

VOLUNTEER CENTRE WEST BERKSHIRE

England & Wales · Charity number 1156302

Details

Other names	NEWBURY HANDYBUS, NEWBURY SHOPMOBILITY, COMMUNITY CAR SCHEME, VILLAGE AGENT PROJECT, WEST BERKSHIRE RESTORATIVE JUSTICE SERVICE.
Status	Registered
Legal form	CIO
Registered	2014-03-21
Register	View on the Charity Commission register

Contact

Address	Volunteer Centre West Berkshire 4-8 The Broadway Newbury Berkshire RG14 1BA
Phone	0163549004
Email	rachel@vcwb.org.uk
Website	www.volunteerwestberks.org.uk

Activities

Objects: 1. TO PROMOTE ANY CHARITABLE PURPOSE (CHARITABLE UNDER ENGLISH LAW) FOR THE BENEFIT OF THE COMMUNITY IN THE AREA OF WEST BERKSHIRE AND HAMPSHIRE AS THE TRUSTEES SEE FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY THE FOLLOWING MEANS:(A) PROMOTING, ENCOURAGING AND SUPPORTING VOLUNTEERING;(B) PROVIDING OPPORTUNITIES FOR INDIVIDUALS TO VOLUNTEER;(C) PROVIDING ASSISTANCE AND TRAINING FOR VOLUNTEERS.2. TO RELIEVE THE CHARITABLE NEEDS OF PEOPLE IN THE AREA OF WEST BERKSHIRE AND HAMPSHIRE BY THE PROVISION OF ADVICE AND SERVICES CALCULATED TO RELIEVE SUCH NEEDS.

Activities: We provide a central hub for volunteering, offering free, impartial advice and guidance to individuals & community groups. As the local Council for Voluntary Service (CVS), we deliver training & events, provide funding advice, promote partnership working & advocate for the voice of the VCSE Sector. We also facilitate community transport services, helping people stay independent and connected.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Disability
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Hampshire
- West Berkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£289,223	£287,492	-	-
2024-03-31	£351,258	£353,837	-	-
2023-03-31	£269,530	£276,530	-	-
2022-03-31	£222,577	£204,126	-	-
2021-03-31	£234,650	£178,875	-	-

Trustees

Name	Role	Appointed
Gary Walsh	Chair	2020-10-01
Emma Caroline Terleske		2024-11-30
Kathryn Sarah Jane Aldridge		2026-04-23
Lesley Wyman		2024-04-18
Palmira Arnau Bret		2024-10-17
Paul Dick		2024-10-17
Richard Michael Crisp		2024-12-04
Rosalind Littlejohn		2024-10-17

VOLUNTEER CENTRE WEST BERKSHIRE

England & Wales - Charity number 1156302

Accounts



VOLUNTEER CENTRE WEST BERKSHIRE

Charitable Incorporated Organisation 1156302

ADMINISTRATIVE AND PROFESSIONAL INFORMATION

for the year ended 31st March 2025

Address of Charity	Broadway House, 4 - 8 The Broadway Newbury Berkshire RG14 1BA
Patron	Mr David Jones
Trustees	Mr Gary Walsh (Chair from 18.07.24) Mr Ellis Banfield Ms Lesley Wyman (appointed 18.04.24) Mr Jeff Beck (deceased June 2024) Ms Brien Beharrell (retired 18.07.24) Mr Ian Nichol (retired 18.07.24) Mr Rob Cao (resigned 02.09.24) Mr Malcolm Poynter (retired 17.10.24) Mr Chris Armitage (retired 17.10.24) Mr Paul Dick (appointed 17.10.24) Mrs Palmira Arnau Bret (appointed 17.10.24) Mr Sithembinkosi Michael Mpala (appointed 17.10.24) Mrs Rosalind Littlejohn (appointed 17.10.24) Mrs Emma Caroline Terleske (appointed 30.11.24) Mr Richard Michael Crisp (appointed 04.12.24)
Centre director	Mrs R Peters
Treasurer	Mr Sithembinkosi Michael Mpala
Bankers	NatWest plc 30 Market Place Newbury RG14 5AG
Independent examiner	James Cowper Kreston Chartered Accountants & Business Advisers 2 Communications Road, Greenham Business Park Newbury, Berkshire, RG19 6AB

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT for the year ended 31st March 2025

The Trustees present their report with the financial statements of the Charity for the year ended 31st March 2025. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

Charity's Objects

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and planning future activities. The objects of the Volunteer Centre West Berkshire are as follows:

To promote any charitable purpose (charitable under English Law) for the benefit of the community in the area of West Berkshire & Hampshire as the Trustees see fit, in particular, but not exclusively by the following means:

- Promoting, encouraging and supporting volunteering
- Providing opportunities for individuals to volunteer
- Providing assistance and training for volunteers.

To relieve the charitable needs of people in the area of West Berkshire & Hampshire by the provision of advice and services calculated to relieve such needs.

Charity's Activities and Achievements During the Year

It's hard to believe that a year has passed since I wrote my first overview as CEO. What an eventful and rewarding year it has been as we marked our charity's 50th anniversary, celebrated the dedication of our incredible volunteers, and bid farewell to departing staff, trustees, and volunteers while warmly welcoming new faces into the fold.

We continue to provide essential transport services for elderly and vulnerable residents, thanks to our devoted team of volunteer drivers who support regular trips for shopping, social events, and local groups. This year, we've seen an increase in requests for our Chairman vehicle and more demand for hospital visits across Berkshire and Hampshire.

In the past year, we've supported 462 individuals with volunteering advice—an increase of 59 from last year—and maintained a comprehensive database of 365 active volunteering opportunities across 48 parishes. Our Flexiteering scheme has continued to offer flexible, short-term volunteering options, and our engagement through events and partnerships has been key in promoting volunteering across West Berkshire.

Our annual V365 recruitment fair at The Corn Exchange was a major success once again. With strong feedback from both organisations and attendees, the event provided 55 charities the opportunity to engage with 297 attendees, leading to numerous volunteer placements.

We've also made significant strides in mental health awareness, delivering 12 Suicide First Aid courses across West Berkshire, reaching a broad range of organisations and sectors. Our outreach worker has been instrumental in fostering strategic partnerships, attending professional development events, and distributing essential resources to promote suicide prevention.

This year, we further strengthened the relationships between the VCSE sector, local authorities, and statutory bodies through regular forums and strategic board involvement. We've supported over 65 organisations with advice, connections, and promotion while planning improvements to our systems and exploring funding for a new training facilitator to expand our CVS capacity.

The Meet the Funder Day continues to be a highlight, bringing together seven funders and 27 VCSE organisations. It provided a fantastic platform for relationship-building and practical fundraising guidance. Feedback was overwhelmingly positive, with 100% of respondents saying they would recommend the event, solidifying its place as a key annual initiative for the sector.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31st March 2025

At this point, I want to take a moment to express my heartfelt thanks to our board of trustees for their ongoing support and governance throughout the year. We owe a special debt of gratitude to those trustees who have retired: Brien Beharrell (Chair of Trustees), Malcolm Poynter (Vice-Chair of Trustees), Chris Armitage (Hon. Treasurer of 17 years), Ian Nichol, and Rob Cao. We are excited to welcome our new trustees, Paul Dick, Palmira Arnau Bret, Michael Mpala, Rosalind Littlejohn, Emma Terleske, and Richard Crisp, who have joined us this year and will help steer the charity into the future.

Finally, we are deeply grateful to our funders and sponsors for their continued support: The West Berkshire Council, National Lottery Community Fund, Greenham Trust, BOB ICB, Newbury Town Council, Peter Baker Grants and Apple Print and Creative. Your belief in our mission is invaluable, and we could not do the work we do without your partnership.

Looking ahead, I'm excited about the opportunities this next year will bring, and I am confident that, with your continued support, we will continue to make a meaningful difference to the communities we serve.

Financial Position & Report

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The Charity made an unrestricted surplus for the year of £7,461 against a prior year surplus of £15,232. This means that the Charity's unrestricted reserves to fund future running and overhead costs increased by £7,461 (increased by £15,232 in 2024). Following a review of the nature of funding The Charity receives; most funding was classed as restricted as it is tied to specific activities or projects within the charity. Restricted funds received amounted to £198,699 during the year. £204,429 of restricted funds was expended during the year leaving a restricted funds balance of £21,844 as at 31st March 2025.

All associated with the centre express their thanks for the support received from all organisations and individuals who have donated to the Charity during the year, whether financially or with their time.

The Trustees would like to thank all the staff who help maintain the accounting records to a high standard.

Trustees

The Trustees of the Charity during the year were as follows:

Mr Gary Walsh (Chair from 18.07.24)
 Mr Ellis Banfield
 Ms Lesley Wyman
 Mr Jeff Beck (deceased June 2024)
 Ms Brien Beharrell (retired 18.07.24)
 Mr Ian Nichol (retired 18.07.24)
 Mr Rob Cao (resigned 02.09.24)
 Mr Malcolm Poynter (retired 17.10.24)
 Mr Chris Armitage (retired 17.10.24)
 Mr Paul Dick (appointed 17.10.24)
 Mrs Palmira Arnau Bret (appointed 17.10.24)
 Mr Sithembinkosi Michael Mpala (appointed 17.10.24)
 Mrs Rosalind Littlejohn (appointed 17.10.24)
 Mrs Emma Caroline Terleske (appointed 30.11.24)
 Mr Richard Michael Crisp (appointed 04.12.24)

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31st March 2025

Reserves Policy

The reserves policy adopted by the Trustees is to create a fund sufficient to allow for:

- Variations in annual income
- Adequate draw down facilities in those years when a balanced budget is not possible
- Pre-funding of new activities and projects prior to committed funding becoming available
- All anticipated costs involved in the closing of the Charity and the termination of its projects and activities, should the Trustees decide the Charity is no longer viable.

The reserves required to cover this policy as at 31st March 2025 are estimated to be £57,000. Unrestricted reserves at 31st March 2025 more than cover this figure.

Review of Major Risks

The Trustees have an ongoing policy to review regularly the risks that might affect the Charity's existence and take appropriate steps, if required, to mitigate those risks.

Trustee Selection Method

The policies and general management of the affairs of the Charity are the responsibility of the Board of Trustees. The Trustees meet approximately every three months. There are nine Trustees.

Trustee vacancies are advertised in public channels in accordance with the Charity's equal opportunities policy.

Constitution

The charity is a Charitable Incorporated Organisation governed using the Charity Commission Foundation model.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charity SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 operation.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D
for the year ended 31st March 2025

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

BY ORDER OF THE TRUSTEES:



Gary Walsh 21 Oct 2025 18:25:20 BST (UTC +1)

.....
G Walsh - Chair

Date: 21 October 2025
.....

VOLUNTEER CENTRE WEST BERKSHIRE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
VOLUNTEER CENTRE WEST BERKSHIRE**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 7 to 16.

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').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

This report is made solely to the Charity's Members, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Members those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Members as a body, for my work or for this report.

Signed:



Name: Alexander Peal BSc(Hons) FCA DChA

Address: James Cowper Kreston
Chartered Accountants
2 Communications Road
Greenham Business Park
Newbury
Berkshire
RG19 9AB

Date: 22 October 2025

VOLUNTEER CENTRE WEST BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st March 2025

Income and expenditure	Note	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
Income		£	£	£	£
Donations, legacies & similar income	3	1,454	0	1,454	9,444
Incoming resources from operating activities					
Activities in furtherance of the charity's objects	3	82,236	198,699	280,935	335,055
Investment income	3	5,767	0	5,767	4,437
Other income	3	1,067	0	1,067	2,322
Total income		90,524	198,699	289,223	351,258
Expenditure					
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	4	62,212	163,541	225,753	290,841
Management and administration	4	20,851	40,888	61,739	62,996
Total expenditure		83,063	204,429	287,492	353,837
Net movement in funds		7,461	(5,730)	1,731	(2,579)
Fund balances brought forward at 1 April 2024		245,596	27,574	273,170	275,749
Funds transfer re Capital purchase		0	0	0	0
Fund balances carried forward at 31 March 2025		253,057	21,844	274,901	273,170

VOLUNTEER CENTRE WEST BERKSHIRE

The notes form part of these financial statements

**BALANCE SHEET
as at 31st March 2025**

	Note	£	2025 £	£	2024 £
Fixed Assets					
Tangible fixed assets	7		42,233		72,737
Current assets					
Debtors	8		11,566		14,851
Cash at bank and in hand			228,257		194,154
Creditors: amounts falling due within one year	9		<u>(7,155)</u>		<u>(8,572)</u>
Net current assets			232,668		200,433
Total assets less current liabilities			<u>274,901</u>		<u>273,170</u>
 Funds					
Restricted funds	10		21,844		27,574
Unrestricted funds	11		253,057		245,596
			<u>274,901</u>		<u>273,170</u>

The financial statements were approved by the Board of Trustees on 16th October 2025 and were signed on its behalf by :-



.....
Gary Walsh 21 Oct 2025 18:25:20 BST (UTC +1)

G Walsh - Chair

Date: 21 October 2025

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025**1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

Basis of preparing the financial statements

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Volunteer Centre West Berkshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are those funds whose use is restricted for particular purposes by the donor. Designated funds are those funds set aside by the Trustees for a specified purpose from unrestricted funds.

Incoming resources

- Income from donations and gifts is recognised when received and arises from a variety of sources
- Investment income is recognised when receivable and comprises interest received from the investment of money on short term deposits.

Resources expended

Resources expended are accounted for on an accruals basis.

- The cost of activities in furtherance of the Charity's objects relates to the provision of a transport service using the Newbury Handybus service, the Community Car or drivers' own vehicles, Shopmobility, projects, namely, Empowering West Berkshire (supporting the voluntary sector) and the organising of volunteering opportunities.
- Management and administration expenditure comprises central overheads not directly attributable to direct charitable expenditure. They relate to the day to day operation of the Charity, management of the Charity's funds, administration and compliance with Charity requirements.

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025***Fixed assets and depreciation***

Fixed assets are capitalised when considered appropriate by the Trustees. Generally, assets with a cost below £200 are not capitalised. Depreciation is provided by the Charity to write off the cost less the estimated residual value of fixed assets over their estimated useful economic lives as follows:

Building works	-	10% straight line
Motor vehicles	-	20% straight line
Fixtures & fittings	-	50% straight line
Office equipment	-	50% straight line

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Operating Leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025**

2 Results on ordinary activities		2025	2024
		£	£
Results for the year are stated after charging:			
Depreciation		32,320	35,639
Independent examination		1,140	1,132
3 Analysis of incoming resources			
		Total	Total
		2025	2024
Donations, legacies & similar income		£	£
Donations & sponsorship		1,454	9,444
		<u>1,454</u>	<u>9,444</u>
Furtherance of the charity's objects			
Grant income		212,199	73,735
Projects		25,023	216,063
Transport		43,713	43,337
Advertising & publicity		0	1,920
		<u>280,935</u>	<u>335,055</u>
Investment income			
Bank & building society interest		5,767	4,437
		<u>5,767</u>	<u>4,437</u>
Other income			
Sundry income		1,067	2,322
		<u>1,067</u>	<u>2,322</u>

Included within Grant income is £198,699 (2024: £0) of Restricted Income and within Projects £0 (2024: £87,717) of Restricted Income.

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025

4. Analysis of resources expended	Total 2025	Total 2024
	£	£
Cost of activities in furtherance of the charity's objects		
Drivers	17,229	13,880
Organiser's salary & relief wages	59,767	32,844
Fuel	4,941	3,712
Vehicle costs	17,221	14,918
Vehicle depreciation	30,770	31,784
Advertising & publicity	2,036	3,612
Projects	66,511	154,339
Organising volunteering salaries	27,004	34,169
Volunteering postage & stationery	0	1,583
Volunteer expenses	274	0
	225,753	290,841
Management & administration		
Wages & salaries	20,224	28,257
Employee expenses	864	0
Training & subscriptions	4,237	1,190
Rent, rates & service charge	12,206	12,115
Insurance	5,669	4,981
Postage, stationery & telephone	4,981	2,811
Maintenance	2,800	2,267
General expenses	3,907	3,500
Professional fees	4,205	2,888
Independent examination & accountancy	1,096	1,132
Office equipment depreciation	1,550	3,855
	61,739	62,996

Included within Cost of activities in furtherance of the charity's objects is £163,541 of Restricted Expenditure (2024: £105,528) and within Management & Admin costs., £40,888 of Restricted Expenditure (2024: £0).

5. Analysis of total resources expended	Staff Costs £	Other £	Depreciation £	Total 2025 £	Total 2024 £
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	150,350	44,633	30,770	225,753	290,841
Management and administration	20,224	39,965	1,550	61,739	62,996
Total	170,574	84,598	32,320	287,492	353,837

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025**

6. Staff numbers and cost

The average number of persons employed by the charity during the year, analysed by category, was as follows:

	2025	2024
Full time	2	2
Part time	11	10
	13	12

The aggregate payroll costs of these persons were as follows:

	£	£
Wages and salaries	164,191	229,861
Social security costs	6,383	10,798
	170,574	240,659

No employee received remuneration amounting to more than £60,000 in the year (2024: nil).

Key management personnel remuneration for the year was £50,131 (2024: £123,910).

No Trustee has received any remuneration or had expenses re-imbursed in the year nor in the prior year.

7 Tangible fixed assets

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Cost					
At 1st April 2024	0	186,687	0	10,983	197,670
Additions	0	0	0	1,816	1,816
Disposals	0	(3,869)	0	0	(3,869)
At 31st March 2025	0	182,818	0	12,799	195,617
Depreciation					
At 1st April 2024	0	115,425	0	9,508	124,933
Charge for year	0	30,770	0	1,550	32,320
Eliminated on disposal	0	(3,869)	0	0	(3,869)
At 31st March 2025	0	142,326	0	11,058	153,384
Net book value					
At 31st March 2025	0	40,492	0	1,741	42,233
Net book value					
At 31st March 2024	0	71,262	0	1,475	72,737

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025

7. Tangible fixed assets - continued

The net book value of fixed assets at 31st March 2025 represents fixed assets used for:

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Direct charitable purposes	0	40,492	0	1,741	42,233
Other purposes					
Management and administration of the charity	0	0	0	0	0
	<u>0</u>	<u>40,492</u>	<u>0</u>	<u>1,741</u>	<u>42,233</u>

8 Debtors

	2025 £	2024 £
Trade debtors	1,133	1,036
Other debtors & prepayments	10,433	13,815
	<u>11,566</u>	<u>14,851</u>

9 Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	6,015	7,397
Accruals	1,140	1,175
	<u>7,155</u>	<u>8,572</u>

10. Restricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	0	43,154	(43,154)	0	0
Transport	0	36,944	(36,944)	0	0
Projects	27,574	118,601	(124,381)	0	21,844
	<u>27,574</u>	<u>198,699</u>	<u>(204,429)</u>	<u>0</u>	<u>21,844</u>

Prior Year Restricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	0	0	0	0	0
Transport	0	0	0	0	0
Projects	48,037	87,717	(105,528)	(2,652)	27,574
	<u>48,037</u>	<u>87,717</u>	<u>(105,528)</u>	<u>(2,652)</u>	<u>27,574</u>

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025**

10. Restricted Funds - continued

Purpose of funds

Volunteering – to continue to provide a volunteering service

Transport – to cover maintenance and replacement costs on Handybuses, cars & scooters

Projects – Empowering West Berkshire (supporting the voluntary sector)

11 Unrestricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
General	245,596	90,524	(83,063)	0	253,057
	<u>245,596</u>	<u>90,524</u>	<u>(83,063)</u>	<u>0</u>	<u>253,057</u>

Prior Year Unrestricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
General	227,712	263,541	(248,309)	2,652	245,596
	<u>227,712</u>	<u>263,541</u>	<u>(248,309)</u>	<u>2,652</u>	<u>245,596</u>

12 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2025 are represented by:			
Tangible fixed assets	42,233	-	42,233
Current assets	217,979	21,844	239,823
Current liabilities	(7,155)	-	(7,155)
	<u>253,057</u>	<u>21,844</u>	<u>274,901</u>

Fund balances at 31 March 2024 were represented by:

Tangible fixed assets	72,737	-	72,737
Current assets	181,431	27,574	209,005
Current liabilities	(8,572)	-	(8,572)
	<u>245,596</u>	<u>27,574</u>	<u>273,170</u>

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2025**

	2025	2024
	£	£
13. Grants received as a material part of income		
West Berkshire Council		
Accommodation costs, capacity building, assistance with staff positions for Shopmobility and support for community transport and programs support	121,538	73,235
Transforming Local Infrastructure and Services		
Recruit, train and support volunteers for West Berkshire-wide projects	91,160	216,063

14. Related party transactions

Related parties are defined as Trustees and their close family members only. There have been no related party transactions in the year (2024 None).

15. Operating Lease

At 31st March 2025 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025	2024
	£	£
Not later than 1 year	0	0
Later than 1 year and not later than 5 years	0	0
	0	0
	0	0

VOLUNTEER CENTRE WEST BERKSHIRE

England & Wales - Charity number 1156302

Accounts

VOLUNTEER CENTRE WEST BERKSHIRE

Charitable Incorporated Organisation 1156302

ADMINISTRATIVE AND PROFESSIONAL INFORMATION

for the year ended 31 March 2024

Address of Charity	4 - 8 The Broadway Newbury Berkshire RG14 1BA
Patron	Mr David Jones
Trustees	Ms Brien Beharrell (Chair) Mr Malcolm Poynter Mr Ian Nichol Mr Jeff Beck Mrs Margot Payne (resigned 19 10 23) Mr Ellis Banfield Mr Gary Walsh Ms Lesley Wyman (appointed 18 4 24) Mr Rob Cao (appointed 18 4 24) Mr Chris Armitage
Centre director	Mrs R Peters
Honorary treasurer	C Armitage
Bankers	NatWest plc 30 Market Place Newbury RG14 5AG
Independent examiner	James Cowper Kreston Chartered Accountants & Business Advisers 2 Communications Road Greenham Business Park Newbury Berkshire RG19 6AB

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT for the year ended 31 March 2024

The Trustees present their report with the financial statements of the Charity for the year ended 31 March 2024. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

Charity's Objects

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and planning future activities. The objects of the Volunteer Centre West Berkshire are as follows:

To promote any charitable purpose (charitable under English Law) for the benefit of the community in the area of West Berkshire & Hampshire as the Trustees see fit, in particular, but not exclusively by the following means:

- Promoting, encouraging and supporting volunteering
- Providing opportunities for individuals to volunteer
- Providing assistance and training for volunteers.

To relieve the charitable needs of people in the area of West Berkshire & Hampshire by the provision of advice and services calculated to relieve such needs.

Charity's Activities and Achievements During the Year

I write this overview as the newly appointed CEO, following the retirement of the previous Director Garry Poulson at the end of March, and reflect on what was a very busy and productive year with a strong team of staff, trustees and volunteers. At this point, I think I must express the gratitude we have for all the hard work and dedication that Garry has put in during his 25 and a half years' service to VCWB. He will be sorely missed.

Our Community Transport Services have seen growth in terms of new vehicles and equipment and new volunteer drivers, but also more importantly, increasing demand for their services, from new members and individual car journeys to new Handybus trips.

Our annual V365 recruitment fayre once again proved to be successful, with over 544 potential volunteers connecting with the 50 different charities at the event. We continue to see interest in volunteering from the public of West Berkshire.

Our Ukraine Liaison Support Project sadly came to an end in March after 18 months but during that time great impact was made in supporting Ukrainians who were being hosted in West Berkshire. Over 750 referrals and 340 families and individuals were supported as a result of this project, connecting them to each other as well as to local community activities and charity support as they settled into a new way of life here in West Berkshire.

During the year we have continued to champion suicide prevention awareness and have delivered regular training and run a well-attended action group, as well as upskilled our outreach worker to deliver workshops for people working with Children and Young People which we will develop in the months ahead.

Our strength as a Council for Voluntary Service has grown as we continue to bring together the Voluntary Sector with Statutory Partners in the various forums. The Cost of Living and Poverty Forum has seen great opportunities for collaboration between the voluntary sector members, West Berkshire Council and Greenham Trust.

We delivered a successful series of Meet the Funder Events which was a collaborative initiative sought to create relationships between the funders and charities. The event brought together 11 local and national funders with 50 West Berkshire charities.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2024

This year has seen us work in partnership with the NHS via Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board (BOB ICB) and Berkshire Healthcare Foundation Trust to support engagement and consultation on health-related issues with the sector and their users. We hope that this will continue as our relationship develops.

We must express thanks to our board of trustees for their support and governance over the year and welcome our new trustees, Lesley Wyman and Rob Cao, who join us this year.

Acknowledgement must also be given to our funders, The National Lottery Community Fund, Greenham Trust, West Berkshire Council, BOB ICB, Newbury Town Council and Thatcham Town Council, who generously support our work.

As we enter our 50th year, we look forward to celebrating our history with our staff, volunteers, trustees and supporters and are excited about the future opportunities ahead.

Financial Position & Report

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The Charity made an unrestricted surplus for the year of £15,232 against a prior year deficit of £27,536. This means that the Charity's unrestricted reserves to fund future running and overhead costs increased by £15,232 (decreased by £27,536 in 2023). The Charity received restricted funds of £87,717 during the year. £105,528 of restricted funds was expended during the year and £2,652 was transferred to unrestricted funds leaving a restricted funds balance of £27,574 as at 31 March 2024.

All associated with the centre express their thanks for the support received from all organisations and individuals who have donated to the Charity during the year, whether financially or with their time.

The Trustees would like to thank all the staff who help maintain the accounting records to a high standard.

Trustees

The Trustees of the Charity during the year were as follows:

Ms Brien Beharrell
Mr Malcolm Poynter
Mr Ian Nichol
Mr Jeff Beck
Mrs Margot Payne (resigned 19 10 23)
Mr Ellis Banfield
Mr Gary Walsh
Ms Lesley Wyman (appointed 18 4 24)
Mr Rob Cao (appointed 18 4 24)
Mr Chris Armitage

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2024

Reserves Policy

The reserves policy adopted by the Trustees is to create a fund sufficient to allow for:

- Variations in annual income
- Adequate draw down facilities in those years when a balanced budget is not possible
- Pre-funding of new activities and projects prior to committed funding becoming available
- All anticipated costs involved in the closing of the Charity and the termination of its projects and activities, should the Trustees decide the Charity is no longer viable.

The reserves required to cover this policy as at 31 March 2024 are estimated to be £57,000. Unrestricted reserves at 31 March 2024 more than cover this figure.

Review of Major Risks

The Trustees have an ongoing policy to review regularly the risks that might affect the Charity's existence and take appropriate steps, if required, to mitigate those risks.

Trustee Selection Method

The policies and general management of the affairs of the Charity are the responsibility of the Board of Trustees. The Trustees meet approximately every three months. There are nine Trustees.

Trustee vacancies are advertised in public channels in accordance with the Charity's equal opportunities policy.

Constitution

The charity is a Charitable Incorporated Organisation governed using the Charity Commission Foundation model.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charity SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 operation.

VOLUNTEER CENTRE WEST BERKSHIRE

**TRUSTEES' REPORT CONT'D
for the year ended 31 March 2024**

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

BY ORDER OF THE TRUSTEES:

B Beharrell

Brien Beharrell 23 Jul 2024 13:12:33 BST (UTC +1)

.....
B Beharrell - Chair

Date: 23 July 2024
.....

VOLUNTEER CENTRE WEST BERKSHIRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOLUNTEER CENTRE WEST BERKSHIRE

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024 which are set out on pages 7 to 16.

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').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:



Name:

Alex Peal FCA

Address:

James Cowper Kreston
Chartered Accountants
2 Communications Road
Greenham Business Park
Newbury
Berkshire
RG19 9AB

Date:

23 July 2024

VOLUNTEER CENTRE WEST BERKSHIRE**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2024**

Income and expenditure	Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Income		£	£	£	£
Donations, legacies & similar income	3	9,444	-	9,444	17,218
Incoming resources from operating activities					
Activities in furtherance of the charity's objects	3	247,338	87,717	335,055	246,767
Investment income	3	4,437	-	4,437	925
Other income	3	2,322	-	2,322	4,620
Total income		<u>263,541</u>	<u>87,717</u>	<u>351,258</u>	<u>269,530</u>
Expenditure					
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	4	185,313	105,528	290,841	226,118
Management and administration	4	62,996	-	62,996	50,412
Total expenditure		<u>248,309</u>	<u>105,528</u>	<u>353,837</u>	<u>276,530</u>
Net movement in funds		15,232	(17,811)	(2,579)	(7,000)
Fund balances brought forward at 1 April 2023		227,712	48,037	275,749	282,749
Funds transfer		2,652	(2,652)	-	-
Fund balances carried forward at 31 March 2024		<u>245,596</u>	<u>27,574</u>	<u>273,170</u>	<u>275,749</u>

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE**BALANCE SHEET
as at 31 March 2024**

	Note	£	2024 £	£	2023 £
Fixed Assets					
Tangible fixed assets	7		72,737		88,414
Current assets					
Debtors	8	14,851		14,103	
Cash at bank and in hand		194,154		185,330	
Creditors: amounts falling due within one year	9	<u>(8,572)</u>		<u>(12,098)</u>	
Net current assets			200,433		187,335
Total assets less current liabilities			<u>273,170</u>		<u>275,749</u>
Funds					
Restricted funds	10		27,574		48,037
Unrestricted funds	11		245,596		227,712
			<u>273,170</u>		<u>275,749</u>

The financial statements were approved by the Board of Trustees on 18th July 2024 and were signed on its behalf by :-

B Beharrell

Brien Beharrell 23 Jul 2024 13:12:33 BST (UTC +1)

.....
B Beharrell - Chair

Date: 23 July 2024

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024****1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

Basis of preparing the financial statements

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Volunteer Centre West Berkshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are those funds whose use is restricted for particular purposes by the donor. Designated funds are those funds set aside by the Trustees for a specified purpose from unrestricted funds.

Incoming resources

- Income from donations and gifts is recognised when received and arises from a variety of sources
- Investment income is recognised when receivable and comprises interest received from the investment of money on short term deposits.

Resources expended

Resources expended are accounted for on an accruals basis.

- The cost of activities in furtherance of the Charity's objects relates to the provision of a transport service using the Newbury Handybus service, the Community Car or drivers' own vehicles, Shopmobility, projects, namely, Empowering West Berkshire (supporting the voluntary sector) and the organising of volunteering opportunities.
- Management and administration expenditure comprises central overheads not directly attributable to direct charitable expenditure. They relate to the day to day operation of the Charity, management of the Charity's funds, administration and compliance with Charity requirements.

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024*****Fixed assets and depreciation***

Fixed assets are capitalised when considered appropriate by the Trustees. Generally, assets with a cost below £200 are not capitalised. Depreciation is provided by the Charity to write off the cost less the estimated residual value of fixed assets over their estimated useful economic lives as follows:

Building works	-	10% straight line
Motor vehicles	-	20% straight line
Fixtures & fittings	-	50% straight line
Office equipment	-	50% straight line

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Operating Leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

2 Results on ordinary activities	2024	2023
	£	£
Results for the year are stated after charging:		
Depreciation	35,639	32,130
Independent examination	1,132	984
3 Analysis of incoming resources		
	Total	Total
	2024	2023
Donations, legacies & similar income	£	£
Donations & sponsorship	9,444	17,218
	<u>9,444</u>	<u>17,218</u>
Furtherance of the charity's objects		
Grant income	73,735	90,632
Projects	216,063	122,658
Transport	43,337	29,762
Advertising & publicity	1,920	3,715
	<u>335,055</u>	<u>246,767</u>
Investment income		
Bank & building society interest	4,437	925
	<u>4,437</u>	<u>925</u>
Other income		
Sundry income	2,322	4,620
	<u>2,322</u>	<u>4,620</u>

Included within Grant income is £0 (2023: £0) of Restricted Income and within Projects £87,717 (2023: £91,098) of Restricted Income.

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024

4 Analysis of resources expended	Total 2024	Total 2023
Cost of activities in furtherance of the charity's objects	£	£
Drivers	13,880	15,091
Organiser's salary & relief wages	32,844	28,683
Fuel	3,712	4,808
Vehicle costs	14,918	13,605
Vehicle depreciation	31,784	29,750
Advertising & publicity	3,612	4,136
Projects	154,339	99,594
Organising volunteering salaries	34,169	27,218
Volunteering postage & stationery	1,583	2,986
Volunteer expenses	-	247
	<u>290,841</u>	<u>226,118</u>
Management & administration		
Wages & salaries	28,257	20,859
Employee expenses	-	189
Training & subscriptions	1,190	4,297
Rent, rates & service charge	12,115	11,043
Light & heat	-	-
Insurance	4,981	4,289
Postage, stationery & telephone	2,811	1,989
Maintenance	2,267	1,581
General expenses	3,500	1,567
Professional fees	2,888	1,234
Independent examination & accountancy	1,132	984
Fund-raising expenses	-	-
Office equipment depreciation	3,855	2,380
	<u>62,996</u>	<u>50,412</u>

Included within Projects costs is £105,528 of Restricted Expenditure (2023: £70,562) and within Organiser's salary etc., £0 of Restricted Expenditure (2023: £0).

5 Analysis of total resources expended	Staff Costs £	Other £	Depreciation £	Total 2024 £	Total 2023 £
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	212,402	46,655	31,784	290,841	226,118
Management and administration	28,257	30,884	3,855	62,996	50,412
Total	<u>240,659</u>	<u>77,539</u>	<u>35,639</u>	<u>353,837</u>	<u>276,530</u>

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024****6. Staff numbers and cost**

The average number of persons employed by the Charity during the year, analysed by category, was as follows:

	2024	2023
Full time	2	2
Part time	10	9
	<u>12</u>	<u>11</u>

The aggregate payroll costs of these persons were as follows:

	2024	2023
	£	£
Wages and salaries	229,861	162,674
Social security costs	10,798	5,967
	<u>240,659</u>	<u>168,641</u>

No employee received remuneration amounting to more than £60,000 in the year.

Key management personnel remuneration for the year was £123,910 (2023: £77,166).

No Trustee has received any remuneration or had expenses re-imbursed in the year nor in the prior year.

7 Tangible fixed assets

	Building works	Motor vehicles	Fixtures & fittings	Office equipment	Total
	£	£	£	£	£
Cost					
At 1st April 2023	-	176,125	-	10,983	187,108
Additions	-	19,962	-	-	19,962
Disposals	-	(9,400)	-	-	(9,400)
At 31st March 2024	<u>-</u>	<u>186,687</u>	<u>-</u>	<u>10,983</u>	<u>197,670</u>
Depreciation					
At 1st April 2023	-	93,041	-	5,653	98,694
Charge for year	-	31,784	-	3,855	35,639
Eliminated on disposal	-	(9,400)	-	-	(9,400)
At 31st March 2024	<u>-</u>	<u>115,425</u>	<u>-</u>	<u>9,508</u>	<u>124,933</u>
Net book value					
At 31st March 2024	<u>-</u>	<u>71,262</u>	<u>-</u>	<u>1,475</u>	<u>72,737</u>
Net book value					
At 31st March 2023	<u>-</u>	<u>83,084</u>	<u>-</u>	<u>5,330</u>	<u>88,414</u>

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024

7. **Tangible fixed assets - continued**

The net book value of fixed assets at 31 March 2024 represents fixed assets used for:

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Direct charitable purposes	-	71,262	-	1,475	72,737
Other purposes Management and administration of the Charity	-	-	-	-	-
	-	71,262	-	1,475	72,737

8 **Debtors**

	2024 £	2023 £
Trade debtors	1,036	600
Other debtors & prepayments	13,815	13,503
	<u>14,851</u>	<u>14,103</u>

9 **Creditors: Amounts falling due within one year**

	2024 £	2023 £
Trade creditors	7,397	10,498
Accruals	1,175	1,600
	<u>8,572</u>	<u>12,098</u>

10 **Restricted Funds**

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	-	-	-	-	-
Transport	-	-	-	-	-
Projects	48,037	87,717	(105,528)	(2,652)	27,574
	<u>48,037</u>	<u>87,717</u>	<u>(105,528)</u>	<u>(2,652)</u>	<u>27,574</u>

Prior Year Restricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	-	-	-	-	-
Transport	-	-	-	-	-
Projects	27,501	91,098	(70,562)	-	48,037
	<u>27,501</u>	<u>91,098</u>	<u>(70,562)</u>	<u>-</u>	<u>48,037</u>

VOLUNTEER CENTRE WEST BERKSHIRE
**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**
10. Restricted Funds - continued
Purpose of funds

Volunteering – to continue to provide a volunteering service

Transport – to cover maintenance and replacement costs on Handybuses

Projects – Empowering West Berkshire (supporting the voluntary sector)

11 Unrestricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
General	227,712	263,541	(248,309)	2,652	245,596
	<u>227,712</u>	<u>263,541</u>	<u>(248,309)</u>	<u>2,652</u>	<u>245,596</u>

**Prior Year Unrestricted
Funds**

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
General	255,248	178,432	(205,968)	-	227,712
	<u>255,248</u>	<u>178,432</u>	<u>(205,968)</u>	<u>-</u>	<u>227,712</u>

12 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2024 are represented by:			
Tangible fixed assets	72,737	-	72,737
Current assets	181,431	27,574	209,005
Current liabilities	(8,572)	-	(8,572)
	<u>245,596</u>	<u>27,574</u>	<u>273,170</u>

Fund balances at 31 March 2023 were represented by:

Tangible fixed assets	88,414	-	88,414
Current assets	151,396	48,037	199,433
Current liabilities	(12,098)	-	(12,098)
	<u>227,712</u>	<u>48,037</u>	<u>275,749</u>

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024**

13	Grants received as a material part of income	2024	2023
		£	£
	West Berkshire Council		
	Accommodation costs, capacity building, assistance with staff positions for Shopmobility and support for community transport.	73,235	90,632
	Transforming Local Infrastructure		
	Recruit, train and support volunteers for West Berkshire-wide projects	216,063	122,658

14. Related party transactions

Related parties are defined as Trustees and their close family members only. There have been no related party transactions in the year (2023 None).

15. Operating Lease

At 31 March 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024	2023
	£	£
Not later than 1 year	-	11,000
Later than 1 year and not later than 5 years	-	-
	<u>-</u>	<u>11,000</u>

VOLUNTEER CENTRE WEST BERKSHIRE

England & Wales - Charity number 1156302

Accounts

VOLUNTEER CENTRE WEST BERKSHIRE

Charitable Incorporated Organisation 1156302

ADMINISTRATIVE AND PROFESSIONAL INFORMATION

for the year ended 31 March 2023

Address of Charity	4 - 8 The Broadway Newbury Berkshire RG14 1BA
Patron	Mr David Jones
Trustees	Ms Brien Beharrell (Chair) Mr Malcolm Poynter Mr Ian Nichol Cllr Jeff Beck Mrs Margot Payne Mr Paul Allen (resigned 31 3 23) Mr Ellis Banfield Mr Gary Walsh Mr Chris Armitage
Centre director	G Poulson
Honorary treasurer	C Armitage
Bankers	NatWest plc 30 Market Place Newbury RG14 5AG
Independent examiner	James Cowper Kreston Chartered Accountants & Business Advisers 2 Communications Road Greenham Business Park Newbury Berkshire RG19 6AB

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT for the year ended 31 March 2023

The Trustees present their report with the financial statements of the Charity for the year ended 31 March 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

Charity's Objects

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and planning future activities. The objects of the Volunteer Centre West Berkshire are as follows:

To promote any charitable purpose (charitable under English Law) for the benefit of the community in the area of West Berkshire & Hampshire as the Trustees see fit, in particular, but not exclusively by the following means:

- Promoting, encouraging and supporting volunteering
- Providing opportunities for individuals to volunteer
- Providing assistance and training for volunteers.

To relieve the charitable needs of people in the area of West Berkshire & Hampshire by the provision of advice and services calculated to relieve such needs.

Charity's Activities and Achievements During the Year

The cost of living crisis and Ukraine family support featured heavily in the year for the Volunteer Centre. Little did we know at the start of 2022 that a war in mainland Europe would have such an impact on the communities of West Berkshire. Alongside our alliance partner Greenham Trust and West Berkshire Council we established a support HUB to meet the needs of the community. Our job was to facilitate meetings of key voluntary sector providers and ensure that their voices were heard by statutory bodies and the Trust which would in turn provide much needed cash to groups to service their client and customer needs. The cost of living crisis, partly driven by the war and the subsequent arrival of around 500 Ukraine national guests, also meant the employment of a family support liaison worker. This post, funded by the local authority, has enabled us to provide much needed support to West Berkshire host families and their guests from Ukraine, all manner of needs having been met.

Our annual major recruitment fair - V365 held at the Corn Exchange, made a welcome return in January 2023 and loud cheers from organisations went up at the opening of the event. 325 visitors met 55 charitable organisations, all of whom recruited new people for their activities. The event was opened by Laura Farris MP and attended by the town mayors of Newbury, Cllr Gary Norman, and Thatcham, Cllr Jeff Brooks.

The end of this year was underlined by the return of our Knowledge Event, first run in 2018. The Volunteer Centre created a large-scale networking event at Shaw House. 96 organisations attended the day long occasion which was visited by 103 local authority, health, police and others in order to expand their working knowledge of the voluntary and community sector in West Berkshire. In addition to the Chairman of West Berkshire Council, Cllr Rick Jones, providing a welcome speech outlining the importance of partnership working and the Newbury Town Mayor Gary Norman, we were greatly honoured by the attendance of HRH The Duchess of Gloucester who spent her visit talking to around 70 people throughout Shaw House. A key note speech was delivered by Sarah Vibert, the CEO of The National Council for Voluntary Organisations.

Community Transport, which includes Newbury and Thatcham Handybus, the Newbury Community Car Scheme and Newbury Shopmobility, continues to increase its utilisation following the Covid slump.

Training has featured strongly in the year and we have tried to provide appropriate training at affordable costs that meet the needs of the voluntary sector in West Berkshire. Our Suicide Prevention outreach training has established monthly training sessions bringing easy, accessible knowledge to West Berkshire people.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2023

22/23 also welcomed the 5 year financial support of The National Lottery (The Community Fund) and 3 years funding from West Berkshire Council to further support the development and delivery of the Voluntary Sector Support service. These funds have facilitated the appointment of a partnerships and engagement manager and I am delighted with our appointment of Rachel Peters to the post who is already making an impact on our services for the voluntary sector.

I want to express personal thanks to our board of trustees for their support and governance over the year and to Brien Beharrell in particular for her effective chairmanship of the board and for her support to me in my role, and to Chris Armitage, our treasurer, for his care and diligence with the finances, ensuring we maintain a steady course.

The office team have without doubt been incredible in their support and have adapted to the new challenges. A special mention for Sue Campbell who reached her 40th year as a volunteer with our charity.

And finally as I write my report, we received the news that we have been awarded full Volunteer Centre Accreditation. Well done to our recruitment officer Chris Read for taking on the collation of our 50 documents and evidence for submission to our national accreditation body The National Association of Councils for Voluntary Action (NAVCA).

Financial Position & Report

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The Charity made an unrestricted deficit for the year of £27,536 against a prior year deficit of £36,735. This means that the Charity's unrestricted reserves to fund future running and overhead costs decreased by £27,536 (decreased by £36,735 in 2022). The Charity received restricted funds of £91,098 during the year. £70,562 of restricted funds was expended during the year and the balance will be expended in the year to 31 March 2024.

All associated with the centre express their thanks for the support received from all organisations and individuals who have donated to the Charity during the year, whether financially or with their time.

The Trustees would like to thank all the staff who help maintain the accounting records to a high standard.

Trustees

The Trustees of the Charity during the year were as follows:

Ms Brien Beharrell
Mr Malcolm Poynter
Mr Ian Nichol
Cllr Jeff Beck
Mrs Margot Payne
Mr Ellis Banfield
Mr Gary Walsh
Mr Paul Allen (resigned 31 3 23)
Mr Chris Armitage

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2023

Reserves Policy

The reserves policy adopted by the Trustees is to create a fund sufficient to allow for:

- Variations in annual income
- Adequate draw down facilities in those years when a balanced budget is not possible
- Pre-funding of new activities and projects prior to committed funding becoming available
- All anticipated costs involved in the closing of the Charity and the termination of its projects and activities, should the Trustees decide the Charity is no longer viable.

The reserves required to cover this policy as at 31 March 2023 are estimated to be £86,000. Unrestricted reserves at 31 March 2023 more than cover this figure.

Review of Major Risks

The Trustees have an ongoing policy to review regularly the risks that might affect the Charity's existence and take appropriate steps, if required, to mitigate those risks.

Trustee Selection Method

The policies and general management of the affairs of the Charity are the responsibility of the Board of Trustees. The Trustees meet approximately every three months. There are nine Trustees.

Trustee vacancies are advertised in public channels in accordance with the Charity's equal opportunities policy.

Constitution

The charity is a Charitable Incorporated Organisation governed using the Charity Commission Foundation model.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charity SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 operation.

VOLUNTEER CENTRE WEST BERKSHIRE

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

BY ORDER OF THE TRUSTEES:

B Beharrell

Brian Beharrell 21 Jul 2023 15:34:53 BST (UTC +1)

.....
B Beharrell - Chair

Date: 21 July 2023
.....

VOLUNTEER CENTRE WEST BERKSHIRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOLUNTEER CENTRE WEST BEBERKSHIRE

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2023 which are set out on pages 7 to 16.

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').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:



Name:

Alex Peal FCA

Address:

James Cowper Kreston
Chartered Accountants
2 Communications Road
Greenham Business Park
Newbury
Berkshire
RG19 9AB

Date:

21 July 2023

VOLUNTEER CENTRE WEST BERKSHIRE**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st March 2023**

Income and expenditure	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Income		£	£	£	£
Donations, legacies & similar income	3	17,218	-	17,218	13,681
Incoming resources from operating activities					
Activities in furtherance of the charity's objects	3	155,669	91,098	246,767	208,151
Investment income	3	925	-	925	642
Other income	3	4,620	-	4,620	103
Total income		178,432	91,098	269,530	222,577
Expenditure					
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	4	155,556	70,562	226,118	159,820
Management and administration	4	50,412	-	50,412	44,306
Total expenditure		205,968	70,562	276,530	204,126
Net movement in funds		(27,536)	20,536	(7,000)	18,451
Fund balances brought forward at 1 April 2022		255,248	27,501	282,749	264,298
Funds transfer re Capital purchase		-	-	-	-
Fund balances carried forward at 31 March 2023		227,712	48,037	275,749	282,749

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE**BALANCE SHEET
as at 31 March 2023**

	Note	£	2023 £	£	2022 £
Fixed Assets					
Tangible fixed assets	7		88,414		112,834
Current assets					
Debtors	8	14,103		13,328	
Cash at bank and in hand		185,330		162,635	
Creditors: amounts falling due within one year	9	<u>(12,098)</u>		<u>(6,048)</u>	
Net current assets			187,335		169,915
Total assets less current liabilities			<u>275,749</u>		<u>282,749</u>
Funds					
Restricted funds	10		48,037		27,501
Unrestricted funds	11		227,712		255,248
			<u>275,749</u>		<u>282,749</u>

The financial statements were approved by the Board of Trustees on 20th July 2023 and were signed on its behalf by :-

B Beharrell

Brian Beharrell 21 Jul 2023 15:34:53 BST (UTC +1)

.....
B Beharrell - Chair

Date: 21 July 2023

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023****1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

Basis of preparing the financial statements

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Volunteer Centre West Berkshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are those funds whose use is restricted for particular purposes by the donor. Designated funds are those funds set aside by the Trustees for a specified purpose from unrestricted funds.

Incoming resources

- Income from donations and gifts is recognised when received and arises from a variety of sources
- Investment income is recognised when receivable and comprises interest received from the investment of money on short term deposits.

Resources expended

Resources expended are accounted for on an accruals basis.

- The cost of activities in furtherance of the Charity's objects relates to the provision of a transport service using the Newbury Handybus service, the Community Car or drivers' own vehicles, Shopmobility, projects, namely, Befriend and Activate (the socially isolated) and Empowering West Berkshire (supporting the voluntary sector) and the organising of volunteering opportunities.
- Management and administration expenditure comprises central overheads not directly attributable to direct charitable expenditure. They relate to the day to day operation of the Charity, management of the Charity's funds, administration and compliance with Charity requirements.

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023*****Fixed assets and depreciation***

Fixed assets are capitalised when considered appropriate by the Trustees. Generally, assets with a cost below £200 are not capitalised. Depreciation is provided by the Charity to write off the cost less the estimated residual value of fixed assets over their estimated useful economic lives as follows:

Building works	-	10% straight line
Motor vehicles	-	20% straight line
Fixtures & fittings	-	50% straight line
Office equipment	-	50% straight line

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Operating Leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

2 Results on ordinary activities	2023	2022
	£	£
Results for the year are stated after charging:		
Depreciation	32,130	22,750
Independent examination	984	1024
3 Analysis of incoming resources		
	Total	Total
	2023	2022
	£	£
Donations, legacies & similar income		
Donations & sponsorship	17,218	13,681
	<u>17,218</u>	<u>13,681</u>
Furtherance of the charity's objects		
Grant income	90,632	103,215
Projects	122,658	77,757
Transport	27,023	26,927
Fuel rebate	2,739	-
Advertising & publicity	3,715	252
	<u>246,767</u>	<u>208,151</u>
Investment income		
Bank & building society interest	925	642
	<u>925</u>	<u>642</u>
Other income		
Sundry income	4,620	103
	<u>4,620</u>	<u>103</u>

Included within Grant income is £0 (2022: £39,965) of Restricted Income and within Projects £91,098 (2022: £25,361) of Restricted Income.

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023****4 Analysis of resources expended**

	Total 2023	Total 2022
	£	£
Cost of activities in furtherance of the charity's objects		
Drivers	15,091	12,968
Organiser's salary & relief wages	28,683	26,929
Fuel	4,808	2,043
Vehicle costs	13,605	11,283
Vehicle depreciation	29,750	22,750
Advertising & publicity	4,136	1,195
Projects	99,594	52,952
Organising volunteering salaries	27,218	25,110
Volunteering postage & stationery	2,986	3,987
Volunteer expenses	247	603
	<u>226,118</u>	<u>159,820</u>
Management & administration		
Wages & salaries	20,859	21,079
Employee expenses	189	56
Training & subscriptions	4,297	1,239
Rent, rates & service charge	11,043	12,172
Light & heat	-	(251)
Insurance	4,289	4,615
Postage, stationery & telephone	1,989	2,175
Maintenance	1,581	(3,707)
General expenses	1,567	3,375
Professional fees	1,234	2,400
Independent examination & accountancy	984	1,024
Fund-raising expenses	-	129
Office equipment depreciation	2,380	-
	<u>50,412</u>	<u>44,306</u>

Included within Projects costs is £70,562 of Restricted Expenditure (2022: £9,240) and within Organiser's salary etc., £0 of Restricted Expenditure (2022: £900).

5 Analysis of total resources expended

	Staff Costs	Other	Depreciation	Total 2023	Total 2022
	£	£	£	£	£
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	147,782	48,586	29,750	226,118	159,820
Management and administration	20,859	27,173	2,380	50,412	44,306
Total	<u>168,641</u>	<u>75,759</u>	<u>32,130</u>	<u>276,530</u>	<u>204,126</u>

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023****6. Staff numbers and cost**

The average number of persons employed by the Charity during the year, analysed by category, was as follows:

	2023	2022
Full time	2	1
Part time	10	11
	12	12

The aggregate payroll costs of these persons were as follows:

	2023 £	2022 £
Wages and salaries	162,674	118,389
Social security costs	5,967	2,912
	168,641	121,301

No employee received remuneration amounting to more than £60,000 in the year.

Key management personnel remuneration for the year was £77,166 (2022: £63,476).

No Trustee has received any remuneration or had expenses re-imbursed in the year nor in the prior year.

7. Tangible fixed assets

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Cost					
At 1st April 2022	-	176,125	-	3,273	179,398
Additions	-	-	-	7,710	7,710
Disposals	-	-	-	-	-
At 31st March 2023	-	176,125	-	10,983	187,108
Depreciation					
At 1st April 2022	-	63,291	-	3,273	66,564
Charge for year	-	29,750	-	2,380	32,130
Eliminated on disposal	-	-	-	-	-
At 31st March 2023	-	93,040	-	5,653	98,694
Net book value					
At 31st March 2023	-	83,084	-	5,330	88,414
Net book value					
At 31st March 2023	-	112,834	-	-	112,834

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023

7. **Tangible fixed assets - continued**

The net book value of fixed assets at 31st March 2023 represents fixed assets used for:

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Direct charitable purposes	-	83,084	-	5,330	88,414
Other purposes Management and administration of the Charity	-	-	-	-	-
	-	83,084	-	5,330	88,414

8. **Debtors**

	2023 £	2022 £
Trade debtors	600	600
Other debtors & prepayments	13,503	12,728
	14,103	13,328

9. **Creditors: Amounts falling due within one year**

	2023 £	2022 £
Trade creditors	10,498	4,928
Accruals	1,600	1,120
	12,098	6,048

10. **Restricted Funds**

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	-	-	-	-	-
Transport	-	-	-	-	-
Projects	27,501	91,098	(70,562)	-	48,037
	27,501	91,098	(70,562)	-	48,037

Prior Year Restricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	900	-	(900)	-	-
Transport	-	39,965	-	(39,965)	-
Projects	11,380	25,361	(9,240)	-	27,501
	12,280	65,326	(10,140)	(39,965)	27,501

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023****10. Restricted Funds - continued****Purpose of funds**

Volunteering – to continue to provide a volunteering service

Transport – to cover maintenance and replacement costs on Handybuses

Projects – Befriending (the socially isolated) and Empowering West Berkshire (supporting the voluntary sector)

11. Unrestricted Funds

	Brought forward	Incoming	Outgoing	Transfer	Carried forward
	£	£	£	£	£
General	255,248	178,432	(205,968)	-	227,712
	<u>255,248</u>	<u>178,432</u>	<u>(205,968)</u>	<u>-</u>	<u>227,712</u>

Prior Year Unrestricted Funds

	Brought forward	Incoming	Outgoing	Transfer	Carried forward
	£	£	£	£	£
General	252,018	157,251	(193,986)	39,965	255,248
	<u>252,018</u>	<u>157,251</u>	<u>(193,986)</u>	<u>39,965</u>	<u>255,248</u>

12. Analysis of net assets between funds

	Unrestricted	Restricted	Total
	£	£	£
Fund balances at 31 March 2023 are represented by:			
Tangible fixed assets	88,414	-	88,414
Current assets	151,396	48,037	199,433
Current liabilities	(12,098)	-	(12,098)
	<u>227,712</u>	<u>48,037</u>	<u>275,749</u>
Fund balances at 31 March 2022 were represented by:			
Tangible fixed assets	112,834	-	112,834
Current assets	148,462	27,501	175,963
Current liabilities	(6,048)	-	(6,048)
	<u>255,248</u>	<u>27,501</u>	<u>282,749</u>

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023**

13.	Grants received as a material part of income	2023 £	2022 £
	West Berkshire Council		
	Accommodation costs, capacity building, assistance with staff positions for Shopmobility and support for community transport.	90,632	95,629
	Transforming Local Infrastructure		
	Recruit, train and support volunteers for West Berkshire-wide projects	122,658	77,757

14. **Related party transactions**

Related parties are defined as Trustees and their close family members only. There have been no related party transactions in the year (2022 None).

15. **Operating Lease**

At 31 March 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	11,000	11,000
Later than 1 year and not later than 5 years	-	11,000
	11,000	22,000

VOLUNTEER CENTRE WEST BERKSHIRE

England & Wales - Charity number 1156302

Accounts

VOLUNTEER CENTRE WEST BERKSHIRE

Charitable Incorporated Organisation 1156302

ADMINISTRATIVE AND PROFESSIONAL INFORMATION

for the year ended 31 March 2022

Address of Charity	4 - 8 The Broadway Newbury Berkshire RG14 1BA
Patron	Mr David Jones
President	Mary Bedwell (stood down 15/07/21)
Trustees	Ms Brien Beharrell (Chair) Mr Malcolm Poynter Mr Ian Nichol Cllr Jeff Beck Mrs Margot Payne Mr Paul Allen Mr Ellis Banfield Mr Gary Walsh Mr Chris Armitage
Centre director	G Poulson
Honorary treasurer	C Armitage
Bankers	NatWest plc 30 Market Place Newbury RG14 5AG
Independent examiner	James Cowper Kreston Chartered Accountants & Business Advisers 2 Communications Road Greenham Business Park Newbury Berkshire RG19 6AB

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT for the year ended 31 March 2022

The Trustees present their report with the financial statements of the Charity for the year ended 31 March 2022. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

Charity's Objects

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and planning future activities. The objects of the Volunteer Centre West Berkshire are as follows:

To promote any charitable purpose (charitable under English Law) for the benefit of the community in the area of West Berkshire & Hampshire as the Trustees see fit, in particular, but not exclusively by the following means:

- Promoting, encouraging and supporting volunteering
- Providing opportunities for individuals to volunteer
- Providing assistance and training for volunteers.

To relieve the charitable needs of people in the area of West Berkshire & Hampshire by the provision of advice and services calculated to relieve such needs.

Charity's Activities and Achievements During the Year

2021/22 held many expectations for the world and our little part of it. Like all organisations we were hopeful of a swifter fuller recovery and there was hope of a return to normality. This evaded us and the pandemic continues to have an effect on the day-to-day use of our services and the individuals and organisations that we seek to support. Our transport services are now approaching a little over 50% of pre-pandemic levels, our recruitment levels are much quicker to respond and our voluntary sector support services have been as busy as ever, with pressures created by Covid causing other matters to come to the fore of the communities' needs. Perhaps the single most important change and indeed improvement for us was the move to new offices in Broadway House at the very end of March 2021, our ever-closer working relationship with Greenham Trust resulting in a formal alliance being formed. Our respective officers meet regularly to discuss issues that face the community from an organisational and financial perspective. We faced funding challenges and the latter part of 2021 resulted in a great deal of work bidding for funds to move us into 2022 and for the next 3 years.

I want to express thanks to my team in no particular order who have been great colleagues; they are Lizzie Fenton, Ros Littlejohn, Jean Fleming, Katy Hawthorne, Gill Brown, Gill Smith, Catriona Ottner, Karen Eeles, Sarah Summerbell, Julian Greaves, Sara Hanson, Pankaja Samant, Chris Read, Paul Wilding, Jacqui Letsome, Jan Ferrer, Sue Bennet, Trevor Lisseman, Chris Armitage and Andy Parsons.

I want to thank all of our volunteer car drivers, volunteer bus drivers and not least the team of trustees, so ably led by Brien Beharrell who provides me with first class support based on her very considerable experience within business and a clear perspective of how communities tick in Newbury and West Berkshire. The Volunteer Centre continues to be a vital asset to Newbury and West Berkshire. We are grateful for the financial support from The Community Fund (National Lottery), Greenham Trust, The CCG (Clinical Commissioning Group), West Berkshire Council, Newbury and Thatcham Town Councils, The Englefield Trust and for the private donations from our supporters.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2022

Financial Position & Report

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The Charity made an unrestricted deficit for the year of £36,735 against a prior year surplus of £50,995. This means that the Charity's unrestricted reserves to fund future running and overhead costs decreased by £36,735 (increased by £50,995 in 2021). The Charity received restricted funds of £65,326 during the year, £39,965 of which was transferred to unrestricted funds to purchase a new Handybus. £10,140 of restricted funds was expended during the year and the balance will be expended in the year to 31 March 2023.

All associated with the centre express their thanks for the support received from all organisations and individuals who have donated to the Charity during the year, whether financially or with their time.

The Trustees would like to thank Andrew Parsons and the staff at Shopmobility for their efforts in helping to maintain the accounting records to a high standard.

Trustees

The Trustees of the Charity during the year were as follows:

Ms Brien Beharrell
Mr Malcolm Poynter
Mr Ian Nichol
Cllr Jeff Beck
Mrs Margot Payne
Mr Mick Hutchins (resigned 15/07/21)
Mr Ellis Banfield
Mr Gary Walsh
Mr Paul Allen (appointed 20/01/22)
Mr Chris Armitage

Reserves Policy

The reserves policy adopted by the Trustees is to create a fund sufficient to allow for:

- Variations in annual income
- Adequate draw down facilities in those years when a balanced budget is not possible
- Pre-funding of new activities and projects prior to committed funding becoming available
- All anticipated costs involved in the closing of the Charity and the termination of its projects and activities, should the Trustees decide the Charity is no longer viable.

The reserves required to cover this policy as at 31 March 2022 are estimated to be £77,000. Unrestricted reserves at 31 March 2022 more than cover this figure.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2022

Review of Major Risks

The Trustees have an ongoing policy to review regularly the risks that might affect the Charity's existence and take appropriate steps, if required, to mitigate those risks.

Trustee Selection Method

The policies and general management of the affairs of the Charity are the responsibility of the Board of Trustees. The Trustees meet approximately every three months. There are nine Trustees.

Trustee vacancies are advertised in public channels in accordance with the Charity's equal opportunities policy.

Constitution

The charity is a Charitable Incorporated Organisation governed using the Charity Commission Foundation model.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charity SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

BY ORDER OF THE TRUSTEES:

B Beharrell

.....
Brien Beharrell 15 Jul 2022 17:44:08 BST (UTC +1)

B Beharrell - Chair

Date: 15 July 2022.....

VOLUNTEER CENTRE WEST BERKSHIRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOLUNTEER CENTRE WEST BEBERKSHIRE

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022 which are set out on pages 6 to 15.

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').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:



Name:

Alex Peal FCA

Address:

James Cowper Kreston
Chartered Accountants
2 Communications Road
Greenham Business Park
Newbury
Berkshire
RG19 9AB

Date:

18 July 2022

VOLUNTEER CENTRE WEST BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st March 2022

Income and expenditure	Note	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Income		£	£	£	£
Donations, legacies & similar income	3	13,681	-	13,681	7,507
Incoming resources from operating activities					
Activities in furtherance of the charity's objects	3	142,825	65,326	208,151	215,956
Investment income	3	642	-	642	1,187
Other income	3	103	-	103	10,000
Total income		<u>157,251</u>	<u>65,326</u>	<u>222,577</u>	<u>234,650</u>
Expenditure					
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	4	149,680	10,140	159,820	121,236
Management and administration	4	44,306	-	44,306	57,639
Total expenditure		<u>193,986</u>	<u>10,140</u>	<u>204,126</u>	<u>178,875</u>
Net movement in funds		(36,735)	55,186	18,451	55,775
Fund balances brought forward at 1 April 2021		252,018	12,280	264,298	208,523
Funds transfer re Capital purchase		39,965	(39,965)	-	-
Fund balances carried forward at 31 March 2022		<u>255,248</u>	<u>27,501</u>	<u>282,749</u>	<u>264,298</u>

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE**BALANCE SHEET
as at 31 March 2022**

	Note	2022		2021	
		£	£	£	£
Fixed assets					
Tangible fixed assets	7		112,834		93,256
Current assets					
Debtors	8	13,328		12,480	
Cash at bank and in hand		162,635		183,514	
Creditors: amounts falling due within one year	9	<u>(6,048)</u>		<u>(24,952)</u>	
Net current assets			169,915		171,042
Total assets less current liabilities			<u>282,749</u>		<u>264,298</u>
Funds					
Restricted funds	10		27,501		12,280
Unrestricted funds	11		255,248		252,018
			<u>282,749</u>		<u>264,298</u>

The financial statements were approved by the Board of Trustees on 14th July 2022 and were signed on its behalf by :-

B Beharrell

..... Brien Beharrell 15 Jul 2022 17:44:08 BST (UTC +1)

B Beharrell - Chair

Date: 15 July 2022

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022****1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

Basis of preparing the financial statements

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Volunteer Centre West Berkshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are those funds whose use is restricted for particular purposes by the donor. Designated funds are those funds set aside by the Trustees for a specified purpose from unrestricted funds.

Incoming resources

- Income from donations and gifts is recognised when received and arises from a variety of sources
- Investment income is recognised when receivable and comprises interest received from the investment of money on short term deposits.

Resources expended

Resources expended are accounted for on an accruals basis.

- The cost of activities in furtherance of the Charity's objects relates to the provision of a transport service using the Newbury Handybus service, the Community Car or drivers' own vehicles, Shopmobility, projects, namely, Befriend and Activate (the socially isolated) and Empowering West Berkshire (supporting the voluntary sector) and the organising of volunteering opportunities.
- Management and administration expenditure comprises central overheads not directly attributable to direct charitable expenditure. They relate to the day to day operation of the Charity, management of the Charity's funds, administration and compliance with Charity requirements.

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022*****Fixed assets and depreciation***

Fixed assets are capitalised when considered appropriate by the Trustees. Generally, assets with a cost below £200 are not capitalised. Depreciation is provided by the Charity to write off the cost less the estimated residual value of fixed assets over their estimated useful economic lives as follows:

Building works	-	10% straight line
Motor vehicles	-	20% straight line
Fixtures & fittings	-	50% straight line
Office equipment	-	50% straight line

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Operating Leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022**

2	Results on ordinary activities	2022	2021
		£	£
	Results for the year are stated after charging:		
	Depreciation	22,750	9,697
	Independent examination	1,024	900
3.	Analysis of incoming resources	Total	Total
		2022	2021
	Donations, legacies & similar income	£	£
	Donations & sponsorship	13,681	7,507
		<u>13,681</u>	<u>7,507</u>
	Furtherance of the Charity's objects		
	Grant income	103,215	130,976
	Projects	77,757	69,027
	Transport	26,927	14,453
	Fuel rebate	-	(200)
	Advertising & publicity	252	1,700
		<u>208,151</u>	<u>215,956</u>
	Investment income		
	Bank & building society interest	642	1,187
		<u>642</u>	<u>1,187</u>
	Other income		
	Sundry income	103	10,000
		<u>103</u>	<u>10,000</u>

Included within Grant income is £39,965 (2021: £0) of Restricted Income and within Projects £25,361 (2021: £15,000) of Restricted Income.

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022

4. Analysis of resources expended

	Total 2022	Total 2021
	£	£
Cost of activities in furtherance of the Charity's objects		
Drivers	12,968	3,687
Organiser's salary & relief wages	26,929	17,798
Fuel	2,043	1,378
Vehicle costs	11,283	10,551
Vehicle depreciation	22,750	9,697
Advertising & publicity	1,195	1,220
Projects	52,952	49,809
Organising volunteering salaries	25,110	25,276
Volunteering postage & stationery	3,987	1,806
Volunteer expenses	603	14
	159,820	121,236
Management & administration		
Wages & salaries	21,079	16,945
Employee expenses	56	-
Training & subscriptions	1,239	752
Rent, rates & service charge	12,172	13,755
Light & heat	(251)	6,809
Insurance	4,615	4,118
Postage, stationery & telephone	2,175	3,785
Maintenance	(3,707)	155
General expenses	3,375	4,672
Professional fees	2,400	5,748
Independent examination & accountancy	1,024	900
Fund-raising expenses	129	-
	44,306	57,639

Included within Projects costs is £9,240 of Restricted Expenditure (2021: £3,620) and within Organiser's salary etc., £900 of Restricted Expenditure (2021: £6,660).

5. Analysis of total resources expended

	Staff Costs £	Other £	Depreciation £	Total 2022 £	Total 2021 £
Charitable expenditure					
Cost of activities in furtherance of the Charity's objects	100,222	36,848	22,750	159,820	121,236
Management and administration	21,079	23,227	-	44,306	57,639
Total	121,301	60,075	22,750	204,126	178,875

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022****6. Staff numbers and cost**

The average number of persons employed by the Charity during the year, analysed by category, was as follows:

	2022	2021
Full time	1	1
Part time	11	7
	<u>12</u>	<u>8</u>

The aggregate payroll costs of these persons were as follows:

	2022	2021
	£	£
Wages and salaries	118,389	105,041
Social security costs	2,912	3,275
	<u>121,301</u>	<u>108,316</u>

No employee received remuneration amounting to more than £60,000 in the year.

Key management personnel remuneration for the year was £63,476 (2021: £70,953).

No Trustee has received any remuneration or had expenses re-imbursed in the year nor in the prior year.

7. Tangible fixed assets

	Building works	Motor vehicles	Fixtures & fittings	Office equipment	Total
	£	£	£	£	£
Cost					
At 1 st April 2021	-	133,797	-	3,273	137,070
Additions	-	42,328	-	-	42,328
Disposals	-	-	-	-	-
At 31 st March 2022	<u>-</u>	<u>176,125</u>	<u>-</u>	<u>3,273</u>	<u>179,398</u>
Depreciation					
At 1 st April 2021	-	40,541	-	3,273	43,814
Charge for year	-	22,750	-	-	22,750
Eliminated on disposal	-	-	-	-	-
At 31 st March 2022	<u>-</u>	<u>63,291</u>	<u>-</u>	<u>3,273</u>	<u>66,564</u>
Net book value					
At 31 st March 2022	<u>-</u>	<u>112,834</u>	<u>-</u>	<u>-</u>	<u>112,834</u>
Net book value					
At 31 st March 2021	<u>-</u>	<u>93,256</u>	<u>-</u>	<u>-</u>	<u>93,256</u>

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022

7. **Tangible fixed assets - continued**

The net book value of fixed assets at 31st March 2022 represents fixed assets used for:

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Direct charitable purposes	-	112,834	-	-	112,834
Other purposes					
Management and administration of the Charity	-	-	-	-	-
	-	112,834	-	-	112,834

8. **Debtors**

	2022 £	2021 £
Trade debtors	600	1,567
Other debtors & prepayments	12,728	10,913
	<u>13,328</u>	<u>12,480</u>

9. **Creditors: Amounts falling due within one year**

	2022 £	2021 £
Trade creditors	4,928	5,702
Accruals	1,120	19,250
	<u>6,048</u>	<u>24,952</u>

10. **Restricted Funds**

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	900	-	(900)	-	-
Transport	-	39,965	-	(39,965)	-
Projects	11,380	25,361	(9,240)	-	27,501
	<u>12,280</u>	<u>65,326</u>	<u>(10,140)</u>	<u>(39,965)</u>	<u>27,501</u>

Prior Year Restricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	7,500	-	(6,600)	-	900
Transport	21,000	-	-	(21,000)	-
Projects	-	15,000	(3,620)	-	11,380
	<u>28,500</u>	<u>15,000</u>	<u>(10,220)</u>	<u>(21,000)</u>	<u>12,280</u>

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022****10. Restricted Funds - continued****Purpose of funds**

Volunteering – to continue to provide a volunteering service

Transport – to cover maintenance and replacement costs on Handybuses

Projects – Befriending (the socially isolated) and Empowering West Berkshire (supporting the voluntary sector)

11. Unrestricted Funds

	Brought forward	Incoming	Outgoing	Transfer	Carried forward
	£	£	£	£	£
General	252,018	157,251	(193,986)	39,965	255,248
	<u>252,018</u>	<u>157,251</u>	<u>(193,986)</u>	<u>39,965</u>	<u>255,248</u>

Prior Year Unrestricted Funds

	Brought forward	Incoming	Outgoing	Transfer	Carried forward
	£	£	£	£	£
General	180,023	219,650	(168,655)	21,000	252,018
	<u>180,023</u>	<u>219,650</u>	<u>(168,655)</u>	<u>21,000</u>	<u>252,018</u>

12. Analysis of net assets between funds

	Unrestricted	Restricted	Total
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Tangible fixed assets	112,834	-	112,834
Current assets	148,462	27,501	175,963
Current liabilities	(6,048)	-	(6,048)
	<u>255,248</u>	<u>27,501</u>	<u>282,749</u>
Fund balances at 31 March 2021 were represented by:			
Tangible fixed assets	93,256	-	93,256
Current assets	183,714	12,280	195,994
Current liabilities	(24,952)	-	(24,952)
	<u>252,018</u>	<u>12,280</u>	<u>264,298</u>

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022**

13.	Grants received as a material part of income	2022 £	2021 £
	West Berkshire Council		
	Accommodation costs, capacity building, assistance with staff positions for Shopmobility and support for community transport.	95,629	103,429
	Transforming Local Infrastructure		
	Recruit, train and support volunteers for West Berkshire-wide projects	77,757	69,027

14. Related party transactions

Related parties are defined as Trustees and their close family members only. There have been no related party transactions in the year (2021 None).

15. Operating Lease

At 31 March 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	11,000	8,250
Later than 1 year and not later than 5 years	11,000	22,000
	22,000	30,250

VOLUNTEER CENTRE WEST BERKSHIRE

England & Wales - Charity number 1156302

Accounts

VOLUNTEER CENTRE WEST BERKSHIRE

Charitable Incorporated Organisation 1156302

ADMINISTRATIVE AND PROFESSIONAL INFORMATION

for the year ended 31 March 2021

Address of Charity	4 - 8 The Broadway Newbury Berkshire RG14 1BA
Patron	Mr David Jones
President	Mrs Mary Bedwell
Trustees	Ms Brien Beharrell (Chair) Mr Malcolm Poynter Mr Ian Nichol Cllr Jeff Beck Mrs Margot Payne Mr Mick Hutchins Mr Ellis Banfield Mr Gary Walsh Mr Chris Armitage
Centre director	G Poulson
Honorary treasurer	C Armitage
Bankers	NatWest plc 30 Market Place Newbury RG14 5AG
Independent examiner	James Cowper Kreston Chartered Accountants & Business Advisers 2 Communications Road Greenham Business Park Newbury Berkshire RG19 6AB

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT for the year ended 31 March 2021

The Trustees present their report with the financial statements of the Charity for the year ended 31 March 2021. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

Charity's Objects

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and planning future activities. The objects of the Volunteer Centre West Berkshire are as follows:

To promote any charitable purpose (charitable under English Law) for the benefit of the community in the area of West Berkshire & Hampshire as the Trustees see fit, in particular, but not exclusively by the following means:

- Promoting, encouraging and supporting volunteering
- Providing opportunities for individuals to volunteer
- Providing assistance and training for volunteers.

To relieve the charitable needs of people in the area of West Berkshire & Hampshire by the provision of advice and services calculated to relieve such needs.

Charity's Activities and Achievements During the Year

There was probably only one convenient benefit of the Covid pandemic from a Charity accounting perspective, namely it kindly arrived at the very end of our financial year 19/20. So the impact of Covid upon our activities, our income and mission have been conveniently wrapped up in Covid 20/21.

The year 2020 was to be very different. The Charity's daily activities became focused on the unknown, a deep sense of foreboding for us all. During the first few days of lockdown along with The Greenham Trust and West Berkshire Council we established a community HUB which was to become a publicised entity with its own phone number. The front page of the Newbury Weekly News featured the three organisations poised to act though none of us knew what lay ahead.

Our volunteer car service stood down, our bus services stood down, our Shopmobility service stood down but our phones and volunteer recruitment services were glowing hot.

A central HUB team were diverting hundreds of calls to our Charity and the public's expectations cared not that they were being referred to a small Charity but merely regarded us as a resource to meet their needs. It quickly became apparent by the first week of April that a new volunteer mapping system would need to be in place. Our events officer quickly rose to that challenge and created an online Google mapping system. Every volunteer that offered their service was then plotted across the town of Newbury or diverted to their nearest Covid support group across West Berkshire. Circa 700 volunteers came forward and the volume was commensurate with the tidal wave of calls that the volunteer centre took from 9am to 5pm. Prescription collections were needed, food parcels were needed, reassurance and kindness were needed. The first four weeks of April and the first three weeks of May were the most intense. Our volunteer force working on the outside, be they on foot, on bikes or in their cars, kept up with the pace and only very rarely did we not manage to deliver an item the same day and only then if the customer was able to wait until the following morning for their items.

In the first few days of lock-down we witnessed an ethereal atmosphere in Newbury as around 100 people were queuing outside Boots; the town was strangely silent, some people masked, others not, and tempers would have been strained were it not for the dry and calming warm weather.

Volunteer Centre staff acted brilliantly. A new office volunteer team was recruited. The volunteers had to be fast, accurate and be able to use the new IT coupled with essential charm and empathy to reassure and inform customers and volunteers alike.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2021

Each Monday we were attending the weekly community HUB meetings where colleagues from statutory organisations were each sharing their experiences. For our part, and that of The Greenham Trust, we were bringing together intelligence from front line food providers and community groups in order that we could monitor any gaps and suggest solutions. Our own operational work was gradually calming down, though in the first three months our Handybus vehicles were used to deliver food parcels.

It would not be until July 2020 that our volunteer car scheme would emerge and commence providing assistance to the less able to attend essential medical appointments. Our Shopmobility service reopened in July which was a welcome sign that customers were a little more confident to come into the town to shop. As the days and weeks went by the office team were less stressed and we were able to reduce the telephone response hours back to 10am until 1pm each day.

As a result of the pandemic our office team has changed and during the year some of our very long serving office volunteers decided to stand down and we wish to pay tribute to Sue Cox, Kate Kenna, Yvonne Brick and Jenny Murdoch for their decades of combined service, Sue with 38 years, Kate with 28 years, Yvonne with 16 years and Jenny Murdoch with 2 years' service. We were very sorry to see Mary Marsh leave the area to be close to her daughter in Luton. Mary served for 21 years as an office volunteer and trustee of the Charity.

The office team during the pandemic, of necessity, had to be younger and we were joined by Laura Fleming, Jamee Massey, Georgina Punter, Sue Goodwin, Miranda Dockley, Sara Hanson, Sheila Berry, Alessio Falino, Rachel Haslam, Isabel Carmina, Richard Benyon and our own chairman of Trustees, Brien Beharrell. Gary Walsh became our lead prescription delivery volunteer who personally delivered hundreds of prescriptions using our community car and when things quietened Gary also assisted in the office. He was recognised by Laura Farris MP for his outstanding voluntary work and he also received recognition from the Newbury Town Council Civic Award.

Supporting the sector in terms of training has been more difficult. We have been able to promote a good range of online courses and we were pleased to try out our first ever online recruitment fair in January which was a great learning experience for us, and the video interactions were fun.

We have continued to clerk three voluntary sector boards, the children and young peoples board, the Special Educational Needs Board and the Suicide Prevention Action Group. In December we appointed Sue Bennet as our Suicide Prevention Outreach worker with funds provided by the Health and Wellbeing Board and Thatcham Town Council. The one day per week post is enabling us to make contact with small businesses and sports clubs providing valuable prevention resources to these groups. With the great support of my friend and colleague Jerry Dixon of Samaritans and Apple Print we have also created a single web page resource for people who may have suicidal thoughts. This page provides fast links to immediate and non-immediate sources of help.

During the year the Trustees and management resolved to move offices and exercise a break clause in our lease of Bolton Place our home of 25 years. At the very end of this financial year the Charity moved into Broadway House and took a 5-year lease with open plan and modern efficient offices which have now set us on a course of development and a new working partnership to support the voluntary and community sector with The Greenham Trust.

A full statistical annual report will be available on our website www.volunteerwestberks.org.uk

Financial Position & Report

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

VOLUNTEER CENTRE WEST BERKSHIRE

TRUSTEES' REPORT CONT'D for the year ended 31 March 2021

The Charity made an unrestricted surplus for the year of £50,995 against a prior year surplus of £41,606. This means that the Charity's unrestricted reserves to fund future running and overhead costs were increased by £50,995 (increased by £41,606 in 2020). The Charity expended £10,220 of restricted funds during the year and received restricted funds of £15,000 in respect of projects which will be expended in the year to 31 March 2022. The Charity's income has stood up well, despite the current pandemic and unrestricted reserves stand at a healthy £252,018. On 25th March 2021 the Charity moved its operational base to a fully serviced office suite. As a result, fully written down Building Works and Fixtures & Fittings have been written out of the books to reflect the new position, and Office Equipment adjusted to reflect the current holding, also fully written down.

All associated with the centre express their thanks for the support received from all organisations and individuals who have donated to the Charity during the year, whether financially or with their time.

The Trustees would like to thank Andrew Parsons, Patsy Giles and the staff at Shopmobility for their efforts in helping to maintain the accounting records to a high standard.

Trustees

The Trustees of the Charity during the year were as follows:

Ms Brien Beharrell
Mr Malcolm Poynter
Mr Ian Nichol
Cllr Jeff Beck
Mrs Margot Payne
Mr Mick Hutchins
Mr Ellis Banfield
Mr Gary Walsh (appointed 01/10/20)
Mr Chris Armitage

Reserves Policy

The reserves policy adopted by the Trustees is to create a fund sufficient to allow for:

- Variations in annual income
- Adequate draw down facilities in those years when a balanced budget is not possible
- Pre-funding of new activities and projects prior to committed funding becoming available
- All anticipated costs involved in the closing of the Charity and the termination of its projects and activities, should the Trustees decide the Charity is no longer viable.

The reserves required to cover this policy as at 31 March 2021 are estimated to be £77,000. Unrestricted reserves at 31 March 2021 are £241,518 giving an excess cover of approximately £164,000.

Review of Major Risks

The Trustees have an ongoing policy to review regularly the risks that might affect the Charity's existence and take appropriate steps, if required, to mitigate those risks.

Trustee Selection Method

The policies and general management of the affairs of the Charity are the responsibility of the Board of Trustees. The Trustees meet approximately every three months. There are nine Trustees.

Trustee vacancies are advertised in public channels in accordance with the Charity's equal opportunities policy.

VOLUNTEER CENTRE WEST BERKSHIRE

**TRUSTEES' REPORT CONT'D
for the year ended 31 March 2021**

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 1993. They have general responsibility for taking such steps that are reasonably open to them to safeguard the assets of the Charity and to prevent and detect fraud and other irregularities.

BY ORDER OF THE TRUSTEES:



Brian Beharrell 20 Jul 2021 09:03:37 BST (UTC +1)

.....
B Beharrell - Chair

Date: 20 July 2021.....

VOLUNTEER CENTRE WEST BERKSHIRE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
VOLUNTEER CENTRE WEST BEBERKSHIRE**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2021 which are set out on pages 7 to 16.

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').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:



Name: Alex Peal FCA

Address: James Cowper Kreston
Chartered Accountants
2 Communications Road
Greenham Business Park
Newbury
Berkshire
RG19 9AB

Date: 20 July 2021

VOLUNTEER CENTRE WEST BERKSHIRE**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2021**

Income and expenditure	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
Income					
Donations, legacies & similar income	3	7,507	-	7,507	16,509
Incoming resources from operating activities:					
Activities in furtherance of the Charity's objects	3	200,956	15,000	215,956	273,856
Investment income	3	1,187	-	1,187	1,438
Other income	3	10,000	-	10,000	85
Total income		<u>219,650</u>	<u>15,000</u>	<u>234,650</u>	<u>291,888</u>
Expenditure					
Charitable expenditure					
Cost of activities in furtherance of the Charity's objects	4	111,016	10,220	121,236	185,094
Management and administration	4	57,639	-	57,639	50,348
Total expenditure		<u>168,655</u>	<u>10,220</u>	<u>178,875</u>	<u>235,442</u>
Net movement in funds		50,995	4,780	55,775	56,446
Fund balances brought forward at 1 April 2020		180,023	28,500	208,523	152,077
Funds transfer re Capital purchase		21,000	(21,000)	-	-
Fund balances carried forward at 31 March 2021		<u>252,018</u>	<u>12,280</u>	<u>264,298</u>	<u>208,523</u>

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE**BALANCE SHEET
as at 31 March 2021**

	Note	2021	2020
		£	£
Fixed assets			
Tangible fixed assets	7	93,256	34,691
Current assets			
Debtors	8	12,480	19,447
Cash at bank and in hand		183,514	170,965
Creditors: amounts falling due within one year	9	<u>(24,952)</u>	<u>(16,580)</u>
Net current assets		171,042	173,832
Total assets less current liabilities		<u>264,298</u>	<u>208,523</u>
Funds			
Restricted funds	10	12,280	28,500
Unrestricted funds	11	252,018	180,023
		<u>264,298</u>	<u>208,523</u>

The financial statements were approved by the Board of Trustees on 15th July 2021 and were signed on its behalf by :-

B Beharrell

..... Brien Beharrell 20 Jul 2021 09:03:37 BST (UTC +1)

B Beharrell - Chair

Date: 20 July 2021

The notes form part of these financial statements

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

1. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

Basis of preparing the financial statements

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Charity has adopted the provisions of bulletin 1 as permitted.

Volunteer Centre West Berkshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Going Concern

The Trustees have considered the impact of the global Covid-19 pandemic on the ability of the Charity to continue trading for the foreseeable future. This review has included considering the impact of the pandemic to the date of signing the financial statements and updating financial projections. Based on this review and taken together with existing financing facilities the Trustees believe that the financial statements have been prepared appropriately on the going concern basis.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are those funds whose use is restricted for particular purposes by the donor. Designated funds are those funds set aside by the Trustees for a specified purpose from unrestricted funds.

Incoming resources

- Income from donations and gifts is recognised when received and arises from a variety of sources
- Investment income is recognised when receivable and comprises interest received from the investment of money on short term deposits.

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021

Resources expended

Resources expended are accounted for on an accruals basis.

- The cost of activities in furtherance of the Charity's objects relates to the provision of a transport service using the Newbury Handybus service, the Community Car or drivers' own vehicles, Shopmobility, projects, namely, Befriend and Activate (the socially isolated) and Empowering West Berkshire (supporting the voluntary sector) and the organising of volunteering opportunities.
- Management and administration expenditure comprises central overheads not directly attributable to direct charitable expenditure. They relate to the day to day operation of the Charity, management of the Charity's funds, administration and compliance with Charity requirements.

Fixed assets and depreciation

Fixed assets are capitalised when considered appropriate by the Trustees. Generally, assets with a cost below £200 are not capitalised. Depreciation is provided by the Charity to write off the cost less the estimated residual value of fixed assets over their estimated useful economic lives as follows:

Building works	-	10% straight line
Motor vehicles	-	20% straight line
Fixtures & fittings	-	50% straight line
Office equipment	-	50% straight line

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021**

2. Results on ordinary activities	2021	2020
	£	£
Results for the year are stated after charging:		
Depreciation	9,697	3,071
Independent examination	900	900
3. Analysis of incoming resources	Total	Total
	2021	2020
	£	£
Donations, legacies & similar income		
Donations & sponsorship	7,507	16,509
	<u>7,507</u>	<u>16,509</u>
Furtherance of the Charity's objects		
Grant income	130,976	94,846
Projects	69,027	117,950
Team Challenge	0	1,283
Transport	14,453	55,475
Fuel rebate	(200)	1,521
Advertising & publicity	1,700	2,781
	<u>215,956</u>	<u>273,856</u>
Investment income		
Bank & building society interest	1,187	1,438
	<u>1,187</u>	<u>1,438</u>
Other income		
Sundry income	10,000	85
	<u>10,000</u>	<u>85</u>

Included within Grant income is £0 (2020: £7,500) of Restricted Income and within Transport is £0 of Restricted Income (2020: £12,000). Projects includes £15,000 (2020: £0) of Restricted Income.

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021

4. Analysis of resources expended

	Total 2021	Total 2020
	£	£
Cost of activities in furtherance of the Charity's objects		
Drivers	3,687	15,735
Organiser's salary & relief wages	17,798	25,757
Fuel	1,378	5,995
Vehicle costs	10,551	11,325
Vehicle depreciation	9,697	3,071
Advertising & publicity	1,220	3,450
Projects	49,809	96,487
Organising volunteering salaries	25,276	19,888
Volunteering postage & stationery	1,806	2,785
Team Challenge costs	-	201
Volunteer expenses	14	400
	121,236	185,094
Management & administration		
Wages & salaries	16,945	18,494
Employee expenses	-	144
Training & subscriptions	752	620
Rent, rates & service charge	13,755	13,423
Light & heat	6,809	4,360
Insurance	4,118	3,954
Postage, stationery & telephone	3,785	3,356
Maintenance	155	493
General expenses	4,672	2,574
Professional fees	5,748	2,030
Independent examination & accountancy	900	900
Office equipment depreciation	-	-
	57,639	50,348

Included within Projects costs is £3,620 of Restricted Expenditure (2020: £0) and within Organiser's salary etc., £6,600 of Restricted Expenditure (2020: £4,660).

5. Analysis of total resources expended

	Staff Costs £	Other £	Depreciation £	Total 2021 £	Total 2020 £
Charitable expenditure					
Cost of activities in furtherance of the Charity's objects	91,371	20,168	9,697	121,236	185,094
Management and administration	16,945	40,694	-	57,639	50,348
Total	108,316	60,862	9,697	178,875	235,442

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021****6. Staff numbers and cost**

The average number of persons employed by the Charity during the year, analysed by category, was as follows:

	2021	2020
Full time	1	2
Part time	7	8
	<u>8</u>	<u>10</u>

The aggregate payroll costs of these persons were as follows:

	2021	2020
	£	£
Wages and salaries	105,041	146,967
Social security costs	3,275	5,973
	<u>108,316</u>	<u>152,940</u>

No employee received remuneration amounting to more than £60,000 in the year.

Key management personnel remuneration for the year was £70,953 (2020: £84,691).

7. Tangible fixed assets

	Building works	Motor vehicles	Fixtures & fittings	Office equipment	Total
	£	£	£	£	£
Cost					
At 1 st April 2020	49,331	65,535	9,729	17,009	141,604
Additions	-	68,262	-	-	68,262
Disposals	(49,331)	-	(9,729)	(13,736)	(72,796)
At 31 st March 2021	<u>-</u>	<u>133,797</u>	<u>-</u>	<u>3,273</u>	<u>137,070</u>
Depreciation					
At 1 st April 2020	49,331	30,844	9,729	17,009	106,913
Charge for year	-	9,697	-	-	9,697
Eliminated on disposal	(49,331)	0	(9,729)	(13,736)	(72,796)
At 31 st March 2021	<u>-</u>	<u>40,541</u>	<u>-</u>	<u>3,273</u>	<u>43,814</u>
Net book value					
At 31 st March 2021	<u>-</u>	<u>93,256</u>	<u>-</u>	<u>-</u>	<u>93,256</u>
Net book value					
At 31 st March 2020	<u>-</u>	<u>34,691</u>	<u>-</u>	<u>-</u>	<u>34,691</u>

VOLUNTEER CENTRE WEST BERKSHIRE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021

7. **Tangible fixed assets - continued**

The net book value of fixed assets at 31st March 2021 represents fixed assets used for:

	Building works £	Motor vehicles £	Fixtures & fittings £	Office equipment £	Total £
Direct charitable purposes	-	93,256	-	-	93,256
Other purposes					
Management and administration of the Charity	-	-	-	-	-
	-	93,256	-	-	93,256

8. **Debtors**

	2021 £	2020 £
Trade debtors	1,567	7,220
Other debtors & prepayments	10,913	12,227
	12,480	19,447

9. **Creditors: Amounts falling due within one year**

	2021 £	2020 £
Trade creditors	5,702	5,680
Accruals	19,250	10,900
	24,952	16,580

10. **Restricted Funds**

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	7,500	-	(6,600)	-	900
Transport	21,000	-	0	(21,000)	0
Projects	-	15,000	(3,620)	-	11,380
	28,500	15,000	(10,220)	(21,000)	12,280

Prior Year Restricted Funds

	Brought forward £	Incoming £	Outgoing £	Transfer £	Carried forward £
Volunteering	4,660	7,500	(4,660)	-	7,500
Transport	25,000	12,000	-	(16,000)	21,000
	29,660	19,500	(4,660)	(16,000)	28,500

VOLUNTEER CENTRE WEST BERKSHIRE**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021****10. Restricted Funds - continued****Purpose of funds**

Volunteering – to continue to provide a volunteering service

Transport – to cover maintenance and replacement costs on Handybuses

Projects – Befriending (the socially isolated) and Empowering West Berkshire (supporting the voluntary sector)

11. Unrestricted Funds

	Brought forward	Incoming	Outgoing	Transfer	Carried forward
	£	£	£	£	£
General	180,023	219,650	(168,655)	21,000	252,018
	<u>180,023</u>	<u>219,650</u>	<u>(168,655)</u>	<u>21,000</u>	<u>252,018</u>

Prior Year Unrestricted Funds

	Brought forward	Incoming	Outgoing	Transfer	Carried forward
	£	£	£	£	£
General	122,417	272,388	(230,782)	16,000	180,023
	<u>122,417</u>	<u>272,388</u>	<u>(230,782)</u>	<u>16,000</u>	<u>180,023</u>

12. Analysis of net assets between funds

	Unrestricted	Restricted	Total
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	93,256	0	93,256
Current assets	183,714	12,280	195,994
Current liabilities	(24,952)	0	(24,952)
	<u>252,018</u>	<u>12,280</u>	<u>264,298</u>

Fund balances at 31 March 2020 were represented by:

Tangible fixed assets	34,691	-	34,691
Current assets	161,912	28,500	190,412
Current liabilities	(16,580)	-	(16,580)
	<u>180,023</u>	<u>28,500</u>	<u>208,523</u>

VOLUNTEER CENTRE WEST BERKSHIRE

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2021**

13. Grants received as a material part of income	2021	2020
	£	£
West Berkshire Council		
Accommodation costs, capacity building, assistance with staff positions for Shopmobility and support for community transport.	103,429	71,460
Transforming Local Infrastructure		
Recruit, train and support volunteers for West Berkshire-wide projects	69,027	117,950

14. **Related party transactions**

Related parties are defined as Trustees and their close family members only. There have been no related party transactions in the year. In 2020 one Trustee acted as a volunteer driver for the Charity and as such was reimbursed mileage costs only of £42.