

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

VOLUNTEERING BRADFORD

CONTENTS

	Page
Directors' report	1 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 13

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
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total income		<u>867</u>	<u>62,546</u>	<u>63,413</u>	<u>10,989</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Expenditure					
Charitable activities	3	33,590	61,351	94,941	89,576
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total expenditure		<u>33,590</u>	<u>61,351</u>	<u>94,941</u>	<u>89,576</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net (expenditure)/income for the year/Net movement in funds		(32,723)	1,195	(31,528)	(78,587)
Total funds brought forward		<u>75,538</u>	<u>-</u>	<u>75,538</u>	<u>154,125</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total funds carried forward		<u>42,815</u>	<u>1,195</u>	<u>44,010</u>	<u>75,538</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </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 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/>

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/>

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

Employment costs

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

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
	<hr/>	<hr/>
Depreciation		
At 1 April 2024	40,074	40,074
Charge for the year	80	80
	<hr/>	<hr/>
At 31 March 2025	40,154	40,154
	<hr/>	<hr/>
Net Book Value At 31 March 2025	241	241
	<hr/>	<hr/>
At 31 March 2024	321	321
	<hr/>	<hr/>

7. **Debtors**

	2025 £	2024 £
Prepayments	1,536	1,525
	<hr/>	<hr/>

8. **Creditors: amounts falling due within one year**

	2025 £	2024 £
Trade creditors	735	808
Deferred income	252	-
	<hr/>	<hr/>
	987	808
	<hr/>	<hr/>

9. **Pension and other post-retirement benefit commitments**

	2025 £	2024 £
Defined contribution		
Contributions payable by the company for the year	3,049	3,213
	<hr/>	<hr/>

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 Income Resources £	Resources Expended £	Balance at 31 March 2025 £
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>(31,280)</u>	<u>(79,961)</u>
Net cash (used) in operating activities	(31,280)	(79,961)