

VOLUNTARY ACTION SURREY EAST (VASE)

England & Wales · Charity number 1137664

Details

Other names	TANDRIDGE VOLUNTARY ACTION, TANDRIDGE VOLUNTARY SERVICE COUNCIL
Status	Registered
Legal form	Charitable company
Company number	07313570
Registered	2010-08-27
Register	View on the Charity Commission register

Contact

Address
The Community Hub
1st Floor Library Building
14 Gresham Road
Oxted
Surrey
RH8 0BQ

Phone 01883722593

Email info@vase.org.uk

Website www.vase.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE PUBLIC, PRIMARILY BUT NOT EXCLUSIVELY IN THE LOCAL GOVERNMENT DISTRICTS OF TANDRIDGE, REIGATE AND BANSTEAD, COLLECTIVELY KNOWN AS EAST SURREY AND ITS SURROUNDING AREAS (HEREAFTER REFERRED TO AS THE 'AREA OF BENEFIT?'). SPECIFICALLY, TO ENHANCE THE CAPACITY OF THIRD SECTOR ORGANISATIONS AND EQUIP THEM WITH THE REQUISITE SUPPORT, INFORMATION, AND SERVICES TO ENABLE THEM TO ENGAGE IN OR CONTRIBUTE TO ANY CHARITABLE CAUSE.

Activities: Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action) was incorporated on 13 July 2010 as a company limited by guarantee, company number 07313570 and registered charity number 1137664. It is governed by its Articles of Association. It was established to promote any charitable purpose for the benefit of the community in the local government district of Tandridge.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, Accommodation/housing, Environment/conservation/heritage
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** TANDRIDGE, REIGATE AND BANSTEAD
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£142,861	£148,392	-	-
2024-03-31	£77,078	£55,400	-	-
2023-03-31	£149,757	£125,863	-	-
2022-03-31	£160,432	£152,938	-	-
2021-03-31	£145,970	£179,748	-	-

Trustees

Name	Role	Appointed
Ray Wilkinson	Chair	2025-03-12
Barbara Anne Forrest		2017-04-01
Graham David Jonathan Stone		2020-10-02
Joel Hartfield		2026-04-07
Julie O'Toole		2026-02-09
Michael Gravatt		2026-03-09
Thomas Alexander Sherlock		2020-09-03
Yvonne Adnyana		2025-03-27

VOLUNTARY ACTION SURREY EAST (VASE)

England & Wales - Charity number 1137664

Accounts



Voluntary Action Surrey East

(formerly Tandridge Voluntary Action)

**Report of the Trustees and Unaudited Financial
Statements
For the Year Ended 31 March 2025**

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

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Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Chair's Introduction

I am pleased to present Voluntary Action Surrey East Limited's Annual Report for the year ending March 2025. This Report provides a brief overview of the accomplishments, financial overview and future direction of the charity.

It has been a busy year. Continuing to build from the challenges that we faced in 2023, the charity succeeded in broadening its scope and reach throughout the district of Tandridge. VASE's fundamental aim has always been to support the local voluntary community and faith sector (VCFS) across Tandridge. While continuing to grow and develop VASE, the Board has also spent considerable resources working alongside Voluntary Action Reigate & Banstead (VARB) with the goal of merging the two charities by the close of the financial year 2024/25.

This has been successfully achieved, and I am most grateful to the Boards of VARB and VASE for the constructive and productive relationship that has achieved this milestone. VASE's mission will be to foster actively and champion a diverse and vibrant civil society in East Surrey. My congratulations to everyone who made this happen, especially the staff of both organisations for their patience, understanding and loyalty.

There continue to be growing pressures on funding and therefore budgets and strategy. Demographic, economic, social and environmental challenges require the charity to evolve constantly and transform in order to survive and best serve the community. Charities such as VASE require long-term solutions to complex problems that require ongoing support, not just on a one-off basis. A more reliable and sustainable funding base is needed to build sustainable strategic programs.

In 2025, VASE will become a Charitable Incorporated Organisation, which will simplify its governance structure. The merger of VASE with VARB brings together the combined experience, expertise as well as driving efficiencies, increased resource flexibility and, more importantly, creates a single organisation fit for the future for our volunteer services across East Surrey.

The Board is indebted to the staff of TVA who have continued to grow and develop our services across Tandridge during the year. Rita Chadha, CEO, has been with TVA/VASE for over three years and left the charity at the end of June this year. The Board is grateful for her significant contribution, leadership and sound advice over the years and for her significant contribution to the merger. Louise Garrett (Volunteer Manager & Befriending Coordinator) and Urmi Ravel (Communications Manager) have been significant contributors to the successes achieved over the last year in VASE and VARB. Thank you.

We welcome Trish Kiy (Volunteer Centre Manager) and Lisa McRobbie (Information and communications Manager) who joined the VASE team on 1 April 2025 as part of the merger with VARB.

We also welcome Samantha Aung Thin as the new CEO of VASE. She brings a wealth of voluntary sector experience, strategic leadership, community development and driving impact through partnerships & sustainable development, well-equipped to taking forward VASE into a new future.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

I should also pay tribute to the volunteers and unsung heroes who support our work and without whom VASE could not provide the array of services to the Tandridge community and, going forward, to the wider Surrey East community. Their contribution is greatly respected and cherished.

VCFS remains of high importance to the Tripartite Commissioners (Surrey County Council, NHS Surrey Heartlands (East Surrey Place), and the District Councils of Tandridge and Reigate and Banstead) and is the core basis for the funding of VASE to support and create a thriving and robust VCFS in East Surrey. I would also wish to say thank you to Reigate and Bansted Council for its help with the complex merger arrangements.

VASE is governed by a Board of Trustees/Directors and its services are delivered by a small team of dedicated staff and volunteers. I am grateful to the Board for its governance and advice over the years.

Andrew Giles

Chair (to 30 April 2025)

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2025

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 March 2025. The Trustees are also the Directors of VASE and this report constitutes the report of the Directors in accordance with company law.

Trustees and Directors

The Trustees serving during the year:

Andrew Giles	Chair
Barbara Forrest	Treasurer
Lisa Compton	(resigned 27 March 2025)
Graham Dixon	(resigned 27 March 2025)
Jayne Godden-Miller	(resigned 27 March 2025)
Mel Johnson	(resigned 27 March 2025)
Thomas Sherlock	
Graham Stone	
Ray Wilkinson	(appointed 12 March 25)
Cathy Booth	(appointed 16 March 25)
Yvonne Adnyana	(appointed 27 March 25)
Serena Jester	(appointed 27 March 25, resigned 7 August 2025)
Stuart Matthews	(appointed 27 March 25, resigned 6 August 2025)
Suzanne Morris	(appointed 27 March 25)
Anne Sumner	(appointed 27 March 25, resigned 7 August 2025)
Jayne Francis	(appointed 26 August 2025)

Bankers: National Westminster Bank Plc
Shawbrook Bank Limited

Registered Office: The Community Hub
1st Floor, Library Building
14 Gresham Road
Oxted RH8 0BQ

Independent Examiner: David Wheeler FCCA
Cheeld Wheeler & Co,
Redhill Chambers, 2d High Street, Redhill, Surrey RH11RJ

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2025 cont.

Governing document and constitution

Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action) was incorporated on 13 July 2010 as a company limited by guarantee, company number 07313570 and registered charity number 1137664. It is governed by its Articles of Association. The name was changed on 2 August 2024 as part of the merger process with Voluntary Action Reigate and Banstead .

The directors of the company are also trustees for the purpose of charity law.

Trustees

Trustees are appointed at the charity's AGM with a term in office of three years. A trustee may be re-appointed for a further two consecutive terms and can serve a longer-term if it is deemed to be in the best interests of the charity.

Objectives and Aims

Voluntary Action Surrey East Ltd (VASE) exists to meet the needs of volunteers, community, voluntary and faith organisations in Tandridge and in East Surrey. As a local infrastructure body, we adhere to the primary four objectives as defined by the National Association for Voluntary and Community Action (NAVCA)

- We provide **Leadership and Advocacy** on behalf and with the sector to support the development, expansion, and improvement of services locally.
- We foster **Partnerships and Collaborate** with other community, voluntary organisations in the district and beyond for the betterment of Tandridge residents. We collaborate with other sectors, specifically the public sector to provide strategic and operational input into the design and delivery of services locally.
- It is our role to **Build the Capacity of community, voluntary and faith organisations** in the district. We do this by providing the resources, (information, one to one advice and training) to organisations.
- It is our aim to enable and enhance the experience of **Volunteering** in Tandridge, we do this by brokering new opportunities, introducing volunteers to host volunteering organisations and providing the infrastructure to support voluntary endeavours.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2025 cont.

Structure, Governance and Management

VASE (TVA) is governed by a small, dedicated group of highly-engaged trustees. Their skills and experience have seen VASE develop and flourish through a turbulent period of change. We have finance experts, working alongside strategy, charity, IT, health and wellbeing and safeguarding specialists working together to manage risk and plan for the long-term.

The year has not been without its continued operational challenges. Losing a member of staff as a result of an urgent change in personal circumstances can hinder the best laid work plans. This overlaid with the demands of discussion, defining and implementing our collaboration with VARB, has stretched our small staff team even thinner. We have had to suspend our front-line services for periods throughout the year to maintain the momentum and focus on the long-term.

Looking forward we now understand our core demand and core service offer, and how best to resource it. We have since the end of the financial year continued to develop our staff team. This has made a significant difference to our responsiveness and interaction with charities and our ability to better manage strategic discussions and developments.

Trustee Recruitment

New trustees are appointed following a recruitment process which includes completing an application form and being interviewed by board members. Introductory packs and training are also offered.

Achievement and performance

Over the past year, VASE has delivered a range of impactful activities to strengthen the local voluntary sector. We supported over a dozen community organisations through targeted training, including workshops on fundraising, governance, impact measurement, and strategic planning. Our regular network meetings brought together groups from across East Surrey to share learning and foster collaboration. We celebrated local excellence through the Tandridge Trustee Awards, recognising individuals for innovation, inclusion, and lifetime service. In addition, we delivered seasonal volunteer events and befriending lunches that brought companionship and connection to isolated residents. We also managed 13 microgrants, disbursing funds to small organisations supporting inclusion, wellbeing, and community connection. VASE continues to act as a trusted anchor for the voluntary and community sector, offering practical support and celebrating grassroots leadership.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2025 cont.

Plans for 2025/26

- To complete the merger process of Voluntary Action Reigate and Banstead with Voluntary Action Surrey East Ltd (VASE)
- To formalise our strategic relationships as VASE
- To diversify and increase VASE's funding base
- To continue to raise additional funds to delivery Community Companions across East Surrey
- To develop activities and opportunities that align with the Third Sector aims of Surrey County Council, Reigate and Banstead Borough Council, Tandridge District Council and Surrey Heartlands
- To focus and develop a range of area based focused activities, including partnerships with commercial companies.

Public Benefit Statement

The Trustees are satisfied that all the objectives and activities outlined in this report are undertaken for public benefit. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty under section 17 of the Charities Act 2011.

Financial Review

The financial statements on pages 12 to 21 show the detail of VASE finances for the past year. A summary of movements on all funds is shown in Note 13 to the accounts.

Income for the year was £142,861 (2024 £138,707) and expenditure was £148,392 (2024 £124,213). The value of funds at 31 March 2025 was £111,773 (2024 £117,304).

Throughout the year, VASE/TVA continued to receive financial support from Surrey County Council, Tandridge District Council and NHS Surrey Heartlands. Core funding from these sources was at the same level as previous years. Surrey County Council continued to provide funding for the cost of the rent due to the Council for VASE's lease of the Oxted Community Hub premises. Tandridge District Council provided funding for the service charges of the Hub.

Volunteers continue to play a significant role at VASE in the administration and IT systems and also the Befrienders, who are all volunteers.

Funds

The General Fund represents funds which may be used going forward for any of the charitable purposes of VASE.

Restricted Funds are those which may only be used for the charitable objects specified by the donor. These are detailed in Note 13 of the accounts.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2025 cont.

Reserves Policy

Reserves are necessary to ensure that the objectives and activities of VASE are not immediately curtailed in the event of a reduction of income or increase in costs. The Trustees' policy has been to maintain General Fund reserves at an amount representing at least six months' normal General Fund expenditure. VASE also needs reserves to meet potential liabilities that may occur on expiry of the lease on the Oxted premises. The General Fund balance at 31st March 2025 was £107,173 (2024 £105,887).

Going Concern

The Trustees consider that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Trustees continue to adopt the going concern basis in preparing the annual report and accounts.

Risk Assessment and Management

The principal area of risk for VASE is identified as financial sustainability in the event of a reduction or withdrawal of funding to support core operations by the existing core funding providers. This risk is monitored through close liaison with VASE's funders. VASE aims to maintain sufficient reserves to mitigate the risk of immediate curtailment of activities which any loss of funding would cause.

Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2025 cont.

Statement of Trustees' Responsibilities

The charity trustees (who are also the Directors of Voluntary Action Surrey East Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare the financial statements for each year which give a true and fair view of the charitable company and of the income and expenditure of the charity for that period. In preparing the financial statements, the trustees are required to:

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

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

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

On behalf of the Trustees

Chair

Date: 20 October 2025

Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action)

Independent Examiner's Report to the Trustees of Voluntary Action Surrey East Ltd

I report to the trustees on my examination of the accounts of Voluntary Action Surrey East Ltd for the year ended 31 March 2025 which are set out on pages 12 to 21.

Respective responsibilities and basis of report

Having satisfied myself that the accounts of the charitable 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 the charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. That accounts do not accord with those records; or
3. That accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

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.

Name: David Wheeler FCCA
Cheeld Wheeler & Co
Qualification: Chartered Certified Accountants
Address: Redhill Chambers
2d High Street
Redhill
Surrey
RH1 1RJ

Signed: *David Wheeler*

Date: *3 November* 2025

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

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

For the Year ended 31 March 2025

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Income					
Grants	2	62,380	75,409	137,789	131,788
Investment income	3	-	3,260	3,260	1,607
Sundry income	4	1,792	20	1,812	5,312
Total income		64,172	78,689	142,861	138,707
Expenditure					
Charitable activities	5	80,305	64,453	144,758	121,054
Governance costs	5	-	3,634	3,634	3,159
Total expenditure		80,305	68,087	148,392	124,213
Net income/(deficit)		(16,133)	10,602	(5,531)	14,494
Transfer between funds		9,316	(9,316)	-	-
Net movement in funds		(6,817)	1,286	(5,531)	14,494
Funds at 1 April 2024		11,417	105,887	117,304	102,810
Total funds carried forward at 31 March 2025		4,600	107,173	111,773	117,304

The above statement of financial activities, all of which are derived from continuing operations, includes all recognised gains and losses for the year

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Company number 07313570

Balance Sheet At 31 March 2025

	Notes	2025 £	2024 £
Fixed assets			
Office equipment	7	-	1,769
Current assets			
Debtors	10	9293	8,155
Cash at bank and in hand		162,571	138,861
Total current assets		171,864	147,016
Liabilities			
Creditors: Amounts falling due within one year	11	(44,091)	(15,481)
Net current assets		127,773	131,535
Total assets less current liabilities		127,773	133,304
Creditors: Amounts falling due after more than one year	12	(16,000)	(16,000)
Total net assets		111,773	117,304
The funds of the charity: -			
Restricted funds	13	4,600	11,417
Unrestricted funds	13	107,173	105,887
Total Charity Funds		111,773	117,304

Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action)

Company number 07313570

Balance Sheet continued At 31 March 2025

For the year ended 31 March 2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The financial statements were approved by the VASE Trustees Board on ~~20 October~~ 2025 and signed on its behalf by –



Chair: Ray Wilkinson
(WEF 1 May 2025)



Treasurer: Barbara Forrest

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2025

1 Accounting Policies

Voluntary Action Surrey East Ltd is a company limited by guarantee and incorporated in England and Wales. The registered office is The Community Hub, 1st Floor Library Building, 14 Gresham Road, Oxted, Surrey RH8 0BQ.

The company was previously known as Tandridge Voluntary Action and the name was changed on 2 August 2024.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared 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 (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Voluntary Action Surrey East Ltd meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

b) Preparation of the accounts on a going concern basis

The financial statements have been prepared on the assumption that the charity continues to operate as a going concern.

The charity has secured core funding for the following financial year together with additional specific funding. The Trustees have reviewed the results for the year ended 31 March 2025 and the operations and cash flows since then and are satisfied that the charity is able to continue to operate and meet its financial obligations as they fall due.

c) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Voluntary Action Surrey East Ltd

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Notes to the Financial Statements For the year ended 31 March 2025

Accounting Policies (continued)

d) Income

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.

Grant income is allocated to the financial year in accordance with the General Funding Agreement.

e) Expenditure

All expenditure is recognised on the accruals basis of accounting. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Governance costs are those associated with constitutional requirements.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource.

f) Depreciation

Office equipment is written off on a straight line basis over two years. Office equipment worth less than £1,000 is written off to the Income and Expenses account in the year of purchase.

2 Income from activities to further the Charity's objects

	Restricted funds	Unrestricted funds	Total Funds 2025	Total Funds 2024
	£	£	£	£
Surrey County Council - Core services	-	32,473	32,473	32,472
Additional	-	-	-	-
Rent	30,272	-	30,272	30,272
NHS East Surrey CCG	-	20,044	20,044	20,044
Tandridge District Council - Core services	-	22,892	22,892	22,892
- Service charge	7,108	-	7,108	7,108
Community Foundation	-	-	-	5,000
Titsey Foundation	13,000	-	13,000	-
Tandridge Sparks	-	-	-	10,000
Reigate & Banstead Healthy Communities	-	-	-	-
Ian Steers Foundation	-	-	-	-
VASE merger discussions	12,000	-	12,000	4,000
Total Grants	62,380	75,409	137,789	131,788

Voluntary Action Surrey East Ltd

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Notes to the Financial Statements For the year ended 31 March 2025

3 Investment Income

	Restricted funds £	Unrestricted funds £	Total Funds 2025 £	Total Funds 2024 £
Interest receivable	-	3,260	3,260	1,607

4 Sundry Income

	Restricted funds £	Unrestricted funds £	Total Funds 2025 £	Total Funds 2024 £
Rent receivable	-	-	-	-
Membership subscriptions	-	20	20	50
Other services	1,792	-	1,792	5,262
Total sundry income	1,792	20	1,812	5,312

5 Total Expenditure

		Restricted funds £	Unrestricted funds £	Total Funds 2025 £	Total Funds 2024 £
Salaries, NI and pension	6	25,591	53,194	78,785	64,108
Rent and service charge		37,380	-	37,380	37,380
Travelling expenses		328	872	1,200	1,281
Other expenses		17,006	10,387	27,393	18,285
Charitable activities		80,305	64,453	144,758	121,054
Governance costs		-	3,634	3,634	3,159
Total expenditure		80,305	68,087	148,392	124,213

Included in Governance costs is the Independent Examiners Fee of £1,250 (2024 £1,200).

Voluntary Action Surrey East Ltd

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Notes to the Financial Statements For the year ended 31 March 2025

6 Analysis of staff costs

Number of employees

The average number of full-time equivalent employees during the year was 2 (2024 2).

Analysis of staff costs

	Restricted funds	Unrestricted funds	Total funds 2025	Total funds 2024
	£	£	£	£
Employment costs				
Salaries and wages	24,814	50,625	75,439	62,720
Social security costs	370	1,275	1,645	99
Pension costs	407	1,294	1,701	1,289
	25,591	53,194	78,785	64,108

7 Fixed assets

Office equipment	Cost	Additions	NBV at 31 March 2024	Charge for the year	NBV at 31 March 2025
At 31 March 2025	<u>£3,539</u>	=	<u>£1,769</u>	<u>£1,769</u>	=

Office equipment has been written off at 50% to spread the life over two years.

8 Trustee remuneration and related party transactions

No trustee or person related to the charity received any remuneration during the year. No trustee received financial assistance in the year.

9 Taxation

As a charity, Voluntary Action Surrey East Ltd is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act at 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the charity

Voluntary Action Surrey East Ltd

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Notes to the Financial Statements For the year ended 31 March 2025

10 Debtors

	2025	2024
	£	£
Other debtors	7,423	7,650
Prepayments	1,870	505
	9,293	8,155

11 Creditors: amounts falling due within one year

	2025	2024
	£	£
Taxes and social security	1,668	1,109
Accrued expenses	5,152	7,372
Other creditors	37,271	7,000
	44,091	15,481

Other creditors are restricted funds received from Tandridge Sparks and MHIF where distribution has not yet commenced.

12 Creditors: amounts falling due after more than one year

	2024	2024
	£	£
Dilapidations provision	16,000	16,000
	16,000	16,000

The dilapidation provision is an estimate of the share which relates to Voluntary Action Surrey East Ltd for possible dilapidations due on the termination of the lease of the Oxted Hub.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2025

13 Movements of funds

	Balance at 1 April 2024	Income	Expenditure	Transfer between funds	Balance at 31 March 2025
	£	£	£	£	£
Restricted Funds					
Hub Rent Fund	-	37,380	(37,380)	-	-
Befriending Scheme	5,311	14,792	(23,640)	3,537	-
VASE merger costs	(994)	12,000	(16,785)	5,779	-
Tandridge Sparks	7,100	-	(2,500)	-	4,600
	11,417	64,172	(80,305)	9,316	4,600
Unrestricted Funds					
General fund	105,887	78,689	(68,087)	(9,316)	107,173
Total Funds	117,304	142,861	(148,392)	-	111,773

14 Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in operating the Community Companions scheme and with IT and accountancy support is 212 (2024: 108) volunteers contributed circa 20,352 (2024: 10,368) hours during the year. The economic value of this help is estimated to be £232,827 (2024: £118,610) at the National Living Wage rate in respect of the year 2024-25.

15 Lease commitments

As at the year end the charity has commitments under operating leases amounting to £nil (2024 £18,578). The lease ended on 11 November 2024 and is continuing at will.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2025

16 Analysis of net assets between funds

	Restricted £	Unrestricted £	Total £
Fixed assets	-	-	-
Debtors	7,108	2,185	9,293
Cash at bank and in hand	34,764	127,807	162,571
Current liabilities	(37,272)	(6,819)	(44,091)
Liabilities over one year	-	(16,000)	(16,000)
Net assets	4,600	107,713	111,773

17 Post Balance Sheet Events

With effect from 1 April 2025, Voluntary Action Surrey East (formerly Tandridge Voluntary Action) merged formally with Voluntary Action Reigate and Banstead to form a single CVS covering Tandridge and the Reigate and Banstead area.

VOLUNTARY ACTION SURREY EAST (VASE)

England & Wales - Charity number 1137664

Accounts

Voluntary Action Surrey East Ltd
(formerly Tandridge Voluntary Action)

**Report of the Trustees and Unaudited Financial
Statements
For the Year Ended 31 March 2024**

Member of NAVCA and NCVO
Company number 07313570 and Registered Charity Number 1137664

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

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Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Chair's Introduction

I am pleased to present Voluntary Action Surrey East Ltd's (formerly Tandridge Voluntary Action, TVA) Annual Report for the year ending March 2024. This Report provides a brief overview of the accomplishments, financial overview and future direction of the charity. As heralded in last year's Report, the operating context is changing and remains challenging. There continues to be growing constraints on budgets, as well as demographic, economic, social and environmental challenges which require the charity to change and transform in order to best serve the community.

During the year, TVA's fundamental aim continued to be supporting the local voluntary community and faith sector (VCFS) across the district of Tandridge; it is governed by a Board of Trustees/Directors and its services are delivered by a small team of dedicated staff and volunteers. I am grateful to the Board for its governance and advice.

The Board wishes to pay special tribute to the staff of TVA who have continued to grow and developed our services across Tandridge during the year. Rita Chadha, CEO, has secured the charity as a respected organisation in Tandridge and more generally Surrey. The Board is grateful for her significant contribution, leadership and sound advice. Louise Garrett (Volunteer Manager & Befriending Coordinator) and Urmi Ravel (Communications Manager) have flourished in the challenges they faced and succeeded in respect of their individual portfolios. None of our work, however, is possible without the commitment of our volunteers who are the core of VASE and who provide quality services and support to the Tandridge community, which is a much respected and cherished responsibility.

VCFS remains of high importance to the Tripartite Commissioners (Surrey County Council, Surrey Heartlands (East Surrey Place), and Tandridge District Council) and is the core basis for the funding of VASE to support and create a thriving and robust VCFS in East Surrey. Some existing structures, however, are seen as no longer fit for purpose or driving the best value and it is, therefore, important to review constantly how resources are used, making the most of these in order that we can continue to meet new challenges.

In this context, last year's Report noted that, together with the Tripartite Commissioners, TVA and Voluntary Action Reigate & Banstead (VARB) were considering a form of closer cooperation, with the aim of strengthening our respective teams, driving efficiencies, increase resource flexibility and more importantly create an organisation fit for the future for our volunteer services. With the agreement of the Commissioners and following agreement of our respective TVA and VARB's Members, it has been agreed to form a new organisation covering East Surrey. The name of the new charity is Voluntary Action Surrey East Ltd (VASE) and the name was formally changed on 2 August 2024.

Upon agreement, VASE's mission will be to foster actively and champion a diverse and vibrant civil society in East Surrey. It will be committed to ensuring that the VCFS is well-resourced, respected, and fully equipped to meet the unique needs of all local residents. The focus will be on promoting inclusivity, encouraging active participation, and building a community that thrives on mutual support and engagement. The respective Boards believe that by doing so, we can make East Surrey a model for other communities to emulate.

TVA and VARB are grateful to the Commissioners for their continued advice and strong encouragement to bring both organisations together in a formal way.

Andrew Giles Chair

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2024

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 March 2024. The Trustees are also the Directors of VASE and this report constitutes the report of the Directors in accordance with company law.

Trustees and Directors

The Trustees serving during the year:

Andrew Giles	Chair
Barbara Forrest	Treasurer
Lisa Compton	
Graham Dixon	
Jayne Godden-Miller	
Mel Johnson	
Thomas Sherlock	
Jon Stone	
Elaine McCormack	(resigned 21 April 2023)

Bankers: National Westminster Bank Plc
Shawbrook Bank Limited

Registered Office: The Community Hub
1st Floor, Library Building
14 Gresham Road
Oxted RH8 0BQ

Independent Examiner: David Wheeler FCCA
Cheeld Wheeler & Co,
Redhill Chambers, 2d High Street, Redhill, Surrey RH11RJ

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2024 cont.

Governing document and constitution

Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action) was incorporated on 13 July 2010 as a company limited by guarantee, company number 07313570 and registered charity number 1137664. It is governed by its Articles of Association.

The directors of the company are also trustees for the purpose of charity law.

Trustees

Trustees are appointed at the charity's AGM with a term in office of three years. A trustee may be re-appointed for a further two consecutive terms and can serve a longer-term if it is deemed to be in the best interests of the charity.

Objectives and Aims

Voluntary Action Surrey East Ltd (VASE) exists to meet the needs of volunteers, community, voluntary and faith organisations in Tandridge in East Surrey. As a local infrastructure body, we adhere to the primary four objectives as defined by the National Association for Voluntary and Community Action (NAVCA)

- We provide **Leadership and Advocacy** on behalf and with the sector to support the development, expansion, and improvement of services locally.
- We foster **Partnerships and Collaborate** with other community, voluntary organisations in the district and beyond for the betterment of Tandridge residents. We collaborate with other sectors, specifically the public sector to provide strategic and operational input into the design and delivery of services locally.
- It is our role to **Build the Capacity of community, voluntary and faith organisations** in the district. We do this by providing the resources, (information, one to one advice and training) to organisations.
- It is our aim to enable and enhance the experience of **Volunteering** in Tandridge, we do this by brokering new opportunities, introducing volunteers to host volunteering organisations and providing the infrastructure to support voluntary endeavours.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2024 cont.

Structure, Governance and Management

VASE (TVA) is governed by a small, dedicated group of highly-engaged trustees. Their skills and experience have seen VASE develop and flourish through a turbulent period of change. We have finance experts, working alongside strategy, charity, IT, health and wellbeing and safeguarding specialists working together to manage risk and plan for the long-term.

The year has not been without its continued operational challenges. Losing a member of staff for two weeks to jury service, or an urgent change in personal circumstances can hinder the best laid work plans. This overlaid with the demands of discussion, defining and implementing our collaboration with VARB, has stretched our small staff team even thinner. We have had to suspend our front-line services for periods throughout the year to maintain the momentum and focus on the longer-term.

Looking forward we now understand our core demand and core service offer, and how best to resource it. We have since the end of the financial year developed one post as full-time, combining communications and back-office staff. This has made a significant difference to our responsiveness and interaction with charities and our ability to better manage strategic discussions and developments.

One of TVA's proudest achievements remains the Befriending Scheme. This year, we have refreshed the scheme and retitled it Community Companions.

We are delighted that this year we have been able to enhance our support for our volunteer Befrienders, by producing a monthly newsletter, holding more frequent volunteer meetings. For those seeking companionship and support from the scheme, we have been able to initiate and pilot a series of social activities, that we hope to expand upon in future years. Louise has continued to act with resolve and creativity in facilitating the scheme, by working strategically with the national Befriending Network. In recognition of the contribution TVA is making, TVA was also this year nominated as a trustee of the national Befriending Network. The work of the Community Companions scheme will be continued within VASE.

Having completed the communications review as alluded to in last year's annual report, Urmi has created a new wave of communication assets and resumed a regular pattern of weekly newsletters for all. Our newsletter reaches out to over 800 individuals in organisations across the district. Going forward we will be looking at how we fold in the best of our current TVA activity into the new organisation VASE.

Trustee Recruitment

New trustees are appointed following a recruitment process which includes completing an application form and being interviewed by board members. Introductory packs and training are also offered.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Achievement and performance

Our key achievements:

- Piloted and introduced a new monthly networking meeting for agencies working in Tandridge
- Supported 31 organisations with advice and support.
- Delivered 27 training and information events to 82 individuals.
- Registered 81 individuals as volunteers
- Supported 168 pairings as part of Community Companions
- Received 65 new referrals for Community Companions.
- Designed and delivered Tandridge's first participatory grant making programme – Tandridge Sparks
- During the year we also become a fiscal host, managing grants and monies for organisations without bank accounts
- Actively participated in 37 strategic public sector meetings, specifically the Tandridge Community Safety Partnership, and East Surrey Prevention Board
- We committed last year to securing Bronze accreditation for Befriending, unfortunately accreditation for new organisations is currently closed to new applicants.

Plans for 2025/26

- To complete the merger process that results in the creation of Voluntary Action Surrey East Ltd (VASE)
- To formalise our strategic relationships as VASE
- To diversify and increase VASE's funding base by 25%
- To raise additional funds to delivery Community Companions across East Surrey
- To undertake a State of the Sector Report for Tandridge
- To look at the impact of the LGA Peer Review for Tandridge District Council for Tandridge Civil Society.
- To work with Tandridge District Council on the consultation, design and delivery of its corporate and local plan
- To develop activities and opportunities that align with the Surrey County Council, Tandridge District Council, Reigate & Banstead Council and Surrey Heartlands
- To focus and develop a range of area based focused activities, including partnerships with commercial companies.

Public Benefit Statement

The Trustees are satisfied that all the objectives and activities outlined in this report are undertaken for public benefit. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty under section 17 of the Charities Act 2011.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2024 cont.

Financial Review

The financial statements on pages 12 to 20 show the detail of VASE finances for the past year. A summary of movements on all funds is shown in Note 12 to the accounts.

Income for the year was £138,707 (2023 £149,757) and expenditure was £124,213 (2023 £125,863). The value of funds at 31 March 2024 was £117,304 (2023 £102,810).

Throughout the year, TVA continued to receive financial support from Surrey County Council, Tandridge District Council and NHS Surrey Heartlands. Core funding from these sources was at the same level as previous years. Surrey County Council continued to provide funding for the cost of the rent due to the Council for TVA's lease of the Oxted Community Hub premises. Tandridge District Council provided funding for the service charges of the Hub.

Volunteers continue to play a significant role at VASE in the administration and IT systems and also the Befrienders, who are all volunteers.

Funds

The General Fund represents funds which may be used going forward for any of the charitable purposes of VASE.

Restricted Funds are those which may only be used for the charitable objects specified by the donor. These are detailed in Note 12 of the accounts.

Reserves Policy

Reserves are necessary to ensure that the objectives and activities of VASE are not immediately curtailed in the event of a reduction of income or increase in costs. The Trustees' policy has been to maintain General Fund reserves at an amount representing at least six months' normal General Fund expenditure. VASE also needs reserves to meet potential liabilities that may occur on expiry of the lease on the Oxted premises. The General Fund balance at 31st March 2024 was £105,887 (2023 £84,209).

Going Concern

The Trustees consider that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Trustees continue to adopt the going concern basis in preparing the annual report and accounts.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Trustees' Report for the year ended 31 March 2024 cont.

Risk Assessment and Management

The principal area of risk for VASE is identified as financial sustainability in the event of a reduction or withdrawal of funding to support core operations by the existing core funding providers. This risk is monitored through close liaison with VASE's funders. VASE aims to maintain sufficient reserves to mitigate the risk of immediate curtailment of activities which any loss of funding would cause.

Statement of Trustees' Responsibilities

The charity trustees (who are also the Directors of Voluntary Action Surrey East Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare the financial statements for each year which give a true and fair view of the charitable company and of the income and expenditure of the charity for that period. In preparing the financial statements, the trustees are required to:

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

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

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

On behalf of the Trustees

Chair

Date: 12 September 2024

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Independent Examiner's Report to the Trustees of Voluntary Action Surrey East Ltd

I report to the trustees on my examination of the accounts of Voluntary Action Surrey East Ltd for the year ended 31 March 2024 which are set out on pages 12 to 20.

Respective responsibilities and basis of report

Having satisfied myself that the accounts of the charitable 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 the charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. That accounts do not accord with those records; or
3. That accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

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.

Name: David Wheeler FCCA
Cheeld Wheeler & Co
Qualification: Chartered Certified Accountants
Address: Redhill Chambers
2d High Street
Redhill
Surrey
RH1 1RJ

Signed: *David Wheeler*

Date: *18 September* 2024

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

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

For the Year ended 31 March 2024

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Income					
Grants	2	56,380	75,408	131,788	131,300
Investment income	3	-	1,607	1,607	215
Sundry income	4	5,249	63	5,312	18,242
Total income		61,629	77,078	138,707	149,757
Expenditure					
Charitable activities	5	68,813	52,241	121,054	122,868
Governance costs	5	-	3,159	3,159	2,995
Total expenditure		68,813	55,400	124,213	125,863
Net income/(deficit)		(7,184)	21,678	14,494	23,894
Transfer between funds		-	-	-	-
Net movement in funds		(7,184)	21,678	14,494	23,894
Funds at 1 April 2023		18,601	84,209	102,810	78,916
Total funds carried forward at 31 March 2024		11,417	105,887	117,304	102,810

The above statement of financial activities, all of which are derived from continuing operations, includes all recognised gains and losses for the year

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Company number 07313570

Balance Sheet At 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Office equipment	7	1,769	-
Current assets			
Debtors		8,155	10,324
Cash at bank and in hand		138,861	133,525
Total current assets		147,016	143,849
Liabilities			
Creditors: Amounts falling due within one year	10	(15,481)	(25,039)
Net current assets		131,535	118,810
Total assets less current liabilities		133,304	118,810
Creditors: Amounts falling due after more than one year	11	(16,000)	(16,000)
Total net assets		117,304	102,810
The funds of the charity: -			
Restricted funds	12	11,417	18,601
Unrestricted funds	12	105,887	84,209
Total Charity Funds		117,304	102,810

Voluntary Action Surrey East Ltd (formerly Tandridge Voluntary Action)

Balance Sheet continued At 31 March 2024

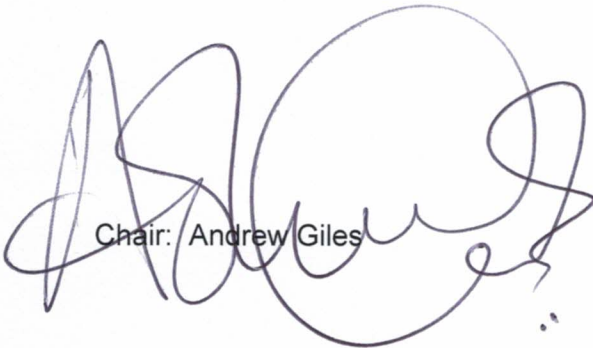
For the year ended 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The financial statements were approved by the VASE Trustees Board on 29 August 2024 and signed on its behalf by –



Chair: Andrew Giles



Treasurer: Barbara Forrest

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2024

1 Accounting Policies

Voluntary Action Surrey East Ltd is a company limited by guarantee and incorporated in England and Wales. The registered office is The Community Hub, 1st Floor Library Building, 14 Gresham Road, Oxted, Surrey RH8 0BQ.

The company was previously known as Tandridge Voluntary Action and the name was changed on 2 August 2024.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared 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 (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Voluntary Action Surrey East Ltd meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

b) Preparation of the accounts on a going concern basis

The financial statements have been prepared on the assumption that the charity continues to operate as a going concern.

The charity has core funding for the following financial year together with additional specific funding. The Trustees have reviewed the results for the year ended 31 March 2024 and the operations and cash flows since then and are satisfied that the charity is able to continue to operate and meet its financial obligations as they fall due.

c) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2024

Accounting Policies (continued)

d) Income

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.

Grant income is allocated to the financial year in accordance with the General Funding Agreement.

e) Expenditure

All expenditure is recognised on the accruals basis of accounting. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Governance costs are those associated with constitutional requirements.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource.

f) Depreciation

Office equipment is written off on a straight-line basis over two years. Office equipment worth less than £1,000 is written off to the Income and Expenses account in the year of purchase.

2 Income from activities to further the Charity's objects

	Restricted funds	Unrestricted funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Surrey County Council - Core services	-	32,472	32,472	30,926
Rent	30,272	-	30,272	30,272
		-		
NHS East Surrey CCG	-	20,044	20,044	20,044
Tandridge District Council - Core services	-	22,892	22,892	16,950
- Service charge	7,108	-	7,108	7,108
Community Foundation	5,000	-	5,000	-
Titsey Foundation	-	-	-	13,000
Tandridge Sparks	10,000	-	10,000	-
Reigate & Banstead Healthy Communities	-	-	-	8,000
Ian Steers Foundation	-	-	-	5,000
VASE merger discussions	4,000	-	4,000	-
Total Grants	56,380	75,408	131,788	131,300

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2024

3 Investment Income

	Restricted funds £	Unrestricted funds £	Total Funds 2024 £	Total Funds 2023 £
Interest receivable	-	1,607	1,607	215

4 Sundry Income

	Restricted funds £	Unrestricted funds £	Total Funds 2024 £	Total Funds 2023 £
Rent receivable	-	-	-	-
Membership subscriptions	-	50	50	1,255
Other services	5,249	13	5,262	16,987
Total sundry income	5,249	63	5,312	18,242

5 Total Expenditure

	Restricted funds £	Unrestricted funds £	Total Funds 2024 £	Total Funds 2023 £
Salaries, NI and pension	19,612	44,496	64,108	76,595
Rent and service charge	37,380	-	37,380	37,380
Travelling expenses	368	913	1,281	1,710
Other expenses	11,453	6,832	18,285	7,183
Charitable activities	68,813	52,241	121,054	122,868
Governance costs	-	3,159	3,159	2,995
Total expenditure	68,813	55,400	124,213	125,863

Included in Governance costs is the Independent Examiners Fee of £1,200 (2023 £1,200).

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2024

6 Analysis of staff costs

Number of employees

The average number of full-time equivalent employees during the year was 2 (2023 2).

Analysis of staff costs

	Restricted funds	Unrestricted funds	Total funds 2024	Total funds 2023
	£	£	£	£
Employment costs				
Salaries and wages	19,197	43,523	62,720	75,703
Social security costs	26	73	99	-
Pension costs	389	900	1,289	892
	19,612	44,496	64,108	76,595

7 Fixed assets

Office equipment	Cost	Additions	NBV at 31 March 2023	Charge for the year	NBV at 31 March 2024
At 31 March 2024	=	<u>£3,539</u>	=	<u>£1,770</u>	<u>£1,769</u>

Office equipment has been written off at 50% to spread the life over two years.

8 Trustee remuneration and related party transactions

No trustee or person related to the charity received any remuneration during the year. No trustee received financial assistance in the year.

9 Taxation

As a charity, Voluntary Action Surrey East Ltd is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act at 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the charity

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2024

10 Creditors: amounts falling due within one year

	2024	2023
	£	£
Taxes and social security	1,109	954
Accrued expenses	7,372	7,085
Deferred income	7,000	17,000
	15,481	25,039

Deferred income is restricted funding received where spending has not yet commenced.

11 Creditors: amounts falling due after more than one year

	2024	2023
	£	£
Dilapidations provision	16,000	16,000
	16,000	16,000

The dilapidation provision is an estimate of the share which relates to Voluntary Action Surrey East Ltd for possible dilapidations due on the termination of the lease of the Oxted Hub.

12 Movements of funds

	Balance at 1 April 2023	Income	Expenditure	Balance at 31 March 2024
	£	£	£	£
Restricted Funds				
Hub Rent Fund	-	37,380	(37,380)	-
Befriending Scheme	18,601	10,249	(23,539)	5,311
Other	-	14,000	(7,894)	6,106
	18,601	61,629	(68,813)	11,417
Unrestricted Funds				
General fund	84,209	77,078	(55,400)	105,887
Total Unrestricted Funds	84,209	77,078	(55,400)	105,887
Total Funds	102,810	138,707	(124,213)	117,304

Voluntary Action Surrey East Ltd

(formerly Tandridge Voluntary Action)

Notes to the Financial Statements For the year ended 31 March 2024

13 Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in operating the Community Companions scheme and with IT and accountancy support. 108 (2023:139) volunteers contributed 10,368 hours (2023: 13,344) hours a week during the year. The economic value of this help is estimated to be £155,520 (2023: £200,160) at local salary scale rates in respect of the year 2023-24.

14 Lease commitments

As at the year end the charity has commitments under operating leases amounting to £18,578 (2023 £48,850). The lease was renewed on 11 November 2019 and is a five year lease with a three month notice break clause.

15 Analysis of net assets between funds

	Restricted £	Unrestricted £	Total £
Fixed assets	-	1,769	1,769
Debtors	7,108	1,047	8,155
Cash at bank and in hand	15,336	123,525	138,861
Current liabilities	(11,027)	(4,454)	(15,481)
Liabilities over one year	-	(16,000)	(16,000)
Net assets	11,417	105,887	117,304

VOLUNTARY ACTION SURREY EAST (VASE)

England & Wales - Charity number 1137664

Accounts



Tandridge Voluntary Action

Report of the Trustees and Unaudited Financial Statements For the Year Ended 31 March 2023



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Chair's Introduction

It is with pleasure that I present the annual report of Tandridge Voluntary Action for the year ending March 2023. Despite the challenges posed by the economic landscape, we have succeeded in reshaping the operations of the charity into a simpler, more productive, and accountable structure. This report provides a brief overview of our accomplishments, financial wellbeing, and likely future direction. We are fully aware of the constant pressure to evolve, and change given current economic and financial conditions.

TVA continues to dedicate itself to supporting the local voluntary community and faith sector across the district of Tandridge in Surrey; it is governed by a Board of Trustees/Directors and the services are delivered by a small team of dedicated staff. I am grateful to Board for its governance and advice.

TVA is recognised as a trusted and respected provider, supported by a talented team, a robust infrastructure, and sound strategic relationships with its stakeholders. In this context, the Board is extremely grateful for the continued support from our commissioners during what has been a challenging year. Without the support and understanding of Surrey County Council, Tandridge District Council, the NHS Surrey Heartlands and the Parish Councils, TVA would not be in the good position it currently finds itself.

Although constantly stretched, our financial position is sound and conforms with the guidelines laid out by the Charity Commission. There are increasing constraints, however, on budgets; furthermore, demographic, economic, social, and environmental challenges mean that TVA cannot continue to operate as it has in the past. TVA has, therefore, been considering, together with the commissioners, whether the present structure and positioning are fit for purpose in delivering effective value and resource management in East Surrey. As a small organisation, TVA has a certain vulnerability, when viewed from a resource, durability and productivity perspective. Accordingly, our commissioners believe that there is real potential and benefit in bringing the organisations of TVA and Voluntary Action Reigate & Banstead (VARB) together. This will strengthen the team of staff and volunteers, drive efficiencies, increase resource flexibility and, most importantly, create an organisation better equipped to serve the needs of service users and partners in meeting the objectives in the East Surrey Place. In this context, supported by our key funders, we must determine whether closer strategic cooperation would best serve our combined objectives, the residents and the Tandridge community and voluntary sector. The precise nature of any collaboration will be developed during the coming year.

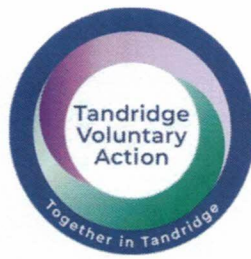
Rita Chadha joined TVA in last June last year as its Chief Officer. Rita has significant experience of the charity sector and during the period of this review she has reorganised, simplified, and strengthened the operations of the charity. Rita's knowledge of the sector has been critical in our achieving a more dynamic and forward-thinking organisation.



TVA's Befriending Scheme continues to provide support in the Tandridge Community. We were sorry to lose both Lucy Darlow and Lynn Arnopp during the year, both of whom have been stalwarts of the scheme for several years and have developed the Befriending Scheme into a highly respected and valued service to the community. TVA has been fortunate to gain the services of Louise Garrett as Befriending and Volunteering Manager who joined in December 2022 and more recently Urmi Raval as Communications Manager in June 2023.

I would also like to take this opportunity to thank our membership and the volunteers, the community, voluntary and faith organisations of Tandridge. Their continued support has been both humbling and inspiring.

Andrew Giles
Chair



Trustees' Report for the year ended 31 March 2023

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 March 2023. The Trustees are also the Directors of TVA and this report constitutes the report of the Directors in accordance with company law.

Trustees and Directors

The Trustees serving during the year:

Andrew Giles	Chair
Barbara Forrest	Treasurer
Lisa Compton	
Graham Dixon	
Jayne Godden-Miller	
Mel Johnson	
Thomas Sherlock	
Jon Stone	
Elaine McCormack	(resigned 21 April 2023)

CLlr Carole North (district council representative)

Bankers: National Westminster Bank Plc
Shawbrook Bank Limited

Registered Office: The Community Hub
1st Floor, Library Building
14 Gresham Road
Oxted RH8 0BQ

Independent Examiner: David Wheeler FCCA
Cheeld Wheeler & Co,
Redhill Chambers, 2d High Street, Redhill, Surrey RH11RJ



Trustees' Report for the year ended 31 March 2023 cont.

Governing document and constitution

Tandridge Voluntary Action was incorporated on 13 July 2010 as a company limited by guarantee, company number 07313570 and registered charity number 1137664. It is governed by its Articles of Association.

The directors of the company are also trustees for the purpose of charity law.

Trustees

Trustees are appointed at the charity's AGM with a term in office of three years. A trustee may be re-appointed for a further two consecutive terms and can serve a longer-term if it is deemed to be in the best interests of the charity.

Objectives and Aims

Tandridge Voluntary Action (TVA) exists to meet the needs of volunteers, community, voluntary and faith organisations in Tandridge in East Surrey. As a local infrastructure body, we adhere to the primary four objectives as defined by the National Association for Voluntary and Community Action (NAVCA).

- We provide **Leadership and Advocacy** on behalf and with the sector to support the development, expansion, and improvement of services locally.
- We foster **Partnerships and Collaborate** with other community, voluntary organisations in the district and beyond for the betterment of Tandridge residents. We collaborate with other sectors, specifically the public sector to provide strategic and operational input into the design and delivery of services locally.
- It is our role to **Build the Capacity of community, voluntary and faith organisations** in the district. We do this by providing the resources, (information, one to one advice and training) to organisations.
- It is our aim to enable and enhance the experience of **Volunteering** in Tandridge, we do this by brokering new opportunities, introducing volunteers to host volunteering organisations and providing the infrastructure to support voluntary endeavours.



Trustees' Report for the year ended 31 March 2023 cont.

Structure, Governance and Management

TVA is governed by a small, dedicated group of highly-engaged Trustees. Their skills and experience have seen TVA develop and flourish through a turbulent period of change. We have finance experts, working alongside strategy, charity, IT, health and wellbeing and safeguarding specialists working together to manage risk and plan for the long-term.

During this period of transition, we have had a skeleton staff team, sometimes with only the Chief Officer in post. We are grateful to all colleagues past and present who have made an invaluable contribution to the organisation. While in the past different functions have operated in silos within TVA, the work programme now functions in a more integrated way. In the short-term we focussed on the Befriending Scheme, as it posed the most significant risks as well as the greatest opportunity. The efforts of Louise Garrett should be recognised in developing Befriending from being a one-dimensional service to something more dynamic and engaged. The enhanced use of IT and new organisational management processes have provided more accountability and transparency to the delivery of Befriending.

Going forward, Urmi Raval will be reviewing our communications activity, with a view to streamlining our communications, reaching a new public and enabling more engagement with our membership.

Trustee Recruitment

We are delighted that our Trustees have been joined this year by Cllr Carole North, who has provided an invaluable level of insight and support during this turbulent period. We will shortly also undertake a skills audit and explore options to work through the small charities governance code.

New Trustees are appointed following a recruitment process which includes completing an application form and being interviewed by board members. Introductory packs and training are also offered.

Achievement and performance

Our key achievements:

- Supported 11 organisations with advice and support.
- Delivered 15 training and information events to 61 individuals.
- Registered 179 individuals as volunteers, created 56 new placements.
- Hosted a Vision for Volunteering event to consider long-term strategy for volunteering in Tandridge.
- Supported 183 pairings in the Befriending Scheme.
- Actively participated in twelve strategic public sector meetings, specifically the Tandridge Community Safety Partnership, and East Surrey Prevention Board.
- Bought in £44,242 additional funding into Tandridge.



Trustees' Report for the year ended 31 March 2023 cont.

Plans for 2023/24

- To reposition our work and activity collaborate to work across East Surrey.
- To refresh our model of governance and management against long-term strategic objectives.
- To establish and promote a regular programme of training for community organisations.
- To publish a Vision for Volunteering strategy for Tandridge that represent the needs of volunteers, together the interests and concerns of the community, voluntary and faith organisations.

To consolidate the experiences and work of the Befriending Scheme to gain Bronze accreditation through the national Befriending Network.

Public Benefit Statement

The Trustees are satisfied that all the objectives and activities outlined in this report are undertaken for public benefit. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty under section 17 of the Charities Act 2011.

Financial Review

The financial statements on pages 12 to 20 show the detail of TVA finances for the past year. A summary of movements on all funds is shown in Note 12 to the accounts.

Income for the year was £149,757 (2022 £160,432) and expenditure was £125,863 (2022 £152,938). The value of funds at 31 March 2023 was £102,810 (2022 £78,916).

TVA continues to receive financial support from Surrey County Council, Tandridge District Council and NHS Surrey Heartlands. Core funding from these sources was at the same level as previous years. Surrey County Council continued to provide funding for the cost of the rent due to the Council for TVA's lease of the Oxted Community Hub premises. Tandridge District Council provided funding for the service charges of the Hub.

Volunteers continue to play a significant role at TVA in the administration and IT systems and also the Befrienders, who are all volunteers.

Funds

The General Fund represents funds which may be used for any of the charitable purposes of TVA.

Restricted Funds are those which may only be used for the charitable objects specified by the donor. These are detailed in Note 12 of the accounts.



Trustees' Report for the year ended 31 March 2023 cont.

Reserves Policy

Reserves are necessary to ensure that the objectives and activities of TVA are not immediately curtailed in the event of a reduction of income or increase in costs. The Trustees' policy has been to maintain General Fund reserves at an amount representing at least six months' normal General Fund expenditure. TVA also needs reserves to meet potential liabilities that may occur on expiry of the lease on the Oxted premises. The General Fund balance at 31st March 2023 was £84,209 (2022 £61,771).

Going Concern

The Trustees consider that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Trustees continue to adopt the going concern basis in preparing the annual report and accounts.

Risk Assessment and Management

The principal area of risk for TVA is identified as financial sustainability in the event of a reduction or withdrawal of funding to support core operations by the existing core funding providers. This risk is monitored through close liaison with TVA's funders. TVA aims to maintain sufficient reserves to mitigate the risk of immediate curtailment of activities which any loss of funding would cause.

Statement of Trustees' Responsibilities

The charity Trustees (who are also the Directors of Tandridge Voluntary Action for the purposes of company law) are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare the financial statements for each year which give a true and fair view of the charitable company and of the income and expenditure of the charity for that period. In preparing the financial statements, the Trustees are required to:

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



Trustees' Report for the year ended 31 March 2023 cont.

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

The Trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

On behalf of the Trustees

Chair
Date:  2023

22 August 2023

A. J. V. GILES TRUSTEE + CHAIR



Independent Examiner's Report to the Trustees of Tandridge Voluntary Action

I report to the Trustees on my examination of the accounts of Tandridge Voluntary Action for the year ended 31 March 2023 which are set out on pages 12 to 20.

Respective responsibilities and basis of report

Having satisfied myself that the accounts of the charitable 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 the charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. That accounts do not accord with those records; or
3. That accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

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.

Name: David Wheeler FCCA
Cheeld Wheeler & Co
Qualification: Chartered Certified Accountants
Address: Redhill Chambers
2d High Street
Redhill
Surrey
RH1 1RJ

Signed: *David Wheeler*

Date: *25 August* 2023



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

For the Year ended 31 March 2023

	Notes	Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
Income					
Grants	2	63,380	67,920	131,300	129,699
Investment income	3	-	215	215	223
Sundry income	4	14,372	3,870	18,242	30,510
Total income		77,752	72,005	149,757	160,432
Expenditure					
Charitable activities	5	76,296	46,572	122,868	150,135
Governance costs	5	-	2,995	2,995	2,803
Total expenditure		76,296	49,567	125,863	152,938
Net income/(deficit)		1,456	22,438	23,894	7,494
Transfer between funds		-	-	-	-
Net movement in funds		1,456	22,438	23,894	7,494
Funds at 1 April 2022		17,145	61,771	78,916	71,422
Total funds carried forward at 31 March 2023		18,601	84,209	102,810	78,916

The above statement of financial activities, all of which are derived from continuing operations, includes all recognised gains and losses for the year



Company number 07313570

Balance Sheet At 31 March 2023

	Notes	2023 £	2022 £
Fixed assets			
Office equipment	7	-	496
Current assets			
Debtors		10,324	11,267
Cash at bank and in hand		133,525	90,633
Total current assets		143,849	101,900
Liabilities			
Creditors: Amounts falling due within one year	10	(25,039)	(7,480)
Net current assets		118,810	94,420
Total assets less current liabilities		118,810	94,916
Creditors: Amounts falling due after more than one year	11	(16,000)	(16,000)
Total net assets		102,810	78,916
The funds of the charity: -			
Restricted funds	12	18,601	17,145
Unrestricted funds	12	84,209	61,771
Total Charity Funds		102,810	78,916



Balance Sheet continued At 31 March 2023

For the year ended 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The financial statements were approved by the TVA Trustees Board on *22 August* 2023 and signed on its behalf by –

A large, stylized handwritten signature in black ink, appearing to be "Andrew Giles".

Chair: Andrew Giles

A handwritten signature in black ink, appearing to be "Barbara Forrest".

Treasurer: Barbara Forrest



Notes to the Financial Statements For the year ended 31 March 2023

1 Accounting Policies

Tandridge Voluntary Action is a company limited by guarantee and incorporated in England and Wales. The registered office is The Community Hub, 1st Floor Library Building, 14 Gresham Road, Oxted, Surrey RH8 0BQ.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared 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 (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Tandridge Voluntary Action meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

b) Preparation of the accounts on a going concern basis

The Trustees have reviewed the results for the year ended 31 March 2023 and the operations and cash flows since then and are satisfied that these accounts should be prepared on a going concern basis.

c) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

d) Income

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.

Grant income is allocated to the financial year in accordance with the General Funding Agreement.



e) Expenditure

All expenditure is recognised on the accruals basis of accounting. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Governance costs are those associated with constitutional requirements.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource.

f) Depreciation

Office equipment is written off on a straight-line basis over two years. Office equipment worth less than £1,000 is written off to the Income and Expenses account in the year of purchase.

2 Income from activities to further the Charity's objects

	Restricted funds	Unrestricted funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Surrey County Council - Core services	-	30,926	30,926	30,025
Additional	-	-	-	4,500
Rent	30,272	-	30,272	30,272
NHS East Surrey CCG	-	20,044	20,044	30,044
Tandridge District Council - Core services	-	16,950	16,950	17,500
- Service charge	7,108	-	7,108	7,108
Community Foundation	-	-	-	7,500
Titsey Foundation	13,000	-	13,000	-
Councillor grants	-	-	-	2,750
Reigate & Banstead Healthy Communities	8,000	-	8,000	-
Ian Steers Foundation	5,000	-	5,000	-
Total Grants	63,380	67,920	131,300	129,699



3 Investment Income

	Restricted funds £	Unrestricted funds £	Total Funds 2023 £	Total Funds 2022 £
Interest receivable	-	215	215	223

4 Sundry Income

	Restricted funds £	Unrestricted funds £	Total Funds 2023 £	Total Funds 2022 £
Rent receivable	-	-	-	40
Membership subscriptions	-	1,255	1,255	2,280
Other services	14,372	2,615	16,987	28,190
Total sundry income	14,372	3,870	18,242	30,510

5 Total Expenditure

	Restricted funds £	Unrestricted funds £	Total Funds 2023 £	Total Funds 2022 £
Salaries, NI and pension	36,804	39,791	76,595	98,612
Rent and service charge	37,380	-	37,380	37,380
Travelling expenses	550	1,160	1,710	1,638
Other expenses	1,562	5,621	7,183	12,505
Charitable activities	76,296	46,572	122,868	150,135
Governance costs	-	2,995	2,995	2,803
Total expenditure	76,296	49,567	125,863	152,938

Included in Governance costs is the Independent Examiners Fee of £1,200 (2022 £1,200).



6 Analysis of staff costs

Number of employees

The average number of full-time equivalent employees during the year was 2 (2022 3.8).

Analysis of staff costs

	Restricted funds	Unrestricted funds	Total funds 2023	Total funds 2022
	£	£	£	£
Employment costs				
Salaries and wages	36,721	38,982	75,703	94,707
Social security costs	-	-	-	1,746
Pension costs	83	809	892	2,159
	36,804	39,791	76,595	98,612

7 Fixed assets

Office equipment	Cost	NBV at 31 March 2022	Charge for the year	NBV at 31 March 2023
At 31 March 2023	<u>£992</u>	<u>£496</u>	<u>£496</u>	<u>£0</u>

Office equipment has been written off at 50% to spread the life over two years.

8 Trustee remuneration and related party transactions

No Trustee or person related to the charity received any remuneration during the year. No Trustee received financial assistance in the year.

9 Taxation

As a charity, Tandridge Voluntary Service Council is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act at 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the charity



10 Creditors: amounts falling due within one year

	2023	2022
	£	£
Taxes and social security	954	1,726
Accrued expenses	7,085	3,389
Deferred income	17,000	2,365
	25,039	7,480

Deferred income is restricted funding received where spending has not yet commenced.

11 Creditors: amounts falling due after more than one year

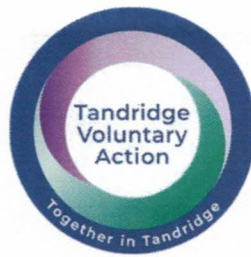
	2023	2022
	£	£
Dilapidations provision	16,000	16,000
	16,000	16,000

The dilapidation provision is an estimate of the share which relates to Tandridge Voluntary Action for possible dilapidations due on the termination of the lease of the Oxted Hub.

12 Movements of funds

	Balance at 1 April 2022	Income	Expenditure	Balance at 31 March 2023
	£	£	£	£
Restricted Funds				
Hub Rent Fund	-	37,380	(37,380)	-
Befriending Scheme	16,623	30,658	(28,680)	18,601
Kickstart etc.	522	9,714	(10,236)	-
	17,145	77,752	(76,296)	18,601
Unrestricted Funds				
General fund	61,771	72,005	(49,567)	84,209
Total Unrestricted Funds	61,771	72,005	(49,567)	84,209
Total Funds	78,916	149,757	(125,863)	102,810

13 Lease commitments



As at the year end the charity has commitments under operating leases amounting to £48,850 (2022 £79,122). The lease was renewed on 11 November 2019 and is a five-year lease with a three month notice break clause.

14 Analysis of net assets between funds

	Restricted £	Unrestricted £	Total £
Debtors	7,108	3,216	10,324
Cash at bank and in hand	32,037	101,488	133,525
Current liabilities	(20,544)	(4,495)	(25,039)
Liabilities over one year	-	(16,000)	(16,000)
Total	18,601	84,209	102,810

VOLUNTARY ACTION SURREY EAST (VASE)

England & Wales - Charity number 1137664

Accounts



Tandridge Voluntary Action

Report of the Trustees and Unaudited Financial Statements For the Year Ended 31 March 2022



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Chairman's Introduction

I am pleased to present Tandridge Voluntary Action's Annual Report for the year to 31 March 2022.

2021/2022 has been another challenging year, due to the continuing Covid epidemic and the overall economic situation. Thanks to the dedication and support from our core funders, staff and volunteers, TVA has survived and flourished during this period. While the new normal has yielded some benefits, it has also brought material downsides. For much of the last year, TVA worked remotely, but its premises in Oxted are now once again in use. The effectiveness of hybrid working has depended on deploying upgraded IT packages, which provide conferencing facilities and a shared cloud-based data system. However, in an organisation which previously gained its strength from human interaction, the pandemic caused severe strain. The Board is grateful to the staff and members for coping with such a level of disruption.

During the summer, the Board has been looking at ways of managing the 'new normal' and determining our future strategy. To meet the new challenges, the Board has been successful in recruiting new trustees, who bring significant depth of talent and expertise.

In November 2021, TVA was presented with a Certificate of Appreciation from the Lord Lieutenant of Surrey, thanking the staff for their hard work and dedication to the local community during the pandemic.

The commitment of our staff and volunteers carried the day, so therefore it is with sincere regret that the Board learned that TVA's Chief Officer, Lynne Martin and three other key staff decided to leave the charity. Lynne has been with TVA for six years and has been the mainstay of the organisation. Without Lynne's valuable contribution and stewardship, in collaboration with her staff, the charity would not have achieved such success during these difficult months.

In late June, I am pleased to say that Rita Chadha joined TVA as Interim Manager. Rita was previously the CEO of the Small Charities Coalition, and we are delighted to have her on board.

TVA's Befriending Scheme continues to provide support in the Tandridge Community, and we are extremely grateful to the Parishes for their financial assistance, which has enabled the Befriending Scheme to continue and flourish. In this context, we are indebted to the Titsey Foundation for their support in funding a Befriending Development Assistant for three years. This post will promote and develop the concept of 'Tandridge is Befriender Friendly' and builds on the work started with The Bull public house in Limpsfield, spreading it across Tandridge. We are also grateful to the Oxted Runners for their much-needed contribution.

As ever, it must be noted that stable funding has been a key to TVA's continued success. We remain grateful to our core funders – Surrey County Council, Tandridge District Council and the NHS Surrey Heartlands - for their continued and valuable support, particularly since each of these organisations faces its own financial pressures.

Andrew Giles
Acting Chairman



Trustees' Report for the year ended 31 March 2022

The Trustees are pleased to present their annual report together with the financial statements of Tandridge Voluntary Action (TVA) for the year ended 31 March 2022. The Trustees are also the Directors of TVA.

Trustees and Directors

The Trustees serving during the year:

Andrew Giles	Acting Chairman
Barbara Forrest	Treasurer to 31 March 2022
Thomas Sherlock	
Jayne Godden-Miller	
Mel Johnson	
GD Jonathan Stone	
Elaine MacCormack	Treasurer from 1 April 2022 (appointed 29 March 2022)
Graham Dixon	(appointed 11 November 2021)
Lisa Compton	(appointed 24 February 2022)
Rose Thorn	Chairman (resigned 2 February 2022)
John Thompson	(resigned 9 September 2021)
Cllr Kerry Mansfield	(district council representative to March 2022)

TVA Employees:

Lynne Martin	General Manager (resigned 30 June 2022)
Stella Clare	Office Administrator (resigned 23 June 2022)
Julia Davies	Volunteering Manager (resigned 23 June 2022)
Helen Hammer	Volunteering Manager (resigned 16 June 2022)
Lucy Darlow	Coordinator, Tandridge Befriending Scheme
Rita Chadha	Interim Manager (appointed 23 June 2022)

Bankers: NatWest Bank 12 Station Road East, Oxted, Surrey RH8 0PR

Registered Office: The Community Hub
1st Floor, Library Building
14 Gresham Road
Oxted RH8 0BQ

Independent Examiner: David Wheeler FCCA
Cheeld Wheeler & Co (previously Braidwood Wheeler & Co),
Goodman House, 13a West Street, Reigate, RH2 9BL.



Trustees' Report for the year ended 31 March 2022 continued

Structure, governance and management

Governing document and constitution

Tandridge Voluntary Action was incorporated on 13 July 2010 as a company limited by guarantee, company number 07313570 and registered charity number 1137664. It is governed by its Articles of Association.

The directors of the company are also trustees for the purpose of charity law.

Trustees

Trustees are appointed at the charity's AGM with a term in office of three years. A trustee may be re-appointed for a further two consecutive terms and can serve a longer-term if it is deemed to be in the best interests of the charity.

Objectives and activities

Objectives and aims

The charity exists to support, promote and strengthen the voluntary, community and faith sector for the enduring benefit of the people of Tandridge and its environs. In particular, to help build the capacity of local organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

Significant activities

The charities main activities during the year were:

1. Working closely with local community groups to help them get back to pre-Covid activities.
2. Facilitating network meetings to enable ways for groups to work closely together and make the most of funding opportunities such as the SCC fund, and Your Fund
3. Recruiting and matching volunteers with appropriate organisations.
4. Provision of training sessions.
5. Surveyed members in order to focus future strategy on the key areas that local organisations need.
6. Employment of three Kickstart employees to bring social media experience expertise to TVA.
7. Continuing to run the Befriending scheme to help deal with loneliness in the community and working closely with local parish councils to enlist their support.

Public Benefit Statement

The Trustees are satisfied that all the objectives and activities outlined in this report are undertaken for public benefit. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty under section 17 of the Charities Act 2011.



Trustees' Report for the year ended 31 March 2022 continued

Achievement and performance

Charitable activities

1. TVA continued to be a key player with partner organisations and communities. Staff have been supporting the partner organisations on important priority areas of work such as, Tandridge Health and Wellbeing Board, East Surrey Place Prevention and Communities Board, First Community Health and Care Community Forum, Lottery, Grant allocation, Community Safety Partnership board, volunteer recruitment, community projects and training.
2. Assisting VCFS organisations to access funding opportunities from a wide range of sources.
3. The Befriending scheme returned to meetings as soon as these could be resumed. With continued support from local organisations and NHS Surrey Heartlands, the befriending scheme is financially secure for the present, and continues to connect local people who are lonely and want to form a friendship. Network events have been held in the current year to thank befrienders.
4. During the year volunteer placements were made for many local organisations, including the local schools' lateral flow testing regimes. In total there were 239 volunteer registrations, 79 new opportunities, 383 new referrals and 290 new placements.
5. Courses run included Recruiting and Managing Young Volunteers as well as various Excel courses.
6. Development of social media and the provision of help and support to local organisations particularly making full use of the skills the young Kickstart employees brought to TVA.

Financial Review

The financial statements on pages 10 to 18 show the detail of TVA finances for the past year. A summary of movements on all funds is shown in Note 12 to the accounts.

TVA is pleased that it has continued to receive financial support from Surrey County Council, Tandridge District Council and NHS Surrey Heartlands. Core funding from these sources was at the same level as previous years. Surrey County Council continued to provide funding for the cost of the rent due to the Council for TVA's lease of the Oxted Community Hub premises. Tandridge District Council provided funding for the service charges of the Hub.

Funds

The General Fund represents funds which may be used for any of the charitable purposes of TVA.

Restricted Funds are those which may only be used for the charitable objects specified by the donor. These are detailed in Note 12 of the accounts.



Trustees' Report for the year ended 31 March 2022 continued

Reserves Policy

Reserves are necessary to ensure that the objectives and activities of TVA are not immediately curtailed in the event of a reduction of income or increase in costs. The Trustees' policy has been to maintain General Fund reserves at an amount representing at least six months' normal General Fund expenditure. TVA also needs reserves to meet potential liabilities that may occur on expiry of the lease on the Oxted premises. The General Fund balance at 31st March 2022 was £61,771 (2021 - £66,888).

Going Concern

The Trustees consider that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Trustees continue to adopt the going concern basis in preparing the annual report and accounts.

Risk Assessment and Management

The principal area of risk for TVA is identified as financial sustainability in the event of a reduction or withdrawal of funding to support core operations by the existing core funding providers. This risk is monitored through close liaison with TVA's funders. TVA aims to maintain sufficient reserves to mitigate the risk of immediate curtailment of activities which loss of funding would cause.

COVID has shown us the importance of human interaction and the importance of emergency planning. TVA is currently planning for key personnel succession and moving to a more efficient and effective use of IT.

Statement of Trustees' Responsibilities

The charity trustees (who are also the Directors of Tandridge Voluntary Action for the purposes of company law) are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare the financial statements for each year which give a true and fair view of the charitable company and of the income and expenditure of the charity for that period. In preparing the financial statements, the trustees are required to:

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



Trustees' Report for the year ended 31 March 2022 continued

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

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

On behalf of the Trustees

Andrew Giles.....

Trustee

Date: 07 September 2022

A large, stylized handwritten signature in black ink, appearing to read "Andrew Giles".



Independent Examiner's Report to the Trustees of Tandridge Voluntary Action

I report to the trustees on my examination of the accounts of Tandridge Voluntary Action for the year ended 31 March 2022 which are set out on pages 10 to 18.

Respective responsibilities and basis of report

Having satisfied myself that the accounts of the charitable 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 the charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. That accounts do not accord with those records; or
3. That accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

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.

Name: David Wheeler FCCA
Cheeld Wheeler & Co
Qualification: Chartered Certified Accountants
Address: Goodman House,
13a West Street,
Reigate,
RH2 9BL

Signed:

A handwritten signature in black ink that reads "David Wheeler".

Date: 20

September 2022



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

For the Year ended 31 March 2022

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income					
Grants	2	57,630	72,069	129,699	128,738
Investment income	3	-	223	223	1,646
Sundry income	4	26,189	4,321	30,510	15,586
Total income		83,819	76,613	160,432	145,970
Expenditure					
Charitable activities	5	71,208	78,927	150,135	176,956
Governance costs	5	-	2,803	2,803	2,792
Total expenditure		71,208	81,730	152,938	179,748
Net income/(deficit)		12,611	(5,117)	7,494	(33,778)
Transfer between funds		-	-	-	-
Net movement in funds		12,611	(5,117)	7,494	(33,778)
Funds at 1 April 2021		4,534	66,888	71,422	105,200
Total funds carried forward at 31 March 2022		17,145	61,771	78,916	71,422

The above statement of financial activities, all of which are derived from continuing operations, includes all recognised gains and losses for the year



Balance Sheet At 31 March 2022

	Notes	2022 £	2021 £
Fixed assets			
Office equipment	9	496	-
Current assets			
Debtors		11,267	8,273
Cash at bank and in hand		90,633	94,242
Total current assets		101,900	102,515
Liabilities			
Creditors: Amounts falling due within one year	10	(7,480)	(15,093)
Net current assets		94,420	87,422
Total assets less current liabilities		94,916	87,422
Creditors: Amounts falling due after more than one year	11	(16,000)	(16,000)
Total net assets		£78,916	£71,422
The funds of the charity: -			
Restricted funds	12	17,145	4,534
Unrestricted funds	12	61,771	66,888
Total Charity Funds		£78,916	£71,422



Balance Sheet continued At 31 March 2022

For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

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

The financial statements were approved by the TVA Trustees Board on 1 September 2022 and signed on its behalf by –

A large, stylized handwritten signature in black ink, appearing to read "Andrew Giles".

Trustee Andrew Giles

A handwritten signature in black ink, appearing to read "Elaine MacCormack".

Treasurer Elaine MacCormack



Notes to the Financial Statements For the year ended 31 March 2022

1 Accounting policies

Tandridge Voluntary Action is a company limited by guarantee and incorporated in England and Wales. The registered office is The Community Hub, 1st Floor Library Building, 14 Gresham Road, Oxted, Surrey RH8 0BQ.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared 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 (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Tandridge Voluntary Action meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

b) Preparation of the accounts on a going concern basis

The Trustees have reviewed the results for the year ended 31 March 2022 and the operations and cash flows since then and are satisfied that these accounts should be prepared on a going concern basis.

1.1 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.



Notes to the Financial Statements For the year ended 31 March 2022

1.2 Income

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.

1.3 Expenditure

All expenditure is recognised on the accruals basis of accounting. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Governance costs are those associated with constitutional requirements.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource.

1.4 Depreciation

Office equipment is written off on a straight line basis over two years.

2 Income from activities to further the Charity's objects

	Restricted funds	Unrestricted funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Surrey County Council - Core services	-	30,025	30,025	30,025
Additional	-	4,500	4,500	-
Rent	30,272	-	30,272	30,272
NHS East Surrey CCG	10,000	20,044	30,044	20,044
Tandridge District Council - Core services	-	17,500	17,500	17,500
- Service charge	7,108	-	7,108	7,108
Community Foundation	7,500	-	7,500	6,666
Covid 19 funding	-	-	-	17,123
Councillor grants	2,750	-	2,750	-
Total Grants	57,630	72,069	129,699	128,738



Notes to the Financial Statements For the year ended 31 March 2022

3 Investment Income

	Restricted funds £	Unrestricted funds £	Total Funds 2022 £	Total Funds 2021 £
Interest receivable	-	223	223	1,646

4 Sundry Income

	Restricted funds £	Unrestricted funds £	Total Funds 2022 £	Total Funds 2021 £
Rent receivable	-	40	40	162
Membership subscriptions	-	2,280	2,280	1,737
Other services	26,189	2,001	28,190	13,687
Total sundry income	26,189	4,321	30,510	15,586

5 Total Expenditure

	Restricted funds £	Unrestricted funds £	Total Funds 2022 £	Total Funds 2021 £
Salaries, NI and pension 6	29,525	69,087	98,612	108,621
Rent and service charge	37,380	-	37,380	37,380
Travelling expenses	1,152	486	1,638	1,112
Other expenses	3,151	9,354	12,505	29,843
Charitable activities	71,208	78,927	150,135	176,956
Governance costs	-	2,803	2,803	2,792
Total resources expended	71,208	81,730	152,938	179,748

Included in Governance costs is the Independent Examiners Fee of £1,200 (2021 -£1,200).



Notes to the Financial Statements For the year ended 31 March 2022

6 Analysis of staff costs

Number of employees

The average number of full-time equivalent employees during the year was 3.8 (2021 – 3.3).

Analysis of staff costs

	Restricted funds	Unrestricted funds	Total funds 2022	Total funds 2021
	£	£	£	£
Employment costs				
Salaries and wages	28,582	66,125	94,707	102,245
Social security costs	764	982	1,746	4,049
Pension costs	179	1,980	2,159	2,327
	<u>29,525</u>	<u>69,087</u>	<u>98,612</u>	<u>108,621</u>

7 Trustee remuneration and related party transactions

No trustee or person related to the charity received any remuneration during the year. No trustee received financial assistance in the year.

8 Taxation

As a charity, Tandridge Voluntary Service Council is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act at 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the charity.

9 Fixed assets

Office equipment	Cost	Depreciation Charge for the year	NBV at 31 March 2022
At 31 March 2022	<u>£992</u>	<u>£496</u>	<u>£496</u>

Office equipment has been written off at 50% to spread the life over two years.



Notes to the Financial Statements For the year ended 31 March 2022

10 Creditors: amounts falling due within one year

	2022	2021
	£	£
Taxes and social security	1,726	2,149
Accrued expenses	3,389	4,714
Deferred income	2,365	8,230
	7,480	15,093

11 Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Dilapidations provision	16,000	16,000
	16,000	16,000

The dilapidation provision is an estimate the share which relates to Tandridge Voluntary Action for possible dilapidations due on the termination of the lease of the Oxted Hub.

12 Movements of funds

	Balance at 1 April 2021	Income	Expenditure	Transfer/ Repayment	Balance at 31 March 2022
	£	£	£	£	£
Restricted Funds					
Hub Rent Fund	-	37,380	(37,380)	-	-
Covid 19 funds	2,865	-	(2,865)	-	-
Befriending Scheme	1,669	35,391	(20,437)	-	16,623
Kickstart etc.		11,048	(10,526)	-	522
	4,534	83,819	(71,208)	-	17,145
Unrestricted Funds					
General fund	66,888	76,613	(81,730)	-	61,771
Total Unrestricted Funds	66,888	76,613	(81,730)	-	61,771
Total Funds	71,422	160,432	(152,938)	-	78,916



Notes to the Financial Statements For the year ended 31 March 2022

13 Lease commitments

As at the year end the charity has commitments under operating leases amounting to £79,122 (2021 - £109,304). The lease was renewed on 11 November 2019 and is a five year lease with a three month notice break clause.

14 Analysis of net assets between funds

	Restricted £	Unrestricted £	Total £
Fixed assets	-	496	496
Debtors	10,767	500	11,267
Cash at bank and in hand	7,535	83,098	90,833
Current liabilities	(1,157)	(6,323)	(7,480)
Liabilities over one year	-	(16,000)	(16,000)
Total	17,145	61,771	78,916

VOLUNTARY ACTION SURREY EAST (VASE)

England & Wales - Charity number 1137664

Accounts



Tandridge Voluntary Action

Annual Report and Financial Statements For the Year Ended 31 March 2021



Helping our community
tva.org.uk

Member of NAVCA and NCVO
Company number 07313570 and Registered Charity Number 1137664



Chairman's Introduction

I am pleased to present TVA's Annual Report for 2020/21.

No person could have predicted in March last year the significance of the pandemic and the material effect of the two lockdowns. For charities such as TVA, it has resulted in additional pressures and constraints regarding the ability to operate, fundraise and deliver its services, coupled with the increased demand for those services. Throughout the year, TVA emerged as a key provider in the local community and voluntary sector and in its assistance to the NHS.

If it were not for the dedication, commitment and extended hours worked by all our staff, TVA could not have withstood and successfully negotiated the extraordinary challenges that the charity has faced this past year. The Board is indebted. In the addition, the Board and staff are admirably supported by a number of close volunteers without whom we could not have coped with the additional pressures placed on TVA. Praise must also be given to the unsung heroes, the volunteers who contributions are varied and who have played a vital role in what TVA has achieved during the pandemic. Our thanks to you all.

During the year there were significant changes to the composition of the Board with the resignation of five Trustees, including two chairpersons. The recruitment of new Trustees, however, has made TVA a stronger and a more dynamic organisation, with a good gender and skills mix.

Financial resources remain stretched. We thank our core funders – Surrey County Council, Tandridge District Council and the East Surrey Clinical Commissioning Group – for their continued and much valued and much needed support. TVA was most grateful to receive an additional £17K to cover Covid-19 costs from a variety of providers.

Readers of the accounts will notice that our reserves continue to diminish and that we have made a necessary provision of £16K to cover the potential costs of dilapidations to the Oxted Hub.

TVA's Befriending Scheme continues to flourish, although longer-term funding remains a primary source of concern. We wish to thank everyone who has contributed funds and we are especially grateful to some local parish councils and the Joint Strategic Commissioning Board for their much welcomed and necessary recent provision.

As a small, provincially based, charity, the next 18 months is going to be testing. I am delighted and honoured that the Board has invited me to become the Chairman of TVA. As many of you will know I was previously a Surrey Councillor and I have observed and attended the Board for a number of years. I trust that we can look forward to the year ahead with a greater degree of optimism.

Rose Thorn
Chairman

A handwritten signature in black ink that reads "Rose Thorn".



Trustees and Directors

The Trustees serving during the year:

Peter Damesick	Chairman	(resigned 26 June 2020)
Andrew Giles	Acting Chairman	
Barbara Forrest	Treasurer	
John Thompson		
Roger Stent	Chairman	(resigned 30 October 2020)
Catherine Booth		(resigned 3 October 2020)
Janet Wright		(resigned 6 November 2020)
Janet Griffiths		(resigned 1 November 2020)
Thomas Sherlock		(appointed 3 September 2020)
Jayne Godden-Miller		(appointed 2 October 2020)
Mel Johnson		(appointed 3 September 2020)
Graham (Jon) Stone		(appointed 2 October 2020)

Cllr Elizabeth Parker (district council representative)

Cllr Rose Thorn (county council representative)

Rose Thorn joined the Board of Trustees on 30 April 2021 as Chairman.

TVA Employees:

Lynne Martin	General Manager
Stella Clare	Office Administrator
Julia Davies	Volunteering Manager
Helen Hammer	Volunteering Manager
Lucy Darlow	Coordinator, Tandridge Befriending Scheme

Bankers: NatWest Bank 12 Station Road East, Oxted, Surrey RH8 0PR

Registered Office: The Community Hub
1st Floor, Library Building
14 Gresham Road
Oxted RH8 0BQ

Independent Examiner:

David Wheeler FCCA
Braidwood Wheeler & Co,
Goodman House, 13a West Street, Reigate, RH2, 9BL.



Review of Activities 2020 – 2021

TVA has been a key player with partner organisations and communities in responding locally to the COVID 19 pandemic from March 2020 through to April 2021 and beyond.

TVA led on recruiting volunteers, connecting this resource with local community groups and activities. We have proactively supported the 25 new groups in the district, and we advised and offered signposting to existing charities.

'Thank you for all the wonderful information you have been sending out about services in Tandridge at the moment.'

'Really, really useful to have it and have it in one place!'

TVA worked with many partner organisations to help unblock issues and respond to local concerns and issues, so that vulnerable people could be supported.

'Brilliant! This is a really helpful post – thank you team TVA!'

Some key facts about Tandridge shielded residents:

- 3191 in Tandridge (which is 3.8% of the total shielded population in Surrey)
- 896 residents received the Government food parcels
- 176 of these residents had an emergency food parcel from the Spectrum in Guildford
- 388 residents have had a welfare visit by a local police Community Support Officer or by Team Rubicon.

The Tandridge Befriending Scheme was further developed to become a phone befriending scheme at this challenging time, with over 30 new friends matched for sustainable friendships in the first few weeks of the pandemic. This went beyond the 'check and chat', with a plan for long lasting friendships beyond the pandemic, new friends meeting face to face in gardens or outdoor spaces as soon as they were able.

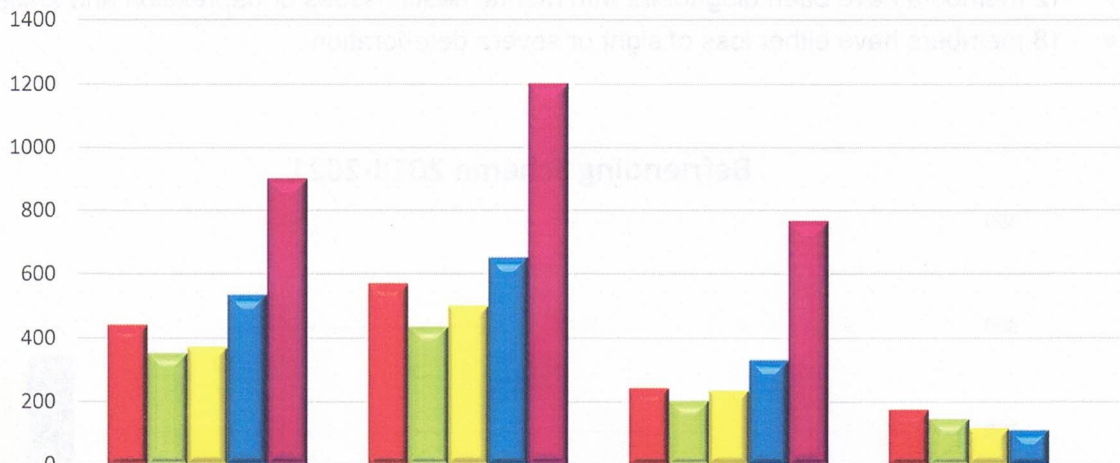
With the support of key funders, including Surrey County Council, Tandridge District Council, East Surrey Clinical Commissioning Group, parish councils, Rotary clubs, Community Foundation for Surrey – Tandridge Voluntary Action -

- Recruited and referred hundreds of new volunteers in Tandridge, following them up, recording their profiles, placing many of them in local communities, to volunteer in community groups, supporting vulnerable or isolated people. Among other things, these volunteers shopped, picked up prescriptions, walked dogs, embarked on new supportive friendships on the telephone. We also created a pool of volunteers for Tandridge, available for any emerging support.

'I have always been impressed by TVA and the good work you do but over the last few weeks this has been on another level. The support you have all provided to the Residents through the co-ordination of volunteers, onboarding new volunteers and working with colleagues here has been outstanding.'



Volunteering in Tandridge 2016-2021



	Registrations	Referrals	Long Term Placements	One off Placements
2016/17	442	570	244	175
2017/18	352	435	203	145
2018/19	371	498	235	116
2019/20	535	651	331	110
2020/21	902	1202	766	

Befriending Scheme

The friendship scheme, supporting lonely or isolated people in the district by matching them with a volunteer friend, ran a telephone survey in November 2020, with some heartening results.

An extraordinary 97% of the scheme respondents said that they look forward to a visit or contact with their friend, and 94% said that their friend 'cheers them up', giving them positive feelings of hope and 'something to look forward to'. As one befriender put it – *'having her (as a friend) has helped with my dementia. When you are alone you forget how to talk to people.'*

For many this friendship scheme provides a lifeline to the outside world, giving a sense of value. One befriender said – *'I would never have admitted it would be good to have a friend, but this has given me confidence.'*

The success of the scheme is also validated by the length of time that the friendships continue to be enjoyed, with 82% lasting over 3 years. The survey told us -

- Some members have ongoing or long-term health conditions that may prevent them from accessing the community. Many friendships result in members being able to access the community for the first time in months, which can be life changing.
- 11 members received specialist aphasia conversational support from trained volunteers.
- 20 members have had a stroke resulting in reduced mobility but do not require conversation support.



Statement of Trustees' Responsibilities

The charity trustees (who are also the Directors of Tandridge Voluntary Action for the purposes of company law) are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

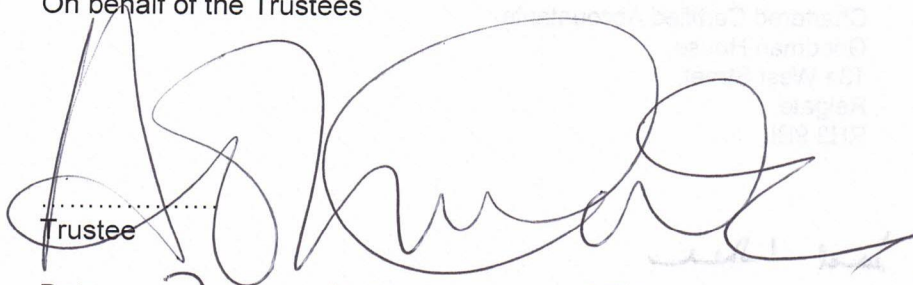
Company law requires the charity trustees to prepare the financial statements for each year which give a true and fair view of the charitable company and of the income and expenditure of the charity for that period. In preparing the financial statements, the trustees are required to:

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

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

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

On behalf of the Trustees


Trustee

Date: 2 September 2021



TANDRIDGE VOLUNTARY ACTION

Balance Sheet

As at 31 March 2021

	Notes	2021 £	2020 £
Current assets			
Debtors		8,273	9,409
Cash at bank and in hand		94,242	113,584
Total current assets		102,515	122,993
Liabilities			
Creditors: Amounts falling due within one year	9	(15,093)	(17,793)
Creditors: Amounts falling due after more than one year	10	(16,000)	-
Total net assets		£ 71,422	105,200
The funds of the charity: -			
Restricted funds	11	4,534	3,176
Designated funds	11	-	10,921
Unrestricted funds	11	66,888	91,103
Total Charity Funds		£ 71,422	105,200

For the year ended 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The financial statements were approved by the TVA Trustees Board on 2 September 2021 and signed on its behalf by -

Trustee Andrew Giles

Treasurer Barbara Forrest



TANDRIDGE VOLUNTARY ACTION

Notes to the Financial Statements

For the year ended 31 March 2021

1 Accounting policies

Tandridge Voluntary Action is a company limited by guarantee and incorporated in England and Wales. The registered office is The Community Hub, 1st Floor Library Building, 14 Gresham Road, Oxted, Surrey RH8 0BQ.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared 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 (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Tandridge Voluntary Action meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

b) Preparation of the accounts on a going concern basis

The Trustees have reviewed the results for the year ended 31 March 2021 and the operations and cash flows since then and are satisfied that these accounts should be prepared on a going concern basis.

1.1 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

1.2 Income

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.



TANDRIDGE VOLUNTARY ACTION

4 Sundry Income

	Restricted funds	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Rent receivable	-	162	162	520
Membership subscriptions	-	1,737	1,737	2,165
Other services	11,713	1,974	13,687	20,126
Total sundry income	11,713	3,873	15,586	22,811

5 Total Expenditure

	Restricted funds	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Salaries, NI and pension 6	29,512	79,109	108,621	95,394
Rent and service charge	37,380	-	37,380	34,574
Travelling expenses	745	367	1,112	2,521
Other expenses	3,887	25,956	29,843	22,545
Charitable activities	71,524	105,432	176,956	155,034
Governance costs	-	2,792	2,792	2,859
Total resources expended	71,524	108,224	179,748	157,893

Included in Governance costs is the Independent Examiners Fee of £1,200 (2020 -£1,200).



TANDRIDGE VOLUNTARY ACTION

10 Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Dilapidations provision	16,000	-
	<u>16,000</u>	<u>-</u>

The dilapidation provision is an estimate the share which relates to Tandridge Voluntary Action for possible dilapidations due on the termination of the lease of the Oxted Hub.

11 Movements of funds

	Balance at 1 April 2020	Income	Expenditure	Transfer/ Repayment	Balance at 31 March 2021
	£	£	£	£	£
Restricted Funds					
Hub Rent Fund	-	37,380	(37,380)	-	-
Covid 19 funds	857	17,123	(15,115)	-	2,865
Befriending Scheme	2,319	18,379	(19,029)	-	1,669
	<u>3,176</u>	<u>72,882</u>	<u>(71,524)</u>	-	<u>4,534</u>
Unrestricted Funds					
Designated LPSA	10,921	-	-	(10,921)	-
General fund	91,103	73,088	(108,224)	10,921	66,888
Total Unrestricted Funds	<u>102,024</u>	<u>73,088</u>	<u>(108,224)</u>	-	<u>66,888</u>
Total Funds	<u>105,200</u>	<u>145,970</u>	<u>(179,748)</u>	-	<u>71,422</u>

12 Lease commitments

As at the year end the charity has commitments under operating leases amounting to £109,304 (2020 - £139,576). The lease was renewed on 11 November 2019 and is a five year lease with a three month notice break clause.