

EASTWOOD VOLUNTEER BUREAU AND FOOD BANK

England & Wales · Charity number 1091495

Details

Other names EASTWOOD VOLUNTEER BUREAU

Status Registered

Legal form Charitable company

Company number [04379873](#)

Registered 2002-03-28

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

Contact

Address Eastwood Volunteer Bureau
Wellington Place
Eastwood
Nottingham
NG16 3GB

Phone 01773535255

Email manager@eastwoodvb.org.uk

Website www.eastwoodvolunteerbureau.org.uk

Activities

Objects: THE OBJECT OF THE COMPANY SHALL BE TO PROMOTE THE BENEFIT OF THE INHABITANTS OF EASTWOODS AND ITS ENVIRONS BY ASSOCIATING TOGETHER THE INHABITANTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATION TO PROMOTE VOLUNTARY WORK AND TO ADVANCE THE EDUCATION OF THE VOLUNTEERS BY PROVIDING ADVICE, INFORMATION AND ASSISTANCE WHERE APPROPRIATE.

Activities: To benefit the inhabitants of Eastwood and its environs by providing services to support the local community and to recruit and train volunteers to run them.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** EASTWOOD AND ITS ENVIRONS
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£91,861	£68,266	-	-
2024-03-31	£58,110	£63,238	-	-
2023-03-31	£53,935	£53,541	-	-
2022-03-31	£45,978	£48,114	-	-
2021-03-31	£46,478	£56,618	-	-

Trustees

Name	Role	Appointed
Anthony David Harper	Chair	2015-08-05
ANDREW BAIN		2013-01-09
Anne Glew		2026-01-28
Colin Cooper		2026-01-28
Jackie Smith		2025-03-01
Jacqueline Harwood		2025-03-01
Ken Woodhead		2023-06-21
Lesley Denise Grand-Scrutton		2025-03-01
YVONNE ANNETTE HAWTHORNE		2013-12-16

EASTWOOD VOLUNTEER BUREAU AND FOOD BANK

England & Wales - Charity number 1091495

Accounts

Company registration number: 04379873

Charity registration number: 1091495

Eastwood Volunteer Bureau and Food Bank

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Eastwood Volunteer Bureau and Food Bank

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Eastwood Volunteer Bureau and Food Bank

Reference and Administrative Details

Trustees	Tony Harper, Chair Andrew Bain Ken Woodhead Jane Statham Jackie Smith Yvonne Hawthorne Michael Panter Jacqueline Harwood Lesley Grand-Scrutton
Senior Management Team	Rachel Laurenson, Manager
Charity Registration Number	1091495
Company Registration Number	04379873
Registered Office	Wellington Place Eastwood Nottinghamshire NG16 3GB
Independent Examiner	Eva Stevens, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Eastwood Volunteer Bureau and Food Bank

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Tony Harper, Chair
	Andrew Bain (appointed 17 November 2025)
	Ken Woodhead
	Jane Statham
	Jackie Smith
	Yvonne Hawthorne (appointed 7 May 2024)
	Michael Panter (appointed 1 October 2025)
	Jacqueline Harwood (appointed 1 March 2025)
	Lesley Grand-Scrutton (appointed 1 March 2025)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 22 February 2002 and most recently amended 23 October 2024, the charity was previously known as Eastwood Volunteer Bureau. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed by the Bureau Manager and Project Co-ordinators.

Objectives and activities

Objects and aims

The object of the company shall be to promote the benefit of the inhabitants of Eastwood and its environs by associating together the inhabitants and the local authorities, voluntary and other organisation to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate.

Eastwood Volunteer Bureau and Food Bank

Trustees Report

Objectives, strategies and activities

- (a) To provide charitable transport facilities in North Broxtowe* for people who cannot use public transport because they are elderly, poor or disabled;
- (b) The promotion of social inclusion in North Broxtowe amongst elderly or disabled, who are excluded or isolated from society because of age or infirmity;
- (c) The relief of poverty in North Broxtowe by the provision of a Food Bank;
- (d) To provide other charitable services from time to time as the trustees see fit;
- (e) To recruit and support the work of volunteers to carry out these services.

* (North Broxtowe includes Awsworth, Brinsley, Cossall, Eastwood, Kimberley, Newthorpe, Nuthall, Watnall and surrounding areas.)

Public benefit

Our objectives are delivered through three core programmes:

1. Community Transport Scheme
2. Befriending Scheme
3. Food Bank

We also provide supplementary services, including room hire and reprographics (printing and photocopying), which help support our sustainability and extend our community reach.

The Bureau ensures that all of its services provide clear and demonstrable public benefit. We continue to operate in line with the Charity Commission's public benefit guidance and remain committed to ensuring that all activities meet these expectations.

- Community Transport Scheme: This service offers affordable, reliable transport for those who are unable to access or use public transport. It is highly valued within the community and helps people remain independent and connected.
- Befriending Scheme: This programme provides regular companionship and emotional support to people who might otherwise be lonely or socially isolated. It enhances wellbeing and strengthens community ties.
- Food Bank: Our weekly Food Bank service provides essential food parcels to individuals and families experiencing financial hardship. It offers a vital safety net during times of economic pressure.

In addition, we collaborate with and support a range of local organisations, including Broxtowe Women's Project, Eastwood Mental Health Group, Eastwood People's Initiative, Framework, and Change Grow Live (CGL). These partnerships strengthen the reach and effectiveness of our services and ensure that clients can access the wider support they need.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Eastwood Volunteer Bureau and Food Bank

Trustees Report

Achievements and performance

This year has been highly productive across all of our schemes, reflecting the dedication and hard work of our staff, volunteers, and coordinators.

Befriending Scheme:

The Befriending Scheme, led by Maureen Cooper, continued to expand. By the end of the year, 13 volunteers were providing regular companionship and support to 23 clients. Demand for this service remains high; however, recruiting suitable volunteer befrienders continues to be a challenge due to the commitment and care the role requires.

Community Transport Scheme:

Managed by Melanie Derbyshire, the Community Transport Scheme experienced significant growth, serving 361 registered clients—an increase of 47 compared to the previous year. This was supported by 12 volunteer drivers, up from 10 last year. The booking fee has been maintained at £2 per trip (retained by the Bureau), while the mileage reimbursement remains at 45p per mile, paid directly to drivers to cover fuel costs. Recruitment of additional drivers remains a priority to meet growing community demand.

Food Bank:

The Food Bank, coordinated by volunteer Karen Hollis, distributed approximately 1,400 food parcels throughout the year. A major overhaul of operations was implemented, including improvements to stock control, storage, and volunteer coordination. In addition, stricter eligibility checks were introduced, now managed by our Charity Manager, Rachel Laurenson, to safeguard resources and ensure support reaches those most in need. Although this resulted in a reduction in client numbers, it has strengthened the long-term sustainability of this essential service.

Organisational Development:

During the year, recently appointed management and staff members further settled into their roles, contributing to improved organisational stability and resilience. Their efforts have helped strengthen our governance, operational efficiency, and service delivery.

Eastwood Volunteer Bureau and Food Bank

Trustees Report

Financial review

During the year, the Bureau strengthened its financial position compared to the previous year through careful financial management and successful fundraising efforts.

Room hire remains our primary source of unrestricted income and is essential to the Bureau's ongoing operations. While room hire income did not increase during the year, it continues to provide a vital foundation for our financial stability. However, there is limited potential for significant growth in this income stream due to local demand and space constraints.

Our second largest source of funding comes from donations, both regular and one-off, from individuals and local organisations; in particular, several local churches. The majority of these donations support the Food Bank, which relies heavily on this generosity to meet local demand.

Grants represent our third main source of income and are typically restricted to supporting specific services. In the last year, we received:

- £2,000 from J N Derbyshire to support the Eastwood Food Bank.
- £5,000 from The Randal Foundation to support the Befriending Scheme.

We also generate modest additional revenue from other sources, including:

- Booking fees from our Community Transport Scheme, which help cover administrative costs.
- Fundraising activities, such as raffles, tombolas, and table-top sales, which provide valuable unrestricted funds and raise awareness of our services within the local community.

Together, these income streams — room hire, donations, grants, and other smaller revenue sources — have been critical in maintaining service delivery and ensuring that the Bureau can continue to meet the needs of our local community.

Policy on reserves

Our reserves policy includes:

In line with good current practice in the event of closure, the Eastwood Volunteer Bureau and Food Bank will aim to hold sufficient reserves to :

1. Honour its liabilities to staff, suppliers and other organisations.
2. Have sufficient funds to continue normal operations.

Reserves Estimate as at 31/03/2025

a. Closure costs Redundancy £5,750

Notice costs £ 4,220

Unpaid Salary (estimated – 2 weeks): £1,806

Residual Holiday Pay (estimated – 1 week): £903

Total Employee-Related Closure Costs: £12,679

Other Closure and Operating Costs:

Grenke Printer Lease Commitment (14 payments @ £454.75): £6,367

Operating Cash Flow Buffer: £13,000

Total Other Costs: £19,367

Overall Total Reserves Required: £32,046

Eastwood Volunteer Bureau and Food Bank

Trustees Report

Principal risks and uncertainties

Funding of our schemes

The funding of our schemes continues to be a cause for concern as we are dependent on charitable funding.

Additional information

Unfortunately, in December 2024 the very difficult decision was made to dismiss an employee after a relatively short period in post. As a consequence there is now an ongoing claim for unfair dismissal.

Finally, we would like to express our gratitude to all of our donors and funders who enable us to continue our charitable work. In particular, with regard to the last year, we would like to thank Sainsburys (£2,523.92), E. M. Civils (£500), Gillotts (£337), the family of Ian Riley who so kindly donated £324.64 from his estate, S. Longdon (£200), The Charities Trust (£130), K. Kavanagh (£50), and also those people who gave anonymously.

Eastwood Volunteer Bureau and Food Bank

Trustees Report

Statement of Responsibilities

The trustees (who are also the directors of Eastwood Volunteer Bureau and Food Bank for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

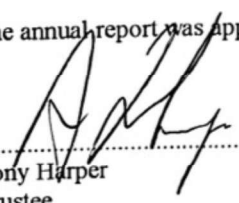
The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

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

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 12/11/25 and signed on its behalf by:


.....
Tony Harper
Trustee

Eastwood Volunteer Bureau and Food Bank

Independent Examiner's Report to the trustees of Eastwood Volunteer Bureau and Food Bank ('the Company')

Independent examiner's report to the trustees of Eastwood Volunteer Bureau and Food Bank ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025.

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').

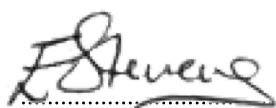
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 that in any material respect:

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.



Eva Stevens, BSc, CPFA, employee of Community Accounting Plus
member of the Association of the Chartered Institute of Public Finance and Accountancy (CIPFA)

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 19/11/2025

Eastwood Volunteer Bureau and Food Bank

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	2	15,543	-	15,543	18,670
Charitable activities	3	70,443	5,000	75,443	38,710
Investment income	4	875	-	875	730
Total Income		<u>86,861</u>	<u>5,000</u>	<u>91,861</u>	<u>58,110</u>
Expenditure on:					
Charitable activities	6	<u>(63,266)</u>	<u>(5,000)</u>	<u>(68,266)</u>	<u>(63,238)</u>
Total Expenditure		<u>(63,266)</u>	<u>(5,000)</u>	<u>(68,266)</u>	<u>(63,238)</u>
Net income/(expenditure)		<u>23,595</u>	<u>-</u>	<u>23,595</u>	<u>(5,128)</u>
Net movement in funds		23,595	-	23,595	(5,128)
Reconciliation of funds					
Total funds brought forward		<u>51,041</u>	<u>-</u>	<u>51,041</u>	<u>56,169</u>
Total funds carried forward	18	<u><u>74,636</u></u>	<u><u>-</u></u>	<u><u>74,636</u></u>	<u><u>51,041</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 18.

The notes on pages 12 to 20 form an integral part of these financial statements.

Eastwood Volunteer Bureau and Food Bank

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	2	18,670	-	18,670
Charitable activities	3	27,140	11,570	38,710
Investment income	4	730	-	730
Total income		<u>46,540</u>	<u>11,570</u>	<u>58,110</u>
Expenditure on:				
Charitable activities	6	<u>(51,668)</u>	<u>(11,570)</u>	<u>(63,238)</u>
Total expenditure		<u>(51,668)</u>	<u>(11,570)</u>	<u>(63,238)</u>
Net expenditure		<u>(5,128)</u>	-	<u>(5,128)</u>
Net movement in funds		(5,128)	-	(5,128)
Reconciliation of funds				
Total funds brought forward		<u>56,169</u>	-	<u>56,169</u>
Total funds carried forward	18	<u><u>51,041</u></u>	<u><u>-</u></u>	<u><u>51,041</u></u>

The notes on pages 12 to 20 form an integral part of these financial statements.

Eastwood Volunteer Bureau and Food Bank

(Registration number: 04379873)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Current assets			
Debtors	12	2,570	920
Cash at bank and in hand	13	<u>73,455</u>	<u>51,749</u>
		76,025	52,669
Creditors: Amounts falling due within one year	14	<u>(1,389)</u>	<u>(1,628)</u>
Net assets		<u>74,636</u>	<u>51,041</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>74,636</u>	<u>51,041</u>
Total funds	18	<u>74,636</u>	<u>51,041</u>

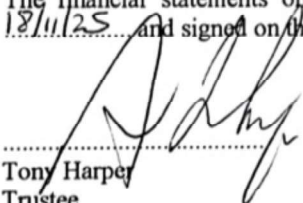
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 9 to 20 were approved by the trustees, and authorised for issue on 18/11/25 and signed on their behalf by:


.....
Tony Harper
Trustee

The notes on pages 12 to 20 form an integral part of these financial statements.

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Eastwood Volunteer Bureau and Food Bank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33.3% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	15,543	15,543	12,280
Grants, including capital grants;			
Government grants	-	-	6,390
	15,543	15,543	18,670

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Grants	-	5,000	5,000	11,570
Booking fees	2,358	-	2,358	1,371
Passenger fares	-	-	-	1,046
Fundraising	1,741	-	1,741	1,301
Rental income	58,128	-	58,128	23,296
Foodbank income	3,995	-	3,995	-
Transport reimbursement	4,221	-	4,221	126
	70,443	5,000	75,443	38,710

4 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income;			
Interest receivable on bank deposits	875	875	730
	875	875	730

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

5 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Sundry grants & donations	11,019	-	11,019
J. N. Derbyshire Trust	2,000	-	2,000
Randal Foundation	-	5,000	5,000
Sainsbury's	2,524	-	2,524
	15,543	5,000	20,543

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Accountancy & professional fees	1,996	-	1,996	1,790
Bank charges	324	-	324	106
Computer support & equipment	1,463	-	1,463	971
Driver expenses	3,092	30	3,122	1,738
Equipment, repairs & renewals	219	-	219	2,970
DBS checks	332	-	332	235
Fundraising	-	-	-	140
Hospitality & refreshments	21	-	21	407
Food supplies	2,617	-	2,617	6,580
Insurance	623	-	623	1,512
Postage & telephone	646	-	646	1,003
Printing & stationery	2,585	-	2,585	3,256
Rent & services	7,816	-	7,816	2,157
Subscriptions & affiliation	370	-	370	195
Sundry expenditure	-	-	-	170
Training & conference	624	-	624	-
Volunteer expenses	16	307	323	224
Wages, NI & pension	40,522	4,663	45,185	39,784
	63,266	5,000	68,266	63,238

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	44,754	39,466
Pension costs	431	318
	<u>45,185</u>	<u>39,784</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2025 No	2024 No
Average number of employees	<u>5</u>	<u>5</u>

2 (2024 - 2) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £431 (2024 - £318).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £16,202 (2024 - £13,193).

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Related party transactions

There were no related party transactions in the year.

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

11 Tangible fixed assets

	Computer equipment £	Total £
Cost		
At 1 April 2024	1,385	1,385
At 31 March 2025	<u>1,385</u>	<u>1,385</u>
Depreciation		
At 1 April 2024	1,385	1,385
At 31 March 2025	<u>1,385</u>	<u>1,385</u>
Net book value		
At 31 March 2025	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>-</u>

12 Debtors

	2025 £	2024 £
Trade debtors	2,225	553
Prepayments	345	367
	<u>2,570</u>	<u>920</u>

13 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	648	764
Cash at bank	72,807	50,985
	<u>73,455</u>	<u>51,749</u>

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	265	461
Other creditors	1,124	1,167
	<u>1,389</u>	<u>1,628</u>

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

15 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2025 £	2024 £
Photocopier		
Within one year	2,238	2,238
Between one and five years	4,129	6,367
	<u>6,367</u>	<u>8,605</u>

16 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

17 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2025 £	2024 £
Independent examination	925	890
Other financial services	698	606
	<u>1,623</u>	<u>1,496</u>

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

18 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
General fund	50,008	80,268	(49,488)	(6,152)	74,636
<i>Other</i>					
Transport	1,033	6,593	(13,778)	6,152	-
	<u>1,033</u>	<u>6,593</u>	<u>(13,778)</u>	<u>6,152</u>	<u>-</u>
Total unrestricted funds	51,041	86,861	(63,266)	-	74,636
Restricted funds					
Be-A-Friend Co-ordinator	-	5,000	(5,000)	-	-
Total funds	<u>51,041</u>	<u>91,861</u>	<u>(68,266)</u>	<u>-</u>	<u>74,636</u>

The transfer from the General fund to the Transport fund is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows:

Transport - scheme that provides affordable transport for the elderly and those unable to use public transport.

Be-A-Friend Scheme arranges for volunteers to visit the isolated and lonely in the local community.

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General fund	48,731	42,919	(41,642)	50,008
<i>Other</i>				
Transport	7,438	3,621	(10,026)	1,033
	<u>7,438</u>	<u>3,621</u>	<u>(10,026)</u>	<u>1,033</u>
Total unrestricted funds	56,169	46,540	(51,668)	51,041
Restricted				
Cost of living fund (Lottery)	-	11,570	(11,570)	-
Total funds	<u>56,169</u>	<u>58,110</u>	<u>(63,238)</u>	<u>51,041</u>

Eastwood Volunteer Bureau and Food Bank

Notes to the Financial Statements for the Year Ended 31 March 2025

19 Analysis of net assets between funds

	Unrestricted	2025
	General	Total funds
	£	£
Current assets	76,025	76,025
Current liabilities	(1,389)	(1,389)
Total net assets	74,636	74,636
	Unrestricted	2024
	General	Total funds
	£	£
Current assets	52,669	52,669
Current liabilities	(1,628)	(1,628)
Total net assets	51,041	51,041

EASTWOOD VOLUNTEER BUREAU AND FOOD BANK

England & Wales - Charity number 1091495

Accounts

Company registration number: 04379873

Charity registration number: 1091495

Eastwood Volunteer Bureau

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Eastwood Volunteer Bureau

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Eastwood Volunteer Bureau

Reference and Administrative Details

Trustees	Tony Harper, Chair Dawn Booth Michael Panter Yvonne Hawthorne Ken Woodhead Jane Statham Jackie Smith
Senior Management Team	Rachel Laurenson, Manager
Charity Registration Number	1091495
Company Registration Number	04379873
Registered Office	Wellington Place Eastwood Nottinghamshire NG16 3GB
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Eastwood Volunteer Bureau

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Tony Harper, Chair
	Dawn Booth
	Michael Panter
	Yvonne Hawthorne (appointed 7 May 2024)
	Ken Woodhead (appointed 1 October 2023)
	Jane Statham (appointed 1 October 2023)
	Jackie Smith (appointed 1 October 2023)
	Douglas Wilcockson (resigned 28 March 2024)
	David Bagshaw (resigned 6 September 2023)
	Colin Hawthorne (appointed 2 August 2023 and resigned 28 March 2024)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 22 February 2002. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed by the Bureau Manager and Project Co-ordinators.

Objectives and activities

Objects and aims

The object of the company shall be to promote the benefit of the inhabitants of Eastwood and its environs by associating together the inhabitants and the local authorities, voluntary and other organisation to promote voluntary work and to advance the education of the volunteers by providing advice, information and assistance where appropriate.

Eastwood Volunteer Bureau

Trustees Report

Objectives, strategies and activities

- (a) To provide charitable transport facilities in North Broxtowe* for people who cannot use public transport because they are elderly, poor or disabled;
- (b) The promotion of social inclusion in North Broxtowe amongst elderly or disabled, who are excluded or isolated from society because of age or infirmity;
- (c) The relief of poverty in North Broxtowe by the provision of a Food Bank;
- (d) To provide other charitable services from time to time as the trustees see fit;
- (e) To recruit and support the work of volunteers to carry out these services.

* (North Broxtowe includes Awsworth, Brinsley, Cossall, Eastwood, Kimberley, Newthorpe, Nuthall, Watnall and surrounding areas.)

Public benefit

Our aims are met by 3 core schemes:

1. Community Transport Scheme;
2. Be-A-Friend Scheme;
3. Food Parcel distribution scheme.

The Community Transport scheme continues to grow and we currently have 314 clients registered as at the end of March 2024. This remains a very valued service for the community which provides affordable transport for the elderly and those unable to use public transport. At the end of this year we had a total of 10 volunteer drivers, an increase of 4 over the last year.

Our Be-A-Friending Scheme continues to grow and at the end of the financial year we had 12 volunteers visiting 13 clients. This important service arranges for volunteers to visit the isolated and lonely in the local community.

The Food Bank which is now open every Friday, continues to grow supplying up to 60 parcels each week.

We continue to support organisations like VAB (Voluntary Action Broxtowe), BWP (Broxtowe Womens Project), Eastwood Mental Health Group, Eastwood People's Initiative, Framework & CGL (Change Grow Live).

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Eastwood Volunteer Bureau

Trustees Report

Achievements and performance

This last year has been difficult as our long time manager retired last May. We have appointed Rachel Laurenson as our new manager.

Our Be-A-Friend Scheme is working as normal. It has the Accreditation organised by the National Council for Voluntary Organisations's Mentoring and Befriending Foundation.

The Transport Scheme is still providing a great service to the community, however we do experience an ongoing issue with shortage of volunteer drivers.

The Food Bank continues to be very busy and we can distribute up to 240 parcels a month.

In the present financial climate, we believe this can only get worse as so many people are struggling to feed themselves and their families. This increased demand has put an enormous strain on finances of the Food Bank as donations cannot cover the food required and our previous large stock is now depleted. Fortunately we have been supported by many small charities. The local community and supermarkets have been extremely generous with donations of food.

We still have the use of a storage container situated next to the bureau. We have had a range of shelving installed in one of our rooms for the use of the Food Bank. Our volunteers continue to make up the food parcels on a weekly basis ready for being handed out.

During the last year we have tried to increase our income from Room Rental and this is now showing some good results.

All involved in the Eastwood Volunteer Bureau are committed and passionate about the work of the bureau. We believe that we have a responsibility to run all of our schemes with efficiency whilst keeping a careful eye upon the most economic use of our limited resources.

Eastwood Volunteer Bureau

Trustees Report

Financial review

After a difficult year we have been able to maintain our financial position at a similar level to last year. Our Room Rental income is beginning to improve and we have been able to attract various grants to help the Bureau.

We have had a small grant for the transport scheme from Notts county council of £1,070.

Policy on reserves

Our reserves policy includes:

In line with good current practice in the event of closure, the Eastwood Volunteer Bureau will aim to hold sufficient reserves to :

1. Honour its liabilities to staff, suppliers and other organisations.
2. Have sufficient funds to continue normal operations.

Reserves Estimate as at 31/03/2024
a. Closure costs Redundancy £3,555
Notice costs £ 1,140
Unpaid salary costs £526
Residual holiday (Ave 1 wk) £263
TOTAL £5,484

Contracts – photocopier Grenke Leasing Ltd Started on 27/9/2023

18 Payments @ £454.75 per quarter = £8,185.50

Operating cash flow £13,000

TOTAL £26,669

Principal risks and uncertainties

Funding of our schemes

The funding of our schemes continues to be a cause for concern as we are dependent on charitable funding.

We are very grateful to all our funders. We rely on these organisations to continue our charitable work. We would like to thank Nottinghamshire County Council for £4,640, Eastwood Town Council £750, B and E Hutsby £200, Broxtowe Borough Council £1,000, Barrat Homes £3,000, Thoresby Lodge £140.

Eastwood Volunteer Bureau

Trustees Report

Statement of Responsibilities

The trustees (who are also the directors of Eastwood Volunteer Bureau for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.


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

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

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 10/10/24 and signed on its behalf by:


.....
Tony Harper
Trustee

Eastwood Volunteer Bureau

Independent Examiner's Report to the trustees of Eastwood Volunteer Bureau ('the Company')

Independent examiner's report to the trustees of Eastwood Volunteer Bureau ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024.

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').

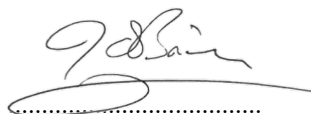
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 that in any material respect:

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.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date:.....16/10/24.....

Eastwood Volunteer Bureau

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	2	18,670	-	18,670	18,681
Charitable activities	3	27,140	11,570	38,710	35,045
Investment income	4	<u>730</u>	-	<u>730</u>	<u>209</u>
Total Income		<u>46,540</u>	<u>11,570</u>	<u>58,110</u>	<u>53,935</u>
Expenditure on:					
Charitable activities	6	<u>(51,668)</u>	<u>(11,570)</u>	<u>(63,238)</u>	<u>(53,541)</u>
Total Expenditure		<u>(51,668)</u>	<u>(11,570)</u>	<u>(63,238)</u>	<u>(53,541)</u>
Net (expenditure)/income		<u>(5,128)</u>	-	<u>(5,128)</u>	<u>394</u>
Net movement in funds		(5,128)	-	(5,128)	394
Reconciliation of funds					
Total funds brought forward		<u>56,169</u>	-	<u>56,169</u>	<u>55,775</u>
Total funds carried forward	18	<u><u>51,041</u></u>	<u><u>-</u></u>	<u><u>51,041</u></u>	<u><u>56,169</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 18.

The notes on pages 11 to 19 form an integral part of these financial statements.

Eastwood Volunteer Bureau

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	2	18,681	-	18,681
Charitable activities	3	30,045	5,000	35,045
Investment income	4	209	-	209
Total income		48,935	5,000	53,935
Expenditure on:				
Charitable activities	6	(47,883)	(5,658)	(53,541)
Total expenditure		(47,883)	(5,658)	(53,541)
Net income/(expenditure)		1,052	(658)	394
Transfers between funds		(658)	658	-
Net movement in funds		394	-	394
Reconciliation of funds				
Total funds brought forward		55,775	-	55,775
Total funds carried forward	18	56,169	-	56,169

The notes on pages 11 to 19 form an integral part of these financial statements.

Eastwood Volunteer Bureau

(Registration number: 04379873)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Current assets			
Debtors	12	920	1,169
Cash at bank and in hand	13	<u>51,749</u>	<u>56,008</u>
		52,669	57,177
Creditors: Amounts falling due within one year	14	<u>(1,628)</u>	<u>(1,008)</u>
Net assets		<u>51,041</u>	<u>56,169</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>51,041</u>	<u>56,169</u>
Total funds	18	<u>51,041</u>	<u>56,169</u>

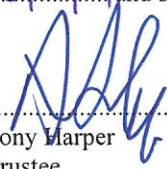
For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 8 to 19 were approved by the trustees, and authorised for issue on 10/10/24 and signed on their behalf by:


.....
Tony Harper
Trustee

The notes on pages 11 to 19 form an integral part of these financial statements.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Eastwood Volunteer Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33.3% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	12,280	12,280	16,576
Grants, including capital grants;			
Government grants	6,390	6,390	2,105
	18,670	18,670	18,681

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Grants	-	11,570	11,570	5,000
Booking fees	1,371	-	1,371	1,392
Passenger fares	1,046	-	1,046	1,486
Fundraising	1,301	-	1,301	382
Photocopying	-	-	-	6
Rental income	23,296	-	23,296	26,779
Transport reimbursement	126	-	126	-
	27,140	11,570	38,710	35,045

4 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	730	730	209
	730	730	209

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Nottinghamshire County Council	4,640	-	4,640
Sundry grants & donations	9,280	-	9,280
Eastwood Town Council	750	-	750
Barratt Homes	3,000	-	3,000
Broxtowe Borough Council	1,000	-	1,000
National Lottery Community Fund	-	11,570	11,570
	<u>18,670</u>	<u>11,570</u>	<u>30,240</u>

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Accountancy & professional fees	1,790	-	1,790	1,768
Bank charges	106	-	106	98
Computer support & equipment	971	-	971	1,102
Driver expenses	1,738	-	1,738	1,752
Equipment, repairs & renewals	243	2,727	2,970	762
DBS checks	235	-	235	23
Fundraising	140	-	140	129
Hospitality & refreshments	301	106	407	80
Food supplies	-	6,580	6,580	2,715
Insurance	1,512	-	1,512	1,365
Postage & telephone	1,003	-	1,003	987
Printing & stationery	3,256	-	3,256	1,931
Rent & services	-	2,157	2,157	9,089
Subscriptions & affiliation	195	-	195	333
Sundry expenditure	170	-	170	289
Travel & subsistence	-	-	-	50
Volunteer expenses	224	-	224	219
Wages, NI & pension	39,784	-	39,784	30,849
	<u>51,668</u>	<u>11,570</u>	<u>63,238</u>	<u>53,541</u>

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	39,466	30,719
Pension costs	318	130
	<u>39,784</u>	<u>30,849</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Average number of employees	<u>5</u>	<u>3</u>

2 (2023 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £318 (2023 - £130).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £13,193 (2023 - £13,520).

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Related party transactions

There were no related party transactions in the year.

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

11 Tangible fixed assets

	Computer equipment £	Total £
Cost		
At 1 April 2023	1,385	1,385
At 31 March 2024	1,385	1,385
Depreciation		
At 1 April 2023	1,385	1,385
At 31 March 2024	1,385	1,385
Net book value		
At 31 March 2024	-	-
At 31 March 2023	-	-

12 Debtors

	2024 £	2023 £
Trade debtors	553	301
Prepayments	367	358
Other debtors	-	510
	920	1,169

13 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	764	1,285
Cash at bank	50,985	54,723
	51,749	56,008

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	461	-
Other creditors	1,167	1,008
	1,628	1,008

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

15 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2024 £	2023 £
Photocopier		
Within one year	2,238	1,675
Between one and five years	<u>6,366</u>	<u>1,256</u>
	<u><u>8,604</u></u>	<u><u>2,931</u></u>

16 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

17 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2024 £	2023 £
Independent examination	890	800
Other financial services	<u>606</u>	<u>480</u>
	<u><u>1,496</u></u>	<u><u>1,280</u></u>

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

18 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General fund	48,731	42,919	(41,642)	50,008
<i>Other</i>				
Transport	7,438	3,621	(10,026)	1,033
	<u>7,438</u>	<u>3,621</u>	<u>(10,026)</u>	<u>1,033</u>
Total unrestricted funds	56,169	46,540	(51,668)	51,041
Restricted funds				
Cost of living fund (Lottery)	-	11,570	(11,570)	-
Total funds	<u>56,169</u>	<u>58,110</u>	<u>(63,238)</u>	<u>51,041</u>

The specific purposes for which the funds are to be applied are as follows:

Transport - scheme that provides affordable transport for the elderly and those unable to use public transport.

Cost of living fund (Lottery) - towards running costs of the Food Bank.

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General fund	45,425	46,043	(42,079)	(658)	48,731
<i>Other</i>					
Transport	10,350	2,892	(5,804)	-	7,438
	<u>10,350</u>	<u>2,892</u>	<u>(5,804)</u>	<u>-</u>	<u>7,438</u>
Total unrestricted funds	55,775	48,935	(47,883)	(658)	56,169
Restricted					
Be-A-Friend Co-ordinator	-	5,000	(5,658)	658	-
Total funds	<u>55,775</u>	<u>53,935</u>	<u>(53,541)</u>	<u>-</u>	<u>56,169</u>

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2024

19 Analysis of net assets between funds

	Unrestricted	
	General	2024
	£	Total funds
		£
Current assets	52,669	52,669
Current liabilities	<u>(1,628)</u>	<u>(1,628)</u>
Total net assets	<u>51,041</u>	<u>51,041</u>

	Unrestricted	
	General	2023
	£	Total funds
		£
Current assets	57,177	57,177
Current liabilities	<u>(1,008)</u>	<u>(1,008)</u>
Total net assets	<u>56,169</u>	<u>56,169</u>

EASTWOOD VOLUNTEER BUREAU AND FOOD BANK

England & Wales - Charity number 1091495

Accounts

Company registration number: 04379873

Charity registration number: 1091495

Eastwood Volunteer Bureau

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Eastwood Volunteer Bureau

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Eastwood Volunteer Bureau

Reference and Administrative Details

Trustees	Tony Harper, Chair David Bagshaw Dawn Booth Michael Panter Douglas Wilcockson
Senior Management Team	Susan Bagshaw, Bureau Manager, until 30/06/23
Charity Registration Number	1091495
Company Registration Number	04379873
Registered Office	Wellington Place Eastwood Nottinghamshire NG16 3GB
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Eastwood Volunteer Bureau

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Tony Harper, Chair
	David Bagshaw
	Dawn Booth
	Michael Panter
	Douglas Wilcockson (appointed 2 March 2023)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 22 February 2002. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed by the Bureau Manager and Project Co-ordinators.

Objectives and activities

Objects and aims

- (a) To provide charitable transport facilities in North Broxtowe* for people who cannot use public transport because they are elderly, poor or disabled;
- (b) The promotion of social inclusion in North Broxtowe amongst elderly or disabled, who are excluded or isolated from society because of age or infirmity;
- (c) The relief of poverty in North Broxtowe by the provision of a Food Bank;
- (d) To provide other charitable services from time to time as the trustees see fit;
- (e) To recruit and support the work of volunteers to carry out these services.

* (North Broxtowe includes Awsworth, Brinsley, Cossall, Eastwood, Kimberley, Newthorpe, Nuthall, Watnall and surrounding areas.)

Eastwood Volunteer Bureau

Trustees Report

Public benefit

Our aims are met by 3 core schemes:

1. Community Transport Scheme;
2. Be-A-Friend Scheme;
3. Food Parcel distribution scheme.

The Community Transport scheme continues to grow and we currently have 378 clients registered as at the end of March 2022, a decrease of 18 on last year's numbers. This remains a very valued service for the community which provides affordable transport for the elderly and those unable to use public transport. At the end of this year we had a total of 5 volunteer drivers, the drop in numbers being as a result of the Covid pandemic.

Our Be-A-Friending Scheme continues to grow and at the end of the financial year we had 12 volunteers visiting 13 clients. This important service arranges for volunteers to visit the isolated and lonely in the local community.

The Food Bank which is now open every Friday, continues to grow supplying up to 100 parcels each week.

We continue to support organisations like VAB (Voluntary Action Broxtowe), BWP (Broxtowe Womens Project), Sheila Gibson Unit, Eastwood Womens Group, Eastwood Mental Health Group, Framework & CGL (Change Grow Live).

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Policy on reserves

Our reserves' policy includes:

In line with good current practice in the event of closure, the Eastwood Volunteer Bureau will aim to hold sufficient reserves to:

1. Honour its liabilities to staff, suppliers and other organisations;
2. Have sufficient funds to continue normal operations.

Reserves Estimate as at 31/03/2023

a. Closure costs:

Redundancy £5,850

Notice costs £1,127

Unpaid salary costs £520

Residual holiday (Ave 1 week) £260

b. Contracts:

Photocopier £2,931

c. Operating cash flow £13,000

TOTAL £23,688

Principal risks and uncertainties

Funding of our schemes

The funding of our schemes continues to be a cause for concern as we are dependent on charitable funding.

Eastwood Volunteer Bureau

Trustees Report

Achievements and performance

Our long-standing manager has now retired, and we are setting up a new management team from our current workforce who are very experienced in their duties. We are also currently recruiting a new Befriending Co-ordinator and Transport Co-ordinator. The Be-friending scheme which has accreditation from the 'National Council for Voluntary Organisations, Mentoring and Befriending Foundation' continues to pick up after being dormant during the pandemic.

The Transport Scheme has also now improved since the Covid situation and is now expanding.

Although the furniture recycling scheme was discontinued, the bureau continues to keep small electrical items, bedding, another household items to give out to needy clients.

The Food Bank continues to be very busy and we distribute over 400 parcels a month and has shown a massive increase on the past few years. In the present financial climate, we believe this can only get busier as so many people are struggling to feed themselves and their families, we continue to provide a vital service to our community. This increased demand has put an enormous strain on finances of the food bank as donations cannot cover the food required and our previous large stock is now getting depleted. Fortunately, we have been supported by many small charities and local supermarkets who have been extremely generous with their donations of food.

We still have the use of storage room at a fire station and a storage container, situated next to the bureau, although we are trying to centralise all of the food within the curtilage of Eastwood Volunteer Bureau premises.

During the last year, we have tried to increase our income from room rental. This is now showing some good results.

All involved in Eastwood Volunteer Bureau are committed and passionate about the work of the bureau. We believe that we have the responsibility to run all of our schemes with efficiency whilst keeping a careful eye on the most common economic use of our limited resources.

Eastwood Volunteer Bureau

Trustees Report

Statement of Responsibilities

The trustees (who are also the directors of Eastwood Volunteer Bureau for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on and signed on its behalf by:

.....
Tony Harper
Trustee

Eastwood Volunteer Bureau

Independent Examiner's Report to the trustees of Eastwood Volunteer Bureau ('the Company')

Independent examiner's report to the trustees of Eastwood Volunteer Bureau ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023.

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 that in any material respect:

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.

.....
John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date:.....

Eastwood Volunteer Bureau

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	18,681	-	18,681	50,204
Charitable activities	3	30,045	5,000	35,045	14,998
Investment income	4	209	-	209	4
Total Income		48,935	5,000	53,935	65,206
Expenditure on:					
Charitable activities	6	(47,883)	(5,658)	(53,541)	(49,006)
Total Expenditure		(47,883)	(5,658)	(53,541)	(49,006)
Net income/(expenditure)		1,052	(658)	394	16,200
Transfers between funds		(658)	658	-	-
Net movement in funds		394	-	394	16,200
Reconciliation of funds					
Total funds brought forward		55,775	-	55,775	39,575
Total funds carried forward	19	56,169	-	56,169	55,775

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

The notes on pages 10 to 18 form an integral part of these financial statements.

Eastwood Volunteer Bureau

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies	2	50,204	50,204
Charitable activities	3	14,998	14,998
Investment income	4	4	4
Total income		<u>65,206</u>	<u>65,206</u>
Expenditure on:			
Charitable activities	6	<u>(49,006)</u>	<u>(49,006)</u>
Total expenditure		<u>(49,006)</u>	<u>(49,006)</u>
Net income		<u>16,200</u>	<u>16,200</u>
Net movement in funds		16,200	16,200
Reconciliation of funds			
Total funds brought forward		<u>39,575</u>	<u>39,575</u>
Total funds carried forward	19	<u><u>55,775</u></u>	<u><u>55,775</u></u>

The notes on pages 10 to 18 form an integral part of these financial statements.

Eastwood Volunteer Bureau
(Registration number: 04379873)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Current assets			
Debtors	12	1,169	1,408
Cash at bank and in hand	13	56,008	55,507
		57,177	56,915
Creditors: Amounts falling due within one year	14	(1,008)	(1,140)
Net assets		56,169	55,775
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		56,169	55,775
Total funds	19	56,169	55,775

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
 Tony Harper
 Trustee

The notes on pages 10 to 18 form an integral part of these financial statements.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Eastwood Volunteer Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33.3% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	16,576	16,576	10,900
Grants, including capital grants;			
Government grants	2,105	2,105	39,304
	18,681	18,681	50,204

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Grants	-	5,000	5,000	-
Booking fees	1,392	-	1,392	533
Passenger fares	1,486	-	1,486	1,083
Fundraising	382	-	382	12
Photocopying	6	-	6	2
Rental income	26,779	-	26,779	12,991
Transport reimbursement	-	-	-	377
	30,045	5,000	35,045	14,998

4 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	209	209	4
	209	209	4

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

5 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Nottinghamshire County Council	1,605	-	1,605
Sundry grants & donations	10,498	-	10,498
Eastwood Town Council	500	-	500
The Julia and Hans Rausing Trust	3,660	-	3,660
The Thomas Farr Charity	-	5,000	5,000
Charities Aid Foundation	2,418	-	2,418
	18,681	5,000	23,681
	18,681	5,000	23,681

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Accountancy & professional fees	1,768	-	1,768	1,646
Bank charges	98	-	98	18
Bad debts	-	-	-	1,338
Computer support & equipment	1,102	-	1,102	1,151
Driver expenses	1,752	-	1,752	1,317
Equipment, repairs & renewals	762	-	762	659
DBS checks	23	-	23	161
Fundraising	129	-	129	-
Hospitality & refreshments	80	-	80	19
Food supplies	2,715	-	2,715	566
Insurance	1,365	-	1,365	850
Postage & telephone	987	-	987	513
Printing & stationery	1,931	-	1,931	1,849
Rent & services	9,089	-	9,089	10,539
Subscriptions & affiliation	333	-	333	132
Sundry expenditure	289	-	289	-
Travel & subsistence	50	-	50	31
Volunteer expenses	-	219	219	70
Wages, NI & pension	25,410	5,439	30,849	28,147
	47,883	5,658	53,541	49,006
	47,883	5,658	53,541	49,006

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

7 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	30,719	27,695
Pension costs	130	452
	<u>30,849</u>	<u>28,147</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2023 No	2022 No
Average number of employees	<u>3</u>	<u>3</u>

1 (2022 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £130 (2022 - £452).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £13,520 (2022 - £12,576).

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Related party transactions

There were no related party transactions in the year.

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

11 Tangible fixed assets

	Computer equipment £	Total £
Cost		
At 1 April 2022	1,385	1,385
At 31 March 2023	1,385	1,385
Depreciation		
At 1 April 2022	1,385	1,385
At 31 March 2023	1,385	1,385
Net book value		
At 31 March 2023	-	-
At 31 March 2022	-	-

12 Debtors

	2023 £	2022 £
Trade debtors	301	550
Prepayments	358	311
Other debtors	510	547
	1,169	1,408

13 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	1,285	165
Cash at bank	54,723	55,342
	56,008	55,507

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	-	180
Other creditors	1,008	960
	1,008	1,140

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

15 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Photocopier		
Within one year	1,675	1,675
Between one and five years	1,256	2,931
	<u>2,931</u>	<u>4,606</u>

16 Commitments

Capital commitments

A lease has been signed for rental of the premises. The premises are leased from Nottinghamshire County Council at £2,157 p.a. to 12/07/2023.

The total amount contracted for but not provided in the financial statements was £539 (2022 - £2,157).

17 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

18 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2023 £	2022 £
Independent examination	800	760
Other financial services	480	556
	<u>1,280</u>	<u>1,316</u>

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

19 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General fund	45,425	46,043	(42,079)	(658)	48,731
<i>Other</i>					
Transport	10,350	2,892	(5,804)	-	7,438
	<u>10,350</u>	<u>2,892</u>	<u>(5,804)</u>	<u>-</u>	<u>7,438</u>
Total unrestricted funds	55,775	48,935	(47,883)	(658)	56,169
Restricted funds					
Be-A-Friend Co-ordinator	-	5,000	(5,658)	658	-
Total funds	<u>55,775</u>	<u>53,935</u>	<u>(53,541)</u>	<u>-</u>	<u>56,169</u>
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £	
Unrestricted funds					
<i>General</i>					
General fund	32,947	54,269	(41,791)	45,425	
<i>Other</i>					
Transport	6,628	10,937	(7,215)	10,350	
	<u>6,628</u>	<u>10,937</u>	<u>(7,215)</u>	<u>10,350</u>	
Total funds	<u>39,575</u>	<u>65,206</u>	<u>(49,006)</u>	<u>55,775</u>	

The specific purposes for which the funds are to be applied are as follows:

Transport - scheme that provides affordable transport for the elderly and those unable to use public transport.

Be-A-Friend Scheme arranges for volunteers to visit the isolated and lonely in the local community.

The transfer from the General fund to the Be-A-Friend Co-ordinator fund is to cover the deficit on this activity.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2023

20 Analysis of net assets between funds

	Unrestricted	
	General	2023
	£	Total funds
		£
Current assets	57,177	57,177
Current liabilities	<u>(1,008)</u>	<u>(1,008)</u>
Total net assets	<u>56,169</u>	<u>56,169</u>

	Unrestricted	
	General	2022
	£	Total funds
		£
Current assets	56,915	56,915
Current liabilities	<u>(1,140)</u>	<u>(1,140)</u>
Total net assets	<u>55,775</u>	<u>55,775</u>

EASTWOOD VOLUNTEER BUREAU AND FOOD BANK

England & Wales - Charity number 1091495

Accounts

Company registration number: 04379873

Charity registration number: 1091495

Eastwood Volunteer Bureau

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Eastwood Volunteer Bureau

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Eastwood Volunteer Bureau

Reference and Administrative Details

Trustees	Tony Harper, Chair David Bagshaw Andrew Bain Dawn Booth Michael Panter Jane Statham
Senior Management Team	Susan Bagshaw, Bureau Manager
Principal Office	Wellington Place Eastwood Nottinghamshire NG16 3GB
Company Registration Number	04379873
Charity Registration Number	1091495
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Eastwood Volunteer Bureau

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Trustees

Tony Harper, Chair

David Bagshaw

Andrew Bain

Dawn Booth

Michael Panter

Jane Statham

Douglas Wilcockson (resigned 1 September 2021)

Patrick Hamilton (resigned 1 September 2021)

Colin Hawthorne (resigned 5 August 2020)

Yvonne Hawthorne (resigned 19 April 2020)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 22 February 2002. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed by the Bureau Manager and Project Co-ordinators.

Objectives and activities

Objects and aims

- (a) To provide charitable transport facilities in North Broxtowe* for people who cannot use public transport because they are elderly, poor or disabled;
- (b) The promotion of social inclusion in North Broxtowe amongst elderly or disabled, who are excluded or isolated from society because of age or infirmity;
- (c) The relief of poverty in North Broxtowe by the provision of a Food Bank;
- (d) To provide other charitable services from time to time as the trustees see fit;
- (e) To recruit and support the work of volunteers to carry out these services.

* (North Broxtowe includes Awsworth, Brinsley, Cossall, Eastwood, Kimberley, Newthorpe, Nuthall, Watnall and surrounding areas.)

Eastwood Volunteer Bureau

Trustees' Report

Public benefit

Our aims are met by 3 core schemes:

1. Community Transport Scheme;
2. Be-A-Friend Scheme;
3. Food Parcel distribution scheme.

The Community Transport scheme continues to grow and we currently have 378 clients registered as at the end of March 2021, a decrease of 18 on last year's numbers. This remains a very valued service for the community which provides affordable transport for the elderly and those unable to use public transport. At the end of this year we had a total of 5 volunteer drivers, the drop in numbers being as a result of the Covid pandemic.

Our Be-A-Friend Scheme continues to grow and at the end of the financial year we had 12 volunteers visiting 13 clients. This important service arranges for volunteers to visit the isolated and lonely in the local community.

The Food Bank, which is now open every Friday, continues to grow supplying an average of 50 parcels each week.

We continue to support organisations like VAB (Voluntary Action Broxtowe), BWP (Broxtowe Women's Project), Sheila Gibson Unit, Eastwood Women's Group, Eastwood Mental Health Group, Framework & CGL (Change Grow Live).

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

This last year has been very difficult due to the pandemic which caused the bureau to suspend the normal Transport and Befriending schemes from March 2020, although our befrienders continued to contact clients by telephone. These schemes remained suspended past the end of the financial year.

Our Be-A-Friend Scheme has the Accreditation organised by the National Council for Voluntary Organisations's Mentoring and Befriending Foundation and the Transport Scheme remains an Accredited Member of the Community Transport Association.

Although the Furniture Recycling Scheme was discontinued the Bureau continues to keep small electrical items, bedding and other household items to give out to needy clients.

The Food Bank continues to be very busy and about 160 plus parcels a month are now being distributed. The Food bank has remained open throughout the pandemic due to the work of 10 volunteers who have continued to work two mornings a week throughout. The local community and supermarkets have been extremely generous with donations of food.

We still have the use of a storage room at Eastwood Fire Station and a storage container situated next to the bureau. We have had a range of shelving installed in one of our rooms for the use of the Food Bank.

The pandemic has had a massive effect on our finances as all our income from room rental suddenly disappeared. We relied on this to pay wages and utilities. Luckily we were able to put staff on furlough and apply for various grants.

All involved in the Eastwood Volunteer Bureau are committed and passionate about the work of the bureau. We believe that we have a responsibility to run all of our schemes with efficiency whilst keeping a careful eye upon the most economic use of our limited resources.

Eastwood Volunteer Bureau

Trustees' Report

We are very grateful to all our funders. We rely on these organisations to continue our charitable work. We would like to thank Nottinghamshire County Council for our £11,000 Transport Grant, a COVID grant of £5,000 and £3,000 from the NCF NET Grant.

During the year we received £2,000 for EVB from the Notts County Councillors Divisional Fund (thanks to Councillor Tony Harper) and £500 for the Food bank. Brinsley parish Council also gave £250 to support the Food Bank.

The Be-A-Friend scheme was supported by Eastwood Town Council who gave us £500. Food is regularly donated by Sainsburys, Morrisons, Warburtons. local churches, schools and individuals.

Financial review

After a very difficult year we have been able to maintain our financial position at a similar level to last year. Although we lost all our Room Rental income, to counteract this we received various grants and the furlough money from the government to pay our staff. In addition, our outgoings were also reduced.

Because the Transport Scheme has been suspended, we are receiving no income from this but we still do have the Transport Grant from Notts County Council and they are allowing us to keep this.

Policy on reserves

Our reserves' policy includes:

In line with good current practice in the event of closure, the Eastwood Volunteer Bureau will aim to hold sufficient reserves to:

1. Honour its liabilities to staff, suppliers and other organisations;
2. Have sufficient funds to continue normal operations.

Reserves Estimate as at 31/03/2021

a. Closure costs:

Redundancy £9,250

Notice costs £2,620

Unpaid salary costs £1,210

Residual holiday (Ave 1 week) £586

b. Contracts:

Photocopier £6,281

c. Operating cash flow £13,000

TOTAL £32,947

Principal risks and uncertainties

Funding of our schemes

The funding of our schemes continues to be a cause for concern as we are dependent on charitable funding. We hope that during the next year, we can start and run the bureau with some normality.

Eastwood Volunteer Bureau

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Eastwood Volunteer Bureau for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on and signed on its behalf by:

.....
Tony Harper
Trustee

Eastwood Volunteer Bureau

Independent Examiner's Report to the trustees of Eastwood Volunteer Bureau

Independent examiner's report to the trustees of Eastwood Volunteer Bureau ('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 that in any material respect:

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.

.....
John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date:.....

Eastwood Volunteer Bureau

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	2	40,490	-	40,490	22,969
Charitable activities	3	5,470	500	5,970	39,180
Investment income	5	18	-	18	60
Total Income		<u>45,978</u>	<u>500</u>	<u>46,478</u>	<u>62,209</u>
Expenditure on:					
Charitable activities	6	<u>(48,114)</u>	<u>(8,504)</u>	<u>(56,618)</u>	<u>(62,232)</u>
Total Expenditure		<u>(48,114)</u>	<u>(8,504)</u>	<u>(56,618)</u>	<u>(62,232)</u>
Net expenditure		(2,136)	(8,004)	(10,140)	(23)
Transfers between funds		<u>(6,528)</u>	<u>6,528</u>	<u>-</u>	<u>-</u>
Net movement in funds		(8,664)	(1,476)	(10,140)	(23)
Reconciliation of funds					
Total funds brought forward		<u>48,239</u>	<u>1,476</u>	<u>49,715</u>	<u>49,738</u>
Total funds carried forward	20	<u><u>39,575</u></u>	<u><u>-</u></u>	<u><u>39,575</u></u>	<u><u>49,715</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 20.

Eastwood Volunteer Bureau

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	22,969	-	22,969
Charitable activities	3	34,680	4,500	39,180
Investment income	5	60	-	60
Total income		<u>57,709</u>	<u>4,500</u>	<u>62,209</u>
Expenditure on:				
Charitable activities	6	<u>(59,208)</u>	<u>(3,024)</u>	<u>(62,232)</u>
Total expenditure		<u>(59,208)</u>	<u>(3,024)</u>	<u>(62,232)</u>
Net (expenditure)/income		<u>(1,499)</u>	<u>1,476</u>	<u>(23)</u>
Net movement in funds		(1,499)	1,476	(23)
Reconciliation of funds				
Total funds brought forward		<u>49,738</u>	-	<u>49,738</u>
Total funds carried forward	20	<u><u>48,239</u></u>	<u><u>1,476</u></u>	<u><u>49,715</u></u>

Eastwood Volunteer Bureau
(Registration number: 04379873)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Current assets			
Debtors	13	1,858	6,912
Cash at bank and in hand	14	<u>38,939</u>	<u>44,582</u>
		40,797	51,494
Creditors: Amounts falling due within one year	15	<u>(1,222)</u>	<u>(1,779)</u>
Net assets		<u>39,575</u>	<u>49,715</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	20	-	1,476
Unrestricted income funds			
Unrestricted funds		<u>39,575</u>	<u>48,239</u>
Total funds	20	<u>39,575</u>	<u>49,715</u>

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
David Bagshaw
Trustee

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Eastwood Volunteer Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33.3% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

2 Income from donations and legacies

	Unrestricted funds	Total 2021	Total 2020
	General £	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	5,060	5,060	569
Grants, including capital grants;			
Government grants	35,430	35,430	22,400
	40,490	40,490	22,969
	40,490	40,490	22,969

3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	General £	£	£	£
Grants	-	500	500	4,500
Booking fees	-	-	-	1,905
Passenger fares	-	-	-	7,785
Fundraising	-	-	-	1,414
Photocopying	1	-	1	144
Rental income	5,469	-	5,469	20,590
Transport reimbursement	-	-	-	2,842
	5,470	500	5,970	39,180
	5,470	500	5,970	39,180

4 Grants & donations

	Unrestricted funds	Restricted funds	Total
	£	£	£
Nottinghamshire County Council	19,400	-	19,400
HMRC JRS	16,030	-	16,030
Sundry grants & donations	2,060	-	2,060
Eastwood Town Council	-	500	500
Nottinghamshire Community Fund - NET	3,000	-	3,000
	40,490	500	40,990
	40,490	500	40,990

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

5 Investment income

	Unrestricted funds	Total 2021	Total 2020
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	18	18	60

6 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	General £	£	£	£
Accountancy & professional fees	1,778	-	1,778	1,432
Computer support & equipment	1,056	-	1,056	1,032
Driver expenses	73	-	73	9,989
Equipment, repairs & renewals	1,163	-	1,163	567
Fundraising	-	-	-	92
Hospitality & refreshments	6	-	6	57
Food supplies	950	-	950	-
Insurance	1,231	-	1,231	1,083
Postage & telephone	1,100	-	1,100	2,915
Printing & stationery	2,409	-	2,409	3,534
Rent & services	12,139	-	12,139	8,573
Subscriptions & affiliation	173	-	173	214
Sundry expenditure	-	-	-	200
Travel & subsistence	-	-	-	20
Volunteer expenses	-	26	26	385
Wages, NI & pension	26,036	8,478	34,514	32,139
	48,114	8,504	56,618	62,232

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

8 Related party transactions

There were no related party transactions in the year.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

9 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2021 £	2020 £
Independent examination	740	740
Other financial services	704	431
	<u>1,444</u>	<u>1,171</u>

10 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	33,763	31,456
Pension costs	751	683
	<u>34,514</u>	<u>32,139</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Average number of employees	<u>3</u>	<u>3</u>

2 (2020 - 2) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £751 (2020 - £683).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £13,601 (2020 - £13,832).

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

12 Tangible fixed assets

	Computer equipment £	Total £
Cost		
At 1 April 2020	1,385	1,385
At 31 March 2021	1,385	1,385
Depreciation		
At 1 April 2020	1,385	1,385
At 31 March 2021	1,385	1,385
Net book value		
At 31 March 2021	-	-
At 31 March 2020	-	-

13 Debtors

	2021 £	2020 £
Trade debtors	1,548	5,103
Prepayments	310	458
Other debtors	-	1,351
	1,858	6,912

14 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	150	92
Cash at bank	38,789	44,490
	38,939	44,582

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	768
Other taxation and social security	149	-
Other creditors	1,073	1,011
	1,222	1,779

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

16 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Photocopier		
Within one year	1,675	1,675
Between one and five years	4,606	6,281
	6,281	7,956

17 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

18 Commitments

Capital commitments

A lease has been signed for rental of the premises. The premises are leased from Nottinghamshire County Council at £2,157 p.a. to 12/07/2023.

The total amount contracted for but not provided in the financial statements was £4,314 (2020 - £6,471).

19 Analysis of net assets between funds

	Unrestricted funds		2021 Total funds £
	General £		
Current assets	40,797		40,797
Current liabilities	(1,222)		(1,222)
Total net assets	39,575		39,575

	Unrestricted funds General £	Restricted funds £	2020 Total funds £
Current assets	50,018	1,476	51,494
Current liabilities	(1,779)	-	(1,779)
Total net assets	48,239	1,476	49,715

Eastwood Volunteer Bureau

Notes to the Financial Statements for the Year Ended 31 March 2021

20 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
General fund	33,491	34,978	(39,396)	3,874	32,947
<i>Other</i>					
Transport	14,748	11,000	(8,718)	(10,402)	6,628
	<u>14,748</u>	<u>11,000</u>	<u>(8,718)</u>	<u>(10,402)</u>	<u>6,628</u>
Total Unrestricted funds	48,239	45,978	(48,114)	(6,528)	39,575
Restricted funds					
Be-A-Friend Co-ordinator	1,476	500	(8,504)	6,528	-
Total funds	<u>49,715</u>	<u>46,478</u>	<u>(56,618)</u>	<u>-</u>	<u>39,575</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
General fund	28,069	32,963	(46,609)	19,068	33,491
<i>Other</i>					
Transport	21,669	24,746	(12,599)	(19,068)	14,748
	<u>21,669</u>	<u>24,746</u>	<u>(12,599)</u>	<u>(19,068)</u>	<u>14,748</u>
Total unrestricted funds	49,738	57,709	(59,208)	-	48,239
Restricted funds					
Be-A-Friend Co-ordinator	-	4,500	(3,024)	-	1,476
Total funds	<u>49,738</u>	<u>62,209</u>	<u>(62,232)</u>	<u>-</u>	<u>49,715</u>

The specific purposes for which the funds are to be applied are as follows:

Transport - scheme that provides affordable transport for the elderly and those unable to use public transport.

Be-A-Friend Scheme arranges for volunteers to visit the isolated and lonely in the local community.

The transfer from the General fund to the Be-A-Friend Co-ordinator fund is to cover the deficit on this activity. The transfer from the Transport fund to the General fund is to bring the General fund in line with the estimated unrestricted reserves.