

REGISTERED COMPANY NUMBER: 04176994 (England and Wales)
REGISTERED CHARITY NUMBER: 1090620

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2021
FOR**

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

McCabe Ford Williams
Chartered Accountants
2 The Links
HERNE BAY
Kent
CT6 7GQ

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2021**

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**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04176994 (England and Wales)

Registered Charity number

1090620

Registered office

Tower Works
Simmonds Road
Wincheap Business Park
CANTERBURY
Kent
CT1 3RA

Trustees

H R Cleverley
H J Adams
B A Robertson
D J Strutt
R C Woodward resigned Nov 2020
E C Bushell

Chairperson
Treasurer

Company Secretary

A Krutnik

Independent examiner

Leigh Jones FCCA
McCabe Ford Williams
Chartered Accountants
2 The Links
HERNE BAY
Kent
CT6 7GQ

Bankers

CAF Bank LTD
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees (who are also the directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Canterbury and Herne Bay Volunteer Centre (the Company) for the year ended 31 March 2021. The trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objectives of the charity are to promote any charitable purposes for the benefit of the community in the local government district of Canterbury by associating together volunteers and organisations in a common effort to advance education, protect health, and relieve poverty, sickness and distress.

Significant activities

This financial year was the second year we received a development grant from the National Lottery Community Fund to pilot a Virtual Volunteering project within the Canterbury district.

We continued our involvement with the Stronger Kent Communities consortium successfully delivering services across the whole of Kent.

We became a Local Liaison Lead for the Voluntary and Community Emergencies Partnership.

Due to the ongoing nature of the Covid – 19 pandemic, we were able to access emergency funding from a number of sources to enable the organisation to continue running services albeit in a reduced or alternate form.

Statement of Public Benefit

Given the policies and objectives of the charity, as stated above, The trustees report on the aspects of its activities which encapsulate 'public benefit' -

This is achieved through our work relating to the support of volunteering:

Brokerage - matching up individuals and groups interested in volunteering with appropriate opportunities in the local community.

Good practice development - promoting good practice in working with volunteers to all volunteer involving organisations particularly via the running of workshops and training activities.

Development of volunteering opportunities - by working in close partnership with statutory, voluntary, and private sector agencies as well as community groups and faith groups to develop local volunteering opportunities.

Strategic development of volunteering - as the local experts on volunteering, we inform strategic thinking and planning at a regional and national level.

Alongside the above, we also have set up projects which have responded to local need and, in line with our involvement with Stronger Kent Communities, deliver services related to volunteering and volunteer management, across Kent.

Social Transport Scheme

This scheme utilizes volunteer drivers to transport clients from within the Canterbury District to social and health related appointments. All who use this service have to be members of the transport scheme before accessing our services. Membership cost is currently set at £15 a year. The cost of the journeys is set at 45p per mile as well as an additional 5p per passenger per mile. There is also an administration charge levied per journey.

Befriending Projects

We continue to run a small befriending project. This was kept small due to the limited number of resources at our disposal. Originally, this consisted of both a face to face and a telephone befriending aspect but became a purely virtual service as a result of Covid- 19. Due to the acquisition of resilience funding from the Kent Community Foundation, we were able to start recruiting more volunteer befrienders to cater for the increased need.

Forum Activities/Workshops/Events & Presentations

We aim to increase good practice and communication between organisations involved in volunteering and embedding volunteers at the heart of the volunteering process by hosting regular events to these ends.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

OBJECTIVES AND ACTIVITIES

Volunteering Roadshows

We were awarded funds in 2019 from the Awards for All fund from the Big Lottery Fund (now called the National Lottery Community Fund) to run a series of volunteering roadshows aimed at both volunteers and volunteer-involving organisations. This project continued in this financial year.

The trustees of Canterbury and Herne Bay Volunteer Centre are aware of their obligation to follow the Charity Commission Guidance on Public Benefit. They believe that the objectives of the charity are in line with the Guidance, and they are not aware of any instance where they have departed from the Guidance. The trustees are obligated to report regularly to their funders on the performance of the charity by way of the monitoring and evaluation of its services (outcomes and outputs); they are therefore satisfied that they meet public benefit requirements.

Volunteers

As you will see, one of our core aims is the assessment and referral of volunteers to a variety of mainly charitable organisations within the Canterbury district. Each year we assess and refer 1000 volunteers in this way. Due to the demographics of the Canterbury district, the majority of volunteers we assess and refer are, perhaps, younger than in other areas of Kent and, as such, are perhaps more specific in regard to what they perceive to be the benefits of volunteering.

Along with the above, we utilize volunteers throughout our organisation, be they office volunteers who have administrative duties on our projects, volunteer drivers, befrienders, as well as members of our trustee board. We also had a number who are undertaking virtual research duties regarding different aspects of volunteering. Without the willingness of volunteers to engage in our activities, we would not be able to function as well as we currently do.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

As a Voluntary and Community Organisation, we are tasked with undertaking charitable activities within the Canterbury district. All our projects have at heart the alleviation of poverty and distress and, as a Volunteer Centre, our prime activities are focused on helping volunteers to access voluntary opportunities and facilitating good practice within organisations that utilize volunteers. All the projects we run utilize volunteers in terms of the delivery of these services.

Any surpluses made by our projects are ploughed back into the organisation either to sustain current activities or to alleviate the cost of our future activities.

Fundraising activities

No longer being the recipients of grants from the Local Authority, we now have to sustain our current work within the district by applying for funding elsewhere. This has been achieved via charges levied for some of our services (albeit at less than market rate) along with the continual process of bidding for funding from institutions such as the National Lottery Community Fund or other grant-making trusts. We have had some success over recent years in obtaining such funding, but this task is getting increasingly hard for every voluntary organisation including ourselves. Due to the effects of Covid-19. One of our major streams of independent income from services levied on our transport service, completely dried up as this service could not be run safely during this time. We were fortunate in gaining emergency funding to tide us over during this time.

Internal and external factors

Externally, the effect of the economic downturn continues to have a great effect on the organisation, which has increased pressure to continue to monitor the rationalization of our services. Whilst we have avoided large-scale changes to a large extent to date, this pressure will only increase over time. As costs rise in general, so our income streams become more strained, making it even harder to run as we have in the past.

Internally, the Board of trustees has to balance the needs of our various beneficiaries with the funds at our disposal, taking great note of the impact that the economy is having on society at large.

FINANCIAL REVIEW

Reserves policy

It is the policy of the charity's trustees to maintain unrestricted funds, which are the free reserves of the charity, at a level that equates to a minimum of three months and a maximum of twelve months of operating expenditure. This provides sufficient funds to cover management, administration, and support costs and to respond to emergency situations.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

Reserves policy (cont.)

The rationale for holding this reserve is as follows:

- To ensure the financial security and the proper staff of the charity
- To provide adequate resources to meet the challenges imposed by new and uncertain funding streams

The trustees will continue to keep under review the level of the charity's general reserve, but consider the current level is necessary to fulfil justifiable calls on the charity's resources.

During the period under review, the total income received by the charity was £105,609 (2019 - £80,367). The principal funders during the year were the National Lottery Community Fund, Canterbury & Coastal Clinical Commissioning Group plus the Colyer Ferguson Foundation, the Henry Smith Charitable Trust, the Rausing Trust, and the Kent Community Foundation. The trustees, staff and members are grateful for this ongoing support. The trustees are aware that there will be even more significant challenges in the years ahead and are continually monitoring the income and expenditure of the organisation in light of this continued pressure on finances within the Voluntary and Community Sector.

It is acknowledged that, for the next two or three years at least, there will be increased pressure on public spending, and this will almost certainly impact on the grants available to the charity from all sources. In response to this, the trustees will continue to explore all options for organisational growth and income.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The company is a charitable company limited by guarantee and is governed by its Memorandum and Articles of Association dated 2 April 2007. It is registered with the Charity Commission under number 1090620. The organisation was formed, via the merger of the former Canterbury Volunteer Centre and the Herne Bay Volunteer Centre on 2 April 2007 and registered as a charity on 15 February 2002.

In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

The management of the company is the responsibility of the trustees, who are elected and co-opted under the Articles of Association.

Recruitment, induction and training of new trustees

Trustees are recruited either by advertising in local newspapers or personal recommendation; all trustees are volunteers. All applicants undergo an initial skills appraisal, and all new trustees are encouraged to attend a series of short training sessions to familiarize themselves with the charity and the context within which it operates. The new trustees are inducted into the organisation via a combination of trustee and staff involvement.

Organisational structure

The Board of trustees consists of at least three and not more than twenty-five individuals. The Board of trustees currently consists of six members of the charity. The trustees meet quarterly and review, inter alia, the previous quarter's income and expenditure account and reports from core workers.

Risk management

As part of their responsibility, the trustees carry out an annual appraisal of the risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

The trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Risk factors

The charity's trustees have considered the major strategic, business and operational risks that 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.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The COVID-19 viral pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all the potential implications on the charity's operations, funding, suppliers, and wider economy. The Trustees' view on the impact of COVID-19 is that, given the measures that could be undertaken to mitigate the current adverse conditions and the current resources available, they can continue to adopt the going concern basis in preparing the financial statements.

The trustees acknowledge their responsibility for:

- Having an overview of the risk identification process
- Having reviewed and assessed major risks and will review and update the position as required
- Confirming that control systems have been established to mitigate those risks

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 30/09/2021 and signed on its behalf by:



A Krutnik - Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

Independent examiner's report to the trustees of Canterbury and Herne Bay Volunteer Centre Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Leigh Jones FCCA
McCabe Ford Williams
Chartered Accountants
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2021

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

| | | Unrestricted funds £ | Restricted funds £ | Total 2021 funds £ | Total 2020 funds £ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| | Notes | | | | |
| INCOME | | | | | |
| Donations and grants | 2 | 11,000 | 102,393 | 113,393 | 74,927 |
| Charitable activities | 4 | | | | |
| Support | | 7,993 | - | 7,993 | 23,406 |
| Investment income | 3 | <u>7,155</u> | <u>-</u> | <u>7,155</u> | <u>7,276</u> |
| Total | | 26,148 | 102,393 | 128,541 | 105,609 |
| EXPENDITURE | | | | | |
| Charitable activities | 5 | | | | |
| Support | | <u>8,136</u> | <u>90,719</u> | <u>98,855</u> | <u>101,791</u> |
| NET INCOME/(EXPENDITURE) | | 18,012 | 11,674 | 29,686 | 3,818 |
| Transfers between funds | 14 | <u>26</u> | <u>(26)</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | <u>18,038</u> | <u>11,648</u> | <u>29,686</u> | <u>3,818</u> |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>69,110</u> | <u>21,983</u> | <u>91,093</u> | <u>87,275</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>87,148</u></u> | <u><u>33,631</u></u> | <u><u>120,779</u></u> | <u><u>91,093</u></u> |

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**STATEMENT OF FINANCIAL POSITION
AT 31 MARCH 2021**

| | Notes | 2021 £ | 2020 £ |
|---|-------|----------------|---------------|
| FIXED ASSETS | | | |
| Tangible assets | 11 | 1,470 | 2,744 |
| CURRENT ASSETS | | | |
| Debtors | | 7,718 | 593 |
| Cash at bank and in hand | | <u>112,951</u> | <u>89,347</u> |
| | | 120,669 | 89,940 |
| CREDITORS | | | |
| Amounts falling due within one year | 12 | (1,360) | (1,591) |
| NET CURRENT ASSETS | | <u>119,309</u> | <u>88,349</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 120,779 | 91,093 |
| NET ASSETS | | <u>120,779</u> | <u>91,093</u> |
| FUNDS | 14 | | |
| Unrestricted funds: | | | |
| General fund | | 75,319 | 49,260 |
| Redundancy designated fund | | <u>18,457</u> | <u>19,850</u> |
| | | 93,776 | 69,110 |
| Restricted funds: | | | |
| National Lottery Community Fund - Awards for All | | - | 1,884 |
| National Lottery Community Fund – Development grant | | 10,936 | 16,349 |
| Kent Community Foundation – Resilience Grant | | 4,817 | - |
| Kent Community Fund – Transport | | 3,750 | - |
| Henry Smith Charity | | 7,500 | 3,750 |
| | | <u>27,003</u> | <u>21,983</u> |
| TOTAL FUNDS | | <u>120,779</u> | <u>91,093</u> |

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**STATEMENT OF FINANCIAL POSITION - CONTINUED
AT 31 MARCH 2021**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 30/09/2021 and were signed on its behalf by:



H R Cleverley -Trustee



H J Adams -Trustee

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is a company limited by guarantee and was incorporated on 12th March 2001. In the event of the charity being wound up, the liability of the guarantee is limited to £10 per member of the charity.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs

This includes the costs of governance arrangements that relate to the running of the charity as opposed to the direct management functions inherent in generating funds and service delivery. This includes costs associated with constitutional and statutory requirements and legal advice for trustees.

Support costs

Support costs represent the staffing and associated costs of finance, personnel and general administration in supporting and operational programmes for which the charity is responsible.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

| | |
|------------------|--------------------------------|
| Office equipment | - 25% on a straight line basis |
|------------------|--------------------------------|

Tangible fixed assets costing more than £250 are capitalised and included at cost subject to depreciation.

Taxation and irrecoverable vat

The charity is exempt from corporation tax on its charitable activities.

Irrecoverable VAT is allocated to the expense on which it was incurred.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Reserves

Monies held in reserves are classified as restricted if it was a requirement of the donor/provider that the money be used for a specific purpose. Any monies received that are not required to be classified as restricted reserves are therefore deemed to be unrestricted.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

2. DONATIONS AND LEGACIES

| | 2021 £ | 2020 £ |
|----------------------|----------------|---------------|
| Grants and contracts | <u>113,393</u> | <u>74,927</u> |

Grants received, included in the above, are as follows:

| | 2021 £ | 2020 £ |
|---|----------------|---------------|
| National Lottery Community Fund – Emergency Covid 19 Fund | 4,250 | - |
| National Lottery Community Fund – Development grant | 22,030 | 22,030 |
| Kent & Medway Clinical Commissioning Group | 8,808 | 8,808 |
| Stronger Kent Communities | 7,177 | 29,089 |
| Voluntary and Community Sector Emergencies Partnership | 9,500 | - |
| Colyer Ferguson Charitable Trust | 7,500 | 7,500 |
| Rausing Foundation Charity Survival Fund | 10,000 | - |
| Kent Community Foundation Transport | 5,000 | - |
| Kent Community Foundation Covid 19 Emergency Fund | 4,000 | - |
| Kent Community Foundation Resilience Grant | 10,000 | - |
| Henry Smith Charity | 7,500 | 7,500 |
| Canterbury City Council | 10,000 | - |
| Sir Jules Thorne Charitable Trust | 1,000 | - |
| Furlough Grant | <u>6,628</u> | <u>-</u> |
| | <u>113,393</u> | <u>74,927</u> |

3. INVESTMENT INCOME

| | 2021 £ | 2020 £ |
|--------------------------|--------------|--------------|
| Rents received | 7,125 | 7,125 |
| Deposit account interest | <u>30</u> | <u>151</u> |
| | <u>7,155</u> | <u>7,276</u> |

4. INCOME FROM CHARITABLE ACTIVITIES

| | 2021 £ | 2020 £ |
|----------------|--------------|---------------|
| Driving income | <u>7,993</u> | <u>23,406</u> |

5. CHARITABLE ACTIVITIES COSTS

| | Direct costs (See note 6) £ | Support costs (See note 7) £ | Totals £ |
|---------|-----------------------------------|------------------------------------|---------------|
| Support | <u>71,146</u> | <u>27,709</u> | <u>98,855</u> |

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 2021 £ | 2020 £ |
|--|---------------|---------------|
| Staff costs | 70,391 | 69,516 |
| Training, subscriptions and CRB checks | <u>755</u> | <u>470</u> |
| | <u>71,146</u> | <u>69,986</u> |

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

7. SUPPORT COSTS

| | Management £ | Finance £ | Governance costs £ | Totals £ |
|---------|-----------------|--------------|--------------------------|---------------|
| Support | <u>26,571</u> | <u>118</u> | <u>1,020</u> | <u>27,709</u> |

Support costs, included in the above, are as follows:

Management

| | 2021 Support £ | 2020 Total activities £ |
|---------------------------------------|----------------------|-------------------------------|
| Rent and premises costs | 13,285 | 13,285 |
| Insurance | 873 | 857 |
| Light and heat | - | - |
| Telephone | 4,552 | 5,004 |
| Printing, postage and stationery | 1,896 | 950 |
| Sundries | 2,052 | 2,644 |
| Driver travel | 44 | 2,885 |
| Staff travel | 388 | 1,740 |
| Equipment replacement and repair | 331 | - |
| Advertising and publicity | 1,831 | 1,124 |
| Bookkeeping fees | 45 | 37 |
| Equipment rent | - | 875 |
| Depreciation of tangible fixed assets | 1,274 | 1,274 |
| Loss on disposal of fixed assets | - | - |
| | <u>26,571</u> | <u>30,675</u> |

Finance

| | 2021 Support £ | 2020 Total activities £ |
|--------------|----------------------|-------------------------------|
| Bank charges | <u>118</u> | <u>110</u> |

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2021 £ | 2020 £ |
|-----------------------------|--------------|--------------|
| Independent examination | 1,020 | 1,020 |
| Accountancy | - | - |
| Depreciation - owned assets | <u>1,274</u> | <u>1,274</u> |

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

10. STAFF COSTS

| | 2021 £ | 2020 £ |
|-----------------------|---------------|---------------|
| Wages and salaries | 68,125 | 66,136 |
| Social security costs | - | 779 |
| Other pension costs | <u>2,266</u> | <u>2,601</u> |
| | <u>70,391</u> | <u>69,516</u> |

The average monthly number of employees during the year was as follows:

| | 2021 | 2020 |
|---|----------|----------|
| Promotion & development of volunteering | 2 | 2 |
| Management and administration | <u>3</u> | <u>3</u> |
| | <u>5</u> | <u>5</u> |

No employees received emoluments in excess of £60,000.

11. TANGIBLE FIXED ASSETS

| | Tools £ | Garden equipment £ | Motor vehicles £ | Office equipment £ | Totals £ |
|-----------------------|------------|--------------------------|---------------------|--------------------------|---------------|
| COST | | | | | |
| At 1 April 2020 | - | - | - | 17,210 | 17,210 |
| Additions | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| | - | - | - | 17,210 | 17,210 |
| At 31 March 2021 | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| DEPRECIATION | | | | | |
| At 1 April 2020 | - | - | - | 14,466 | 14,466 |
| Disposals | - | - | - | - | - |
| Charge for year | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,274</u> | <u>1,274</u> |
| At 31 March 2021 | <u>-</u> | <u>-</u> | <u>-</u> | <u>15,740</u> | <u>15,740</u> |
| NET BOOK VALUE | | | | | |
| At 31 March 2021 | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,470</u> | <u>1,470</u> |
| At 31 March 2020 | <u>-</u> | <u>-</u> | <u>-</u> | <u>2,744</u> | <u>2,744</u> |

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 £ | 2020 £ |
|------------------|--------------|--------------|
| Accrued expenses | <u>1,360</u> | <u>1,591</u> |

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted funds £ | Restricted funds £ | Total 2021 funds £ | Total 2020 funds £ |
|---------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Fixed assets | 1,470 | - | 1,470 | 2,744 |
| Current assets | 93,666 | 27,003 | 120,669 | 89,940 |
| Current liabilities | <u>(1,360)</u> | <u>-</u> | <u>(1,360)</u> | <u>(1,591)</u> |
| | <u>93,776</u> | <u>27,003</u> | <u>120,779</u> | <u>91,093</u> |

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

14. MOVEMENT IN FUNDS

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|--|----------------|-------------------------------|---------------------------------|-----------------|
| Unrestricted funds | | | | |
| General fund | 49,260 | 24,640 | 1,419 | 75,319 |
| Redundancy designated fund | 19,850 | - | (1,393) | 18,457 |
| | 69,110 | 24,640 | 26 | 93,776 |
| Restricted funds | | | | |
| National Lottery Community Fund - Awards for All | 1,884 | (1,884) | - | - |
| National Lottery Community Fund – Development grant | 16,349 | (5,413) | - | 10,936 |
| Kent Community Foundation – Covid 19 Emergency fund | - | 30 | (30) | - |
| Kent Community Foundation – Resilience Grant | - | 4,817 | - | 4,817 |
| Kent Community Foundation – Transport | - | 3,750 | - | 3,750 |
| Kent & Medway CCG | - | (4) | 4 | - |
| Colyer Ferguson Charitable Trust | - | - | - | - |
| Henry Smith Charity | 3,750 | 3,750 | - | 7,500 |
| Stronger Kent Communities | - | - | - | - |
| Voluntary and Community Sector Emergencies Partnership | - | - | - | - |
| | 21,983 | 5,046 | (26) | 27,003 |
| TOTAL FUNDS | <u>91,093</u> | <u>29,686</u> | <u>-</u> | <u>120,779</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 32,776 | (8,136) | 24,640 |
| Restricted funds | | | |
| National Lottery Community Fund - Awards for All | - | (1,884) | (1,884) |
| National Lottery Community Fund – Development grant | 22,030 | (27,443) | (5,413) |
| National Lottery Community Fund – Emergency Covid 19 | 4,250 | (4,220) | 30 |
| Kent Community Foundation – Covid 19 Emergency Fund | 4,000 | (4,000) | - |
| Kent Community Foundation – Resilience Grant | 10,000 | (5,183) | 4,817 |
| Kent Community Foundation - Transport | 5,000 | (1,250) | 3,750 |
| Kent & Medway CCG | 8,808 | (8,812) | (4) |
| Colyer Ferguson Charitable Trust | 7,500 | (7,500) | - |
| Rausing Foundation – Charity Survival Fund | 10,000 | (10,000) | - |
| Henry Smith Charity | 7,500 | (3,750) | 3,750 |
| Stronger Kent Communities | 7,177 | (7,177) | - |
| Voluntary and Community Sector Emergencies Partnership | 9,500 | (9,500) | - |
| | 95,765 | 90,719 | 5,046 |
| TOTAL FUNDS | <u>128,541</u> | <u>(98,855)</u> | <u>29,686</u> |

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.4.19 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.20 £ |
|--|----------------------|-------------------------------|---------------------------------|----------------------|
| Unrestricted Funds | | | | |
| General fund | 59,766 | (8,306) | (2,200) | 49,260 |
| Redundancy designated fund | 17,650 | - | 2,200 | 19,850 |
| | <u>77,416</u> | <u>(8,306)</u> | <u>-</u> | <u>69,110</u> |
| Restricted Funds | | | | |
| National Lottery Community Fund - Awards for All | 4,649 | (2,765) | - | 1,884 |
| Henry Smith Charity | - | 3,750 | - | 3,750 |
| Stronger Kent Communities | - | 16,349 | - | 16,349 |
| Kent Community Foundation | <u>5,210</u> | <u>(5,210)</u> | <u>-</u> | <u>-</u> |
| | <u>9,859</u> | <u>12,124</u> | <u>-</u> | <u>21,983</u> |
| TOTAL FUNDS | <u><u>87,275</u></u> | <u><u>3,818</u></u> | <u><u>-</u></u> | <u><u>91,093</u></u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 30,682 | 38,988 | (8,306) |
| Restricted funds | | | |
| National Lottery Community Fund - Awards for All | - | (2,765) | (2,765) |
| National Lottery Community Fund – Development Grant | 22,030 | (5,681) | 16,349 |
| Kent Community Foundation | - | (5,210) | (5,210) |
| Stronger Kent Communities | 29,089 | (29,089) | - |
| Colyer Ferguson Charitable Trust | 7,500 | (7,500) | - |
| Henry Smith Charity | 7,500 | (3,750) | 3,750 |
| Kent & Medway CCG | 8,808 | (8,808) | - |
| | <u>74,927</u> | <u>62,803</u> | <u>12,124</u> |
| TOTAL FUNDS | <u><u>105,609</u></u> | <u><u>(101,791)</u></u> | <u><u>3,818</u></u> |

Stronger Kent Communities

The funding from Stronger Kent Communities covered duties related to the CEO's position as a Director of SKC and for costs associated with running the REVAMP Quality Mark (a quality mark to increase and showcase best practice in volunteer management in Volunteer-Involving Organisations).

National Lottery Community Fund - Awards for All

As part of the grants awarded from the Awards for All fund from the National Lottery Community Fund we gained the funding to run a series of volunteering roadshows aimed at both volunteers and volunteer-involving organisations.

National Lottery Community Fund - Development Grant

We were awarded funding to pilot an innovative Virtual Volunteering project within the Canterbury district.

National Lottery Community Fund - Emergency Covid - 19 Fund: Supporting Seniors

This funding was received as part an emergency response to the pandemic and focussed on supporting the delivery of our social transport scheme.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

14. MOVEMENT IN FUNDS - continued

Kent & Medway Clinical Commissioning Group

Provision of a contract to support our Social Transport scheme enabling, primarily older people, to access medical and social appointments and thereby remain more independent.

Henry Smith Charity

We were granted £7,500 from the Henry Smith Foundation County Grants scheme towards the core costs of running the organisation.

Colyer Ferguson Charitable Trust

We were granted £7,500 from the Colyer-Ferguson Foundation 'Investing in Community Fund' towards the core costs of running the organisation.

Voluntary Sector Emergencies Partnership (VCSEP)

Funding from the VCSEP was received as remuneration for our CEO's activities as a Local Liaison Lead for Kent in regard to responding to the effects of the pandemic.

Rausing Foundation: Charity Survival Fund

This grant was awarded to enable for core costs and overheads associated with enabling the Volunteer Centre to continue delivering services during the pandemic.

Kent Community Foundation: Covid - 19 Emergency Fund

This grant was specifically related to core costs relating to being able to continue delivering our services during the pandemic.

Kent Community Foundation Resilience Grant

Funding was received to support and expand our befriending service.

Kent Community Foundation: Transport

This funding was granted to support the continuation of our Social Transport scheme which caters predominantly for older people within the District.

Kent Community Foundation

Funding was awarded to support the ongoing costs of our social transport scheme including advertising for new volunteer drivers, staff costs and overheads.

Stronger Kent Communities

The funding from Stronger Kent Communities (a Community interest Company) was received as part of a contract from Kent County Council for the delivery of Kent-wide services to Voluntary, Community and Social Enterprises across Kent. This funding covers duties as Chair of SKC and also for costs associated with 2 projects: The REVAMP Quality Mark (a quality mark to increase and showcase best practise in volunteer management in Volunteer-Involving Organisations) and a "Fresh Perspectives", a project to support and enable young people to become trustees on local boards. This project also included support for the organisations concerned.

National Lottery Community Fund - Awards for All

As part of the grants awarded from the Awards for All fund from the Big Lottery Fund we concluded our "Refreshing IT" project enabling us to update the computers in our Transport office and then gained the funding to run a series of volunteering roadshows aimed at both volunteers and volunteer-involving organisations.

Kent & Medway Canterbury & Coastal CCG

Provision of a contract to support our Social Transport scheme enabling, primarily older people, to access medical and social appointments and thereby remain more independent.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

**CANTERBURY AND HERNE BAY VOLUNTEER
CENTRE LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

| | Unrestricted funds £ | Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---|----------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOME AND ENDOWMENTS | | | | |
| Donations and legacies | | | | |
| Grants and contracts | 11,000 | 102,393 | 113,393 | 74,927 |
| Investment income | | | | |
| Rents received | 7,125 | - | 7,125 | 7,125 |
| Deposit account interest | <u>30</u> | <u>-</u> | <u>30</u> | <u>151</u> |
| | 7,155 | - | 7,155 | 7,276 |
| Charitable activities | | | | |
| Driving income | <u>7,993</u> | <u>-</u> | <u>7,993</u> | <u>23,406</u> |
| Total Incoming resources | 26,148 | 102,393 | 128,541 | 105,609 |
| EXPENDITURE | | | | |
| Charitable activities | | | | |
| Wages | 6,305 | 61,820 | 68,125 | 66,136 |
| Social security | - | - | - | 779 |
| Pensions | 231 | 2,035 | 2,266 | 2,601 |
| Training, subscriptions and CRB checks | <u>279</u> | <u>476</u> | <u>755</u> | <u>470</u> |
| | 6,815 | 64,331 | 71,146 | 69,986 |
| Support costs | | | | |
| Management | | | | |
| Rent and premises costs | 488 | 12,797 | 13,285 | 13,285 |
| Insurance | 23 | 850 | 873 | 857 |
| Telephone | - | 4,552 | 4,552 | 5,004 |
| Printing, postage and stationery | 166 | 1,730 | 1,896 | 950 |
| Sundries | 64 | 1,988 | 2,052 | 2,644 |
| Driver travel | - | 44 | 44 | 2,885 |
| Staff travel | 240 | 148 | 388 | 1,740 |
| Equipment replacement and repair | 134 | 197 | 331 | - |
| Advertising and publicity | 137 | 1,694 | 1,831 | 1,124 |
| Bookkeeping fees | 45 | - | 45 | 37 |
| Equipment rent | - | - | - | 875 |
| Depreciation equipment | - | 1,274 | 1,274 | 1,274 |
| | <u>1,297</u> | <u>25,274</u> | <u>26,571</u> | <u>30,675</u> |
| Finance | | | | |
| Bank charges | - | 118 | 118 | 110 |
| Governance costs | | | | |
| Independent examination | 24 | 996 | 1,020 | 1,020 |
| Auditors' remuneration for non audit work | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| | <u>24</u> | <u>1,114</u> | <u>1,138</u> | <u>1,130</u> |
| Total resources expended | 8,136 | 90,719 | 98,855 | 101,791 |
| Net surplus/(deficit) | <u>18,012</u> | <u>11,674</u> | <u>29,686</u> | <u>3,818</u> |