



The Wokingham Volunteer Centre

Impact Report 2020-21



**Wokingham Volunteer
Centre**



Statement of Public Benefit — What Are We Here For?

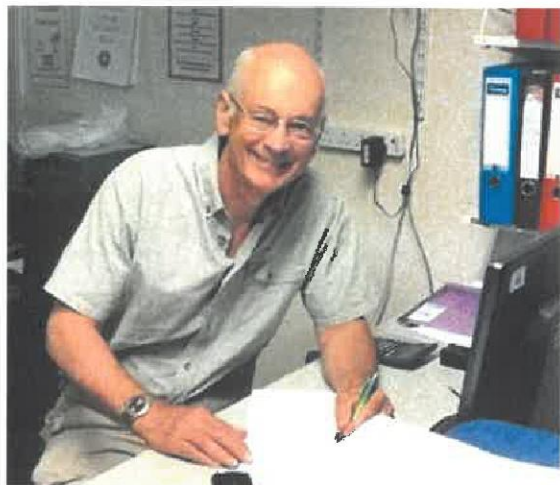
- Our Volunteer Brokerage service helps local charities, voluntary organisations and public sector groups to recruit and retain volunteers who will support children and young people, families, the elderly, mental and physical health and well-being, learning and physical disabilities, long term (including life-limiting) conditions, education, skills and training, returning to work, arts and culture, emergency services, animals and environmental conservation.
- Our Community Transport and Green 'n' Tidy Gardening services help hundreds of elderly and disabled residents to stay safely in their own homes for longer, preserving their dignity and independence while reducing social isolation.
- We help local voluntary and public sector groups with low-cost training, including training in good practice in volunteer management and signposting to other infrastructure organisations and social enterprises.
- Where needs fall outside of our services, we signpost to a range of others, including befriending and other age-related or condition-specific groups and to advisory and statutory services for help with benefits claims and health and well-being issues.



Welcome to our Impact Report 2020—2021

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REPORT FROM THE CHAIR

Graham Powell

I am delighted to introduce this year's report on our activities at The Wokingham Volunteer Centre. Surprisingly perhaps, it has been a year of growth in difficult circumstances. We have adapted to the challenges, needs and opportunities presented by the pandemic in our community. We have done more of some things and less of others but everyone — trustees, staff, volunteers and our partners across the VCS and Local Authorities — have collaborated effectively to deliver what was needed to some of the most vulnerable members of our local communities.

During the year trustees reviewed our organisational strategy. This confirmed that our purpose is to provide support for vulnerable and elderly people within Wokingham Borough through the provision of volunteer led, low cost services to enable them to continue to live in their own homes and to provide volunteer brokerage for residents, voluntary and charitable organisations within the Borough.

We will do that with Empathy and Integrity; and we will be Adaptable, Collaborative and Respectful in everything we do.

You will read on other pages how The Wokingham Volunteer Centre has played a leading part in the Wokingham Borough Covid Response. In adapting to meet the circumstances we have moved some of our emphasis from volunteer referral to other groups to direct volunteer deployment to urgent and important services. We have also worked more closely with organisations such as GP surgeries. It will be interesting to see whether this trend continues into the future — we have learnt much about how volunteers can support those efforts and will develop them further where appropriate.

Key to all this is the unfailing willingness of ordinary local people to step up and volunteer to do extraordinary and selfless things for the benefit of others. Without you Wokingham Borough would not be such a great place to live.

Thank you all — we make a great team!





CHIEF OFFICER'S REPORT

Nick Fellows

It goes without saying that the past year has been difficult and challenging for almost everyone and it has required a considerable degree of resilience and fortitude as we have adapted and responded to those challenges in every aspect of our lives. Throughout, our volunteers have been amazing—and I would like to thank each and every one of you on behalf of our clients, staff and Trustees.

For The Wokingham Volunteer Centre, as with many other charities, the disruption has meant changing how we operate, working remotely and also revising the services we have traditionally offered and how we provide them. I am very grateful to the staff and volunteer team for their flexibility, resilience and perseverance as we switched to effective remote, and then hybrid working, maintaining our support in the Borough and joining our colleagues in the Voluntary and Community Sector as a key player in the Wokingham Borough Community Response.

There is no doubt that the challenges we faced were considerably eased by the overwhelming offers of support we received from many hundreds of residents across the Borough, volunteering their time to collect prescriptions for those unable to get out, supporting the queues at the Lateral Flow Test centres set up in the Borough and, more recently, providing invaluable support at vaccination centres as everyone pulled together to create a pathway out of the Covid pandemic.

All of this happened alongside our regular service provision, as soon as they were able to resume safely, with volunteers who selflessly returned to their vital support work taking our clients to critical medical appointments and keeping gardens under control for those people unable to do this for themselves and not able to afford commercial alternatives.

Our relationships within the wider Voluntary and Community Sector (VCS) have been enhanced considerably, epitomised by the spirit of the Friendship Alliance where shared focus and effective collaboration have delivered enhanced support to those most in need. The Borough-wide Community Response effort was expertly led by Wokingham Borough Council, supported by the Town and Parish Councils and the VCS and greater trust and understanding is a living legacy of that work with further, practical benefits in the pipeline.

KEY IMPACT MEASURES

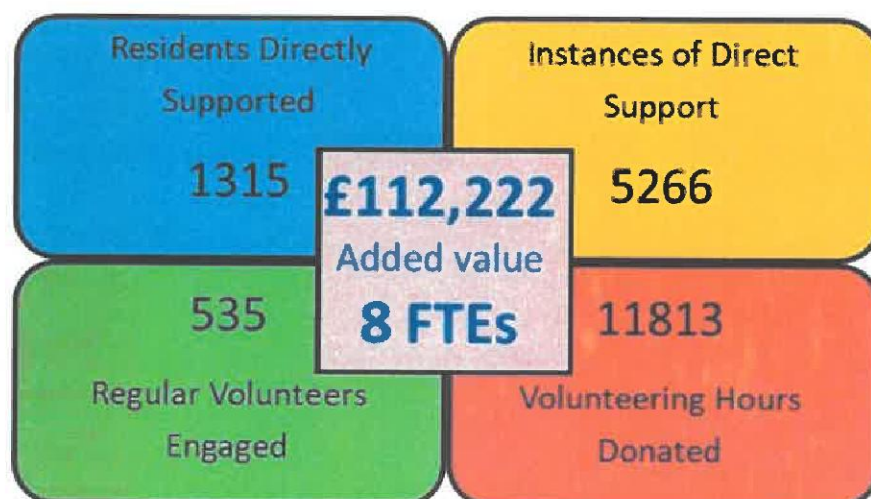
The past year (April 2020 to March 2021) has been one of unprecedented disruption and change to almost every aspect of our lives, but we have maintained our focus on helping the Borough's residents throughout. Our adaptations have meant we have supported more residents than ever before and, in turn, we have received the support of more volunteers than ever, for which we are enormously grateful.

It is impossible to put a value on the support our volunteers have delivered and the benefit to each and every person who has been helped could literally have been life saving. In adding up the hours donated we are estimating the minimum amount of time donated and even that figure is impressive. Putting a nominal value on it is almost impossible but, for the sake of a figure, we have looked at the 'real living wage'.

In reporting our impact for this period we have spanned almost the entire first year of the Covid pandemic and turned from service provision to a defined group of members or regular clients to recruiting, organising and deploying large numbers of volunteers to support the wider community.

We have built new relationships and partnerships, notably in the health sector as we deployed willing volunteers to act as marshals, for example, at vaccination and testing centres and to collect and deliver vital prescription medication to shielding residents. This has involved the use of new systems and technology which have also been underpinned by invaluable volunteer support and generous grants and donations, but made viable by the flexibility and versatility of the staff and volunteer team.

Nearly 12,000 hours of volunteer time equates to almost 8 full-time staff working for a whole year yet we employ only 3 full time equivalent staff to coordinate this effort, demonstrating superb return on investment!



* Nominal cash value calculated using the 'Real Living Wage' of £9.50 per hour



TREASURER'S REPORT

Martin Jeater

During the last financial period the charity was dependent on service contracts and grants from local councils for more than half its income.

The Charity was well supported by Wokingham Borough Council throughout the year with some additional funds to mitigate financial deficits arising from suppression of activities due to Covid-19, including a Covid-specific grant and an additional contract relating to support for the Community Response effort.

The charity showed a small deficit for the year and Trustees have again approved a deficit budget for 2021-22 but plan to return to breakeven for the following year dependent upon the outcome of the services tender process planned by Wokingham Borough Council in 2021.

The Reserves remain strong and the financial situation is robust.



"I would like to say a MASSIVE thank you to all the volunteers that have helped with our Covid vaccination clinics. We literally couldn't have done this without you! The volunteers are all amazing people who have given their time to help us, they aren't just another pair of hands but throw themselves in the roles with willingness and a positivity which makes each clinic run smoothly. They make each person feel welcomed as they show kindness to those passing through our clinics, help keep us all safe and they bring a lot of smiles with them. THANK YOU."

Vaccination Clinic manager



VOLUNTEER SERVICES

At the start of the pandemic, The Wokingham Volunteer Centre worked in partnership with the Link Visiting Scheme, First Days, Citizens Advice Wokingham, Wokingham Borough Council and the local neighbourhood Covid support groups to provide ongoing support to those who needed it across the Borough. In addition to helping identify many new volunteers needed across these partner organisations, we undertook the Prescription delivery service across the whole Borough. Using our own volunteer drivers, gardeners, staff, trustees and many newly recruited volunteers, we successfully delivered over 950 prescriptions over the lockdown periods. We provided an essential, lifesaving service to those who were shielding, vulnerable or isolating.

The summer months saw the demand for our volunteer brokerage, as charities hoped to return to some sort of normality.

Unable to hold our annual Volunteer Recruitment Fair in person, we held our first ever 'virtual' Volunteer Fair. It was a great success and allowed us to maintain awareness of the value of volunteering to so many organisations whilst affording them the opportunity to promote their organisation to a new market with the recording available long after on our website. Our volunteering portal still continues to be a highly successful way to support charities across the Borough and beyond. We continue to support over 100 different organisations each year.

The end of the year brought about the much anticipated news of the vaccination rollout programme. The Volunteer Centre recruited, managed and deployed volunteers to act as marshals and support vaccination clinics across the Borough. Over 500 volunteers were recruited to help across three main sites. Thousands of hours were given by our volunteers to ensure these essential vaccinations could be administered. We also supported the Lateral Flow Test Centres across the Borough for a number of months.

This year has been challenging for many reasons, but our ability to adapt and to lead new projects, is testament to our hardworking and dedicated volunteers. Our volunteer brokerage service was essential during the pandemic and continues to be as important, if not more so, now charities have even more demands on them and the services they provide.



Green 'n' Tidy Gardening Service

Our basic gardening service is aimed at helping to keep gardens looking tidy and usable throughout the year and supports residents who have often loved spending their time tending their gardens for themselves.

Changing circumstances may mean they are no longer able to do this and have no one close by who can take over for them. In turn, their pride and joy can become a worry, as well as a dangerous and overgrown space so our volunteers come to the rescue and make sure their outdoor haven can continue to be enjoyed all year round.

We also ensure front gardens do not become a magnet for rogue traders who, spotting an unkempt space, may choose to call on the resident offering their services but disappearing with their cash before any work is undertaken.

Keeping residents safe and confident in their own homes improves their wellbeing, their quality of life and their independence, and regular fortnightly calls also mean we are looking out for scheme members' welfare and reducing their loneliness.



WHAT OUR CLIENTS SAY:

"Just wanted to say a big thanks for doing my garden again. It was very clever of you to fit it in between all this rain we are having!!"

"It was a huge weight off my mind when I found you and my mother is always really complimentary about the people who come."

Green 'n' Tidy Gardening Service

- Now visiting 165 gardens across Wokingham Borough every fortnight
- Supported by 43 regular volunteers
- Teams operating 6 days per week
- Fortnightly grass cutting in summer and leaf clearing in the autumn
- 1375 visits over the year
- 1564 hours of time donated

COMMUNITY TRANSPORT SCHEME

Our Transport Scheme has been running for many years and provides a vital service to help older residents in the area we cover get to essential appointments with the support of a friendly volunteer taking them from door to door and home again.

- A low cost, volunteer dependent transport scheme for elderly and disabled residents in Wokingham, Winnersh, Barkham, Woosehill and Finchampstead
- Over 500 clients, with new enquiries every week
- Providing transport to more than a dozen hospitals as well as GP surgeries, dentists, opticians and we are now slowly increasing this to include social drives and shopping

Our service recommenced in July 2020 following our closure in March. Initially demand was low with only 32 requests in July 20 but increased steadily rising to 174 by March 21. Total drives numbered 1090 for the year.

Maintaining the service during this last year was challenging though our desk and driving volunteers rose to that challenge with great enthusiasm. No request had to be refused!

Naturally some drivers were unable to continue driving due to their own circumstances but many supported the Covid response by helping out at Covid clinics and testing centres.

WHAT OUR CLIENTS SAY:

"Thank you for all your help over the last year. It is greatly appreciated"

"Many thanks for being there for us in a very traumatic year"

"Thank you so much for your time, help and kindness. What a wonderful service you all provide, we are very impressed"



"Your volunteers have been amazing. I am shielding and without them, I don't know what I would have done. Thank you doesn't seem enough!"

Prescription client

THANK YOU TO OUR WONDERFUL VOLUNTEERS

The past year has been unlike any other and we are so fortunate to have received support from a great many local residents who have volunteered their time to help others. Many of our regular volunteers have put in more and more time, across a number of different projects, and many new volunteers committed themselves to regular shifts at vaccination centres, LFT clinics or collecting prescriptions.

We are grateful to the Borough Mayor who, earlier in the year, personally recognised the efforts of many of those who had gone above and beyond to help others during this time. We extend our thanks to every single volunteer who has helped in any way over the past year and made a genuine difference to the lives of many local residents.

Volunteering works in so many different ways for different people and can be adapted to suit almost any personal circumstance.



We are fortunate to have extremely valuable support from many individuals who give a half day per week on our Transport Desk or with a gardening team; others who undertake trips to medial centres or hospitals with clients once, twice or more often each week, and of course volunteer Trustees who oversee the running of the organisation and also involve themselves in other projects.

We also, for the first time this year, have received the support of a great number of people who have been able to commit for a limited period of time but have done whatever they can to help in new circumstances and we appreciate just as much the support of these people and anyone with occasional capacity to help but who still put themselves out to support the community.



FRIENDSHIP ALLIANCE

We are proud to be working closely with our partners in the Friendship Alliance to help reduce loneliness and social isolation among the older residents of our Borough.

Along with Link Visiting Scheme, Age UK Berkshire and Involve Community, we collaborate over events and activities to support the health and wellbeing of residents and ensure they have social interaction and activities to take part in. This may be through Friendship Cafes or Friendship Month, a Christmas Carol Concert or a game of bowls, one-off or regular events and we work together to identify those who may benefit from and enjoy these activities as well as helping them get there and back again.

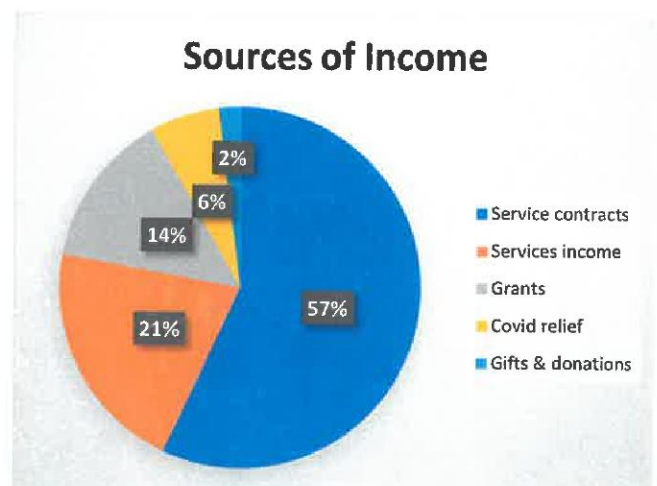
To support this initiative we recruit and welcome Friendship Champions, people who are often out and about in the community and take the time to point people who may benefit in the direction of our organisations and the wide range of activities available. We also coordinate meetings for organisations across the wider Voluntary and Community Sector to spread the word and ensure as many people as possible are aware of the opportunities available.



FUNDING

We are fortunate to be in financial good health and this is in no small part due to the much valued support of our funders and donors. Whilst we have funded service contracts to deliver, we are also extremely grateful for the additional support we receive by way of grants and donations from individuals, town and parish Councils, local and national organisations who have been generous in their support of our work.

As a result of this, with careful management and effective oversight, we were able to deliver an almost balanced budget but, more importantly, through the commitment and generosity of our fantastic volunteers and staff, we maintained excellent service levels and support for our clients throughout what has been, for everyone, a very difficult year.



**Ask me about the
Friendship Alliance!**

**The Wokingham Volunteer
Centre**

Office 1 & 2
First Floor
Indigo House
Mulberry Business Park
Fishponds Road
Wokingham
RG41 2GY

Phone: 0118 977 0749
E-mail: volunteer@wok-org.uk



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups



The Wokingham Volunteer Centre
CIO No. 1161498

REGISTERED CHARITY NUMBER: 1161498

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2021
for
The Wokingham Volunteer Centre

PPK Accountants Limited
Chartered Certified Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

The Wokingham Volunteer Centre

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for the Year Ended 31 March 2021

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The Wokingham Volunteer Centre

Report of the Trustees **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).

ACHIEVEMENT AND PERFORMANCE

The Wokingham Volunteer Centre suffered a deficit of £952 (2020 - £5,663 deficit) for the year. Total incoming resources were £148,309 (2020 - £129,443), whilst costs were £149,260 (2020 - £135,106). Obtaining sustainable project funding remains a significant challenge and focus of attention for Trustees, especially in a climate of uncertainty around local authority funding. At the end of the reporting year, the future impact of Coronavirus on funding and expenditure is unclear and adds to the uncertainty. However, the Volunteer Centre remains fiscally strong with a robust balance sheet.

Services were suspended in March 2020 for two months (Green 'n' Tidy Gardening) and three months (Community Transport Scheme) but were replaced with very significant activity in coordinating existing and new volunteers to collect and deliver vital prescriptions to shielding and vulnerable people. Volunteers returned in considerable numbers as traditional services were able to resume under risk-assessed conditions. Staff responded magnificently and switched to remote working whilst a hybrid system continues to provide flexible working, supported by a grant from Berkshire Community Foundation that aided the purchase of new equipment. An unrestricted grant from Wokingham United Charities gave considerable support and confidence in the approach to new systems and services.

FINANCIAL REVIEW

During the last financial period the charity was dependent on service contracts and grants from local councils for more than half its income.

The Charity was well supported by Wokingham Borough Council throughout the year with some additional funds to mitigate financial deficits arising from suppression of activities due to Covid-19, including a Covid-specific grant and an additional contract relating to support for the Community Response effort.

The charity showed a small deficit for the year.

Trustees have again approved a deficit budget for 2021-22 but plan to return to breakeven for the following year dependent upon the outcome of the services tender process planned by Wokingham Borough Council in 2021.

The Reserves remain strong and the financial situation is robust.

RESERVES

As the ongoing funding situation from Wokingham Borough Council and the impact of Covid-19 remain uncertain the Trustees continue to support a designated reserves fund representing two quarters' operating costs. This amounted to £75,000 based on the 12 months to 31st March 2021. Total unrestricted reserves (including designated) were £115,186 (2020 - £116,138).

Trustees plan to use the existing Reserve fund to finance any operating deficits and to be open to any opportunities to trial, on a small scale and time limited, unfunded initiatives within the scope of our charitable purposes. If such trials prove their worth then more sustainable funding can be sought to support them for the longer term.

Once the outcome of the Wokingham Borough Council re tender process is clear and, we hope, the resumption of full activities post pandemic, we will be able to review TWVC fundraising strategy (from all sources) and set out realistic plans accordingly. At that point a further review of the Reserves Policy will also be undertaken. It seems likely that would be in spring or summer 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a Charity Commission scheme and constitutes a Charitable Incorporated Organisation (CIO).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1161498

The Wokingham Volunteer Centre

Report of the Trustees
for the Year Ended 31 March 2021

Principal address

Office 1 & 2, First Floor, Unit 9
Indigo House, Mulberry Business Park
Fishponds Road
Wokingham
Berkshire
RG41 2GY

Trustees

D Vaughan Secretary
N Dunlop Secretary (resigned 28.9.20)
D Knee
M Jeater Treasurer
G Powell Chairman
P Cleary
Mrs G Durrant
Mrs J O'Shaughnessy (appointed 28.7.20) (resigned 27.1.21)

Independent Examiner

PPK Accountants Limited
Chartered Certified Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

SUMMARY

The Trustees, Centre Manager, staff and volunteers are focused on delivering and developing services that significantly improve the independence of vulnerable and disadvantaged members of the local community. We work in partnership with many local charities, voluntary organisations, and local authorities. We thank all those who continue to fund or donate to us in these difficult times.

Approved by order of the board of trustees on 27/9/2021 and signed on its behalf by:



.....
G Powell - Trustee

**Independent Examiner's Report to the Trustees of
The Wokingham Volunteer Centre**

Independent examiner's report to the trustees of The Wokingham Volunteer Centre

I report to the charity trustees of the Trust on my examination of the accounts of The Wokingham Volunteer Centre (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 Trust 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.



James Brooks
ACCA
PPK Accountants Limited
Chartered Certified Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

Date: 15th September 2021

The Wokingham Volunteer Centre

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	2021 Unrestricted funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		16,227	-
Charitable activities			
Charitable Activities		132,043	129,082
Investment income	2	38	361
Total		148,308	129,443
EXPENDITURE ON			
Charitable activities			
Charitable Activities		149,260	135,106
NET INCOME/(EXPENDITURE)		(952)	(5,663)
RECONCILIATION OF FUNDS			
Total funds brought forward		116,138	121,801
TOTAL FUNDS CARRIED FORWARD		115,186	116,138

The notes form part of these financial statements


The Wokingham Volunteer Centre

Balance Sheet
31 March 2021

	Notes	2021 Unrestricted funds £	2020 Total funds £
FIXED ASSETS			
Tangible assets	5	2,805	3,825
CURRENT ASSETS			
Debtors	6	18,023	3,151
Cash at bank and in hand		104,643	128,266
		<u>122,666</u>	<u>131,417</u>
CREDITORS			
Amounts falling due within one year	7	(10,285)	(19,104)
NET CURRENT ASSETS		<u>112,381</u>	<u>112,313</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>115,186</u>	<u>116,138</u>
NET ASSETS		<u>115,186</u>	<u>116,138</u>
FUNDS	8		
Unrestricted funds		<u>115,186</u>	<u>116,138</u>
TOTAL FUNDS		<u>115,186</u>	<u>116,138</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 27/9/2021 and were signed on its behalf by:


G Powell - Trustee


M Jeater - Trustee

The notes form part of these financial statements

The Wokingham Volunteer Centre

Notes to the Financial Statements **for the Year Ended 31 March 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared on the going concern basis.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on cost
Motor vehicles	- 25% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	38	361
	<u>38</u>	<u>361</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

During the year the Treasurer was also employed as a gardening Team Leader, receiving £4,412 (2020: £5,157) or services rendered. These costs are included as gardening expenditure within the wages costs of charitable activities. It was agreed that there was no conflict of interest.

Trustees' expenses

	2021	2020
	£	£
Trustees' expenses	40	30
	<u>40</u>	<u>30</u>

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
	7	8
General and administration	<u>7</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 April 2020	2,280	4,800	4,674	11,754
Additions	-	-	1,118	1,118
	<u>2,280</u>	<u>4,800</u>	<u>5,792</u>	<u>12,872</u>
At 31 March 2021	2,280	4,800	5,792	12,872
DEPRECIATION				
At 1 April 2020	855	4,800	2,274	7,929
Charge for year	570	-	1,568	2,138
	<u>1,425</u>	<u>4,800</u>	<u>3,842</u>	<u>10,067</u>
At 31 March 2021	1,425	4,800	3,842	10,067
NET BOOK VALUE				
At 31 March 2021	855	-	1,950	2,805
	<u>855</u>	<u>-</u>	<u>1,950</u>	<u>2,805</u>
At 31 March 2020	1,425	-	2,400	3,825
	<u>1,425</u>	<u>-</u>	<u>2,400</u>	<u>3,825</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	17,391	1,573
Other debtors	-	464
Prepayments	632	1,114
	<u>18,023</u>	<u>3,151</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	1,957	81
Taxation and social security	4,311	2,599
Other creditors	4,017	16,424
	<u>10,285</u>	<u>19,104</u>

8. MOVEMENT IN FUNDS

	At 1.4.20	Net	Transfers	At
	£	movement	between	31.3.21
		in funds	funds	£
		£	£	
Unrestricted funds				
General fund	51,138	(952)	(10,000)	40,186
Designated Reserves	65,000	-	10,000	75,000
	<u>116,138</u>	<u>(952)</u>	<u>-</u>	<u>115,186</u>
TOTAL FUNDS	<u>116,138</u>	<u>(952)</u>	<u>-</u>	<u>115,186</u>

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement
	resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	148,308	(149,260)	(952)
	<u>148,308</u>	<u>(149,260)</u>	<u>(952)</u>
TOTAL FUNDS	<u>148,308</u>	<u>(149,260)</u>	<u>(952)</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	56,801	(5,663)	51,138
Designated Reserves	65,000	-	65,000
	<u>121,801</u>	<u>(5,663)</u>	<u>116,138</u>
TOTAL FUNDS	<u><u>121,801</u></u>	<u><u>(5,663)</u></u>	<u><u>116,138</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	129,443	(135,106)	(5,663)
	<u>129,443</u>	<u>(135,106)</u>	<u>(5,663)</u>
TOTAL FUNDS	<u><u>129,443</u></u>	<u><u>(135,106)</u></u>	<u><u>(5,663)</u></u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

The Wokingham Volunteer Centre

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	16,227	-
Investment income		
Deposit account interest	38	361
Charitable activities		
Services income	31,044	56,647
Fundraising	87	585
Social events	-	2,020
Grants	100,912	69,275
Volunteer recruitment fair	-	555
	<hr/> 132,043	<hr/> 129,082
Total incoming resources	148,308	129,443
EXPENDITURE		
Charitable activities		
Trustees' expenses	40	30
Wages	91,664	72,683
Social security	2,282	-
Pensions	2,026	1,246
Other operating leases	12,100	9,640
Rates and water	(289)	902
Insurance	966	857
Utilities	-	539
Telephone	709	1,464
Printing, postage & stationery	1,236	3,046
Costs of volunteer activities	26,656	35,981
Sundries	(1)	-
Office running costs	5,013	3,508
Relocation costs	-	1,336
Covid19 costs	3,420	-
Plant and machinery	570	570
Motor vehicles	-	1,000
Computer equipment	1,568	750
	<hr/> 147,960	<hr/> 133,552
Support costs		
Governance costs		
AGM fees	-	354
Carried forward	-	354

This page does not form part of the statutory financial statements

The Wokingham Volunteer Centre

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	2021 £	2020 £
Governance costs		
Brought forward	-	354
Accountancy and legal fees	1,300	1,200
	<u>1,300</u>	<u>1,554</u>
Total resources expended	<u>149,260</u>	<u>135,106</u>
Net expenditure	<u>(952)</u>	<u>(5,663)</u>

This page does not form part of the statutory financial statements