

# VOLUNTEER CENTRE DORSET

England & Wales · Charity number 1113758

## Details

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**Other names** DORCHESTER VOLUNTEER BUREAU

**Status** Registered

**Legal form** Charitable company

**Company number** [05685988](#)

**Registered** 2006-04-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Coach House  
Acland Road  
Dorchester  
DT1 1EF

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**Website** [www.volunteeringdorset.org.uk](http://www.volunteeringdorset.org.uk)

## Activities

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**Objects:** TO BENEFIT LOCAL COMMUNITIES BY UNDERTAKING VOLUNTARY WORK IN EDUCATION SOCIAL SERVICES AND OTHER AREAS OF CHARITABLE ACTIVITY AND ENCOURAGING OTHERS TO DO SO AND IN PARTICULAR (BUT WITHOUT PREJUDICE TO THE GENERALITY THEREOF):-1) INFORMING GUIDING AND SUPPORTING PERSONS WILLING TO UNDERTAKE VOLUNTARY SERVICE;2) ADVISING AND GUIDING ORGANISATIONS USING VOLUNTEERS; AND3) ESTABLISHING AND MAINTAINING A CENTRE FOR THE CONDUCT OF ITS ACTIVITIES AND AS A MEETING PLACE IN CONNECTION WITH SUCH ACTIVITIES

**Activities:** Volunteer Centre Dorset commits to promote, support and develop volunteering for all in Dorset.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Amateur Sport, Animals, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE DORSET
- Dorset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£422,054	£479,157	-	-
2024-03-31	£463,606	£494,245	-	-
2023-03-31	£596,349	£512,272	£444,258	11
2022-03-31	£529,696	£407,447	£360,181	10
2021-03-31	£404,818	£303,109	-	-

## Trustees

Name	Role	Appointed
<b>Phillip Ashley Cooper</b>	Chair	2022-03-24
ALEC BAILEY		
Andrew Burgen		2025-05-01
Helen Johnstone Enright		2021-04-13
Pauline Lindsay Chart		2025-03-11
Peter William Lockley		2025-07-24
Tracey Dennis-Andrews		2025-03-11

**VOLUNTEER CENTRE DORSET**

England & Wales - Charity number 1113758

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# Accounts

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**Volunteer Centre Dorset**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2025**

**Charity Registered in England and Wales Number: 1113758**

**Company Registration Number: 05685988**

**Volunteer Centre Dorset**  
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For the Year Ended 31 March 2025

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**Volunteer Centre Dorset**  
Reference and Administrative Details  
For the Year Ended 31 March 2025

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<b>Charity Name</b>	Volunteer Centre Dorset
<b>Other Names</b>	Dorchester Volunteer Bureau Volunteer Centre Dorchester
<b>Trustee Directors</b>	A Bolt A Bailey MA FCA    Director of finance P Cooper            Chairperson H Enright P Chart T Dennis-Andrews
<b>Company Secretary &amp; CEO</b>	M Waterman
<b>Company Number</b>	05685988
<b>Charity Number</b>	1113758
<b>Principal Address and Registered Office</b>	The Coach House Acland Road Dorchester Dorset DT1 1EF
<b>Independent Examiner</b>	Michelle Ferris BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

## Volunteer Centre Dorset

### Trustees' Report

For the Year Ended 31 March 2025

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The Trustees' present their report and accounts for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019).

### Trustees

The Trustees serving during the period and since the period end are as follows:

- P Cooper                                      Chairperson
- A Bailey                                        Director of finance
- H Enright
- A Bolt
- J Audley                                        (Resigned 10th Sept 2024)
- J Sangster                                      (Resigned 09<sup>th</sup> Jan 2025)
- G Slade                                         (Resigned 25<sup>th</sup> Apr 2024)
- P Chart                                         (Appointed 11<sup>th</sup> Mar 2025)
- T Dennis-Andrews                         (Appointed 11<sup>th</sup> Mar 2025)
- A Burgen                                        (Appointed 01<sup>st</sup> May 2025)
- P Lockley                                       (Appointed 24<sup>th</sup> Jul 2025)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Volunteer Centre Dorset (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations on 1st July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are recruited, elected and rotated in accordance with section 11 of our Articles of Association.

2024/25 has been another successful year for the VCD.

At the end of the reporting period there were 6 trustees who meet a minimum of 4 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the CEO. The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

In October 2024 Andrew Bolt resigned as Chair of the Trustee Board after 5 years with the Centre, passing the baton to Philip Cooper. We thank Andy for his tireless efforts on behalf of the VCD and also agreeing to stay on as a trustee for a further 12 months to ensure a smooth transition. During the year 3 trustees resigned for personal reasons and we thank Gillian Slade, Joy Sangster and Joanna Audley for their time and effort as part of the trustee team. Towards the end of 2024 we commenced a search for new trustees and have been fortunate to have recruited Tracey Dennis-Andrews and Pauline Chart to the board, both taking up their posts in March 2025. We continue to assess the skill base of our trustee team and have a further two trustees due to take up posts in early Q1 of 2025/26.

We have conducted a review of our Memoranda and Articles of Association to ensure that they continue to accurately represent the activities of the Centre. That review is ongoing and we expect to update our key documents in Q1 of 2025/26.

As a result of some intensive work by the team on fund raising and bidding we have successfully won a number of key contracts from Dorset Council and as a result go into 2025/26 in a financially secure position. However, we recognise that in the current climate a continued focus on securing future funds must remain a high priority for the VCD. To ensure our continued compliance with HR best practice we have appointed Peninsula Group as consultants to advise on HR aspects and to review our associated policies and procedures.

Finally, in March 2025 we were very proud to receive a Dorset High Sheriff's Award for Volunteering for our work in supporting charitable organisations to advertise their roles and match them up with volunteers. The award was accepted by our CEO, Marie Waterman.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by:

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

## **THE FOCUS OF OUR WORK**

Our work is focused on the ambition to offer support, advice and promote volunteering and community action across the Dorset Council area. When we state Dorset, we mean Dorset Council area. We refer groups in the BCP area of Dorset to the relevant infrastructure groups

### **Mission**

Connect and support people, organisations and communities across Dorset through volunteering and local projects.

## Volunteer Centre Dorset

### Trustees' Report

For the Year Ended 31 March 2025

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#### Vision

Through the power of volunteering, community and social action, build stronger thriving communities across Dorset where anyone can make a difference.

#### Values

- **Innovative** – stay agile and embrace change, responding to identified needs with adaptability and creative solutions
- **Collaborative** – outward looking, building partnerships and connections, networking to develop thriving communities
- **Supportive** – deliver the right help at the right time, empowering and enabling individuals to make choices
- **Respect** – celebrate diversity, promoting inclusion and participation
- **Integrity** – a pillar of Dorset's Voluntary and Community Sector, honest and principled; acting ethically and transparently, remaining reliable and accountable to all we serve

We strive to achieve our values with passion, both for the sector and the people we support

#### Principal Funding Sources

VCD has received funding for projects and programmes being delivered as well as core funding from statutory partners, including Dorset Council and NHS. We have received funding mainly by way of contracts and grants.

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and NHS Dorset Integrated Care Board (ICB).

#### Projects Delivered

##### Dorset Volunteer Ambassador Programme

The Dorset Volunteer Ambassador Programme has continued to use the underspend from the original budget. Ambassadors continue in both Weymouth and Sherborne, meeting and greeting visitors and providing printed maps, directions and advice. The Weymouth Ambassadors are very active throughout the year meeting passengers off cruise ships docking at Portland Port.

##### Home from Hospital

VCD are a key partner in the Home from Hospital partnership, working alongside First Point to provide support to patients for them to be able to return home safely and supported. For VCD this is providing volunteer-led support for tasks including shopping, prescription collection, meal preparation and welfare checks. The Community Green Team support with furniture moving, bed removal and other tasks which enable people to stay in their own home for longer.

##### Community Credits Scheme

The CCS has focused on supporting adults with learning disabilities to volunteer, socially connect with others at a local level through social action groups and develop skills that could lead to a successful volunteering role or paid employment. This is the final year of the project funded by a Reaching Communities Lottery grant. Other funding will be sought to continue to support all people who may need additional support to volunteer.

##### Disclosure and Barring Service

To provide a Disclosure and Barring Service through a 3<sup>rd</sup> party to enable smaller charities and other organisations to access DBS checks for both Volunteers and staff.

## **Volunteer Centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2025

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#### Community Green Team

The Community Green Team continues to thrive with demand increasing both for regular gardening and for one-off Home from Hospital support. We supplement volunteer support with paid staff in order to meet demand and be flexible for the Home from Hospital work to be effective and timely. Gardening work continues in the community, and allotments bring together adults who need support, plus volunteer mentors.

#### Dorset Integrated Prevention Partnership – Volunteer Led Response Service

Dorset Council continued to commission this programme (until 30-09-26), for volunteers to provide support doing tasks including shopping, delivering prescriptions and foodbank deliveries, seven days a week. We continue to receive 7-15 enquiries a week supporting vulnerable, elderly, disabled and unwell people across Dorset. We have an ever-growing database of volunteers who give support with tasks close to where they live. Referrals come from adult services, social prescribers, and discharge teams at local hospitals as well as from the public direct.

#### Emergency Local Assistance

Part of the Dipp's VLRS. In the form of a one-off grant it is used to buy essential items for people in a crisis. This could be white goods, furniture, or small utilities grants. The grants will vary in amount depending on the size and circumstances of the individual request. The majority of grants will need professional support to apply and only utilities grant of £30 will be able to be requested by the recipient. VCD's involvement is to ensure eligibility, to signpost and make sure there is appropriate use of funds. We then can approve or decline applications to the fund on a case-by-case basis, with support from Dorset Council, and will be responsible for managing the grant budget. VCD hold the monies on behalf of Dorset Council.

#### One-Off Personal Grants

Part of the Dipp's VLRS and a similar set up to Emergency Local Assistance. To administer one-off personal grants which will help to pay for goods or services that could enable a patient to be discharged from hospital, e.g. purchasing a microwave, changing door locks, or deep cleaning a property. This works alongside the Community Volunteers, with volunteers and the VCD team working together to enable people to live at home well and safe.

#### Portland Barge (Bibby Stockholm)

Working with our Partners to provide volunteers for projects specifically engaging the residents of the Bibby Stockholm barge at Portland port. These projects may comprise of a range of community activities including, but not limited to, English language lessons, faith and wellbeing services, volunteer projects and community support opportunities. This project finished 31<sup>st</sup> Jan 2025

#### Energy Saving Adaptations

VCD were requested to assist Dorset Council residents with energy saving adaptations. Dorset Council asked if we could repeat this service, whilst the Cost-of-Living crisis continued to impact people during 24/25. This preventative intervention involves targeting Dorset Council residents who have been most impacted by the cost-of-living crisis and offering items that could lead to cost savings and improved wellbeing.

We targeted households, families and individuals to help them avoid falling into deeper crisis which could lead to consequences such as homelessness, debt, mental illness and needing further support from statutory services. Support is provided through referrals from professionals and can often lead to further support being provided by one of the other projects. The Green team staff and volunteers support with the delivery of the goods and are able to identify other help that may be required, which we can either signpost to the appropriate organisation or following assessment, our volunteer team can support.

#### Dorset Integrated Care System (ICS)

Partnership working with NHS Dorset allowing them to reach out, provide information and opportunity for involvement, across a wide range of volunteers and Communities. It also enables NHS Dorset to "listen" and have an awareness of insight and changing needs across the local communities and VCS.

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £479,157 (2023-24 £494,245) of which 76% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £50,918 this underspend has been carried forward and used to fund the projects and services in 25-26, with agreement by the funders. The budget had been revised upwards several times in the year as our project income grew.

Total income for the year was £422,054 (2023-24 £463,606) primarily received from agencies as grants and contracts. Total income was below the budget by £2,746 due primarily to more interest on investments than first anticipated.

The net deficit for the year was £57,103 (2023-24 £30,639 Deficit).

The unrestricted reserves remained the same as the previous year £176,207 as any transfers required to fund projects in 24-25 were taken from designated reserves set aside and agreed by funders and the committee. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £395,708 and net current assets is £338,380. This equates to 8.5 months of expenditure (9 months 2023-24). The above calculation is based on these accounts but if it is based on our 2024-25 budget it would be 9 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £356,516 (2023-24 £413,619).

### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year-end were £176,207 (2023-24 £176,207) which equates to around 4 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

### **Plan for 2025**

- Review our Governing Document and amend to ensure it reflects the organisations growth.
- Convert our organisation from an Incorporated Company and registered Charity to a CIO
- Continue to monitor, update and improve processes, procedures and policies
- Ensure we have the resources and capacity to deliver a high-quality service for Dorset's VCS
- Identify barriers for people accessing services
- Increase our offer to groups
- Seek out other funding opportunities to align with our core values.
- Recruiting and training more volunteers for all projects.
- Achieve the national quality mark – Local Infrastructure Quality Accreditation through NAVCA

### **Statement of Trustees' Responsibilities**

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.

  
.....  
A Bailey  
Director of Finance & Trustee

Date: 18-09-2025

**Independent examiners report to the Trustees of Volunteer Centre Dorset**

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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 accounts to be reached.



.....  
Michelle Ferris BSc (Hons) FCA DChA  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants

Date: 18/09/2025

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

**Volunteer Centre Dorset**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2025

		2025			2024		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	2	2,038	3,603	5,642	724	-	724
Charitable activities	2	57,926	331,879	389,805	52,000	384,564	436,564
Other trading activities	2	1,361	10,717	12,078	15,475	-	15,475
Investments	2	14,528	-	14,528	10,843	-	10,843
<b>Total income</b>		<b>75,854</b>	<b>346,200</b>	<b>422,054</b>	<b>79,042</b>	<b>384,564</b>	<b>463,606</b>
<b>Expenditure on:</b>							
Charitable activities	3	109,847	369,310	479,157	77,639	416,606	494,245
<b>Total expenditure</b>		<b>109,847</b>	<b>369,310</b>	<b>479,157</b>	<b>77,639</b>	<b>416,606</b>	<b>494,245</b>
<b>Net income/(expenditure) before transfers</b>		<b>(33,993)</b>	<b>(23,110)</b>	<b>(57,103)</b>	<b>1,403</b>	<b>(32,042)</b>	<b>(30,639)</b>
Transfers between funds	9	(29,191)	29,191	-	75,572	(75,572)	-
<b>Net movement in funds</b>		<b>(63,184)</b>	<b>6,081</b>	<b>(57,103)</b>	<b>76,975</b>	<b>(107,614)</b>	<b>(30,639)</b>
<b>Reconciliation of funds</b>							
Total funds brought forward	9	376,089	37,530	413,619	299,114	145,144	444,258
<b>Total funds carried forward</b>		<b>312,905</b>	<b>43,611</b>	<b>356,516</b>	<b>376,089</b>	<b>37,530</b>	<b>413,619</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Volunteer Centre Dorset- Company Registration Number: 05685988**

**Balance Sheet**

**As at 31 March 2025**

	Note	£	2025 £	£	2024 £
<b>Fixed assets</b>					
Tangible fixed assets	6		18,136		24,182
<b>Current assets</b>					
Debtors	7	42,319		22,307	
Cash at bank and in hand		395,708		452,548	
		<u>438,027</u>		<u>474,855</u>	
<b>Liabilities</b>					
Creditors falling due within one year	8	(99,647)		(85,418)	
Net current assets			<u>338,380</u>		<u>389,437</u>
<b>Total net assets</b>			<u><b>356,516</b></u>		<u><b>413,619</b></u>
<b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	9	176,207		176,207	
Designated funds	9	136,698		199,882	
Total unrestricted funds			<u>312,905</u>		<u>376,089</u>
Restricted funds	9		43,611		37,530
<b>Total charity funds</b>			<u><b>356,516</b></u>		<u><b>413,619</b></u>


These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

Approved by the Board for issue on 18-09-2025 and signed on their behalf by:

  
 .....  
 A Bailey  
 Director of Finance & Trustee

## **1 Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are:

### **1.1 General information and basis of accounting**

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-7.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

### **1.3 Government grants**

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements.

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment	25% on reducing balance.
Motor vehicles	25% on reducing balance.

**1.6 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.8 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.9 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

**1.10 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

**1.12 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.13 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2025

**2 Income from:**

	Unres- tricted £	Res- tricted £	2025 Total £	Unres- tricted £	Res- tricted £	2024 Total £
<b>Donations and legacies</b>						
Donations	2,038	3,603	5,642	724	-	724
	<u>2,038</u>	<u>3,603</u>	<u>5,642</u>	<u>724</u>	<u>-</u>	<u>724</u>
<b>Charitable activities</b>						
<u>Grants</u>						
Dorset Council*	7,926	33,018	40,944	-	24,216	24,216
Lottery Funded	-	100,170	100,170	-	77,872	77,872
NHS Dorset ICB (formally CCG)*	-	23,940	23,940	-	101,400	101,400
<u>Contracts</u>						
NHS Dorset ICB (formally CCG)**	-	-	-	-	8,210	8,210
Dorset Council**	50,000	174,751	224,751	52,000	172,866	224,866
	<u>57,926</u>	<u>331,879</u>	<u>389,805</u>	<u>52,000</u>	<u>384,564</u>	<u>436,564</u>
<b>Other trading activities</b>						
Delivered services	1,361	-	1,361	2,495	-	2,495
DBS Fees Recharged	-	10,717	10,717	12,980	-	12,980
	<u>1,361</u>	<u>10,717</u>	<u>12,078</u>	<u>15,475</u>	<u>-</u>	<u>15,475</u>
<b>Investment income</b>						
Bank interest	14,528	-	14,528	10,843	-	10,843
<b>Total income</b>	<b><u>75,854</u></b>	<b><u>346,200</u></b>	<b><u>422,054</u></b>	<b><u>79,042</u></b>	<b><u>384,564</u></b>	<b><u>463,606</u></b>

\*Denotes government grants

\*\*Denotes government contracts

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2025

**3 Expenditure on charitable activities**

**Expenditure on charitable activities**

	Unres- tricted £	Res- tricted £	2025 Total £	Unres- tricted £	Res- tricted £	2024 Total £
Events	2,937	5,696	8,633	3,003	6,989	9,992
DBS Checks		10,132	10,132	14,999	168	15,167
Direct Purchases	86	2,010	2,096	365	2,133	2,498
Staff Costs	98,195	256,724	354,919	78,888	277,158	356,046
Staff travel	1,360	1,683	3,043	685	2,077	2,762
Volunteer expenses	116	4,619	4,735	-	4,047	4,047
Trustee expenses	86	-	86	243	-	243
Training and fees	3,000	940	3,940	-	265	265
Vehicle costs	-	6,461	6,461	-	8,057	8,057
Repairs and renewals	807	126	933	953	416	1,369
Subscriptions	4,598	-	4,598	5,654	-	5,654
Premises	23,686	-	23,686	27,778	-	27,778
Legal and Professional	4,401	-	4,401	734	-	734
Miscellaneous	707	-	707	606	-	606
Postage	554	-	554	1,613	-	1,613
Telephone	10,623	-	10,623	10,573	-	10,573
Stationery	155	-	155	336	-	336
Advertising and promotion	386	840	1,226	1,173	474	1,647
Insurance	394	2,081	2,475	1,044	1,256	2,300
Photocopying	924	-	924	981	-	981
Depreciation	6,046	-	6,046	8,059	-	8,059
Bookkeeping	17,644	8,569	26,213	9,076	20,470	29,546
Accounts preparation	745	-	745	750	-	750
Staff Training	526	100	626	1,692	430	2,122
Independent Examination	1,200	-	1,200	1,100	-	1,100
	179,176	299,981	479,157	170,305	323,940	494,245
<u>Recharges</u>						
Contribution to core costs	(69,329)	69,329	-	(92,666)	92,666	-
<b>Total</b>	<b>109,847</b>	<b>369,310</b>	<b>479,157</b>	<b>77,639</b>	<b>416,606</b>	<b>494,245</b>

**4 Trustee expenses**

None of the Trustees, Directors (or any persons connected) received any remuneration during the period, with one being reimbursed £86 for mileage and other small miscellaneous expenses (2024 - one trustee £243 for mileage and other small miscellaneous expenses).

**5 Staff costs**

	<b>2025</b>	<b>2024</b>
	£	£
Wages and salaries	323,947	324,861
Employer's national insurance	23,909	24,443
Employer's pension contributions	7,062	6,743
	<u>354,919</u>	<u>356,046</u>

The average monthly head count of employees during the period was 13 staff (2024: 12 staff).

No employee received remuneration of more than £60,000 in the period (2024: none).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £7,062 (2024: £6,743). Contributions totalling £1,461 (2024: £1,377) were payable to the scheme at the end of the year and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Chief Executive Officer. The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £43,845 (2024: £39,598).

**6 Tangible fixed assets**

	<b>Fixtures &amp; Fittings £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2024	42,371	25,212	67,583
Additions	-	-	-
Disposals	-	-	-
	<u>42,371</u>	<u>25,212</u>	<u>67,583</u>
At 31 March 2025	<u>42,371</u>	<u>25,212</u>	<u>67,583</u>
<b>Depreciation</b>			
At 1 April 2024	29,915	13,486	43,401
Charge for the year	3,080	2,966	6,046
Eliminated on disposal	-	-	-
	<u>32,995</u>	<u>16,452</u>	<u>49,447</u>
At 31 March 2025	<u>32,995</u>	<u>16,452</u>	<u>49,447</u>
<b>Net book value</b>			
At 31 March 2025	<u>9,376</u>	<u>8,760</u>	<u>18,136</u>
At 31 March 2024	<u>12,456</u>	<u>11,726</u>	<u>24,182</u>

**7 Debtors**

	<b>2025 £</b>	<b>2024 £</b>
Trade debtors	33,073	11,577
Prepayments and accrued income	8,414	4,234
Other debtors	832	6,496
	<u>42,319</u>	<u>22,307</u>

**8 Creditors: Amounts falling due within one year**

**Creditors**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Deferred income - Funding received in advance	4,656	26,818
Other creditors	82,668	42,145
Accruals	4,365	2,599
VAT Liability	7,958	13,856
	<u>99,647</u>	<u>85,418</u>

**Deferred income**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2024	26,818	173,323
Released from previous years	(22,162)	(160,823)
Resources deferred in the year	-	14,318
	<u>4,656</u>	<u>26,818</u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

At the balance sheet date, the charity was holding funds received in advance for Dorset Council, for Service Level Agreements and grants for which the activity will take place in 2025/26. There are performance related criteria requiring the deferral of funds.

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2025

**9 Summary of movement in funds**

	<b>Balance</b> <b>01.04.24</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.25</b> £
<b>Restricted Funds</b>					
Community Credits	-	-	-	-	-
Dorset Council	-	12,500	(10,450)	-	2,050
Big Lottery Fund / Reaching Communities	9,566	95,764	(78,288)	-	27,042
Other Income	424	-	(424)	-	-
NHS Dorset ICB (formally CCG)	-	23,940	(23,940)	-	-
Dorset Vol Ambassadors	1,603	-	(446)	-	1,157
Dipps	4,236	119,752	(111,407)	-	12,581
Discharge Lounge	1,191	55,000	(55,410)	-	781
Home from Hospital	20,510	3,353	(53,054)	29,191	-
DBS Service	-	23,373	(23,373)	-	-
Portland Barge	-	6,318	(6,318)	-	-
Energy Saving Adaptations	-	6,200	(6,200)	-	-
<b>Total Restricted Funds</b>	<b>37,530</b>	<b>346,200</b>	<b>(369,310)</b>	<b>29,191</b>	<b>43,611</b>
<b>Unrestricted Funds</b>					
<u>Designated Funds</u>					
Designated Reserve Fund	50,000	-	-	-	50,000
IT Reserve	2,261	-	-	-	2,261
Development Reserve	27,018	-	-	(27,018)	-
Training Reserve	6,379	-	-	-	6,379
DCR Designated	75,572	-	-	(6,975)	68,597
Green Team Designated	38,652	-	-	(29,191)	9,461
<b>Total Designated Funds</b>	<b>199,882</b>	<b>-</b>	<b>-</b>	<b>(63,184)</b>	<b>136,698</b>
Administration/General Fund	176,207	75,854	(109,847)	33,993	176,207
<b>Total Unrestricted Funds</b>	<b>376,089</b>	<b>75,854</b>	<b>(109,847)</b>	<b>(29,191)</b>	<b>312,905</b>
<b>Total Funds</b>	<b>413,619</b>	<b>422,054</b>	<b>(479,157)</b>	<b>-</b>	<b>356,516</b>

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2025

**Summary of movement in funds- prior year**

	<b>Balance</b> <b>01.04.23</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.24</b> £
<b>Restricted Funds</b>					
Community Credits	-	-	-	-	-
Dorset Council	835	12,500	(13,335)	-	-
Big Lottery Fund / Reaching Communities	6,730	77,872	(75,036)	-	9,566
Other Income	2,966	-	(2,542)	-	424
Community Volunteers	-	-	-	-	-
Community Response	47,679	70,862	(83,261)	(35,280)	-
Home Support	18,724	-	(1,975)	(16,749)	-
Training	10,370	-	-	(10,370)	-
Urgent Welfare Checks	14,294	-	(26,121)	11,827	-
Well-Being	25,000	-	-	(25,000)	-
NHS Dorset ICB (formally CCG)	-	23,940	(23,940)	-	-
Dorset Vol Ambassadors	2,546	-	(943)	-	1,603
Dipps	-	59,774	(55,462)	(76)	4,236
Discharge Lounge	-	27,500	(26,309)	-	1,191
Learnability	16,000	-	(16,000)	-	-
Home from Hospital	-	77,460	(56,950)	-	20,510
UWC	-	-	(76)	76	-
Portland Barge	-	5,116	(5,116)	-	-
Energy Saving Adaptations	-	6,600	(6,600)	-	-
One off Grants	-	14,730	(14,730)	-	-
Vaccination Clinics 22-23	-	8,210	(8,210)	-	-
<b>Total Restricted Funds</b>	<b>145,144</b>	<b>384,564</b>	<b>(416,606)</b>	<b>(75,572)</b>	<b>37,530</b>
<b>Unrestricted Funds</b>					
<u>Designated Funds</u>	50,000	-	-	-	50,000
Designated Reserve Fund	2,261	-	-	-	2,261
IT Reserve	27,018	-	-	-	27,018
Development Reserve	6,379	-	-	-	6,379
DCR Designated	-	-	-	75,572	75,572
Green team	-	-	-	38,652	38,652
<b>Total Designated Funds</b>	<b>85,658</b>	<b>-</b>	<b>-</b>	<b>114,224</b>	<b>199,882</b>
Administration/General Fund	213,456	79,042	(77,639)	(38,652)	176,207
<b>Total Unrestricted Funds</b>	<b>299,114</b>	<b>79,042</b>	<b>(77,639)</b>	<b>75,572</b>	<b>376,089</b>
<b>Total Funds</b>	<b>444,258</b>	<b>463,606</b>	<b>(494,245)</b>	<b>-</b>	<b>413,619</b>

**Purpose of material funds:**

Training Reserve	Volunteer management training for community organisations.
Designated Reserve Fund	Contingency reserve to cover the operating lease and redundancy commitments.
IT Reserve	Reserve set up to fund future IT requirements.
Development Reserve	Reserve set up to fund Volunteer Centre Dorset development.
Green Team Designated	Agreed transfer to fund the green team for 24-25.
DCR Designated	Agreed underspend with the funder to transfer to core costs.
Allotment Project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
NHS Dorset ICB	Providing support to the VCS in Dorset, working in partnership with the NHS Dorset ICB to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc to the wider Voluntary and Community Sector.
Dorset Vol Ambassadors	Local Ambassadors will be recruited, and training will be provided, to engage with the public to provide a 'welcoming face' as well as local knowledge and information whilst providing advice and guidance.
Green Team	To provide gardening services to those in need and to provide one off home from hospital support, together with running a community allotment scheme bringing adults together who need support.
Home from Hospital	To work with Dorset County Hospital staff to identify patients that would benefit from VCSE help and support patients being discharged from Dorset's acute and community hospitals.
Portland Barge	To provide volunteers for projects specifically engaging the residents of the Bibby Stockholm Barge at Portland Port.
Energy Saving Adaptations	To assist Dorset Council residents who have been most impacted by the cost-of-living crisis and offering items that could lead to cost savings and improved wellbeing.
One Off Grants	To support patients to safely return home following a stay in an acute or community hospital by purchasing goods to allow this to happen.
Dipps VLR	Providing volunteer and community support at short notice for people in need because of poor health, disability, hospital discharge and or crisis.
Emergency Local Assistance	Providing signposting, volunteer and community help as well as supporting with essential household items and emergency support for utilities for people and families in crisis in the Dorset Council area.
DBS Service	Provide a service for small charities and other organisations to access DBS checks for their Volunteers and Staff.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. Transfers are also made, in accordance with the SORP, on purchase of assets from restricted funds that can be taken to discharge the restriction. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

**10 Analysis of assets between funds**

	Unres- tricted £	Res- tricted £	2025 Total £	Unres- tricted £	Res- tricted £	2024 Total £
Tangible assets	18,136	-	18,136	24,182	-	24,182
Net current assets	294,769	43,611	338,380	351,907	37,530	389,437
	<u>312,905</u>	<u>43,611</u>	<u>356,516</u>	<u>376,089</u>	<u>37,530</u>	<u>413,619</u>

**11 Related parties**

There were no related party transactions during the year (2024: none).

**12 Government grants**

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

**13 Company limited by guarantee**

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2025 the company had six members and the total amount guaranteed was therefore £60.

**VOLUNTEER CENTRE DORSET**

England & Wales - Charity number 1113758

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# Accounts

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**Volunteer Centre Dorset**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2024**

**Charity Registered in England and Wales Number: 1113758**

**Company Registration Number: 05685988**

**Volunteer Centre Dorset**  
Contents  
For the Year Ended 31 March 2024

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**Volunteer Centre Dorset**  
Reference and Administrative Details  
For the Year Ended 31 March 2024

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<b>Charity Name</b>	Volunteer Centre Dorset
<b>Other Names</b>	Dorchester Volunteer Bureau Volunteer Centre Dorchester
<b>Trustee Directors</b>	A Bolt                      Chairperson A Bailey MA FCA      Director of finance P Cooper H Enright J Sangster J Audley
<b>Company Secretary &amp; CEO</b>	M Waterman
<b>Company Number</b>	05685988
<b>Charity Number</b>	1113758
<b>Principal Address and Registered Office</b>	The Coach House Acland Road Dorchester Dorset DT1 1EF
<b>Independent Examiner</b>	Michelle Ferris BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

## Volunteer Centre Dorset

### Trustees' Report

For the Year Ended 31 March 2024

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The Trustees' present their report and accounts for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law, and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019).

### Trustees

The Trustees serving during the period and since the period end are as follows:

- A Bolt                                      Chairperson
- A Bailey                                    Director of finance
- P Cooper
- H Enright
- J Audley                                    (Appointed 20 July 2023)
- J Mills                                        (Resigned 19 October 2023)
- G Slade                                      (Resigned 25 April 2024)
- J Sangster                                  (Appointed 13 April 2023)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Volunteer Centre Dorset (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations on 1st July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. By agreement, all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 6 trustees who meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the CEO. The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

2023 to 2024 has been another successful year for the VCD.

My thanks go out to Jon Mills who has served on our board for five years. Jon has been instrumental in facilitating our business plan which is now in its second year. The business plan has become the bedrock of what we do, and Jon has driven this forward with his astute skill set.

I would like to welcome Joy and Joanna to the board and thank them for their contribution to date.

Each member of the board brings a wealth of skills and experience which is evidenced by the variety of discussions that come up in the board meetings, together with supporting areas such as safeguarding, risk assessment and future bids to secure services to our stakeholders and financial stability to the VCD.

## **Volunteer Centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2024

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The disbanding of the finance committee and the reduction of board meetings from six to four a year (coinciding with financial reporting) has resulted in a much more efficient use of time for all concerned and has not impacted on the service provided by the centre.

The CEO's six weekly reports help keep the board updated between meetings and trustees are always welcome to pop into the centre for a catch up with staff.

Board Meetings are held at the VCD centre. With our newly installed conferencing equipment trustees are able to participate remotely as an option. We have experimented with different start times of board meetings to reflect the balance of trustees' commitments.

As Chair, I have fortnightly telephone discussions with the CEO and monthly in person meetings to review current and future work of the VCD.

The staff restructuring changes have now had time to bed in, with the CEO and leadership team having regular meetings as well as weekly staff meetings. This has improved communication and provided a platform to discuss topics for the whole team.

Regular appraisals are carried out. A more streamlined approach to appraisals has been agreed following feedback from staff regarding the current format.

Policies, procedures, and safeguarding are important topics that centre staff and board members regularly discuss. We now use an outsourced company to work with us regarding the above areas as well as personnel matters. This ensures that we are kept up to date, legal and safe. Thank you to Gill for managing our safeguarding process and having regular meetings with our CEO.

As a board, we are always pleased to read the many compliments received by the VCD which further reinforces the great job that the team does.

In September, Trustees along with VCD staff and 200 volunteers celebrated our Volunteer Presentation Evening at the Dorford Centre in Dorchester. A fantastic evening was had by all and if needed, a reminder of how important volunteering is to our community in Dorset.

Trustees also attended the annual staff Christmas lunch in December.

We currently have 13 paid members of staff. A slight increase on the previous year due to the additional workload that the centre has undertaken.

It is anticipated that the year ahead will be challenging, however with the existing Board, CEO, and team, together with volunteers, I have confidence in our business position.

Finally, we received marvellous news that the VCD has attained the NCVO accreditation. This is a quality mark for charities and voluntary organisations assessing how they are doing. A lot of work had to be put into evidence what we do, together with one-to-one interviews for all levels conducted by an assessor.

It is a great result for our charity that we have achieved this award and thanks must go to Marie and her team, the board and of course our volunteers.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by:

- Informing, guiding, and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

## **THE FOCUS OF OUR WORK**

Our work is focused on the ambition to offer support, advice and promote volunteering and community action across the Dorset Council area. We aspire to provide leadership, facilitation, expertise, and inspiration to individuals and the wider VCSE.

***VCD commits to promote and develop volunteering for all, enhancing the quality of life for residents throughout the county through Leadership, Inspiration, Facilitation and Expertise.***

We continue to review our systems and processes and all procedures and policies to keep up to date and relevant.

Our core focus remains to enable volunteering to take place and thrive in Dorset, we recognise that much more can be achieved through working collaboratively and in partnership. We continue to work closely with organisations and those in the statutory sector.

We continue to engage, influence and shape strategic aims with Dorset's ICS and the Community Engagement Assembly, working with partners to ensure the sector has a voice at a strategic table, recognising the value and impact of the VCS.

## **Principal Funding Sources**

VCD has received funding for projects and programmes being delivered as well as core funding from statutory partners, including Dorset Council and NHS/CCG. We have received funding mainly by way of contracts and grants.

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and NHS Dorset Integrated Care Board (ICB)

## **Volunteer Centre Dorset**

### Trustees' Report

For the Year Ended 31 March 2024

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## **Projects Delivered**

### Dorset Volunteer Ambassador Programme

The Dorset Volunteer Ambassador Programme has continued to use the underspend from the original budget. Ambassadors continue in both Weymouth and Sherborne, meeting and greeting visitors and providing printed maps, directions, and advice. The Weymouth Ambassadors are very active throughout the year meeting passengers off cruise ships docking at Portland Port.

### Dorset's Community Response & Community Volunteers

Dorset Council continued to commission this programme (until 30-09-23), for volunteers to provide support doing tasks including shopping, delivering prescriptions and foodbank deliveries, seven days a week. We continue to receive 5-10 enquiries a week supporting vulnerable, elderly, disabled and unwell people across Dorset. We have a growing database of volunteers who give support with tasks close to where they live. Referrals come from adult services, social prescribers, and discharge teams at local hospitals as well as from the public direct.

### Home from Hospital

VCD are a key partner in the Home from Hospital partnership, working alongside Age UK NSW, First Point and Help And Kindness to provide support to patients for them to be able to return home safely and supported. For VCD this is providing volunteer-led support for tasks including shopping, prescription collection, meal preparation and welfare checks. The Community Green Team support with furniture moving, bed removal and other tasks which enable people to stay in their own home for longer.

### Community Credits Scheme

Post-covid, changes to the CCS have been essential to be able to support the sector which has been slow and reluctant for vulnerable adults to return to volunteering roles. The CCS has focused on supporting adults with learning disabilities to begin to socialise and regain their confidence and develop skills that could lead to a successful volunteering role or paid employment.

### Community Green Team

The Community Green Team continues to thrive with demand increasing both for regular gardening and for one-off Home from Hospital support. We will need to supplement volunteer support with paid staff to be able to meet demand and be flexible for the Home from Hospital work to be effective and timely. We will need to secure funding for an additional van and costs to be able to meet demand. Gardening work continues in the community, and allotments bring together adults who need support, plus volunteer mentors.

### Vaccination Centres

VCD continues to support the national covid vaccination effort by recruiting, training, and managing volunteer marshals at vaccination centres in Weymouth, Bridport and Blandford. There have also been additional pop-up clinics across Dorset. The contract has been extended until the 30<sup>th</sup> June 2023, when the NHS took the project in house.

### Memorable Moments

This three-month pilot was to trial volunteers providing support to unpaid carers for them and their cared-for person to enjoy a day out. We were to work with adult social care professionals to find three people who would like to take advantage of this offer.

### The Big Help Out

The Big Help Out is an initiative from King Charles III to promote volunteers and volunteering throughout his Coronation year. Throughout 2023 we will be asking people to pledge their volunteering hours; we want to reflect the amount of volunteering taking place in Dorset. We have produced banners, postcards, stickers, and social media posts to promote the campaign. We created a dedicated website page where we listed volunteering activities and events across Dorset on the Coronation weekend.

#### Dorset Integrated Prevention Partnership – Volunteer Led Response Service

A contract started 01-10-23 with Dorset Council to coordinate volunteer led support. This includes same day/short term urgent support for people who need a quick response. Processing and administration of grants including Emergency local assistance and one-off support grants.

#### Emergency Local Assistance

Part of the Dipps VLRs. In the form of a call off grant it is used to buy essential items for people in a crisis. This could be white goods, furniture, or small utilities grants. The grants will vary in amount depending on the size and circumstances of the family requesting the grant. The majority of grants will need professional support to apply and only utilities grants of £30 will be able to be requested by the recipient. VCD's involvement is only to approve or decline applications to the fund on a case-by-case basis, with support from Dorset Council, and will be responsible for managing the grant budget. VCD hold the monies on behalf of Dorset Council and are paid an admin fee for this.

#### One-Off Personal Grants

Part of the Dipps VLRs and a similar set up to Emergency Local Assistance. To administer one-off personal grants which will help to pay for goods or services that could enable a patient to be discharged from hospital, e.g. purchasing a microwave, changing door locks, or deep cleaning a property. This works alongside the Community Volunteers, with volunteers and the VCD team working together to enable people to live at home well and safe.

#### Weymouth Information Shop

The Weymouth Information Shop on St Mary Street in Weymouth. Management of the building has transferred from Age UK to WADT and funding is currently from an underspend from original grants. VCD involvement with WIS ended on 31-05-24.

#### Discharge Lounge

Working with Dipps and NHS Partners to identify patients who could benefit from VCSE help. Through discussion with staff and patients to identify barriers to discharge from hospital and work with the wider team to find solutions that will reduce hospital stays.

#### Portland Barge (Bibby Stockholm)

Working with our Partners to provide volunteers for projects specifically engaging the residents of the Bibby Stockholm barge at Portland port. These projects may comprise of a range of community activities including, but not limited to, English language lessons, faith and wellbeing services, volunteer projects and community support opportunities.

#### Learnability

This project was on hold due to Covid, during 23-24 it helped volunteers gain skills in many areas including Art and Photography.

#### Energy Saving Adaptations

VCD were requested to assist Dorset Council residents with energy saving adaptations. This preventative intervention involves targeting Dorset Council residents who have been most impacted by the cost-of-living crisis, and offering items that could lead to cost savings and improved wellbeing.

We targeted households, families, and individuals to help them avoid falling into deeper crisis which could lead to consequences such as homelessness, debt, mental illness and needing further support from statutory services.

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £494,245 (2022-23 £512,272) of which 72% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £45,638, this underspend has been carried forward and used to fund the projects and services in 24-25, with agreement by the funders. The budget had been revised upwards several times in the year as our project income grew.

Total income for the year was £463,606 (2022-23 £596,349) primarily received from agencies as grants and contracts. Total income was over the budget by £12,248, due primarily to additional interest and donations received.

The net deficit for the year was £30,639 (2022-23 £84,077 Surplus).

The unrestricted reserves increased by £76,975 to £376,089, of which £199,882 is designated, leaving £176,207 of general funds available at the year end. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £452,548 and net current assets is £389,437. This equates to 9 months of expenditure (9 months 2022-23). The above calculation is based on these accounts but if it is based on our 2024-25 budget it would be 9 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £413,619 (2022-23 £444,258).

### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year-end were £176,207 (2022-23 £213,456) which equates to around 4 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

### **Plan for 2024**

- Secure funding for the Green Team
- Introduce a new charging service for our DBS service
- Seek out other funding opportunities to align with our core values.
- Continue to monitor, update and improve processes, procedures and policies
- Identify and see if we have capacity to plug gaps in service.
- Identify barriers for people accessing services.
- Recruiting and training more volunteers for all projects.
- Review and update our governance documents

### **Statement of Trustees' Responsibilities**

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.



.....  
A Bailey  
Director of Finance & Trustee

Date: 6 September 2024

## Volunteer Centre Dorset

Independent Examiner's Report to the Trustees  
For the Year Ended 31 March 2024

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### Independent examiners report to the Trustees of Volunteer Centre Dorset

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

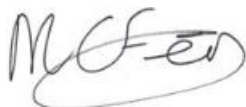
#### Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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 accounts to be reached.



.....  
Michelle Ferris BSc (Hons) FCA DChA  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 6 September 2024

**Volunteer Centre Dorset**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2024

		2024			2023		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	2	724	-	724	3,326	477	3,803
Charitable activities	2	52,000	384,564	436,564	52,500	479,091	531,591
Other trading activities	2	15,475	-	15,475	59,532	1,202	60,734
Investments	2	10,843	-	10,843	221	-	221
<b>Total income</b>		<b>79,042</b>	<b>384,564</b>	<b>463,606</b>	<b>115,579</b>	<b>480,770</b>	<b>596,349</b>
<b>Expenditure on:</b>							
Charitable activities	3	77,639	416,606	494,245	79,957	432,315	512,272
<b>Total expenditure</b>		<b>77,639</b>	<b>416,606</b>	<b>494,245</b>	<b>79,957</b>	<b>432,315</b>	<b>512,272</b>
<b>Net income/(expenditure) before transfers</b>							
		1,403	(32,042)	(30,639)	35,622	48,455	84,077
Transfers between funds	9	75,572	(75,572)	-	(131)	131	-
<b>Net movement in funds</b>		<b>76,975</b>	<b>(107,614)</b>	<b>(30,639)</b>	<b>35,491</b>	<b>48,586</b>	<b>84,077</b>
<b>Reconciliation of funds</b>							
Total funds brought forward	9	299,114	145,144	444,258	263,623	96,558	360,181
<b>Total funds carried forward</b>		<b>376,089</b>	<b>37,530</b>	<b>413,619</b>	<b>299,114</b>	<b>145,144</b>	<b>444,258</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Volunteer Centre Dorset- Company Registration Number: 05685988**

## Balance Sheet

As at 31 March 2024

		£	2024 £	£	2023 £
<b>Fixed assets</b>	<b>Note</b>				
Tangible fixed assets	6		24,182		25,939
<b>Current assets</b>					
Debtors	7	22,307		220,580	
Cash at bank and in hand		452,548		398,131	
		<u>474,855</u>		<u>618,711</u>	
<b>Liabilities</b>					
Creditors falling due within one year	8	(85,418)		(200,392)	
Net current assets			<u>389,437</u>		<u>418,319</u>
<b>Total net assets</b>			<u><u>413,619</u></u>		<u><u>444,258</u></u>
<b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	9	176,207		213,456	
Designated funds	9	199,882		85,658	
Total unrestricted funds			<u>376,089</u>		<u>299,114</u>
Restricted funds	9		<u>37,530</u>		<u>145,144</u>
<b>Total charity funds</b>			<u><u>413,619</u></u>		<u><u>444,258</u></u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

Approved by the Board for issue on 6 September 2024 and signed on their behalf by:



.....  
A Bailey  
Director of Finance & Trustee

## **1 Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are:

### **1.1 General information and basis of accounting**

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-8.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

### **1.3 Government grants**

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements.

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment	25% on reducing balance.
Motor vehicles	25% on reducing balance.

**1.6 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.8 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.9 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

**1.10 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

**1.12 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.13 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2024

**2 Income from:**

	Unres- tricted £	Res- tricted £	2024 Total £	Unres- tricted £	Res- tricted £	2023 Total £
<b>Donations and legacies</b>						
Donations	724	-	724	2,935	477	3,412
Gift Aid	-	-	-	391	-	391
	<u>724</u>	<u>-</u>	<u>724</u>	<u>3,326</u>	<u>477</u>	<u>3,803</u>
<b>Charitable activities</b>						
<u>Grants</u>						
Dorset Council*	-	24,216	24,216	2,500	22,500	25,000
Lottery Funded	-	77,872	77,872	-	71,436	71,436
Grants - Other	-	-	-	-	22,733	22,733
NHS Dorset ICB (formally CCG)*	-	101,400	101,400	-	23,940	23,940
Kick Start	-	-	-	-	11,524	11,524
<u>Contracts</u>						
NHS Dorset ICB (formally CCG)**	-	8,210	8,210	-	75,777	75,777
Dorset Council**	52,000	172,866	224,866	50,000	251,181	301,181
	<u>52,000</u>	<u>384,564</u>	<u>436,564</u>	<u>52,500</u>	<u>479,091</u>	<u>531,591</u>
<b>Other trading activities</b>						
Delivered services	2,495	-	2,495	440	1,202	1,642
DBS Fees Recharged	12,980	-	12,980	58,534	-	58,534
Profit / (loss) sale of fixed assets	-	-	-	558	-	558
	<u>15,475</u>	<u>-</u>	<u>15,475</u>	<u>59,532</u>	<u>1,202</u>	<u>60,734</u>
<b>Investment income</b>						
Bank interest	10,843	-	10,843	221	-	221
<b>Total income</b>	<b><u>79,042</u></b>	<b><u>384,564</u></b>	<b><u>463,606</u></b>	<b><u>115,579</u></b>	<b><u>480,770</u></b>	<b><u>596,349</u></b>

\*Donates government grants

\*\*Donates government contracts

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2024

**3 Expenditure on charitable activities**

	Unres- tricted £	Res- tricted £	2024 Total £	Unres- tricted £	Res- tricted £	2023 Total £
Events	3,003	6,989	9,992	537	12,966	13,503
DBS Checks	14,999	168	15,167	41,500	302	41,802
Direct Purchases	365	2,133	2,498	5,190	914	6,104
Staff Costs	78,888	277,158	356,046	43,870	270,563	314,433
Staff travel	685	2,077	2,762	419	3,427	3,846
Volunteer expenses	-	4,047	4,047	227	4,465	4,692
Trustee expenses	243	-	243	448	-	448
Professional expenses	-	-	-	2,965	3,090	6,055
Training and fees	-	265	265	1,387	11,864	13,251
Vehicle costs	-	8,057	8,057	(7,750)	12,159	4,409
Repairs and renewals	953	416	1,369	(4,362)	11,248	6,886
Newsletter	-	-	-	-	-	-
Subscriptions	5,654	-	5,654	4,519	-	4,519
Premises	27,778	-	27,778	33,442	-	33,442
Legal and Professional	734	-	734	-	-	-
Miscellaneous	606	-	606	397	-	397
Postage	1,613	-	1,613	652	-	652
Telephone	10,573	-	10,573	11,570	-	11,570
Stationery	336	-	336	358	-	358
Advertising and promotion	1,173	474	1,647	2,120	2,132	4,252
Insurance	1,044	1,256	2,300	2,023	350	2,373
Photocopying	981	-	981	777	-	777
Depreciation	8,059	-	8,059	8,647	-	8,647
Bookkeeping	9,076	20,470	29,546	11,018	16,838	27,856
Accounts preparation	750	-	750	900	-	900
Staff Training	1,692	430	2,122	-	-	-
Independent Examination	1,100	-	1,100	1,100	-	1,100
	170,305	323,940	494,245	161,954	350,318	512,272
<u>Recharges</u>						
Contribution to core costs	(92,666)	92,666	-	(81,997)	81,997	-
<b>Total</b>	<b>77,639</b>	<b>416,606</b>	<b>494,245</b>	<b>79,957</b>	<b>432,315</b>	<b>512,272</b>

**4 Trustee expenses**

None of the Trustee Directors (or any persons connected) received any remuneration during the period, with one being reimbursed £243 for mileage and other small miscellaneous expenses (2023 - one trustee £448 for mileage and other small miscellaneous expenses).

**5 Staff costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	324,861	292,847
Employer's national insurance	24,443	21,345
Employer's pension contributions	6,743	5,240
	<u>356,046</u>	<u>319,432</u>

The average monthly head count of employees during the period was 12 staff (2023: 11 staff).

No employee received remuneration of more than £60,000 in the period (2023: none).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £6,743 (2023: £5,240). Contributions totalling £1,377 (2023: £1,271) were payable to the scheme at the end of the year and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Chief Executive Officer. The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £39,598 (2023: £48,060).

**6 Tangible fixed assets**

	<b>Fixtures &amp; Fittings</b>	<b>Motor Vehicles</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2023	36,069	25,212	61,281
Additions	6,302	-	6,302
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2024	42,371	25,212	67,583
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>			
At 1 April 2023	25,765	9,577	35,342
Charge for the year	4,150	3,909	8,059
Eliminated on disposal	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2024	29,915	13,486	43,401
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net book value</b>			
At 31 March 2024	12,456	11,726	24,182
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2023	10,304	15,635	25,939
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**7 Debtors**

	<b>2024</b>	<b>2023</b>
	£	£
Trade debtors	11,577	216,056
Prepayments and accrued income	4,234	4,524
Other debtors	6,496	-
	<hr/>	<hr/>
	22,307	220,580
	<hr/> <hr/>	<hr/> <hr/>

**8 Creditors: Amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Deferred income - Funding received in advance	26,818	173,323
Other creditors	42,145	1,949
Accruals	2,599	4,768
VAT Liability	13,856	20,352
	<u>85,418</u>	<u>200,392</u>
	<u><u>85,418</u></u>	<u><u>200,392</u></u>
<b>Deferred income</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2023	173,323	333,019
Released from previous years	(160,823)	(308,019)
Resources deferred in the year	14,318	148,323
	<u>26,818</u>	<u>173,323</u>
Deferred income at 31 March 2024	<u><u>26,818</u></u>	<u><u>173,323</u></u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

At the balance sheet date, the charity was holding funds received in advance for Dorset Council, for Service Level Agreements and grants for which the activity will take place in 2024/25. There are performance related criteria requiring the deferral of funds.

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2024

**9 Summary of movement in funds**

	<b>Balance</b> <b>01.04.23</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.24</b> £
<b>Restricted Funds</b>					
Community Credits		-	-	-	-
Dorset Council	835	12,500	(13,335)	-	-
Big Lottery Fund / Reaching Communities	6,730	77,872	(75,036)	-	9,566
Other Income	2,966	-	(2,542)	-	424
Community Volunteers	-	-	-	-	-
Community Response	47,679	70,862	(83,261)	(35,280)	-
Home Support	18,724	-	(1,975)	(16,749)	-
Training	10,370	-	-	(10,370)	-
Urgent Welfare Checks	14,294	-	(26,121)	11,827	-
Well-Being	25,000	-	-	(25,000)	-
NHS Dorset ICB (formally CCG)	-	23,940	(23,940)	-	-
Dorset Vol Ambassadors	2,546	-	(943)	-	1,603
Dipps	-	59,774	(55,462)	(76)	4,236
Discharge Lounge	-	27,500	(26,309)	-	1,191
Learnability	16,000	-	(16,000)	-	-
Home from Hospital	-	77,460	(56,950)	-	20,510
UWC	-	-	(76)	76	-
Portland Barge	-	5,116	(5,116)	-	-
Energy Saving Adaptations	-	6,600	(6,600)	-	-
One off Grants	-	14,730	(14,730)	-	-
Vaccination Clinics 22-23	-	8,210	(8,210)	-	-
<b>Total Restricted Funds</b>	<b>145,144</b>	<b>384,564</b>	<b>(416,606)</b>	<b>(75,572)</b>	<b>37,530</b>
<b>Unrestricted Funds</b>					
<u>Designated Funds</u>					
Designated Reserve Fund	50,000	-	-	-	50,000
IT Reserve	2,261	-	-	-	2,261
Development Reserve	27,018	-	-	-	27,018
Training Reserve	6,379	-	-	-	6,379
DCR Designated	-	-	-	75,572	75,572
Green team	-	-	-	38,652	38,652
<b>Total Designated Funds</b>	<b>85,658</b>	<b>-</b>	<b>-</b>	<b>114,224</b>	<b>199,882</b>
Administration/General Fund	213,456	79,042	(77,639)	(38,652)	176,207
<b>Total Unrestricted Funds</b>	<b>299,114</b>	<b>79,042</b>	<b>(77,639)</b>	<b>75,572</b>	<b>376,089</b>
<b>Total Funds</b>	<b>444,258</b>	<b>463,606</b>	<b>(494,245)</b>	<b>-</b>	<b>413,619</b>

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2024

**Summary of movement in funds- prior year**

	<b>Balance</b> <b>01.04.22</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.23</b> £
<b>Restricted Funds</b>					
Allotment Project	-	-	(745)	745	-
Community Credits					
Dorset Council	499	12,500	(12,164)	-	835
Big Lottery Fund / Reaching Communities	9,236	71,436	(73,197)	(745)	6,730
Other Income	3,369	287	(690)	-	2,966
Community Fridge	-	-	(50)	50	-
Company at Christmas	-	150	(231)	81	-
Community Volunteers					
Community Response	3,987	135,181	(91,489)	-	47,679
Home Support	-	26,242	(7,518)	-	18,724
Training	-	20,000	(9,630)	-	10,370
Urgent Welfare Checks	-	56,000	(41,706)	-	14,294
Well-Being	-	25,000	-	-	25,000
Covid Grants (DEFRA)	6,000	-	(6,000)	-	-
NHS Dorset ICB (formally CCG)	-	23,940	(23,940)	-	-
Spirit of 2012	1,000	6,733	(7,733)	-	-
Dorset Vol Ambassadors	72,467	-	(69,921)	-	2,546
Creating a Legacy	-	11,524	(11,524)	-	-
Learnability	-	16,000	-	-	16,000
Vaccination Clinics 21-22	-	9,450	(9,450)	-	-
Vaccination Clinics 22-23	-	66,327	(66,327)	-	-
<b>Total Restricted Funds</b>	<b>96,558</b>	<b>480,770</b>	<b>(432,315)</b>	<b>131</b>	<b>145,144</b>
<b>Unrestricted Funds</b>					
<u>Designated Funds</u>					
Designated Reserve Fund	27,507	-	-	22,493	50,000
IT Reserve	15,000	-	-	(12,739)	2,261
Development Reserve	30,000	-	-	(2,982)	27,018
Training Reserve	10,000	-	-	(3,621)	6,379
					-
<b>Total Designated Funds</b>	<b>82,507</b>	<b>-</b>	<b>-</b>	<b>3,151</b>	<b>85,658</b>
Administration/General Fund	181,116	115,579	(79,957)	(3,282)	213,456
<b>Total Unrestricted Funds</b>	<b>263,623</b>	<b>115,579</b>	<b>79,957</b>	<b>(131)</b>	<b>299,114</b>
<b>Total Funds</b>	<b>360,181</b>	<b>596,349</b>	<b>(352,358)</b>	<b>-</b>	<b>444,258</b>

**Purpose of material funds:**

Training Reserve	Volunteer management training for community organisations.
Designated Reserve Fund	Contingency reserve to cover the operating lease and redundancy commitments.
IT Reserve	Reserve set up to fund future IT requirements.
Development Reserve	Reserve set up to fund Volunteer Centre Dorset development.
Green Team Designated	Agreed transfer to fund the green team for 24-25.
DCR Designated	Agreed underspend with the funder to transfer to core costs.
Allotment Project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
NHS Dorset ICB	Providing support to the VCS in Dorset, working in partnership with the NHS Dorset ICB to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc to the wider Voluntary and Community Sector.
Dorset Vol Ambassadors	Local Ambassadors will be recruited, and training will be provided, to engage with the public to provide a 'welcoming face' as well as local knowledge and information whilst providing advice and guidance.
Community Volunteers	A project funded in the previous year with Dorset Council that has developed through the pandemic and that continues to support people in need through community volunteering.
Learnability	Supporting people with learning disabilities gain new skills and qualifications through their volunteering.
Vaccination Clinics	Managing volunteers supporting Covid vaccination clinics in Dorset.
Home from Hospital	To support patients being discharged from Dorset's acute and community hospitals.
Portland Barge	To provide volunteers for projects specifically engaging the residents of the Bibby Stockholm Barge at Portland Port.
Energy Saving Adaptations	To assist Dorset Council residents who have been most impacted by the cost-of-living crisis, and offering items that could lead to cost savings and improved wellbeing.
One Off Grants	To support patients to safely return home following a stay in an acute or community hospital by purchasing goods to allow this to happen.
Discharge Lounge	To work with Dorset County Hospital staff to identify patients that would benefit from VCSE Help.
Dipps VLR	Providing volunteer and community support at short notice for people in need because of poor health, disability, hospital discharge and or crisis
Emergency Local Assistance	Providing signposting, volunteer and community help as well as supporting with essential household items and emergency support for utilities for people and families in crisis in the Dorset Council area.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. Transfers are also made, in accordance with the SORP, on purchase of assets from restricted funds that can be taken to discharge the restriction. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

**10 Analysis of assets between funds**

	Unres- tricted £	Res- tricted £	2024 Total £	Unres- tricted £	Res- tricted £	2023 Total £
Tangible assets	24,182	-	24,182	25,939	-	25,939
Net current assets	276,335	113,102	389,437	273,175	145,144	418,319
	<u>300,517</u>	<u>113,102</u>	<u>413,619</u>	<u>299,114</u>	<u>145,144</u>	<u>444,258</u>

**11 Related parties**

There were no related party transactions during the year (2023: none).

**12 Government grants**

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

**13 Company limited by guarantee**

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2024 the company had eight members and the total amount guaranteed was therefore £80.

**VOLUNTEER CENTRE DORSET**

England & Wales - Charity number 1113758

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# Accounts

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**Volunteer Centre Dorset**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2023**

**Charity Registered in England and Wales Number: 1113758**

**Company Registration Number: 05685988**

**Volunteer Centre Dorset**  
Contents  
For the Year Ended 31 March 2023

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**Volunteer Centre Dorset**  
Reference and Administrative Details  
For the Year Ended 31 March 2023

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<b>Charity Name</b>	Volunteer Centre Dorset
<b>Other Names</b>	Dorchester Volunteer Bureau Volunteer Centre Dorchester
<b>Trustee Directors</b>	A Bolt                      Chairperson A Bailey MA FCA      Director of finance P Cooper H Enright J Mills J Sangster G Slade
<b>Company Secretary &amp; CEO</b>	M Waterman
<b>Company Number</b>	05685988
<b>Charity Number</b>	1113758
<b>Principal Address and Registered Office</b>	The Coach House Acland Road Dorchester Dorset DT1 1EF
<b>Independent Examiner</b>	Michelle Ferris BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

**Volunteer Centre Dorset**  
Trustees' Report  
For the Year Ended 31 March 2023

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The Trustees' present their report and accounts for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019).

**Trustees**

The Trustees serving during the period and since the period end are as follows:

- A Bolt                                      Chairperson
- A Bailey                                    Director of finance
- P Cooper
- H Enright
- D Exall                                      (Resigned 8 September 2022)
- J Mills
- J Sangster                                  (Appointed 13 April 2023)
- G Slade                                        (Appointed 19 April 2022)

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Volunteer Centre Dorset (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations on 1st July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. By agreement, all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 6 trustees who meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the CEO. The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

My thanks go out to Denise Exall who has served on our board for five years. In this time, Denise has been instrumental in guiding and advising the VCD with regards to safeguarding protocols and various policy and procedures updates. During the lockdown period Denise made herself available to VCD staff where wellbeing support was required. Denise held some very successful staff relaxation sessions during this period.

**Volunteer Centre Dorset**  
Trustees' Report  
For the Year Ended 31 March 2023

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The disbanding of the finance committee and its integration into main board meetings has transferred seamlessly and ultimately leads to a much more efficient use of time.

After the previous years 'structural' changes, some minor adjustments have been made. Feedback from staff at all levels was positive in that there are clearer objectives through regular staff meetings and one-to-one meetings and annual reviews which have been updated to make for a modern appraisal.

Board meetings for 2023-24 will be reduced from six to four per year and reviewed after this period. Having a board meeting every two months involves a lot of work for centre staff as well as landing in between financial reporting periods. The four meetings will now coincide with financial reporting periods for the most up to date accounts. Historically a lot of our meeting 'action' points were not always achievable in two months so an additional month will allow more time to complete work. To ensure that we still keep up to date, our CEO will publish a report after six weeks, and meeting action points/reports will be issued within two weeks of our board meetings. As Chairman, I have fortnightly phone 'catch ups' with the CEO and monthly meetings in person to review current strategies and challenges as well as planning ahead.

The board has been supportive in advising on funding applications for the future and at what financial level we need to be involved. Another important role is the reviewing of policy and procedures which are ever increasing as we expand in keeping the safety of our staff, volunteers and stakeholders at the forefront. Gillian Slade has taken over from Denise with regards to safeguarding and has regular meetings with our CEO to cover this important area.

Discussions have been held to ensure staff pay and conditions meet and go above current benchmarks.

As a board, we are always pleased to read the many compliments received by the VCD in their daily work which further reinforces the great job that the team does.

Trustees are encouraged to participate in training modules alongside VCD staff to refresh or broaden skills in the many areas that we now cover. 'Virtual College' provides a lot of our training needs as well as support from Rosie Barfoot ('Training for Results'). Internal workshops have also taken place to keep staff skills up to date.

We are currently being advised as to the best value technology that can be installed into our meeting/training room. This will make virtual and in person meetings run in tandem and enable virtual users to be more inclusive in meetings. I hope that this will be in place by the start of the new reporting year.

In June we attended a staff outing to 'Sculptures by the Lake' (near Dorchester) which fortunately fell on a beautiful sunny day. With a delicious lunch, staff and trustees were able to meander around the stunning scenery and sculptures and a great day was had by all.

A dark November night was cheered up immensely with our 'Volunteer Presentation Evening' taking place. Around 200 volunteers and friends attended. This was the first awards evening in three years due to the Covid restrictions. The evening proved a great success for all and especially our valuable and enthusiastic volunteers. Thank you to the VCD staff for working so hard to re-launch this event.

Trustees also attended the annual staff and volunteer Christmas lunch in December.

## **Volunteer Centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2023

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This year has seen the launch of our business plan for the next three years. Jon Mills has been instrumental in organising the initial workshops and eventual launch. The business plan continues to form the bedrock of what we do. Reviews are regularly updated at Management Leads and staff meetings. These are communicated to the board to ensure we are all on track.

The important part of this process is to involve staff, managers and trustees in working together to develop the business plan which has worked well.

We currently have 12 paid members of staff. A slight increase on the previous year due to the additional workload that the centre has taken on, and developing our community volunteers service, Green Team, and Home from Hospital. The VCD has been working closely with Age UK, and Citizens Advice

A few other highlights from the centre this year. The Community Credit Scheme has decided to discontinue the use of credit notes (where one was issued for each hour of volunteering), but instead increase some social outings and start up 'Social Action Groups' in Weymouth, Ferndown, Bridport, Gillingham, Wareham, and Dorchester. This reflecting the changing need and the impact of the pandemic.

From volunteering opportunities five volunteers are now in paid employment.

**Training and Development.**

Volunteer Coordinator Network is for anyone who recruits, manages, supports and coordinates volunteers. A monthly meeting is held at different venues ensuring an atmosphere of mutual support and sharing of ideas.

**Vaccination Clinics.** As well as Vespasian House, three additional clinics were set up and supported by the VCD with recruiting and managing volunteer marshals.

We are currently pursuing NAVCA's VCQA (Volunteer Centre Quality Accreditation) accreditation for next year which will involve a rigorous criteria based on evidence of what we have worked on in the past, future plans and individual interviews. The VCQA accreditation is recognised by the charity sector and will be a worthy addition for the VCD future.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by:

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

## **Volunteer centre Dorset**

Trustees' Report

For the Year Ended 31 March 2023

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### **THE FOCUS OF OUR WORK**

Our work is focused on the ambition to offer support, advice and promote volunteering and community action across the Dorset Council area. We aspire to provide leadership, facilitation, expertise and inspiration to individuals and the wider VCSE.

***VCD commits to promote and develop volunteering for all, enhancing the quality of life for residents throughout the county through Leadership, Inspiration, Facilitation and Expertise.***

During the reporting year, we have consolidated our systems and processes, reviewing all procedures and policies. We now have a robust set of updated policies with all staff and trustees confident of our systems and practices.

Our core focus remains to enable volunteering to take place and thrive in Dorset, we recognise that much more can be achieved through working collaboratively and in partnership. We continue to work closely with organisations and those in the statutory sector.

We have helped influence and shape strategic aims with Dorset's ICS and the Community Engagement Assembly, working with partners to ensure the sector has a voice at a strategic table, recognising the value and impact of the VCS.

### **Principal Funding Sources**

VCD has received funding for projects and programmes being delivered as well as core funding from statutory partners, including Dorset Council and NHS/CCG. We have received funding mainly by way of contracts and grants. Trial pilot projects were funded to find new ways of working and to help fill gaps in provision that can reasonably be delivered by volunteers. In previous years, we had also received a number of grants from private funds including Bernard Sundley and The National Lottery, which are still being spent on on-going projects.

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and NHS Dorset Integrated Care Board (ICB) formerly CCG until 30<sup>th</sup> June 2022

### **Projects Delivered**

#### Dorset Volunteer Ambassador Programme

The Dorset Volunteer Ambassador Programme has continued to use the underspend from the original budget. Ambassadors continue in both Weymouth and Sherborne, meeting and greeting visitors and providing printed maps, directions and advice. The Weymouth Ambassadors are very active throughout the year meeting passengers off cruise ships docking at Portland Port.

#### Dorset's Community Response & Community Volunteers

Dorset Council continues to commission this programme for volunteers to provide support doing tasks including shopping, delivering prescriptions and foodbank deliveries, seven days a week. We continue to receive 5-10 enquiries a week supporting vulnerable, elderly, disabled and unwell people across Dorset. We have a growing database of volunteers who give support with tasks close to where they live. Referrals come from adult services, social prescribers, and discharge teams at local hospitals as well as from the public direct.

## **Volunteer centre Dorset**

### Trustees' Report

For the Year Ended 31 March 2023

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#### Wellbeing Pilots

We have two grants which we are to be used for pilots to promote wellbeing. We committed one of these grants to building capacity in the community green scheme. Other funds will be used to trial other areas of need including hoarding, hosted lunches, and community transport.

#### Home from Hospital

VCD are a key partner in the Home from Hospital partnership, working alongside Age UK NSWD, First Point and Help And Kindness to provide support to patients for them to be able to return home safely and supported. For VCD this is providing volunteer-led support for tasks including shopping, prescription collection, meal preparation and welfare checks. The Community Green Team support with furniture moving, bed removal and other tasks which enable people to stay in their own home for longer.

#### Community Credits Scheme

Post-covid, changes to the CCS have been essential to be able to support the sector which has been slow and reluctant for vulnerable adults to return to volunteering roles. The CCS has focused on supporting adults with learning disabilities to begin to socialise and regain their confidence and develop skills that could lead to a successful volunteering role or paid employment.

#### Community Green Team

The Community Green Team continues to thrive with demand increasing both for regular gardening and for one-off Home from Hospital support. We will need to supplement volunteer support with paid staff to be able to meet demand and be flexible for the Home from Hospital work to be effective and timely. We will need to secure funding for an additional van and costs to be able to meet demand. Gardening work continues in the community, and allotments bring together adults who need support, plus volunteer mentors.

#### Ukrainian Refugee Support

As a strategic partner of Dorset Council, we have been involved in the support of Dorset's Ukrainian refugees. We have provided DBS checks for all host families. In Christmas 2022, VCD raised funds and received donations to be able to pack over 280 personalised Christmas hampers with gifts and treats for everyone in the household.

#### Vaccination Centres

VCD continues to support the national covid vaccination effort by recruiting, training and managing volunteer marshals at vaccination centres in Weymouth, Bridport and Blandford. There have also been additional pop-up clinics across Dorset. The contract has been extended until the 30<sup>th</sup> June 2023, when the NHS will take the project in house.

#### Memorable Moments

This three-month pilot was to trial volunteers providing support to unpaid carers for them and their cared-for person to enjoy a day out. We were to work with adult social care professionals to find three people who would like to take advantage of this offer.

#### The Big Help Out

The Big Help Out is an initiative from King Charles III to promote volunteers and volunteering throughout his Coronation year. Throughout 2023 we will be asking people to pledge their volunteering hours; we want to reflect the amount of volunteering taking place in Dorset. We have produced banners, postcards, stickers and social media posts to promote the campaign. We created a dedicated website page where we listed volunteering activities and events across Dorset on the Coronation weekend.

## **Volunteer centre Dorset**

### Trustees' Report

For the Year Ended 31 March 2023

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#### One-Off Personal Grants

In May, we will begin to administer one-off personal grants which will help to pay for goods or services that could enable a patient to be discharged from hospital, e.g. purchasing a microwave, changing door locks, or deep cleaning a property. This is a three-month pilot. This works alongside the Community Volunteers, with volunteers and the VCD team working together to enable people to live at home well and safe.

#### Weymouth Information Shop

The Weymouth Information Shop remains open on St Mary Street in Weymouth. Management of the building has transferred from Age UK to WADT and funding is currently from an underspend from original grants. The WIS continues to provide information and support to visitors and residents of Weymouth.

#### **VCD total Social Media hits for this period**

Facebook shows a reach of 85k which is an increase of 385% on the previous year. We posted 295 times which was an increase of 135%. We have 1631 followers on Facebook. There have been over 23k visits to the VCD Facebook page and 165 new page likes.

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £512,272 (2021-22 £407,447) of which 63% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £82,748, this underspend has been carried forward and used to fund the projects and services in 23-24, with agreement by the funders. The budget had been revised upwards several times in the year as our project income grew.

Total income for the year was £596,349 (2021-22 £529,696) primarily received from agencies as grants and contracts. Total income was above the budget by £53,257, due primarily to income not classed as deferred income in the accounts but carried forward as an underspend to be used in the next financial year.

The net surplus for the year was £84,077 (2021-22 £122,249).

The unrestricted reserves increased by £34,491 to £299,114. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £398,131 and net current assets is £418,319. This equates to 10 months of expenditure (10 months 2021-22). The above calculation is based on these accounts but if it is based on our 2023-24 budget it would be 9 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £444,258 (2021-22 £360,181).

## **Volunteer centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2023

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### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year-end were £213,456 (2021-22 £181,116) which equates to around 5 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

### **Plan for 2023**

- Secure funding via tender of the Community Volunteer and Dorset Community Response programme.
- Secure funding for core services.
- Seek out other funding opportunities to align with our core values.
- Secure VCQA
- Consolidate and improve processes.
- Identify and see if we have capacity to plug gaps in service.
- Identify barriers for people accessing services.
- Recruiting and training more volunteers for all projects.

## **Statement of Trustees' Responsibilities**

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.

A Bailey  
Director of Finance & Trustee

Date: 31 August 2023

## **Volunteer Centre Dorset**

Independent Examiner's Report to the Trustees  
For the Year Ended 31 March 2023

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### **Independent examiners report to the Trustees of Volunteer Centre Dorset**

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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 accounts to be reached.

Michelle Ferris BSc (Hons) FCA DChA  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 6 September 2023

**Volunteer Centre Dorset**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2023

		2023			2022		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	2	3,326	477	3,803	935	7,492	8,427
Charitable activities	2	52,500	479,091	531,591	68,968	446,542	515,510
Other trading activities	2	59,532	1,202	60,734	4,724	1,004	5,728
Investments	2	221	-	221	31	-	31
<b>Total income</b>		<b>115,579</b>	<b>480,770</b>	<b>596,349</b>	<b>74,658</b>	<b>455,038</b>	<b>529,696</b>
<b>Expenditure on:</b>							
Charitable activities	3	79,957	432,315	512,272	34,553	372,894	407,447
<b>Total expenditure</b>		<b>79,957</b>	<b>432,315</b>	<b>512,272</b>	<b>34,553</b>	<b>372,894</b>	<b>407,447</b>
<b>Net income/(expenditure) before transfers</b>							
		35,622	48,455	84,077	40,105	82,144	122,249
Transfers between funds	9	(131)	131	-	15,000	(15,000)	-
<b>Net movement in funds</b>		<b>35,491</b>	<b>48,586</b>	<b>84,077</b>	<b>55,105</b>	<b>67,144</b>	<b>122,249</b>
<b>Reconciliation of funds</b>							
Total funds brought forward	9	263,623	96,558	360,181	208,518	29,414	237,932
<b>Total funds carried forward</b>		<b>299,114</b>	<b>145,144</b>	<b>444,258</b>	<b>263,623</b>	<b>96,558</b>	<b>360,181</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Volunteer Centre Dorset- Company Registration Number: 05685988**

## Balance Sheet

As at 31 March 2023

		£	2023 £	£	2022 £
<b>Fixed assets</b>	<b>Note</b>				
Tangible fixed assets	6		25,939		21,713
<b>Current assets</b>					
Debtors	7	220,580		401,718	
Cash at bank and in hand		398,131		336,168	
		<u>618,711</u>		<u>737,886</u>	
<b>Liabilities</b>					
Creditors falling due within one year	8	(200,392)		(399,418)	
Net current assets			<u>418,319</u>		<u>338,468</u>
<b>Total net assets</b>			<u><b>444,258</b></u>		<u><b>360,181</b></u>
<b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	9	213,456		181,116	
Designated funds	9	85,658		82,507	
		<u></u>		<u></u>	
Total unrestricted funds			299,114		263,623
Restricted funds	9		145,144		96,558
			<u></u>		<u></u>
<b>Total charity funds</b>			<u><b>444,258</b></u>		<u><b>360,181</b></u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

Approved by the Board for issue on 31 August 2023 and signed on their behalf by:

A Bailey  
Director of Finance & Trustee

**Volunteer Centre Dorset**  
Statement of Cash Flows  
For the Year Ended 31 March 2023

		2023 £	2022 £
	<b>Notes</b>		
<b>Cash flows from operating activities</b>			
Net movements in funds for the year		84,077	122,249
Adjustments to cash flows from non-cash items:			
Depreciation and amortisation	6	8,647	7,243
(Gain)/loss on disposal of fixed assets	2	(558)	-
		<hr/>	<hr/>
		91,945	129,461
Working capital adjustments:			
(Increase)/decrease in debtors	7	181,138	(378,144)
Increase/(decrease) in creditors	8	(199,026)	373,177
		<hr/>	<hr/>
Net cash flow from operations		74,057	124,494
<b>Cash flows from investing activities</b>			
Interest received		221	31
Purchase of fixed assets	6	(12,946)	(22,629)
Proceeds on disposal of fixed assets		631	-
		<hr/>	<hr/>
Net cash flow from investing activities		(12,094)	(22,598)
		<hr/>	<hr/>
Net (decrease)/increase in cash and cash equivalents		61,963	101,896
		<hr/>	<hr/>
Cash and cash equivalents at the beginning of the reporting period		336,168	234,272
		<hr/>	<hr/>
Cash and cash equivalents at the end of the reporting period		398,131	336,168
		<hr/>	<hr/>
<b>Cash &amp; Cash equivalents reconciliation:</b>			
Cash at bank		398,131	336,168
		<hr/>	<hr/>
Total cash & cash equivalents at the end of the reporting period		398,131	336,168
		<hr/>	<hr/>

## **1 Accounting policies**

The principle accounting policies adopted in the preparation of the financial statements are:

### **1.1 General information and basis of accounting**

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-8.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

### **1.3 Government grants**

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements..

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment	25% on reducing balance.
Motor vehicles	25% on reducing balance.

**1.6 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.8 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.9 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

**1.10 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

**1.12 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.13 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2023

**2 Income from:**

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
<b>Donations and legacies</b>						
Donations	2,935	477	3,412	935	7,492	8,427
Gift Aid	391	-	391	-	-	-
	<b>3,326</b>	<b>477</b>	<b>3,803</b>	<b>935</b>	<b>7,492</b>	<b>8,427</b>
<b>Charitable activities</b>						
<u>Grants</u>						
Dorset Council*	2,500	22,500	25,000	26,353	82,308	108,661
Lottery Funded	-	71,436	71,436	-	74,759	74,759
Grants - Other	-	22,733	22,733	2,000	41,824	43,824
NHS Dorset ICB (formally CCG)*	-	23,940	23,940	-	23,940	23,940
Kick Start	-	11,524	11,524	-	-	-
<u>SLA</u>						
NHS Dorset ICB (formally CCG)*	-	75,777	75,777	-	23,673	23,673
Dorset Council*	50,000	251,181	301,181	40,615	200,038	240,653
	<b>52,500</b>	<b>479,091</b>	<b>531,591</b>	<b>68,968</b>	<b>446,542</b>	<b>515,510</b>
<b>Other trading activities</b>						
Delivered services	440	1,202	1,642	4,724	1,004	5,728
DBS Fees Recharged	58,534	-	58,534	-	-	-
Profit / (loss) sale of fixed assets	558	-	558	-	-	-
	<b>59,532</b>	<b>1,202</b>	<b>60,734</b>	<b>4,724</b>	<b>1,004</b>	<b>5,728</b>
<b>Investment income</b>						
Bank interest	221	-	221	31	-	31
<b>Total income</b>	<b>115,579</b>	<b>480,770</b>	<b>596,349</b>	<b>74,658</b>	<b>455,038</b>	<b>529,696</b>

\*Donates government grants

### 3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Events	537	12,966	13,503	-	34,430	34,430
DBS Checks	41,500	302	41,802	-	-	-
Direct Purchases	5,190	914	6,104	-	-	-
Staff Costs	43,870	270,563	314,433	43,203	219,523	262,726
Staff travel	419	3,427	3,846	803	6,138	6,941
Volunteer expenses	227	4,465	4,692	76	2,690	2,766
Trustee expenses	448	-	448	566	-	566
Professional expenses	2,965	3,090	6,055	570	-	570
Training and fees	1,387	11,864	13,251	2,475	3,631	6,106
Vehicle costs	(7,750)	12,159	4,409	500	4,202	4,702
Repairs and renewals	(4,362)	11,248	6,886	27	2,009	2,036
Newsletter	-	-	-	115	75	190
Subscriptions	4,519	-	4,519	4,546	-	4,546
Premises	33,442	-	33,442	3,528	20,402	23,930
Miscellaneous	397	-	397	6,583	580	7,163
Postage	652	-	652	1,191	-	1,191
Telephone	11,570	-	11,570	11,449	-	11,449
Stationery	358	-	358	1,240	-	1,240
Advertising and promotion	2,120	2,132	4,252	653	1,686	2,339
Insurance	2,023	350	2,373	648	660	1,308
Photocopying	777	-	777	960	-	960
Depreciation	8,647	-	8,647	1,479	5,764	7,243
Bookkeeping	11,018	16,838	27,856	10,781	12,464	23,245
Accounts preparation	900	-	900	850	-	850
Independent Examination	1,100	-	1,100	950	-	950
	<b>161,954</b>	<b>350,318</b>	<b>512,272</b>	<b>93,193</b>	<b>314,254</b>	<b>407,447</b>
<u>Recharges</u>						
Contribution to core costs	(81,997)	81,997	-	(58,640)	58,640	-
<b>Total</b>	<b>79,957</b>	<b>432,315</b>	<b>512,272</b>	<b>34,553</b>	<b>372,894</b>	<b>407,447</b>

### 4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, with one was reimbursed £448 for mileage and other small miscellaneous expenses (2022 - £566).

**5 Staff costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	292,847	242,311
Employer's national insurance	21,345	17,240
Employer's pension contributions	5,240	3,175
	<u>314,433</u>	<u>262,726</u>

The average monthly head count of employees during the period was 11 staff (2022: 10 staff).

No employee received remuneration of more than £60,000 in the period (2022: none).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £5,240 (2022: £3,175). Contributions totalling £1,271 (2022: £1,010) were payable to the scheme at the end of the year and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Chief Executive Officer. The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £48,060 (2022: £51,749).

**6 Tangible fixed assets**

	<b>Fixtures &amp; Fittings £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2022	42,952	17,462	60,414
Additions	5,196	7,750	12,946
Disposals	(12,079)	-	(12,079)
	<u>36,069</u>	<u>25,212</u>	<u>61,281</u>
<b>Depreciation</b>			
At 1 April 2022	34,336	4,365	38,701
Charge for the year	3,435	5,212	8,647
Eliminated on disposal	(12,006)	-	(12,006)
	<u>25,765</u>	<u>9,577</u>	<u>35,342</u>
<b>Net book value</b>			
At 31 March 2023	<u>10,304</u>	<u>15,635</u>	<u>25,939</u>
At 31 March 2022	<u>8,616</u>	<u>13,097</u>	<u>21,713</u>

**7 Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Trade debtors	216,056	395,203
Prepayments and accrued income	4,524	1,515
Other debtors	-	5,000
	<u>220,580</u>	<u>401,718</u>

**8 Creditors: Amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	£	£
Deferred income - Funding received in advance	173,323	333,019
Other creditors	1,949	5,580
Accruals	4,768	2,120
VAT Liability	20,352	58,699
	<u>200,392</u>	<u>399,418</u>

<b>Deferred income</b>	<b>2023</b>	<b>2022</b>
	£	£
Deferred income at 1 April 2022	333,019	17,199
Released from previous years	(308,019)	(17,199)
Resources deferred in the year	148,323	333,019
	<u>173,323</u>	<u>333,019</u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

At the balance sheet date, the charity was holding funds received in advance for Dorset Council, for Service Level Agreements and grants for which the activity will take place in 2023/24. There are performance related criteria requiring the deferral of funds.

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2023

**9 Summary of movement in funds**

	<b>Balance</b> <b>01.04.22</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.23</b> £
<b>Restricted Funds</b>					
Allotment Project	-	-	(745)	745	-
Community Credits					
Dorset Council	499	12,500	(12,164)	-	835
Big Lottery Fund / Reaching Communities	9,236	71,436	(73,197)	(745)	6,730
Other Income	3,369	287	(690)	-	2,966
Community Fridge	-	-	(50)	50	-
Company at Christmas	-	150	(231)	81	-
Community Volunteers					
Community Response	3,987	135,181	(91,489)	-	47,679
Home Support	-	26,242	(7,518)	-	18,724
Training	-	20,000	(9,630)	-	10,370
Urgent Welfare Checks	-	56,000	(41,706)	-	14,294
Well-Being	-	25,000	-	-	25,000
Covid Grants (DEFRA)	6,000	-	(6,000)	-	-
NHS Dorset ICB (formally CCG)	-	23,940	(23,940)	-	-
Spirit of 2012	1,000	6,733	(7,733)	-	-
Dorset Vol Ambassadors	72,467	-	(69,921)	-	2,546
Creating a Legacy	-	11,524	(11,524)	-	-
Learnability	-	16,000	-	-	16,000
Vaccination Clinics 21-22	-	9,450	(9,450)	-	-
Vaccination Clinics 22-23	-	66,327	(66,327)	-	-
<b>Total Restricted Funds</b>	<b>96,558</b>	<b>480,770</b>	<b>(432,315)</b>	<b>131</b>	<b>145,144</b>
<b>Unrestricted Funds</b>					
<u>Designated Funds</u>					
Designated Reserve Fund	27,507	-	-	22,493	50,000
IT Reserve	15,000	-	-	(12,739)	2,261
Development Reserve	30,000	-	-	(2,982)	27,018
Training Reserve	10,000	-	-	(3,621)	6,379
<b>Total Designated Funds</b>	<b>82,507</b>	<b>-</b>	<b>-</b>	<b>3,151</b>	<b>85,658</b>
Administration/General Fund	181,116	115,579	(79,957)	(3,282)	213,456
<b>Total Unrestricted Funds</b>	<b>263,623</b>	<b>115,579</b>	<b>79,957</b>	<b>(131)</b>	<b>299,114</b>
<b>Total Funds</b>	<b>360,181</b>	<b>596,349</b>	<b>(352,358)</b>	<b>-</b>	<b>444,258</b>

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2023

**Summary of movement in funds- prior year**

	<b>Balance</b> <b>01.04.21</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.22</b> £
<b>Restricted Funds</b>					
Allotment Project	3,100	194	(3,294)	-	-
Community Credits					
Dorset Council	-	12,500	(12,001)	-	499
Big Lottery Fund	-	74,759	(65,523)	-	9,236
Other Income	-	4,369	(1,000)	-	3,369
Community Fridge	2,319	3,529	(5,848)	-	-
Company at Christmas	-	1,018	(1,018)	-	-
Community Volunteers	-	78,275	(74,288)	-	3,987
NHS Dorset ICB (formally CCG)	-	23,940	(23,940)	-	-
Covid Grants (DEFRA)	13,995	41,582	(49,577)	-	6,000
Voluntary Help Scheme	-	11,952	(11,952)	-	-
Spirit of 2012	-	16,667	(15,667)	-	1,000
Creating a legacy	-	10,625	(10,625)	-	-
Dorset Vol Ambassadors	-	150,000	(77,533)	-	72,467
Out of Hours	-	20,628	(20,628)	-	-
Awards for All - Vehicle Reserve	10,000	-	-	(10,000)	-
Bernard Sunley	-	5,000	-	(5,000)	-
<b>Total Restricted Funds</b>	<b>29,414</b>	<b>455,038</b>	<b>(372,894)</b>	<b>(15,000)</b>	<b>96,558</b>
<b>Unrestricted Funds</b>					
<u>Designated Funds</u>					
Designated Reserve Fund	27,507	-	-	-	27,507
IT Reserve	15,000	-	-	-	15,000
Development Reserve	30,000	-	-	-	30,000
Training Reserve	10,000	-	-	-	10,000
Vehicle Reserve	3,500	-	-	(3,500)	-
<b>Total Designated Funds</b>	<b>86,007</b>	<b>-</b>	<b>-</b>	<b>(3,500)</b>	<b>82,507</b>
Administration/General Fund	122,511	74,658	(34,553)	18,500	181,116
<b>Total Unrestricted Funds</b>	<b>208,518</b>	<b>74,658</b>	<b>(34,553)</b>	<b>15,000</b>	<b>263,623</b>
<b>Total Funds</b>	<b>237,932</b>	<b>529,696</b>	<b>(407,447)</b>	<b>-</b>	<b>360,181</b>

**Purpose of material funds:**

Training Funds	Volunteer management training for community organisations
Designated Reserve Fund	Contingency reserve to cover the operating lease and redundancy commitments.
IT Reserve	Reserve set up to fund future IT requirements.
Vehicle Reserve	Reserve set up to fund a new van (purchased in prior year).
Development Reserve	Reserve set up to fund Volunteer Centre Dorset development.
Allotment Project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
NHS Dorset ICB	Providing support to the VCS in Dorset, working in partnership with the NHS Dorset ICB to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc to the wider Voluntary and Community Sector.
Covid Grants (DEFRA)	To recruit volunteers, support and manage the Covid-19 response.
Awards for All	Contribution to purchase of new van.
Dorset Vol Ambassadors	Local Ambassadors will be recruited, and training will be provided, to engage with the public to provide a 'welcoming face' as well as local knowledge and information whilst providing advice and guidance.
Community Volunteers	A pilot project with Dorset Council that has developed through the pandemic and that continues to support people in need through community volunteering.
Out of Hours	This is the Community Volunteers project, but outside normal working hours.
Spirit of 2012	A research project to highlight and develop volunteer opportunities for people with disabilities and additional needs in museums.
Creating a Legacy	Giving the opportunity for young people to gain work experience.
Learnability	Supporting people with learning disabilities gain new skills and qualifications through their volunteering.
Vaccination Clinics	Managing volunteers supporting Covid vaccination clinics in Dorset.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. Transfers are also made, in accordance with the SORP, on purchase of assets from restricted funds that can be taken to discharge the restriction. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

**10 Analysis of assets between funds**

	Unres- tricted £	Res- tricted £	2023 Total £	Unres- tricted £	Res- tricted £	2022 Total £
Tangible assets	25,939	-	25,939	21,713	-	21,713
Net current assets	273,175	145,144	418,319	241,910	96,558	338,468
	<u>299,114</u>	<u>145,144</u>	<u>444,258</u>	<u>263,623</u>	<u>96,558</u>	<u>360,181</u>

**11 Related parties**

There were no related party transactions during the year (2022: none).

**12 Government grants**

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

**13 Company limited by guarantee**

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2023 the company had six members and the total amount guaranteed was therefore £60.

**VOLUNTEER CENTRE DORSET**

England & Wales - Charity number 1113758

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# Accounts

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**Volunteer Centre**

Dorset

**Annual Report  
2021 - 2022**

**Volunteer Centre Dorset**

Registered Charity Number: 1113758

Company Number:5685988

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# Chairman's Report

## For the Year ended 31 March 2022

The Trustees present their report and accounts 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, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2015).

### Trustees

Andrew Bolt – Chairperson

Alec Bailey – Director of Finance

Denise Exall

Jonathan Mills

Helen Enright

Phillip Cooper

Gillian Slade

Sue Fleet - Stepped Down September 2021

Karen Herbert - Resigned September 2021

### STRUCTURE GOVERNANCE AND MANAGEMENT

The Volunteer Centre Dorset (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations of 1 July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. By agreement, all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 7 trustees who meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the CEO. The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

A successful recruitment campaign resulted in three new trustees being appointed with a broad range of experience and skills. Board members have taken the opportunity for additional training covering areas such as governance, finance, data protection, confidentiality in the workplace and safeguarding. Appreciation was noted for our departing chair – Sue Fleet, for giving four years of exceptional service to the VCD.

The Finance committee has been disbanded to ensure the whole board are involved in this area and also reduces the overall number of meetings per year.

Craig Womble (Deputy Manager) retired after giving nearly 20 years of enthusiastic and knowledgeable service. Issy McGowan (Business & Marketing Lead) departed in this year to follow interests outside of the charity sector. Again, thank you to Issy for all her work. Though it is always sad to see people leave, the opportunity presented has enabled a new management structure in terms of roles and responsibilities' to be implemented. Our CEO has noted that this structure has already reaped rewards in better communication and decision making as individuals and as a team.

Trustees have supported projects in terms of reviewing 'out of hour's lone working policies and procedures. A number of meetings were held to complete our application and successful bid for the 'infrastructure Support to the Voluntary Community Sector' which will bring in £50K per year to the VCD during a five year contract.

Continued well being support post lockdown was available which was appreciated by the staff.

Trustee meetings are now held in the main training room at the VCD. To help make the meetings more transparent and democratic, a guest Manager is invited to each meeting. Participants can also join the meetings via Zoom. New technology will be purchased in the near future to improve this facility for all types of user.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by:

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

### **THE FOCUS OF OUR WORK**

Our work is focused around the ambition to offer **support, advice and promote volunteering, community action across the Dorset Council area. We aspire to provide leadership, facilitation, expertise and inspiration to individuals and the wider VCSE.**

***VCD commits to promote and develop volunteering for all, enhancing the quality of Leadership, Inspiration, Facilitation and Expertise (LIFE) for residents throughout the county.***

During the reporting year, we have come out of lockdown and been able to focus on our core areas and at the same time establish new avenues in terms of informal partnerships with partner charities enabling us to support one another in best practice and sharing of areas of expertise.

We have set up close working ties with Dorset Youth Association, Age UK and Citizens Advice. Our sector for the future is very much about collaboration which is one of our key strengths.

During Covid the importance of having a robust IT suite reaped benefits as staff were able to work from home and communicate with colleagues, Volunteers, and stake holders during this period. As lockdown ended, staff are now able to balance working from home and in the office to ensure a better work life balance, but still maintain the service that we aim for.

A more structured approach to training has been implemented. Virtual College courses have been purchased to give a consistent approach to training for staff, volunteers and organisations as well as enabling us to have an audit trail and refresher training prompts.

The VCD has shown great flexibility and agility in terms of responding to requests at very short notice for support in the running of the vaccination centre in Dorchester. There was also a similar need in providing food and shelter for local villages post last year's storms.

The Community Fridge project based in Co-op, Dorchester called Casterfridge has proved exceptionally successful and we generally clear all of the produce on a daily basis.

The launch of the Weymouth Information Shop has also proved highly successful offering support and help to local people as well as visitors from a pool of charities all under one roof.

We continue to work closely with Dorset Council and due to the high profile work the VCD has been participating in over the last few years; we are seen as a charity that can offer solutions at short notice as well as value for money.

The importance of using social media during Covid and into the future was reinforced by the increase in usage as follows:

1 April 2021 - 1 July 2022 (Instagram and Facebook)

- Facebook Page reach - 89,188 (up 2500%)
- Instagram Page reach - 993 (up 345.3%)

Trustees and staff have met on three occasions to take part in workshops to democratically shape our business plan for the next three years. There will be a launch date in the near future so that the business plan can be presented to all staff.

## **PROJECTS DELIVERED**

### **Volunteer Help Scheme**

Continues to support people who benefit from practical help in their homes such as gardening, furniture moving, simple repairs etc. we successfully secured funding to purchase a new van which will enable us to expand our services in the future. Our dedicated volunteer team provide regular visits, carrying out various practical tasks, and were able to operate throughout the last year. The scheme is now embedded into the Dorset community response as we consolidate our individual areas of volunteering projects.

### **Dorset Volunteer Ambassador Programme**

The Dorset Volunteer Ambassador programme ran throughout the summer of 2021. This was funded by the Covid Recovery Fund from Dorset Council. The programme recruited and supported

volunteers to be Ambassadors in key visitor hotspots across Dorset to welcome and assist both residents and visitors. The programme was trialled across nine areas, however was really successful in three locations – Weymouth, Sherborne and Wimborne. We delivered over 800 hours of volunteering with around 50 Ambassadors regularly volunteering. We supported ten volunteers with a learning disability, some independently and others with a mentor. We created partnerships across town and parish councils and with the business community, with the wider community feeling the benefit of the programme. In Weymouth, Ambassadors welcomed cruise ship passengers in Hope Square, handing out maps and tourism brochures. The programme received good press coverage on social media, on newspapers and on the radio. And under spend has meant that the programme could be continued in 2022.

### **Dorset's Community Response & Community Volunteers**

After the success of VCD supporting communities throughout the Covid pandemic, Dorset Council recognised that this programme could play a vital role in supporting people in need. The VCD had accumulated a database of around 1200 volunteers who registered to assist during the pandemic. They were doing tasks in the community including shopping, delivering prescriptions and foodbank deliveries. In October 2021, we were asked by Dorset Council to partner with Help & Kindness on Dorset's Community Response (DCR) which would continue this work, supporting referrals not only from the public, but from adult services, social prescribers, and discharge teams at local hospitals. In December 2021, between Christmas and New Years Eve, VCD were contacted by Dorset Council and asked if we could urgently support across the New Years Eve long weekend not only with our usual tasks, but also welfare check, meal preparation, dog walking and shopping. This weekend was so successful that we were instantly engaged to pilot this model for another three months.

### **Volunteer Training & Development**

VCD led the recruitment of volunteers to assist with Covid vaccinations, such as St Leonard's Hospital, the Atrium GP surgery and pharmacies. We then went on to manage volunteer support on mass vaccination sites in the Dorset Council area. This started with setting up the support for Vespasian House, with other clinics starting outside of this reporting period. We recruited, inducted and supported 70 volunteers throughout the duration of the Vespasian House clinic.

Summer in Dorset 2021 – this involved working with Dorset Council's HAF Programme, helping organisations who run summer activities by finding suitably qualified volunteers. Volunteers were able to receive training and support in areas such as safeguarding, food and hygiene and DBS checks.

We managed the volunteers who had come forward to assist with the Covid response, sending communications, updating their details etc and assisted in ensuring requests for help were dealt with, allocated to team members etc. This enabled people to continue to volunteer in a variety of different opportunities post covid.

VCD worked with the PCN and Dorset County Hospital, recruiting and training volunteers in the setting up of South Walks House, Dorchester as an Outpatient Orthopaedic Centre. The lead on the volunteers was eventually taken by the hospital, but we assisted with the setting up, and continue to support, using Team Kinetic and volunteer recruitment.

We have participated and contributed to national and Dorset council meetings attended regarding the Afghan and Ukraine refugees.

Museums and Volunteering Project – working with an access consultant we are working to make museums and heritage spaces more accessible for all volunteers, with a focus on those with disabilities.

### **Community Credits Scheme (CCS)**

Green Fingers Group – Weymouth. The gardening group has re-formed after a year of lockdown with six attendees, taking into consideration of the impact and ongoing Covid prevention measures to ensure we protect our volunteers.

#### Community Allotments

The Volunteer Centre Dorset rents two allotments in Dorchester and we have been given one for CCS volunteers. We support 3 men on the autistic spectrum and one lady who volunteer on a regular basis. They are all supported by volunteer befrienders who have been offered training in safeguarding and in understanding autism. The idea of the allotment project is for the attendees to gain skills, build confidence and independence skills, work with other groups and projects to share produce and start a share market with other plot holders.

#### Litter Picking Group

A new litter picking group has been formed in Weymouth with the support of the town council and a local business providing the group with lunch and refreshments after litter-picking. This group is helping the environment while also supporting health and wellbeing.

#### Action Groups

Since April 2021, three new action groups have been formed in Weymouth, Wareham and Ferndown. These have been met with a lot of interest from community members including social prescribers. We have made new connections and are working in partnership with nearly twenty other stakeholders.

#### Credit Notes

The CCS app has been designed and will be ready for testing on ten people who have smart phones. The app has already been uploaded to several people's mobile phones and two have tested it in Weymouth.

In total there are 266 volunteers signed up to the Community Credit Scheme  
206 volunteers who have a learning disability

### **Principal Funding Sources**

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and Dorset Clinical Commissioning Group.

### **Volunteer Help Scheme**

Much of the funding for projects and programmes delivered by VCD as well as core funding has come from statutory partners, grants, customer contributions and some from Dorset Council towards the VHS project.

### **Volunteer Training & Development**

The first part of this period was primarily spent on Covid Response work, which was primarily funded by Dorset Council

From 27<sup>th</sup> November 2021 and ongoing, we started working on supporting the vaccination clinics which is funded by Dorset Healthcare

Museums Project has been funded by the Spirit of 2012

### **Community Credits**

Lottery Funding

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £407,447 (2020-21 £303,109) of which 68% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £511 but this budget had been revised upwards several times in the year as our project income grew in this extraordinary year.

Total income for the year was £529,696 (2020-21 £404,818) primarily received from agencies as grants. Total income was above the budget by £82,625. Due primarily to income not classed as deferred income in the accounts but carried forward as an underspend to be used in the next financial year.

The net surplus for the year was £122,249 (2020-21 £101,709).

The unrestricted reserves increased by £55,105 to £263,623. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £336,168. However, £72,467 is income to be used in 22-23 financial year that is not classed as deferred income. Taking this into account and all other financial responsibilities the net current assets were £338,468. This equates to 10 months of expenditure (9 months 2020-21). The above calculation is based on these accounts but if it is based on our 2022-23 budget it would be 7.5 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £360,181 (2020-21 £237,932).

### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year end were £181,116 (2020-21 £122,511) which equates to around 5 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

## **PLAN FOR THE FUTURE**

### **Volunteer Help Scheme**

Develop the volunteers for Community Volunteer and Dorset Community Response programme

- Identify and see if we have capacity to plug gaps in service
- Identify barriers for people accessing services
- Recruiting and training more volunteers for all projects

### **Volunteer Training & Development**

- The migration of organisations and volunteers from Simply Connect to Team Kinetic
- Work with organisations to think about the variety of roles they could offer
- Younger Volunteers – how to help organisations create opportunities
- Set up and run the Volunteer Coordinator's Network, with networking events across the Dorset Council area
- Get out and about meeting organisations and supporting their volunteering needs and promote the training we can offer to volunteers and organisations

### **Community Credits Scheme**

To adapt the community Credit Scheme post Covid. Developing ways that a volunteer can redeem their credit notes, engage local businesses to accept the credit notes. The CCS will be integrated into the VCD Core functions for the future running of the project. We will continue to develop the Action Groups and ambassadors as this is working well,

The VCD will remain committed to inclusion and supporting everyone who wishes to volunteer. VCD will continue to operate an open-door policy, welcoming all people wishing to volunteer and provide training and mentoring to assist them to achieve their potential.

Looking back on this period, I find it difficult to believe just how much has been achieved, in ongoing challenging times. The positivity and human kindness that we have seen every day has been humbling and inspiring.

In this period of reporting, we continued to support individuals and communities to deal with the ongoing COVID pandemic and the impact the virus has had on people, charities, and community groups across Dorset. Through our efforts, strong partnerships and funding we have turned these actions into a longer-term solution for people who are vulnerable and would need support from their communities either longer term or just as a one-off.

Volunteering during the pandemic became such a positive action for so many people, and we identified that many of those who had offered their time would be willing to continue to help where they could. Working with Dorset Council and Help and Kindness, the Dorset Community Response was launched, volunteers supporting people with daily tasks where required, often a one off or to cover a period where a person needs that bit extra to help them. The response has been overwhelmingly successful, with people continuing to volunteer, and has meant a coordinated approach to dealing with day-to-day issues that people need help with to stay well, independent, feeling safe and supported, this project has reduced the need for crisis intervention and often hospital admissions.



During this period, we were a key partner delivering volunteer support for the vaccination sites across Dorset, recruiting, training, and supporting volunteers who covered every shift of every day of vaccinations, volunteers covered 7 days a week 12 hours per day, they were just outstanding and really helped the process be so successful in Dorset. At Vespasian House alone, the 70 volunteers gave over 6,000 hours, enabling over 25,000 people to receive their vaccines.



Our Community Fridge (Casterfridge) hosted by the Co-op in Dorchester was launched in May 2021 and with the dedication of a team of 17 volunteers is now open three mornings per week, and remarkably all food has been used, with no food going to land fill. Our vision would be to see community fridges in all areas, villages and towns alike, so that food waste becomes minimal and also enables people to access food to help prevent food poverty. We are working with other groups across Dorset to make this vision a reality.

The Dorset Ambassadors programme was set up to help manage the influx of visitors post pandemic, meeting and greeting visitors, being the friendly face and the local volunteer who could help with signposting to various places of interest etc. Now in its second year, due to the success, with a focus in Weymouth and Sherborne, our uniformed volunteers are out and about most days, greeting visitors to the area, meeting the cruise ships and being a welcoming, friendly face. Feedback from volunteers, visitors, locals and businesses has been very positive and something we will continue to support.



Due to the ongoing implications of Covid, we were unable to provide our usual Company at Christmas project on Christmas Day, however, we had a lovely team of

volunteers who came forward to help deliver presents, and a hot meal Christmas morning to people in Weymouth and Dorchester who were alone. This was very much appreciated by our guests, and volunteers were very happy to spread some festive cheer and brighten up someone's Christmas day.

As ever the Volunteer Centre continued to evolve and change, we are doing many different volunteering projects, but our focus remains about volunteering across Dorset's communities.

With staff changes and retirements, we took the opportunity to review our services and how they were delivered, and review and refresh our business plan. With a new internal staffing structure, we were able to develop our strategic aims and objectives more effectively, with a team of staff taking the lead and responsibility for key areas of our work, including volunteer development, marketing and business development and partnership development. Reflecting the needs of our communities, groups and working together with our statutory partners, we set our plans to ensure we deliver at a local level, continue to develop, and strengthen volunteering in Dorset and develop processes for partnerships and co-production working with others was a key achievement. Having a skilled, trained well managed team of staff and volunteers is essential for the successful delivery of our business plan and within the plan a priority for continued staff development and training is in place, it is something we value highly and will share with the VCS across Dorset.

Working in partnership with Dorset Youth Association, we recruited two young people to join our team to support our marketing and volunteer development, both have worked hard and achieved great work for the volunteer centre and developed their skills and qualifications.

Volunteering has and continues to remain the focus of our work, so as we began to return to business as normal, (but it can never be that!) supporting the charities and groups to open their doors again, recruit, train and welcome volunteers back has been a key focus for VCD. We reviewed our internal and external systems and tested Team Kinetic for the Dorset Ambassadors and Vaccine volunteers and are now in the process of transferring all our systems and opportunities to this system, an easy way for volunteer's opportunities and groups to be matched.

Funding has been secured through the success of our work, demonstrating that we can deliver to a high standard and work with others to find solutions to local issues, our innovative and partnership approach has enabled us to secure funding, covering all aspects of our services, we are in a stronger position financially than we have been in previous years, but are mindful that we must ensure our services remain relevant, reflect need, and recognise that working collaboratively means we can do more and can only strengthen the sector. We were fortunate to secure funding for a new van to enable us to develop and expand our Volunteer Help Scheme. Volunteering remains a highly valued activity in Dorset, making a positive difference to people's lives every day, the Volunteer Centre is a key, leading charity that enables volunteering to happen, and after 21 years in this role, I continue to be humbled and moved by the huge impact a small action can have, I feel honoured to be in such a privileged role and proud of what has been achieved and wish to express my gratitude and thanks to our trustees for supporting what we do and aspire to do, our staff who are the most dedicated and passionate team of people I know and of course to the amazing volunteers, without them our lives would be very different.

*Marie Waterman*  
CEO

## Appendix A



**Volunteer Centre Dorset  
Annual Report and Financial Statements  
For the year Ended 31<sup>st</sup> March 2022**

**Volunteer Centre Dorset**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2022**

**Charity Registered in England and Wales Number: 1113758**

**Company Registration Number: 05685988**

**Volunteer Centre Dorset**  
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For the Year Ended 31 March 2022

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**Volunteer Centre Dorset**  
Reference and Administrative Details  
For the Year Ended 31 March 2022

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<b>Charity Name</b>	Volunteer Centre Dorset
<b>Other Names</b>	Dorchester Volunteer Bureau Volunteer Centre Dorchester
<b>Trustee Directors</b>	A Bolt                      Chairperson A Bailey MA FCA      Director of finance P Cooper H Enright D Exall J Mills G Slade
<b>Company Secretary &amp; CEO Deputy Manager</b>	M Waterman C Womble (until July 2021)
<b>Company Number</b>	05685988
<b>Charity Number</b>	1113758
<b>Principal Address and Registered Office</b>	The Old Coach House Acland Road Dorchester Dorset DT1 1EF
<b>Independent Examiner</b>	Michelle Ferris BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

## Volunteer Centre Dorset

### Trustees' Report

For the Year Ended 31 March 2022

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The Trustees' present their report and accounts 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, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019).

### Trustees

The Trustees serving during the period and since the period end are as follows:

- A Bolt Chairperson (from 16 September 2021)
- A Bailey Director of finance
- P Cooper (appointed 24 March 2022)
- H Enright
- D Exall
- J Mills
- G Slade (appointed 19 April 2022)
- S Fleet Chairperson (resigned 16 September 2021)
- K Herbert (resigned 27 September 2021)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Volunteer Centre Dorset (VCD) (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations of 1 July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. By agreement, all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 7 trustees who meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the Chief Executive Officer (CEO). The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

A successful recruitment campaign resulted in three new trustees being appointed with a broad range of experience and skills. Board members have taken the opportunity for additional training covering areas such as governance, finance, data protection, confidentiality in the workplace and safeguarding. Appreciation was noted for our departing chair – Sue Fleet, for giving four years of exceptional service to the VCD.

The Finance committee has been disbanded to ensure the whole board are involved in this area and also reduces the overall number of meetings per year.

Craig Womble (Deputy Manager) retired after giving nearly 20 years of enthusiastic and knowledgeable service. Issy McGowan (Business & Marketing Lead) departed in this year to follow interests outside of the charity sector. Again, thank you to Issy for all her work. Though it is always sad to see people leave, the opportunity presented has enabled a new management structure in terms of roles and responsibilities' to be implemented. Our CEO has noted that this structure has already reaped rewards in better communication and decision making as individuals and as a team.

Trustees have supported projects in terms of reviewing 'out of hour's lone working policies and procedures. A number of meetings were held to complete our application and successful bid for the 'infrastructure Support to the Voluntary Community Sector' which will bring in £50K per year to the VCD during a five year contract.

Continued well-being support post lockdown was available which was appreciated by the staff.

Trustee meetings are now held in the main training room at the VCD. To help make the meetings more transparent and democratic, a guest Manager is invited to each meeting. Participants can also join the meetings via Zoom. New technology will be purchased in the near future to improve this facility for all types of user.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by:

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

### **The focus of our work**

Our work is focused around the ambition to offer **support, advice and promote volunteering, community action across the Dorset Council area. We aspire to provide leadership, facilitation, expertise and inspiration to individuals and the wider Voluntary Community and Social Enterprise (VCSE).**

***VCD commits to promote and develop volunteering for all, enhancing the quality of Leadership, Inspiration, Facilitation and Expertise (LIFE) for residents throughout the county.***

## **Volunteer centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2022

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During the reporting year, we have come out of lockdown and been able to focus on our core areas and at the same time establish new avenues in terms of informal partnerships with partner charities enabling us to support one another in best practice and sharing of areas of expertise.

We have set up close working ties with Dorset Youth Association, Age UK and Citizens Advice. Our sector for the future is very much about collaboration which is one of our key strengths.

During Covid the importance of having a robust IT suite reaped benefits as staff were able to work from home and communicate with colleagues, Volunteers, and stake holders during this period. As lockdown ended, staff are now able to balance working from home and in the office to ensure a better work life balance, but still maintain the service that we aim for.

A more structured approach to training has been implemented. Virtual College courses have been purchased to give a consistent approach to training for staff, volunteers and organisations as well as enabling us to have an audit trail and refresher training prompts.

The VCD has shown great flexibility and agility in terms of responding to requests at very short notice for support in the running of the vaccination centre in Dorchester. There was also a similar need in providing food and shelter for local villages post last year's storms.

The Community Fridge project based in Co-op, Dorchester called Casterfridge has proved exceptionally successful and we generally clear all of the produce on a daily basis.

The launch of the Weymouth Information Shop has also proved highly successful offering support and help to local people as well as visitors from a pool of charities all under one roof.

We continue to work closely with Dorset Council and due to the high profile work the VCD has been participating in over the last few years; we are seen as a charity that can offer solutions at short notice as well as value for money.

The importance of using social media during Covid and into the future was reinforced by the increase in usage as follows:

1 April 2021 - 1 July 2022 (Instagram and Facebook)

- Facebook Page reach - 89,188 (up 2500%)
- Instagram Page reach - 993 (up 345.3%)

Trustees and staff have met on three occasions to take part in workshops to democratically shape our business plan for the next three years. There will be a launch date in the near future so that the business plan can be presented to all staff.

## **PROJECTS DELIVERED**

### **Volunteer Help Scheme**

Continues to support people who benefit from practical help in their homes such as gardening, furniture moving, simple repairs etc. we successfully secured funding to purchase a new van which will enable us to expand our services in the future. Our dedicated volunteer team provide regular visits, carrying out various practical tasks, and were able to operate throughout the last year. The scheme is now embedded into the Dorset community response as we consolidate our individual areas of volunteering projects.

## **Volunteer centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2022

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#### **Dorset Volunteer Ambassador Programme**

The Dorset Volunteer Ambassador programme ran throughout the summer of 2021. This was funded by the Covid Recovery Fund from Dorset Council. The programme recruited and supported volunteers to be Ambassadors in key visitor hotspots across Dorset to welcome and assist both residents and visitors. The programme was trialled across nine areas, however was really successful in three locations – Weymouth, Sherborne and Wimborne. We delivered over 800 hours of volunteering with around 50 Ambassadors regularly volunteering. We supported ten volunteers with a learning disability, some independently and others with a mentor. We created partnerships across town and parish councils and with the business community, with the wider community feeling the benefit of the programme. In Weymouth, Ambassadors welcomed cruise ship passengers in Hope Square, handing out maps and tourism brochures. The programme received good press coverage on social media, on newspapers and on the radio. And under spend has meant that the programme could be continued in 2022.

#### **Dorset's Community Response & Community Volunteers**

After the success of VCD supporting communities throughout the Covid pandemic, Dorset Council recognised that this programme could play a vital role in supporting people in need. The VCD had accumulated a database of around 1200 volunteers who registered to assist during the pandemic. They were doing tasks in the community including shopping, delivering prescriptions and foodbank deliveries. In October 2021, we were asked by Dorset Council to partner with Help & Kindness on Dorset's Community Response (DCR) which would continue this work, supporting referrals not only from the public, but from adult services, social prescribers, and discharge teams at local hospitals. In December 2021, between Christmas and New Years Eve, VCD were contacted by Dorset Council and asked if we could urgently support across the New Years Eve long weekend not only with our usual tasks, but also welfare check, meal preparation, dog walking and shopping. This weekend was so successful that we were instantly engaged to pilot this model for another three months.

#### **Volunteer Training & Development**

VCD led the recruitment of volunteers to assist with Covid vaccinations, such as St Leonard's Hospital, the Atrium GP surgery and pharmacies. We then went on to manage volunteer support on mass vaccination sites in the Dorset Council area. This started with setting up the support for Vespasian House, with other clinics starting outside of this reporting period. We recruited, inducted and supported 70 volunteers throughout the duration of the Vespasian House clinic.

Summer in Dorset 2021 – this involved working with Dorset Council's Holiday Activities and Food (HAF) Programme, helping organisations who run summer activities by finding suitably qualified volunteers. Volunteers were able to receive training and support in areas such as safeguarding, food and hygiene and Disclosure and Barring Service (DBS) checks.

We managed the volunteers who had come forward to assist with the Covid response, sending communications, updating their details etc and assisted in ensuring requests for help were dealt with, allocated to team members etc. This enabled people to continue to volunteer in a variety of different opportunities post covid.

VCD worked with the Primary Care Network (PCN) and Dorset County Hospital, recruiting and training volunteers in the setting up of South Walks House, Dorchester as an Outpatient Orthopaedic Centre. The lead on the volunteers was eventually taken by the hospital, but we assisted with the setting up, and continue to support, using Team Kinetic and volunteer recruitment.

## **Volunteer centre Dorset**

### Trustees' Report

For the Year Ended 31 March 2022

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We have participated and contributed to national and Dorset council meetings attended regarding the Afghan and Ukraine refugees.

Museums and Volunteering Project – working with an access consultant we are working to make museums and heritage spaces more accessible for all volunteers, with a focus on those with disabilities.

### **Community Credits Scheme (CCS)**

Green Fingers Group – Weymouth. The gardening group has re-formed after a year of lockdown with six attendees, taking into consideration of the impact and ongoing Covid prevention measures to ensure we protect our volunteers.

#### Community Allotments

The Volunteer Centre Dorset rents two allotments in Dorchester and we have been given one for CCS volunteers. We support 3 men on the autistic spectrum and one lady who volunteer on a regular basis. They are all supported by volunteer befrienders who have been offered training in safeguarding and in understanding autism. The idea of the allotment project is for the attendees to gain skills, build confidence and independence skills, work with other groups and projects to share produce and start a share market with other plot holders.

#### Litter Picking Group

A new litter picking group has been formed in Weymouth with the support of the town council and a local business providing the group with lunch and refreshments after litter-picking. This group is helping the environment while also supporting health and wellbeing.

#### Action Groups

Since April 2021, three new action groups have been formed in Weymouth, Wareham and Ferndown. These have been met with a lot of interest from community members including social prescribers. We have made new connections and are working in partnership with nearly twenty other stakeholders.

#### Credit Notes

The CCS app has been designed and will be ready for testing on ten people who have smart phones. The app has already been uploaded to several people's mobile phones and two have tested it in Weymouth. In total there are 266 volunteers signed up to the Community Credit Scheme  
206 volunteers who have a learning disability

### **Principal Funding Sources**

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and Dorset Clinical Commissioning Group.

## **Volunteer Help Scheme**

Much of the funding for projects and programmes delivered by VCD as well as core funding has come from statutory partners, grants, customer contributions and some from Dorset Council towards the Volunteer Help Scheme (VHS) project.

## **Volunteer Training & Development**

The first part of this period was primarily spent on Covid Response work, which was primarily funded by Dorset Council

From 27<sup>th</sup> November 2021 and ongoing, we started working on supporting the vaccination clinics which is funded by Dorset Healthcare

Museums Project has been funded by the Spirit of 2012

## **Community Credits**

Lottery Funding

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £407,447 (2020-21 £303,109) of which 68% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £511 but this budget had been revised upwards several times in the year as our project income grew in this extraordinary year.

Total income for the year was £529,696 (2020-21 £404,818) primarily received from agencies as grants. Total income was above the budget by £82,625. Due primarily to income not classed as deferred income in the accounts but carried forward as an underspend to be used in the next financial year.

The net surplus for the year was £122,249 (2020-21 £101,709).

The unrestricted reserves increased by £55,105 to £263,623. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £336,168. However, £72,467 is income to be used in 22-23 financial year that is not classed as deferred income. Taking this into account and all other financial responsibilities the net current assets were £338,468. This equates to 10 months of expenditure (9 months 2020-21). The above calculation is based on these accounts but if it is based on our 2022-23 budget it would be 7.5 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £360,181 (2020-21 £237,932).

### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year end were £181,116 (2020-21 £122,511) which equates to around 5 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

## **PLAN FOR THE FUTURE**

### **Volunteer Help Scheme**

Develop the volunteers for Community Volunteer and Dorset Community Response programme

- Identify and see if we have capacity to plug gaps in service
- Identify barriers for people accessing services
- Recruiting and training more volunteers for all projects

### **Volunteer Training & Development**

- The migration of organisations and volunteers from Simply Connect to Team Kinetic
- Work with organisations to think about the variety of roles they could offer
- Younger Volunteers – how to help organisations create opportunities
- Set up and run the Volunteer Coordinator's Network, with networking events across the Dorset Council area
- Get out and about meeting organisations and supporting their volunteering needs and promote the training we can offer to volunteers and organisations

### **Community Credits Scheme**

To adapt the community Credit Scheme post Covid. Developing ways that a volunteer can redeem their credit notes, engage local businesses to accept the credit notes. The CCS will be integrated into the VCD Core functions for the future running of the project. We will continue to develop the Action Groups and ambassadors as this is working well,

The VCD will remain committed to inclusion and supporting everyone who wishes to volunteer. VCD will continue to operate an open-door policy, welcoming all people wishing to volunteer and provide training and mentoring to assist them to achieve their potential.

### **Statement of Trustees' Responsibilities**

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.

A Bailey  
Director of Finance & Trustee

Date: 25 August 2022

## **Volunteer Centre Dorset**

Independent Examiner's Report to the Trustees  
For the Year Ended 31 March 2022

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### **Independent examiners report to the Trustees of Volunteer Centre Dorset**

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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 accounts to be reached.

Michelle Ferris BSc (Hons) FCA DChA  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 6 September 2022

**Volunteer Centre Dorset**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2022

		2022			2021		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	2	935	7,492	8,427	-	995	995
Charitable activities	2	68,968	446,542	515,510	129,110	271,162	400,272
Other trading activities	2	4,724	1,004	5,728	2,435	630	3,065
Investments	2	31	-	31	486	-	486
<b>Total income</b>		<b>74,658</b>	<b>455,038</b>	<b>529,696</b>	<b>132,031</b>	<b>272,787</b>	<b>404,818</b>
<b>Expenditure on:</b>							
Charitable activities	3	34,553	372,894	407,447	32,782	270,327	303,109
<b>Total expenditure</b>		<b>34,553</b>	<b>372,894</b>	<b>407,447</b>	<b>32,782</b>	<b>270,327</b>	<b>303,109</b>
<b>Net income/(expenditure) before transfers</b>		<b>40,105</b>	<b>82,144</b>	<b>122,249</b>	<b>99,249</b>	<b>2,460</b>	<b>101,709</b>
Transfers between funds	9	15,000	(15,000)	-	-	-	-
<b>Net movement in funds</b>		<b>55,105</b>	<b>67,144</b>	<b>122,249</b>	<b>99,249</b>	<b>2,460</b>	<b>101,709</b>
<b>Reconciliation of funds</b>							
Total funds brought forward	9	208,518	29,414	237,932	109,269	26,954	136,223
<b>Total funds carried forward</b>		<b>263,623</b>	<b>96,558</b>	<b>360,181</b>	<b>208,518</b>	<b>29,414</b>	<b>237,932</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Volunteer Centre Dorset- Company Registration Number: 05685988**

## Balance Sheet

As at 31 March 2022

		2022	2021
		£	£
	Note		
<b>Fixed assets</b>			
Tangible fixed assets	6	21,713	6,327
<b>Current assets</b>			
Debtors	7	401,718	23,574
Cash at bank and in hand		336,168	234,272
		<u>737,886</u>	<u>257,846</u>
<b>Liabilities</b>			
Creditors falling due within one year	8	(399,418)	(26,241)
Net current assets		<u>338,468</u>	<u>231,605</u>
<b>Total net assets</b>		<u><u>360,181</u></u>	<u><u>237,932</u></u>
<b>The funds of the charity:</b>			
Unrestricted funds:			
General funds	9	181,116	122,511
Designated funds	9	82,507	86,007
		<u>263,623</u>	<u>208,518</u>
Total unrestricted funds		263,623	208,518
Restricted funds	9	96,558	29,414
		<u>360,181</u>	<u>237,932</u>
<b>Total charity funds</b>		<u><u>360,181</u></u>	<u><u>237,932</u></u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

Approved by the Board for issue on 25 August 2022 and signed on their behalf by:

A Bailey  
Director of Finance & Trustee

**Volunteer Centre Dorset**  
Statement of Cash Flows  
For the Year Ended 31 March 2022

		<b>2022</b>	<b>2021</b>
		£	£
	<b>Notes</b>		
<b>Cash flows from operating activities</b>			
Net movements in funds for the year		122,249	101,709
Adjustments to cash flows from non-cash items:			
Depreciation and amortisation	6	7,243	2,109
Finance Income		(31)	(486)
		<u>129,461</u>	<u>103,332</u>
Working capital adjustments:			
(Increase)/decrease in debtors	7	(378,144)	(9,669)
Increase/(decrease) in creditors	8	373,177	(2,530)
		<u>124,494</u>	<u>91,133</u>
<b>Cash flows from investing activities</b>			
Interest received		31	486
Purchase of fixed assets	6	(22,629)	(3,001)
		<u>(22,598)</u>	<u>(2,515)</u>
Net cash flow from investing activities		<u>(22,598)</u>	<u>(2,515)</u>
Net (decrease)/increase in cash and cash equivalents		<u>101,896</u>	<u>88,618</u>
Cash and cash equivalents at the beginning of the reporting period		<u>234,272</u>	<u>145,654</u>
Cash and cash equivalents at the end of the reporting period		<u>336,168</u>	<u>234,272</u>
<b>Cash &amp; Cash equivalents reconciliation:</b>			
Cash at bank		<u>336,168</u>	<u>145,654</u>
Total cash & cash equivalents at the end of the reporting period		<u>336,168</u>	<u>145,654</u>

## **1 Accounting policies**

The principle accounting policies adopted in the preparation of the financial statements are:

### **1.1 General information and basis of accounting**

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-7.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

### **1.3 Government grants**

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements..

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment	25% on reducing balance.
Motor vehicles	25% on reducing balance.

**1.6 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.8 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.9 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

**1.10 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

**1.12 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.13 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2022

**2 Income from:**

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
<b>Donations and legacies</b>						
Donations	935	7,492	8,427	-	995	995
	935	7,492	8,427	-	995	995
<b>Charitable activities</b>						
<u>Grants</u>						
NHS CCG*	-	23,940	23,940	-	45,819	45,819
Dorset Council*	26,353	82,308	108,661	51,239	142,618	193,857
The National Lottery	-	74,759	74,759	74,871	38,477	113,348
Syrian resettlement programme	-	-	-	-	27,371	27,371
Awards for all	-	-	-	-	10,000	10,000
Grants - Other	2,000	41,824	43,824	3,000	6,877	9,877
<u>SLA</u>						
NHS CCG*	-	23,673	23,673	-	-	-
Dorset Council*	40,615	200,038	240,653	-	-	-
	68,968	446,542	515,510	129,110	271,162	400,272
<b>Other trading activities</b>						
Delivered services	4,724	1,004	5,728	2,435	630	3,065
	4,724	1,004	5,728	2,435	630	3,065
<b>Investment income</b>						
Bank interest	31	-	31	486	-	486
<b>Total income</b>	<b>74,658</b>	<b>455,038</b>	<b>529,696</b>	<b>132,031</b>	<b>272,787</b>	<b>404,818</b>

\*Donates government grants

### 3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Events	-	34,430	34,430	126	13,449	13,575
Salaries	43,203	219,523	262,726	59,237	157,401	216,638
Staff travel	803	6,138	6,941	476	2,206	2,682
Volunteer expenses	76	2,690	2,766	109	1,253	1,362
Trustee expenses	566	-	566	-	-	-
Professional expenses	570	-	570	-	-	-
Training and fees	2,475	3,631	6,106	-	6,021	6,021
Vehicle costs	500	4,202	4,702	835	1,366	2,201
Repairs and renewals	27	2,009	2,036	330	1,752	2,082
Newsletter	115	75	190	-	697	697
Subscriptions	4,546	-	4,546	3,859	-	3,859
Premises	3,528	20,402	23,930	4,446	13,686	18,132
Miscellaneous	6,583	580	7,163	1,053	1,384	2,437
Postage	1,191	-	1,191	1,703	-	1,703
Telephone	11,449	-	11,449	12,333	-	12,333
Stationery	1,240	-	1,240	442	-	442
Advertising and promotion	653	1,686	2,339	334	1,471	1,805
Insurance	648	660	1,308	209	719	928
Photocopying	960	-	960	718	-	718
Depreciation	1,479	5,764	7,243	1,026	1,083	2,109
Bookkeeping	10,781	12,464	23,245	1,800	9,565	11,365
Accounts preparation	850	-	850	1,070	-	1,070
Independent Examination	950	-	950	950	-	950
	93,193	314,254	407,447	91,056	212,053	303,109
<u>Recharges</u>						
Contribution to core costs	(58,640)	58,640	-	(58,274)	58,274	-
<b>Total</b>	<b>34,553</b>	<b>372,894</b>	<b>407,447</b>	<b>32,782</b>	<b>270,327</b>	<b>303,109</b>

### 4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, with one was reimbursed £553 for mileage and £13 for other expenses (2021 - £nil).

**5 Staff costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	242,311	203,282
Employer's national insurance	17,240	11,363
Employer's pension contributions	3,175	1,993
	<u>262,726</u>	<u>216,638</u>

The average monthly head count of employees during the period was 10 staff (2021: 9 staff).

No employee received remuneration of more than £60,000 in the period (2021: none).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £3,175 (2021: £1,993). Contributions totalling £1,010 (2021: £327) were payable to the scheme at the end of the year and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Centre Manager and the Deputy Manager (until July 2021). The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £51,749 (2021: £68,504).

**6 Tangible fixed assets**

	<b>Fixtures &amp; Fittings £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2021	37,785	-	37,785
Additions	5,167	17,462	22,629
	<u>42,952</u>	<u>17,462</u>	<u>60,414</u>
<b>Depreciation</b>			
At 1 April 2021	31,458	-	31,458
Charge for the year	2,878	4,365	7,243
	<u>34,336</u>	<u>4,365</u>	<u>38,701</u>
<b>Net book value</b>			
At 31 March 2022	<u>8,616</u>	<u>13,097</u>	<u>21,713</u>
At 31 March 2021	<u>6,327</u>	<u>-</u>	<u>6,327</u>

**7 Debtors**

	<b>2022 £</b>	<b>2021 £</b>
Trade debtors	395,203	21,093
Prepayments and accrued income	1,515	2,401
Other debtors	5,000	80
	<u>401,718</u>	<u>23,574</u>

**8 Creditors: Amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Deferred income - Funding received in advance	333,019	17,199
Other creditors	5,580	6,861
Accruals	2,120	2,181
VAT Liability	58,699	-
	<u>399,418</u>	<u>26,241</u>

<b>Deferred income</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2021	17,199	24,080
Released from previous years	(17,199)	(24,080)
Resources deferred in the year	333,019	17,199
	<u>333,019</u>	<u>17,199</u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

At the balance sheet date, the charity was holding funds received in advance for Dorset Council, for Service Level Agreements and grants for which the activity will take place in 2022/23. There are performance related criteria requiring the deferral of funds.

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2022

**9 Summary of movement in funds**

	<b>Balance</b> <b>01.04.21</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.22</b> £
<b>Restricted funds</b>					
Allotment project	3,100	194	(3,294)	-	-
Community Credits					
Dorset County council	-	12,500	(12,001)	-	499
Big Lottery Fund	-	74,759	(65,523)	-	9,236
Other income	-	4,369	(1,000)	-	3,369
Community Fridge	2,319	3,529	(5,848)	-	-
Company at Christmas	-	1,018	(1,018)	-	-
Community Volunteers	-	78,275	(74,288)	-	3,987
NHS CCG	-	23,940	(23,940)	-	-
Covid Grants	13,995	41,582	(49,577)	-	6,000
Voluntary Help Scheme	-	11,952	(11,952)	-	-
Spirit of 2012	-	16,667	(15,667)	-	1,000
Creating a legacy	-	10,625	(10,625)	-	-
Dorset Vol Ambassadors	-	150,000	(77,533)	-	72,467
Out of Hours	-	20,628	(20,628)	-	-
Awards for All - Vehicle Reserve	10,000	-	-	(10,000)	-
Bernard Sunley	-	5,000	-	(5,000)	-
<b>Total restricted funds</b>	<b>29,414</b>	<b>455,038</b>	<b>(372,894)</b>	<b>(15,000)</b>	<b>96,558</b>
<b>Unrestricted funds</b>					
<u>Designated funds</u>					
Designated reserve fund	27,507	-	-	-	27,507
IT Reserve	15,000	-	-	-	15,000
Development Reserve	30,000	-	-	-	30,000
Development/Training Reserve	10,000	-	-	-	10,000
Vehicle Reserve	3,500	-	-	(3,500)	-
<b>Total designated funds</b>	<b>86,007</b>	<b>-</b>	<b>-</b>	<b>(3,500)</b>	<b>82,507</b>
Administration/general fund	122,511	74,658	(34,553)	18,500	181,116
<b>Total unrestricted funds</b>	<b>208,518</b>	<b>74,658</b>	<b>(34,553)</b>	<b>15,000</b>	<b>263,623</b>
<b>Total funds</b>	<b>237,932</b>	<b>529,696</b>	<b>(407,447)</b>	<b>-</b>	<b>360,181</b>

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2022

**Summary of movement in funds- prior year**

	Balance 01.04.20 £	Income £	Expenditure £	Transfers £	Balance 31.03.21 £
<b>Restricted funds</b>					
Allotment project	-	3,500	(400)	-	3,100
Community Credits					
Dorset Council	-	1,535	(1,535)	-	-
The National Lottery	13,247	38,477	(51,724)	-	-
Pocket Parks	2,646	-	(2,646)	-	-
Other funders	64	-	(64)	-	-
Community Fridge	-	2,500	(181)	-	2,319
Company at Christmas	-	995	(995)	-	-
NHS CCG	-	28,300	(28,300)	-	-
Covid Grants	-	156,174	(142,179)	-	13,995
Voluntary Help Scheme	-	1,055	(1,055)	-	-
Syrian Families Project	10,997	27,371	(38,368)	-	-
Volunteer development	-	2,880	(2,880)	-	-
Awards for All - Vehicle Reserve	-	10,000	-	-	10,000
<b>Total restricted funds</b>	<b>26,954</b>	<b>272,787</b>	<b>(270,327)</b>	<b>-</b>	<b>29,414</b>
<b>Unrestricted funds</b>					
<u>Designated funds</u>					
Designated reserve fund	27,507	-	-	-	27,507
IT Reserve	-	-	-	15,000	15,000
Development Reserve	-	-	-	30,000	30,000
Training Reserve	-	-	-	10,000	10,000
Vehicle Reserve	-	-	-	3,500	3,500
<b>Total designated funds</b>	<b>27,507</b>	<b>-</b>	<b>-</b>	<b>58,500</b>	<b>86,007</b>
Administration/general fund	81,762	132,031	(32,782)	(58,500)	122,511
<b>Total unrestricted funds</b>	<b>109,269</b>	<b>132,031</b>	<b>(32,782)</b>	<b>-</b>	<b>208,518</b>
<b>Total funds</b>	<b>136,223</b>	<b>404,818</b>	<b>(303,109)</b>	<b>-</b>	<b>237,932</b>

**Purpose of material funds:**

Development/training	Volunteer management training for community organisations
Designated reserve fund	Contingency reserve to cover the operating lease and redundancy commitments.
IT reserve	Reserve set up to fund future IT requirements.
Vehicle reserve	Reserve set up to fund a new van (purchased in year).

**Purpose of funds (continued):**

Development reserve	Reserve set up to fund Volunteer Centre Dorset development.
Allotment project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
NHS CCG	Providing support to the VCS in Dorset, working in partnership with the CCG to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc. to the wider Voluntary and Community Sector.
HMP Guys Marsh	Voluntary Sector and Project Coordinator at HMP Guys Marsh, providing support and good practice to the VCS who deliver support and services to prisoners and families at HMP Guys Marsh, organising networking events and developing partnerships and activities. Also delivering Volunteering Opportunities for those in custody, mirroring the services of the Volunteer Centre within a prison setting.
Syrian Families Project	To support volunteers who support Syrian families in Dorset.
Covid Grants	To recruit volunteers, support and manage the Covid-19 response.
Awards for All	Contribution to purchase of new van.
Dorset Vol Ambassadors	Local Ambassadors will be recruited, and training will be provided, to engage with the public to provide a 'welcoming face' as well as local knowledge and information whilst providing advice and guidance.
Community Volunteers	A pilot project with Dorset Council that has developed through the pandemic and that continues to support people in need through community volunteering.
Out of Hours	This is the Community Volunteers project, but outside normal working hours.
Spirit of 2012	A research project to highlight and develop volunteer opportunities for people with disabilities and additional needs in museums.
Creating a Legacy	Giving the opportunity for young people to gain work experience.
Dorset Vol Ambassadors	A meet and greet service signposting people who are visiting the area of Dorset.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. Transfers are also made, in accordance with the SORP, on purchase of assets from restricted funds that can be taken to discharge the restriction. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

**10 Analysis of assets between funds**

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Tangible assets	21,713	-	21,713	6,327	-	6,327
Net current assets	241,910	96,558	338,468	202,191	29,414	231,605
	<u>263,623</u>	<u>96,558</u>	<u>360,181</u>	<u>208,518</u>	<u>29,414</u>	<u>237,932</u>

**11 Related parties**

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

**12 Government grants**

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

**13 Company limited by guarantee**

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2022 the company had six members and the total amount guaranteed was therefore £60.

**Volunteer Centre Dorset**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2022**

**Charity Registered in England and Wales Number: 1113758**

**Company Registration Number: 05685988**

**Volunteer Centre Dorset**  
Contents  
For the Year Ended 31 March 2022

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**Volunteer Centre Dorset**  
Reference and Administrative Details  
For the Year Ended 31 March 2022

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<b>Charity Name</b>	Volunteer Centre Dorset
<b>Other Names</b>	Dorchester Volunteer Bureau Volunteer Centre Dorchester
<b>Trustee Directors</b>	A Bolt                      Chairperson A Bailey MA FCA      Director of finance P Cooper H Enright D Exall J Mills G Slade
<b>Company Secretary &amp; CEO Deputy Manager</b>	M Waterman C Womble (until July 2021)
<b>Company Number</b>	05685988
<b>Charity Number</b>	1113758
<b>Principal Address and Registered Office</b>	The Old Coach House Acland Road Dorchester Dorset DT1 1EF
<b>Independent Examiner</b>	Michelle Ferris BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

## Volunteer Centre Dorset

### Trustees' Report

For the Year Ended 31 March 2022

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The Trustees' present their report and accounts 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, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019).

### Trustees

The Trustees serving during the period and since the period end are as follows:

- A Bolt Chairperson (from 16 September 2021)
- A Bailey Director of finance
- P Cooper (appointed 24 March 2022)
- H Enright
- D Exall
- J Mills
- G Slade (appointed 19 April 2022)
- S Fleet Chairperson (resigned 16 September 2021)
- K Herbert (resigned 27 September 2021)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Volunteer Centre Dorset (VCD) (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations of 1 July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. By agreement, all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 7 trustees who meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the Chief Executive Officer (CEO). The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

A successful recruitment campaign resulted in three new trustees being appointed with a broad range of experience and skills. Board members have taken the opportunity for additional training covering areas such as governance, finance, data protection, confidentiality in the workplace and safeguarding. Appreciation was noted for our departing chair – Sue Fleet, for giving four years of exceptional service to the VCD.

The Finance committee has been disbanded to ensure the whole board are involved in this area and also reduces the overall number of meetings per year.

Craig Womble (Deputy Manager) retired after giving nearly 20 years of enthusiastic and knowledgeable service. Issy McGowan (Business & Marketing Lead) departed in this year to follow interests outside of the charity sector. Again, thank you to Issy for all her work. Though it is always sad to see people leave, the opportunity presented has enabled a new management structure in terms of roles and responsibilities' to be implemented. Our CEO has noted that this structure has already reaped rewards in better communication and decision making as individuals and as a team.

Trustees have supported projects in terms of reviewing 'out of hour's lone working policies and procedures. A number of meetings were held to complete our application and successful bid for the 'infrastructure Support to the Voluntary Community Sector' which will bring in £50K per year to the VCD during a five year contract.

Continued well-being support post lockdown was available which was appreciated by the staff.

Trustee meetings are now held in the main training room at the VCD. To help make the meetings more transparent and democratic, a guest Manager is invited to each meeting. Participants can also join the meetings via Zoom. New technology will be purchased in the near future to improve this facility for all types of user.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by:

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

### **The focus of our work**

Our work is focused around the ambition to offer **support, advice and promote volunteering, community action across the Dorset Council area. We aspire to provide leadership, facilitation, expertise and inspiration to individuals and the wider Voluntary Community and Social Enterprise (VCSE).**

***VCD commits to promote and develop volunteering for all, enhancing the quality of Leadership, Inspiration, Facilitation and Expertise (LIFE) for residents throughout the county.***

## **Volunteer centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2022

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During the reporting year, we have come out of lockdown and been able to focus on our core areas and at the same time establish new avenues in terms of informal partnerships with partner charities enabling us to support one another in best practice and sharing of areas of expertise.

We have set up close working ties with Dorset Youth Association, Age UK and Citizens Advice. Our sector for the future is very much about collaboration which is one of our key strengths.

During Covid the importance of having a robust IT suite reaped benefits as staff were able to work from home and communicate with colleagues, Volunteers, and stake holders during this period. As lockdown ended, staff are now able to balance working from home and in the office to ensure a better work life balance, but still maintain the service that we aim for.

A more structured approach to training has been implemented. Virtual College courses have been purchased to give a consistent approach to training for staff, volunteers and organisations as well as enabling us to have an audit trail and refresher training prompts.

The VCD has shown great flexibility and agility in terms of responding to requests at very short notice for support in the running of the vaccination centre in Dorchester. There was also a similar need in providing food and shelter for local villages post last year's storms.

The Community Fridge project based in Co-op, Dorchester called Casterfridge has proved exceptionally successful and we generally clear all of the produce on a daily basis.

The launch of the Weymouth Information Shop has also proved highly successful offering support and help to local people as well as visitors from a pool of charities all under one roof.

We continue to work closely with Dorset Council and due to the high profile work the VCD has been participating in over the last few years; we are seen as a charity that can offer solutions at short notice as well as value for money.

The importance of using social media during Covid and into the future was reinforced by the increase in usage as follows:

1 April 2021 - 1 July 2022 (Instagram and Facebook)

- Facebook Page reach - 89,188 (up 2500%)
- Instagram Page reach - 993 (up 345.3%)

Trustees and staff have met on three occasions to take part in workshops to democratically shape our business plan for the next three years. There will be a launch date in the near future so that the business plan can be presented to all staff.

## **PROJECTS DELIVERED**

### **Volunteer Help Scheme**

Continues to support people who benefit from practical help in their homes such as gardening, furniture moving, simple repairs etc. we successfully secured funding to purchase a new van which will enable us to expand our services in the future. Our dedicated volunteer team provide regular visits, carrying out various practical tasks, and were able to operate throughout the last year. The scheme is now embedded into the Dorset community response as we consolidate our individual areas of volunteering projects.

## **Volunteer centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2022

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#### **Dorset Volunteer Ambassador Programme**

The Dorset Volunteer Ambassador programme ran throughout the summer of 2021. This was funded by the Covid Recovery Fund from Dorset Council. The programme recruited and supported volunteers to be Ambassadors in key visitor hotspots across Dorset to welcome and assist both residents and visitors. The programme was trialled across nine areas, however was really successful in three locations – Weymouth, Sherborne and Wimborne. We delivered over 800 hours of volunteering with around 50 Ambassadors regularly volunteering. We supported ten volunteers with a learning disability, some independently and others with a mentor. We created partnerships across town and parish councils and with the business community, with the wider community feeling the benefit of the programme. In Weymouth, Ambassadors welcomed cruise ship passengers in Hope Square, handing out maps and tourism brochures. The programme received good press coverage on social media, on newspapers and on the radio. And under spend has meant that the programme could be continued in 2022.

#### **Dorset's Community Response & Community Volunteers**

After the success of VCD supporting communities throughout the Covid pandemic, Dorset Council recognised that this programme could play a vital role in supporting people in need. The VCD had accumulated a database of around 1200 volunteers who registered to assist during the pandemic. They were doing tasks in the community including shopping, delivering prescriptions and foodbank deliveries. In October 2021, we were asked by Dorset Council to partner with Help & Kindness on Dorset's Community Response (DCR) which would continue this work, supporting referrals not only from the public, but from adult services, social prescribers, and discharge teams at local hospitals. In December 2021, between Christmas and New Years Eve, VCD were contacted by Dorset Council and asked if we could urgently support across the New Years Eve long weekend not only with our usual tasks, but also welfare check, meal preparation, dog walking and shopping. This weekend was so successful that we were instantly engaged to pilot this model for another three months.

#### **Volunteer Training & Development**

VCD led the recruitment of volunteers to assist with Covid vaccinations, such as St Leonard's Hospital, the Atrium GP surgery and pharmacies. We then went on to manage volunteer support on mass vaccination sites in the Dorset Council area. This started with setting up the support for Vespasian House, with other clinics starting outside of this reporting period. We recruited, inducted and supported 70 volunteers throughout the duration of the Vespasian House clinic.

Summer in Dorset 2021 – this involved working with Dorset Council's Holiday Activities and Food (HAF) Programme, helping organisations who run summer activities by finding suitably qualified volunteers. Volunteers were able to receive training and support in areas such as safeguarding, food and hygiene and Disclosure and Barring Service (DBS) checks.

We managed the volunteers who had come forward to assist with the Covid response, sending communications, updating their details etc and assisted in ensuring requests for help were dealt with, allocated to team members etc. This enabled people to continue to volunteer in a variety of different opportunities post covid.

VCD worked with the Primary Care Network (PCN) and Dorset County Hospital, recruiting and training volunteers in the setting up of South Walks House, Dorchester as an Outpatient Orthopaedic Centre. The lead on the volunteers was eventually taken by the hospital, but we assisted with the setting up, and continue to support, using Team Kinetic and volunteer recruitment.

## **Volunteer centre Dorset**

### Trustees' Report

For the Year Ended 31 March 2022

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We have participated and contributed to national and Dorset council meetings attended regarding the Afghan and Ukraine refugees.

Museums and Volunteering Project – working with an access consultant we are working to make museums and heritage spaces more accessible for all volunteers, with a focus on those with disabilities.

### **Community Credits Scheme (CCS)**

Green Fingers Group – Weymouth. The gardening group has re-formed after a year of lockdown with six attendees, taking into consideration of the impact and ongoing Covid prevention measures to ensure we protect our volunteers.

#### Community Allotments

The Volunteer Centre Dorset rents two allotments in Dorchester and we have been given one for CCS volunteers. We support 3 men on the autistic spectrum and one lady who volunteer on a regular basis. They are all supported by volunteer befrienders who have been offered training in safeguarding and in understanding autism. The idea of the allotment project is for the attendees to gain skills, build confidence and independence skills, work with other groups and projects to share produce and start a share market with other plot holders.

#### Litter Picking Group

A new litter picking group has been formed in Weymouth with the support of the town council and a local business providing the group with lunch and refreshments after litter-picking. This group is helping the environment while also supporting health and wellbeing.

#### Action Groups

Since April 2021, three new action groups have been formed in Weymouth, Wareham and Ferndown. These have been met with a lot of interest from community members including social prescribers. We have made new connections and are working in partnership with nearly twenty other stakeholders.

#### Credit Notes

The CCS app has been designed and will be ready for testing on ten people who have smart phones. The app has already been uploaded to several people's mobile phones and two have tested it in Weymouth. In total there are 266 volunteers signed up to the Community Credit Scheme  
206 volunteers who have a learning disability

### **Principal Funding Sources**

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and Dorset Clinical Commissioning Group.

## **Volunteer Help Scheme**

Much of the funding for projects and programmes delivered by VCD as well as core funding has come from statutory partners, grants, customer contributions and some from Dorset Council towards the Volunteer Help Scheme (VHS) project.

## **Volunteer Training & Development**

The first part of this period was primarily spent on Covid Response work, which was primarily funded by Dorset Council

From 27<sup>th</sup> November 2021 and ongoing, we started working on supporting the vaccination clinics which is funded by Dorset Healthcare

Museums Project has been funded by the Spirit of 2012

## **Community Credits**

Lottery Funding

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £407,447 (2020-21 £303,109) of which 68% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £511 but this budget had been revised upwards several times in the year as our project income grew in this extraordinary year.

Total income for the year was £529,696 (2020-21 £404,818) primarily received from agencies as grants. Total income was above the budget by £82,625. Due primarily to income not classed as deferred income in the accounts but carried forward as an underspend to be used in the next financial year.

The net surplus for the year was £122,249 (2020-21 £101,709).

The unrestricted reserves increased by £55,105 to £263,623. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £336,168. However, £72,467 is income to be used in 22-23 financial year that is not classed as deferred income. Taking this into account and all other financial responsibilities the net current assets were £338,468. This equates to 10 months of expenditure (9 months 2020-21). The above calculation is based on these accounts but if it is based on our 2022-23 budget it would be 7.5 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £360,181 (2020-21 £237,932).

### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year end were £181,116 (2020-21 £122,511) which equates to around 5 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

## **PLAN FOR THE FUTURE**

### **Volunteer Help Scheme**

Develop the volunteers for Community Volunteer and Dorset Community Response programme

- Identify and see if we have capacity to plug gaps in service
- Identify barriers for people accessing services
- Recruiting and training more volunteers for all projects

### **Volunteer Training & Development**

- The migration of organisations and volunteers from Simply Connect to Team Kinetic
- Work with organisations to think about the variety of roles they could offer
- Younger Volunteers – how to help organisations create opportunities
- Set up and run the Volunteer Coordinator's Network, with networking events across the Dorset Council area
- Get out and about meeting organisations and supporting their volunteering needs and promote the training we can offer to volunteers and organisations

### **Community Credits Scheme**

To adapt the community Credit Scheme post Covid. Developing ways that a volunteer can redeem their credit notes, engage local businesses to accept the credit notes. The CCS will be integrated into the VCD Core functions for the future running of the project. We will continue to develop the Action Groups and ambassadors as this is working well,

The VCD will remain committed to inclusion and supporting everyone who wishes to volunteer. VCD will continue to operate an open-door policy, welcoming all people wishing to volunteer and provide training and mentoring to assist them to achieve their potential.

### **Statement of Trustees' Responsibilities**

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.

A Bailey  
Director of Finance & Trustee

Date: 25 August 2022

## **Volunteer Centre Dorset**

Independent Examiner's Report to the Trustees  
For the Year Ended 31 March 2022

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### **Independent examiners report to the Trustees of Volunteer Centre Dorset**

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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 accounts to be reached.

Michelle Ferris BSc (Hons) FCA DChA  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 6 September 2022

**Volunteer Centre Dorset**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2022

		2022			2021		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	2	935	7,492	8,427	-	995	995
Charitable activities	2	68,968	446,542	515,510	129,110	271,162	400,272
Other trading activities	2	4,724	1,004	5,728	2,435	630	3,065
Investments	2	31	-	31	486	-	486
<b>Total income</b>		<b>74,658</b>	<b>455,038</b>	<b>529,696</b>	<b>132,031</b>	<b>272,787</b>	<b>404,818</b>
<b>Expenditure on:</b>							
Charitable activities	3	34,553	372,894	407,447	32,782	270,327	303,109
<b>Total expenditure</b>		<b>34,553</b>	<b>372,894</b>	<b>407,447</b>	<b>32,782</b>	<b>270,327</b>	<b>303,109</b>
<b>Net income/(expenditure) before transfers</b>							
		40,105	82,144	122,249	99,249	2,460	101,709
Transfers between funds	9	15,000	(15,000)	-	-	-	-
<b>Net movement in funds</b>		<b>55,105</b>	<b>67,144</b>	<b>122,249</b>	<b>99,249</b>	<b>2,460</b>	<b>101,709</b>
<b>Reconciliation of funds</b>							
Total funds brought forward	9	208,518	29,414	237,932	109,269	26,954	136,223
<b>Total funds carried forward</b>		<b>263,623</b>	<b>96,558</b>	<b>360,181</b>	<b>208,518</b>	<b>29,414</b>	<b>237,932</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Volunteer Centre Dorset- Company Registration Number: 05685988**

## Balance Sheet

As at 31 March 2022

		£	2022 £	£	2021 £
<b>Fixed assets</b>	<b>Note</b>				
Tangible fixed assets	6		21,713		6,327
<b>Current assets</b>					
Debtors	7	401,718		23,574	
Cash at bank and in hand		336,168		234,272	
		<u>737,886</u>		<u>257,846</u>	
<b>Liabilities</b>					
Creditors falling due within one year	8	(399,418)		(26,241)	
Net current assets			<u>338,468</u>		<u>231,605</u>
<b>Total net assets</b>			<u><u>360,181</u></u>		<u><u>237,932</u></u>
<b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	9	181,116		122,511	
Designated funds	9	82,507		86,007	
		<u>263,623</u>		<u>208,518</u>	
Total unrestricted funds			263,623		208,518
Restricted funds	9		96,558		29,414
<b>Total charity funds</b>			<u><u>360,181</u></u>		<u><u>237,932</u></u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

Approved by the Board for issue on 25 August 2022 and signed on their behalf by:

A Bailey  
Director of Finance & Trustee

**Volunteer Centre Dorset**  
**Statement of Cash Flows**  
**For the Year Ended 31 March 2022**

		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	<b>Notes</b>		
<b>Cash flows from operating activities</b>			
Net movements in funds for the year		122,249	101,709
Adjustments to cash flows from non-cash items:			
Depreciation and amortisation	6	7,243	2,109
Finance Income		(31)	(486)
		<u>129,461</u>	<u>103,332</u>
Working capital adjustments:			
(Increase)/decrease in debtors	7	(378,144)	(9,669)
Increase/(decrease) in creditors	8	373,177	(2,530)
		<u>124,494</u>	<u>91,133</u>
<b>Cash flows from investing activities</b>			
Interest received		31	486
Purchase of fixed assets	6	(22,629)	(3,001)
		<u>(22,598)</u>	<u>(2,515)</u>
Net cash flow from investing activities		<u>(22,598)</u>	<u>(2,515)</u>
Net (decrease)/increase in cash and cash equivalents		<u>101,896</u>	<u>88,618</u>
Cash and cash equivalents at the beginning of the reporting period		<u>234,272</u>	<u>145,654</u>
Cash and cash equivalents at the end of the reporting period		<u>336,168</u>	<u>234,272</u>
<b>Cash &amp; Cash equivalents reconciliation:</b>			
Cash at bank		<u>336,168</u>	<u>145,654</u>
Total cash & cash equivalents at the end of the reporting period		<u>336,168</u>	<u>145,654</u>

## **1 Accounting policies**

The principle accounting policies adopted in the preparation of the financial statements are:

### **1.1 General information and basis of accounting**

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-7.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

### **1.3 Government grants**

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements..

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment	25% on reducing balance.
Motor vehicles	25% on reducing balance.

**1.6 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.8 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.9 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

**1.10 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

**1.12 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.13 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2022

**2 Income from:**

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
<b>Donations and legacies</b>						
Donations	935	7,492	8,427	-	995	995
	935	7,492	8,427	-	995	995
<b>Charitable activities</b>						
<u>Grants</u>						
NHS CCG*	-	23,940	23,940	-	45,819	45,819
Dorset Council*	26,353	82,308	108,661	51,239	142,618	193,857
The National Lottery	-	74,759	74,759	74,871	38,477	113,348
Syrian resettlement programme	-	-	-	-	27,371	27,371
Awards for all	-	-	-	-	10,000	10,000
Grants - Other	2,000	41,824	43,824	3,000	6,877	9,877
<u>SLA</u>						
NHS CCG*	-	23,673	23,673	-	-	-
Dorset Council*	40,615	200,038	240,653	-	-	-
	68,968	446,542	515,510	129,110	271,162	400,272
<b>Other trading activities</b>						
Delivered services	4,724	1,004	5,728	2,435	630	3,065
	4,724	1,004	5,728	2,435	630	3,065
<b>Investment income</b>						
Bank interest	31	-	31	486	-	486
<b>Total income</b>	<b>74,658</b>	<b>455,038</b>	<b>529,696</b>	<b>132,031</b>	<b>272,787</b>	<b>404,818</b>

\*Donates government grants

### 3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Events	-	34,430	34,430	126	13,449	13,575
Salaries	43,203	219,523	262,726	59,237	157,401	216,638
Staff travel	803	6,138	6,941	476	2,206	2,682
Volunteer expenses	76	2,690	2,766	109	1,253	1,362
Trustee expenses	566	-	566	-	-	-
Professional expenses	570	-	570	-	-	-
Training and fees	2,475	3,631	6,106	-	6,021	6,021
Vehicle costs	500	4,202	4,702	835	1,366	2,201
Repairs and renewals	27	2,009	2,036	330	1,752	2,082
Newsletter	115	75	190	-	697	697
Subscriptions	4,546	-	4,546	3,859	-	3,859
Premises	3,528	20,402	23,930	4,446	13,686	18,132
Miscellaneous	6,583	580	7,163	1,053	1,384	2,437
Postage	1,191	-	1,191	1,703	-	1,703
Telephone	11,449	-	11,449	12,333	-	12,333
Stationery	1,240	-	1,240	442	-	442
Advertising and promotion	653	1,686	2,339	334	1,471	1,805
Insurance	648	660	1,308	209	719	928
Photocopying	960	-	960	718	-	718
Depreciation	1,479	5,764	7,243	1,026	1,083	2,109
Bookkeeping	10,781	12,464	23,245	1,800	9,565	11,365
Accounts preparation	850	-	850	1,070	-	1,070
Independent Examination	950	-	950	950	-	950
	93,193	314,254	407,447	91,056	212,053	303,109
<u>Recharges</u>						
Contribution to core costs	(58,640)	58,640	-	(58,274)	58,274	-
<b>Total</b>	<b>34,553</b>	<b>372,894</b>	<b>407,447</b>	<b>32,782</b>	<b>270,327</b>	<b>303,109</b>

### 4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, with one was reimbursed £553 for mileage and £13 for other expenses (2021 - £nil).

**5 Staff costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	242,311	203,282
Employer's national insurance	17,240	11,363
Employer's pension contributions	3,175	1,993
	<u>262,726</u>	<u>216,638</u>

The average monthly head count of employees during the period was 10 staff (2021: 9 staff).

No employee received remuneration of more than £60,000 in the period (2021: none).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £3,175 (2021: £1,993). Contributions totalling £1,010 (2021: £327) were payable to the scheme at the end of the year and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Centre Manager and the Deputy Manager (until July 2021). The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £51,749 (2021: £68,504).

**6 Tangible fixed assets**

	<b>Fixtures &amp; Fittings</b>	<b>Motor Vehicles</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2021	37,785	-	37,785
Additions	5,167	17,462	22,629
	<hr/>	<hr/>	<hr/>
At 31 March 2022	42,952	17,462	60,414
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>			
At 1 April 2021	31,458	-	31,458
Charge for the year	2,878	4,365	7,243
	<hr/>	<hr/>	<hr/>
At 31 March 2022	34,336	4,365	38,701
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net book value</b>			
At 31 March 2022	8,616	13,097	21,713
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2021	6,327	-	6,327
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**7 Debtors**

	<b>2022</b>	<b>2021</b>
	£	£
Trade debtors	395,203	21,093
Prepayments and accrued income	1,515	2,401
Other debtors	5,000	80
	<hr/>	<hr/>
	401,718	23,574
	<hr/> <hr/>	<hr/> <hr/>

**8 Creditors: Amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Deferred income - Funding received in advance	333,019	17,199
Other creditors	5,580	6,861
Accruals	2,120	2,181
VAT Liability	58,699	-
	<u>399,418</u>	<u>26,241</u>

<b>Deferred income</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2021	17,199	24,080
Released from previous years	(17,199)	(24,080)
Resources deferred in the year	333,019	17,199
	<u>333,019</u>	<u>17,199</u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

At the balance sheet date, the charity was holding funds received in advance for Dorset Council, for Service Level Agreements and grants for which the activity will take place in 2022/23. There are performance related criteria requiring the deferral of funds.

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2022

**9 Summary of movement in funds**

	<b>Balance 01.04.21</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance 31.03.22</b>
	£	£	£	£	£
<b>Restricted funds</b>					
Allotment project	3,100	194	(3,294)	-	-
Community Credits					
Dorset County council	-	12,500	(12,001)	-	499
Big Lottery Fund	-	74,759	(65,523)	-	9,236
Other income	-	4,369	(1,000)	-	3,369
Community Fridge	2,319	3,529	(5,848)	-	-
Company at Christmas	-	1,018	(1,018)	-	-
Community Volunteers	-	78,275	(74,288)	-	3,987
NHS CCG	-	23,940	(23,940)	-	-
Covid Grants	13,995	41,582	(49,577)	-	6,000
Voluntary Help Scheme	-	11,952	(11,952)	-	-
Spirit of 2012	-	16,667	(15,667)	-	1,000
Creating a legacy	-	10,625	(10,625)	-	-
Dorset Vol Ambassadors	-	150,000	(77,533)	-	72,467
Out of Hours	-	20,628	(20,628)	-	-
Awards for All - Vehicle Reserve	10,000	-	-	(10,000)	-
Bernard Sunley	-	5,000	-	(5,000)	-
<b>Total restricted funds</b>	<b>29,414</b>	<b>455,038</b>	<b>(372,894)</b>	<b>(15,000)</b>	<b>96,558</b>
<b>Unrestricted funds</b>					
<u>Designated funds</u>					
Designated reserve fund	27,507	-	-	-	27,507
IT Reserve	15,000	-	-	-	15,000
Development Reserve	30,000	-	-	-	30,000
Development/Training Reserve	10,000	-	-	-	10,000
Vehicle Reserve	3,500	-	-	(3,500)	-
<b>Total designated funds</b>	<b>86,007</b>	<b>-</b>	<b>-</b>	<b>(3,500)</b>	<b>82,507</b>
Administration/general fund	122,511	74,658	(34,553)	18,500	181,116
<b>Total unrestricted funds</b>	<b>208,518</b>	<b>74,658</b>	<b>(34,553)</b>	<b>15,000</b>	<b>263,623</b>
<b>Total funds</b>	<b>237,932</b>	<b>529,696</b>	<b>(407,447)</b>	<b>-</b>	<b>360,181</b>

**Volunteer Centre Dorset**  
Notes to the Financial Statements  
For the Year Ended 31 March 2022

**Summary of movement in funds- prior year**

	Balance 01.04.20 £	Income £	Expenditure £	Transfers £	Balance 31.03.21 £
<b>Restricted funds</b>					
Allotment project	-	3,500	(400)	-	3,100
Community Credits					
Dorset Council	-	1,535	(1,535)	-	-
The National Lottery	13,247	38,477	(51,724)	-	-
Pocket Parks	2,646	-	(2,646)	-	-
Other funders	64	-	(64)	-	-
Community Fridge	-	2,500	(181)	-	2,319
Company at Christmas	-	995	(995)	-	-
NHS CCG	-	28,300	(28,300)	-	-
Covid Grants	-	156,174	(142,179)	-	13,995
Voluntary Help Scheme	-	1,055	(1,055)	-	-
Syrian Families Project	10,997	27,371	(38,368)	-	-
Volunteer development	-	2,880	(2,880)	-	-
Awards for All - Vehicle Reserve	-	10,000	-	-	10,000
<b>Total restricted funds</b>	<b>26,954</b>	<b>272,787</b>	<b>(270,327)</b>	<b>-</b>	<b>29,414</b>
<b>Unrestricted funds</b>					
<u>Designated funds</u>					
Designated reserve fund	27,507	-	-	-	27,507
IT Reserve	-	-	-	15,000	15,000
Development Reserve	-	-	-	30,000	30,000
Training Reserve	-	-	-	10,000	10,000
Vehicle Reserve	-	-	-	3,500	3,500
Total designated funds	27,507	-	-	58,500	86,007
Administration/general fund	81,762	132,031	(32,782)	(58,500)	122,511
<b>Total unrestricted funds</b>	<b>109,269</b>	<b>132,031</b>	<b>(32,782)</b>	<b>-</b>	<b>208,518</b>
<b>Total funds</b>	<b>136,223</b>	<b>404,818</b>	<b>(303,109)</b>	<b>-</b>	<b>237,932</b>

**Purpose of material funds:**

Development/training	Volunteer management training for community organisations
Designated reserve fund	Contingency reserve to cover the operating lease and redundancy commitments.
IT reserve	Reserve set up to fund future IT requirements.
Vehicle reserve	Reserve set up to fund a new van (purchased in year).

**Purpose of funds (continued):**

Development reserve	Reserve set up to fund Volunteer Centre Dorset development.
Allotment project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
NHS CCG	Providing support to the VCS in Dorset, working in partnership with the CCG to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc. to the wider Voluntary and Community Sector.
HMP Guys Marsh	Voluntary Sector and Project Coordinator at HMP Guys Marsh, providing support and good practice to the VCS who deliver support and services to prisoners and families at HMP Guys Marsh, organising networking events and developing partnerships and activities. Also delivering Volunteering Opportunities for those in custody, mirroring the services of the Volunteer Centre within a prison setting.
Syrian Families Project	To support volunteers who support Syrian families in Dorset.
Covid Grants	To recruit volunteers, support and manage the Covid-19 response.
Awards for All	Contribution to purchase of new van.
Dorset Vol Ambassadors	Local Ambassadors will be recruited, and training will be provided, to engage with the public to provide a 'welcoming face' as well as local knowledge and information whilst providing advice and guidance.
Community Volunteers	A pilot project with Dorset Council that has developed through the pandemic and that continues to support people in need through community volunteering.
Out of Hours	This is the Community Volunteers project, but outside normal working hours.
Spirit of 2012	A research project to highlight and develop volunteer opportunities for people with disabilities and additional needs in museums.
Creating a Legacy	Giving the opportunity for young people to gain work experience.
Dorset Vol Ambassadors	A meet and greet service signposting people who are visiting the area of Dorset.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. Transfers are also made, in accordance with the SORP, on purchase of assets from restricted funds that can be taken to discharge the restriction. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

**10 Analysis of assets between funds**

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Tangible assets	21,713	-	21,713	6,327	-	6,327
Net current assets	241,910	96,558	338,468	202,191	29,414	231,605
	<u>263,623</u>	<u>96,558</u>	<u>360,181</u>	<u>208,518</u>	<u>29,414</u>	<u>237,932</u>

**11 Related parties**

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

**12 Government grants**

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

**13 Company limited by guarantee**

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2022 the company had six members and the total amount guaranteed was therefore £60.

**VOLUNTEER CENTRE DORSET**

England & Wales - Charity number 1113758

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# Accounts

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**Volunteer Centre Dorset**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2021**

**Charity Registered in England and Wales Number: 1113758**

**Company Registration Number: 05685988**

**Volunteer Centre Dorset**  
Contents  
For the Year Ended 31 March 2021

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**Volunteer Centre Dorset**  
Reference and Administrative Details  
For the Year Ended 31 March 2021

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<b>Charity Name</b>	Volunteer Centre Dorset
<b>Other Names</b>	Dorchester Volunteer Bureau Volunteer Centre Dorchester
<b>Trustee Directors</b>	S Fleet                      Chairperson A Bailey MA FCA      Director of finance A Bolt H Enright D Exall K Herbert J Mills
<b>Company Secretary &amp; Centre Manager Deputy Manager</b>	M Waterman C Womble
<b>Company Number</b>	05685988
<b>Charity Number</b>	1113758
<b>Principal Address and Registered Office</b>	The Old Coach House Acland Road Dorchester Dorset DT1 1EF
<b>Independent Examiner</b>	Michelle Ferris BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

## Volunteer Centre Dorset

### Trustees' Report

For the Year Ended 31 March 2021

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The Trustees' present their report and accounts for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019).

### Trustees

The Trustees serving during the period and since the period end are as follows:

- S Fleet                                      Chairperson
- A Bailey                                     Director of finance
- A Bolt
- H Enright                                  (appointed 13 April 2021)
- D Exall
- K Herbert
- J Mills
- A Nichol                                    (resigned 17 September 2020)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Volunteer Centre Dorset ("VCD") (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations of 1 July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. There is no determined maximum or minimum number. By agreement, all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 6 trustees who meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the CEO. She is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner. She also holds responsibility for the supervision and development of the staff team in line with best practice.

As part of ongoing practice, we undertook a comprehensive skills audit of Trustees. Whilst this did not reveal any major deficiencies in the spread of skills it enabled us to identify areas where we wished to both strengthen and refresh the skills set of our trustees. A recruitment campaign is in progress and a key intent is to broaden the diversity of our Board. The Board is committed to ongoing trustee development and this is reviewed regularly. Training continues to be provided on topics including governance and safeguarding. We have a nominated safeguarding lead trustee.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and public benefit statement**

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by: -

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

### **The focus of our work**

Our work is focused around the ambition to offer **Leadership, Inspiration, Facilitation and Expertise, or LIFE**, to those throughout Dorset who wish to volunteer. This is encapsulated in our mission statement:

***VCD commits to promote and develop volunteering for all, enhancing the quality of LIFE for residents throughout the county.***

The work of the Centre has been profoundly impacted by the Covid-19 pandemic and the periods of lockdown and other restrictions, but has remained totally aligned to this mission.

Whilst we have retained our offices in central Dorchester staff have predominantly worked from home throughout the reporting period. At the beginning of lock down all staff were provided with the necessary IT equipment, telephones and furniture to ensure that they were able to operate safely and effectively from home. Health and Safety reviews took place and a Working from Home policy was immediately agreed and procedures implemented. Our earlier investment in cloud technology enabled all staff to remain in close contact and work effectively as a team. As the lockdown and restrictions continued, regular reviews were conducted to ensure that staff continued to have access to all the technology and personal support they required. Trustees were particularly concerned to ensure the well being of everyone. Regular reports were provided to the Board and informal zoom events and relaxation classes introduced.

Throughout this period on line training and support was provided and the Centre Manager, in partnership with trustees, put forward proposals for staff development and reorganisation in anticipation of the retirement of her deputy later in 2021.

This year, our work has been largely focused on the voluntary response to the pandemic in Dorset. VCD immediately became an integral part of Dorset Council's crisis planning team and a leading organisation enabling the quick and effective emergency response across the county. We have led the community response, supporting those most vulnerable in our community.

We recruited over 3500 volunteers during this period. Many were matched to the circa 1300 individuals who were shielding to provide support including shopping, collecting prescriptions, dog walking and telephone befriending. Volunteers have also helped with a range of other activities arising from the pandemic including marshalling at household recycling centres, delivering library books, assisting at vaccination centres and supporting children's holiday activities

## **Volunteer centre Dorset**

### **Trustees' Report**

For the Year Ended 31 March 2021

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In support of these activities training and support have been provided to individual volunteers and to the 160+ emergency response community groups that were established. Training guides were produced, including good practice guides and weekly updates were provided to all registered volunteers and community response groups. Particular attention was paid to providing advice to volunteers on how to keep safe as well as safeguarding to protect vulnerable adults and children. 218 new DBS checks were carried out for volunteers responding specifically to the pandemic.

Working in partnership with Dorset Council and Dorset CCG we developed a package of recognition for volunteers looking for employment within the health and social care sector. This provided a platform for volunteers to record the skills and training they had received and appropriate certificates were awarded. This has both enhanced recognition of the value of volunteering whilst also providing a valuable route into employment for individuals.

All this work has been carried out in partnership with Dorset Council, Dorset CCG and other voluntary organisations within the county. Strong relationship built on trust and mutual respect have been built and we believe this will yield benefits in the years ahead.

Our digital impact has continued to grow. Around 30000 new visitors have visited our web site in the past two years, an increase of over 250% on the previous period. VCD ranks top of the search engine list making it easy for people to find information about local volunteering and our Google reviews are 4.8 out of 5. Our social media following has also grown by around 20% over the year. It follows that our previous investment in these areas has proved invaluable over the period of the pandemic.

### **Projects delivered**

Projects have been necessarily limited this year but we have made every effort to adapt and maintain activity where possible.

- Volunteer Help Scheme - two of the voluntary team have continued to volunteer throughout the year where they can, delivering emergency food parcels, distributing food across the county to the food banks and emergency response groups, as well as delivering Christmas packs for children over the Christmas Holidays. Gardens have been kept tidy and large items have been removed to help people stay in their homes and continue to live well and independent.
- Community Credit Scheme – although we haven't been able to operate as usual as many of our volunteers are vulnerable we have maintained regular contact, held zoom coffee and chat sessions, sent postcards and had weekly phone calls. The volunteers with learning disabilities have welcomed the chance to get back outside and volunteer when we have been able. We have also set up small action groups who have initially met online to look at developing opportunities in their areas. During lockdown we have been working to develop an exchange app, which will be trialled later this summer. We also worked with the Digital Inclusion team to distribute IT equipment and training for those with a learning disability with no access to the internet. We were also successful in being awarded a continuation grant from Reaching Communities, this will enable us to continue to grow and develop the project.

## **Principal Funding Sources**

During this period our core services were adapted to support the Covid-19 response. Consequently the majority of our funding has been related to COVID 19 activities and has been in various grants from Dorset Council, Dorset Community Foundation, Dorset Clinical Commissioning Group (CCG) and Reaching Communities Lottery. In this financial year, we also received funding from Dorchester Town Council and DEFRA (via Dorset Council) to support the opening of a Community Fridge in April 2021. Provision has been made for the purchase of a replacement van in 21/22 and we received funding from Awards For All and match funding from Bernard Sunley Foundation towards this.

## **ACHIEVEMENT AND PERFORMANCE**

### **Report of the Finance Director**

#### **Financial Review**

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £303,109 (2019-20 £236,243) of which 75% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £14,430 but this budget had been revised upwards several times in the year as our project income grew in this extraordinary year.

Total income for the year was £404,818 (2019-20 £285,362) primarily received from agencies as grants. Total income was above the budget by £22,931.

The net surplus for the year was £101,709 (2019-20 £49,119).

The unrestricted reserves increased by £99,249 to £208,518. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £234,272. However, £17,199 was deferred income. Taking this into account and all other financial responsibilities the net current assets were £231,605. This equates to 9 months of expenditure (6 months 2019-20). The above calculation is based on these accounts but if it is based on our 2021-22 budget it remains at 6 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £237,932 (2019-20 £136,223).

#### **Reserves Policy**

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year end were £122,511 (2019-20 £81,762) which equates to around 5 months of this year's expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

### **Plan for Future Periods**

This has been an extraordinary and atypical year for VCD. Trustees wish to acknowledge the energy, commitment and loyalty of all the staff and volunteers, without whom we would not have been able to respond to the pandemic with such professionalism, flexibility and speed. Out of this experience some positives have emerged. Our relationship with other voluntary organisations and with the public and statutory sectors have been significantly enhanced and this stronger and collaborative relationship will serve us all well as we face the challenges and uncertainties ahead. The pandemic response is not over, however, and we continue to plan and deliver in response to the changing circumstances and demands of the community we serve.

Trustees and senior staff are now finding time and space to look ahead and the forward business planning activity ( initially planned for 20/21 ) will now take place in 21/22. The investment in staff development and reorganisation will enable us to shape the organisation to meet the needs of the community as we emerge from the pandemic and as we seek to work in different ways with our partners and collaborators. We have responded to a tender call from Dorset Council and, if successful, this will provide core funding for 5 years. This security will enable us to leverage other sources of funding to ensure the ongoing viability of the Volunteer Centre.

We remain committed to inclusion and supporting everyone who wishes to volunteer. VCD will continue to operate an open-door policy, welcoming all people wishing to volunteer and provide training and mentoring to assist them to achieve their potential.

### **Statement of Trustees' Responsibilities**

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 charitable company and of the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.

**A Bailey**  
Director of Finance

Date: 22 July 2021

## **Volunteer Centre Dorset**

Independent Examiner's Report to the Trustees  
For the Year Ended 31 March 2021

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### **Independent examiners report to the Trustees of Volunteer Centre Dorset**

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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 accounts to be reached.

**Michelle Ferris BSc (Hons) FCA DChA**  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 10 September 2021

**Volunteer Centre Dorset**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2021

		2021			2020		
	Note	Unres- tricted £	Res- tricted £	Total £	Unres- tricted £	Res- tricted £	Total £
<b>Income from:</b>							
Donations and legacies	2	-	995	995	4,558	5,184	9,742
Charitable activities	2	129,110	271,162	400,272	68,172	199,643	267,815
Other trading activities	2	2,435	630	3,065	6,161	1,270	7,431
Investments	2	486	-	486	374	-	374
<b>Total income</b>		<b>132,031</b>	<b>272,787</b>	<b>404,818</b>	<b>79,265</b>	<b>206,097</b>	<b>285,362</b>
<b>Expenditure on:</b>							
Charitable activities	3	32,782	270,327	303,109	47,654	188,589	236,243
<b>Total expenditure</b>		<b>32,782</b>	<b>270,327</b>	<b>303,109</b>	<b>47,654</b>	<b>188,589</b>	<b>236,243</b>
<b>Net income/(expenditure) before transfers</b>		<b>99,249</b>	<b>2,460</b>	<b>101,709</b>	<b>31,611</b>	<b>17,508</b>	<b>49,119</b>
Transfers between funds	9	-	-	-	-	-	-
<b>Net movement in funds</b>		<b>99,249</b>	<b>2,460</b>	<b>101,709</b>	<b>31,611</b>	<b>17,508</b>	<b>49,119</b>
<b>Reconciliation of funds</b>							
Total funds brought forward	9	109,269	26,954	136,223	77,658	9,446	87,104
<b>Total funds carried forward</b>		<b>208,518</b>	<b>29,414</b>	<b>237,932</b>	<b>109,269</b>	<b>26,954</b>	<b>136,223</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Volunteer Centre Dorset- Company Registration Number: 05685988**

## Balance Sheet

As at 31 March 2021

		£	2021 £	£	2020 £
<b>Fixed assets</b>	<b>Note</b>				
Tangible fixed assets	6	6,327		5,435	
			6,327		5,435
<b>Current assets</b>					
Debtors	7	23,574		13,905	
Cash at bank and in hand		234,272		145,654	
		257,846		159,559	
<b>Liabilities</b>					
Creditors falling due within one year	8	(26,241)		(28,771)	
Net current assets			231,605		130,788
<b>Total net assets</b>			<b>237,932</b>		<b>136,223</b>
<b>The funds of the charity:</b>					
Unrestricted funds:					
General funds	9	122,511		81,762	
Designated funds	9	86,007		27,507	
Total unrestricted funds			208,518		109,269
Restricted funds	9		29,414		26,954
<b>Total charity funds</b>			<b>237,932</b>		<b>136,223</b>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

Approved by the Board for issue on 22 July 2021 and signed on their behalf by:

**A Bailey**  
Director of Finance

## **1 Accounting policies**

The principle accounting policies adopted in the preparation of the financial statements are:

### **1.1 General information and basis of accounting**

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-7.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

### **1.3 Government grants**

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements. Whilst there has been no change to accounting policy from that of the prior year, there has been a change to presentation, with contributions to core costs being shown as one line in expenditure rather than being shown as income and an equal expense.

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment	25% on reducing balance.
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**1.6 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.8 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.9 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

**1.10 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

**1.12 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.13 Covid-19**

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. The charity has been able to continue to deliver the majority of its services remotely and has attracted additional funding to enable a response to an increase in demand. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary.

**1.14 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 12. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 12. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

**Volunteer Centre Dorset**  
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**2 Income from:**

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
<b>Donations and legacies</b>						
Donations	-	995	995	4,558	5,184	9,742
	-	995	995	4,558	5,184	9,742
<b>Charitable activities</b>						
<u>Grants</u>						
NHS CCG*	-	45,819	45,819	-	37,800	37,800
Dorset Council*	51,239	142,618	193,857	60,244	8,747	68,991
The National Lottery	74,871	38,477	113,348	7,470	70,490	77,960
Pocket Parks*	-	-	-	-	15,393	15,393
HMP Guys Marsh (started 01/09/17)*	-	-	-	-	13,485	13,485
Tesco	-	-	-	-	1,000	1,000
Allotment Project	-	-	-	-	3,567	3,567
Syrian resettlement programme*	-	27,371	27,371	-	49,161	49,161
Awards for all	-	10,000	10,000	-	-	-
Grants - Other	3,000	6,877	9,877	458	-	458
	129,110	271,162	400,272	68,172	199,643	267,815
<b>Other trading activities</b>						
Affiliation Fees	-	-	-	385	-	385
Delivered services	2,435	630	3,065	5,775	1,270	7,045
	2,435	630	3,065	6,161	1,270	7,431
<b>Investment income</b>						
Bank interest	486	-	486	374	-	374
<b>Total income</b>	<b>132,031</b>	<b>272,787</b>	<b>404,818</b>	<b>79,265</b>	<b>206,097</b>	<b>285,362</b>

\*Donates government grants

### 3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Events	126	13,449	13,575	4,054	16,820	20,874
Salaries	59,237	157,401	216,638	37,662	108,169	145,831
Staff travel	476	2,206	2,682	1,828	4,677	6,505
Volunteer expenses	109	1,253	1,362	1,069	3,368	4,437
Training and fees	-	6,021	6,021	256	938	1,194
Vehicle costs	835	1,366	2,201	300	2,657	2,957
Repairs and renewals	330	1,752	2,082	-	219	219
Newsletter	-	697	697	1,648	-	1,648
Subscriptions	3,859	-	3,859	3,380	60	3,440
Premises	4,446	13,686	18,132	1,462	13,192	14,654
Miscellaneous	1,053	1,384	2,437	1,399	106	1,505
Postage	1,703	-	1,703	1,464	-	1,464
Telephone	12,333	-	12,333	8,791	700	9,491
Stationery	442	-	442	932	-	932
Advertising and promotion	334	1,471	1,805	648	3,344	3,992
Insurance	209	719	928	474	350	824
Support staff	-	-	-	-	-	-
Photocopying	718	-	718	3,131	-	3,131
Water	-	-	-	-	-	-
Depreciation	1,026	1,083	2,109	1,540	272	1,812
Bookkeeping	1,800	9,565	11,365	6,221	3,312	9,533
Accountancy	1,010	-	1,010	900	-	900
Independent examination	1,010	-	1,010	900	-	900
	<b>91,056</b>	<b>212,053</b>	<b>303,109</b>	<b>78,059</b>	<b>158,184</b>	<b>236,243</b>
<u>Recharges</u>						
Contribution to core costs	(58,274)	58,274	-	(30,405)	30,405	-
<b>Total</b>	<b>32,782</b>	<b>270,327</b>	<b>303,109</b>	<b>47,654</b>	<b>188,589</b>	<b>236,243</b>

### 4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, and none were reimbursed any expenses (2020 - £nil).

**5 Staff costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	203,282	137,947
Employer's national insurance	11,363	6,608
Employer's pension contributions	1,993	1,276
	<u>216,638</u>	<u>145,831</u>

The average monthly head count of employees during the period was 9 staff (2020: 8 staff).

No employee received remuneration of more than £60,000 in the period (2020: nil).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £1,993 (2020: £1,276). Contributions totalling £nil (2020: £nil) were payable to the scheme at the end of the year and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Centre Manager and the Deputy Manager. The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £68,504 (2020: £56,144).

**6 Tangible fixed assets**

	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 April 2020	34,784	34,784
Additions	3,001	3,001
	<hr/>	<hr/>
At 31 March 2021	37,785	37,785
	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>		
At 1 April 2020	29,349	29,349
Charge for the year	2,109	2,109
	<hr/>	<hr/>
At 31 March 2021	31,458	31,458
	<hr/> <hr/>	<hr/> <hr/>
<b>Net book value</b>		
At 31 March 2021	6,327	6,327
	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2020	5,435	5,435
	<hr/> <hr/>	<hr/> <hr/>

**7 Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	21,093	12,882
Prepayments and accrued income	2,401	713
Other debtors	80	310
	<hr/>	<hr/>
	23,574	13,905
	<hr/> <hr/>	<hr/> <hr/>

**8 Creditors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	£	£
Deferred income - Funding received in advance	17,199	24,080
Other creditors	6,861	194
Accruals	2,181	4,497
	<u>26,241</u>	<u>28,771</u>

<b>Deferred income</b>	<b>2021</b>	<b>2020</b>
	£	£
Deferred income at 1 April 2020	24,080	72,814
Released from previous years	(24,080)	(72,814)
Resources deferred in the year	17,199	24,080
	<u>17,199</u>	<u>24,080</u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

Grants deferred in the year relate to Dorset Council in respect of Covid 19 Support for food parcels.

**Volunteer Centre Dorset**  
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**9 Summary of movement in funds**

	<b>Balance</b> <b>01.04.20</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.21</b> £
<b>Restricted funds</b>					
Allotment project	-	3,500	(400)	-	3,100
Community Credits					
Dorset Council	-	1,535	(1,535)	-	-
The National Lottery	13,247	38,477	(51,724)	-	-
Pocket Parks	2,646	-	(2,646)	-	-
Other funders	64	-	(64)	-	-
Community Fridge	-	2,500	(181)	-	2,319
Company at Christmas	-	995	(995)	-	-
NHS CCG	-	28,300	(28,300)	-	-
Covid Grants	-	156,174	(142,179)	-	13,995
Voluntary Help Scheme	-	1,055	(1,055)	-	-
Syrian Families Project	10,997	27,371	(38,368)	-	-
Volunteer development	-	2,880	(2,880)	-	-
Awards for All - Vehicle Reserve	-	10,000	-	-	10,000
<b>Total restricted funds</b>	<b>26,954</b>	<b>272,787</b>	<b>(270,327)</b>	<b>-</b>	<b>29,414</b>
<b>Unrestricted funds</b>					
<u>Designated funds</u>					
Designated reserve fund	27,507	-	-	-	27,507
IT Reserve	-	-	-	15,000	15,000
Development Reserve	-	-	-	30,000	30,000
Training Reserve	-	-	-	10,000	10,000
Vehicle Reserve	-	-	-	3,500	3,500
<b>Total designated funds</b>	<b>27,507</b>	<b>-</b>	<b>-</b>	<b>58,500</b>	<b>86,007</b>
Administration/general fund	81,762	132,031	(32,782)	(58,500)	122,511
<b>Total unrestricted funds</b>	<b>109,269</b>	<b>132,031</b>	<b>(32,782)</b>	<b>-</b>	<b>208,518</b>
<b>Total funds</b>	<b>136,223</b>	<b>404,818</b>	<b>(303,109)</b>	<b>-</b>	<b>237,932</b>

**Volunteer Centre Dorset**  
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**Summary of movement in funds- prior year**

	<b>Balance</b> <b>01.04.19</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfers</b> £	<b>Balance</b> <b>31.03.20</b> £
<b>Restricted funds</b>					
Allotment project	-	3,588	(3,588)	-	-
Community Credits					
Dorset Council	-	5,748	(5,748)	-	-
The National Lottery	6,880	70,490	(64,123)	-	13,247
Santander	-	1,000	(1,000)	-	-
Big4littlemoor	-	15,393	(12,747)	-	2,646
Other funders	342	-	(278)	-	64
Company at Christmas	408	674	(1,082)	-	-
NHS CCG	-	22,800	(22,800)	-	-
HMP Guys Marsh	-	13,574	(13,574)	-	-
Voluntary Help Scheme	-	5,670	(5,670)	-	-
Syrian Families Project	1,816	49,160	(39,979)	-	10,997
Christchurch BC	-	15,000	(15,000)	-	-
EDDC	-	3,000	(3,000)	-	-
<b>Total restricted funds</b>	<b>9,446</b>	<b>206,097</b>	<b>(188,589)</b>	<b>-</b>	<b>26,954</b>
<b>Unrestricted funds</b>					
Administration	50,151	58,231	(26,620)	-	81,762
Designated reserve fund	27,507	-	-	-	27,507
Development/training	-	21,034	(21,034)	-	-
<b>Total unrestricted funds</b>	<b>77,658</b>	<b>79,265</b>	<b>(47,654)</b>	<b>-</b>	<b>109,269</b>
<b>Total funds</b>	<b>87,104</b>	<b>285,362</b>	<b>(236,243)</b>	<b>-</b>	<b>136,223</b>

**Purpose of material funds:**

Development/training	Volunteer management training for community organisations
Designated reserve fund	Contingency reserve to cover the operating lease and redundancy commitments.
IT reserve	Reserve set up to fund future IT requirements.
Vehicle reserve	Reserve set up to fund a new van.
Development reserve	Reserve set up to fund Volunteer Centre Dorset development.
Allotment project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
NHS CCG	Providing support to the VCS in Dorset, working in partnership with the CCG to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc. to the wider Voluntary and Community Sector.

**Purpose of funds (continued):**

HMP Guys Marsh	Voluntary Sector and Project Coordinator at HMP Guys Marsh, providing support and good practice to the VCS who deliver support and services to prisoners and families at HMP Guys Marsh, organising networking events and developing partnerships and activities. Also delivering Volunteering Opportunities for those in custody, mirroring the services of the Volunteer Centre within a prison setting.
Syrian Families Project	To support volunteers who support Syrian families in Dorset.
Covid Grants	To recruit volunteers, support and manage the Covid-19 response.
Awards for All	Contribution to purchase of new van.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

**10 Analysis of assets between funds**

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Tangible assets	6,327	-	6,327	5,043	392	5,435
Net current assets	202,191	29,414	231,605	104,226	26,562	130,788
	<u>208,518</u>	<u>29,414</u>	<u>237,932</u>	<u>109,269</u>	<u>26,954</u>	<u>136,223</u>

**11 Financial commitments**

At 31 March 2021 the charity was committed to making the following payments under non-cancellable operating leases:

	2021 £	2020 £
<u>Operating leases which expire:</u>		
Within one year	-	113
2-5 years	-	-
In more than five years	-	-
	<u>-</u>	<u>113</u>

## 12 Financial instruments

### Categorisation of financial instruments

	2021	2020
	£	£
Financial assets that are debt instruments measured at amortised cost	255,365	158,846
	<u>255,365</u>	<u>158,846</u>
Financial liabilities measured at amortised cost	9,042	4,691
	<u>9,042</u>	<u>4,691</u>

There were no items of income, expense, gains or losses to report.

## 13 Related parties

There were no related party transactions during the year (2020: none).

## 14 Government grants

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

## 15 Company limited by guarantee

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2021 the company had six members and the total amount guaranteed is therefore £60.