

VOLUNTEERING BRADFORD

England & Wales · Charity number 1085218

Details

Status Registered

Legal form Charitable company

Company number [04133566](#)

Registered 2001-02-23

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

Contact

Address Belmont Business Centre
7 Burnett Street
BD1 5BJ

Phone 01274724192

Email info@volunteeringbradford.org

Website www.volunteeringbradford.org

Activities

Objects: TO PROMOTE THE BENEFIT OF THE INHABITANTS OF BRADFORD NORTH, BRADFORD SOUTH, BRADFORD WEST AND SHIPLEY CONSTITUENCIES BY ASSOCIATING TOGETHER THE INHABITANTS AND THE LOCAL AUTHORITIES VOLUNTARY AND OTHER ORGANISATIONS TO PROMOTE VOLUNTARY WORK AND TO ADVANCE THE EDUCATION OF THE VOLUNTEERS BY PROVIDING ADVICE INFORMATION AND ASSISTANCE WHERE APPROPRIATE

Activities: Local Volunteering Development Agency for the Bradford District and surrounding areas. Provides information about volunteering opportunities to the general public. Provides information, advice and support to organisations in all aspects of involving and managing volunteers

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** BRADFORD NORTH BRADFORD SOUTH BRADFORD WEST AND SHIPLEY
- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£63,413	£94,941	-	-
2024-03-31	£10,989	£89,576	-	-
2023-03-31	£2,887	£78,856	-	-
2022-03-31	£88,220	£79,790	-	-
2021-03-31	£76,990	£87,952	-	-

Trustees

Name	Role	Appointed
David Forrest		2022-06-14
JEFFREY THOMPSON		
Marlene Funk		2025-08-26
Priya Madina		2025-09-10
Rowena Herbert		2019-09-13

VOLUNTEERING BRADFORD

England & Wales - Charity number 1085218

Accounts

VOLUNTEERING BRADFORD
DIRECTORS' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

VOLUNTEERING BRADFORD

LEGAL AND ADMINISTRATIVE INFORMATION

Directors

Amit Bhagwat
Jef Thompson
Rowena Herbert
David Forrest
Marlene Funk (appointed 26 August 2025)
Priya Madina (appointed 10 September 2025)

Company Secretary

Stephen Blackman

Charity number

1085218

Company number

4133566

Registered office

Belmont Business Centre
7 Burnett Street
Bradford
West Yorkshire
BD1 5BJ

Independent examiner

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Bankers

Unity Trust Bank
Nine Brindley place
Birmingham
B1 2HB

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VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The directors present their report and accounts for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee and was registered as a charity on 1 April 2001.

The directors who served during the year were:-

Amit Bhagwat
Jef Thompson
Rowena Herbert
Habad Mahmood Khan (resigned 10 October 2025)
David Forrest

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors have examined the major strategic business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. They are responsible for the overall governance of the organisation, for determining policy and ensuring that policy is implemented by its staff and volunteers.

The Board is made up of between 3 and 14 members for a term of three years. They can be reappointed at the end of the term. The skills mix and needs of the Board are kept under review on an annual cycle and the cycle of board appointments is run with due regard to these needs. Board members may claim reasonable expenses incurred in attending meetings and carrying out duties but receive no remuneration. The Board usually includes three designated honorary officers – Chair, Deputy Chair and Treasurer. The charity makes every effort to identify its trustees, including these honorary officers, through a skills/merit based open process.

Objectives and activities

The charity's objects are "to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate", and its activities include:-

- Providing information to encourage as many people as possible to volunteer without fear of discrimination, in order to gain positive volunteering experience for themselves and to respond to individual and community needs
- Acting as a central recruiting agency to help volunteers who require additional support to find appropriate placements in voluntary, charitable and statutory agencies
- Promoting good practice amongst those working with volunteers, and advocating the rights and responsibilities of volunteers
- Promoting volunteering as a valuable and integral part of society that deserves support and recognition
- Providing advice, information, support and training to volunteers
- Developing and supporting others in the development of appropriate new and inclusive voluntary opportunities

VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Our work is primarily carried out in Bradford & District. The charity name is Volunteering Bradford; our operational name is Inclusive Volunteering Service.

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health, well-being, education and citizenship.

Achievements and performance

Since April 2022 due to a change in funding arrangements we have been developing a new service focussing on providing bespoke support to communities that may face barriers to accessing volunteering.

Trustees made a planned strategic decision to invest some reserves in the development of a new inclusive volunteering programme. The planned investment of reserves enables the co-production of the new programmes, testing new, and innovative delivery models. It also enables the development of existing and new stakeholder relationships and the development/trialling of robust outcome/impact measurement tools and mechanisms.

The strategic service review with external and internal stakeholders was complemented by a more targeted income generation strategy. This was successful in achieving new sources of funding. We are grateful to Bradford Council for recommissioning the thriving and successful Me&U Café Day service via its Local Community Support Grant.

The Board took a strategic decision to invest reserves, retaining a minimum of six months reserves, to support the co-produced strategic review. This strategic investment enhanced our income generation strategy and has proved extremely successful. We were successful in receiving £335,978 (over 3 years, starting 1st October 2024) from the National Lottery – Reaching Communities Fund for our new Inclusive Volunteering Service. We also received £4,088 (for 1 year) from Awards for All to support delivery of our Link Up Letters from 1st June 2024. This secures the future of the organisation for the immediate future and also provides us with leverage to access additional funding.

We are committed to future investment in co-producing the Inclusive Volunteering Service, enhanced staff and volunteering training and improving our digital services and marketing. Our new 'Inclusive Volunteering Service' support adults with SEND (special educational needs and disabilities) to access volunteer opportunities via a tailored support package. This support includes but is not limited to provision of trained volunteer support assistant; pre-volunteer training; completion of application forms; arranging taster sessions; support with interviews; assistance with travel arrangements; on-going support as required; developing bespoke volunteer roles.

We have sought to adapt our service to offer targeted support at host organisations to individuals who experience barriers to volunteering. This includes but is not limited to: adults in recovery from mental ill health; adults with learning/physical disabilities; neurodiverse adults; refugees/asylum seekers.

To recruit volunteers the Inclusive Volunteering Service uses several methods including our digital platform <https://volunteerbradforddistrict.org.uk>, face to face appointments at our main office and at outreach /appointments at both local psychiatric units; presentations and workshops for students with SEND. We now offer home visits at client request. We transform lives by supporting people into volunteering roles.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Our new service provides bespoke support according to need. This could include but is not limited to:

- Confidential appointment space.
- Expert advice and guidance to identify appropriate roles.
- Advocacy on behalf of volunteers with SEND.
- Help in completing application forms.
- Provision for accompanied visits and travel training.
- Arrangement of 'taster' sessions.
- Ongoing support for volunteers (additional needs) by trained support assistant.
- Support with accessibility issues.
- Interpreters in a variety of community languages.
- Travel expenses.

In order to facilitate the development of this new service we have recruited 2 new staff members; launched a new website; launched new brand/logo; developed an impact/evaluation process which enables us to track the journey of the volunteers we support. We have recruited and trained a team of volunteer support assistants who are able to provide one-to-one support to the volunteers we work with.

We have moved into direct delivery of services: we provide weekly ESOL classes (delivered by volunteers) for groups of asylum seekers who are looking to volunteer; we have recruited and trained a team of volunteer interpreters who support our engagement with clients whose first language is not English. We have recruited and trained a team of volunteer support assistants who provide one-to-one support to the clients we support. We provide a day service for adults with SEND and/or who are neuro diverse. This takes the form of a creative café space where clients can socialise safely and develop communication skills. This is funded for 2 years via Bradford Metropolitan District Council, Adult, Health & Social Care.

We continue to deliver our letter-based befriending service for residents of local care homes. This has been funded via Awards for All for the past financial year. This project began during the first 'lock-down' and provides an invaluable connection to the wider world for socially isolated people. Currently supported by 42 volunteer letter writers who produce over 200 letters every year.

We continue to champion inclusion and promoters of diversity. We have included protected characteristics, including SEND and/or neurodiversity and physical disabilities among our staff and board members. In May 2017 we also became a "Disability Confident Employer". We renew this commitment annually.

Financial Review

In this financial year the organisation recorded a deficit due to a reduction in funding and planned spending of reserves to support the development of our new service. Total reserves of the organisation on 31 March 2025 amounted to £44,010. Of this £1,195 relates to restricted projects and is committed to be spent in the 2025/26 financial year, the remaining £42,815 is unrestricted and can be spent on any charitable aspect of the service.

Reserves Policy

Our reserves policy remains at maintaining at least a minimum of three months running costs. Which given the expected and continued cuts in public funding is considered by the directors to be prudent.

Public Benefit

We are developing our services to offer appointments for the marginalised communities that are our target audience. During 2024/25 we supported 171 adults with SEND to access volunteer opportunities.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Plans for the future

The Board of Volunteering Bradford are committed to providing an innovative responsive service that is impactful and utilises its reserves effectively. The Board have developed a business plan and strategy which will support the development of the service going forward.

This will include:

- Working with marginalised groups that sometimes struggle to access mainstream volunteer opportunities. Marginalised groups in this instance includes young people, refugees & asylum seekers, and adults with SEND.
- Developing a service to support individuals to harness the power of volunteering to improve their skills/life chances.
- Supporting volunteer-involving organisations to develop opportunities that are more inclusive and accessible to a diverse range of volunteers.
- Developing 'in-house' inclusive volunteer roles.
- Developing volunteer roles/projects led by volunteers' ideas.
- We will create individual pathways for volunteers to access quality, appropriate volunteer opportunities.
- We have a financial strategy which involves us seeking funding to support the development of this service over the next 3 years.

Statement of Trustees Responsibilities

The directors of Volunteering Bradford are responsible for preparing the Directors' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they 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 accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at any time the financial position of the charitable company and to enable them to ensure that the accounts 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.

On behalf of the board of directors

Jef Thompson

Director

Dated: 3 December 2025

VOLUNTEERING BRADFORD INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF VOLUNTEERING BRADFORD

I report on the accounts of the charity for the year ended 31 March 2025, which are set out on pages 6 to 13.

Respective responsibilities of Directors and Examiner

The directors, who also act as trustees for the charitable activities of Volunteering Bradford are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 3 December 2025

VOLUNTEERING BRADFORD
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Income					
Incoming resources from charitable activities	2	867	62,546	63,413	10,989
Total income		867	62,546	63,413	10,989
Expenditure					
Charitable activities	3	33,590	61,351	94,941	89,576
Total expenditure		33,590	61,351	94,941	89,576
Net (expenditure)/income for the year/Net movement in funds		(32,723)	1,195	(31,528)	(78,587)
Total funds brought forward		75,538	-	75,538	154,125
Total funds carried forward		42,815	1,195	44,010	75,538

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

VOLUNTEERING BRADFORD
BALANCE SHEET
AS AT 31 MARCH 2025

	Notes	Unrestricted Funds £	Restricted Funds £	2025 Total funds £	2024 Total funds £
Fixed Assets					
Tangible assets	6	241	-	241	321
Current Assets					
Debtors	7	1,536	-	1,536	1,525
Cash at bank and in hand		42,025	1,195	43,220	74,500
Total Current Assets		43,561	1,195	44,756	76,025
Total Assets		43,802	1,195	44,997	76,346
Creditors: Amounts Falling Due Within One Year					
	8	(987)	-	(987)	(808)
Total Assets less Current Liabilities		42,815	1,195	44,010	75,538
The funds of the Charity					
Unrestricted funds		42,815	-	42,815	75,538
Restricted funds	10	-	1,196	1,195	-
Total Charity Funds		42,815	1,195	44,010	75,538

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The accounts were approved by the Board on 3 December 2025

Jef Thompson
 Director

Company Registration No. 4133566

VOLUNTEERING BRADFORD
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025	2024
		£	£
Net cash (used) in operating activities	11	(31,280)	(79,961)
Cash equivalents at the beginning of the year		74,500	154,461
		<hr/>	<hr/>
Total cash equivalents at the end of the year		43,220	74,500
		<hr/>	<hr/>

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should continue to be prepared on the going concern basis.

1.2 Incoming resources

Core funding grants are credited to the income and expenditure account as and when receivable.

Revenue grants for specific projects are credited to the income and expenditure account as and when receivable and unspent amounts are carried forward as part of the restricted funds in the balance sheet. Income may be deferred if it is received in advance of the period to which it relates.

Donations and other income are credited to the income and expenditure account as and when receivable.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries. These include those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

It is the policy of the charity to only capitalise individual items costing £1,000 or more.

1.5 Accumulated funds

Restricted funds subject to specific conditions by donors as to how they may be used. The purposes and use of the restricted funds are set out in the notes to the accounts. Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

1.6 Pensions

The pension costs charged in the accounts represents contributions payable by the company.

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

2. Incoming resources from charitable activities

	2025	2024
	£	£
Bradford MDC – Local Community Support Grant	9,492	8,883
National Lottery Community Fund Grant	48,966	-
Awards For All – Link Up Letters Grant	4,088	-
Locals Community Partnerships C.I.C. - Link up Letters Grant	-	1,499
Bradford Hate Crime Partnership - Refugee Week Grant	190	200
Training	457	280
Other income	220	127
	<hr/>	<hr/>
	63,413	10,989
	<hr/> <hr/>	<hr/> <hr/>

3. Charitable activities

	2025	2024
	£	£
Salaries	73,909	69,194
Recruitment costs	113	-
Payroll charges	518	472
Pension costs	3,049	3,213
Insurances	750	677
Repairs and equipment	3	1,417
Rent and services	5,114	5,952
Removal costs	-	330
Training costs	210	230
Travelling costs	322	339
Telephones, mobiles and related systems	2,103	1,186
Promotional/advertising costs	45	-
Postage and stationery	1,367	1,035
Miscellaneous	114	289
Independent examination fees	735	650
Management committee expenses	384	292
Legal and professional fees	47	84
Depreciation – office equipment	80	107
Activities	2,131	1,941
Events/recognition	496	145
Volunteer expenses	2,905	1,591
Staff DBS costs	138	-
Subscriptions and memberships	337	360
Bank charges	71	72
	<hr/>	<hr/>
	94,941	89,576
	<hr/> <hr/>	<hr/> <hr/>

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

4. **Directors**

None of the directors (or any persons connected with them) received any remuneration during the year (2024 £nil). Payments made in respect of expenses incurred by or on behalf of the directors amounted to £ 332 (2024 - £276).

We can confirm that there are no related party transactions that require disclosure in the accounts (2024: none).

5. **Employees**

Number of employees

The average number of employees during the year was:

	2025	2024
Staff	6	5
	<u> </u>	<u> </u>

Employment costs

	2025	2024
	£	£
Wages and salaries	73,909	69,194
Other pension costs	3,049	3,213
	<u> </u>	<u> </u>
	76,958	72,407
	<u> </u>	<u> </u>

There were no employees whose annual emoluments were £60,000 or more.

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

6.	Tangible fixed assets	Office equipment £	Total £
	Cost		
	At 1 April 2024 and 31 March 2025	40,395	40,395
		-----	-----
	Depreciation		
	At 1 April 2024	40,074	40,074
	Charge for the year	80	80
		-----	-----
	At 31 March 2025	40,154	40,154
		-----	-----
	Net Book Value At 31 March 2025	241	241
		-----	-----
	At 31 March 2024	321	321
		-----	-----
7.	Debtors	2025 £	2024 £
	Prepayments	1,536	1,525
		=====	=====
8.	Creditors: amounts falling due within one year	2025 £	2024 £
	Trade creditors	735	808
	Deferred income	252	-
		-----	-----
		987	808
		=====	=====
9.	Pension and other post-retirement benefit commitments	2025 £	2024 £
	Defined contribution		
	Contributions payable by the company for the year	3,049	3,213
		=====	=====

At the end of the financial year 4 employees were in the scheme (2024: 4).

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

10. **Restricted Funds**

	Balance at 1 April 2024 £	Movement in Funds		Balance at 31 March 2025 £
		Income Resources £	Resources Expended £	
Bradford MDC – Local Community Support Grant	-	9,492	(9,492)	-
National Lottery Community Fund	-	48,966	(48,815)	151
Awards For All – Link Up Letters Grant	-	4,088	(3,044)	1,044
	<u>-</u>	<u>62,546</u>	<u>(61,351)</u>	<u>1,195</u>

11. **Reconciliation of net movement in funds to net cashflow from operating activities**

	2025 £	2024 £
Net movement in funds	(31,528)	(78,587)
Add back depreciation charge	80	107
(Increase) in debtors	(11)	-
Increase/(decrease) in creditors	179	(1,481)
	<u>-</u>	<u>-</u>
Net cash (used) in operating activities	<u>(31,280)</u>	<u>(79,961)</u>

VOLUNTEERING BRADFORD

England & Wales - Charity number 1085218

Accounts

VOLUNTEERING BRADFORD
DIRECTORS' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

VOLUNTEERING BRADFORD

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Amit Bhagwat Jef Thompson Rowena Herbert Habad Mahmood Khan David Forrest (appointed 14 June 2022)
Company Secretary	Stephen Blackman
Charity number	1085218
Company number	4133566
Registered office	Bread & Roses North Parade Bradford West Yorkshire BD1 3HT
Independent examiner	Kevin J Meddings MAAT Kevin Meddings Accountancy Services 55 Crowther Avenue Calverley Leeds West Yorkshire LS28 5SA
Bankers	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB

VOLUNTEERING BRADFORD

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VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The directors present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee and was registered as a charity on 1 April 2001.

The directors who served during the year were:-

Amit Bhagwat
Jef Thompson
David Pringle (resigned 14 July 2022)
Rowena Herbert
Habad Mahmood Khan

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors have examined the major strategic business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. They are responsible for the overall governance of the organisation, for determining policy and ensuring that policy is implemented by its staff and volunteers.

The Board is made up of between 3 and 14 members for a term of three years. They can be reappointed at the end of the term. The skills mix and needs of the Board are kept under review on an annual cycle and the cycle of board appointments is run with due regard to these needs. Board members may claim reasonable expenses incurred in attending meetings and carrying out duties but receive no remuneration. The Board usually includes three designated honorary officers – Chair, Deputy Chair and Treasurer. The charity makes every effort to identify its trustees, including these honorary officers, through a skills/merit based open process. The role of a designated Treasurer was vacant since the resignation of the previous treasurer in early 2020. We successfully recruited a new Treasurer (David Forrest) who was confirmed in post on 14th June 2022.

Objectives and activities

The charity's objects are "to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate", and its activities include:-

- Providing information to encourage as many people as possible to volunteer without fear of discrimination, in order to gain positive volunteering experience for themselves and to respond to individual and community needs
- Acting as a central recruiting agency to help volunteers who require additional support to find appropriate placements in voluntary, charitable and statutory agencies
- Promoting good practice amongst those working with volunteers, and advocating the rights and responsibilities of volunteers
- Promoting volunteering as a valuable and integral part of society that deserves support and recognition
- Providing advice, information, support and training to volunteers
- Developing and supporting others in the development of appropriate new and inclusive voluntary opportunities

VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The work is primarily carried out in Bradford North, Bradford South, Bradford West and Shipley Constituencies of the Bradford Metropolitan District. We work in partnership with Action Point Community Support Services (previously known as Keighley Volunteer Centre) that covers the Keighley constituencies.

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health, well-being, education and citizenship.

Achievements and performance

Volunteer Centres are charities that provide support and expertise within the local community, to potential volunteers, existing volunteers and organisations that involve volunteers. Volunteer Centres also provide brokerage services to help the general public find volunteer roles. Our charity Volunteering Bradford is successfully quality accredited as a Volunteer Centre which demonstrates the high quality of the service provided. We deliver our services under the "Volunteer Centre" branding. The success of Volunteer Centres can be measured in a number of ways but in particular by the number of people going on to volunteer in local community groups. We use our new bespoke digital volunteering platform to broker volunteers through online as well as face to face methods. The Volunteer Centre in Bradford works to promote volunteering to the general public and to support local voluntary and community organisations in the district. It is both a registered charity and a company limited by guarantee. The Charity's objects are "to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate."

The Volunteer Centre provides information to encourage as many people as possible to volunteer. It acts as a central recruiting agency to help volunteers to find appropriate placements in voluntary, charitable and statutory agencies. It promotes good practice amongst those working with volunteers, and advocates the rights and responsibilities of volunteers. It promotes volunteering as a valuable and integral part of society that deserves support and recognition. It provides advice, information, support and training to volunteers; develops and supports others in the development of appropriate new voluntary opportunities which can help fulfill local and community needs.

To recruit volunteers the Bradford Volunteer Centre uses several methods including our new digital platform www.volunteerbradforddistrict.org, face to face appointments at our Volunteer Centre base and at outreach and community events, weekly eBulletins to our mailing list members and extensively via our social media channels. We change lives by supporting people into volunteering roles. Our new digital platform is a joint initiative with our partners at Action Point Community Support Services (formerly Keighley Volunteer Centre).

As we have emerged from the pandemic and lockdown restrictions have been lifted we have sought to adapt our service to offer targeted support at host organisations to individuals who experience barriers to volunteering. This includes but is not limited to: adults in recovery from mental ill health; adults with learning/physical disabilities; adults with a history of offending behaviour; refugees/asylum seekers.

In February we promoted the 11th Annual Community Stars Awards. The honours are organised by the local newspaper (Telegraph & Argus), the Volunteer Centre and Bradford Council to ensure hard-working volunteers are rewarded for their efforts in their neighbourhoods. We were also the Voluntary Sector lead for the District's People Can Make A Difference Campaign that recognises the fantastic voluntary work already being carried out and through events and activities encourages people to take part, help others and make a difference.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

We are piloting a new 'Inclusive Volunteering Service' to support adults with additional needs to access volunteer opportunities via a tailored support package. This support includes but is not limited to provision of training volunteer support assistant; pre-volunteer training; completion of application forms; arranging taster sessions; support with interviews; assistance with travel arrangements; on-going support as required.

We have been working in partnership with our local Clinical Commissioning Group to support and train a group of young people to access volunteer roles within healthcare settings. The development of this project has been initially curtailed by the ongoing pandemic. However, the project developed a health champion remit and the young people were supported to develop and design key messages/social media content relevant to young people around COVID-19 and maintain good mental health. This project funding ended on March 31st 2022.

We remain a Community Beacon, from the National Council for Voluntary Organisations (NCVO), one of 26 Beacons in England and Wales. We achieved this through our progressive work in engaging volunteers. Having gained this status, we will progress the ethos of engaged social action through becoming a Community Beacon. This status represents a new movement in the charity sector- a move away from the asset based community engagement in which our role is to empower organisations and groups to be agents for change.

Our volunteering quality mark was launched to acknowledge the work of community organisations in the District. It has been developed by the Volunteer Managers Forum and is linked to the People Can Make A Difference Campaign. To date 32 organisations have successfully completed the quality assured process and been awarded the mark/certificate. We are no longer managing the delivery of this quality standard. Going forward from 1st April 2022 this will be managed and delivered by Community Action Bradford & District.

We have always been supporters of inclusion and promoters of diversity and have included protected characteristics among both our staff and board members, including disabled people. In May 2017 we also became a "Disability Confident Employer". We renew this commitment annually.

We have successfully relocated to an alternative from our offices based at Perkin House, Grattan Road, Bradford, BD1 2LU to become tenants of the Bread & Roses Cooperative on North Parade, Bradford. This gives us a higher profile location and more welcoming environment for our potential clients.

Financial Review

In this financial year the Centre made a surplus of £8,430 (2021: deficit of £10,962).

Total reserves of the Centre at 31 March 2022 amounted to £230,094 (2021: £221,664) and this is all unrestricted and can be spent on any charitable aspect of the Centre.

Reserves Policy

Our reserves policy remains at maintaining at least a minimum of three months running costs. Which given the expected and continued cuts in public funding is considered by the directors to be prudent.

Public Benefit

Over 2,500 local people have registered on our new volunteering portal, and we have successfully opened up our services to members of the public and volunteer-involving organisations post pandemic. We are developing our services to offer appointments for the marginalised communities that are our target audience.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Plans for the future

From April 2022 we are no longer commissioned by Bradford Metropolitan District Council to deliver a volunteering service. The Board of Volunteering Bradford are committed to providing an innovative responsive service that is impactful and utilises its reserves effectively. The Board have developed a business plan and strategy which will support the development of the service going forward.

This will include:

- Working with marginalised groups who sometimes struggle to access mainstream volunteer opportunities
- Marginalised groups in this instance includes young people, refugees & asylum seekers, and adults with support needs
- Developing a service to support individuals to harness the power of volunteering to improve their skills/life chances
- Supporting volunteer-involving organisations to develop opportunities that are more inclusive and accessible to a diverse range of volunteers
- Developing 'in-house' inclusive volunteer roles
- Developing volunteer roles/projects led by volunteers' ideas
- We will create individual pathways for volunteers to access quality, appropriate volunteer opportunities

Statement of Trustees Responsibilities

The directors of Volunteering Bradford are responsible for preparing the Directors' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they 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 accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts 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.

On behalf of the board of directors

Rowena Herbert
Director

Dated: 4 October 2022

VOLUNTEERING BRADFORD INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF VOLUNTEERING BRADFORD

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 6 to 14.

Respective responsibilities of Directors and Examiner

The directors, who also act as trustees for the charitable activities of Volunteering Bradford are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 4 October 2022

VOLUNTEERING BRADFORD
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income					
Incoming resources from charitable activities	2	86,801	1,419	88,220	76,990
Total income		<u>86,801</u>	<u>1,419</u>	<u>88,220</u>	<u>76,990</u>
Expenditure					
Charitable activities	3	77,578	2,212	79,790	87,952
Total expenditure		<u>77,578</u>	<u>2,212</u>	<u>79,790</u>	<u>87,952</u>
Net income /(expenditure) for the year/ Net movement in funds before transfers		9,223	(793)	8,430	(10,962)
Transfers between funds		6,320	(6,320)	-	-
Net income/(expenditure)for the year/ Net amendments in funds after transfers		15,543	(7,113)	8,430	(10,962)
Total funds brought forward		<u>214,551</u>	<u>7,113</u>	<u>221,664</u>	<u>232,626</u>
Total funds carried forward		<u>230,094</u>	<u>-</u>	<u>230,094</u>	<u>221,664</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

VOLUNTEERING BRADFORD
BALANCE SHEET
AS AT 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed Assets					
Tangible assets	6	571	-	571	762
Current Assets					
Debtors	7	963	-	963	-
Cash at bank and in hand		229,260	-	229,260	226,134
Total Current Assets		230,223	-	230,223	226,134
Total Assets		230,794	-	230,794	226,896
Creditors: Amounts Falling Due Within One Year	8	(700)	-	(700)	(5,232)
Total Assets less Current Liabilities		230,094	-	230,094	221,664
The Funds of the Charity					
Unrestricted funds		230,094	-	230,094	214,551
Restricted funds	10	-	-	-	7,113
Total Charity Funds		230,094	-	230,094	221,664

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The accounts were approved by the Board on 4 October 2022

Rowena Herbert
 Director

Company Registration No. 4133566

VOLUNTEERING BRADFORD
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022	2021
		£	£
Cash used in operating activities	11	3,126	14,282
Cash equivalents at the beginning of the year		226,134	211,852
		<hr/>	<hr/>
Total cash equivalents at the end of the year		229,260	226,134
		<hr/>	<hr/>

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should continue to be prepared on the going concern basis.

1.2 Incoming resources

Core funding grants are credited to the income and expenditure account as and when receivable.

Revenue grants for specific projects are credited to the income and expenditure account as and when receivable and unspent amounts are carried forward as part of the restricted funds in the balance sheet. Income may be deferred if it is received in advance of the period to which it relates.

Donations and other income are credited to the income and expenditure account as and when receivable.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries. These include those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

It is the policy of the charity to only capitalise individual items costing £1,000 or more.

1.5 Accumulated funds

Restricted funds subject to specific conditions by donors as to how they may be used. The purposes and use of the restricted funds are set out in the notes to the accounts. Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

1.6 Pensions

The pension costs charged in the accounts represents contributions payable by the company.

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Incoming resources from charitable activities

	2022	2021
	£	£
Grant receivable from Bradford MDC	83,942	63,942
National Association for Voluntary and Community Action – VCSEP Grant	1,500	3,000
NHS Bradford District CCG – Youth Volunteering Support	1,419	3,600
Bradford MDC – Gift Funding	600	-
Other income	599	996
Training	160	-
Give Bradford Grant	-	5,322
Miscellaneous donations	-	130
	<u>88,220</u>	<u>76,990</u>

3. Charitable activities

	2022	2021
	£	£
Salaries	61,468	61,442
Recruitment costs	126	12
Secondment costs	-	3,553
Payroll charges	515	412
Pension costs	2,609	2,867
Insurances	624	617
Repairs and equipment	621	4,355
Rent and rates	6,961	8,250
Training costs	150	25
Travelling costs	119	-
Telephones, mobiles and related systems	2,842	2,158
Website development	150	350
Postage and stationery	259	205
Miscellaneous	77	81
Independent examination fees	700	996
Management committee expenses	419	347
Legal and professional fees	35	377
Depreciation – office equipment	191	254
Events/recognition	90	337
Volunteer expenses	1,462	1,242
Subscriptions and memberships	300	-
Bank charges	72	72
	<u>79,790</u>	<u>87,952</u>

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

4. **Directors**

None of the directors (or any persons connected with them) received any remuneration during the year (2021 £nil). Payments made in respect of expenses incurred by or on behalf of the directors amounted to £419 (2021 - £347).

We can confirm that there are no related party transactions that require disclosure in the accounts (2021: none).

5. **Employees**

Number of employees

The average number of employees during the year was:

	2022	2021
Staff	6	4
	<u> </u>	<u> </u>

Employment costs

	2022	2021
	£	£
Wages and salaries	61,359	61,058
Employers national insurance	109	384
Other pension costs	2,609	2,867
Secondment costs	-	3,553
	<u> </u>	<u> </u>
	64,077	67,862
	<u> </u>	<u> </u>

There were no employees whose annual emoluments were £60,000 or more.

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

6. Tangible fixed assets	Office equipment £	Total £
Cost		
At 1 April 2021 and 31 March 2022	40,395	40,395
	<u> </u>	<u> </u>
Depreciation		
At 1 April 2021	39,633	39,633
Charge for the year	191	191
	<u> </u>	<u> </u>
At 31 March 2022	39,824	39,824
	<u> </u>	<u> </u>
Net Book Value		
At 31 March 2022	571	571
	<u> </u>	<u> </u>
At 31 March 2021	762	762
	<u> </u>	<u> </u>
7. Debtors	2022	2021
	£	£
Trade debtors	963	-
	<u> </u>	<u> </u>
8. Creditors: amounts falling due within one year	2022	2021
	£	£
Creditors and Accruals	700	5,232
	<u> </u>	<u> </u>
9. Pension and other post-retirement benefit commitments	2022	2021
	£	£
Defined contribution		
Contributions payable by the company for the year	2,609	2,867
	<u> </u>	<u> </u>

At the end of the financial year 3 employees were in the scheme (2021: 4).

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

10. **Restricted funds**

	Balance at 1 April 2021	Movement in funds		Transfer between funds	Balance at 31 March 2022
	£	Income Resources	Resources Expended	£	£
Give Bradford Grant	4,972	-	(2,212)	(2,760)	-
NHS Bradford District CCG – Youth Volunteering Support	2,141	1,419	-	(3,560)	-
	<u>7,113</u>	<u>1,419</u>	<u>(2,212)</u>	<u>(6,320)</u>	<u>-</u>

Give Bradford Grant

This grant was awarded in January 2020 to develop a new online volunteering portal to promote volunteering across Bradford & District.

We have developed a ‘public-facing’ integrated volunteering database which serves the needs of Bradford’s diverse communities and volunteer-involving organisations. We have developed functionally enabling members of the public to quickly/easily identify their ideal volunteer role; enable volunteers with specialist skills to link up with organisations who have those specific needs; provided a sophisticated, intuitive search function which would allow local volunteers and organisations to easily find appropriate roles/volunteers whilst working within GDPR guidelines. The database allows social action groups to quickly and easily arrange/promote and recruit volunteers for events, has a noticeboard function allowing administrators for example, to highlight organisations who had urgent and immediate needs or focus on volunteers who have specialist, sought-after skills. The database has a reminder update, quality checking function enabling volunteers to be assured that the roles they are applying for are genuine volunteer opportunities that are relevant, current, safe and comply with current legislation in relation to volunteering. This service has been developed in partnership with Action Point Community Support Services (previously known as Keighley Volunteer Centre).

The funds have been used to build the database and associated website. Funds have also supported groups to register on the site and upload their opportunities.

Objectives:

Provide a ‘one-stop shop’ to enable all potential volunteers/volunteer-involving organisations a central resource to both access quality, safe volunteer opportunities and promote their opportunities.

NHS Bradford District CCG – Youth Volunteering Support

CCGs have hosted an internship over the last few months to establish a youth volunteering hub, to encourage young people into NHS volunteering roles. Volunteering Bradford will provide ongoing support and development for the Young People Can group on behalf of the CCGs.

Funding of £1,419 has been agreed based on estimated costs and planned activity for the second year, this will be paid to Volunteering Bradford on receipt of invoice. Any additional or future resource requirement will be agreed between Volunteering Bradford and the CCG as required.

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Objectives:

Promote volunteering in health to young people from a range of diverse backgrounds, particularly those who might not have considered volunteering before.

Keep young people actively engaged in the sessions and conduct meaningful sessions that are shaped to support the young people's needs.

Develop the skills and confidence of young people, to help them into other opportunities.

Activity:

Arrange and run monthly meetings of the Young People Can group.

Promote the Young People Can group in partnership with CCG colleagues.

Liaise with CCG and other health colleagues to identify short and long term volunteering opportunities.

Manage contact details, reference and other checks, and maintain appropriate records in line with Volunteering Bradford policy & practice.

Ensure young people are given appropriate training and development opportunities, and where necessary comply with CCG policy and practice.

Provide individual and group support and supervision to volunteers.

Reimburse young people for out of pocket expenses.

11. **Reconciliation of net movement in funds to net cashflow from operating activities**

	2022	2021
	£	£
Net movement in funds	8,430	(10,962)
Add back depreciation charge	191	254
(Increase)/decrease in debtors	(963)	26,739
(Decrease) in creditors	(4,532)	(1,749)
	<hr/>	<hr/>
	3,126	14,282
	<hr/> <hr/>	<hr/> <hr/>

VOLUNTEERING BRADFORD

England & Wales - Charity number 1085218

Accounts

Charity Registration No. 1085218
Company Registration No. 4133566 (England and Wales)

VOLUNTEERING BRADFORD
DIRECTORS' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

VOLUNTEERING BRADFORD

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Amit Bhagwat Jef Thompson David Pringle Rowena Herbert Habad Mahmood Khan
Company Secretary	Stephen Blackman
Charity number	1085218
Company number	4133566
Registered office	Perkin House Grattan Road Bradford West Yorkshire BD1 2LU
Independent examiner	Kevin J Meddings MAAT Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB

VOLUNTEERING BRADFORD

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Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 14

VOLUNTEERING BRADFORD

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The directors present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011.

Structure, governance and management

The company is a company limited by guarantee and was registered as a charity on 1 April 2001.

The directors who served during the year were:-

Amit Bhagwat
Jef Thompson
David Pringle
Rowena Herbert
Habad Mahmood Khan

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors have examined the major strategic business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law. They are responsible for the overall governance of the organisation, for determining policy and ensuring that policy is implemented by its staff and volunteers.

The Board is made up of between 3 and 14 members for a term of three years. They can be reappointed at the end of the term. The skills mix and needs of the Board are kept under review on an annual cycle and the cycle of board appointments is run with due regard to these needs. Board members may claim reasonable expenses incurred in attending meetings and carrying out duties but receive no remuneration. The Board usually includes three designated honorary officers – Chair, Deputy Chair and Treasurer. The charity makes every effort to identify its trustees, including these honorary officers, through a skills/merit based open process. The role of a designated Treasurer has been vacant since resignation of previous treasurer in early 2020. Following discussions at the next board meeting and subsequent Covid-19 lockdown, we are engaged in a treasurer appointment process.

Objectives and activities

The charity's objects are "to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate", and its activities include:-

- Providing information to encourage as many people as possible to volunteer without fear of discrimination, in order to gain positive volunteering experience for themselves and to respond to individual and community needs
- Acting as a central recruiting agency to help volunteers to find appropriate placements in voluntary, charitable and statutory agencies
- Promoting good practice amongst those working with volunteers, and advocating the rights and responsibilities of volunteers
- Promoting volunteering as a valuable and integral part of society that deserves support and recognition
- Providing advice, information, support and training to volunteers
- Developing and supporting others in the development of appropriate new voluntary opportunities which can help fulfil local and community needs.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The work is primarily carried out in Bradford North, Bradford South, Bradford West and Shipley Constituencies of the Bradford Metropolitan District. We work in partnership with Action Point (previously known as Keighley Volunteer Centre) that covers the Keighley constituencies.

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health, well-being, education and citizenship.

Achievements and performance

Volunteer Centres are charities that provide support and expertise within the local community, to potential volunteers, existing volunteers and organisations that involve volunteers. Volunteer Centres also provide brokerage services to help the general public find volunteer roles. Our charity Volunteering Bradford is successfully quality accredited as a Volunteer Centre which demonstrates the high quality of the service provided. We deliver our services under the "Volunteer Centre" branding. The success of Volunteer Centres can be measured in a number of ways but in particular by the number of people going on to volunteer in local community groups. We use our new bespoke digital volunteering platform to broker volunteers through online as well as face to face methods. The Volunteer Centre in Bradford works to promote volunteering to the general public and to support local voluntary and community organisations in the district. It is both a registered charity and a company limited by guarantee. The Charity's objects are "to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate."

The Volunteer Centre provides information to encourage as many people as possible to volunteer. It acts as a central recruiting agency to help volunteers to find appropriate placements in voluntary, charitable and statutory agencies. It promotes good practice amongst those working with volunteers, and advocates the rights and responsibilities of volunteers. It promotes volunteering as a valuable and integral part of society that deserves support and recognition. It provides advice, information, support and training to volunteers; develops and supports others in the development of appropriate new voluntary opportunities which can help fulfill local and community needs.

To recruit volunteers the Bradford Volunteer Centre uses several methods including our new digital platform www.volunteerbradforddistrict.org, face to face brokerage weekly at the Volunteer Centre and at outreach and community events, weekly eBulletins to our mailing list members and extensively via our social media channels. We change lives by supporting people into volunteering roles. Our new digital platform is a joint initiative with our partners at Action Point Community Services (formerly Keighley Volunteer Centre).

During the pandemic and subsequent lockdown we worked in partnership with the local authority and our infrastructure partners to recruit over 2000 volunteers to support community initiatives, provide services to isolated individuals and communities, facilitate food/school meal distribution; developed a letter-based pen-friend scheme to offer support to residents of care homes (Link Up Letters); recruited and trained 100's of community support volunteers to encourage home-testing and promote key safety messages around COVID-19. We have developed a COVID-19 handbook for volunteer managers and volunteers which was recognised by the national council (NCVO) as being an exemplar of good practice when volunteering under pandemic restrictions.

In February we promoted the 10th Annual Community Stars Awards. The honours are organised by the local newspaper (Telegraph & Argus), the Volunteer Centre and Bradford Council to ensure hard-working volunteers are rewarded for their efforts in their neighbourhoods. Sadly this year for the first time this was a purely virtual event. We are also the Voluntary Sector lead for the District's People Can Make a Difference campaign that recognises the fantastic voluntary work already being carried out and through events and activities encourages people to take part, help others and make a difference. We do this through our workshops and Drop In's at a variety of community settings across the district. However, this work has been entirely virtual over the past year.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

We have developed an 'assisted volunteering project' to support adults with additional needs to access volunteer opportunities via a tailored support package. This is a pilot project (initially for 18 months) funded via our reserves. A member of staff has been recruited, processes and publicity have been developed and produced. However, the launch and development of this new project have been curtailed by the ongoing pandemic.

We are working in partnership with our local Clinical Commissioning Group to support and train a group of young people to access volunteer roles within healthcare settings. The development of this project has been initially curtailed by the ongoing pandemic. However, the project developed a health champion remit and the young people were supported to develop and design key messages/social media content relevant to young people around COVID-19 and maintain good mental health.

We remain a Community Beacon, from the National Council for Voluntary Organisations (NCVO), one of 26 Beacons in England and Wales. We achieved this through our progressive work in engaging volunteers. Having gained this status, we will progress the ethos of engaged social action through becoming a Community Beacon. This status represents a new movement in the charity sector- a move away from the asset based community engagement in which our role is to empower organisations and groups to be agents for change.

Our volunteering quality mark was launched to acknowledge the work of community organisations in the District. It has been developed by the Volunteer Managers Forum and is linked to the People Can Make A Difference Campaign. To date 29 organisations have successfully completed the quality assured process and been awarded the mark/certificate.

We have always been supporters of inclusion and promoters of diversity and have included protected characteristics among both our staff and board members, including disabled people. In May 2017 we also became a "Disability Confident Employer". We renew this commitment annually.

We have successfully relocated to an alternative, accessible city-centre location after vacating our long-standing offices at Sunbridge Road due to the impending sale of the building.

Financial Review

In this financial year the Centre incurred a deficit of £10,962 (2020: surplus of £11,561). There was a deficit of £18,075 in respect of the core activities of the Centre. Due to the COVID-19 pandemic we were unable to run our 'CHOICE' Supported Volunteering Service and it was decided that the money that had been set aside for this project could be utilised to maintain existing services following the reduction in our funding from the local council. As a result a transfer of £18,269 was made which has protected our unrestricted reserves.

Two restricted funds were run in the year and these are referenced in detail on pages 13 and 14 of these accounts. There remains £7,113 in respect of these projects which is committed to be spent in the 2021/22 financial year.

Total reserves of the Centre at 31 March 2021 amounted to £221,664 (2020: £236,226). Of this £214,551 is unrestricted and can be spent on any charitable aspect of the Centre.

Reserves Policy

Our reserves policy remains at maintaining at least a minimum of three months running costs. Which given the expected and continued cuts in public funding is considered by the directors to be prudent.

VOLUNTEERING BRADFORD

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Public Benefit

Over 2000 local people have been recruited and supported into volunteering roles to combat the effects of the pandemic across the Bradford District. We have coordinated the work of the 5 volunteering hubs across the district ensuring that volunteers can volunteer safely and effectively and make a real difference to their communities.

Plans for the future

As we move out of lock-down we will relaunch our assisted volunteering service:
 continue to develop our innovative work with Bradford City of Sanctuary encouraging refugees and asylum seekers to volunteer;
 seek funding for the continued development of our 'Link-Up Letters' project – offering much needed support to care home residents;
 seek to re-establish ourselves in the community by offering accessible outreach sessions;
 continue to develop our young people's participation project in partnership with the CCG providing a pathway into volunteering in healthcare settings for young people;
 develop and promote our new online database of volunteer opportunities to increase the profile of volunteering across the district.

Statement of Trustees Responsibilities

The directors of Volunteering Bradford are responsible for preparing the Directors' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they 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 accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts 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.

On behalf of the board of directors

Director
Jef Thompson

Dated: 30 July 2021

VOLUNTEERING BRADFORD

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF VOLUNTEERING BRADFORD

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 6 to 14.

Respective responsibilities of Directors and Examiner

The directors, who also act as trustees for the charitable activities of Volunteering Bradford are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT
Stuart B Lodge & Co
Chartered Accountants
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated: 30 July 2021

VOLUNTEERING BRADFORD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income					
Incoming resources from charitable activities	2	68,068	8,922	76,990	87,894
Total income		68,068	8,922	76,990	87,894
Expenditure					
Charitable activities	3	86,143	1,809	87,952	76,333
Total expenditure		86,143	1,809	87,952	76,333
Net (expenditure)/income for the year/ Net movement in funds before transfers		(18,075)	7,113	(10,962)	11,561
Transfers between funds		18,269	(18,269)	-	-
Net (expenditure)/income for the year/ Net amendments in funds after transfers		194	(11,156)	(10,962)	11,561
Total funds brought forward		214,357	18,269	232,626	221,065
Total funds carried forward		214,551	7,113	221,664	232,626

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

VOLUNTEERING BRADFORD

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed Assets					
Tangible assets	6	762	-	762	1,016
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Current Assets					
Debtors	7	-	-	-	26,739
Cash at bank and in hand		219,021	7,113	226,134	211,852
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Current Assets		219,021	7,113	226,134	238,591
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets		219,783	7,113	226,896	239,607
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Creditors: Amounts Falling Due Within One Year	8	(5,232)	-	(5,232)	(6,981)
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets less Current Liabilities		214,551	7,113	221,664	232,626
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
The Funds of the Charity					
Unrestricted funds		214,551	-	214,551	214,357
Restricted funds	10	-	7,113	7,113	18,269
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Charity Funds		214,551	7,113	221,664	232,626
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The accounts were approved by the Board on 30 July 2021

Director
Jef Thompson

Company Registration No. 4133566

VOLUNTEERING BRADFORD**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
Cash used in operating activities	11	14,282	(6,961)
Cash equivalents at the beginning of the year		211,852	218,813
		<hr/>	<hr/>
Total cash equivalents at the end of the year		226,134	211,852
		<hr/>	<hr/>

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should continue to be prepared on the going concern basis.

1.2 Incoming resources

Core funding grants are credited to the income and expenditure account as and when receivable.

Revenue grants for specific projects are credited to the income and expenditure account as and when receivable and unspent amounts are carried forward as part of the restricted funds in the balance sheet. Income may be deferred if it is received in advance of the period to which it relates.

Donations and other income are credited to the income and expenditure account as and when receivable.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries. These include those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment	25% reducing balance
Fixtures and fittings	25% reducing balance

It is the policy of the charity to only capitalise individual items costing £1,000 or more.

1.5 Accumulated funds

Restricted funds subject to specific conditions by donors as to how they may be used. The purposes and use of the restricted funds are set out in the notes to the accounts. Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

1.6 Pensions

The pension costs charged in the accounts represents contributions payable by the company.

VOLUNTEERING BRADFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Incoming resources from charitable activities

	2021	2020
	£	£
Grant receivable from Bradford MDC	63,942	83,965
Give Bradford Grant	5,322	-
NHS Bradford District CCG – Youth Volunteering Support	3,600	-
National Association for Voluntary and Community Action – VCSEP Grant	3,000	-
Miscellaneous donations	130	440
Other income	996	739
Integrated Volunteer Project interview	-	1,650
Training	-	1,100
	<hr/>	<hr/>
	76,990	87,894
	<hr/> <hr/>	<hr/> <hr/>

3. Charitable activities

	2021	2020
	£	£
Salaries	61,442	49,211
Recruitment costs	12	60
Secondment costs	3,553	6,146
Payroll charges	412	361
Pension costs	2,867	2,124
Insurances	617	595
Repairs and equipment	4,355	175
Removal costs	-	756
Rent and rates	8,250	4,946
Training costs	25	20
Travelling costs	-	158
Telephones, mobiles and related systems	2,158	2,112
Information technology	-	650
Website incentive	350	-
Postage and stationery	205	1,113
Miscellaneous	81	60
Independent examination fees	996	972
Management committee expenses	347	304
Legal and professional fees	377	103
Depreciation – office equipment	254	339
Events/recognition	337	2,319
Volunteer recruitment	-	325
Volunteer expenses	1,242	-
Publicity	-	3,412
Bank charges	72	72
	<hr/>	<hr/>
	87,952	76,333
	<hr/> <hr/>	<hr/> <hr/>

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

4. Directors

None of the directors (or any persons connected with them) received any remuneration during the year (2020 £nil). Payments made in respect of expenses incurred by or on behalf of the directors amounted to £347 (2020 - £304).

We can confirm that there are no related party transactions that require disclosure in the accounts (2020: none).

5. Employees

Number of employees

The average number of employees during the year was:

	2021	2020
Staff	4	3
	=====	=====

Employment costs

	2021 £	2020 £
Wages and salaries	61,058	48,328
Employers national insurance	384	883
Other pension costs	2,867	2,124
Secondment costs	3,553	6,146
	-----	-----
	67,862	57,481
	=====	=====

There were no employees whose annual emoluments were £60,000 or more.

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6. Tangible fixed assets		
	Office equipment	Total
	£	£
Cost		
At 1 April 2020 and 31 March 2021	40,395	40,395
	-----	-----
Depreciation		
At 1 April 2020	39,379	39,379
Charge for the year	254	254
	-----	-----
At 31 March 2021	39,633	39,633
	-----	-----
Net Book Value		
At 31 March 2021	762	762
	-----	-----
At 31 March 2020	1,016	1,016
	-----	-----
7. Debtors		
	2021	2020
	£	£
Trade debtors	-	26,739
	=====	=====
8. Creditors: amounts falling due within one year		
	2021	2020
	£	£
Creditors and Accruals	5,232	2,378
PAYE/national insurance	-	1,003
Deferred income	-	3,600
	-----	-----
	5,232	6,981
	=====	=====
9. Pension and other post-retirement benefit commitments		
	2021	2020
	£	£
Defined contribution		
Contributions payable by the company for the year	2,867	2,124
	=====	=====

At the end of the financial year 4 employees were in the scheme (2020: 3).

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

10. Restricted funds

	Balance at 1 April 2020	Movement in funds		Transfer between funds	Balance at 31 March 2021
	£	Income Resources	Resources Expended	£	
"CHOICE" Supported Volunteering Service	18,269	-	-	(18,269)	-
Give Bradford Grant	-	5,322	(350)	-	4,972
NHS Bradford District CCG – Youth Volunteering Support	-	3,600	(1,459)	-	2,141
	<u>18,269</u>	<u>8,922</u>	<u>(1,809)</u>	<u>(18,269)</u>	<u>7,113</u>

"Choice" Supported Volunteering Service

Funding to enable people with support needs (mental health/physical impairments) to access/maintain quality, meaningful volunteering through the recruitment and training of volunteer support assistants (VSAs)

The core objectives are:

- to combat discrimination and prejudice within Volunteer – involving organisations.
- give real choice to individuals who have not been able to, or have been discouraged from accessing volunteering. Thus developing a sense of purpose, structure, widened social network as well as developing skills and experience. We hope that their positive experiences will help to dispel the myths and stigma associated with disability.

Give Bradford Grant

Currently Bradford's volunteers and volunteer-involving organisations use several different methods to access information in relation to volunteering, some of which is out-of-date or inaccurate.

We are seeking to develop a 'public-facing' integrated volunteering database which serves the needs of Bradford's diverse communities and volunteer-involving organisations. We would offer functionality enabling members of the public to quickly/easily identify their ideal volunteer role; enable volunteers with specialist skills to link up with organisations who have those specific needs; offer a simple registration process so that people can register to support volunteer efforts in future emergency situations (building on our experience of recruiting volunteers during the pandemic); provide a sophisticated, intuitive search function which would allow local volunteers and organisations to easily find appropriate roles / volunteers whilst working within GDPR guidelines.

The database will allow social action groups to quickly and easily arrange/promote and recruit volunteers for events; have a noticeboard function allowing administrators for example, to highlight organisations who had urgent and immediate needs or focus on volunteers who have specialist, sought-after skills.

The database will have a reminder update, quality checking function enabling volunteers to be assured that the roles they are applying for are genuine volunteer opportunities that are relevant, current, safe and comply with current legislation in relation to volunteering.

NHS Bradford District CCG – Youth Volunteering Support

CCGs have hosted an internship over the last few months to establish a youth volunteering hub, to encourage young people into NHS volunteering roles. Volunteering Bradford will provide ongoing support and development for the Young People Can group on behalf of the CCGs.

VOLUNTEERING BRADFORD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Funding of £3,600 has been agreed based on estimated costs and planned activity for the first year, this will be paid to Volunteering Bradford on receipt of invoice. Any additional or future resource requirement will be agreed between Volunteering Bradford and the CCG as required.

Objectives:

Promote volunteering in health to young people from a range of diverse backgrounds, particularly those who might not have considered volunteering before.

Keep young people actively engaged in the sessions and conduct meaningful sessions that are shaped to support the young people's needs.

Develop the skills and confidence of young people, to help them into other opportunities.

Activity:

Arrange and run monthly meetings of the Young People Can group.

Promote the Young People Can group in partnership with CCG colleagues.

Liaise with CCG and other health colleagues to identify short and long term volunteering opportunities.

Manage contact details, reference and other checks, and maintain appropriate records in line with Volunteering Bradford policy & practice.

Ensure young people are given appropriate training and development opportunities, and where necessary comply with CCG policy and practice.

Provide individual and group support and supervision to volunteers.

Reimburse young people for out of pocket expenses.

11. Reconciliation of net movement in funds to net cashflow from operating activities

	2021	2020
	£	£
Net movement in funds	(10,962)	11,561
Add back depreciation charge	254	339
Decrease/(increase) in debtors	26,739	(21,939)
(Decrease)/increase in creditors	(1,749)	3,078
	<hr/>	<hr/>
	14,282	(6,961)
	<hr/> <hr/>	<hr/> <hr/>