



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 2025

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 (Resigned 9th March 2025) Sally Crone, Acting Chair wef 21st July 2025 David Tetlow, Vice Chair wef 24th April 2025 Peter Crossley, Treasurer Jane Adair Nigel Avey Hugh Burnage Dr Myrna Gilbert Nadene Stevenson - appointed 21 July 2025
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 to VAEF, on a going concern basis.

TRUSTEES' REPORT continued

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 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 of 15. 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 seven 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 manage our exposure to these risks.

Annual review

We review our aims, objectives and services once a 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.

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

Summary of the Year

Voluntary Action continued to meet the needs of local voluntary organisations and residents 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.

Typically like most charities at the moment VAEF experienced some highs and lows during 24-25.

We started the year with the good news that Epping Forest District Council had agreed to continue to fund VAEF to provide support and development services to local voluntary and community organisations. Focus remained on recruiting volunteers, providing networking opportunities and information on relevant topics such as funding, training and local activities.

The VAEF Voluntary Sector Forum meetings held throughout the year were particularly successful and along with various presentations at a number of the events, the Forums gave groups many opportunities to network, develop relationships and discuss collaborative working.

Further to funding received from the Harlow Health Centres Trust, the Volunteer Centres Epping Forest and Harlow concentrated on recruiting and placing volunteers with local voluntary and community groups supporting clients with health and wellbeing difficulties. There was also a focus on supporting potential volunteers with health issues into volunteering which helped individuals to feel more positive, active and healthy. Groups registered with our Volunteer Centres also benefitted from Good Practice in Volunteering face to face training. Sadly, after all of this incredible work, the Volunteer Centre Harlow had to close due to not being refunded after being hosted by VAEF for nineteen years.

Along with all other Council for Voluntary Services in Essex it was incredibly disappointing not to maintain grant funding from Essex County Council this year to deliver infrastructure services. On a more positive note, however, we were delighted to be funded by Essex County Council to deliver a home visiting Benefits Guidance service for Carers in Epping Forest. This was expertly delivered along with the VAEF existing Benefits Guidance service.

VAEF continued to work in partnership with the Epping Forest Foodbank this year by hosting a Benefits Guidance service at the local Foodbank Hubs to support visiting clients.

Further to receiving funding from the Shared Prosperity Fund we were able to start a Digital service. Staff were present at Hubs held in the Epping Forest Civic Hub, St. Mary's Church in Loughton and the Epping Forest Job Centre to support clients with digital queries. We were also pleased to be able to work with local business i-c-why who refurbished old laptops and tablets which were then given out to those requiring them in the community.

The VAEF Community Handyman service continued to pick up local jobs for mostly older clients wary of being scammed or being charged an excessive fee. In addition, key safes were fitted for patients coming home from either Princess Alexandra or Whipps Cross Hospitals as part of the West Essex Community Action Network (WECAN) Hospital Discharge service.

VAEF and Rainbow Services in Harlow are the sole members of WECAN and more can be read about WECAN later in the report. VAEF also covered HR and Finance for WECAN during the last year.

VAEF Ace Activities for adults with learning disabilities went from strength to strength providing sessions including cooking, up-cycling, carpentry, gardening, art, singing and sport. Clients benefitted from completing the ASDAN Accreditation. The Gardening group excelled in their work on the Grange Farm Centre Ace Activities Community Allotment and as such were presented with the Epping Agricultural Society Silver Salver.

TRUSTEES' REPORT continued

Our Community Hub staff team undertook work at the Phoenix Hotel in Ongar. In particular they offered a weekly youth club where cookery and sport sessions took place. Multi-play sessions also took place for 5 to 11 year olds.

During the last five years the VAEF Community Clubs service has been fortunate to receive funding from the National Lottery and the Joseph and Lillian Sully Foundation to facilitate clubs for older people who are socially isolated and/or lonely. Staff and Board members worked together to submit a funding application to the National Lottery and we heard just before Christmas that we had been successful in achieving another five years funding to operate this service. It was equally delightful to hear that the Sully Foundation was also happy to fund Community Clubs for this period.

At the end of the financial year, all of the VAEF staff and trustees were saddened to lose our Chair, Gerry Smith, who died suddenly in March 25. Having been a member of the VAEF Board of trustees for nineteen years, Gerry became Chair of the Board in May 2023. He was incredibly committed to VAEF and liked by all. We continue to miss the wisdom, experience and skills he brought to our organisation.

Resources

As of 31st March 2025, there were a total of 20 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 5 full time staff in total. The number of full time equivalents was 12.

Our Main Activities in 2024-25

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.
- Benefits Guidance – Providing much needed assistance in completing applications for benefits such as Attendance Allowance, Personal Independent Payments and Blue Badge.
- Benefits Guidance for Carers – Providing guidance and assistance with completing applications for benefits such as Attendance Allowance, council tax discounts and Blue Badge.
- 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, including the fitting of key safes.
- Community Hub – Providing support to individuals along with developing initiatives to respond to short-term community challenges. This year support was focused on supporting young people and families at the Phoenix Hotel in Ongar.
- Digital Support – Assistance for residents with digital tasks at local surgeries and home visits
- 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

VOLUNTARY ACTION EPPING FOREST

TRUSTEES' REPORT continued

Details of how these services helped some of the most vulnerable groups in our community can be found in our Annual Report for 2024-2025 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.

Information and Support for the Community

In order to keep in regular contact, we send bi weekly / monthly information bulletins to our contacts and membership groups, 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. Quarterly Voluntary Sector Forums are held for information sharing and networking opportunities.

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.

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 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 the WECAN Digital Service and Rainbow Services take the lead on Hospital Discharge and Find Your Active.

VAEF Volunteers

The charity is very grateful for the unstinting efforts of its volunteers who engaged in service provision throughout the year. Just over 6220 volunteer hours were provided during the year. Valuing this at the National Living Wage of £12.21 per hour, this amounts to £75,946. 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 £536,822 slightly below the previous year's Income of £575,307. Expenditure of £511,766 was similarly, lower than the previous year with the result that the Charity recorded a Net Income for the year of £25,056, which compares with a Net income in the previous year of £7,467.

The Charity's total Funds as at 31 March 2025 were £501,844; an improvement of £24,820 on the previous year.

Cash remained positive at £540,506 at the year-end up by £16,394 on the previous year-end. Overall, this is a creditable outcome given the many adversities facing our sector which include in particular, the ability to raise future funding in the current challenging economic environment as already referred to in this Report. The consequence is that a number of our smaller specific activities remain under pressure from a shortfall in funding.

TRUSTEES' REPORT continued

We recognise that going forward our income stream may fall to a degree, which will continue to require an 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. Having said this, we would expect to continue to record a positive Net Income in the current year.

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.
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.
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 Undesignated Fund – this represents the excess unrestricted funds after the allocation to the three funds above.

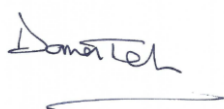
As at 31 March 2025, the Unrestricted Undesignated fund was £172,260 (£183,346 at 31 March 2024) which is sufficient to meet the purposes of this fund as outlined above.

Our Plans for the Future

Moving forward we hope to develop a robust strategy for the forthcoming years which continues to move our organisation in the right direction and that we are able to carry on our great work in the Epping Forest district.

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 7th October 2025 and signed on their behalf by:



David Tetlow

Vice 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 2025 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: 8th October 2025

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income from:						
Donations	4	7,839	-	12,550	20,389	11,737
Charitable activities	5	40,333	-	396,571	436,904	499,885
Other trading activities	5a	42,430	-	21,637	64,067	53,468
Investment income	6	8,429	-	7,033	15,462	10,217
Total income		99,032	-	437,790	536,822	575,307
Expenditure on:						
Charitable activities	7	153,292	-	358,474	511,766	567,840
Total expenditure		153,292	-	358,474	511,766	567,840
Net income/(expenditure)		(54,260)	-	79,316	25,056	7,467
Profit/(loss) on disposal of fixed assets		-	-	(236)	(236)	1,666
Transfers between funds	12/13/14	60,876	-	(60,876)	-	-
Net movement in funds		6,616	-	18,204	24,820	9,133
Reconciliation of funds:						
Total funds brought forward at 31 March 2024		256,502	19,909	200,613	477,024	467,891
Total funds carried forward at 31 March 2025	12/13/14	263,118	19,909	218,817	501,844	477,024

The notes on pages 12 to 18 form part of these financial statements

VOLUNTARY ACTION EPPING FOREST

BALANCE SHEET AS AT 31 MARCH 2025

	Notes	Total 2025 £	Total 2024 £
Fixed assets:			
Tangible assets	9	17,383	21,408
<i>Total fixed assets</i>		<u>17,383</u>	<u>21,408</u>
Current assets:			
Debtors	10	21,377	11,729
Stock		1,065	-
Cash at bank and in hand		540,506	524,112
<i>Total current assets</i>		<u>562,948</u>	<u>535,841</u>
Liabilities:			
Creditors: amounts falling due within one year	11	78,487	80,225
<i>Total liabilities</i>		<u>78,487</u>	<u>80,225</u>
Net current assets or liabilities		484,461	455,616
Total net assets or liabilities		<u>501,844</u>	<u>477,024</u>
The funds of the charity			
Unrestricted funds	12	263,118	256,502
Designated funds	13	19,909	19,909
Restricted funds	14	218,817	200,613
		<u>501,844</u>	<u>477,024</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 7th October 2025 and are signed on their behalf by:



David Tetlow - Vice Chair



Peter Crossley - Treasurer

VOLUNTARY ACTION EPPING FOREST

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Cash flows from operating activities						
<i>Net cash provided by (used in) operating activities</i>	a	(36,687)	-	38,179	1,492	(11,379)
Cash flows from investing activities						
Interest	6	8,429	-	7,033	15,462	10,217
Purchase of property, plant and equipment	9	-	-	(668)	(668)	8,619
Proceeds of disposals of property, plant and equipment		108	-	-	108	-
<i>Net cash provided by (used in) investing activities</i>		8,537	-	6,365	14,902	18,836
<i>Change in cash and cash equivalents in reporting period</i>		(28,149)	-	44,543	16,394	7,457
Cash and cash equivalents at the beginning of the reporting period	b	269,785	19,909	234,418	524,112	516,655
<i>Cash and cash equivalents at the end of the reporting period</i>		241,636	19,909	278,961	540,506	524,112

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

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
<i>Net income/(expenditure) for the reporting period (as per SOFA)</i>		(1,813)	-	11,171	9,358	(1,084)
Adjustments for non-cash items:						
Depreciation charges	7	1,009	-	3,340	4,349	6,822
Loss/(profit) on disposal of fixed assets		-	-	236	236	(1,666)
(increase)/decrease in debtors	10	(9,648)	-	(1,065)	(10,713)	2,626
Increase/(decrease) in creditors	11	(26,234)	-	24,496	(1,738)	(18,077)
<i>Net cash provided by (used in) operating activities</i>		(36,687)	-	38,179	1,492	(11,379)

b) ANALYSIS OF CASH AND CASH EQUIVALENTS

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Cash in hand		241,636	19,909	278,961	540,506	524,112
Notice deposits (less than 3 months)		-	-	-	-	-
Total cash and cash equivalents		241,636	19,909	278,961	540,506	524,112

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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 2025

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 2025

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
4 Donations Income				
Donations	7,839	12,550	20,389	11,737
Gift Aid	-	-	-	-
<i>Total donations income</i>	<u>7,839</u>	<u>12,550</u>	<u>20,389</u>	<u>11,737</u>

While not included as income, the charity benefited from 6220 hours of volunteered hours which, if valued at accepted rates for the type of work, was worth £75,946

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
5 Charitable Activities Income				
<u>From Grants</u>				
Grants	40,333	251,212	291,545	382,312
Total Grant income	<u>40,333</u>	<u>251,212</u>	<u>291,545</u>	<u>382,312</u>
<u>From other sources</u>				
Activities Income	-	133,269	133,269	105,678
Miscellaneous	-	-	-	1,332
Transport Income	-	12,090	12,090	10,563
Total income from other source	<u>-</u>	<u>145,359</u>	<u>145,359</u>	<u>117,573</u>
Total charitable activities income	<u>40,333</u>	<u>396,571</u>	<u>436,904</u>	<u>499,885</u>
5a Other Trading Activities Income				
Fund-raising	-	3,267	3,267	8,843
Management fees	42,430	18,370	60,800	44,625
	<u>42,430</u>	<u>21,637</u>	<u>64,067</u>	<u>53,468</u>

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
6 Investment income				
Interest received	<u>8,429</u>	<u>7,033</u>	<u>15,462</u>	<u>10,217</u>

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on Charitable Activities

	Unrestricted £	Restricted £	Total 2025 £	Total 2024 £
Costs directly allocated to activities				
Wages/salaries and pensions	134,400	271,120	405,520	448,064
Staff expenses	2,928	9,429	12,357	13,002
Mobile Phone	777	1,977	2,754	3,178
Transport Costs	-	-	-	-
Volunteer expenses	-	1,287	1,287	1,040
Vehicle costs & fuel	6,053	12,967	19,020	22,922
Materials	-	4,314	4,314	3,713
Activities	(30)	38,008	37,978	47,120
	144,128	339,102	483,230	539,039
Support Costs				
Advertising & Promotion	37	2,174	2,211	789
Bank Charges	60	408	468	373
Computer Costs	2,965	4,758	7,723	5,934
Professional Fees and Consultancy	2,573	2,503	5,076	5,791
Insurance	588	3,007	3,595	2,203
Printing, Postage and Stationery	211	452	663	1,013
Rent	240	-	240	764
Training Costs	-	1,112	1,112	888
Recruitment	-	-	-	-
Subscriptions	897	570	1,467	2,174
Sundry Expense	216	331	547	1,032
	7,787	15,315	23,102	20,961
Support Costs - Governance				
Independent examination	96	717	812	850
Trustees expenses	273	0	273	168
Depreciation	1,009	3,340	4,349	6,822
	1,377	4,057	5,434	7,840
Total charitable activities spend	153,292	358,474	511,766	567,840

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

8 Staff costs and emoluments

	Total 2025	Total 2024
The average number of employees (full and part time) paid monthly during the period was	21	23

The aggregate staff costs for the period were:

	£	£
Wages and salaries	370,729	405,893
Pensions	10,586	12,153
Social security costs	24,205	30,018
	405,520	448,064

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

Total remuneration paid to key management personnel (senior managers)	84,253	85,659
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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 2024	11,661	65,248	76,909
Additions	668	-	668
Disposals	(1,193)	-	(1,193)
As at 31 March 2025	11,136	65,248	76,384
Depreciation			
As at 31 March 2024	6,866	48,635	55,501
Charge for the year	1,026	3,323	4,349
Disposals	(849)	-	(849)
As at 31 March 2025	7,043	51,958	59,001
Net book value			
As at 31 March 2025	4,093	13,290	17,383
As at 31 March 2024	4,795	16,613	21,408

10 Debtors

	Total 2025 £	Total 2024 £
Other debtors	3,440	3,835
Prepayments	10,549	7,734
Accrued income	7,388	160
	21,377	11,729

VOLUNTARY ACTION EPPING FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

11 Creditors: amounts falling due within one year

	Total 2025 £	Total 2024 £
Other creditors and accruals	51,777	43,457
Deferred income	24,799	34,459
Taxes and social security	1,911	2,309
	78,487	80,225

12 Unrestricted funds

	Balance at 31 March 2024 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds	256,502	99,032	(153,292)	60,876	263,118
	256,502	99,032	(153,292)	60,876	263,118

13 Designated funds

	Balance at 31 March 2024 £	Incoming reso £	Outgoing resources £	Transfers £	Balance at 31 March 2025 £
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 2024 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2025 £
Ace Activities	59,044	126,135	(89,143)	(15,942)	80,094
Befriending	94,813	137,582	(115,561)	(16,657)	100,177
Benefits Advice	10,363	36,831	(33,292)	(6,693)	7,209
Health & Wellbeing	9,160	74,512	(54,884)	(10,614)	18,174
Foodbank Advice	2,853	33,566	(29,951)	(3,751)	2,717
Lottery	3,688	-	(3,688)	-	-
Oddjobman	6,793	16,421	(15,600)	(3,751)	3,864
Other	6,514	-	(317)	-	6,197
VC Harlow	7,385	12,743	(16,274)	(3,468)	386
	200,613	437,790	(358,710)	(60,876)	218,817

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 2025

15 Comparative Statement of Financial Activities for year ended 31 March 2024

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

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