



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: 02 September 2022

A large, stylized handwritten signature in black ink, which appears to be "Andrew Giles", is written over the signature line and extends into the date field.



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, appearing to read "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		<u>101,900</u>	<u>102,515</u>
Liabilities			
Creditors: Amounts falling due within one year	10	(7,480)	(15,093)
Net current assets		<u>94,420</u>	<u>87,422</u>
Total assets less current liabilities		<u>94,916</u>	<u>87,422</u>
Creditors: Amounts falling due after more than one year	11	(16,000)	(16,000)
Total net assets		<u>£78,916</u>	<u>£71,422</u>
The funds of the charity: -			
Restricted funds	12	17,145	4,534
Unrestricted funds	12	61,771	66,888
Total Charity Funds		<u>£78,916</u>	<u>£71,422</u>



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
	29,525	69,087	98,612	108,621

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
	<u>7,480</u>	<u>15,093</u>

11 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Dilapidations provision	16,000	16,000
	<u>16,000</u>	<u>16,000</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.

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
	<u>4,534</u>	<u>83,819</u>	<u>(71,208)</u>	<u>-</u>	<u>17,145</u>
Unrestricted Funds					
General fund	66,888	76,613	(81,730)	-	61,771
Total Unrestricted Funds	<u>66,888</u>	<u>76,613</u>	<u>(81,730)</u>	<u>-</u>	<u>61,771</u>
Total Funds	<u>71,422</u>	<u>160,432</u>	<u>(152,938)</u>	<u>-</u>	<u>78,916</u>



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