



# Annual Report of the Volunteer Centre

Chesterfield & NE Derbyshire  
2021 / 2022



**BRINGING VOLUNTEERING TO LIFE**

Registered charity 1107942 | Registered in England & Wales 5329651

[www.chesterfieldvc.org.uk](http://www.chesterfieldvc.org.uk)



Three of our Beacon of Hope Winners (L to R) Janice Shaw, Liz Marsden BEM and Ami Busby

## **BOARD OF DIRECTORS**

Chair: Cllr Kate SARVENT – Chesterfield Borough Council

Vice Chair:

Treasurer: Stephanie BRATT – National Tinnitus Society

### **Directors:**

Sharon ROGERS: independent

Jane BRIGGS: independent

Cayetano REBORA: independent

Cllr Diana RUFF: North East Derbyshire District Council

Shelagh HANSON: independent

Cecilia HOPTON: independent

Natalie REBORA: GP

Liz MARSDEN BEM: volunteer

## **STAFF**

Dave RADFORD: Centre Manger

Janet MILLINGTON: Elderfriends Project Coordinator

Steve CHAMBERS: Development and Fundraising Officer

Liz SMITH: Home from Hospital Project Coordinator

Magnus SHAW: Communications Volunteer

### **Bankers**

Yorkshire Bank PLC

### **PayRoll**

Barber Harrison & Platt

### **Auditors**

John King

Clay Cross Accounting



## CHAIR'S REPORT

Voluntary organisations are fast becoming the glue which is holding the fabric of society together and are operating in an environment of shrinking volunteers and funding.

Building on the work begun during the height of the Covid 19 Pandemic with local authorities, they are filling the gaps left by Government underfunding of vital local services.

With an ever-decreasing pot of money and competitive bidding it is getting harder to predict the future. The volatile nature of our economy means that the situation will probably get much worse before it gets better.

Here at the Volunteer Centre our waiting list of people needing our Elderfriends service continues to grow. It was heartening therefore to receive much needed funding for this project from the Mayor's Appeal, which allows us to continue this work. The pandemic may no longer be headline news but the loneliness and isolation it sparked in our communities continues to increase.

We also embarked on our Covid postponed Swim Against Loneliness, which whilst not as successful as we hoped, also provided extra funds to support our project.

Amidst all this uncertainty, it was especially pleasing to hold the Volunteer Centre Awards and officially recognise the hard work and dedication of volunteers across Chesterfield and North East Derbyshire.

Without these fantastic people and organisations there would be huge gaps in support for the most vulnerable in our society. I am always humbled by the generosity of time given by our army of volunteers.

Looking to the future, the people on the ground in our local communities will, I am sure, step up again to plug the gaps left by continuing underfunding by Government of the Cinderella services.

As pantomime season approaches, we will continue to provide support where and when it is needed.....oh yes we will!

KATE SARVENT  
*Chair, Board of Directors*



# TREASURER'S REPORT

## INTRODUCTION

Another year over; we find ourselves at the end of financial year 2021/22 and it's been another great year for the Volunteer Centre when it comes to all matters financial. In a world slowly recovering from the global pandemic of 2020, the centre reported a surplus of c£35k on income of £162k: an amazing achievement.

Securing income streams remains our biggest challenge as the cost of living crisis bites and charities battle for a share of a decreasing pool of funds. However, the sizeable surplus contributes a welcome boost to reserves and leaves the Volunteer Centre in a strong position to continue supporting the people of Chesterfield and North East Derbyshire over the coming years.

Prior to the start of the financial year we set a small surplus budget, based on expected income streams and associated expenditure. As the year progressed, we were able to revise our forecast upwards. Funding from Derbyshire County Council for the Elderfriends was extended beyond the period included in the budget. In addition, donations relating to the shopping service provided additional income.

Expenditure was excellently managed, as always. Small overspends and underspends across the various budget lines resulted in a bottom line underspend of £10k.

More detailed information about the financial position is shown below.

## FINANCIAL OVERVIEW

Income and expenditure were broadly similar to figures reported in 2021. Income of £162k and expenditure of £127k resulted in a net surplus of £35k, compared to a surplus of £50k in 2021.

Income showed a small decrease on 2021, falling from £171k to £162k, with expenditure showing a small increase of £7k. The result for the year leaves the Charity's total funds standing at £329k, up from £294k at 31 March 2021.

More detail about the Volunteer Centre's financial performance is given in the following paragraphs.

## BALANCE SHEET

The balance sheet position has strengthened as a result of the bottom line surplus, with cash balances increasing by £62k over the year. Total funds amount to £294k, comprising unrestricted funds of £156k and restricted funds of £138k



## TREASURER'S REPORT (cont.)

### FUNDS (RESERVES)

The Charity has unrestricted funds of £194k, of which funds designated for specific purposes amount to £91k and free reserves to £103k.

The free reserves of £103k represent nine and a half months' running costs of the Volunteer Centre. This is higher than the trustees' recommended minimum of three months, however the current level is appropriate for an organisation of the Volunteer Centre's size in the current economic climate. The trustees will reconsider the optimal level of free reserves during the coming year.

### SUMMARY

It has been a very good year for the Volunteer Centre from a financial point of view. Once again the management and staff have demonstrated exceptional financial management, enabling the organisation to improve its financial position over the year and to head into 2022/23 with the resources required to continue providing services of the highest quality to all our clients.

### OUTLOOK

An increase in reserves of £35k over the course of 2021/22 has left the Volunteer Centre in an excellent position to continue to serve the people of Chesterfield and North East Derbyshire over the coming years. The Centre has a strong balance sheet with good cash reserves and can look forward to a bright and secure future. A small spoiler: 2022/'23 is progressing nicely. If you want to know how it turned out, you'll have to attend next year's meeting. Once again, watch this space.

### ACKNOWLEDEMENTS

I would like to thank my fellow trustees, the management and staff of the Volunteer Centre and all our volunteers for their time, commitment and effort over the past year. A global pandemic followed by a cost of living crisis have failed to dent our dedication to the cause. We are still here and we are still smiling. Thank you all: the Volunteer Centre would be nothing without you.

I would be delighted to serve as Treasurer for a further term if elected by the members.

**STEPHANIE BRATT, FCCA**

*Treasurer*



## MANAGER'S REPORT

As the restrictions from the pandemic lifted, The Volunteer Centre was able to get back to normal. It wasn't quite business as usual but it was as close to it as we have been for the last couple of years.

I suppose, in my mind, I assumed that we would just pick up where we had left off, handing out information to potential volunteers and organisations as they needed it. Unfortunately, it didn't quite work out like that. While we had seen a rush of volunteers to assist during the shopping we had carried during covid, many of these volunteers had returned to work and suddenly it was all quiet of the volunteer front. This wasn't just a local problem either, Volunteer Centre's across the country were all reporting a similar problem, and it was difficult to put ones finger on why. Personally I can only assume that 'volunteer burnout' was behind it, because we had been very reliant on there services for the last 2 years. Things are starting to pick up a little but we are a long way from the numbers that we experienced pre-covid.

On the good news front we were able to once again put on our Voluntary Sector Awards. We had a superb night which included a live link up with our twinned Volunteer Centre in Chicago, that was quite an accomplishment and I know they enjoyed it as much as we did.

All our projects seem to be flourishing and are as busy as they have always been, but this does create problems for us as there seems to be a shortage of volunteers as I mentioned earlier.

Hopefully things will get back to normal soon, and whatever happens the Volunteer centre will still be here providing the great service we have always aimed for.





## MANAGER'S REPORT (cont.)

### That Chicago Experience

Back in 2020 we linked up with a Volunteer Centre in Chicago in the USA. They have been tremendous fun to work with and we already have a project called '**Across The Pond**' up and running which works as a modern day pen friend scheme – but with more mature people.

They are a lovely bunch of people who have entered into the spirit of the twinning in fine style and at last years Awards we did a live video streaming so they were able to see our awards and also present an Award. It was a great experience.

The summer of 2022 saw me travel to Chicago to meet up with them and they were attentive and spoiling hosts. I gave a talk to Winnetka Rotary, which is where their Volunteer Centre is based and met and chatted with their Board and staff. It was so much better than chatting over the internet and I think it is fair to say that I have made some friends for life.

Finally, I'd like to say a massive thank you to the team here at **The Volunteer Centre** and to my Board of Directors for their unwavering support of me and the unseen hard work that goes on behind the scenes.

DAVID RADFORD  
*Centre Manager*







At the beginning of the pandemic The Volunteer Centre were asked to provide a shopping service and prescription pick up for residents across Chesterfield and North East Derbyshire. To enable us to do this properly we set up the To Your Door Project which enabled us to recruit volunteers to do shops and prescription pick ups for those deemed to be on the vulnerable list as far as the pandemic was concerned.

Although referrals started to diminish in the summer of 2020 they picked up again as we went into our second lockdown and remained consistent for the next few months. As our funding for To Your Door ran out, we morphed the project into our award winning project—Safe & Sound, which offers help and support to individuals, this can be anything from DIY to fitting a light bulb. In fairness neither project has any funding at the moment but it is something we are trying to address.

To date the projects have delivered a service to nearly 5,000 referrals. This is quite an astonishing figure and, I can say quite categorically that this isn't matched anywhere in Derbyshire.

We were delighted that The Volunteer Centre was awarded 'The Beacon Of Hope' award for all it had done, but more importantly we were delighted that 4 of our volunteers were also given that award and one of them was decorated with the British Empire Medal.





The pandemic made things difficult for befriending, our clients became ever more isolated as their befrienders were prevented from them, they did keep in touch via the telephone but this isn't the same as physical contact, something we know that many of them missed tremendously. Even when restrictions were lifted we had to them make sure that both parties were fully vaccinated before we could allow contact. It wouldn't have been fair to either party if someone was visiting without being as safe as possible.

What we also found is that the pandemic highlighted loneliness and social isolated to the wider community and because of this our referrals have gone up considerably, we have quite a waiting list now, and unless the numbers of volunteers picks up considerably then it will be a difficult to clear that list.

There are concerns about the funding into the project and I am aware that this isn't just a problem that we face, but something that many befriending projects across Derbyshire will be facing as we move forward. I know that Dave is working with the Derbyshire Befriending Network at ways in which we can tackle this going forward so in many ways it is a case of watching this space. As soon as we know anything concrete we will be sure to let you know.

In an attempt to raise some funding for the project we set up and started The Swim Against Loneliness which was a joint venture with Chesterfield Sports Centre, Sharley Park Leisure Centre and Nationwide Building Society. Considering we hadn't done anything like this before we managed to raise close to £20,000n which we were delighted with, although I think Dave wanted more, but then he always does!

As of yet we haven't been able to get the clubs up and running but we are working closely with Derbyshire Community Transport to hopefully offer some trips out for some of the people on our waiting list.

JANET MILLINGTON

Elderfriends Project Coordinator





The Derbyshire Home from Hospital Service provides practical support for vulnerable people leaving hospital, or those living at home but at risk of being admitted. Support is offered to a client for six weeks although this year we extended support beyond this, as lockdown stopped people from becoming independent of support.

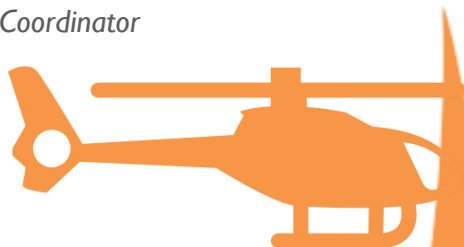
Like all projects running from The Volunteer Centre, Home From Hospital was affected by the pandemic, but again, like all the other projects we are gradually getting back to normal. Chesterfield and North East Derbyshire has always been the busiest of the regions in Derbyshire and, because we have such a small team that does cause us some problems. Ideally we could do with a little more funding so we could increase the support available.. More and more of our cases are becoming complex and in some cases we have to send two members of staff out to deal with people who may cause a risk. This is a tremendous drain on our resources.

As with all the projects running from the centre we are tremendously reliant on our volunteers and they have been amazing over the last couple years and we hope they stick with us and continue to be amazing as we go forward. Of course we could always do with more and hopefully we will be able to recruit more volunteers in the coming year.

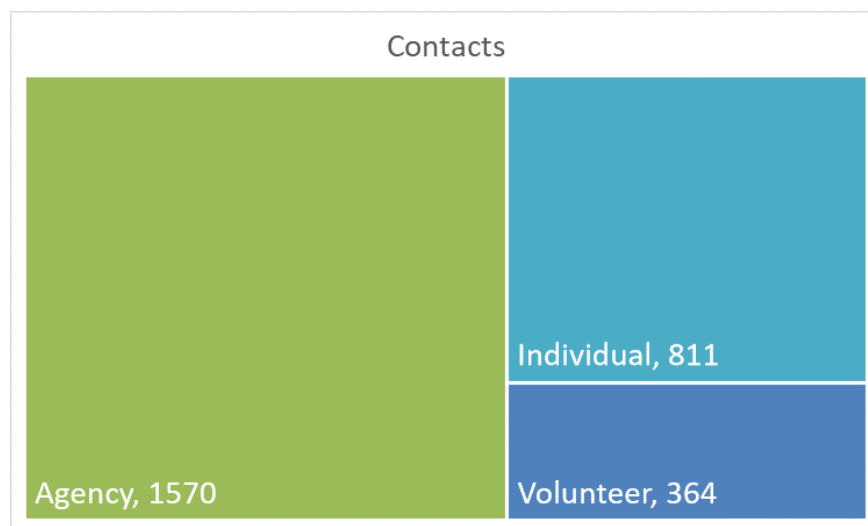
Funding remains an issue and although the project originally received a three year tender, which was then extended for a fourth year, we are unsure if that will continue or not. As this is a Derbyshire County Council funded project, it may be that it has to go out for tender yet gain. If that is the case we can only hope that we are fortunate in winning that tender again. It has been a real pleasure working with other Centre's across Derbyshire and this project is a terrific example of Centre's working together to provide an excellent service and learning from each other as we go along.

*LIZ SMITH*

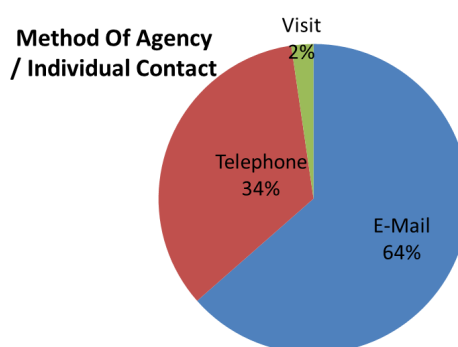
*Project Coordinator*



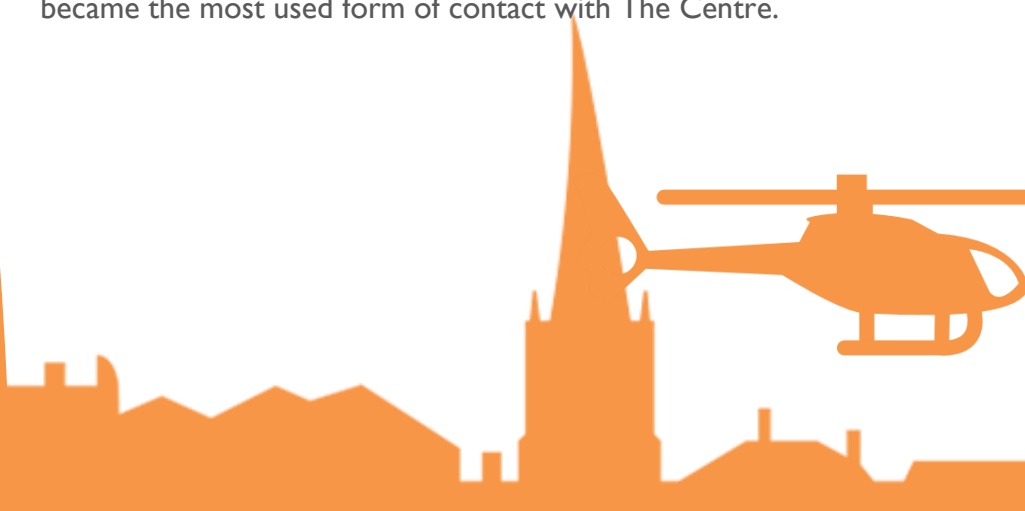
## THE NUMBERS



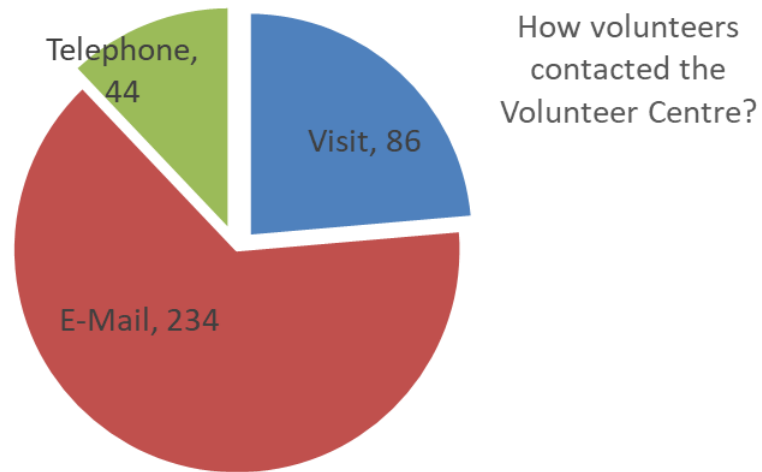
The number of contacts the **Volunteer Centre** has received in 21/22 was 3,259. Of those contacts the number of volunteer has decreased by 29% from the previous year. While we have seen an increase this year it should be noted that there is a decline in the number of volunteers nationally. This probably has something to do with 'volunteer burnout' following on from Covid. The number of individuals has increased by 39% - again this will be individuals looking for assistance.



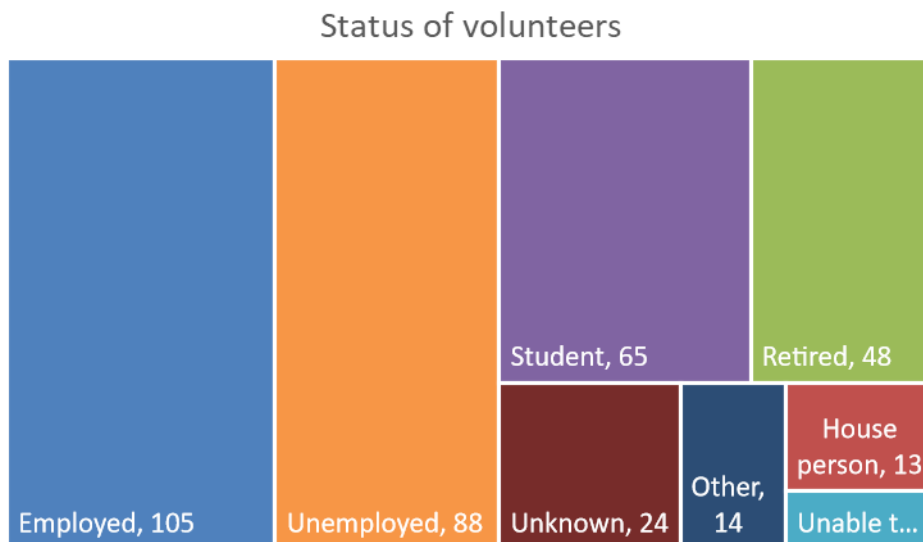
Although the percentage of contacts by agencies and individuals has increased, the number of visits to The Centre had declined measurably. This was undoubtedly down to restrictions surrounding covid. We did not monitor all calls to The Centre so the figure is an under representation of the actual number of calls received. Email communication became the most used form of contact with The Centre.



## THE NUMBERS



Visits to the Centre increased over the year to 41% as our lives started to go back to normal. The number of telephone calls also increased.



The percentage of volunteers that have contacted The Volunteer Centre who are unemployed has increased from 21% to 24%. The number of employed has decreased from 46% to 29%. The number of students contacting us has increased by 99% this is down to schools and colleges getting back to pre-covid attendance.

## SOCIAL MEDIA

The Volunteer Centre has Instagram, Facebook and Twitter accounts where we regularly post. We have 833 followers on Facebook. We posted 186 times over the year and reached just over 19,000 people in October, November and December alone. We have 202 followers on Instagram.













**The Volunteer Centre, Chesterfield & North East Derbyshire,**  
is a local volunteering development agency working independently to  
support organisations from the voluntary, community and  
public sectors.

In our core work we promote, support and develop volunteering and  
aim to make a positive impact on the quality of the volunteering  
experience for individual volunteers and organisations.

Registered charity: 1107942 | Registered company in England & Wales: 5329651





Charity registration number 1107942

Company registration number 05329651 (England and Wales)

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE**

**( A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	S J Bratt (Treasurer) C Harper E M Marsden S E Rogers Cllr K Sarvent ( Chair) Cllr D Ruff N Rebora (Appointed 2 July 2021)
<b>Secretary</b>	Mr D A Radford
<b>Charity number</b>	1107942
<b>Company number</b>	05329651
<b>Registered office</b>	38 Knivesmithgate Chesterfield Derbyshire S40 1RQ
<b>Independent examiner</b>	John Henry Francis King FCCA John H. F. King Chartered Certified Accountants 119 High Street Clay Cross Chesterfield Derbyshire S45 9DZ

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# THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST DERBYSHIRE ( A COMPANY LIMITED BY GUARANTEE) CONTENTS

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	<b>Page</b>
Trustees' report	1 - 6
Independent examiner's report	7
Statement of financial activities	8 - 9
Balance sheet	10
Notes to the financial statements	11 - 19

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**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

**Objectives and activities**

The charity's principal activities and aims are to promote, support and develop volunteering in Chesterfield and North East Derbyshire. We aim to make a positive impact on the quality of the volunteering experience for individual volunteers and organisations that work with them.

As a Volunteer Centre in Derbyshire, we all support our communities by:

**Promote volunteer opportunities and introduce those offering to volunteer to local organisations (Brokerage).**

- We can help local organisations promote volunteer opportunities. We recruit volunteers online and through a tailored volunteer matching service for Derbyshire opportunities.

**Development of volunteer opportunities**

- We work with people, local groups and organisations to improve the quantity, quality and diversity of volunteering locally.

**Voice of volunteering**

- We shout about the mutual benefits of volunteering, share people's volunteering experiences and raise awareness of the impact (at local and county partnerships and in media).

**Strategic development of volunteering**

- We engage with local networks, partnerships and decision makers to ensure that volunteering and voluntary action can flourish.

**Share good practice and improvement**

- We work together as organisations to ensure that volunteer's experiences are valuable and safe.
- We are members of Derbyshire Volunteer Centres Network; 3D; NCVO and NAVCA.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

# **THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST DERBYSHIRE ( A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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## **Significant activities**

The Volunteer Centre-Chesterfield and North East Derbyshire run the following services in the community:

### **ELDERFRIENDS BEFRIENDING SERVICE**

Elderfriends is a face to face befriending project which provides a service to lonely and socially isolated people. The volunteer service currently provides a service to over 120 individuals and has recruited around 100 volunteers. The pandemic has exacerbated the problem for this client group and we expect the number of referrals to dramatically increase. The Elderfriends project is funded by Adult Care Derbyshire and the Big Lottery Community Fund. Adult Care funding for this project has been extended by one year but Lottery funding ends in July 2022.

### **SAFE & SOUND**

This project was formed by The Volunteer Centre after identifying a gap in the market around transport to medical appointments for elderly individuals and small DIY tasks. This has been an incredibly successful project over the last five years with the centre providing over 600 tasks up to March of last year. During its life span the project has been funded by The Inman Charity, Aviva, and was also successful in winning funding from the People's Project Fund - a competition sponsored by ITV and The Big Lottery. However, the project currently has no funding associated with it and our main aim is to make sure we can continue to run the scheme successfully and sustainably.

### **HOME FROM HOSPITAL**

Now into its fourth year the 'Home From Hospital' project was a tender secured by the Volunteer Centre network which operates across Derbyshire. The project provides a six-week care and support package to individuals who have recently been discharged from hospital, or to prevent someone from being admitted to hospital. Chesterfield is one of five Volunteer Centres across the country involved in this project and, because we cover two local authority areas, we are by far the busiest. The project itself is funded by Derbyshire County Council.

### **THE VC QUALITY MARK**

Working as part of the Volunteer Strategic Partnership, The Volunteer Centre has designed a quality mark for Volunteer Involving Organisations so they can show they can work effectively with volunteers. This is an online submission process and lasts for three years. the one-off funding came from The Chesterfield Health and Wellbeing Strategic Partnership.

### **TO YOUR DOOR**

The project sprang up out of a need, during the pandemic, for an organisation to provide a shopping and prescription collection service across Chesterfield and North East Derbyshire. The project has been the mainstay of Volunteer Centre services throughout lockdown. Since its inception The Volunteer Centre has made over 4500 deliveries and these efforts meant we were awarded the Beacon of Hope award and shortlisted in the 'Love Chesterfield' Community Awards. Since lockdown ended The Volunteer Centre has cut back on the work carried out through this project to all but a select few individuals who simply could not manage now without our assistance. To Your Door was funded by: Chesterfield Borough Council; Derbyshire County Council; Severn Trent; Big Lottery Awards For All; and North East Derbyshire District Council.

### **CORE - INFRASTRUCTURE ACTIVITIES**

The main services offered by The Volunteer Centre are to provide a bespoke brokerage service to individuals looking to access a volunteering roll or from a Volunteer Involving Organisation (VIO) looking for advice or information about the specifics surrounding volunteer recruitment and engagement. These are services we have always provided but have never been adequately recompensed for. Following on from the removal of our befriending funding it was decided that Chesterfield Volunteer Centre should fall in line with other Centres in the country and be awarded such funding. We were therefore delighted when the Clinical Commissioning Group announced they would fund these activities in line with the rest of the County. On average the Volunteer Centre sees over 2,500 potential volunteers a year and has contact with organisations on around 3,500 separate occasions. We are the busiest Centre in Derbyshire outside of Derby City.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance**

**Charitable activities**

During the year the charity continued to run services as outlined under **Objectives and activities** above.

**Financial review**

**Financial position**

Total income decreased in the year from £170,971 to £162,361. Expenditure increased in the year from £120,625 to £127,509 giving net income of £34,852 (2021: £50,346).

The charity had funds carried forward at 31st March 2022 of £329,254 (2021: £294,402) of which £135,363 (2021: £137,922) are restricted funds and £193,891 (2021: £156,480) are unrestricted funds.

**Principal funding sources**

Principal funding sources for the charity for 2021/22 were by way of grants from major funding sources and ongoing tenders from The Clinical Commissioning Group, Derbyshire County Council and The Lottery Community Fund.

**Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**Reserves policy**

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks of the organisation, including the risk of existing funding income streams not continuing beyond their current anticipated date of cessation. It has established a policy whereby the unrestricted funds neither committed or restricted to achieving the charity's aims and objectives, nor set aside for other specific purposes, should amount to no less than three months of the total running costs of the Centre, approx. £29,000. At 31st March 2022 free reserves amounted to £102,891 (2021: £65,480), which is after designating funds of £91,000 (2021: £91,000), and is above the required level. However, maintaining and where possible, improving the level of reserves is increasingly important given the uncertainty that exists in the volunteering sector, coupled with the worsening in recent times of general economic conditions. The trustees are therefore satisfied that the level of reserves held is appropriate.

**Structure, governance and management**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Charity constitution**

The Volunteer Centre-Chesterfield and North East Derbyshire is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association dated 11th January 2005 and is a registered charity number 1107942.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

S J Bratt (Treasurer)

C Harper

E M Marsden

S E Rogers

Cllr K Sarvent ( Chair)

Cllr S Boyle

(Resigned 31 December 2021)

Cllr D Ruff

J Briggs

(Resigned 6 August 2022)

H J Cashin

(Resigned 31 December 2021)

J Eyre

(Resigned 31 December 2021)

S Isaacs

(Resigned 31 December 2021)

C Rebora

(Resigned 22 July 2022)

K Robertson

(Resigned 20 March 2022)

S Hanson

(Appointed 31 December 2021 and resigned 22 July 2022)

N Rebora

(Appointed 2 July 2021)

**Recruitment and appointment of new trustees**

The charity has a board of up to fifteen ( but never less than six) trustees elected by and from the membership. The trustees of the company are also directors for the purpose of company law. Under the requirements of the Memorandum and Articles of Association the board of trustees are elected at each Annual General Meeting to serve for one year only. At the end of this period they can stand down or stand for re-election at the following Annual General Meeting.

The board of trustees may at any time fill casual vacancies on the board by co-option, provided that such co-opted persons are also members of the company; provided also that they do not number more than one third of the total number of the members of the board, and their appointment comes to an end at the next annual general meeting following their co-option.

Due to the nature of The Volunteer Centre's work, the board will seek to ensure that the various needs of the client group are appropriately reflected through the diversity of the trustee body. To enhance the potential pool of trustees, the charity will, through selective advertising, seek to identify new board members to widen and strengthen the existing skills mix.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
*FOR THE YEAR ENDED 31 MARCH 2022***

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**Organisational structure and decision making policies**

The Volunteer Centre has a board of trustees of up to fifteen people who meet every six weeks and are responsible for the strategic direction and policy of the charity. The board consists of a number of people from a variety of professional backgrounds relevant to the work of the charity. The secretary also sits on the board but has no voting rights.

The board is responsible for ensuring that the charity delivers the services specified. The manager has responsibility for the day-to-day operational management of the Centre, individual supervision of the staff team and also ensures the team continue to develop their skills and working practices in line with good practice.

**Induction and training of new trustees**

All trustees will be encouraged to attend training which will benefit themselves as trustees. They will also undergo a short induction into the work of the Centre.

**Related Parties**

The charity is guided by local and national policy. At a national level, The Volunteer Centre- Chesterfield and North East Derbyshire, is a member of NCVO/ Volunteering England. As a local infrastructure organisation the charity is an active member of the Derbyshire Volunteer Centres network and feeds into all the local infrastructure provision.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Plans for future periods**

The charity plans to continue the activities outlined in the forthcoming years subject to satisfactory funding arrangements. We will also continue to represent the voluntary sector on various platforms and support organisations and volunteers to the best of our ability.

**Supplier payment policy**

The charity's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The charity's current policy concerning the payment of trade creditors is to make payment when a valid invoice has been received.

There were no trade creditors at the year end.



**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
*FOR THE YEAR ENDED 31 MARCH 2022***

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**Statement of trustees' responsibilities**

The trustees, who are also the directors of The Volunteer Centre-Chesterfield and North East Derbyshire for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees' report was approved by the Board of Trustees.

Cllr K Sarvent ( Chair)  
**Trustee**

2 December 2022

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH  
EAST DERBYSHIRE**

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I report to the trustees on my examination of the financial statements of The Volunteer Centre-Chesterfield and North East Derbyshire (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

John Henry Francis King

**FCCA**

**John H. F. King**

Chartered Certified Accountants

119 High Street

Chesterfield

Derbyshire

S45 9DZ

Dated: 2 December 2022

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022**

**Current financial year**

		<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
	<b>Notes</b>				
<b><u>Income from:</u></b>					
Donations and legacies	<b>3</b>	15,506	146,207	161,713	170,971
Charitable activities	<b>4</b>	30	615	645	-
Investments	<b>5</b>	3	-	3	-
<b>Total income</b>		<u>15,539</u>	<u>146,822</u>	<u>162,361</u>	<u>170,971</u>
<b><u>Expenditure on:</u></b>					
Raising funds	<b>6</b>	<u>287</u>	<u>1,148</u>	<u>1,435</u>	<u>427</u>
Charitable activities	<b>7</b>	<u>(1,542)</u>	<u>127,616</u>	<u>126,074</u>	<u>120,198</u>
<b>Total expenditure</b>		<u>(1,255)</u>	<u>128,764</u>	<u>127,509</u>	<u>120,625</u>
<b>Net incoming resources before transfers</b>		16,794	18,058	34,852	50,346
Gross transfers between funds		<u>20,617</u>	<u>(20,617)</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		37,411	(2,559)	34,852	50,346
Fund balances at 1 April 2021		<u>156,480</u>	<u>137,922</u>	<u>294,402</u>	<u>244,056</u>
<b>Fund balances at 31 March 2022</b>		<u><u>193,891</u></u>	<u><u>135,363</u></u>	<u><u>329,254</u></u>	<u><u>294,402</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022**

**Prior financial year**

		<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total 2021 £</b>
	<b>Notes</b>			
<b><u>Income from:</u></b>				
Donations and legacies	<b>3</b>	11,511	159,460	170,971
<b>Total income</b>		11,511	159,460	170,971
<b><u>Expenditure on:</u></b>				
Raising funds	<b>6</b>	427	-	427
Charitable activities	<b>7</b>	809	119,389	120,198
<b>Total expenditure</b>		1,236	119,389	120,625
<b>Net incoming resources before transfers</b>		10,275	40,071	50,346
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		10,275	40,071	50,346
Fund balances at 1 April 2020		146,205	97,851	244,056
<b>Fund balances at 31 March 2021</b>		156,480	137,922	294,402

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
BALANCE SHEET**

**AS AT 31 MARCH 2022**

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	10		1,823		-
<b>Current assets</b>					
Debtors	11	2,823		1,028	
Cash at bank and in hand		362,456		301,959	
		<u>365,279</u>		<u>302,987</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(37,848)</u>		<u>(8,585)</u>	
Net current assets			327,431		294,402
<b>Total assets less current liabilities</b>			<u>329,254</u>		<u>294,402</u>
<b>Income funds</b>					
Restricted funds	13		135,363		137,922
<u>Unrestricted funds</u>					
Designated funds	14	91,000		91,000	
General unrestricted funds		<u>102,891</u>		<u>65,480</u>	
			193,891		156,480
			<u>329,254</u>		<u>294,402</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 2 December 2022

S J Bratt (Treasurer)  
**Trustee**

Cllr K Sarvent (Chair)  
**Trustee**

**Company registration number 05329651**

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**1 Accounting policies**

**Charity information**

The Volunteer Centre-Chesterfield and North East Derbyshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 38 Knivesmithgate, Chesterfield, Derbyshire, S40 1RQ.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

**1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

**1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**1 Accounting policies**

**(Continued)**

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

**1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	4 years straight line
---------------------	-----------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

---

**1 Accounting policies**

**(Continued)**

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.9 Taxation**

The charity is exempt from corporation tax on its charitable activities.

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**1.12 Donated Services**

**General Volunteers**

The contribution of general volunteers cannot be measured reliably and therefore is not included as income within the charity accounts. The work of general volunteers is however fundamental for the continuance by the charity of its charitable activities.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE**

**( A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**3 Donations and legacies**

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Donations and gifts	15,506	-	15,506	11,511	-	11,511
Grants	-	146,207	146,207	-	159,460	159,460
	15,506	146,207	161,713	11,511	159,460	170,971
<b>Grants receivable for core activities</b>						
Big Lottery	-	-	-	-	25,553	25,553
Elderfriends	-	17,036	17,036	-	17,036	17,036
Macmillan	-	-	-	-	43,336	43,336
Clinical Commissioning Group	-	22,561	22,561	-	21,947	21,947
Home From Hospital	-	44,386	44,386	-	10,500	10,500
Infrastructure DCC	-	23,471	23,471	-	4,755	4,755
Lottery Community Fund	-	25,553	25,553	-	10,000	10,000
NEDDC	-	5,000	5,000	-	11,736	11,736
PLACE	-	5,000	5,000	-	9,097	9,097
V C Awards	-	3,200	3,200	-	2,500	2,500
Other	-	-	-	-	3,000	3,000
	-	146,207	146,207	-	159,460	159,460

**4 Charitable activities**

	Charitable Income Heading 1 2022 £	2021 £
Sales within charitable activities	645	-
Analysis by fund		
Unrestricted funds	30	-
Restricted funds	615	-
	645	-

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**5 Investments**

	<b>Unrestricted funds</b>	<b>Total</b>
	<b>2022 £</b>	<b>2021 £</b>
Interest receivable	3	-
	<u>          </u>	<u>          </u>

**6 Raising funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<b>Unrestricted funds</b>
	<b>2022 £</b>	<b>2022 £</b>	<b>2022 £</b>	<b>2021 £</b>
<u>Fundraising and publicity</u>				
Advertising	287	1,148	1,435	427
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<u>287</u>	<u>1,148</u>	<u>1,435</u>	<u>427</u>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**7 Charitable activities**

	<b>Direct costs</b>	<b>Direct costs</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Staff costs	81,581	77,775
Depreciation and impairment	608	-
Premises costs	15,928	19,022
Insurance	1,409	1,408
Light and heat	1,471	1,110
Professional fees	7,705	3,528
Telephone postage and stationery	2,679	2,462
Staff / volunteer expenses	11,739	12,074
Bank charges	533	800
Office equipment	670	78
Publications and subscriptions	11	267
	<u>124,334</u>	<u>118,524</u>
Share of governance costs (see note )	1,740	1,674
	<u>126,074</u>	<u>120,198</u>
	<u><u>126,074</u></u>	<u><u>120,198</u></u>
<b>Analysis by fund</b>		
Unrestricted funds	(1,542)	809
Restricted funds	127,616	119,389
	<u>126,074</u>	<u>120,198</u>
	<u><u>126,074</u></u>	<u><u>120,198</u></u>

Governance costs are Independent Examiner's fees £1740 (2021 £1674)

**8 Trustees**

There were no trustees' remuneration, expenses or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**9 Employees**

The average monthly number of employees during the year was:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Centre Manager	1	1
Project Co-Ordinators	2	2
Administration Assistant	1	1
	<u>4</u>	<u>4</u>
Total	<u><u>4</u></u>	<u><u>4</u></u>

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

<b>9</b>	<b>Employees</b>	<b>(Continued)</b>	
	<b>Employment costs</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Wages and salaries	76,088	72,884
	Social security costs	1,685	1,251
	Other pension costs	3,808	3,640
		<u>81,581</u>	<u>77,775</u>
		<u><u>81,581</u></u>	<u><u>77,775</u></u>
	There were no employees whose annual remuneration was more than £60,000.		
<b>10</b>	<b>Tangible fixed assets</b>	<b>Plant and equipment</b>	
		<b>£</b>	
	<b>Cost</b>		
	Additions		2,431
	At 31 March 2022		<u>2,431</u>
	<b>Depreciation and impairment</b>		
	Depreciation charged in the year		608
	At 31 March 2022		<u>608</u>
	<b>Carrying amount</b>		
	At 31 March 2022		<u>1,823</u>
			<u><u>1,823</u></u>
<b>11</b>	<b>Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>
	Prepayments and accrued income	2,823	1,028
		<u>2,823</u>	<u>1,028</u>
<b>12</b>	<b>Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Accruals and deferred income	37,848	8,585
		<u>37,848</u>	<u>8,585</u>
		<u><u>37,848</u></u>	<u><u>8,585</u></u>

Deferred income received from Derbyshire County Council relating to 2022-2023 included above amounts to £28955 (2021 £NIL).

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST DERBYSHIRE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**13 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020 £	Movement in funds		Balance at 1 April 2021 £	Movement in funds		Transfers £	Balance at 31 March 2022 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £		
Lottery Community Fund	1,961	25,553	(23,504)	4,010	25,553	(22,951)	-	6,612
Elderfriends	49,942	17,036	(10,774)	56,204	17,036	(13,086)	-	60,154
Clinical Commissioning Group	9,255	21,947	(22,858)	8,344	22,561	(17,641)	-	13,264
Home From Hospital	2,996	43,336	(29,859)	16,473	44,386	(32,249)	-	28,610
Inman Charity	4,991	-	(2,185)	2,806	-	-	-	2,806
CBC Health & Wellbeing	-	4,755	(417)	4,338	-	(2,175)	-	2,163
CBC Covid-19	-	10,500	(5,785)	4,715	-	(1,756)	-	2,959
DCC Covid-19	-	10,000	(7,304)	2,696	-	(1,236)	-	1,460
Infrastructure DCC	-	11,736	(6,498)	5,238	23,471	(23,754)	-	4,955
Labour Club Covid-19	-	1,000	(1,000)	-	-	-	-	-
NEDDC	-	2,500	-	2,500	5,000	(4,117)	-	3,383
Severn Trent	-	2,000	(774)	1,226	-	(1,339)	113	-
To Your Door	-	9,097	(8,431)	666	-	(764)	98	-
Various Old Funds	28,706	-	-	28,706	-	(51)	(28,655)	-
PLACE	-	-	-	-	5,000	(1,938)	-	3,062
Volunteer Centre Awards	-	-	-	-	3,815	(2,687)	-	1,128
MOD	-	-	-	-	-	(3,020)	7,827	4,807
	97,851	159,460	(119,389)	137,922	146,822	(128,764)	(20,617)	135,363

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**14 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Movement in funds Incoming resources £	Balance at 1 April 2021 £	Movement in funds Incoming resources £	Balance at 31 March 2022 £
Redundancy	21,000	-	21,000	-	21,000
Running Costs	50,000	-	50,000	-	50,000
Premises	20,000	-	20,000	-	20,000
	<u>91,000</u>	<u>-</u>	<u>91,000</u>	<u>-</u>	<u>91,000</u>

**15 Analysis of net assets between funds**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	1,823	-	1,823	-	-	-
Current assets/(liabilities)	192,068	135,363	327,431	156,480	137,922	294,402
	<u>193,891</u>	<u>135,363</u>	<u>329,254</u>	<u>156,480</u>	<u>137,922</u>	<u>294,402</u>

**16 Related party transactions**

There were no disclosable related party transactions during the year (2021 - none).

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE**

**( A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

S J Bratt (Treasurer)  
C Harper  
E M Marsden  
S E Rogers  
Cllr K Sarvent ( Chair)  
Cllr D Ruff  
N Rebora

(Appointed 2 July 2021)

**Secretary**

Mr D A Radford

**Charity number**

1107942

**Company number**

05329651

**Registered office**

38 Knivesmithgate  
Chesterfield  
Derbyshire  
S40 1RQ

**Independent examiner**

John Henry Francis King  
FCCA  
John H. F. King  
Chartered Certified Accountants  
119 High Street  
Clay Cross  
Chesterfield  
Derbyshire  
S45 9DZ



**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 6
Independent examiner's report	7
Statement of financial activities	8 - 9
Balance sheet	10
Notes to the financial statements	11 - 18

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**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

**Objectives and activities**

The charity's principal activities and aims are to promote, support and develop volunteering in Chesterfield and North East Derbyshire. We aim to make a positive impact on the quality of the volunteering experience for individual volunteers and organisations that work with them.

As a Volunteer Centre in Derbyshire, we all support our communities by:

**Promote volunteer opportunities and introduce those offering to volunteer to local organisations (Brokerage).**

- We can help local organisations promote volunteer opportunities. We recruit volunteers online and through a tailored volunteer matching service for Derbyshire opportunities.

**Development of volunteer opportunities**

- We work with people, local groups and organisations to improve the quantity, quality and diversity of volunteering locally.

**Voice of volunteering**

- We shout about the mutual benefits of volunteering, share people's volunteering experiences and raise awareness of the impact (at local and county partnerships and in media).

**Strategic development of volunteering**

- We engage with local networks, partnerships and decision makers to ensure that volunteering and voluntary action can flourish.

**Share good practice and improvement**

- We work together as organisations to ensure that volunteer's experiences are valuable and safe.
- We are members of Derbyshire Volunteer Centres Network; 3D; NCVO and NAVCA.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Significant activities**

The Volunteer Centre-Chesterfield and North East Derbyshire run the following services in the community:

**ELDERFRIENDS BEFRIENDING SERVICE**

Elderfriends is a face to face befriending project which provides a service to lonely and socially isolated people. The volunteer service currently provides a service to over 120 individuals and has recruited around 100 volunteers. The pandemic has exacerbated the problem for this client group and we expect the number of referrals to dramatically increase. The Elderfriends project is funded by Adult Care Derbyshire and the Big Lottery Community Fund. Adult Care funding for this project has been extended by one year but Lottery funding ends in July 2022.

**SAFE & SOUND**

This project was formed by The Volunteer Centre after identifying a gap in the market around transport to medical appointments for elderly individuals and small DIY tasks. This has been an incredibly successful project over the last five years with the centre providing over 600 tasks up to March of last year. During its life span the project has been funded by The Inman Charity, Aviva, and was also successful in winning funding from the People's Project Fund - a competition sponsored by ITV and The Big Lottery. However, the project currently has no funding associated with it and our main aim is to make sure we can continue to run the scheme successfully and sustainably.

**HOME FROM HOSPITAL**

Now into its fourth year the 'Home From Hospital' project was a tender secured by the Volunteer Centre network which operates across Derbyshire. The project provides a six-week care and support package to individuals who have recently been discharged from hospital, or to prevent someone from being admitted to hospital. Chesterfield is one of five Volunteer Centres across the country involved in this project and, because we cover two local authority areas, we are by far the busiest. The project itself is funded by Derbyshire County Council.

**THE VC QUALITY MARK**

Working as part of the Volunteer Strategic Partnership, The Volunteer Centre has designed a quality mark for Volunteer Involving Organisations so they can show they can work effectively with volunteers. This is an online submission process and lasts for three years. The one-off funding came from The Chesterfield Health and Wellbeing Strategic Partnership.

**TO YOUR DOOR**

The project sprang up out of a need, during the pandemic, for an organisation to provide a shopping and prescription collection service across Chesterfield and North East Derbyshire. The project has been the mainstay of Volunteer Centre services throughout lockdown. Since its inception The Volunteer Centre has made over 4500 deliveries and these efforts meant we were awarded the Beacon of Hope award and shortlisted in the 'Love Chesterfield' Community Awards. Since lockdown ended The Volunteer Centre has cut back on the work carried out through this project to all but a select few individuals who simply could not manage now without our assistance. To Your Door was funded by: Chesterfield Borough Council; Derbyshire County Council; Severn Trent; Big Lottery Awards For All; and North East Derbyshire District Council.

**CORE - INFRASTRUCTURE ACTIVITIES**

The main services offered by The Volunteer Centre are to provide a bespoke brokerage service to individuals looking to access a volunteering roll or from a Volunteer Involving Organisation (VIO) looking for advice or information about the specifics surrounding volunteer recruitment and engagement. These are services we have always provided but have never been adequately recompensed for. Following on from the removal of our befriending funding it was decided that Chesterfield Volunteer Centre should fall in line with other Centres in the country and be awarded such funding. We were therefore delighted when the Clinical Commissioning Group announced they would fund these activities in line with the rest of the County. On average the Volunteer Centre sees over 2,500 potential volunteers a year and has contact with organisations on around 3,500 separate occasions. We are the busiest Centre in Derbyshire outside of Derby City.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance**

**Charitable activities**

During the year the charity continued to run services as outlined under **Objectives and activities** above.

**Financial review**

**Financial position**

Total income decreased in the year from £170,971 to £162,361. Expenditure increased in the year from £120,625 to £130,709 giving net income of £31,652 (2021: £50,346).

The charity had funds carried forward at 31st March 2022 of £326,054 (2021: £294,402) of which £155,980 (2021: £137,922) are restricted funds and £170,074 (2021: £156,480) are unrestricted funds.

**Principal funding sources**

Principal funding sources for the charity for 2021/22 were by way of grants from major funding sources and ongoing tenders from The Clinical Commissioning Group, Derbyshire County Council and The Lottery Community Fund.

**Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**Reserves policy**

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks of the organisation, including the risk of existing funding income streams not continuing beyond their current anticipated date of cessation. It has established a policy whereby the unrestricted funds neither committed or restricted to achieving the charity's aims and objectives, nor set aside for other specific purposes, should amount to no less than three months of the total running costs of the Centre, approx. £29,000. At 31st March 2022 free reserves amounted to £79,704 (2021: £65,480), which is after designating funds of £91,000 (2021: £91,000), and is above the required level. However, maintaining and where possible, improving the level of reserves is increasingly important given the uncertainty that exists in the volunteering sector, coupled with the worsening in recent times of general economic conditions. The trustees are therefore satisfied that the level of reserves held is appropriate.

**Structure, governance and management**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Charity constitution**

The Volunteer Centre-Chesterfield and North East Derbyshire is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association dated 11th January 2005 and is a registered charity number 1107942.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

S J Bratt (Treasurer)

C Harper

E M Marsden

S E Rogers

Cllr K Sarvent ( Chair)

Cllr S Boyle

(Resigned 31 December 2021)

Cllr D Ruff

J Briggs

(Resigned 6 August 2022)

H J Cashin

(Resigned 31 December 2021)

J Eyre

(Resigned 31 December 2021)

S Isaacs

(Resigned 31 December 2021)

C Rebora

(Resigned 22 July 2022)

K Robertson

(Resigned 20 March 2022)

S Hanson

(Appointed 31 December 2021 and resigned 22 July 2022)

N Rebora

(Appointed 2 July 2021)

**Recruitment and appointment of new trustees**

The charity has a board of up to fifteen ( but never less than six) trustees elected by and from the membership. The trustees of the company are also directors for the purpose of company law. Under the requirements of the Memorandum and Articles of Association the board of trustees are elected at each Annual General Meeting to serve for one year only. At the end of this period they can stand down or stand for re-election at the following Annual General Meeting.

The board of trustees may at any time fill casual vacancies on the board by co-option, provided that such co-opted persons are also members of the company; provided also that they do not number more than one third of the total number of the members of the board, and their appointment comes to an end at the next annual general meeting following their co-option.

Due to the nature of The Volunteer Centre's work, the board will seek to ensure that the various needs of the client group are appropriately reflected through the diversity of the trustee body. To enhance the potential pool of trustees, the charity will, through selective advertising, seek to identify new board members to widen and strengthen the existing skills mix.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Organisational structure and decision making policies**

The Volunteer Centre has a board of trustees of up to fifteen people who meet every six weeks and are responsible for the strategic direction and policy of the charity. The board consists of a number of people from a variety of professional backgrounds relevant to the work of the charity. The secretary also sits on the board but has no voting rights.

The board is responsible for ensuring that the charity delivers the services specified. The manager has responsibility for the day-to-day operational management of the Centre, individual supervision of the staff team and also ensures the team continue to develop their skills and working practices in line with good practice.

**Induction and training of new trustees**

All trustees will be encouraged to attend training which will benefit themselves as trustees. They will also undergo a short induction into the work of the Centre.

**Related Parties**

The charity is guided by local and national policy. At a national level, The Volunteer Centre- Chesterfield and North East Derbyshire, is a member of NCVO/ Volunteering England. As a local infrastructure organisation the charity is an active member of the Derbyshire Volunteer Centres network and feeds into all the local infrastructure provision.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Plans for future periods**

The charity plans to continue the activities outlined in the forthcoming years subject to satisfactory funding arrangements. We will also continue to represent the voluntary sector on various platforms and support organisations and volunteers to the best of our ability.

**Supplier payment policy**

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts;  
and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to XX day's purchases, based on the average daily amount invoiced by suppliers during the year.

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Statement of trustees' responsibilities**

The trustees, who are also the directors of The Volunteer Centre-Chesterfield and North East Derbyshire for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees' report was approved by the Board of Trustees.

.....  
Cllr K Sarvent ( Chair)  
**Trustee**

Date: .....

**THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH EAST  
DERBYSHIRE  
( A COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE VOLUNTEER CENTRE-CHESTERFIELD AND NORTH  
EAST DERBYSHIRE**

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I report to the trustees on my examination of the financial statements of The Volunteer Centre-Chesterfield and North East Derbyshire (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

John Henry Francis King

**FCCA**

**John H. F. King**

Chartered Certified Accountants

119 High Street

Chesterfield

Derbyshire

S45 9DZ

Dated: .....