



VOLUNTARY ACTION EPPING FOREST

(A Company Limited by Guarantee)

Charity Number: 1097376

Company Number: 4689779

**TRUSTEES' REPORT
AND EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

VOLUNTARY ACTION EPPING FOREST

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VOLUNTARY ACTION EPPING FOREST

REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NAME	Voluntary Action Epping Forest Also known as VAEF
CHARITY REGISTERED	1097376
COMPANY REGISTERED	4689779
REGISTERED OFFICE	Community360 Winsley's House High Street Colchester C01 1UG
TRUSTEES	Gill Mann Gerry Smith, Vice Chair Elizabeth Went Jane Adair Myrna Gilbert, Chair Sally Crone Olivia Maxfield-Coote Margaret Emmens Anne Haigh William Ripley, appointed 15 April 2020 Susannah Pitura, appointed 29 April 2020 Lara Wing, Treasurer, appointed 17 Nov 2020
COMPANY SECRETARY	Jacqueline Foile
CHIEF OFFICER	Jacqueline Foile
INDEPENDENT EXAMINERS	Community360, Winsley's House High Street Colchester C01 1UG
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT

Report of the Trustees

A year that showed just how resourceful we can be

VAEF is proud of the way it rose to the many new challenges presented by Covid 19 whilst still managing to provide its normal service. We had to be innovative in how we maintained these services, but with the support of technology and high amounts of goodwill from staff and volunteers, we were able to do so whilst working within strict Covid guidelines.

We fully embraced the new way of working using video communication to carry out our meetings, maintaining contact with staff and clients, and continuing our fundraising activities. During this time our team of volunteers successfully made hundreds of doorstep visits in our drive to maintain vital personal contact with vulnerable groups in our society.

We will use the valuable experience and excellent feedback we gained during this challenging period to develop new and innovative projects tailored to the changing needs of our community.

Resources

As of 31 March 2021, there was a total of 21 members of staff working for VAEF, 7 of whom were employed to support the core work of the CVS and VC. There were 7 full time staff. The number of full time equivalents is 13.

Our main activities in 2020-2021

During a difficult period we managed to deliver our normal services including the following Volunteer Centres in Epping Forest and Harlow where volunteers can be matched with opportunities.

- (1) Ace Activities - practical projects that develop life skills for those with learning disabilities
- (2) Ain't No Mountain High Enough - music making opportunities for young adults with learning disabilities.
- (3) Benefit Advice - providing much needed assistance in completing applications for benefits such as Attendance Allowance, Carer's Allowance and Personal Independence Payments.
- (4) Community Clubs - a source of support and friendship for the elderly through the provision of activities, trips and outings.
- (5) Community Handyman - a trustworthy, dependable and police -checked service to complete odd jobs around the house.
- (6) Handyman service for Epping Forest Council tenants aged over 60, or those with a
- (7) Digital Support - practical help for seniors and those living with disabilities in making the most of their computers, tablets and smart phones..
- (8) Gardening - gardeners and volunteers help to maintain the gardens of elderly and vulnerable Epping Forest District Council tenants.

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TRUSTEES' REPORT

Details of how these services helped some of the most vulnerable groups in our community can be found in our Annual Report for 2020-2021 available on our website www.vaef.org.uk. Here we showcase our achievements, proudly present our key statistics, share our client feedback and detail how we see these vital services developing in the future.

How we responded to the challenges of 2020-2021

Service delivery

Some VAEF services had to be temporarily suspended due to government restrictions to prevent the spread of the Covid 19 virus. Others operated in a different way, particularly utilizing online communication methods such as Zoon and Microsoft Teams.

- We recruited 70 new volunteers and referred 120 volunteers to support local organisations.
- We secured funding for vital Covid Community Hub tasks including nearly 17,000 shopping and food parcel deliveries and the collection of over 2,500 prescriptions for vulnerable shielding residents.
- We secured additional funding to work with a local business, Ongar Dairy, to provide food and household essential boxes to those residents struggling financially due to the pandemic.
- We provided 2,073 hours of volunteer support at two local vaccine sites in Buckhurst Hill and Epping.
- Digital support was offered to over a hundred residents in the completion of the Digital Census.
- VAEF ended its lease on the Woodside, Thornwood office and remote working was successfully introduced. VAEF is now more flexible and better able to respond to the new challenges that constantly present themselves.
- Time Banking and the SMART Homes Digital Buddies service closed.

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TRUSTEES' REPORT

Information and Support for the community

In order to keep in regular touch we sent weekly information bulletins to our contacts and membership groups, publicising funding opportunities and advice available. Posts were added to social media channels promoting VAEF, local services and other useful information.

The VAEF website www.vaef.org.uk provided details of support available and topical information. Our services were also advertised on the West Essex Frontline referral system. We provided network events and training sessions facilitated via Zoom.

Partnerships

As well as the activities we are directly involved in, as mentioned above, we participated in a number of Epping Forest partnerships including Community Safety, Health and Wellbeing, Health Inequalities, Age Well, Be Well Work Well and Stay Well. VAEF also met regularly via Zoom with local authority partners and other CVS's in West Essex to liaise regarding the West Essex Community Hub response.

WECAN

We hold Board positions on the West Essex Community Action Network (WECAN), a company limited by guarantee comprising of the three voluntary sector infrastructure organisations covering West Essex: CVS Uttlesford; Rainbow Services (Harlow) and Voluntary Action Epping Forest.

The aim of WECAN is to build stronger links and opportunities between the voluntary and community sector, commissioners, statutory partners and business for the benefit of the community in West Essex. WECAN staff continued to deliver the WECARE project and as such the United In-Kind coaches covering West Essex assisted with the Community Covid response.

Volunteers

The charity is very grateful for the unstinting efforts of its volunteers who engaged in service provision especially during the worst periods of the Covid Pandemic. It is estimated that 13,525 volunteer hours (6,677 in 19-20) were provided during the year. If this is valued at accepted rates for the work, the volunteer effort amounts to £126,523 (£69,275 for 19-20)

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TRUSTEES' REPORT

Financial Review

Financial Position

The spread of the Covid 19 pandemic and the introduction of regulations to combat it had a major impact on the running of our normal activities. It also gave rise to a variety of new and urgent needs within our community and resulted in an upsurge in calls on our practical expertise and support resources.

In the year under review we received income of £568,890 which is £85,781 higher than the previous year due primarily to the government Covid grants. Spending in the year was £498,852, an increase of £6,670 from the previous year, which consisted of a high level of Covid support work within the community offset by a reduction in our usual activities due to the restrictions in place.

This positive financial result was primarily due to Covid restrictions forcing us to adopt a stop start approach to many of our programmes with the reduced level of spending offset against the arising need of Covid work and support in the community during lockdown. This resulted in a year end surplus of £70,038 (c.f. last year's loss of £9,073).

Adopting a prudent approach, the surplus has been allocated to resuming and stepping up our normal programme of activities and preparing for the likely upsurge in demand for our services over the winter period. It has also been allocated to cover a potential shortfall in new grants and donations in a post pandemic world and also the possibility of an economic downturn.

Whilst grants have been secured for all of our direct services for 2021-22 and at present are sufficient to see out the year, the mid to long term prospects are difficult to determine particularly given the economic uncertainty the country faces.

WECAN

The partnership with CVS Uttlesford and Rainbow services (Harlow) via WECAN (West Essex Community Action Network) completed its second year of trading delivering the United In Kind service for Essex County Council. The end of the year saw the company successful in bidding for two other projects and a third year of United in Kind is set to grow significantly in 21-22.

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TRUSTEES' REPORT

Reserves Policy

VAEF's Reserves Policy, which is reviewed annually by the Trustees, describes how the Reserve and Unrestricted Designated funds are to be used. Addendums to the policy are produced annually to state the level of reserves and their designation.

The objectives for the Reserve funds are to:

1. Protect the continuity of the work of VAEF, in spite of uncertain future funding streams.
2. Ensure that the obligations of VAEF towards its staff may be fully met in any event.
3. Provide resource for the continuation or start-up of activities to meet need in advance of receipt of income.
4. Secure funds for the replacement of assets.

The unrestricted Designated funds will be available for spending on purposes other than those identified for the Reserve fund.

- To meet the purposes for the funds, as described above, the fund is designated to four pots.
- Redundancy Fund - to provide for the payment of all statutory redundancy payments due to staff in the event of closure of VAEF
- Operating Contingency Fund - to provide the resource for full operation of the core VAEF activities for six months
- Facilities Reserve Fund - to be used for several reasons, including start-up of new work, prior to receipt of funding and IT contingencies.
- Unrestricted Designated Fund – this represents the excess unrestricted funds after the budget allocation and the allocation to the three funds above.

As at 31 March 2021, the reserves and unrestricted designated fund were £139,468 (£130,334 at 31 March 2020) which are sufficient to meet the purposes of the reserves funds outlined above.

Principal Funding

The charity is principally funded by local government and national grants. See note 5 on page 14 for the breakdown.

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TRUSTEES' REPORT

Our Plans for the Future

We will be expanding our activities and widening our reach during 2021-2022

- We will participate fully in the Covid Community Hub to support the needs of residents in the district.
- Community Club weekly activity sessions will be held regularly providing much-needed social interaction for the elderly in our community.
- VAEF will have a physical presence in the new Epping Forest District Council Community Hub in Epping providing more opportunity to meet and interact with our various residents.
- A new Mental Health Discharge service will commence and be delivered by WECAN, VAEF and West Essex CVS's.
- VAEF will lead on a West Essex Supported Mental Health Volunteering project
- Micro volunteering opportunities will be facilitated by our Epping Forest and Harlow Volunteer Centres.
- Digital project opportunities will be investigated with a view to further delivery in this area.
- ASDAN (Award Scheme Development and Accreditation Network) accredited training will be available for clients of Ace Activities
- Development of an Inside Shed project working with West Essex Mind in suicide prevention.
- VAEF will facilitate work on a District wide Action Plan for Befriending services

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Members on

2021 and signed on their behalf

Dr Myrna Gilbert
Chair



VOLUNTARY ACTION EPPING FOREST

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of Voluntary Action Epping Forest for the year ended 31 March 2021 which are set out on pages ten to twenty.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements for:
 - proper accounting records are kept (in accordance with section 386 of the 2006 Act; and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2006 Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shelley-Marie Rudling MAAT MIP for and on behalf of:
Community360
Winsley's House
High Street, Colchester, Essex



Date: 24th December 2021

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income from:					
Donations	4	11,364	7,416	18,780	15,644
Charitable activities	5	173,896	366,984	540,880	450,959
Other trading activities	5a	9,092	-	9,092	14,341
Investment income	6	269	398	667	2,165
Total income		194,621	374,798	569,419	483,109
Expenditure on:					
Charitable activities	7	200,320	298,532	498,852	492,182
Total expenditure		200,320	298,532	498,852	492,182
Net income/(expenditure)		(5,699)	76,266	70,567	(9,073)
Transfers between funds	13/14/15	34,784	(34,784)	-	-
Net movement in funds		29,085	41,482	70,567	(9,073)
Reconciliation of funds:					
Total funds brought forward at 31 March 2020		181,307	202,725	384,032	393,106
Total funds carried forward at 31 March 2021	13/14/15	210,393	244,207	454,600	384,032

The notes on pages 12 to 19 form part of these financial statements

VOLUNTARY ACTION EPPING FOREST

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	Total 2021 £	Total 2020 £
Fixed assets:	9		
Tangible assets		50,838	52,746
<i>Total fixed assets</i>		<u>50,838</u>	<u>52,746</u>
Current assets:	10		
Debtors		33,987	7,725
Cash at bank and in hand		477,483	417,662
<i>Total current assets</i>		<u>511,470</u>	<u>425,387</u>
Liabilities:	11		
Creditors: amounts falling due within one year		107,708	94,101
<i>Total liabilities</i>		<u>107,708</u>	<u>94,101</u>
Net current assets or liabilities		403,762	331,287
Total net assets or liabilities		<u>454,600</u>	<u>384,033</u>
The funds of the charity			
Unrestricted funds	13	210,393	181,307
Restricted income funds	14	244,207	202,725
		<u>454,600</u>	<u>384,032</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- 1) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- 2) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393 of the Act, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

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

These financial statements were approved by the Trustees on

2021 and are signed on their behalf by:



Myrna Gilbert - Chair



Lara Wing - Treasurer

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Cash flows from operating activities					
<i>Net cash provided by (used in) operating activities</i>	a	21,887	45,516	67,403	47,985
Cash flows from investing activities					
Interest	6	269	398	667	2,165
Purchase of property, plant and equipment	9	-	(8,250)	(8,250)	(19,261)
<i>Net cash provided by (used in) investing activities</i>		269	(7,851)	(7,583)	(17,096)
<i>Change in cash and cash equivalents in reporting period</i>		22,156	37,664	59,820	30,889
Cash and cash equivalents at the beginning of the reporting period	b	182,439	235,223	417,662	386,774
Cash and cash equivalents at the end of the reporting period		204,595	272,888	477,482	417,663

(a) RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<i>Net income/(expenditure) for the reporting period (as per SOFA)</i>		28,817	41,083	69,900	(11,239)
Adjustments for non-cash items:					
Depreciation charges	7, 8	1,554	9,895	11,449	10,971
Loss/(profit) on disposal of fixed assets	7, 8	122	(1,413)	(1,291)	1,080
(increase)/decrease in debtors	10	(10,692)	(15,570)	(26,262)	15,367
Increase/(decrease) in creditors	11	2,086	11,521	13,607	31,806
<i>Net cash provided by (used in) operating activities</i>		21,887	45,516	67,403	47,985

b) ANALYSIS OF CASH AND CASH EQUIVALENTS

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Cash in hand		182,296	295,187	477,483	417,662
Notice deposits (less than 3 months)		-	-	-	-
Total cash and cash equivalents		182,296	295,187	477,483	417,662

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

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Advantage has been taken of paragraph 3 3(3) of schedule 4 of the Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of this company's operation.

1.2 Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention.

The charity is considered to be a going concern based upon its reserves and the commitment of major funders for the coming year.

1.3 Incoming resources

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify the donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors specify the donations and grants, including capital grants, are for particular restricted purposes, this income is included in the incoming resources of restricted funds when receivable.

Interest is included when received by the charity and apportioned between restricted and unrestricted funds according to the level of funds held at the point the interest is paid.

1.4 Resources expended and recognition of liabilities.

Liabilities are recognised on the accruals basis in accordance with normal accounting principles.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of percentage of budget allocation, or time spent by staff on those activities.

Charitable activities

Charitable activities include all expenditure directly related to the objects of the charity including support costs (of which governance costs are a part) attributable to that expenditure.

As per the guidance in SORP (FRS102), governance costs, representing expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements, are included in support costs.

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

1 Accounting policies (continued)

1.5 Tangible fixed assets and depreciation

Individual fixed assets costing £100 or more are capitalised at cost.

Provision is made for depreciation on tangible assets at rates calculated to write off the cost or valuation, less estimated residual value, of each assets over its expected useful life as follows:

Fixtures, fittings and office equipment	20% Reducing balance
Motor vehicles	20% Reducing balance
	(10% charged in the first year)

until the netbook value is less than £20 at which point the residual value is treated as depreciation.

1.6 Fund accounting

Funds held by the charity are either:

Unrestricted general funds	These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
Designated funds	These are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
Restricted funds	These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

There are no endowment funds.

1.7 Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company and is, therefore, included in the relevant costs in the Statement Of Financial Activities.

1.8 Operating leases

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented shall be transferred to some other charitable body have similar objects to the charity.

VOLUNTARY ACTION EPPING FOREST

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

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
4 Donations Income				
Donations	10,597	7,333	17,930	15,406
Gift Aid	768	83	850	238
<i>Total donations income</i>	<u>11,364</u>	<u>7,416</u>	<u>18,780</u>	<u>15,644</u>
While not included as income, the charity benefited from 13525 hours of volunteered hours which, if valued at accepted rates for the type of work, was worth £126,523.				
5 Charitable Activities Income				
<u>From Grants</u>				
Big Lottery Fund	17,000	69,260	86,260	32,294
Cooperative Community Fund	-	-	-	2,442
Department of Digital Culture Media & Sport	-	-	-	22,752
Epping Forest College	-	2,625	2,625	3,500
Epping Forest District Council	59,107	99,333	158,440	115,120
Essex Community Foundation (ECF)	10,000	238	10,238	-
ECF - AJW Charitable Fund	-	-	-	1,000
ECF - Brooks Family Fund	-	-	-	815
Essex County Council	65,749	16,768	82,517	64,010
Good Things Foundation	-	3,257	3,257	-
Grange Farm Trust	250	8,500	8,750	7,795
Harlow District Council	-	3,700	3,700	3,700
High Sheriff Award	-	2,000	2,000	-
NAVCA	3,000	-	3,000	-
NHS West Essex	2,000	-	2,000	-
NHS West Essex CCG	5,000	-	5,000	-
Jack Petchey Foundation	-	750	750	1,500
Joseph and Lilian Sully Foundation	-	27,750	27,750	41,583
Loughton Town Council	-	1,000	1,000	500
National Foundation for Youth Music	-	29,787	29,787	29,973
National Garden Scheme	-	3,000	3,000	-
Police Property Act	-	2,286	2,286	-
Tesco Bags of Help	-	-	-	2,000
The Henry Smith Charity	-	21,600	21,600	21,150
<i>Total Grant income</i>	<u>162,106</u>	<u>291,854</u>	<u>453,960</u>	<u>350,135</u>
<u>From other sources</u>				
Activities Income	403	67,780	68,183	82,554
Miscellaneous	11,004	7,115	18,118	8,555
Transport Income	-	235	235	8,571
Training Income	-	-	-	640
Membership and affiliation fees	384	-	384	504
<i>Total income from other source</i>	<u>11,790</u>	<u>75,130</u>	<u>86,920</u>	<u>100,824</u>
<i>Total charitable activities income</i>	<u>173,896</u>	<u>366,984</u>	<u>540,880</u>	<u>450,959</u>
5a Other Trading Activities Income				
Fund-raising	-	-	-	3,422
Office rental	625	-	625	3,819
WECAN management fees	8,467	-	8,467	7,100
	<u>9,092</u>	<u>-</u>	<u>9,092</u>	<u>14,341</u>
6 Investment income				
Interest received	<u>269</u>	<u>398</u>	<u>667</u>	<u>2,165</u>

VOLUNTARY ACTION EPPING FOREST

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

7 Expenditure on Charitable Activities

	Restricted									Unrestricted		
	Ace Activities £	Benefits Advice £	Communit y Clubs £	Digital Support £	Gardening £	Handyman £	Home Safety £	Time- Banking £	VC Harlow £	VAEF	Total 2021 £	Total 2020 £
Costs directly allocated to activities												
Wages/salaries and pensions	80,138	16,184	63,144	273	33,407	28,332	4,445	-	9,665	149,541	385,131	387,091
Staff expenses	1,659	250	417	428	414	107	69	-	80	1,783	5,207	5,230
Mobile Phone	114	167	181	-	114	120	-	-	132	124	951	908
Transport Costs	-	-	-	-	-	-	-	-	-	-	-	662
Volunteer expenses	465	-	-	-	-	-	-	-	-	253	717	2,159
Vehicle costs & fuel	-	-	3,614	-	4,479	2,606	1,609	-	-	3,329	15,636	21,253
Materials	-	-	-	-	545	337	709	-	-	-	1,591	2,551
Activities	14,782	-	3,773	82	200	-	-	-	19	32,839	51,694	24,082
Bought-in services	-	-	-	-	-	-	-	-	-	420	420	593
	97,157	16,600	71,128	783	39,159	31,502	6,832	-	9,897	188,288	461,347	444,529
Support Costs												
Advertising & Promotion	390	-	-	-	-	-	-	-	-	-	390	1,508
Bank Charges	9	9	9	-	9	9	9	-	9	9	69	65
Computer Costs	229	88	35	245	100	6	6	-	307	607	1,623	2,145
Professional Fees and Consultancy	544	194	3,441	12	400	262	184	-	150	709	5,897	2,142
Insurance	340	105	356	-	282	168	64	-	71	319	1,707	1,779
Printing, Postage and Stationery	197	73	1	30	17	-	3	-	-	96	417	1,765
Rent	739	739	739	-	739	739	739	-	524	754	5,713	17,232
Telephone	148	148	148	-	148	148	148	-	-	148	1,034	1,317
Training Costs	498	-	-	-	-	-	-	-	-	444	942	2,481
Subscriptions	-	-	72	-	-	-	-	-	30	597	699	621
Sundry Expense	934	47	220	108	47	60	-	-	25	6,566	8,007	3,699
	4,028	1,403	5,021	395	1,741	1,392	1,152	-	1,116	10,249	26,497	34,753
Support Costs - Governance												
Independent examination	106	106	106	-	106	106	106	-	106	106	850	850
Trustees Expenses	-	-	-	-	-	-	-	-	-	-	-	-
(Profit)/Loss on Disposal of Fixed Assets	-	-	-	-	(1,413)	-	-	-	-	122	(1,291)	1,080
AGM expenses	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation	668	-	5,162	22	1,340	2,157	466	-	79	1,554	11,449	10,971
	774	106	5,269	22	33	2,264	572	-	186	1,782	11,008	12,901
Total charitable activities spend	101,960	18,109	81,418	1,200	40,932	35,157	8,556	-	11,198	200,320	498,852	492,182

VOLUNTARY ACTION EPPING FOREST

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

8 Staff costs and emoluments	Total 2021	Total 2020	
The average number of employees (full and part time) paid monthly during the period was	21	21	
Of these 21 staff, 5 were employed full time. The full time equivalent number of staff was 13			
The aggregate staff costs for the period were:	£	£	
Wages and salaries	352,213	354,984	
Pensions	10,277	10,332	
Social security costs	22,641	21,776	
	385,131	387,091	
No employee earned more than £60,000 per annum.			
Total remuneration paid to key management personnel (senior managers)	81,063	66,860	
The remuneration of key management personnel is decided upon and authorised by the trustees.			
None of the Trustees (or any person connected with them) were paid or reimbursed for expenses during the year.			
9 Tangible fixed assets	Fixtures, fittings & office equip £	Motor vehicles £	Total £
Cost			
As at 31 March 2020	32,755	86,259	119,014
Additions	3,692	6,948	10,640
Disposals	(3,671)	(4,140)	(7,811)
As at 31 March 2021	32,775	89,067	121,842
Depreciation			
As at 31 March 2020	25,857	40,411	66,268
Charge for the year	1,341	8,974	10,315
On additions (10% of cost)	369	695	1,064
On items with NBV less than £20 (whole amount written off)	70	-	70
On disposals (previous depreciation)	(3,549)	(3,163)	(6,712)
As at 31 March 2021	24,087	46,917	71,004
Net book value			
As at 31 March 2021	8,688	42,150	50,838
As at 31 March 2020	6,898	45,848	52,746
10 Debtors	Total 2021 £	Total 2020 £	
Other debtors	19,092	4,522	
Prepayments	1,275	2,908	
Accrued income	13,620	295	
	33,987	7,725	

VOLUNTARY ACTION EPPING FOREST

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

11 Creditors: amounts falling due within one year	Total 2021 £	Total 2020 £
Other creditors and accruals	16,673	10,640
Deferred income	83,945	76,488
Taxes and social security	7,090	6,972
	107,708	94,101

12 Lease commitments	Total 2021 £	Total 2020 £
Expiring under one year	-	-

13 Unrestricted funds	Balance at 31 March 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds	181,307	194,621	(200,320)	34,784	210,393
	181,307	194,621	(200,320)	34,784	210,393

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations, grants and other income raised and held on trust, and utilised for specific purposes within the project.

	Balance at 31 March 2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2021 £
Ace Activities	47,914	134,092	(101,960)	(6,929)	73,116
Benefits Advice	2,212	25,413	(18,109)	(2,680)	6,836
Community Clubs (prev Befriending)	72,084	89,852	(81,418)	(8,020)	72,498
Digital Support	4,341	3,264	(1,200)	-	6,406
Gardening	37,415	51,483	(40,932)	(4,550)	43,416
Handyman	22,348	51,220	(35,157)	(4,668)	33,741
Home Safety	6,602	6,497	(8,556)	(2,090)	2,453
Timebanking	4,751	-	-	(4,751)	0
VC Harlow	5,057	12,978	(11,198)	(1,096)	5,740
	202,725	374,798	(298,532)	(34,784)	244,207

The transfers from restricted funds to unrestricted are for project management fees (line management, HR, finance and admin), IT support, keysafes and use of VAEF minibus.

VOLUNTARY ACTION EPPING FOREST

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

15 Comparative Statement of Financial Activities for year ended 31 March 2020

Notes	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:			
Donations	3,005	12,639	15,644
Charitable Activities	113,057	337,902	450,959
Other Trading Activities	12,059	2,282	14,341
Investment income	938	1,227	2,165
Total income	129,059	354,050	483,109
Expenditure on:			
Charitable activities	168,449	323,734	492,182
Total expenditure	168,449	323,734	492,182
Net income/(expenditure)	(39,390)	30,317	(9,073)
Transfers between funds	36,272	(36,272)	
Net movement in funds	(3,118)	(5,955)	(9,073)
Reconciliation of funds:			
Total funds brought forward at 31 March 2019	184,425	208,680	393,106
Total funds carried forward at 31 March 2020	181,307	202,725	384,032

This note shows the Statement of Financial Activities as it was for the previous year for comparative reasons as a requirement of the new SORP 2019.

VOLUNTARY ACTION EPPING FOREST

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

16 Restricted Funds

The restricted funds the charity operated during the year were:

Ace Activities	A multi-activity project providing a range of opportunities for people with Learning Disabilities.
Benefits Advice	Providing benefit advice to housebound residents in Epping Forest.
Community Clubs (previously known as Befriending)	Providing support and friendship to older people living on their own or in isolation
Digital Support (previously known as Digital Learners)	Helping seniors and those living with a disability with their computers, tablets and smartphones. In particular, this year, completion of online census forms.
Gardening	Providing gardeners and volunteers to maintain, free of charge, the gardens of people who cannot do so themselves,
Handyman	A Handyman service to Epping Forest Council Tenants who are over 60 or disabled.
Home Safety also known as Community Handyman	Reducing the number of falls by older people in their homes and providing security advice and fitting of door chains and smoke detectors in addition to providing a handyman service.
VC Harlow	Providing organisations with volunteers in Harlow

VOLUNTARY ACTION EPPING FOREST

STRUCTURE, GOVERNANCE AND MANAGEMENT

Voluntary Action Epping Forest is an independent charity known as a Council for Voluntary services or CVS affiliated to the National Association of Voluntary and Community Action (NAVCA)

We assist not for profit organisations in Epping Forest by providing advice, information, development support services and volunteers. Our core work is aimed at helping local charities and community groups achieve their full potential. Services offered by VAEF help to improve people's quality of life, health, and wellbeing.

Objectives and Activities

The principal objects of the Charity, as set out in the Memorandum of Association, are:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Epping Forest and its neighbourhood and, in particular, the advancement of education, the protection of health and the repler of property, distress and sickness : and
- b) To promote and organise cooperation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organizations and statutory authorities within the local government district of Epping Forest and its neighbourhood.

Mission

Our mission is to promote, support and develop an effective, sustainable, and visible voluntary and community sector , including the direct delivery of services in Epping Forest. Our vision is for a fair, vibrant, and open society that encourages and is supported by voluntary and community action.

Main objectives in our District

- a) Infrastructure support - providing advice, information and development support to voluntary and community organisations
- b) Volunteering support - supporting and promoting volunteering
- c) Community support - working in collaboration with others to identify and meet unmet needs.

VOLUNTARY ACTION EPPING FOREST

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 7 March 2003. It is constituted under a Memorandum of Association dated 7 March 2003 and is a registered charity number 1097376

The charitable activity of the unincorporated registered charity, Epping Forest Council for Voluntary Service (Charity number 1038750) was transferred on 1 July 2003, on a going concern basis.

Method of appointment or election of Trustees

The management of VAEF is the responsibility of the Trustees who are elected and co opted under the terms of the Articles of Association. As set out in the Articles of Association, one third of the members of the Board of Trustees shall be subject to retirement by rotation or, if their number is not divisible by three, the number nearest to one third shall retire from office.

If the charity, at a meeting, at which a Trustee retires at rotation, does not fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to have been re-appointed, unless at the meeting it is resolved not to fill the vacancy, or, unless a resolution on the re-appointment of the Trustee is put to the meeting and lost.

Policies adopted for the induction and training of Trustees

New Trustees are provided with copies of the Charity's previous year's Annual Report and Accounts. There is an oral induction dealing with the philosophy, history and objectives of the charity and a meeting with the staff. They are also offered training courses on the responsibilities of Trustees and given a comprehensive induction pack.

Organisational structure and decision making

The Charity is organised as a company limited by guarantee. VAEF is governed by its members (voluntary and community groups operating within the Epping Forest district area) through an elected Board of Trustees. The Board currently consists of 12 voting members and 1 non-voting representative of Epping Forest District Council and meets six times a year.

VOLUNTARY ACTION EPPING FOREST

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board is responsible for the overall management of the organisation, for determining strategic direction and ensuring that the Chief Officer and the management team implement policy. There are sub-committees to look at issues relating to personnel and policy, governance and finance. The Chief Officer is appointed by the Trustees to manage the day-to-day operations of VAEF.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations. General Data Protection Regulations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to these risks

Annual review

We review our aims, objectives and services each year, looking at what we have achieved and the outcomes of our work. We look at success of each project and assess its benefits. This process helps us to ensure our aims, objectives and projects remain focused on our stated purposes.

Our commitment to equal access for all

VAEF is committed to promoting policies of equal opportunity in all areas of its work and with all those who come into contact with VAEF and its employees and volunteers, including recruitment, employment training, promotion and service provision. VAEF aims to ensure that there will be no discrimination on the grounds of race, colour, nationality, ethnicity, sex, marital status, caring responsibility, sexual orientation, age, physical/sensory/mental disability or mental health, political belief or religion, union membership, class, HIV positive, employment status, or unrelated conviction.

The responsibility for following these policies lies with all employees, and volunteers at VAEF, under the guidance of the Chief Officer. Trustees are also subject to this policy. VAEF expects its members, potential members and registered organisations to comply with this policy in their work with VAEF and its volunteers.