



# Trustees' Annual Report for the period

| Period start date |           | Period end date |              |    |
|-------------------|-----------|-----------------|--------------|----|
| From              | Day<br>24 | Month<br>9      | Year<br>2022 | To |
|                   | Day<br>24 | Month<br>9      | Year<br>2023 |    |

## Section A

## Reference and administration details

Charity name

Veterans Business Base

Other names charity is known by

Registered charity number (if any) 1195912

Charity's principal address

Sterling House

17 Church Street

Ross-on-Wye

Postcode

HR9 5HN

### Names of the charity trustees who manage the charity

|    | Trustee name      | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-------------------|-----------------|-----------------------------------|---|
| 1  | Sally Gatie       | Chair           |                                   |   |
| 2  | Stephen Henderson |                 |                                   |   |
| 3  | Scott Davies      |                 |                                   |   |
| 4  |                   |                 |                                   |   |
| 5  |                   |                 |                                   |   |
| 6  |                   |                 |                                   |   |
| 7  |                   |                 |                                   |   |
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| 10 |                   |                 |                                   |   |
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| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |
| 16 |                   |                 |                                   |   |
| 17 |                   |                 |                                   |   |
| 18 |                   |                 |                                   |   |
| 19 |                   |                 |                                   |   |
| 20 |                   |                 |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name          | Address                            |
|-----------------|---------------|------------------------------------|
| CEO             | Malcolm Jones | 17 Church St, Ross-on-Wye, HR9 5HN |
| Project Manager | Bridget Jones | 17 Church St, Ross-on-Wye, HR9 5HN |
|                 |               |                                    |
|                 |               |                                    |

### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | CIO Constitution                             |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation ( CIO ) |
| Trustee selection methods<br>(eg. appointed by, elected by)         | By Appointment                               |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

At Veterans Business Base we believe in a robust programme of Governance Risk Management & Compliance.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

FOR THE PUBLIC BENEFIT TO RELIEVE THE NEEDS OF WOUNDED, INJURED AND SICK MILITARY VETERANS, OR THOSE MILITARY VETERANS IDENTIFIED AS VULNERABLE FOR REASONS SUCH AS POVERTY AND/OR FINANCIAL HARDSHIP WHO ARE STRUGGLING TO OBTAIN OR MAINTAIN EMPLOYMENT DURING OR POST THEIR TRANSITION FROM THE MILITARY, THROUGH ADVICE, GUIDANCE AND SUPPORT FOR SELF EMPLOYMENT AND BUSINESS START UP, ASSISTING THEM TO OBTAIN SUSTAINABLE EMPLOYMENT, FINANCIAL SECURITY AND INDEPENDENCE BY ANY MEANS AS THE TRUSTEES DETERMINE.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Each year we review our aims, objectives and activities. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to the veterans we exist to support. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**The focus of our work**

Our main objectives for the charity continue to be to relieve the needs of wounded, injured and sick military veterans, or those military veterans identified as vulnerable for reasons such as poverty and/or financial hardship who are struggling to obtain or maintain employment during or post their transition from the military through advice, guidance and support for self-employment and business start-up, assisting them to obtain sustainable employment, financial security and independence.

**We achieve our objectives for the public benefit by:**

- providing information, advice and guidance to veterans unable to undertake traditional employment where self employment is identified as the best option for financial security and independence
- working collaboratively with charity partners who supply employment support to provide business start up expertise to their client base
- using our commercial experience and ever-expanding network of professional contacts to guide and support veterans who are exploring the world of self-employment and business start-ups for the first time.
- working collaboratively with corporate partners to create effective and supportive opportunities for beneficiaries, for support in their chosen sector
- Establishing trust and confidence by engaging with veterans directly either by phone or, where possible, by travelling throughout the country to meet them face-face in locations where they feel most comfortable.
- Providing sympathetic, informed and practical advice on start up viability and the optimal route to market.
- Encouraging veterans to believe in themselves and supporting them to build the confidence to take supported steps into self employment.
- Providing provide long term mentoring, to maximise the positive outcomes for the beneficiaries business, a sustained commitment to helping veterans navigate challenges such as dealing with HMRC, negotiating commercial leases

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

N/A

**Summary of the main achievements of the charity during the year**

In our second year as a new registered Charity, Veterans Business Base operational delivery of services has been outstanding.

So many of our clients have struggled for many years. At Veterans Business Base we aim to show them that their opportunity to make positive life changes through taking control of their work and future are our priority, supporting them towards independence and their families to thrive.

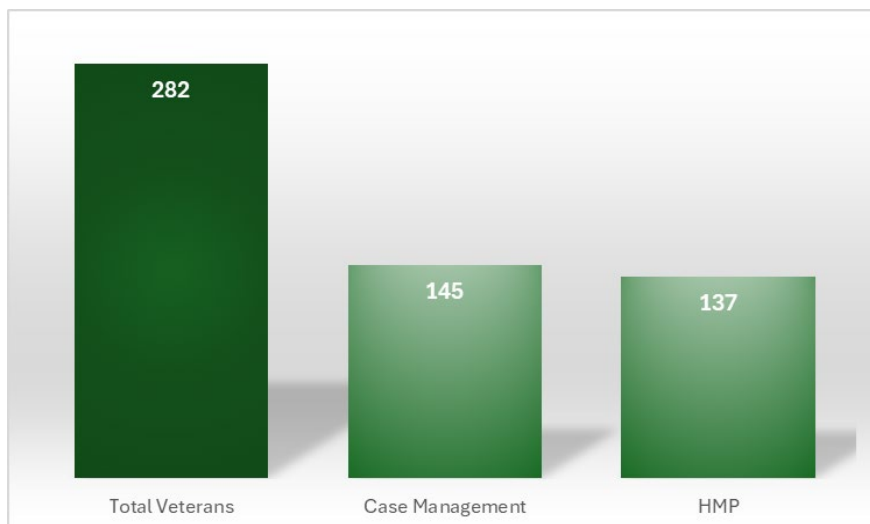
The cost of living crisis is rolling on, impacting fundraising, service delivery and increasing difficulties for families throughout the country.

We are a small team of amazing volunteers, and are working to maximise on the number of veterans we are able to support.

To that end, our focus has been on growth and development of our services to ensure they are delivered with a Client First approach. We also redesigned and launched our new website to make it easier for clients to locate and access Veterans Business Base. All of this has lead to some exciting developments this past year.

- We continued our work with partners across the Armed Forces Charity sector to take referrals for support from them. These include but are not limited to:
  - The Royal British Legion
  - The Forces Employment Agency
  - Walking With The Wounded
  - SSAFA
- We implemented our programme in partnership with HMP Service to assist veterans prior to release.
- Our relationships are growing within the Public Sector with relationships with local authorities like NE Lincolnshire County Council, the Department for Work and Pensions (DWP), and DWP Armed Forces Champions.
- We received an approach made to us by the Ministry of Defence (MoD) to request assistance for Afghan Interpreters, demonstrating our commitment to all who have served.

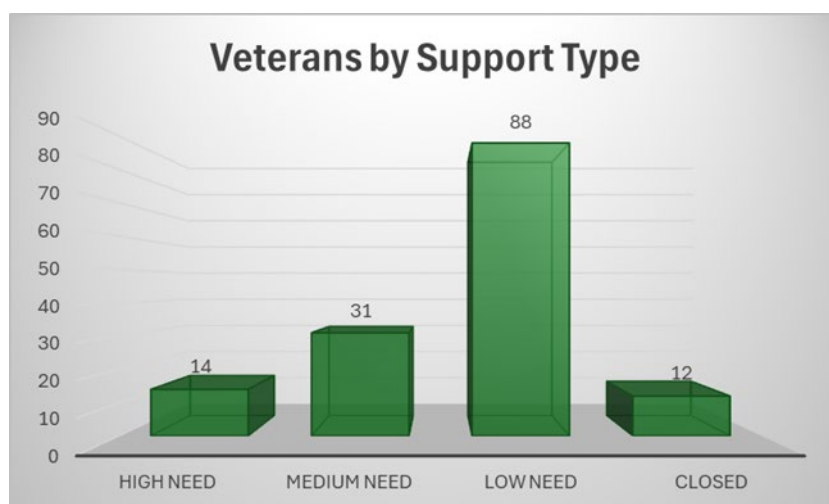
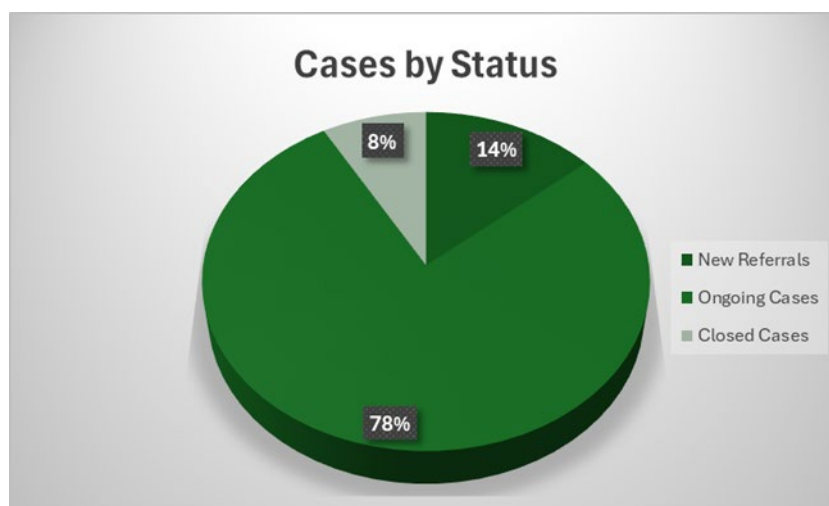
This year, our organisation provided support to a total of 282 veterans through our dedicated programmes. Of these, 145 veterans received guidance on their business startup. Additionally, 137 veterans attended events through our new HMP Programme. These efforts reflect our commitment to supporting veterans towards self-employment and independence.



**An overview of Case Management.**

At Veterans Business Base, we take a personalised approach to case management, assessing each client's needs to determine the level of support required. Veterans are categorised into three levels of need: Low, Medium, and High. This categorisation is dynamic and adjusts as their circumstances change. Some veterans may initially need minimal support but later require more extensive assistance, while others may start with significant needs that decrease over time. Very few cases are closed, typically only when veterans decide that self-employment isn't for them or choose to close their businesses. Most veterans transition to the Low need category, remaining eligible for ongoing support and advice whenever needed. As businesses evolve and unexpected challenges arise, our veterans know they can reach out for guidance at any stage, ensuring they have the support necessary to navigate their entrepreneurial journey.

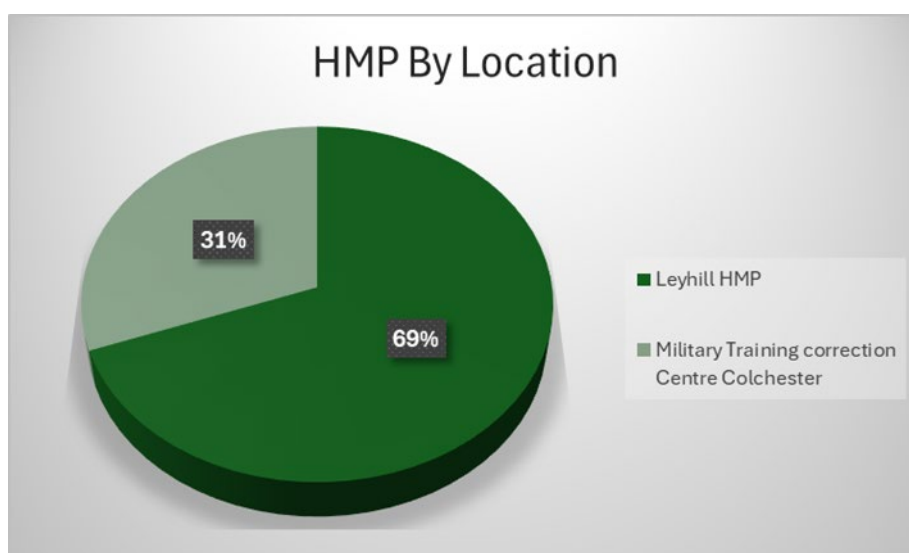
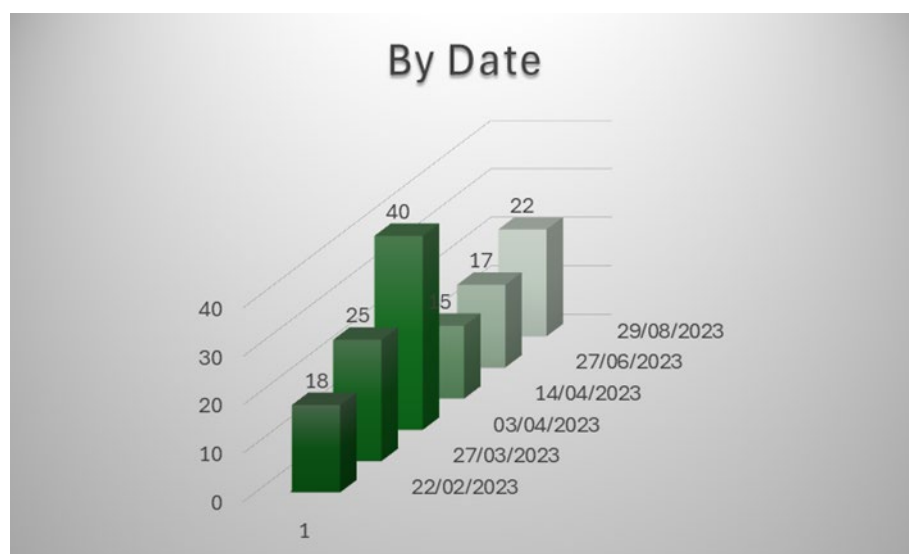
These figures represent our total cases and the status of our charity clients at the year-end.



**A comprehensive overview of HMP Programme.**

The VBB HMP programme launched this year is designed to support veterans approaching release from prison by collaborating with correctional facilities to conduct informative talks. We engage directly with these veterans to explore self-employment and business start-up opportunities as they prepare for reintegration into society. Veterans who express an interest in pursuing self-employment are seamlessly transitioned into our case management programme, where they receive tailored support to help them navigate the challenges of starting and sustaining a business. This initiative aims to provide these veterans with the tools and resources they need for a successful transition and long-term stability.

Outcomes: In this first year we've seen 137 veterans through our HMP Programme.



**Developing Charity and Corporate Partnerships for Veteran Business Success**

Our collaborative efforts with charity and corporate partners are integral to providing comprehensive support for veterans embarking on business start-ups. By working with charity partners, we offer specialised business start-up expertise to clients of employment organisations who do not have business startup expertise, ensuring veterans receive tailored advice and resources. Simultaneously, our partnerships with corporate entities create valuable opportunities and networks, providing veterans with the support needed to thrive in their chosen sectors, including such areas as legal or financial expertise. These joint initiatives are designed to enhance the entrepreneurial prospects of veterans, facilitating their journey towards successful and sustainable business ventures.

**Corporate organisations working with VBB who are offering specialist advice.**



## Section E Financial review

### Brief statement of the charity's policy on reserves

The Charity's target policy on reserves is to hold 6-months operational costs and 3 months administrative expenditure in the event of a wind down situation. At the end of the current financial year 20% of the total income will be allocated to the Reserve Account in compliance with Charity Commission policy and guideline from the Institute of Chartered Accountants of England & Wales(ICAEW)

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

N/A

## Section F Other optional information

N/A

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Sally Gatie*

Full name(s)

Sally Gatie

Position (eg Secretary, Chair, etc)

Chair

Date

8<sup>th</sup> August 2023

Veterans Business Base

Accounts

24 September 2023

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**Veterans Business Base  
Business Information**

**Charity number**

1195912

**Trustees**

Trevor Morris (Chair of Trustees)

Stephen Keith Henderson

Sheryl Bartliff

**Accountants**

Ewan Wadeson

14 Bellevue Street

Filey

YO14 9HY

**Bankers**

Metro Bank

One Southampton Row

London

WC1B 5HA

**Business address**

Stirling House

17 Church Street

Ross On Wye

HR9 5HN

## **Veterans Business Base**

### **Approval statement**

I approve the accounts which comprise of the income and expenditure account, balance sheet and related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Ewan Wadeson with all information and explanations necessary for their compilation.

S Henderson

30 October 2023

## **Veterans Business Base**

### **Accountants' report on the unaudited accounts to Veterans Business Base**

You have approved the accounts for the year ended 24 September 2023 which comprise the income and expenditure account, balance sheet and related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Ewan Wadeson  
Filey Accountants Limited

14 Bellevue Street  
Filey  
YO14 9HY

30 October 2023

**Veterans Business Base  
Income and Expenditure Account  
for the year ended 24 September 2023**

|   | <b>2023<br/>£</b> | <b>2022<br/>£</b> |
|---|-------------------|-------------------|
| <b>Income</b>                                     | 10,374            | 250               |
| Donations   | 595               | -                 |
| <b>Gross profit</b>                               | <u>9,779</u>      | <u>250</u>        |
| <b>Expenses</b>                                   |                   |                   |
| Car, van and travel expenses                      | 2,228             | 100               |
| Rent, rates, power and insurance costs            | 56                | -                 |
| Repairs and renewals of property and equipment    | 75                | -                 |
| Telephone, fax, stationery and other office costs | 870               | 40                |
| Accountancy, legal and other professional fees    | 4,216             | -                 |
| Other business expenses                           | 146               | -                 |
|   | <u>7,591</u>      | <u>140</u>        |
| <b>Surplus</b>                                    | <u>2,188</u>      | <u>110</u>        |

**Veterans Business Base  
Balance Sheet  
as at 24 September 2023**

|                                | Notes | 2023<br>£ | 2022<br>£ |
|--------------------------------|-------|-----------|-----------|
| <b>Current assets</b>          |       |           |           |
| Bank/building society balances |       | 2,598     | 250       |
| <b>Current liabilities</b>     |       |           |           |
| Other liabilities and accruals |       | 300       | 140       |
| <b>Net current assets</b>      |       | 2,298     | 110       |
| <b>Net assets</b>              |       | 2,298     | 110       |
| <b>Capital account</b>         |       |           |           |
| Balance at start of period     |       | 110       | -         |
| Surplus                        |       | 2,188     | 110       |
|                                |       | 2,298     | 110       |



**Veterans Business Base**  
**Notes to the Accounts**  
**for the year ended 24 September 2023**

**1 Accounting basis**

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

**2 Profit and loss account analysis**

|  | <b>2023</b>   | <b>2022</b> |
|--|---------------|-------------|
|  | <b>£</b>      | <b>£</b>    |
| <b>Income</b>  |               |             |
| Grants   | 9,724         | -           |
| Donations  | 650           | 250         |
|  | <u>10,374</u> | <u>250</u>  |
| <b>Donations</b>   |               |             |
| Sports therapy   | <u>595</u>    | <u>-</u>    |
| <b>Car, van and travel expenses</b>                      |               |             |
| Travel and subsistence                                   | <u>2,228</u>  | <u>100</u>  |
| <b>Rent, rates, power and insurance costs</b>            |               |             |
| Insurance  | <u>56</u>     | <u>-</u>    |
| <b>Repairs and renewals of property and equipment</b>    |               |             |
| Repairs and maintenance                                  | <u>75</u>     | <u>-</u>    |
| <b>Telephone, fax, stationery and other office costs</b> |               |             |
| Telephone and internet                                   | <u>870</u>    | <u>40</u>   |
| <b>Accountancy, legal and other professional fees</b>    |               |             |
| Accountants fees   | 160           | -           |
| Social media measurement                                 | 463           | -           |
| Performance and data monitor                             | 250           | -           |
| Impact training/instructors                              | 2,213         | -           |
| Tablets and mobiles                                      | 1,130         | -           |
|  | <u>4,216</u>  | <u>-</u>    |
| <b>Other business expenses</b>                           |               |             |
| Subscriptions  | <u>146</u>    | <u>-</u>    |

**Veterans Business Base  
Notes to the Accounts  
for the year ended 24 September 2023**