

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

Brian 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 2022	Total 2021
	Donations, legacies & similar income	£	£
	Donations & sponsorship	13,681	7,507
		13,681	7,507
	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
		208,151	215,956
	Investment income		
	Bank & building society interest	642	1,187
		642	1,187
	Other income		
	Sundry income	103	10,000
		103	10,000

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
	13,328	12,480

9. Creditors: Amounts falling due within one year

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

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
	12,280	65,326	(10,140)	(39,965)	27,501

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
	28,500	15,000	(10,220)	(21,000)	12,280

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