



## Trustees Annual Report March 2023

The Voluntary Help Centre continues to provide a much needed and valued service to our local community, supporting the elderly and vulnerable.

Since the previous year when we were still coping with the effects of COVID and the lockdown things have settled down.

The Lunch Club has resumed on a fortnightly basis and was slow to get started with fewer attendees and fewer volunteers. However it is appreciated by those who come. The summer outing didn't happen, because of uncertainty with numbers but an afternoon tea was held. There have also been challenges regarding use of the bus at St Felix; there have been weeks when we were unable to use the bus because of mechanical issues. We have a 5 year contract for the bus which ends in May 2023 and we will review the matter then.

Our coordinator was involved with the local community bus and arranging the timetable for drivers; however it had taken up too much of her time and it was decided to return the task to Sole Bay Care Fund.

The major part of the support we provide to our local residents is a driving service, mainly for medical and health appointments but also some social and other personal business. The miles recorded for these journeys have increased by around 40% indicating the return to normal after COVID. Regrettably we had to refuse some journeys because of a lack of drivers. Recruiting enough drivers is an ongoing difficulty. The mileage rate has not increased since 2011, and to show our appreciation the drivers were each given a £25 gift voucher, paid for by Southwold Parochial Charity at Christmas.

To address the lack of drivers, leaflets about the VHC were delivered to every house, and adverts are placed in all the local magazines and newsletters.

Safeguarding training for volunteers, staff and trustees has been discussed and begun.

The VHC continues to run at a substantial loss, however it does have sizable funds which mean the balance is healthy and we can continue to work for the foreseeable future.

We are very grateful to the volunteers who give their time and use of their own vehicle, and to our Coordinator and Car administrator for all their work and dedication.

Pat Hendrickson.

Treasurer



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Voluntary Help Centre

No (if any)  
1164155

CC16a

## Receipts and payments accounts

For the period  
from

Period start date  
01/04/2022


To

Period end date  
31/03/2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	10,259	1,546	-	11,805	12,344
Drivers' bonus	-	500	-	500	-
Car service receipts	5,395	-	-	5,395	4,361
Fundraising	497	-	-	497	-
Lunches	1,746	-	-	1,746	-
Sale of Christmas cards	847	-	-	847	1,042
100 Club subscriptions	1,995	-	-	1,995	2,688
Shopping service	-	-	-	-	-
Sundry income	9,903	-	-	9,903	10,026
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30,642</b>	<b>2,046</b>	<b>-</b>	<b>32,688</b>	<b>30,461</b>
<b>A2 Asset and investment sales, (see table).</b>					
Income units	12,000	-	-	12,000	5,000
	-	-	-	-	-
<b>Sub total</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>5,000</b>
<b>Total receipts</b>	<b>42,642</b>	<b>2,046</b>	<b>-</b>	<b>44,688</b>	<b>35,461</b>
<b>A3 Payments</b>					
Salaries	24,477	-	-	24,477	22,091
Rent and rates	2,540	-	-	2,540	3,258
Office expenses	3,761	-	-	3,761	3,503
Car service expenses	7,860	-	-	7,860	5,246
Advertising	1,471	-	-	1,471	1,023
Printing Christmas cards	273	-	-	273	284
Covid-19 response	-	271	-	271	669
Drivers' Bonus	20	500	-	520	-
Lunch Club expenses	1,058	1,079	-	2,137	1,181
100 Club prizes	1,175	-	-	1,175	1,060
Shopping service expenses	-	433	-	433	-
Sundry expenses	329	-	-	329	344
	-	-	-	-	-
<b>Sub total</b>	<b>42,964</b>	<b>2,283</b>	<b>-</b>	<b>45,247</b>	<b>38,659</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Income units	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>42,964</b>	<b>2,283</b>	<b>-</b>	<b>45,247</b>	<b>38,659</b>
<b>Net of receipts/(payments)</b>	<b>(322)</b>	<b>(237)</b>	<b>-</b>	<b>(559)</b>	<b>(3,198)</b>
<b>A5 Transfers between funds</b>	<b>(562)</b>	<b>562</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,532</b>	<b>176</b>	<b>-</b>	<b>5,708</b>	<b>8,906</b>
<b>Cash funds this year end</b>	<b>4,648</b>	<b>501</b>	<b>-</b>	<b>5,149</b>	<b>5,708</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current accounts	4,129	501	-
	Deposit accounts	500	-	-
	Petty cash	19	-	-
	<b>Total cash funds</b>	<b>4,648</b>	<b>501</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details.	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Income units	Unrestricted	214,869	-
	Income units	Restricted	29,131	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			GRAHAM SCRIVEN	16/01/2024
		CAHADD	CAHADD	16





Section A

Independent Examiner's Report

Report to the trustees

VOLUNTARY HELP CENTRE

On accounts for the year  
ended

31<sup>st</sup> MARCH, 2023

Charity no  
(if any)

1164155

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March, 2023.

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

Independent  
examiner's statement

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

16/1/24

Name:

BENJAMIN LYNES

Relevant professional  
qualification(s) or body  
(if any):

FCA

Address:

CUNNINGHAMS, 61 ALEXANDRA ROAD, LOWESTOFT, SUFFOLK  
NR32 1PL