



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: 1 April 2022

To: 31 March 2023

Charity name: Downland Volunteer Group

Charity registration number: 1112181

Company number: 5572984

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	TO RELIEVE PERSONS IN THE DOWNLAND AREAS WHO ARE ELDERLY, SICK OR DISABLED OR WHO ARE OTHERWISE IN NEED BY THE PROVISION OF VOLUNTEERS TO ASSIST SUCH PERSONS IN ANY WAY THAT MAY BE REQUIRED
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Main activities are a volunteer car service and operation of a local minibus service. We provide transport for persons in the Downland areas of West Berkshire who are elderly, sick or disabled or who are otherwise in need. We take people to Hospitals, Doctors' Surgeries, Dentists, Opticians, to social meetings and to anywhere else that may be appropriate.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities we have kept in mind the Charity Commission guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This last financial year has been eventful. Covid still plays a part in what we do. We now for instance, offer weekend transport whether it is for covid vaccinations on a Saturday at the surgery or hospital appointments over the weekend as the NHS catches up on the backlog of patients awaiting treatment.</p> <p>Another thing that happened last year, was one of our regular users, Mrs Barbara Butlin, sadly died and left a generous legacy in her Will to the Downland Volunteer Group. Her wish was this be used to help patients in the Downland villages to attend appointments at the surgeries; consequently we have reduced the suggested contribution for these trips.</p> <p>The other major event this last year is that we ordered a new 100% electric minibus to replace the existing Handybus, which we should receive this Autumn once it is fitted out. These buses are very expensive, both to buy and fit out according to our needs. So we're very grateful to the West Berks Council, Greenham Trust, The Englefield Trust and The Miss Lawrence Trust based in Kintbury, all of whom wish to encourage the use of electric vehicles to improve the environment, plus other generous donations from private individuals. Consequently, the cost to the DVG will be less than had we considered a diesel engine replacement. Also, the running costs are expected to be less than a diesel vehicle.</p> <p>Looking at the numbers for the last financial year we made a total of 746 trips. Compared to the previous year where we made 302 trips once lockdown was lifted. However, we are still not quite up to the pre-covid number of 885 trips. These trips breakdown as follows:</p> <p>Chieveley Surgery 190 25%</p>
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		<p>West Berks Community Hospital 167 22%</p> <p>Royal Berks Hospital RBH 67 9%</p> <p>Other Hospitals 48 6%</p> <p>Compton Surgery 27 4%</p> <p>Other surgeries 12 1%</p> <p>Other destinations 247 33%</p> <p>We currently have 38 volunteer drivers who take passengers in their own cars, 8 Handybus drivers and 12 office support volunteers all of whom offer their services for free. Donated volunteer time totals 1,533 hours supporting our community.</p> <p>We support the Downland Luncheon Club. It's been going since 1998; it happens on the last Friday of the month, except in August and December; and it provides a meal and social gathering. Many of the people who operate it are also members of DVG; and we help provide financial support for their Christmas lunch, which is something that we've done for a number of years. I got a note today from the organiser, just to say thank you. It's very well appreciated.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	Our overall financial position on the current account is that we started with £7,251 and we have finished with £8,838; and we have total
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		assets amounting to £195,079 compared to £38,930 last year. The increase due to two exceptional one-time events: the bequest from Mrs Butlin and grants towards the Handybus replacement. All in all, the financial position of the DVG remains healthy and we made an operating surplus in 2022/23 of £1,647 on our operating income of £14,786 compared to the small loss we made last year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The current reserves are financial balances relating to Mrs Butlin's bequest, replacement of the Handybus in the next year and to de-risk any material changes in operating costs. For example, it is expected the office computer system will need review and update in the next year or so.
Amount of reserves held	Para 1.22	We have total assets amounting to £195,079. The Trustees are satisfied that the level of reserves as shown on the balance sheet are adequate to cover known and anticipated costs in the short term. Please see annual accounts for further detail.
Reasons for holding zero reserves	Para 1.22	N/a
Details of fund materially in deficit	Para 1.24	N/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	MEMORANDUM AND ARTICLES OF ASSOCIATION INCORPORATED 23 SEPTEMBER 2005
How is the charity constituted? for example limited company , unincorporated association , CIO	Para 1.25	Charitable Company
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Selected by the DVG Committee, who are elected at the DVG's AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Downland Volunteer Group
Other name the charity uses	DVG
Registered charity number	1112181
Charity's principal address	The Surgery, High Street, Compton, NEWBURY RG20 6NJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joe Clerkin	Chair		
2	Jean Pocock			
3	Gareth Beard	Treasurer	Appointed 17 May 2022	DVG Committee
4	Michael Purchase		Appointed 17 May 2022	DVG Committee
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Corporate trustees – names of the directors at the date the report was approved

Director name	
Joe Clerkin	
Jean Pocock	
Gareth Beard	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The company has taken advantage of the small companies’ exemption in preparing the report above.

The trustees declare that they have approved the trustees’ report (including directors’ report) above.

Signed on behalf of the charity’s trustees/directors

Signature(s)	Joe Clerkin	
Full name(s)	Joe Clerkin	
Position (for example Secretary, Chair, etc)	Trustee	
Date	29/01/2024	

	<u>22/23</u>		<u>21/22</u>
<u>Fixed Assets</u>		<u>Fixed Assets</u>	
None		None	
<u>Current Assets</u>		<u>Current Assets</u>	
C.O.I.F.	21688	C.O.I.F.	31383
MetroBank Current	8838	MetroBank Current	7251
MetroBank Savings Butlin	96162	MetroBank Savings	0
MetroBank Savings Handyb	68034		
Cash in Hand	357	Cash in Hand	296
Debtors-Clients	0	Debtors-Clients	0
Debtors-DOT	0	Debtors-DOT	0
Debtors-Handybus	0	Debtors-Handybus	0
Debtors-Therapy Groups	0	Debtors-Therapy Groups	0
Debtors-W Berks DC	0	Debtors-W Berks DC	0
Insurances Prepaid	0	Insurances Prepaid	0
Total Assets	195079	Total Assets	38930
<u>Current Liabilities</u>		<u>Current Liabilities</u>	
Accruals-Audit	0	Accruals-Audit	255
Accruals-Mileage Claims	0	Accruals-Mileage Claims	33
Totals Liabilities	0	Totals Liabilities	288
Capital Employed	195079	Capital Employed	38642
Financed By:		Financed By:	
<u>Accumulated Fund</u>		<u>Accumulated Fund</u>	
Opening Balance	38930	Opening Balance	39452
Surplus/(Deficit) for year	1647	Surplus/(Deficit) for year	-413
Less Handybus	-10000		
Total	30577		39039
<u>Restricted Funds</u>			
Legacy	96162		
Handybus replacement	68034		
Interest	351		

DRW

Donna P. Wells
24/4/2023

Balance Sheet March 22

Total	<u>164547</u>		
Totals	<u>195124</u>	Totals	<u>39039</u>

DRW

David R. Wells
24/11/2023

WORKING
COPIES

INCOME	2022/23	INCOME	2021/22	BUDGET 23/24	2023/24
Car Client Income		Clients		INCOME	
Passenger Contributions	3355	Passenger Contributions	2477	Car Client Income	
	3355	West Berks Council	3487	Passenger Contributions	4711
		Less Drivers Expenses	-2419		4711
			3546		
Handybus income		Handybus		Handybus income	
Dept of Transport	588	Dept of Transport	0	Dept of Transport	600
Grants		Grant-WBDC	0	Grants	
Handybus Billings	1711	Handybus Billings	1219	Handybus Billings	2000
	2298	Less Handybus Costs	-1711		2600
			-491		
Stroke Club/Parkinsons & Misc		Stroke Club/Parkinsons & Misc		Other Income	
Re-imbursed Costs	0	Re-imbursed Costs	0	West Berks Council Tr	3490
Less Mileage Costs	0	Less Mileage Costs	0	Boeing Match Funding	1800
	0		0	Donations Misc (includ	-296
Other Income		Other Income		Subsidy from Butlin Be	600
West Berks Council Transport Grant	3487	Bank Interest-COIF	4	Donations PC's & Fete	250
Boeing Match Funding	1749	Boeing	0		5844
Donations Misc (including Government su	3346	Donations Misc	237	*£3 is allocated per surgery journey	
Subsidy from Butlin Bequest*	300	Donations PC's & Fete	250	Total Income (Turnover)	13155
Donations PC's & Fete	250		491	Turnover	
*£3 is allocated per surgery journey				EXPENDITURE	
Total Income (Turnover)	14786	Total Income	3545	Less Drivers Expenses	7500
Turnover		EXPENDITURE		AGM Costs	593
EXPENDITURE				Audit Fees	127
Less Drivers Expenses	6535	AGM Costs	36	Computer Costs	0
AGM Costs	85	Audit Fees	30	DBS Costs	0
Audit Fees	60	Computer Costs	848	Insurances	0
Computer Costs	22	DBS Costs	191	Driver Assessment Costs	13
DBS Costs	104	Driver Assessment Costs	55	Legal & Professional Costs	11038
Insurances	1323	Insurances	322	Lunch Club	19
Driver Assessment Costs	275	Legal & Professional Costs	18	Office Mileage Costs	0
Legal & Professional Costs	13	Lunch Club	0	Office maintenance	0
Lunch Club	420	Office Costs	212	Parking Discs/Parking Fees	22
Office Mileage Costs	588	Office maintenance	900	Printing, Postage & Stationery	879
Office maintenance	0	Parking Discs/Parking Fees	37	Roundings	
Parking Discs/Parking Fees	27	Printing, Postage & Stationery	513	Subscriptions + donations	118
Printing, Postage & Stationery	313	Roundings	0	Telephone	0
Roundings		Subscriptions + donations	0	Website & Publicity Costs	588
Subscriptions + donations	0	Telephone	541	Handybus Costs (Fuel and mainte	1427
Telephone	593	Website & Publicity Costs	0	Total Expenditure	22323
Website & Publicity Costs	127			Surplus/(Deficit) for year	-9169
Handybus Costs (Fuel and maintenance)	2654	Total Expenditure	3703	Surplus/(Deficit) for year based	0
Total Expenditure	13139	Surplus/(Deficit) for Part year	-158		
Surplus/(Deficit) for year	1647			Additional Income	
Surplus/(Deficit) for year based on accounts	1647			Mrs Butlin Bequest	447619
Additional Income				Interest to Butlin Account	0
Mrs Butlin Bequest	96218	Mrs Butlin Bequest	N/A	Handybus replacement Grants	10000
Interest to Butlin Account	244	Interest to Butlin Account	N/A	Interest to Handybus account	0
Handybus replacement Grants	68000	Handybus replacement Grants	N/A	Total	448450
Interest to Handybus account	34	Interest to Handybus account	N/A		
Total	167790				

DRW


D. Smith
24/4/2023STATEMENT
24/4 TO 29/4 11/10 TO 6/11/11
MISSING
CCAP FUND BAL
MISSING
SHORT TRAILER
NOT SHOWING

DOWNLAND VOLUNTEER GROUP
ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023
INDEPENDENT EXAMINERS REPORT TO DIRECTORS OF THE DOWNLAND
VOLUNTEER GROUP

Having examined the necessary documentation I have pleasure in reporting on the abbreviated accounts and the profit and loss account enclosed with this report for the year ended 31st March 2023 without undertaking a full audit.

Independent Examiner's Statement

- 1 I am of the opinion that:
 - a the financial statements are in agreement with the accounting records kept by the company under Section 386 of the Companies Act 2006;
 - b having regard to, and on the basis of, the information contained in those accounting records, the attached financial statements have been drawn up in a manner consistent with the accounting provisions of the Companies Act 2006, so far as these provisions are applicable to the company; and
 - c the audit exemption conditions have been met by the company and, at no time during the year, did the company fall into a non-exempt category;
 - d no matter has come to my attention in connection with the examination which gave me reasonable cause to believe that in any material respect accounting records have not been kept, or that the accounts do not accord with those records;
 - e there are no matters which have come to my attention in connection with the examination, to which the directors attention should be drawn to enable a proper understanding of the accounts to be reached.
 - f I am satisfied that the Treasurer, supported by the Directors, has put in place safe, efficient arrangements and maintain robust controls on payments as an integrated part of the overall financial control system.
- 2 This is my tenth examination as the appointed Independent Examiner for the Downland Volunteer Group and I would like to place on record my sincere thanks Gareth Beard, for all his hard work in preparing the accounts and for providing me with the information and records required to undertake the examination.

Signed: 
David R Weller DMA, ONC/HNC
Independent Examiner

Date: 26th April 2023