

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

Charity Name	Volunteer Centre Dorset
Other Names	Dorchester Volunteer Bureau Volunteer Centre Dorchester
Trustee Directors	A Bolt A Bailey MA FCA Director of finance P Cooper Chairperson H Enright P Chart T Dennis-Andrews
Company Secretary & CEO	M Waterman
Company Number	05685988
Charity Number	1113758
Principal Address and Registered Office	The Coach House Acland Road Dorchester Dorset DT1 1EF
Independent Examiner	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

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 09th Jan 2025)
- G Slade (Resigned 25th Apr 2024)
- P Chart (Appointed 11th Mar 2025)
- T Dennis-Andrews (Appointed 11th Mar 2025)
- A Burgen (Appointed 01st May 2025)
- P Lockley (Appointed 24th 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.

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 3rd party to enable smaller charities and other organisations to access DBS checks for both Volunteers and staff.

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 Dipps 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 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.

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 31st 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

Volunteer Centre Dorset
Trustees' Report
For the Year Ended 31 March 2025

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

Volunteer Centre Dorset

Independent Examiner's Report to the Trustees
For the Year Ended 31 March 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-	Res-	Total	Unres-	Res-	Total
	Note	tricted	tricted		tricted	tricted	
		£	£	£	£	£	£
Income from:							
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
Total income		75,854	346,200	422,054	79,042	384,564	463,606
Expenditure on:							
Charitable activities	3	109,847	369,310	479,157	77,639	416,606	494,245
Total expenditure		109,847	369,310	479,157	77,639	416,606	494,245
Net income/(expenditure) before transfers		(33,993)	(23,110)	(57,103)	1,403	(32,042)	(30,639)
Transfers between funds	9	(29,191)	29,191	-	75,572	(75,572)	-
Net movement in funds		(63,184)	6,081	(57,103)	76,975	(107,614)	(30,639)
Reconciliation of funds							
Total funds brought forward	9	376,089	37,530	413,619	299,114	145,144	444,258
Total funds carried forward		312,905	43,611	356,516	376,089	37,530	413,619

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.

Balance Sheet

As at 31 March 2025

		£	2025 £	£	2024 £
	Note				
Fixed assets					
Tangible fixed assets	6		18,136		24,182
Current assets					
Debtors	7	42,319		22,307	
Cash at bank and in hand		395,708		452,548	
		<u>438,027</u>		<u>474,855</u>	
Liabilities					
Creditors falling due within one year	8	(99,647)		(85,418)	
Net current assets			<u>338,380</u>		<u>389,437</u>
Total net assets			<u><u>356,516</u></u>		<u><u>413,619</u></u>
The funds of the charity:					
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		<u>43,611</u>		<u>37,530</u>
Total charity funds			<u><u>356,516</u></u>		<u><u>413,619</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 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 £
Donations and legacies						
Donations	2,038	3,603	5,642	724	-	724
	2,038	3,603	5,642	724	-	724
Charitable activities						
<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
	57,926	331,879	389,805	52,000	384,564	436,564
Other trading activities						
Delivered services	1,361	-	1,361	2,495	-	2,495
DBS Fees Recharged	-	10,717	10,717	12,980	-	12,980
	1,361	10,717	12,078	15,475	-	15,475
Investment income						
Bank interest	14,528	-	14,528	10,843	-	10,843
Total income	75,854	346,200	422,054	79,042	384,564	463,606

*Denotes government grants

**Denotes government contracts

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	-
Total	109,847	369,310	479,157	77,639	416,606	494,245

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

	2025 £	2024 £
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

	Fixtures & Fittings £	Motor Vehicles £	Total £
Cost			
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	42,371	25,212	67,583
Depreciation			
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	32,995	16,452	49,447
Net book value			
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

	2025 £	2024 £
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

	2025	2024
	£	£
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

	2025	2024
	£	£
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

	Balance 01.04.24 £	Income £	Expenditure £	Transfers £	Balance 31.03.25 £
Restricted Funds					
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)	-	-
Total Restricted Funds	37,530	346,200	(369,310)	29,191	43,611
Unrestricted Funds					
<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
Total Designated Funds	199,882	-	-	(63,184)	136,698
Administration/General Fund	176,207	75,854	(109,847)	33,993	176,207
Total Unrestricted Funds	376,089	75,854	(109,847)	(29,191)	312,905
Total Funds	413,619	422,054	(479,157)	-	356,516

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

Summary of movement in funds- prior year

	Balance 01.04.23 £	Income £	Expenditure £	Transfers £	Balance 31.03.24 £
Restricted Funds					
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)	-	-
Total Restricted Funds	145,144	384,564	(416,606)	(75,572)	37,530
Unrestricted Funds					
<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
Total Designated Funds	85,658	-	-	114,224	199,882
Administration/General Fund	213,456	79,042	(77,639)	(38,652)	176,207
Total Unrestricted Funds	299,114	79,042	(77,639)	75,572	376,089
Total Funds	444,258	463,606	(494,245)	-	413,619

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.