



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 2024**

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	Winsley's House High Street Colchester C01 1UG
TRUSTEES	Gerry Smith, Chair Sally Crone, Vice Chair Peter Crossley, Treasurer Jane Adair Nigel Avey – appointed 31 July 2023 Hugh Burnage Dr Myrna Gilbert Rev Olivia Maxfield-Coote - resigned 11th March 2024 David Tetlow Susannah Pitura – resigned 18 April 2023
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 relief of poverty, distress and sickness.
- b) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

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 Articles of Association and is a registered charity number 1097376 and company limited number 4689779. 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 (or the number

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TRUSTEES' REPORT continued

nearest one third) of the Trustees must retire every year, those longest in office retiring first and the choice between any of equal service being made by drawing lots. The Board may at any time appoint as a Trustee a person who is eligible under Article 28 and is willing to act as a Trustee provided that this does not cause the total number of Trustees to exceed the maximum number permitted. A retiring Trustee may be reappointed.

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 eight voting members and meets at least four 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 the 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 encounter 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.

Highlights

Voluntary Action continued to meet the needs of the local community and voluntary organisations by providing support, guidance and activities in the Epping Forest District. Staff worked hard and used creativity and initiative to develop, maintain and offer excellent services throughout the district. VAEF volunteers enabled us to enhance and provide so much more within the District.

Funding challenges for many voluntary and community groups were quite significant this year. VAEF

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continued to promote positive messages to local commissioners on behalf of Epping Forest voluntary and community groups. In particular we emphasised the following points:

- Volunteers add to the capacity of local organisations, thus enabling them to deliver more
- Crisis work always costs more than preventative work

Many residents continued to struggle due to Cost of Living difficulties. The Winter Warmth and Household Fund distributed by VAEF was incredibly successful in supporting many local residents who struggled financially this winter period.

By working in partnership with the Epping Forest Foodbank funding was achieved to recruit a Benefits Guidance Officer to support residents visiting the Foodbank Hubs in Loughton, Debden, Epping and Waltham Abbey.

VAEF's Community Hub response team continued to provide local services and activities supporting residents in the local community, in the following ways:

- . Covid legacy/community response including shopping, prescription collection, furniture moving and other tasks.
- . Facilitating Social and Warm Spaces providing free refreshments, a friendly welcome, advice/signposting and games/activities.
- . Ukraine refugee community support
- . Hotel asylum seeker support at the Bell Hotel in Epping and the Phoenix Hotel in Ongar. Support included facilitating Drop-ins and Support Surgeries, supporting youth centre activities for teenage residents, providing WIFI data SIM cards to residents and much more.
- . Community Health and Wellbeing activities in partnership with Buckhurst Way Clinic in Loughton. During Mental Health Week a successful community walk, picnic and outdoor games day took place at the clinic. A Health and Wellbeing Open Day was also held during the summer.

The recruitment and placement of volunteers with local charities continued to be high on the agenda. Activities promoting volunteering that took place around the Kings Coronation and during Volunteers Week in June were very well received.

We continued to collaborate with the Epping Forest Foodbank to support them with their Food in the School Holidays programme to ensure children didn't go hungry during the holidays.

Resources

As of 31st March 2024, there were a total of 22 members of staff working with VAEF, 6 of whom were employed to support the core work of VAEF and Volunteer Centres Epping Forest and Harlow. There were 7 full time staff in total. The number of full time equivalents was 14.

Our Main Activities in 2023-2024

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
- . Benefits Foodbank Hub Guidance – Providing assistance in completing applications for benefits such as Personal Independence Payment, Employment Support Allowance, Housing and Council Tax Support and Discretionary Hardship Payments.

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- Benefits Guidance – 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 for the elderly
- Community Handyman – A trustworthy, dependable and DBS checked subsidized 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
- Digital Support – Assistance for residents with digital tasks at local surgeries and home visits
- Handyman – A service for Epping Forest Council tenants who are aged over 60 (this project was unfortunately closed at the end of March 2024 due to the service transferring to Qualis Property Services)
- Gardening – Gardeners and volunteers helping to maintain the gardens of elderly and vulnerable Epping Forest District Council tenants (this project was unfortunately closed at the end of March 2024 due to the service transferring to Qualis Property Services)
- Men's Shed – Providing activities for men to prevent loneliness and isolation
- 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 2023-2024 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.

Community Statistics for 2022-2023

Residents were supported in various ways as follows:

- 477 new members of the public registered to use the Volunteer Centres in Epping Forest and Harlow
 - 569 Ace Activity sessions
 - 1730 volunteer hours at Ace Activities
 - 400 people received guidance and information from the Benefits Guidance project
 - 206 people received guidance and information from the Benefits Guidance project at the Epping Forest Foodbanks (ten month period)
 - 112 Council tenants received 545 gardening visits
 - 22 Homeowners received 87 gardening visits
 - 382 Handyman referrals were received and completed for Council tenants
 - 65 - 75 Community Clubs' clients attending clubs
 - 125 food and shopping delivery, moving furniture and other practical, one-off domestic task interventions supporting 80 people
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TRUSTEES' REPORT continued

- . 289 Digital support interventions supporting 253 people
 - . 420 visitors to Social Space Hubs from 32 people
 - . 403 visitors to the Men's Shed
 - . 71 interventions to support 20 Ukraine refugees
 - . 123 low-income families/household supported via shopping, energy payments and clothes shopping vouchers
 - . 127 children supported via the Christmas Giving Gift campaign
 - . 258 asylum seekers supported, via clothing/children's present donations and family trips/activities
- VAEF had a physical presence in the Epping Forest District Council Partnership Hub and Epping Forest Citizen Advice Bureau Hub in Waltham Abbey.

Information and Support for the Community

In order to keep in regular contact, we send bi weekly / monthly information bulletins to our contacts, publishing funding opportunities and advice available. VAEF promote the work of other local organisations on request. Posts were added to social media channels promoting VAEF, local services and other useful information. The VAEF website www.vaef.org.uk provides details of support available and topical information. Our services were also advertised on the West Essex Frontline referral system. We facilitated network events which included a Community Connections Networking event at Grange Farm which provided community organisations with a platform to promote their work, a Community lottery Q&A session, a Winter Support Networking event which focussed on Advice and Information on local winter fuel and cost-of-living support for local residents and an Epping Forest / Harlow Cross Border Partnership Working & Networking Event with St Clare's Hospice.

Partnerships

VAEF was involved with a number of Epping Forest partnerships including Community Safety, Health and Wellbeing, Healthy Behaviours and Socio Economic. VAEF also met regularly with Epping Forest District Council, Hertfordshire and West Essex Integrated Care Board, Essex County Council and other Essex Council for Voluntary Services. Strong partnerships continued with Rainbow Services, the Epping Forest Food Bank and the Epping Forest Citizens Advice Bureau.

Together for Essex (T4E)

VAEF continued to be a member of Together for Essex (T4E), which is a special purpose vehicle set up as a non-profit distributing company limited by guarantee with the majority of Council for Voluntary Services (CVS's) in Essex to focus on the delivery of Voluntary and Community Sector infrastructure services for Essex. As such a response was submitted by T4E to the Essex County Council (ECC) Voluntary and Community Sector Infrastructure tender. If successful, the funding secured would have enabled Together for Essex (the majority of Essex CVS's) to continue to provide support, development and Volunteer Brokerage services across Essex. Further to submitting the tender, a decision was taken by ECC to withdraw the tender. Although funding for infrastructure functions provided by VAEF is also funded by Epping Forest District Council, moving into 2024 we recognised there would be a significant gap in funding for this work.

West Essex Community Action Network (WECAN)

WECAN is a limited not for profit company owned equally with Rainbow Services in Harlow. Former member Uttlesford Community Action Network (UCAN) resigned from the partnership in August 2024. The aim of WECAN is to build stronger links and opportunities between the voluntary and community

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sector, commissioners, statutory partners and businesses for the benefit of the community in West Essex. WECAN staff continue to deliver a number of services across West Essex, details of which can be found on the WECAN website www.westessexcan.org. VAEF take the lead on a number of WECAN services, including Bereavement Support, Mental Health Hospital Discharge and Suicide Prevention.

VAEF Volunteers

The charity is very grateful for the unstinting efforts of its volunteers who engaged in service provision throughout the year. 5650 volunteer hours were provided during the year. Valuing this at the National Living Wage of £11.44 per hour, this amounts to £64,739. This is of course a guesstimate as volunteers vary significantly in their skills, experience and what they offer.

Financial Position

In the year under review we generated Income of £575,307 which was in line the previous year's Income of £572,903. Expenditure of £567,840 was significantly lower than the previous year with the result that the Charity recorded a Net Income for the year of £7,467 which compares with a Net Expenditure in the previous year of £55,208.

The Charity's total Funds as at 31 March 2024 were £477,024; a slight improvement of £9,133 on the previous year.

Cash remained positive at £524,112 at the year-end up by £7,457 on the previous year-end. Overall, this is a satisfactory outcome given the many adversities facing our sector which include in particular, the ability to raise future Funding in the current challenging economic environment. The consequence is that a number of our smaller specific activities are under pressure from a shortfall in funding and unfortunately, some may well risk closure in the near future.

We recognise that going forward our income stream is likely to fall to a degree, which will require increased focus on our expenditures in an environment where there will be greater demand for our services, the net expenditure of which if necessary, will be met from our available Funds.

Reserves Policy

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

The use of the Reserve funds and Unrestricted funds will be controlled solely at the discretion of the Trustees.

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 funds will be available for spending on purposes other than those identified for the Reserve funds. 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.

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2. Operating Contingency Fund – to provide the resource for operation of the core VAEF activities for up to six months.
3. Facilities Reserve Fund – to be used for several purposes, including start-up of new work, prior to receipt of funding, building and IT contingencies.
4. Unrestricted Designated Fund – this represents the excess unrestricted funds after the allocation to the three funds above.

As at 31 March 2024, the reserves and unrestricted designated fund were £183,346 (£108,377 at 31 March 2023) which are sufficient to meet the purposes of the reserves funds outlined above.

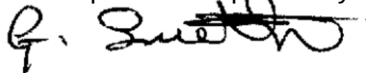
Our Plans for the Future

We will remain flexible, adaptable and committed to meet the needs of our local communities in 2024/2025. We will:

- Deliver 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
- Continue to recruit new VAEF volunteers and develop the skills and expertise of our existing volunteers, including the Voluntary Actioners
- Develop a new Benefits Guidance home visiting service for local Carers
- Forward plan, and prepare how to best support vulnerable, low-income households, in relation to the winter fuel and cost of living difficulties. This will become particularly, relevant in the light of the proposed Government reductions in the winter fuel allowance.
- Continue to promote VAEF services and be accessible to residents in the Epping Forest District Council Partnership Hub
- Work in partnership with Epping Forest Foodbank to secure funding for a second Benefits Guidance Officer to work at the local Foodbank hubs
- Aim to secure continuation funding for VAEF's Community Clubs post October 2024, along with other VAEF projects meeting a local need
- Offer practical support to the new WECAN Hospital Discharge service
- Strengthen the WECAN partnership and look for further services to deliver across the West Essex locality
- Provide robust HR and Financial support to the WECAN partnership
- Look for joint opportunities to deliver via the Together for Essex partnership

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 12th December 2024 and signed on their behalf by:



Gerry Smith
Chair



Peter Crossley
Treasurer

VOLUNTARY ACTION EPPING FOREST

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of Voluntary Action Epping Forest for the year ended 31 March 2024 which are set out on pages ten to nineteen.

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

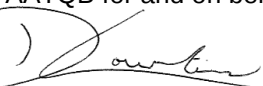
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items 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.

David Courtier FMAAT AATQB for and on behalf of:
Community360
Winsley's House
High Street, Colchester, Essex



Date: 13th December 2024

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income from:						
Donations	4	366	-	11,371	11,737	13,977
Charitable activities	5	109,084	-	390,801	499,885	502,127
Other trading activities	5a	38,343	-	15,125	53,468	51,767
Investment income	6	4,515	-	5,702	10,217	5,032
Total income		152,308	-	422,999	575,307	572,903
Expenditure on:						
Charitable activities	7	174,052	-	393,788	567,840	628,111
Total expenditure		174,052	-	393,788	567,840	628,111
Net income/(expenditure)		(21,744)	-	29,211	7,467	(55,208)
Profit/(loss) on disposal of fixed assets		(211)	-	1,877	1,666	-
Transfers between funds	13/14/15	75,537	19,909	(95,446)	-	-
Net movement in funds		53,582	19,909	(64,358)	9,133	(55,208)
Reconciliation of funds:						
Total funds brought forward at 31 March 2023		202,920	-	264,971	467,891	523,099
Total funds carried forward at 31 March 2024	13/14/15	256,502	19,909	200,613	477,024	467,891

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

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BALANCE SHEET AS AT 31 MARCH 2024

	Notes	Total 2024 £	Total 2023 £
Fixed assets:			
Tangible assets	9	21,408	35,183
<i>Total fixed assets</i>		<u>21,408</u>	<u>35,183</u>
Current assets:			
Debtors	10	11,729	14,355
Cash at bank and in hand		524,112	516,655
<i>Total current assets</i>		<u>535,841</u>	<u>531,010</u>
Liabilities:			
Creditors: amounts falling due within one year	11	80,225	98,302
<i>Total liabilities</i>		<u>80,225</u>	<u>98,302</u>
Net current assets or liabilities		455,616	432,708
Total net assets or liabilities		<u><u>477,024</u></u>	<u><u>467,891</u></u>
The funds of the charity			
Unrestricted funds	12	256,502	202,920
Designated funds	13	19,909	-
Restricted funds	14	200,613	264,971
		<u><u>477,024</u></u>	<u><u>467,891</u></u>

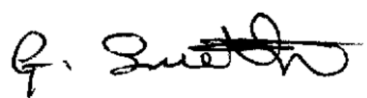
The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

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 12th December 2024 and are signed on their behalf by



Gerry Smith - Chair



Peter Crossley - Treasurer

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Cash flows from operating activities						
<i>Net cash provided by (used in) operating activities</i>	a	9,252	19,909	(40,540)	(11,379)	(108,800)
Cash flows from investing activities						
Interest	6	4,515	-	5,702	10,217	5,032
Purchase of property, plant and equipment	9		-	8,619	8,619	(1,606)
<i>Net cash provided by (used in) investing activities</i>		4,515	-	14,321	18,836	3,426
<i>Change in cash and cash equivalents in reporting period</i>		13,767	19,909	(26,219)	7,457	(105,374)
Cash and cash equivalents at the beginning of the reporting period	b	256,018	-	260,637	516,655	622,029
<i>Cash and cash equivalents at the end of the reporting period</i>		269,785	19,909	234,418	524,112	516,655

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

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<i>Net income/(expenditure) for the reporting period (as per SOFA)</i>		49,067	19,909	(70,060)	(1,084)	(60,240)
Adjustments for non-cash items:						
Depreciation charges	7	1,261	-	5,561	6,822	8,595
Loss/(profit) on disposal of fixed assets	7, 9	211	-	(1,877)	(1,666)	-
(increase)/decrease in debtors	10	1,286	-	1,340	2,626	(2,654)
Increase/(decrease) in creditors	11	(42,573)	-	24,496	(18,077)	(54,501)
<i>Net cash provided by (used in) operating activities</i>		9,252	19,909	(40,540)	(11,379)	(108,800)

b) ANALYSIS OF CASH AND CASH EQUIVALENTS

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Cash in hand		269,785	19,909	234,418	524,112	516,655
Notice deposits (less than 3 months)		-	-	-	-	-
Total cash and cash equivalents		269,785	19,909	234,418	524,112	516,655

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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 receivable.

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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

When assets are acquired depreciation is charged at the rate of 10% in the first year.

1.6 Fund accounting

Funds held by the charity are either:

Unrestricted 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 2024

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
4 Donations Income				
Donations	366	11,371	11,737	13,977
Gift Aid	-	-	-	-
<i>Total donations income</i>	<u>366</u>	<u>11,371</u>	<u>11,737</u>	<u>13,977</u>

While not included as income, the charity benefited from 5650 hours of volunteered hours which, if valued at accepted rates for the type of work, was worth £64,739

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
5 Charitable Activities Income				
<u>From Grants</u>				
Grants	109,044	273,268	382,312	410,247
Total Grant income	<u>109,044</u>	<u>273,268</u>	<u>382,312</u>	<u>410,247</u>
<u>From other sources</u>				
Activities Income	40	105,638	105,678	73,153
Miscellaneous	-	1,332	1,332	13,747
Transport Income	-	10,563	10,563	4,980
Membership and affiliation fees	-	-	-	-
Total income from other source	<u>40</u>	<u>117,533</u>	<u>117,573</u>	<u>91,880</u>
Total charitable activities income	<u>109,084</u>	<u>390,801</u>	<u>499,885</u>	<u>502,127</u>
5a Other Trading Activities Income				
Fund-raising	-	8,843	8,843	4,392
Office rental	-	-	-	-
Management fees	38,343	6,282	44,625	47,375
	<u>38,343</u>	<u>15,125</u>	<u>53,468</u>	<u>51,767</u>

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
6 Investment income				
Interest received	<u>4,515</u>	<u>5,702</u>	<u>10,217</u>	<u>5,032</u>

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on Charitable Activities

	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
Costs directly allocated to activities				
Wages/salaries and pensions	154,210	293,854	448,064	519,362
Staff expenses	3,245	9,757	13,002	13,169
Mobile Phone	1,218	1,960	3,178	3,458
Transport Costs	-	-	-	937
Volunteer expenses	-	1,040	1,040	1,042
Vehicle costs & fuel	5,898	17,024	22,922	16,344
Materials	-	3,713	3,713	1,173
Activities	582	46,538	47,120	43,555
Bought-in services	-	-	-	-
	165,153	373,886	539,039	599,040
Support Costs				
Advertising & Promotion	195	594	789	1,074
Bank Charges	60	313	373	135
Computer Costs	1,678	4,256	5,934	6,659
Professional Fees and Consultancy	2,243	3,547	5,791	3,417
Insurance	214	1,989	2,203	1,579
Printing, Postage and Stationery	548	465	1,013	353
Rent	502	262	764	764
Training Costs	-	888	888	1,461
Recruitment	-	-	-	750
Subscriptions	1,616	558	2,174	2,558
Sundry Expense	319	713	1,032	702
	7,375	13,585	20,961	19,452
Support Costs - Governance				
Independent examination	94	756	850	850
Trustees expenses	168	-	168	174
Depreciation	1,261	5,561	6,822	8,595
	1,523	6,317	7,840	9,619
Total charitable activities spend	174,052	393,788	567,840	628,111

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

8 Staff costs and emoluments

	Total 2024	Total 2023
The average number of employees (full and part time) paid monthly during the period was	23	25

The aggregate staff costs for the period were:

	£	£
Wages and salaries	405,893	476,941
Pensions	12,153	12,138
Social security costs	30,018	30,283
	448,064	519,362

No employee earned more than £60,000 per annum.

Total remuneration paid to key management personnel (senior managers)	85,659	77,271
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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 2023	35,265	89,067	124,332
Additions	-	-	-
Disposals	(23,604)	(23,819)	(47,423)
As at 31 March 2024	11,661	65,248	76,909
Depreciation			
As at 31 March 2023	27,058	62,091	89,149
Charge for the year	1,478	5,344	6,822
Disposals	(21,670)	(18,800)	(40,470)
As at 31 March 2024	6,866	48,635	55,501
Net book value			
As at 31 March 2024	4,795	16,613	21,408
As at 31 March 2023	8,207	26,976	35,183

10 Debtors

	Total 2024 £	Total 2023 £
Other debtors	3,835	4,489
Prepayments	7,734	8,366
Accrued income	160	1,500
	11,729	14,355

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

11 Creditors: amounts falling due within one year

	Total 2024 £	Total 2023 £
Other creditors and accruals	43,457	78,939
Deferred income	34,459	9,963
Taxes and social security	2,309	9,400
	80,225	98,302

12 Unrestricted funds

	Balance at 31 March 2023 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds	202,920	152,308	(174,263)	75,537	256,502
	202,920	152,308	(174,263)	75,537	256,502

13 Designated funds

	Balance at 31 March 2023 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2024 £
Health & Wellbeing	-	-	-	10,710	10,710
Benefits Advice	-	-	-	9,199	9,199
	-	-	-	19,909	19,909

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 2023 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2024 £
Ace Activities	52,737	107,596	(87,773)	(13,516)	59,044
Befriending	88,940	125,353	(102,848)	(16,632)	94,813
Benefits Advice	21,630	5,538	(16,325)	(480)	10,363
Health & Wellbeing	11,965	30,931	(31,609)	(2,127)	9,160
Foodbank Advice	-	17,253	(12,475)	(1,925)	2,853
Gardening	27,512	41,780	(45,308)	(23,984)	-
Handyman	27,090	38,262	(34,912)	(30,440)	-
Lottery	-	20,366	(14,159)	(2,519)	3,688
Oddjobman	11,764	10,334	(13,828)	(1,477)	6,793
Other	12,488	14,745	(19,779)	(940)	6,514
VC Harlow	10,845	10,838	(12,892)	(1,406)	7,385
	264,971	422,996	(391,908)	(95,446)	200,613

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 2024

15 Comparative Statement of Financial Activities for year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £
Income from:				
Donations		388	13,589	13,977
Charitable Activities		103,107	399,020	502,127
Other Trading Activities		40,366	11,401	51,767
Investment income		2,004	3,028	5,032
Total income		<u>145,865</u>	<u>427,038</u>	<u>572,903</u>
Expenditure on:				
Charitable activities		198,822	429,289	628,111
Total expenditure		<u>198,822</u>	<u>429,289</u>	<u>628,111</u>
Net income/(expenditure)		(52,957)	(2,251)	(55,208)
Transfers between funds		44,760	(44,760)	-
Net movement in funds		<u>(8,197)</u>	<u>(47,011)</u>	<u>(55,208)</u>
Reconciliation of funds:				
Total funds brought forward at 31 March 2022		211,117	311,982	523,099
Total funds carried forward at 31 March 2023		<u>202,920</u>	<u>264,971</u>	<u>467,891</u>

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