

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
	14,851	14,103

9 Creditors: Amounts falling due within one year

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

10 Restricted Funds

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

Prior Year 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

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
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Transforming Local Infrastructure

Recruit, train and support volunteers for West Berkshire-wide projects

216,063	122,658
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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>