals with our growing team of committed mentors supporting various mentees on the project.

We showcased a short video featuring our incredible volunteers, sharing their roles and experiences through London Lifelines. The video not only highlighted the vital contributions of our volunteers but also significantly raised the profile of our project. It gained great traction on social media, helping us reach a wider audience and inspire others to get involved.

Feedback from Supported Living Managers, parents and carers continues to be positive:

***“We’re very grateful for everything you are doing”***

***“We cannot believe the change in behaviour since he started with you”.***

The strong connections between mentor and mentee have led to several clients now considering employment goals and more independent travel for the first time. Combining the partnership with Unity Works, volunteer work experience, supportive in-house training and one-to-one mentor support with CV writing, literacy support and interview preparation has proved invaluable, with two clients securing paid work.

The project continues to go from strength to strength occupying a valuable space in the Royal Borough of Greenwich Services offer for adults with a learning disability.

Volunteer Centre Greenwich continues to work with other providers of services for adults with a learning disability in the borough and are part of the Challenge Group arising out of the borough-wide consultation and the One Stop Shop providing advice about services available for adults with learning disabilities and their carers.

#### **Deloitte Digital Connect Project**

In 2023 VCG, alongside Volunteer Centre Bexley and Lewisham Local, came together to look for funding for a supported volunteering project to support people with mental health. As part of this we wanted to explore if we could create a digital solution to scale help from 12 people a quarter to many more. As a result of this work we were accepted onto the Deloitte Digital Connect Project in 2024 and spent six months following a user-centred design method to find a solution that worked for people with mental health.

We gathered 10 hours of interview data and ran a workshop in partnership with Volunteer Centre Hackney finding that people with lived experience of mental health weren't accessing volunteering through traditional online application forms/database matching tools because they had had a bad experience of volunteering in the past and they wanted to do their due diligence and get to know the charity before they felt that they could apply for roles.

## VOLUNTEER CENTRE GREENWICH

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024

/contd...

Participants told us they needed to speak to people who worked at the charity "to get a vibe for how they are" (both volunteers and managers) and see the role in action, to "learn about the support, training, practicalities of what they'd be doing". Video was a great tool for this and so VCG have been working on developing digital content. This research project continues, testing and developing strategies to make volunteering more accessible for all and has been widely shared with the sector.

#### Emotional and Well-being Support Project (EWB)

This year the Emotional Well-being Support project continued to support individuals in Greenwich who were experiencing loneliness, isolation and poor mental health compounded by many factors including the cost-of-living crisis. To support this work VCG recruited and trained 27 new volunteers, bringing our total to 60 dedicated individuals providing one-to-one befriending support. 132 individuals have benefited from the project throughout the year both with one-to-one support and through participation in wellbeing activities.

Our volunteers participated in wellbeing training, safeguarding adults and "Make Every Opportunity Count" training, equipping them with the knowledge of when, where and how to signpost residents to free, local services and support. Training has empowered volunteers to connect individuals with resources that address their challenges, reducing feelings of loneliness and promoting engagement with community spaces. In addition, the training and experience from volunteering has contributed to employment outcomes for two of our volunteers, showcasing the broader impact of the project.

The project experienced a high demand for referrals, from a variety of sources including the hospital discharge team, Greenwich Mental Health Hub, OXLEAS and Live Well for individuals experiencing a broad range of issues. One of the many success stories this year was one client, who initially sought help due to feelings of loneliness and isolation, has now transitioned into volunteering in a role where they are actively supporting others.



## VOLUNTEER CENTRE GREENWICH

### REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

The project maintained its commitment to providing consistent, impactful services to all participants. Regular activities including the popular Woolwich walking sessions, yoga classes, dance sessions and IT support continued to be well attended with participants experiencing all the health benefits these sessions provide.

Some individuals made lifestyle changes to be healthier, learning to cook healthy meals through Greenwich Cooperative Development Agency (GCDA) cookery courses and reducing sugar intake.

**Referral feedback on services** *“I’d like to comment that the Befriending Service is invaluable to patients we support at the **Greenwich Mental Health Hub**. It can provide space, time, and support that NHS services are so often not able to, and allows our client to be supported on a longer-term basis with their ongoing needs”.*

The project is now a member of the **South London Listens Be Well Network**, a safe space for people to turn to when they feel their mental health is low or they feel isolated. Through this structured support we hope that the project can continue to be a positive force for improved mental health in Greenwich.

#### **Woolwich Front Room (WFR)**

VCG has been working with the Woolwich Front Room since 2022 as part of the EWB support project, organising walking sessions and wellbeing activities from this venue. In addition, a VCG staff member has been situated at the Front Room once a week supporting individuals with emotional wellbeing and signposting.

VCG undertook a survey in partnership with WFR to assess the needs of people accessing the venue and how these can be supported going forward. Survey results found that the support people most commonly wanted was activities, wellbeing, volunteering, form filling and support with food/cost of living.

VCG was successful in securing Awards for All funding to build on this work and from June has increased the support to two days per week. This provides access to a range of volunteering opportunities and other support with wellbeing advisers on site. In addition, a walking group, coffee and chat sessions and weekly activities are delivered; these have included art, IT (know your device) and games sessions.

#### **Young Greenwich**

The Volunteer Centre Greenwich Young People’s Project has made excellent progress since its launch in April 2024. Funded through Young Greenwich and working in partnership with Visit Greenwich this project has supported 17 young people to move forward with their employment goals. The project’s aim is to support 15 young people aged 16-19 who are not in employment, education or training to move towards employment, with a particular focus on jobs in the tourism/hospitality sectors. Business mentors within these sectors were recruited to provide one-to-one support and industry-specific guidance to the young people. In total the project has recruited 11 volunteer mentors who have undergone mentoring and safeguarding training.



## **VOLUNTEER CENTRE GREENWICH**

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After a targeted recruitment campaign the project has received referrals from a variety of sources including Charlton Athletic Community Trust (CACT), the Care Leavers team, and alternative provisions. Of the 27 referrals to the project 17 individuals have gone on to be matched with a mentor and supported by the project.

The focus of the mentoring sessions has been on skill-building and confidence development, The outcomes of the mentoring meetings have been promising with individuals making significant progress in their personal and professional development. Training and courses have played a significant role in the success of the participants. Four employability workshops have been delivered, focusing on essential skills and strategies to enhance participants' employability and a Barista Training course was offered as part of the service's commitment to delivering industry-specific training. Three young people attended this training session with The Drury Tea and Coffee company in Woolwich. By completing this course, participants gained both the technical skills and the confidence to pursue job opportunities in the thriving coffee industry as well as walking away with their certificate in Barista Training. This will be repeated in 2025 for some of the other individuals on the project.

The Development Worker has worked with organisations in the borough to develop volunteering opportunities and source work experience placements for these young people to develop the skills necessary to move into paid work.

The combined effects of the mentoring, training, work experience and volunteering has led to three individuals enrolling in additional training courses, marking an important step in their career progression and four individuals securing paid employment!

#### **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.

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 is available for the local residents of Greenwich.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

We also offer training and consultancy input to organisations wishing to develop volunteering and have been actively involved in supporting their volunteering programmes in the borough.

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**

A hybrid approach continues to be the working model that VCG is adopting and is working well for both VCG and our members, partners and other stakeholders.

As mentioned VCG has undergone a restructure this year and is looking to identify any gaps or tweaks that may need to be made now that the organisation has had a chance to settle into the new structure whilst also starting some new projects.

VCG has now successfully secured a further three-year grant from Henry Smith to continue the work of the Supported Volunteering Project and was part of a successful partnership bid from the Volunteering for Health Fund. This is a six borough, nine partner initiative that is looking to transform volunteering across the NHS in South East London by removing some of the existing barriers.

In addition, VCG is working with Mencap by hosting a Community Connector role for their Our Active Community programme over the next three years and has just secured funding to support public health and the Women's and Girls' hub through funding from NHS SEL ICB (South East London Integrated Care Board) via the Local Authority. VCG will be recruiting, training and managing a team of ambassadors who will engage with women and girls directly in their communities to start conversations on key themes of women's and girls' health and promote the 'virtual' community hub.

As ever, for all of VCG's work we are mindful of accessibility and will continue to ensure a variety of methods are available to ensure inclusivity.

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 objectives and strategic plan.

## **VOLUNTEER CENTRE GREENWICH**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2024 /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. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of 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 2019 (FRS 102);
- 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 30 SEPTEMBER 2024  
/contd...

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## **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 2024 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including 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 2024, 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**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the trustees report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the trustees report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

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

### **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 the 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.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on pages 18 and 19, 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.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available 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.

Kevin Fisher BA FCA CTA(Senior Statutory Auditor)  
For and on behalf of Kingston Burrowes Audit Ltd  
Statutory Auditors  
308 Ewell Road  
Surbiton  
Surrey  
KT6 7AL

# VOLUNTEER CENTRE GREENWICH

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2024

		Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
	Note				
<b>Income from:</b>					
Donations and grants	2	5,043	68,669	73,712	73,728
Charitable activities	3	12,187	240,125	252,312	251,643
Investment income		1,362	-	1,362	-
		<u>18,592</u>	<u>308,794</u>	<u>327,386</u>	<u>325,371</u>
<b>Total</b>					
<b>Expenditure on:</b>					
Raising funds	4	14,817	-	14,817	14,457
Charitable activities	5	40,444	262,550	302,994	333,635
Running costs charged to funders	5	(35,473)	35,473	-	-
		<u>19,788</u>	<u>298,023</u>	<u>317,811</u>	<u>348,092</u>
<b>Total</b>					
<b>Net income</b>	9	(1,196)	10,771	9,575	(22,721)
Transfers between funds		(129)	129	-	-
		<u>(1,325)</u>	<u>10,900</u>	<u>9,575</u>	<u>(22,721)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward	15	47,744	(1,238)	46,506	69,227
		<u>47,744</u>	<u>(1,238)</u>	<u>46,506</u>	<u>69,227</u>
<b>Total funds carried forward</b>	15	<u>£46,419</u>	<u>£9,662</u>	<u>£56,081</u>	<u>£46,506</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 2024**

		<b>2024</b>		<b>2023</b>	
	<b>Notes</b>	£	£	£	£
<b>Fixed assets</b>					
Tangible Fixed Assets	12		-		-
<b>Current assets</b>					
Debtors	13	44,221		51,441	
Cash at Bank		<u>106,363</u>		<u>22,740</u>	
		150,584		74,181	
<b>Creditors:</b> amounts falling due within one year	14	<u>94,503</u>		<u>27,675</u>	
<b>Net current assets</b>			<u>56,081</u>		<u>46,506</u>
<b>Net assets</b>	16		<u><u>£56,081</u></u>		<u><u>£46,506</u></u>
<b>Funds:</b>					
Unrestricted funds					
- General fund	15		46,419		47,744
Restricted Funds	15		<u>9,662</u>		<u>(1,238)</u>
<b>Total funds</b>	15		<u><u>£56,081</u></u>		<u><u>£46,506</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 2025 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 2024**

	<b>Notes</b>	<b>2024</b> £	<b>2023</b> £
<b>Net cash inflow/(outflow) from Operating activities</b>	17	82,261	(67,746)
<b>Cash flow from investing activities</b>			
Investment income		1,362	-
<b>Net cash provided by investing activities</b>		1,362	-
<b>Change in cash and cash equivalent in the year</b>		83,623	(67,746)
<b>Cash at bank brought forward</b>		22,740	90,486
<b>Cash at bank carried forward</b>		£106,363	£22,740

The notes form part of these financial statements.

# **VOLUNTEER CENTRE GREENWICH**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024**

### **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 under the historical cost convention. 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 2024 /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 2024 /contd...

#### 2. Donations and grants

	Unrestricted	Restricted	Total 2024 £	Total 2023 £
<b>Opportunities for All</b>				
Royal Borough of Greenwich				
Public Health – Emergency	-	14,400	14,400	-
Night Hosts	-	-	-	5,250
City Bridge Trust – Core	-	54,269	54,269	67,228
RBG Business	-	-	-	-
Donations	5,043	-	5,043	1,250
	<u>£5,043</u>	<u>£68,669</u>	<u>£73,712</u>	<u>£73,728</u>

Of the £73,728 recognised in 2023 £5,080 was in respect of unrestricted funds and £68,648 was restricted funds.

#### 3. Income from charitable activities

	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
<b>Volunteering and Training Services</b>				
Royal Borough of Greenwich	-	45,000	45,000	43,581
Royal Borough of Greenwich – HAS	-	35,084	35,084	34,832
R B of Greenwich – Befriending	-	52,128	52,128	4,344
R B of Greenwich Young Greenwich	-	16,180	16,180	-
Training and consultancy fees etc	7,187	-	7,187	10,049
ACL – SFA Training	-	50,000	50,000	65,000
Big Lottery – NEW funding	-	3,333	3,333	38,619
<b>The Supported Volunteering Project</b>				
London Plus	5,000	-	5,000	4,693
Henry Smith – NEW	-	38,400	38,400	50,525
	<u>£12,187</u>	<u>£240,125</u>	<u>£252,312</u>	<u>£251,643</u>

Of the £251,643 recognised in 2023, £14,742 was unrestricted funds and £236,901 was restricted funds.

## VOLUNTEER CENTRE GREENWICH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

#### 4. Cost of raising funds

	Direct Costs	Support Costs	Total 2024	Total 2023
Fundraising activities	<u>£12,342</u>	<u>£2,475</u>	<u>£14,817</u>	<u>£14,457</u>

All of the £14,457 expenditure recognised in 2023, was charged to restricted funds.

#### 5. Cost of charitable activities

	Direct Costs	Support Costs	Total 2024	Total 2023
Volunteering services	<u>£256,252</u>	<u>£46,742</u>	<u>£302,994</u>	<u>£333,635</u>

Of the £333,635 expenditure recognised in 2023, £49,018 was charged to unrestricted funds and £284,617 was charged to restricted funds.

Running costs of £35,473 (2023 : £36,420) were recharged to restricted funds.

#### 6. Analysis of direct costs

	2024 £	2023 £
Wages and salaries	228,394	256,025
Freelance & consultancy fees	19,007	18,290
Staff, volunteer training and recruitment	1,609	4,448
Travel costs	2,908	2,699
Computers/equipment purchased	755	1,409
Volunteers week	1,208	2,182
Other direct costs	2,371	4,176
	<u>£256,252</u>	<u>£289,229</u>

# **VOLUNTEER CENTRE GREENWICH**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

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

	<b>2024</b>	<b>2023</b>
	£	£
Office costs	23,568	24,747
Premises costs	11,685	11,000
Publicity & printing	3,501	3,365
Governance costs (note 8)	7,988	7,400
	<u>£46,742</u>	<u>£46,512</u>

### **8. Governance costs**

	<b>2024</b>	<b>2023</b>
	£	£
Wages and salaries	4,937	4,940
AGM costs	385	-
Audit fees	2,666	2,460
	<u>£7,988</u>	<u>£7,400</u>

### **9. Net income**

The net income for the year are stated after charging:

	<b>2024</b>	<b>2023</b>
Auditor's remuneration	£2,666	£2,460
Operating lease rentals	<u>£11,685</u>	<u>£11,000</u>

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

No trustees received nor waived any remuneration during the year (2023: *none*).

No trustees were reimbursed any expenses during the year (2023: *none*).

# VOLUNTEER CENTRE GREENWICH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

### 11. Staff costs

	2024	2023
	£	£
Wages and salaries	219,441	242,720
Social security costs	15,795	18,295
Other pension costs	10,437	12,301
	<u>£245,673</u>	<u>£273,316</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 2024 (2023 – None).

The total employee benefits received by key management were £98,424 (2023 : £109,122).

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 8 (2023 : 8).

### 12. Tangible fixed assets

	Computer Equipment £
<b>Cost:</b>	
At 1 October 2023 and at 30 September 2024	<u>16,840</u>
<b>Depreciation:</b>	
At 1 October 2023 and at 30 September 2024	<u>16,840</u>
<b>Net Book Value:</b>	
At 31 October 2023 and at 30 September 2024	<u>£Nil</u>



# **VOLUNTEER CENTRE GREENWICH**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

### **13. Debtors**

	<b>2024</b>	<b>2023</b>
	£	£
<b>Due within one year</b>		
Grants receivable	39,325	42,970
Prepayments	4,896	8,471
	<u>£44,221</u>	<u>£51,441</u>

### **14. Creditors:**

	<b>2024</b>	<b>2023</b>
	£	£
<b>Amounts falling due within one year:</b>		
Trade creditors	1,237	1,437
Deferred grant income (analysis below)	84,971	12,800
Accruals and other creditors	8,295	13,438
	<u>£94,503</u>	<u>£27,675</u>
<b>Deferred income analysis</b>		
Balance brought forward at 1 October 2023	12,800	25,448
Additions in the year	84,971	12,800
Amounts released to incoming resources	(12,800)	(25,448)
	<u>£84,971</u>	<u>£12,800</u>

# VOLUNTEER CENTRE GREENWICH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

15. Movement in funds	At 1 Oct 2023	Income	Expenditure	Transfers between Funds	At 30 Sept 2024
2024	£	£	£	£	£
<b>Restricted Funds</b>					
<b>Volunteering &amp; Training Services</b>					
RBG - Comm. Support Team	301	45,000	(45,444)	-	(143)
RBG – HAS	31	35,084	(32,997)	-	2,118
RBG – Befriending	(3,620)	52,128	(43,023)	-	5,485
RBG – Public Health Emergency	-	14,400	(14,400)	-	-
RBG – Young Greenwich	-	16,180	(14,323)	-	1,857
ACL – SFA training	51	50,000	(50,058)	7	-
NEW Lottery	-	3,333	(2,044)	-	1,289
<b>The Supported Volunteering Project</b>					
Henry Smith NEW	463	38,400	(38,872)	9	-
<b>Opportunities for All</b>					
CBT Investing in Londoners	(191)	54,269	(55,022)	-	(944)
RBG – Night Hosts	1,727	-	(1,840)	113	-
<b>Total restricted funds</b>	<u>(1,238)</u>	<u>308,794</u>	<u>(298,023)</u>	<u>129</u>	<u>9,662</u>
<b>Unrestricted funds</b>					
General Fund	<u>47,744</u>	<u>18,592</u>	<u>(19,788)</u>	<u>(129)</u>	<u>46,419</u>
<b>Total funds</b>	<u>£46,506</u>	<u>£327,386</u>	<u>£(317,811)</u>	<u>£Nil</u>	<u>£56,081</u>

## VOLUNTEER CENTRE GREENWICH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

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

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

	At 1 Oct 2022	Income	Expenditure	Transfers between Funds	At 30 Sept 2023
	£	£	£	£	£
<b>2023</b>					
<b>Restricted Funds</b>					
<b>Volunteering &amp; Training Services</b>					
RBG - Comm. Support Team	-	43,581	(43,280)	-	301
RBG – HAS	2,901	34,832	(37,702)	-	31
RBG – Befriending	-	4,344	(7,964)	-	(3,620)
ACL – SFA training	3,105	65,000	(68,054)	-	51
NEW Lottery	1,336	38,619	(39,955)	-	-
<b>The Supported Volunteering Project</b>					
Henry Smith NEW	1,639	50,525	(51,701)	-	463
<b>Opportunities for All</b>					
CBT Investing in Londoners	3,728	63,398	(67,317)	-	(191)
RBG – Night Hosts	-	5,250	(3,523)	-	1,727
RBG – business	1,541	-	(1,541)	-	-
<b>Total restricted funds</b>	<u>14,250</u>	<u>305,549</u>	<u>(321,037)</u>	<u>-</u>	<u>(1,238)</u>
<b>Unrestricted funds</b>					
General Fund	<u>54,977</u>	<u>19,822</u>	<u>(27,055)</u>	<u>-</u>	<u>47,744</u>
<b>Total funds</b>	<u><u>£69,227</u></u>	<u><u>£325,371</u></u>	<u><u>£(348,092)</u></u>	<u><u>£Nil</u></u>	<u><u>£46,506</u></u>

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

# VOLUNTEER CENTRE GREENWICH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...

### 16. Analysis of net assets between funds

Fund Balances at 30 September 2024 are represented by:

	<b>Unrestricted</b>		<b>Restricted</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>		
	£	£	£	£
Current assets	140,922	-	9,662	150,584
Current liabilities	(94,503)	-	-	(94,503)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
As at 30 September 2024	<u>£46,419</u>	<u>£Nil</u>	<u>£9,662</u>	<u>£56,081</u>

Fund balances at 30 September 2023 are represented by:

	<b>Unrestricted</b>		<b>Restricted</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>		
	£	£	£	£
Current assets	74,181	-	-	74,181
Current liabilities	(26,437)	-	(1,238)	(27,675)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
As at 30 September 2023	<u>£47,744</u>	<u>£Nil</u>	<u>£(1,238)</u>	<u>£46,506</u>

### 17. Notes to the Statement of Cash Flows

#### Reconciliation of (deficit)/surplus to net cash

	<b>2024</b>	<b>2023</b>
	£	£
(Deficit)/Surplus for the year	9,575	(22,721)
(Increase)/Decrease in debtors	7,220	(29,793)
(Decrease)/Increase in creditors	66,828	(15,232)
Investment income	(1,362)	-
	<u>          </u>	<u>          </u>
Net cash outflow from operating activities	<u>£82,261</u>	<u>£(67,746)</u>

## **VOLUNTEER CENTRE GREENWICH**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 /contd...**

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

At 30 September 2024 the total minimum lease payments due under non-cancellable operating leases are as follows:

	<b>2024</b>		<b>2023</b>	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Within one year	3,004	2,975	2,750	2,975
Within two to five years	-	-	-	2,974
	<u>£3,004</u>	<u>£2,975</u>	<u>£2,750</u>	<u>£5,949</u>

#### **19. Taxation**

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

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

There were no related party transactions in 2024 or 2023 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 2024 is £369,582 (2023 : £710,830).