

Voluntary Support North Surrey

**ANNUAL REPORT
2020/2021**



Voluntary Support
N O R T H S U R R E Y

Voluntary Support North Surrey (VSNS) is an independent charity that supports approximately 1,500 voluntary and community organisations within the North Surrey Boroughs of Spelthorne, Runnymede and Surrey Heath. The Charity has three offices located in Camberley, Chertsey and Staines. Indirectly we serve the needs of circa 300,000 Surrey residents.

Key Achievements

Youth Volunteering

Befriending Services

Vaccination Centre
Support

Fundraising

This annual report describes the work of the Charity including achievements in the reporting period: to ensure financial transparency the report also includes a statement of financial activities and an independently produced examiner's report.

www.voluntarysupport.org.uk

VSNS

KEY ACHIEVEMENTS

Building on successes of supporting the residents with Covid vaccinations, VSNS received accolades and praise from Spelthorne Borough Council and Surrey's Lord Lieutenancy on behalf of the work of Voluntary Support North Surrey and local third sector organisations. We continued to support two Integrated Health Partnerships with the recruitment and management of volunteers. In Surrey Heartlands this resulted in 10,597 shifts and 42,388 volunteer hours and in Surrey Heath 5011 shifts equating to 20,044 volunteer hours.

Volunteering: charities have suffered from loss of volunteers during the pandemic and VSNS has focused efforts to help promote and recruit volunteers. We have hosted training on communication and social media messaging to boost the charities' skills and supported 12 organisations with website designs.

Volunteering figures for the year were once again enhanced by the public's continued favourable response to the coronavirus pandemic. In total VSNS were directly responsible for the recruitment of circa 1500 volunteers across three Boroughs.



62,432

hours of
volunteering

During the year, VSNS developed its targeted approach in the form of proactive work with selected organisations. This new approach was in reaction to increased pressures on certain voluntary groups post Covid. This led to the submission of a National Lottery bid to further strengthen work with charities.



Volunteer recruitment initiatives have been successful and our use of social media is helping us to widen our reach. We are concentrating our efforts on strengthening charity leadership and focusing on the training needs of trustees, good governance and sharing good practice.

Since our inception, VSNS has placed emphasis on working with businesses and through the year we have successfully enabled circa 55 organisations to engage with local charities.

In this period 30 businesses sent teams of volunteers to 41 corporate volunteering events, a total of 450 volunteers took part in volunteering days.



IMPROVING LIVES LOCALLY

1.Funding support

Capacity-building for voluntary sector groups represents the core business of VSNS and is achieved through a number of initiatives and projects.

VSNS offers excellent funding advice and training to new and existing organisations which has been successfully adapted and is now delivered both face to face and virtually as required.

We have had a number of successes in helping groups with their fundraising strategy and applications and in total supported 200 organisations with their fundraising. We are delighted local groups have successfully received considerable funds in the order of over £500,000 from a number of national trusts and grant givers. We contributed £18,000 from our two local funds in Runnymede and Surrey Heath. In addition, there are now two active funds in Spelthorne and we have a seat on the Spelthorne panel helping to support local groups with grant funds.

£500,000

**Received by
local groups**



IMPROVING LIVES LOCALLY

2. Governance

VSNS provided training on charity law and governance as well as forums and networking events which are proven to be effective at encouraging and enabling voluntary sector organisations to support one another and build sustainable capacity at a local level.

Over the year the Charity supported trustees and boards from more than 1,000 organisations. One-to-one tailored charity training has been delivered and individuals and groups have been supported in making applications to the Charity Commission. We have been working with the Young Trustees Movement to identify ways of encouraging young people to become trustees and welcomed a young person to our own Board.

We will continue to put emphasis on recruiting young trustees.





IMPROVING LIVES LOCALLY

3. Training

VSNS's free training programme was developed and adapted to include more topics and for delivery using digital technologies. The training available includes: grant and trust application writing, digital fundraising and legacy fundraising, volunteer management, volunteering and the law, social media and charity law. We use feedback forms to regularly develop and improve the training and have documented the content so that the knowledge base is available to all employees and can be delivered by a number of individuals should the need arise.

4. Social Media and Website Support

VSNS believe that a digital presence is an essential part of successful fundraising and engaging supporters and volunteers. We have supported a dozen organisations with website and social media advice and designed and created WordPress websites free of charge on their behalf from a VSNS volunteer.

We have developed and delivered a couple of workshops on the subject of social media to assist the local organisations with the delivery of their messages to multiple and diverse audiences.



IMPROVING LIVES LOCALLY

5.Resource Building

VSNS has enabled some local charities to have affordable premises and access to much needed resources thus supporting the delivery of their services locally. For example, the Charity directly hosts Cruse Bereavement Care, Chloe's and Sophie's Special Ears Fund and Camberley Care.

6.Third Sector Representation

VSNS is a voice for local voluntary groups in shaping local services with our statutory partners. Through our presence on local boards and committees we work to ensure that the voluntary groups are represented within the community. Boards that we sit on include Borough partnership groups, ICS steering committees, Place based alliances, and community task groups in the areas of deprivation. These relationships and partnerships have proven to be one of the reasons why the local response to the pandemic was so well and quickly executed in Surrey. Over the last year we have devoted much time to the creation of Voluntary Sector Health Alliances and we are members of the 11 strong leadership group in Surrey Heartlands.

7.Grant Making

Following a decision in 2010 to use VSNS reserves to establish community funds to be invested with the Community Foundation for Surrey, the Charity has been able to grant £251,000 to 110 projects. In the current financial year we have granted £18,000 to seven projects.

VSNS Governance

VSNS applied to the Charity Commission in 2019 and changed status becoming a CIO on December 11th of that year. The Board oversees the Charity, sets its strategic direction, and works with the CEO and the team to deliver key outcomes. All Trustees sign, and are held accountable, to a code of conduct.

VSNS finances are managed in compliance with SORP 2005.



Time to Talk

Voluntary Support's befriending scheme in Surrey Heath has grown with circa 50 volunteers supporting those feeling alone or isolated with befriending services in their own homes. We support those of all ages that feel isolated, including individuals that are suffering from dementia or mental poor health.



There is a small waiting list of isolated people needing to be matched with suitable volunteers. This is an area where we work closely with other befriending schemes including Surrey Heath Age Concern, there are many individuals that would benefit from this scheme and others and this is a service that we hope to grow.

VSNS Challenges

The next year will be a challenging year across the third sector and at VSNS our efforts will be concentrating on a few areas for successful impact including;

- Enabling voluntary organisations to grow and develop in challenging times by providing more training and one to one support.
- Responding to the continued uncertainty around statutory funding driven by economic circumstances by keeping our business plan under regular review.
- Maintaining a reserve level of £100,000 to cover the cost of redundancy and possible lease terminations.
- Improving board diversity, training and inclusion.
- Time to Change, the need to engage young volunteers is an area where we can add value and share best practice.
- Time to Talk and befriending in general, we aim to grow and improve the befriending services within Surrey and ensure that there are well trained and supported volunteers.



IMPROVING LIVES LOCALLY

Accounts

Statement of Financial Activities
Year Ending 31st March 2021

		<<<<<<<<	31/03/2021	>>>>>>>>	31/03/2020
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
Income from					
Donations	2	-	-	-	-
Grants	2	236,418	-	236,418	234,818
Bank Interest	2	92	-	92	305
Income from Charitable Activities					
Community Projects		191,474	35,000	226,474	165,700
Service charges	2	7,253	-	7,253	17,521
Sundry Income	2	7,842	-	7,842	8,613
Total Income		443,079	35,000	478,079	426,957
Expenditure on Raising Funds		-	-	-	-
Expenditure on Charitable Activities	3	399,848	35,000	434,848	426,184
Net Income/(Expenditure) for the Year		43,231	0	43,231	773
Reconciliation of Funds					
Funds Balance Brought Forward		291,072	35,714	326,786	326,013
Funds Balance Carried Forward		334,303	35,714	370,017	326,786

Balance Sheet
31st March 2021

		<<<<<<<	31/03/2021	>>>>>>>	31/03/2020
		Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds
Fixed Assets					
Tangible assets		-	-	-	-
Total		-	-	-	-
Current Assets					
Debtors	4	4,278	-	4,278	5,620
Prepayments	4	6,991	-	6,991	7,978
Investments	5	150,000	-	150,000	150,000
Cash at bank and in hand		267,696	35,714	303,410	192,022
Total		428,965	35,714	464,679	355,620
Creditors					
Amounts falling due within one year	6	-68,849	-	-68,849	-10,963
Accruals	6	-25,813	-	-25,813	-17,871
Total		-94,662	0	-94,662	-28,834
Net Current Assets		334,303	35,714	370,017	326,786
Funds					
General Fund		334,303	-	334,303	291,072
Restricted Fund		-	35,714	35,714	35,714
Total Funds		334,303	35,714	370,017	326,786

These financial statements were approved by the Board of Directors on the xx Month 2021 and signed on its behalf by:

Signed Helen Frary
Chairman


Signed Anne Elkington
Treasurer

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31st March 2021

1 ACCOUNTING POLICIES

Basis of preparation

These accounts have been prepared under the historical cost convention and comply with the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice SORP applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS102 published on 16 July 2014.

Company Status

VSNS is a registered charitable incorporated organisation (number 1141587).

Incoming Resources

All income is recognised in the Statement of Financial Activities (SOFA) when entitlement to that income is virtually certain and the amount can be reasonably quantified.

Income received by way of grants, donations and gifts is included in full in the SOFA at the time of receipt.

Income from grants, where such income is dependant upon performance or specific deliverables, is recognised upon satisfactory completion of the performance or delivery.

The value of donated services and the value of services provided by volunteers are not included in these accounts.

Investment income is included when received.

Resources Expended

Expenditure is recognised on an accruals basis as the liability is incurred.

Expenditure includes VAT which is not recoverable.

Governance costs include the costs associated with meeting the organisation's constitutional and statutory requirements.

Pension

The company operates a defined contribution pension scheme for staff

2 ANALYSIS OF INCOMING RESOURCES

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
DONATIONS				
Chertsey Combined Charity	-	-	-	-
Other	-	-	-	-
	0	0	0	0
GRANT INCOME				
Surrey County Council	80,286	-	80,286	78,686
Runnymede Borough Council	33,000	-	33,000	31,000
Runnymede Community Fund	3,000	-	3,000	5,000
Surrey Heath Borough Council	30,000	-	30,000	30,000
Spelthorne Borough Council	30,000	-	30,000	30,000
North West Surrey CCG	40,088	-	40,088	40,088
Surrey Heath CCG	20,044	-	20,044	20,044
	236,418	0	236,418	234,818
COMMUNITY PROJECTS				
SHCCG - Integrated Local Care	64,000	-	64,000	39,000
SHCCG - Time to Talk	30,000	-	30,000	20,000
DoH - Social Prescribing	19,000	-	19,000	38,000
Catalyst - Amigo Befriending Project	-	35,000	35,000	60,500
Covid-19 Related Income	78,474	-	78,474	8,200
	191,474	35,000	226,474	165,700
OTHER INCOME				
Office Rental & Other Services	7,253	-	7,253	17,521
Bank Interest	92	-	92	305
Sundry	7,842	-	7,842	8,613
	15,187	0	15,187	26,439
TOTAL INCOME	443,079	35,000	478,079	426,957

3 ANALYSIS OF RESOURCES EXPENDED

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
CHARITABLE ACTIVITIES				
a Staff Costs	274,963	34,861	309,824	315,651
b Premises Rental and Other Expenditure	22,670	-	22,670	27,799
c IT	12,683	-	12,683	13,250
d Broadband, telephone & postage	5,645	-	5,645	6,256
e Travel & volunteer expenses	1,251	95	1,346	6,826
f Project related expenditure - Social Prescribing	40,000	-	40,000	30,800
g Project related expenditure - Other	849	-	849	3,177
h Covid-19 related expenditure	30,253	-	30,253	5,223
i Health & Safety	816	-	816	880
j Marketing & advertising	60	-	60	1,076
k Office costs	376	-	376	744
l Subscriptions	1,458	-	1,458	1,034
m Insurances	1,645	-	1,645	1,474
n DBS	164	-	164	388
o Community networking	-32	-	-32	638
p Printing & stationery	582	-	582	1,609
q Sundries	1,624	44	1,668	4,208
r Restricted Funds expenditure	-	-	-	-
s Bank charges	69	-	69	70
t Bad Debts	70	-	70	-
TOTAL	395,146	35,000	430,146	420,903
GOVERNANCE COSTS				
AGM Expenses	-	-	-	-
Independent Examiners fee	-	-	-	-
Legal & consultancy	4,702	-	4,702	5,281
Total	4,702	0	4,702	5,281
TOTAL EXPENDITURE	399,848	35,000	434,848	426,184

4 DEBTORS & PREPAYMENTS

	2021 £	2020 £
Trade Debtors due within 1 year	4,278	5,620
Prepayments & Advances	6,991	7,978
	11,269	13,598

5 INVESTMENTS

	2021 £	2020 £
Surrey Community Fund	150,000	150,000

6 CREDITORS & ACCRUALS

	2021 £	2020 £
Trade Creditors due within 1 year	4,809	2,327
HMRC PAYE & NIC	5,573	6,637
Payments received in advance	58,467	2,000
Accruals	25,813	17,871
	94,662	28,835

7 MOVEMENT IN FUNDS

	01/04/2020 £	Income £	Expenditure £	31/03/2021 £
Unrestricted Funds				
General Fund	291,072	443,079	434,848	299,303
Total	291,072	443,079	434,848	299,303
Restricted Funds				
Surrey County Council	26,584			26,584
Runnymede Borough Council	900			900
Chertsey Combined Charities	200			200
Catalyst	-			-
Smoke Free Alliance	7,000			7,000
Forest Estate Community Hub	1,030			1,030
Total	35,714	0	0	35,714
TOTAL FUNDS	326,786	443,079	434,848	335,017

8 EMPLOYEE COSTS

	2021	2020
	£	£
Salaries	282,737	276,249
Social security costs	8,394	22,038
Employer pension contributions	18,429	15,585

One employee received emoluments (excluding employer pension costs) of more than £60,000

This employee's emoluments (excluding pension costs) were in the band £70,000 to £80,000

The average number of employees during the year, calculated on the basis of full time equivalents was 7.8 (2020 8.2)

9 TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No remuneration was paid to any trustee member of the board during the year.

No trustee or member of the board had any personal interest in any contract or transaction entered into during the year

10 TAXATION

VSNS as a charity is exempt from taxation on its income and gains under sections 466 to 493 of the Corporation Tax Act 2010 and Section 256 of the Taxation of Capital Gains Act 1992, to the extent that they are applied for charitable purposes.

VOLUNTARY SUPPORT NORTH SURREY

Independent Examiners Report

Independent Examiner's Report to the trustees of **VOLUNTARY SUPPORT NORTH SURREY**

I report to the trustees on my examination of the accounts of Voluntary Support North Surrey for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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.

M H Matthews FCCA FMAAT

Mrs M H Matthews
FCCA
MHM Accounting Solutions
13 Mapledrakes Close
Ewhurst

GU6 7QR
23rd January 2022

