



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 2022

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	Myrna Gilbert, Chair Gerry Smith, Vice Chair Lara Wing, Treasurer Jane Adair Sally Crone Margaret Emmens Anne Haigh Gill Mann (resigned 24th November 2021) Olivia Maxfield-Coote, Susannah Pitura William Ripley Elizabeth Went
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

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 Articles 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 relieve of poverty, distress and sickness.
- 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

VAEF's 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 and neighbouring areas.

- We are dedicated to supporting those most in need within our local communities.
- We provide appropriate services and solutions
- We provide a wide range of opportunities for those who are keen to volunteer and contribute to the wellbeing of their neighbourhoods

Main objectives in our District

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

Vision

VAEF's vision is of a fair, vibrant, and open society that encourages and is supported by voluntary and community action.

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.

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

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 an elected Board of Trustees who are the members. The Board currently consists of 13 voting members and meets six times a year .

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.

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

A Year of Recovery

This year was very much a year of recovery for most, nevertheless the team at VAEF still recognized for many that life was still far from normal. Support remained in place for those most vulnerable in our District. Local voluntary and community groups were offered practical assistance and guidance to build their capacity. New services and offers of support were developed to address local need. Partnerships with other charities and commissioners of services were strengthened. The staff, volunteers and trustees worked hard and showed creativity and initiative throughout the year and we were delighted to be recognized for our efforts by Epping Town Council who presented VAEF with their Community Award.

Resources

As of 31st March 2022, there were a total of 25 members of staff working with 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 equivalent is 13.

Our Main Activities in 2021-2022

During this year we delivered a number of services including the following:

- Ace Activities – Practical projects that develop life skills for those with learning disabilities
- Ain't No Mountain High Enough – Music making opportunities for young adults with learning difficulties
- Benefit Advice – Providing much needed assistance in completing applications for benefits such as Attendance Allowance, Carer's Allowance and Personal Independent Payments
- Community Clubs – A source of support and friendship for the elderly through the provision of activities, trips and outings
- Community Handyman – A trustworthy, dependable and police checked subsidised chargeable service to complete jobs around the house
- Community Hub – Providing support to individuals along with developing initiatives to respond to short-term community challenges.
- Handyman – A service for Epping Forest Council tenants who are aged over 60
- Gardening – Gardeners and volunteers help to maintain the gardens of elderly and vulnerable Epping Forest District Council tenants.
- Men's Shed – Providing activities for men to prevent loneliness and isolation.
- Supported Volunteering – Assisting people with mental health needs in West Essex into volunteering and paid employment.
- Volunteer Centre Epping Forest and Volunteer Centre Harlow – Matching volunteers with local voluntary and community groups.

Details of how these services helped some of the most vulnerable groups in our community can be found in our Annual Report for 2021-2022 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.

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

Community Statistics for 2021-2022

Community support continued to be key this year and as such significant numbers of residents were supported in various ways as follows:

- 1,193 interventions including shopping and prescription deliveries, emergency food boxes and essential hospital transport
- 2,447 wellbeing calls made to isolated people
- 2,849 volunteer hours spent at vaccination sites
- 29,048 Covid vaccinations assisted through VAEF volunteer time assistance
- 152 referred local residents/households, supported via the Winter Warmth scheme: contributing to fuel bills, warm clothing and home insulation
- 115 one to one digital support interventions
- 60 referred low-income family members supported by attending winter family experience events
- 52 referred children supported by fund-raised and distributed Christmas presents

VAEF had a physical presence in the new Epping Forest District Council Partnerships Hub. Staff and volunteers worked with other organisations to support Ukraine refugees coming into the country at the end of this financial year.

Information and Support for the Community

In order to keep in regular contact, we sent weekly information bulletins to our contacts and membership groups, publishing 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.otg.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

We continued to be involved with a number of Epping Forest partnerships including Community Safety, Health and Wellbeing, Health Inequalities, Age Well and Be Well. VAEF also met regularly with Epping Forest District Council, West Essex Clinical Commissioning Group, Essex County Council and other Essex CVS's.

WECAN

We have a board position on the West Essex Community Action Network (WECAN), a company limited by guarantee comprising of the three voluntary sector infrastructure organisations covering West Essex - Ucan 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 a number of services across West Essex, details of which can be found on the WECAN website www.westessexcan.org.

VAEF Volunteers

The charity is very grateful for the unstinting efforts of its volunteers who engaged in service provision. 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.

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

Many of the new volunteers that had come forward during the pandemic continued with us in 21-22. The team of volunteers that supported the local vaccine centres were delighted to receive a Highly Commended Award in the Epping Forest Citizen of the Year Awards. VAEF volunteer Peter King also won the prestigious Citizen of the Year Award for the amazing amount of hours he had given to assisting at the sites.

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 £700,584 which is £131,165 higher than the previous year due primarily to the government Covid grants. Spending in the year was £632,085 an increase of £133,233 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 £68,499 compared with last year's surplus of £70,567.

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 2022-23 and at present are sufficient to see out the year to the end of March 2023, the mid to long term prospects are difficult to determine particularly given the economic uncertainty the country faces.

WECAN

The legal 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.

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 fund 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.

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

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 into four pots

- 1) Redundancy Fund – to provide for the payment of all statutory redundancy payments due to staff in the event of closure of VAEF.
- 2) Operating Contingency Fund – to provide the resource for full operation of the core VAEF activities for six months.
- 3) Facilities Reserve Fund – to be used for several purposes, including start-up of new work, prior to receipt of funding and IT contingencies.
- 4) 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 2022, the reserves and unrestricted designated fund were £167,917 (£139,468 at 31 March 2021) 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.

Our Plans for the Future

We will remain flexible, adaptable and committed to meet the needs of our local communities in 2022/2023. We will:

- Deliver existing VAEF services that address local need and look for new opportunities to reach a wider audience
- Offer guidance, information and practical assistance to build the capacity of local voluntary and community groups
- Provide ASDAN Accredited courses to adults with learning disabilities
- Develop a VAEF volunteer newsletter
- Continue to recruit new VAEF volunteers and develop the skills and expertise of our existing volunteers, including the Voluntary Actioners
- Continue to work with local voluntary organisations and EFDC to provide support and information to Ukraine refugees and their sponsors in Epping Forest
- Forward plan, and prepare how to best support vulnerable, low-income households, in relation to the anticipated winter fuel and cost of living crisis
- Continue to promote VAEF services and be accessible to residents in the EFDC Partnership Hub
- Secure funding to continue the Supported Volunteering service for people with mental health needs
- Strengthen the WECAN partnership and look for further services to deliver across the West Essex locality

VOLUNTARY ACTION EPPING FOREST

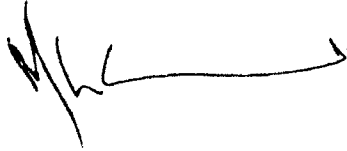
TRUSTEES' REPORT continued

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

2022 and signed on their behalf

Dr Myrna Gilbert
Chair

A handwritten signature in black ink, appearing to be 'M Gilbert', with a long horizontal stroke extending to the right.

VOLUNTARY ACTION EPPING FOREST

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of Voluntary Action Epping Forest for the year ended 31 March 2022 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

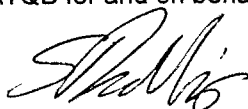
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items 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 FMAAT AATQB for and on behalf of:
Community360
Winsley's House
High Street, Colchester, Essex



Date: 21st December 2022

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income from:					
Donations	4	1,268	6,662	7,930	18,780
Charitable activities	5	169,478	498,309	667,787	540,880
Other trading activities	5a	17,231	7,530	24,761	9,092
Investment income	6	100	6	106	667
Total income		<u>188,077</u>	<u>512,507</u>	<u>700,584</u>	<u>569,419</u>
Expenditure on:					
Charitable activities	7	231,046	401,039	632,085	498,852
Total expenditure		<u>231,046</u>	<u>401,039</u>	<u>632,085</u>	<u>498,852</u>
Net income/(expenditure)		<u>(42,969)</u>	<u>111,468</u>	<u>68,499</u>	<u>70,567</u>
Transfers between funds	13/14/15	43,693	(43,693)	-	-
Net movement in funds		<u>724</u>	<u>67,775</u>	<u>68,499</u>	<u>70,567</u>
Reconciliation of funds:					
Total funds brought forward at 31 March 2021		210,393	244,207	454,600	384,032
Total funds carried forward at 31 March 2022	13/14/15	<u><u>211,117</u></u>	<u><u>311,982</u></u>	<u><u>523,099</u></u>	<u><u>454,600</u></u>

The notes on pages 13 to 19 form part of these financial statements

VOLUNTARY ACTION EPPING FOREST

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	Total 2022 £	Total 2021 £
Fixed assets:			
Tangible assets	9	42,172	50,838
<i>Total fixed assets</i>		<u>42,172</u>	<u>50,838</u>
Current assets:			
Debtors	10	11,701	33,987
Cash at bank and in hand		622,029	477,483
<i>Total current assets</i>		<u>633,730</u>	<u>511,470</u>
Liabilities:			
Creditors: amounts falling due within one year	11	152,803	107,708
<i>Total liabilities</i>		<u>152,803</u>	<u>107,708</u>
Net current assets or liabilities		480,927	403,762
Total net assets or liabilities		<u>523,099</u>	<u>454,600</u>
The funds of the charity			
Unrestricted funds	13	211,117	210,393
Restricted funds	14	311,982	244,207
		<u>523,099</u>	<u>454,600</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.

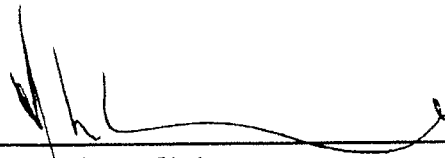
The trustees acknowledge their responsibilities for:

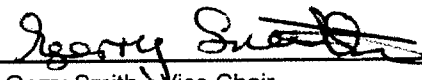
- 1) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- 2) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its net income or expenditure for the financial 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

and are signed on their behalf by:


Myrna Gilbert - Chair


Gerry Smith - Vice Chair

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Cash flows from operating activities					
<i>Net cash provided by (used in) operating activities</i>	a	60,834	85,336	146,170	67,403
Cash flows from investing activities					
Interest	6	100	6	106	667
Purchase of property, plant and equipment	9	(1,730)	-	(1,730)	(8,250)
<i>Net cash provided by (used in) investing activities</i>		(1,630)	6	(1,624)	(7,582)
<i>Change in cash and cash equivalents in reporting period</i>		59,204	85,342	144,546	59,821
Cash and cash equivalents at the beginning of the reporting period	b	204,595	272,888	477,483	417,662
Cash and cash equivalents at the end of the reporting period		263,799	358,230	622,029	477,483

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

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<i>Net income/(expenditure) for the reporting period (as per SOFA)</i>		624	67,769	68,393	69,900
Adjustments for non-cash items:					
Depreciation charges	7, 9	2,074	8,253	10,327	11,449
Loss/(profit) on disposal of fixed assets	7, 9	69	-	69	(1,291)
(increase)/decrease in debtors	10	3,499	18,787	22,286	(26,262)
Increase/(decrease) in creditors	11	54,568	(9,473)	45,095	13,607
<i>Net cash provided by (used in) operating activities</i>		60,834	85,336	146,170	67,403

b) ANALYSIS OF CASH AND CASH EQUIVALENTS

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Cash in hand		263,799	358,230	622,029	477,483
Notice deposits (less than 3 months)		-	-	-	-
Total cash and cash equivalents		263,799	358,230	622,029	477,483

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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.

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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% depreciation charge 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.
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 having similar objects to the charity.

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
4 Donations Income				
Donations	1,268	6,662	7,930	17,930
Gift Aid	-	-	-	850
<i>Total donations income</i>	<u>1,268</u>	<u>6,662</u>	<u>7,930</u>	<u>18,780</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.

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
5 Charitable Activities Income				
<u>From Grants</u>				
Grants	162,283	415,591	577,874	453,960
Total Grant income	<u>162,283</u>	<u>415,591</u>	<u>577,874</u>	<u>453,960</u>
<u>From other sources</u>				
Activities Income	-	67,850	67,850	68,183
Miscellaneous	6,883	10,174	17,057	18,118
Transport Income	-	4,694	4,694	235
Membership and affiliation fees	312	-	312	384
Total income from other source	<u>7,195</u>	<u>82,718</u>	<u>89,913</u>	<u>86,920</u>
Total charitable activities income	<u>169,478</u>	<u>498,309</u>	<u>667,787</u>	<u>540,880</u>
5a Other Trading Activities Income				
Fund-raising	-	100	100	-
Office rental	2,799	-	2,799	625
Management fees	14,432	7,430	21,862	8,467
	<u>17,231</u>	<u>7,530</u>	<u>24,761</u>	<u>9,092</u>

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
6 Investment income				
Interest received	<u>100</u>	<u>6</u>	<u>106</u>	<u>667</u>

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

7 Expenditure on Charitable Activities

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Costs directly allocated to activities				
Wages/salaries and pensions	167,484	298,543	466,027	385,131
Staff expenses	4,791	9,761	14,552	5,207
Mobile Phone	363	999	1,362	951
Transport Costs	-	-	-	-
Volunteer expenses	131	1,563	1,694	717
Vehicle costs & fuel	7,215	24,735	31,950	15,636
Materials	1,014	4,008	5,022	1,591
Activities	37,522	27,726	65,248	51,694
Bought-in services	504	-	504	420
	219,024	367,335	586,359	461,347
Support Costs				
Advertising & Promotion	460	2,547	3,007	390
Bank Charges	19	115	134	69
Computer Costs	4,335	6,610	10,945	1,623
Professional Fees and Consultancy	1,897	3,568	5,465	5,897
Insurance	282	1,578	1,860	1,707
Printing, Postage and Stationery	277	1,120	1,397	417
Rent	322	5,808	6,130	5,713
Telephone	250	1,660	1,910	1,034
Training Costs	30	690	720	942
Recruitment	-	1,640	1,640	-
Subscriptions	600	-	600	699
Sundry Expense	528	114	642	8,007
	9,000	25,451	34,451	26,497
Support Costs - Governance				
Independent examination	850	-	850	850
Trustees expenses	29	-	29	-
(Profit)/Loss on Disposal of Fixed Assets	69	-	69	(1,291)
AGM expenses	-	-	-	-
Depreciation	2,074	8,253	10,327	11,449
	3,022	8,253	11,275	11,008
Total charitable activities spend	231,046	401,039	632,085	498,852

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

8 Staff costs and emoluments	Total 2022	Total 2021	
The average number of employees (full and part time) paid monthly during the period was	25	21	
Of these 25 staff, 7 were employed full time. The full time equivalent number of staff was 13			
The aggregate staff costs for the period were:	£	£	
Wages and salaries	424,480	352,213	
Pensions	12,184	10,277	
Social security costs	29,363	22,641	
	466,027	385,131	
No employee earned more than £60,000 per annum.			
Total remuneration paid to key management personnel (senior managers)	73,310	81,063	
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 2021	32,775	89,067	121,842
Additions	1,730	-	1,730
Disposals	(846)	-	(846)
As at 31 March 2022	33,659	89,067	122,726
Depreciation			
As at 31 March 2021	24,087	46,917	71,004
Charge for the year	1,724	8,430	10,154
On additions (10% of cost)	173	-	173
On items with NBV less than £20 (whole amount written off)	-	-	-
On disposals (previous depreciation)	(777)	-	(777)
As at 31 March 2022	25,207	55,347	80,554
Net book value			
As at 31 March 2022	8,452	33,720	42,172
As at 31 March 2021	8,688	42,150	50,838
10 Debtors	Total 2022 £	Total 2021 £	
Other debtors	10,643	19,092	
Prepayments	1,058	1,275	
Accrued income	-	13,620	
	11,701	33,987	

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

11 Creditors: amounts falling due within one year	Total 2022 £	Total 2021 £
Other creditors and accruals	54,438	16,673
Deferred income	82,717	83,945
Taxes and social security	15,648	7,090
	<u>152,803</u>	<u>107,708</u>

12 Lease commitments	Total 2022 £	Total 2021 £
Expiring under one year	<u>-</u>	<u>-</u>

13 Unrestricted funds	Balance at 31 March 2021 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds	210,393	188,077	(231,046)	43,693	211,117
	<u>210,393</u>	<u>188,077</u>	<u>(231,046)</u>	<u>43,693</u>	<u>211,117</u>

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 2021 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2022 £
Ace Activities	73,116	131,487	(107,298)	(9,309)	87,996
Befriending	72,498	115,365	(88,313)	(9,206)	90,344
Benefits Advice	6,836	22,977	(19,614)	8,630	18,829
Health & Wellbeing	-	50,735	(41,279)	(9,456)	-
Household Support	-	25,000	(11,500)	(13,500)	-
Gardening	43,416	43,545	(43,970)	(4,580)	38,411
Home Safety	2,453	-	(365)	-	2,088
Oddjobman	-	19,798	(8,541)	2,694	13,951
Other	40,147	72,805	(62,664)	(6,320)	43,968
VC Harlow	5,740	30,795	(17,495)	(2,646)	16,395
	<u>244,206</u>	<u>512,507</u>	<u>(401,039)</u>	<u>(43,693)</u>	<u>311,982</u>

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. The surplus funds are to be drawn down upon in the next financial year.

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

15 Comparative Statement of Financial Activities for year ended 31 March 2021

Notes	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:			
Donations	11,364	7,416	18,780
Charitable Activities	173,896	366,984	540,880
Other Trading Activities	9,092	-	9,092
Investment income	269	398	667
Total income	<u>194,621</u>	<u>374,798</u>	<u>569,419</u>
Expenditure on:			
Charitable activities	200,320	298,532	498,852
Total expenditure	<u>200,320</u>	<u>298,532</u>	<u>498,852</u>
Net income/(expenditure)	(5,699)	76,266	70,567
Transfers between funds	34,784	(34,784)	-
Net movement in funds	<u>29,085</u>	<u>41,482</u>	<u>70,567</u>
Reconciliation of funds:			
Total funds brought forward at 31 March 2020	181,307	202,725	384,032
Total funds carried forward at 31 March 2021	<u>210,392</u>	<u>244,207</u>	<u>454,600</u>

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.