



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.

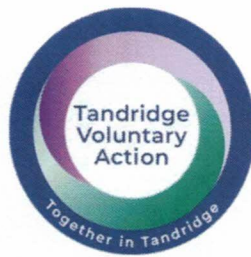


TVA's Befriending Scheme continues to provide support in the Tandridge Community. We were sorry to lose both Lucy Darlow and Lynn Arnopp during the year, both of whom have been stalwarts of the scheme for several years and have developed the Befriending Scheme into a highly respected and valued service 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:

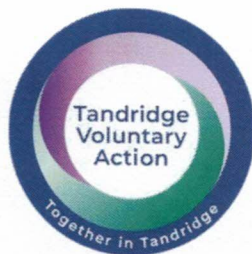
Andrew Giles	Chair
Barbara Forrest	Treasurer
Lisa Compton	
Graham Dixon	
Jayne Godden-Miller	
Mel Johnson	
Thomas Sherlock	
Jon Stone	
Elaine McCormack	(resigned 21 April 2023)

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

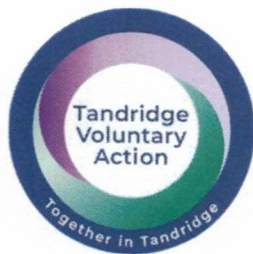
We are delighted that our Trustees have been joined this year by Cllr Carole North, who has provided an invaluable level of insight and support during this turbulent period. We will shortly also undertake a skills audit and explore options to work through the small charities governance code.

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

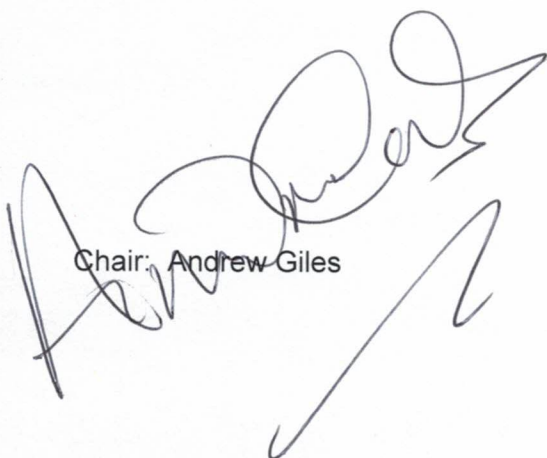
For the year ended 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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.

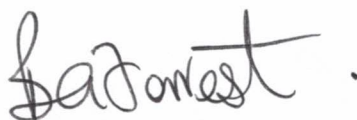
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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 –



Chair: Andrew Giles



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

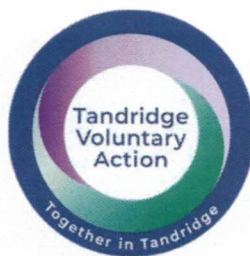
4 Sundry Income

	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