

VOLUNTARY ACTION SHEFFIELD

England & Wales · Charity number 223007

Details

Other names VAS

Status Registered

Legal form Charitable company

Company number [00215695](#)

Registered 1963-10-07

Register [View on the Charity Commission register](#)

Contact

Address V A S
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Phone 01142536607

Email info@vas.org.uk

Website www.vas.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE PUBLIC, PRINCIPALLY BUT NOT EXCLUSIVELY IN THE LOCAL GOVERNMENT AREA OF THE CITY OF SHEFFIELD AND ELSEWHERE (HEREINAFTER CALLED THE "AREA OF BENEFIT") AND, IN PARTICULAR, BUILD THE CAPACITY OF THIRD SECTOR ORGANISATIONS AND PROVIDE THEM WITH THE NECESSARY SUPPORT, INFORMATION AND SERVICES TO ENABLE THEM TO PURSUE OR CONTRIBUTE TO ANY CHARITABLE PURPOSE.

Activities: Local infrastructure organisation providing a range of services to voluntary and community organisations, including training, specialist advice (including legal, HR, volunteering, ICT) accountancy, payroll, supporting partnership working and accommodation (office, training and meeting facilities).

Classification

- **How:** Makes Grants To Organisations, Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- **Area of benefit:** CITY OF SHEFFIELD
- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,747,244	£2,648,120	£4,514,484	55
2024-03-31	£3,320,436	£3,309,033	£3,415,360	58
2023-03-31	£3,098,100	£2,455,385	£3,403,957	54
2022-03-31	£2,391,200	£1,872,497	£2,761,242	46
2021-03-31	£2,958,124	£2,604,284	£2,204,262	50

Trustees

Name	Role	Appointed
-- Amy Thornton		2024-11-20
-- Jessica Alex Hudson		2024-11-20
Ahmed Mohamed		2024-11-20
Brendan Matthew Warner-Southwell		2026-04-30
John Hudson		2022-10-19
Kay Dickinson		2016-12-08
Peter Wozencroft		2019-03-14
Rev David Bussue		2020-12-10
SAFIYA SAEED		2020-12-10

VOLUNTARY ACTION SHEFFIELD

England & Wales - Charity number 223007

Accounts

Charity Registration Number: 223007
Company Number: 00215695 (England and Wales)



TRUSTEES' ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31 MARCH 2025

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' ANNUAL REPORT & ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

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VOLUNTARY ACTION SHEFFIELD
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2025

Registered office:

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Telephone: 0114 253 6600
Fax: 0114 253 6601
Web: www.vas.org.uk
Email: info@vas.org.uk

Charity No: 223007
Company No: 00215695
VAT Reg No: 706 1183 63

Honorary officers:

Andy Buck (Chair – resigned from VAS Board 20th November 2024)
Peter Wozencroft (Chair from 20th November 2024)
Kay Dickinson (Treasurer)

Other trustees:

James Lock (resigned 20th November 2024)
Uri Rennie (resigned 20th November 2024)
Tim Furness
David Bussue
Safiya Saeed
Joanne Arch
John Hudson
Ruth Brown
Ahmed Mohamed (appointed 20th November 2024)
Amy Thornton (appointed 20th November 2024)
Jess Hudson (appointed 20th November 2024)
Siobhan Laird (appointed 20th November 2024)

‘Observer’ (non-voting) attendees at the Board:

Joe Horobin (Sheffield City Council)
Lucy Ettridge (NHS Sheffield)

Chief Executive:

Helen Sims

Company secretary:

Helen Sims

Senior Management Team:

Helen Sims, Helen Steers, Sarah Slowther (to January 2025), Liz Dingle, Rachael West, Paul Harvey, Lucy Davies, Lloyd Samuels, Adam Batty (from April 2024), Natasha Munoz (from October 2024).

VOLUNTARY ACTION SHEFFIELD
LEGAL AND ADMINISTRATIVE INFORMATION - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2025

Committees and advisers:

Audit and Risk Committee

Kay Dickinson (Chair for Finance section), Tim Furness (Chair for Strategy and Governance section), Andy Buck (to November 2024), Peter Wozencroft, John Hudson and David Bussue.

Auditor:

BHP LLP
Albert Works
Sidney Street
Sheffield
S1 4RG

Bankers:

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors:

Bhayani Law Limited
T/A Bhayani HR & Employment Law
59 Shoreham Street
Sheffield
S1 4SB

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Foreword from the Chair

I am writing this foreword to Voluntary Action Sheffield's 2024/25 Annual Report with a mixture of pride, sadness and resolve.

The Board is proud of the wonderful things achieved by the staff and volunteers working for the organisation on behalf of the communities it serves.

Our role in the development of the Sheffield City Goals was pivotal in harnessing the power of communities to determine what was important and relevant to them. Building upon this, we provided organisational support to a "building thriving communities" initiative, aimed at empowering some of our most underserved communities to succeed in the face of a challenging economic environment. North East Sheffield received an investment package of £1.4m in 2024/25 to boost community infrastructure, and VAS has been at the heart of planning for the distribution of this resource to bring the greatest positive impact.

Recognising that good health and wellbeing is essential for people to thrive, VAS took a key role in the development of the Fair and Healthy Sheffield plan. Maintaining an independent role in capturing people's experiences of health and social care services is central to Healthwatch Sheffield, which is hosted by VAS. Our success in bringing about lasting improvements to these services through rigorous scrutiny and constructive feedback (both positive and negative) to the providers resulted in the awarding of a ten-year contract for the provision of the Healthwatch service.

We know that young people hold the key to the future cohesion and success of our city. Much of VAS' work, and its collaborations with community anchor organisations across Sheffield, is focused on creating positive activities and opportunities for young people to achieve their full potential. We are particularly proud of our emerging leaders programme in providing space for leaders to develop their own new network for better representation and diversity on boards and decision-making bodies in Sheffield.

To continue to do great work with and in communities, VAS needs to maintain its own strength and resilience. We are proud of the work we have done on workplace wellbeing in general, and particularly of the reflective practice and mental health support work targeted at global majority community workers.

There is sadness in loss, and in the time between the end of 2024/25 and writing this VAS has lost two people who profoundly influenced its work and impact in Sheffield. May saw the passing of Judy Robinson, Chair of Healthwatch Sheffield and a wise, positive and unwavering champion of social justice in Sheffield. Then in June we lost Uri Rennie, who was a Trustee of VAS for eight years before stepping down in 2024. Alongside his many achievements in the world of professional football, Uri was passionate about Sheffield and made a huge contribution to the city in his many professional and voluntary roles. We will miss them both enormously, whilst resolving to honour their legacy in continuing the mission of VAS and the wider Voluntary, Community, Faith and Social Enterprise (VCFSE) sector in Sheffield.

We were also shocked and saddened by the racist riots that broke out in South Yorkshire last summer, serving to remind us that there are elements in society, politics and the media intent on sowing division in our communities. Amongst other ripples from this disgraceful episode and the political and societal response to it, the environment has undoubtedly become tougher and more hostile for refugees and those seeking asylum.

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We are respectful of the fact that a new government elected in July 2024 with a large majority is pursuing an ambitious policy agenda in the face of a challenging geopolitical and economic context. It would be remiss of us, however, to ignore the fact that some of the recent and imminent changes, including National Insurance increases and elements of welfare reform have the potential to have negative implications for some of the most vulnerable in society, as well as on the vibrancy and viability of the VCFSE sector. We are also facing up to the local implications of the wholesale restructuring of the NHS, including the proposed abolition of Healthwatch England and Local Healthwatch organisations. At best, this will change the nature of partnership working in the city, distracting people from important work supporting communities whilst they focus on restructuring. At worst, it will result in negative outcomes for people and communities.

Despite these challenges, and as VAS enters its hundredth year representing the VCFSE sector in Sheffield, our resolve remains strong and unwavering. We will continue to stand for community cohesion, and oppose racism and all forms of discrimination. We will strive to empower people in communities across our city to improve the quality of their lives in line with their own priorities. We will care for our own people, paid staff and volunteers, so that their power and resilience is reflective of the power and resilience we seek to instil in our communities.

Peter Wozencroft

Chair of the Board of Trustees

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FOR THE YEAR ENDED 31 MARCH 2025

Strategy and Delivery

Our work in 2024-25 delivered our vision:

People in Sheffield have the opportunity to live healthy, fulfilling lives, reach their potential, and thrive equally.

Our purpose is to support people, communities and the Voluntary Community Sector to lead positive change.

We focused on 5 strategic priorities:

1. Building, hosting and nurturing strong inclusive and effective partnerships to develop positive social change.
2. Supporting leadership and capacity in communities and the voluntary sector.
3. Creating volunteering and other opportunities for people that are most marginalised.
4. Supporting access and empowerment in the next generation of leaders.
5. Being a good employer and a well-run organisation, which cares for our people and resources.

How we delivered this purpose is reflected in our values and behaviour.

Our values

- Equity and social justice
- Trust and mutual respect
- Partnership
- The power of people, communities, and the VCS

Public benefit

The Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of the activities we carried out to deliver a public benefit are described in this report.

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Priority One: Building and nurturing strong inclusive and effective partnerships to develop positive social change

Sheffield City Goals Transition work

Over the past year we have been part of a core team, designing new infrastructure to enable more people to participate in the delivery of the City Goals.

VAS have adopted the City Goals as our 'North star' for directing our skills, connections and resources to create positive social change in the city.

Helen Sims has been co-leading on convening expertise to shape the Neighbourhood Conversations workstream of City Goals infrastructure since April 2024, more recently working alongside the selected consultancy partners Opus Independents and Dark Matter Labs. Helen is co-leading the Neighbourhood Conversations workstream with Simon Duffy, Director of Citizen Network UK, who has a wealth of expertise in participatory governance and Citizen Voice.

Sheffield City Partnership board and transition to Sheffield Stronger Together

As part of the transition work, the Sheffield City Partnership Board was stood down by its Chair Lord Blunkett, in Summer 2024, with a final board meeting to review the work of the partnership over the years.

The first meeting of the newly formed Sheffield Stronger Together leadership group was held on 5th November, the group is chaired by Tom Hunt, Leader of Sheffield City Council and independently facilitated to bring leaders together and identify the purpose and governance structure of this group with the wider City Goals work.

Sheffield Health and Care Partnership

The Chief Executive of VAS and the Chair of Healthwatch are both Board members, providing both patient and community insight to decision making and evaluation of the local devolved ICB plan at Sheffield place.

Helen Steers is a member of a number of the programme delivery boards created by the HCP. Helen supports better working and mutual understanding between partners, for example Helen has been developing the mature leadership model with programme board partners to support Integrated Neighbourhood working and to develop collective influence around community investment.

A Fair and Healthy Sheffield

The Sheffield Health and Wellbeing Board published the new Health and Wellbeing Strategy: A Fair and Healthy Sheffield at the end of September. Helen Steers was a member of the editorial team, advising on reaching out to communities in order to place citizen voice at the centre of this work. We also shared findings from the City Goals Collaborative Conversations work with the research team to inform community voice on health and wellbeing.

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This is Us: North East Sheffield Model Neighbourhood, Sheffield Health and Care Partnership

VAS has been leading a number of areas of work that are supporting and testing new ways for community investment to flow towards the things that will enable the sector and communities to make a difference.

This includes the "This is Us" programme in the North-East of the City.

We have been working with the Programme Board to develop the work and evaluation approach with New Local, including;

- Providing support to the programme's VCSE leaders and future community delivery partners, to support their capacity and engagement with the Programme, facilitating some of their input to the board.
- Supporting the This is Us (NE Sheffield investment) by developing a capacity and capability plan to help the Board understand options for investment that could build the capacity and capability of the VCFSE to deliver, within the wider model of the NE model neighbourhood.
- Supporting the process of planning and distributing £1.4m of ICB money and managing ongoing activities that support accountability back to the Programme Board.
- Leading conversations to shape the investment plan for Public Health money within the programme to support the leadership capacity and capability in the wider system response strand of the programme.
- North East Neighborhood programme - Evaluation of the engagement activity in all four of the neighbourhoods that make up the North-East neighbourhood investment programme, has now been synthesized by New Local.

Sheffield VCFSE Leaders Forum

Over the past year we have created space to think, space to engage, and in August 2024 following the racist riots, coordinated critical response for leaders of social action in Sheffield.

We maintain regular meetings with City leaders across the Council, health system and other organisations, supporting closer working with the VCS and being instrumental in areas of closer working, for example the work we are doing to help shape the framework for driving more effective ways of working between the Council and sector.

Some of the key pieces of work undertaken by the forum include:

- Following the racist riots at the Holiday Inn in Rotherham, we set up communications infrastructure to bring together community leaders in the city for immediate insights, listening and then worked over the week following the incident to coordinate between formal incident management systems and communities.
- We carried out a workshop to develop a shared narrative that extends understanding and brings to life to the role of prevention in communities. We have produced a brief from the workshop and have been shaping it with key stakeholders to deliver key shared messages from the sector, so that we can speak with consistency and influence to shape neighbourhood and community anchor work.

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- In March 2025 we facilitated a roundtable between VCF-SE leaders and Tom Smith and other leaders in SCC to shape the design of the Sheffield Community Strategy engagement work.

SY VCSE Alliance

VAS has worked as a South Yorkshire partner. The SY VCSE Alliance is a formal alliance between the SY Integrated Care Board (SY ICB) and Local VCSE infrastructure bodies VAS, Voluntary Action Rotherham, Barnsley CVS, Voluntary Action Doncaster and South Yorkshire Community Foundation. Helen Sims has chaired the VCSE Alliance since July 2023 and its purpose is to work collaboratively to value, engage and support participation of the VCSE in the development and delivery of ICB priorities.

The Alliance have had an impact across several areas of partnership working:

- Supporting and enabling participation of people from the VCFSE across a range of Integrated Care Board programme steering groups from workforce development, to data and analysis. We supported participants with initial engagement, on-boarding and participation payments to cover time and expenses.
- Working with the research team at Sheffield Hallam University to understand the size, relative economic value and challenges faced by the sector across South Yorkshire.
- The Alliance is also working on a development plan that includes the baseline mapping of total current investment in the VCSE by the SY ICB, in order to understand the nature of investment, and agree a high-level investment framework.

SY Integrated Care Partnership

Helen Steers attends the ICP board on behalf of Sheffield and the VCFSE, with the purpose of working together to increase economic participation and support a fair, inclusive and sustainable economy.

We have influenced key discussions centred on housing and health and what is happening around work and health, following the investment received by SYMCA for the Health and Growth Accelerator (informed by the Get Britain Working Again White Paper).

Healthwatch Sheffield

Over the past year Healthwatch Sheffield have unlocked the power of people's voices, as experts in their own care; shaping public services.

In July 2024 we published the annual Healthwatch Sheffield report for 2023-24. However, a significant area of work over the past 12 months has been the shaping, development and successful bid for the future delivery of Healthwatch Sheffield; a contract awarded to VAS in September 2024 for 10 years.

The model we've developed is one which focuses on Healthwatch as an anchor organisation for voice and influence in the city, connecting others and acting as an exemplar in this work.

Our highlights from this year include:

- We were successful in securing £10,000 in grant funding from Great Places Resilience fund to do outreach work within the Wybourn and Richmond areas; based within the community centres in each area, we ran a series of sessions and events to support local people with navigating health and care services, linked with wellbeing activities and opportunities to connect with others.

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- We worked with SAYIT and other local VCS organisations to support involvement in a Healthwatch England national project to understand the experiences of trans and non-binary people in GP services, hearing the views of 73 people as part of this work.
- The team has had 2 medical students on placement; they have been finding out about people's experiences of sexual health services with a particular focus on access for young people in temporary accommodation hostels, working with providers including Roundabout and Sheffield Foyer.
- Project work in Tinsley has also been delivered– whilst hearing about people's experiences we have been able to connect individuals to health and care services, and support organisations with issues such as access and booking for the local community centre.
- We hosted an event in February 2025 to launch the new Healthwatch 10-year contract; partnerships were at the centre of the way we described our work, which was well-attended by a range of stakeholders.

SPRING

Over the past year the SPRING partnership has provided a support network of aid and advocacy alongside people who have come to Sheffield to seek refuge and sanctuary, to ensure they can navigate, settle and contribute to the city.

SPRING is a partnership of Voluntary and Community support organisations: City of Sanctuary, SAVTE, Sheffield Citizens Advice, Solace and VAS. The main location for delivery of support is with our partner City of Sanctuary at their premises, but The Circle continues to provide an open door and inclusive space for meeting clients.

August Racist Riots

Staff and partners of the SPRING partnership were at the forefront of the response to the August Racist Riots with front line workers providing direct support and feedback to people in need.

The Sanctuary organised an event in that week for professionals in the sector as well as an event only for people from the global majority to come together in solidarity and take action against racism.

The New Beginnings team had organised a summer Trip to Bridlington for 357 people, including SPRING clients and this went ahead the week following the riots, which had a hugely positive impact on those who were able to attend.

Complex cases

This year has seen an increase in the number of complex cases and crisis work as a result of the national housing crisis and capacity challenges within Sheffield City Council (SCC). We have led some excellent partnership work where we try to mitigate the increasing numbers of complex cases requiring advocacy and refugees rough sleeping on the streets of Sheffield.

This is desperate and distressing work, particularly for the staff and volunteers at the Sanctuary and for the Sheffield City Council housing team who have limited capacity or suitable options for people in need. We have therefore developed additional support through:

- Collaborative workshop to design shared approach to protecting staff wellbeing.
- Working with Sheffield City Council to provide housing training for staff.
- Regular 6 weekly in-person meetings both for front line delivery staff and for strategic partners.

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Impact

Over the course of the last 12 months, SPRING partners supported a total of 728 people, up from 665 the previous year.

Sheffield Autism Partnership Network

Over the past year, the Sheffield Autism Partnership Network worked hard to make life better for people with Autism and ADHD in the city.

Listening and Learning

We worked to establish new ways of supporting people waiting for an ADHD assessment, along with NHS and SCC partners.

Our team leader, Katie Drinkwater, presented at the first South Yorkshire Mental Health, Learning Disability, Autism and ADHD board, All Age Shared Learning Event to talk about the self-identification toolkit which has been supported in development alongside SAANS, SHSC and Thrive by Design.

We held a learning event in February 2025 to close out the Autism Waiting List Project from last summer and the final report has also been written up and shared with funders and diagnostic service - next steps are to format this into something more aesthetic for wider sharing across the sector.

Mental Health Support

We have been working with the Public Health team in Sheffield City Council and the chair of the Mental Health Partnership Network to address the expressed needs of the sector around supporting Autistic people of all ages with suicidal ideations or attempts.

We have developed a project plan to deliver robust training and provide a facilitated peer support network to a pilot group over the course of a year to give front line staff the tools and resources to hold people in that space, whilst also strengthening their boundaries around when they're unable to support people and how to safely and confidently refer them to other agencies:

Work is now starting on launching the Suicide Prevention Project alongside the Director of Public Health's Office and the Mental Health Partnership Network, with the intent to open for applications at the end of March. We are shaping £50k of investment to provide additional support through the sector.

Developing our learning, resources and shaping support for people with Long Covid

The Long Covid programme led by Healthwatch Sheffield and VAS has enabled organisations from a diversity of communities to develop and share their co-produced Long Covid resources, with an estimated reach of 20,000 people across the City.

A multi-agency network has now been established involving both statutory and voluntary sector partners – to co-ordinate a collaborative community that continues to develop and share information and resources to support people with Long Covid.

A report on the findings from the Long Covid work has been published with recommendations for how services can improve ways of working to better support people with Long Covid. An evaluation of the project has been completed – as a collaborative project involving a range of stakeholders, the learning from the work will be key to informing the approach of VAS and Healthwatch in future projects, as well as being a demonstrator model the value of partnership working.

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Food Cooperatives in partnership with Cooperation Town

Now more than ever, there is a need to work collectively to face the challenges of modern society. This was the thinking behind our partnership with Cooperation Town to support the development of food cooperatives in Sheffield. Our work commenced in November 2023 and so we are now reviewing 18 months of activity.

Co-ops are nothing new and in almost every culture there are examples of communities pooling resources to help each other.

How it works

Each Co-op has around 20 people and needs 3 things to operate.

- a) A group of people with a connection to a specific area or common theme.
- b) A venue where people can receive and distribute food.
- c) A food supply which enables members to get good quality food cheaper than at the shops.

Live Co-ops

We now have 6 community Food cooperatives set up across Southey, Burngreave, Firth Park and Firvale.

We have developed a partnership with Fareshare Yorkshire to receive 1 tonne of surplus food per week to be shared between new cooperatives as we develop more.

We have worked with Fareshare to prioritise the provision of food that is affordable, nutritious and culturally appropriate.

We have secured phase 2 funding from the Public Health team in Sheffield City Council; a further 12 months of funding for the Coop Organiser role and additional seed funding to explore the development of food supply and associated community organising.

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Priority Two: Supporting leadership and capacity in communities and the voluntary sector

State of the Sector- understanding needs and challenges

Throughout 2024 we worked in partnership with the SY ICB VCSE Alliance and colleagues from Sheffield Hallam University to carry out surveys and Charity Commission research into the voluntary sector in South Yorkshire. We jointly published a report of findings on the reported value and impact of the Voluntary Community, Social Enterprise and Faith Sector in South Yorkshire in October 2024. The full report is available on our website, but there is a very useful infographic about the Voluntary Sector in Sheffield set out below:

VCSE value and impact: Sheffield

How many VCSE organisations are there in Sheffield?



What are the characteristics of these organisations?

80% of registered third sector organisations in Sheffield are **charities**.

Most survey respondents said that their work was **locally focused**. 56% are operating only within Sheffield.

VCSE organisations are smaller in size, with around half being **micro** (under £10k income) or **small** (£10k-£100k).

How are they funded?

VCSE organisations receive funding from a **range of sources** with the highest levels coming from:

- grants from trusts and foundations (31%)
- fees and earned income (19%)
- grants from the public sector (17%)
- public donations (14%)
- contracts or service agreements (14%)

Major, large and medium organisations receive higher proportions of their income through **contracts or service agreements** (23%) than smaller ones (5%).

Overall income of charities in Sheffield: **£370 million**

What are the key impacts of the VCSE in Sheffield?



Who is supported by the VCSE in Sheffield?

Many organisations have a focus on **diversity, equity and inclusion**. Some were specifically dedicated to serving particular groups, including:

- disabled people (28%)
- people who are **educationally or economically disadvantaged** (19%)
- young people (15%)
- communities experiencing **racial inequity** (14%)
- older people (14%)

Who else do VCSE organisations work with?



We also took part in the longitudinal research into the Voluntary Sector, led by Nottingham Trent University in partnership with Pro Bono Economics. Key headlines from this rolling survey were:

Finances and Services – The most important concern of the VCS in the UK is income

Rising costs – Respondents had to take some of the following actions as a result of rising costs: previously unplanned use of reserves (52%); increase price of services (33%); and reduce office/workspace (27%).

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Workforce – Respondents reported difficulty around retention and recruitment of paid staff and volunteers. Recruitment difficulties affecting organizations included: employees working increased hours; having to pause some operations; and having to recruit temporary workers.

Looking ahead/service demand – Most respondents don't expect to meet demand for services over the next three months.

October 2024 Budget- Impact on the Voluntary Sector

Whilst we welcomed the focus of the budget and targeted investment in local authority, Special Education Needs and Disabilities (SEND) service investment, Housing and NHS expenditure, we were concerned over the impact of increased employer National Insurance contributions on medium to large sized charities.

National Insurance increases

The Autumn Budget 2024 increased the employer National Insurance Contributions (NICs) rate from 13.8% to 15%, with effect from April 1, 2025

The change was intended to increase government revenue, but it increased costs for organisations with lower-wage roles and as we entered the new financial year, the impact locally from a sample of 11 medium to large VCS organisations, reported a significant pressure on budgets.

The Sheffield VCFSE Sector is already struggling with funding and fundraising capacity, and the additional budget pressure is forcing organisations into crisis mode; where capacity to plan and innovate are constrained.

The real price of the financial pressure is our people. The financial constraint of contracts and grant agreements (with statutory partners) with no inflationary uplift; the overall reduction in national funding, and lack of capacity to fundraise, impacts on the ability to recruit, retain and reward staff appropriately; talented leaders are burning out and our staff are underpaid and overwhelmed with demand.

Building capacity for change

The themes emerging from local, regional and national engagement around the 'health' of the voluntary sector are all expressed by local leaders, workers and volunteers in the Sheffield social action movement. VAS has worked to leverage funding, and brought skills and resources to address the need for capacity building and support to:

1. Lead organisational development/ sustainability
2. Voluntary sector workforce (especially front-line workers)
3. Build capacity in communities - Volunteer development and peer support
4. Build capacity in communities - Community development

1. Organisational development and sustainability

UK Shared Prosperity Fund (UKSPF)- Building Thriving Communities

Locally, UKSPF is commissioned by Sheffield City Council (who in turn are commissioned by South Yorkshire Mayoral Combined Authority). The fund delivers on 2 key strands: employability targets and outcomes, and community targets and outcomes. The VCFSE are key partners in the delivery of both parts of the programme.

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Building Thriving Communities (BTC) – capacity building through targeted consultant support VAS, in partnership with the South Yorkshire Funding Advice Bureau (SYFAB) and a team of expert consultants has enabled organisations to improve governance, secure funding, and build resilience in the face of financial and operational challenges.

Between March 2023 and February 2025, VAS and SYFAB supported 58 organisations and an additional 177 people trained via VAS and SYFAB. Throughout 2024-2025 local groups have continued to benefit from free support from consultants through the BTC project. They have valued the chance to take time to look at current and future plans and really focus on strategy and process.

The programme has been targeted at groups and organisations that have not benefitted from infrastructure support before and has therefore prioritised organisations from underserved and minoritised communities by design.

We have worked closely with the Sheffield Social Enterprise Network, to refer organisations eligible for their support through the Social Enterprise Growth Accelerator (also funded by the UKSPF programme), to ensure that we support social entrepreneurship as a strategic response to sustainability.

We have also aligned our support with organisations working with the City Council on community asset transfer, providing vital expertise from our framework to support organisations to develop significant legal and business planning work to potentially take over community assets as part of their longer-term plans.

Quote from a leader thanking the consultant:

“Thank you so much for your time on Wednesday. It was, undoubtedly, the most helpful conversation I have had in my time leading the organisation. I appreciate the time you had clearly spent gaining an insight into what we do, and your capacity to listen to my endless stories!”

VAS VCS Support team

VAS receive core funding from Sheffield City Council to support community groups in their management, delivery and evaluating impact. This year, we provided information to 79 organisations and 20 individuals- these were people seeking advice on setting up their own group. Each group/individual was given at least one hour of focussed time, in a face-to-face meeting at their venue or in The Circle. A small percentage of meetings were held online or on the phone, to suit accessibility needs, and further links/resources were sent by email along with clarifications and answers to questions.

Many groups had been referred to us by professionals, for example local Councillors or Community Development Workers, and some found us through recommendations from friends and colleagues. This “word of mouth” shows a level of trust in the communities of Sheffield, especially amongst global minorities who may not have heard of/wanted to ask VAS for help in the past.

The groups have been predominantly small (with an annual income of under £10k), although we have also helped large scale organisations in Sheffield (especially through the Building Thriving Communities project) such as SADACCA.

We continue to deliver outreach events with SYFAB, meeting local groups and people in their areas. We attended nine of these surgeries in 2024-25 (the number of surgeries was supported by UK SPF funding) and reached over 50 groups and have more planned for next year.

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Feedback from a group lead:

"You've given me clarity, and confidence. Now I've got some more people to talk to for information, and I know what the next steps are. I will come back to you to look at what I've done-thank you for your time and help so far!"

Evaluation

Surveys have shown groups to be very pleased overall with the tailored support and the courses in Charity Leadership. For smaller groups it's built confidence in volunteers' skills, increased their knowledge of systems and processes, and given them tangible resources to use in future, as well as increasing their trust and awareness of VAS. Larger organisations have had successful bids, recruited paid staff, and been supported in work on asset transfers in the venues they use.

2. Voluntary Sector workforce support

Building Thriving Communities - Sheffield Small Charity Leaders support

In September we launched two fantastic opportunities in partnership with one of our framework consultants, Nic Hancock-Fell:

Sheffield Small Charity Leaders Club launched with a cohort of 20 leaders, exploring modules of learning on the essentials of running a charitable organisation from governance to fundraising and communications. With funding from Building Thriving Communities, we were able to offer free places to leaders in this pilot.

The club offered both monthly in person workshops over 6 months, and supported learning in separate peer groups and 1:1 support. A number of the leaders on the course are now in an established peer support group.

We had some great feedback about the sessions:

"There is so little opportunity for meaningful non mandatory development for Voluntary leaders. Small charity leaders club is all the stuff we all as charity leaders feel we should know but often don't. And the stuff we should learn about but is normally in so many different places and costly to attend. The course has been a great opportunity to invest in myself, be an assurance that I am not totally winging it and confirmation we are all doing a great job"

Charity Leaders Essentials – a package of e-learning for charity leaders. This online fully accessible (British Sign Language signed content) set of modules mirrors the 6 modules in the charity leaders club, but is for individuals who prefer online or self-led learning to group sessions. We have had x sign ups to the learning and feedback about the content has been really positive. We believe that the modules are also useful to people supporting charities and groups, and are planning to offer the online content to community development workers in the new year.

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Frontline workers

Mental Health First Aid (MHFA) training programme

Training delivery around accredited Mental Health First Aid was launched back in October 2023 and by November 2024, our 5 trainers had delivered 36 courses to 432 learners from 130+ VCS organisations in Sheffield and South Yorkshire.

This represents 72% actual take up of spaces that were available. Some courses were online, others in person, hosted by 18 VCS venues across 9 Sheffield postcodes. We also trained an individual as a MHFA trainer so they can deliver this training to their community going forward.

The feedback from this training so far has been overwhelmingly positive. The main themes VCS frontline workers have feedback about are:

- This training is wanted and needed
- It has given them useful frameworks to use
- Confirming what they are already doing is OK
- Connecting with others in similar roles

We are planning a learning event for early 2025 to shape an ongoing peer support network, something learners have requested.

Reflective Support

In June 2024 we awarded small grants to 24 organisations to put in place Reflective Support for some of their workers, to support their wellbeing in the face of widespread burnout in the sector.

We hosted a Learning Event at the end of January and learnt lots about what is and isn't working for organisations taking part, and why. We are using this event to create some templates for disseminating things we learn from work like this, for example for a report and a briefing: "It's time to recognise the value of the workforce": reflective support for frontline staff and volunteers.

3. Build capacity in communities - Volunteer development and peer support

Community Champions

The Community Wellbeing Champions project was set up to focus resource into the areas of Sheffield with the greatest health inequalities, to build on existing local leadership to do so, supporting them to develop new leaders and engage members of the local community. It has done this through facilitating collaborative working between a number of partner organisations:

- Aspiring Communities Together (ACT)
- Darnall Well Being
- Flower Estate Family Action (FEFA)
- Firvale Community Hub
- Heeley Development Trust
- Longley 4 Greens
- Sharrow Community Forum

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- Sheffield African Caribbean Mental Health Association (SACMHA)
- SOAR
- The Terminus Initiative
- Zest

These strong community anchors have provided ongoing development of local volunteer leaders and provided space for engagement activities.

This project has highlighted the value of peer relationships, especially in making connections with marginalised communities. It has also demonstrated the value of volunteering to build social capital, to provide individuals with purpose and opportunities to contribute to the wellbeing of their community, and a pathway for personal development and possibly into employment.

4. Build capacity in communities - Community development

Sheffield Youth-Neighbourhoods and Communities

Our mission is to lower exploitation through empowering communities and building community capacity

Community Hubs

All three community hubs commissioned by SYNC completed their delivery in 2024-25. Darnall/Tinsley and Burngreave/Firth Park hubs received extensions due to ongoing projects. We are currently processing their reports to assess impact and legacy.

We're supporting hubs with their next steps. For example, the unofficial hub in Southey, hosted by Chilypep and supported by Youth Empowerment funding, has made significant progress. The refurbishment of their community building has created a safe space for local residents. One standout initiative is the Dryden Food Pantry, which began during the pandemic and, with our support in partnership with Cooperation Town, has now evolved into a cooperative. The food coop subscribes to Fareshare Yorkshire for a weekly surplus food delivery. This group is now exploring group food buying with surplus funds from coop members' weekly contributions.

Training

We've delivered 166 training sessions, both online and in person, covering: Organisational Development: Partnership building, mentoring, community engagement, leadership, project management, strategic planning. Individual Development: Conflict management, safeguarding, digital marketing, GDPR, first aid, healthy eating, equality and diversity, and more.

At the end of the year, we also launched a Level 2 Youth Work course in partnership with Infinite Skills. This was in response to recognising the gap in the youth work development pathway in the city.

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Youth Alliance

The Youth Alliance is a partnership that brings together statutory and voluntary sectors and the Chief Executive of VAS sits on the steering group. SYNC staff have fed insight from the SYNC programme into the State of Youth Sector research and mapping undertaken by consultants commissioned by Sheffield City Council, working alongside the Sheffield Youth Alliance. SYNC staff are coordinating efforts to align grassroots youth organisations in the voluntary sector with the development of the Sheffield Youth Alliance.

Community Research

Our research strand is gaining momentum. We're now working with both Sheffield and Hallam Universities to co-develop a community-embedded research model. This includes piloting new ideas and aligning strategies with community consultations.

A key focus is the impact of poor public transport on young people—a critical factor in their access to opportunities. Our research trainees are instrumental in this work, and we look forward to sharing the findings at the end of the project in September 2025.

Community Capacity Development - Demonstrator projects

Diabetes Action Hub

We continue working with partners from across the health system in the Diabetes Action Hub work to explore ways to involve people living with type 2 in making or evolving decisions that affect them and shaping support.

We have had success in our collaborative projects and there are a number of tangible actions generated from this partnership that include:

- **Healthy Plates** – Work between STH and community organisations to develop culturally relevant training and training resources has been progressing well. Good collaboration and co-design of resources with African/Caribbean and Somali communities is in progress. We are working with STH to fund re-design of healthy plates for the South Asian and Roma communities.
- **Community researcher model** – work has started between ISRAAC and SACMHA to share/embed the community research approach developed by SACMHA .
- **The Diabetes Education and Self-Management for Ongoing and Newly Diagnosed (DESMOND) lay trainer offer** has been developed and budgeted and we have invited organisations to sign up to take on the role. We are working with STH to discuss explore a suitable training
- **Redeploying clinical staff to community settings** – the Hypertension team and oral health team offered and delivered usual sessions in different community settings
- **Training** – Diabetes UK delivered 2 rounds of well attended and well received train the trainer sessions to community organisations. This is now being delivered by community organisations to staff and volunteers.
- **Community led activity** – Workshops, outreach, support groups being delivered across our priority community groups.

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We also appointed Sheffield Hallam University as our evaluation partner for this work and we have:

- Worked with community groups to gather stories (approximately 35 interviews) on living with type 2 to set priorities of the last phase of work.
- Hosted and contributed to a number of events to foster connection and understanding between sectors and communities (Diabetes Day, Connection Cafe world cafe events, Community of practice events for orgs to come together to share what they've been doing).
- Trained up community organisations in using culturally relevant dietetics resources co-created between teaching hospitals and communities.
- Worked with teaching hospitals to train up educators who speak languages/have cultural knowledge of our priority communities.

Community Capacity Development - Demonstrator projects

Move More Connecting Communities

We have focussed on creating community led local partnership on the move more work which aim to involve people in deciding how we invest in physical activity in an area.

We have managed a series of community engagement activities across the 3 target areas (Jordanthorpe/Batemoor, Tinsley and Carbrook and Shirecliffe) and the VAS Programme Lead has invested in managing the understanding of the wider work (ours is one of 3 strands) to align with our values for working with communities. This has been helpful for setting a clear focus around the work in the City Move More programme.

VAS has been collaborating with communities in Shirecliffe and Parkwood to upskill and empower community individuals to have a say in how physical activity can be embedded in daily life.

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Priority Three: Creating volunteering and other opportunities for people that are most marginalised

Volunteering, when inclusive and accessible, unlocks confidence, connection, wellbeing, skills, and opportunity—and that should be for everyone.

We believe in the power of people and in volunteering as leadership. Whether someone is getting involved for the first time or stepping up as a community organiser or trustee, we see volunteering as an act of empowerment and shared leadership. But this power is not evenly distributed. Our role is to help change that.

At present, volunteering remains out of reach for many people. Cuts to charities, increase in demand from the cost of living leads to charities needing highly skilled volunteers and limited capacity to train people or create entry level volunteering roles with pathways to build skills.

Inclusive volunteering is not just about access; it is about building the infrastructure that enables participation, leadership, and growth.

Sheffield Volunteer Centre

This year has been one of reflection, refinement, and renewed focus for the Volunteer Centre. Through our online resources and online volunteering platform, together with our drop in, outreach work and volunteer fairs we are reaching people with new opportunities for volunteering and personal development.

Data & Impact: We Are Bucking the Trend

Despite national challenges, our data tells a different story—one of reach, inclusion and relevance.

Volunteer Reach

- Total registered volunteers: 1,748
- More than 50% of volunteers live in the most deprived areas of Sheffield.
- Only 54% identify as White British, showing above-average ethnic diversity.

Demographics

- 28% aged 18–24, showing strong youth engagement (up 7% from last year).
- 12% identify as disabled (up from 9% last year).
- 12% unemployed <12 months, showing growing use of volunteering as a pathway to work.

Top Volunteering Roles

- Trusteeship & Leadership – 15%
- Event Support – 13.5%
- Youth & Family Support – 8.4%
- Advice & Information – 7%
- Admin & Customer Service / Fundraising – 6.2% each

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Volunteer fairs

We held 2 volunteer fairs at the circle to promote volunteering and enable people to have a direct meeting with organisations before applying.

37 organisations had stalls and approximately 240 volunteers attended across the 2 events.

"This year we undertook some volunteer recruitment which was focused on our engagement volunteer role – this is a role which supports our work to go out and about to talk to people in different settings. As a result, 8 new volunteers attended an introductory training session; this included 2 volunteers that came via New Beginnings, the others came through the Volunteering Fair." Lucy Davies, CEO, Healthwatch Sheffield

Drop in

The Tuesday drop-in continues to be well attended and we have three new volunteer Advisors who have settled in well to the existing team. We recently had 18 people visit us on one day – a new record. Since the start of this financial year, we average 8 drop-in visitors each week showing that this face-to-face service is needed and valued by the general public.

Volunteering Outreach

Since the 1st April, we have engaged with over 250 people during our outreach work at JobCentres, community events and education settings. We also recorded a question-and-answer session about volunteering with JobCentre Partnerships Manager, Claire Robinson. The video was shared regionally with Department for Work and Pensions (DWP) staff to help promote volunteering, its benefits and the Volunteer Centre services.

Inclusive volunteering model

We are continuing to promote the New Beginnings inclusive volunteering model which is seeing a steady flow of refugees with low confidence and skill moving through the structured pathway in to employment.

We have developed a self-assessment skills matrix for volunteers to complete and then those with more advanced skills train volunteers with less developed skills to support them to develop.

We are taking the lead in supporting and encouraging other partner organisations to see the benefits of adopting our successful NB Admin Volunteering to Employment pathway model. This model has proved to be valuable for people with no work experience or those seeking sanctuary in the UK.

"Volunteering at VAS was the first thing that made me feel at home. I came to the UK with no network, no direction, and a lot on my mind. But every time I showed up to the office, I felt seen. I felt taken care of and most importantly was treated with respect.

Volunteering was the best decision I have made. It has opened opportunities..... And now I am heading to University and looking ahead with hope." Aymen, New Beginnings Project volunteer

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New Beginnings Project

The New Beginnings Project welcomes refugees and asylum seekers to Sheffield, supporting them to integrate into the city and empowering them to access opportunities that improve wellbeing, build independence and foster a sense of belonging.

We help our clients develop the skills and confidence they need to independently access:

- Education and training opportunities (including ESOL)
- Volunteering roles in the community
- Pathways to employment
- Participation in social value activities that foster connection and leadership development

This Financial year, the **New Beginnings** team delivered the following key achievements:

- Supported a total of **729** clients from **79** countries
- Registered **586** new Clients
- Supported **94** people to start volunteering and over 3,170 volunteering hours were delivered
- Supported **56** people into jobs
- Supported **90** people to start or complete a course
- Supported **95** people to attend a Higher Education event run in collaboration with Discover/University of Sheffield and Sheffield Hallam
- Supported **5** people to join University
- **527** People participated in **28** different activities in which volunteers were involved to organise.

UK Shared Prosperity Fund Contract

The Employment team worked tirelessly to successfully deliver the UKSPF contract for last 16 months since December 2023. The team secured a Gold award on results for job outcomes and we were successful in our bid to continue delivery in a new UKSPF contract in the new financial year.

Sustaining Nature project

The Sustaining Nature project aimed to pilot a learning and development project with 4-5 organisations to explore how to best facilitate refugees engaging in nature for personal well-being, and for some to develop skills and leadership qualities that can lead to employment, particularly in the environment sector.

This fund aimed to support the development and sustainability of the Participation and Engagement work of the project as we evolve, learn and change to improve our work.

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Our funding came to an end in October 2024 after 2 years. The last meeting with the funders Mike Fitter and Heather Hunt was held on 25 Feb 2025 to review the success of the programme, including the outcomes highlighted:

Number of Organisations we engaged with	Total number of Volunteers	Nature Champions Volunteers	Pastoral Support Volunteers	Walk Leaders	Secured Employment in nature	Left
10	34	24	4	6	1	3

Overall, the Sustaining Nature project has been a great success, evolving from a pilot idea and developed an expanded, integral part of the New Beginnings participation support which will continue. It has helped many environmental and nature-focused organisations in Sheffield recognise the value of involving refugees and asylum seekers as part of their volunteer teams. This progress would not have been possible without the additional funding from the Gina Legacy Fund, which enabled us to facilitate more activities within nature spaces, with a particular focus on developing refugees' and asylum seekers' skills in leadership and employment.

The funding created new opportunities for people seeking sanctuary in Sheffield, allowing them greater access to outdoor spaces, engage in meaningful activities, form new friendships, and improve their mental health and overall well-being.

Volunteer opportunities created were designed with a clear progression pathway, supporting individual skill development. This approach proved highly beneficial, as one of our Nature Champions/Walk Leaders successfully secured employment with a local organisation.

VCS Employment and Skills Network

South Yorkshire has been selected to pilot a number of substantial programs (circa £20m+) to support people in to work with funding coming to SYMCA and the ICB for the region.

Through the VCS skills and employment network hosted by Paul Harvey, relationships with colleagues on both the Sheffield Employment and Skills Advisory Board, and the Health and Employment Local Integration Board, we are working to shape a Sheffield partnership narrative about what is important at a local and hyper local level in the delivery of the Sheffield part of the investment streams.

The strategic connection with SCC remains strong with SCC meeting with VCS providers before the new Commissioning of Pathways employability funding.

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Priority Four: Supporting and empowering the next generation of leaders.

In recent years, significant efforts have been made in our city to address race equality, but certain gaps have become apparent. One major challenge involves ensuring that the lived experiences of diverse communities are genuinely reflected in decision-making processes.

To tackle this, in partnership with the BAMER COVID-19 Action Group, who secured funding from the National Lottery and Opus Independents, we supported some roundtable conversations with leaders of global majority community organisations to establish issues and opportunities for leadership development. This support revealed a shared need: empowering emerging leaders who could succeed the current generation of leaders and bring fresh perspectives to the city's decision-making tables. Thus, the Emerging Leaders Programme was born.

Twelve promising leaders from Global Majority backgrounds were either self-nominated or recommended by their organisations. Initially guided by established leaders who volunteered their time and expertise, this cohort became immersed in a supportive environment that values openness, mutual respect, and trust. Importantly, the programme compensates all participants for their time. Aiming to create a relaxed and empowering atmosphere where everyone feels free to share past experiences and collaborate on solutions.

The new Emerging leaders are addressing questions like: What barriers have we faced? How can we create pathways for a new generation of leaders in our city?

The working group are now assuming a leading role in directing this work. We are supporting the working group to put in place the following infrastructure to take more ownership of this work and drive their own design process:

- The working group has undertaken a skills audit- to identify strengths and gaps. The intention is to recruit to the working group to fill any skills gaps.
- Election of a Chair and Vice chair and key roles in the working group to have focused lead overall and leads for thematic areas such as communications.
- The appointment of an independent facilitator. The VAS lead on this programme Pam Daniel left VAS at the end of March and we planned in the new financial year to define the facilitation role the working group want to see going forward and for a freelance role to report to leadership group.
- VAS is supporting the group to take ownership of the programme budget.

The emerging leaders are a talented and impressive group and we look forward to seeing their strategy come to life in 2025, as the emerging leaders' network is launched.

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Priority Five: Being a good employer and host of well-run organisation, which cares for our resources

Valuing our people

VAS staff forum

Following feedback through the Strategic Review workshops in 2023-24 and appraisals, a staff forum has been established to improve transparency and collaboration across VAS.

Staff Forum meets every 6 weeks and have reviewed core information about staff diversity, informed decision making across a number of operational areas, including the design of new appraisal processes, designing racial literacy training, and suggesting staff wellbeing initiatives. Members of the staff forum have also been actively involved in both Trustee recruitment and the recruitment of the Director of Operations.

Quarterly Staff awaydays

We have held three staff awaydays in 2024 so far. The purpose of these regular 2-hour sessions are for all staff to come together in The Circle and share their work, get to know colleagues in other teams, take some time to reflect and celebrate achievements and for key policy and strategic information to be disseminated.

Staff training

As well as specific project team training VAS have supported staff wide learning with the following sessions this year:

- Core HR training -6 sessions in Oct and November for all line managers.
- Racial literacy training arranged for all staff and trustees
- Active Bystander training delivered – attended by 9 staff and 1 trustee
- Sexual Harassment training to understand changes to the Law -increased employer liability and mandatory reporting
- Carbon Literacy training January 2025
- A Line Managers briefing is held monthly. We've looked at topics including appraisal, sickness reporting and recording and how to use the HR database.

Volunteer Celebration

We held a celebration event in volunteers' week as a thank you to volunteers across VAS. Volunteers from Healthwatch, New Beginnings and the Volunteer Centre came together in the conference room for a social, to connect with each other, play some games organised by staff and for lunch. 30 volunteers attended and enjoyed meeting volunteers across the different teams.

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Caring for our Resources

The Circle is where we host action – it's our home and key to achieving VAS purpose and priorities. It's a welcoming space for people and organisations to work in partnership to deliver positive social action.

It's home to 13 organisations, 12 of whom are part of the voluntary sector or support and advocate for communities. It's home to the volunteer centre and New Beginnings project welcoming people who are often marginalised and putting them at the heart of service design.

This year we said goodbye to long-standing tenants Citizens Advice Sheffield and ME Group and we welcomed Trinity College London as new tenants. Our occupancy remains high, currently around 90% and often 100%. Our sessional income continues to grow and is close to pre-pandemic levels. The majority of our sessional income is from the third and public sectors, with around 20% from the private sector. We also have 73 registered office users.

A working group was established by the board in early 2024 to develop a longer-term asset management strategy for The Circle. The Board asked the working group to consider:

- The Circle offer and customers – who the building is for
- A Greener Future – developing an investment plan and approach to reduce the carbon footprint of the building
- Financial investment plan - identifying longer term maintenance and renewals and how this is funded

The group has developed a 30-year asset management investment plan for The Circle and board agreed to establish a ring fenced reserve to invest £56,500 in The Circle planned renewal identified in the Asset Management Plan

Environmental impact

The working group explored a Greener Future, and have developed an overarching Environmental Policy for VAS and arranged carbon literacy training for staff and trustees to support our environmental ambitions.

We have renewed the gas contract with renewable gas created through anaerobic digestion.

We have developed an investment plan summarised above to reduce the carbon footprint. The longer-term financial strategy work for VAS will consider investment in this as part of the 30-year asset management plan and wider VAS budget setting.

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Looking Forward

Our priorities for the year ahead will be in delivering our 5 strategic objectives

1. Building, hosting and nurturing strong inclusive and effective partnerships to develop positive social change.

VAS will:

- centre our work around people and communities, building networks and partnerships at place (neighbourhoods) and with communities of interest and communities of identity in the city.
- lead work on developing neighbourhood infrastructure to empower people and connect neighbourhoods across thematic areas of interest.
- develop and strengthen existing partnership delivery models and seek to develop new models, from our learning in this space over many years.
- host and nurture partnership work around driving change in the systems that are failing in our city.
- leverage the power of networks and partnerships to drive change through influencing national and local policy.

2. Supporting leadership and capacity in communities and the voluntary sector.

VAS will:

- Understand the needs of voluntary and community groups and organisations in order to target resources and expertise in areas of greatest need.
- Support leaders to come together and grow in peer support and shared learning.
- Lead on a programme of work to understand, value and explore the future with community anchor organisations.
- Support with expertise and information that supports the capacity and capability of the voluntary sector in the city.

3. Creating volunteering and other opportunities for people that are most marginalised.

VAS will:

- Deliver a volunteer centre to support quality volunteering opportunities and impact for people in the city to contribute and grow in a reciprocal relationship.
- Grow the inclusive volunteering approach we have developed in VAS and work with more partners to embed accessible and supported volunteering roles.
- Develop the pathway of opportunity for some of the most marginalised people to volunteer in order to develop confidence and skills into education and work.
- Work with the VCFSE to develop more joined up pathways and opportunities through strong relationships with the private and public sector organisations.

4. Supporting access and empowerment in the next generation of leaders.

VAS will:

- Continue to support and champion the Emerging leaders programme and celebrate and support the network as it grows.
- Develop our support and offer to enable the next generation of trustees, Directors and leaders in the sector.

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5. Being a good employer and a well-run organisation, which cares for our people and resources.

VAS will:

- Invest in our people and continue to provide a supportive and enabling environment and culture for people to do their best work.
- Invest in the refurbishment and maintenance of The Circle, being conscious of the environmental and energy saving measures identified.
- Implement our 3-year sustainability action plan
- Host our tenants at The Circle and support networking with all the people working in our hub.

Structure, governance and management

Members of the Board of Trustees are nominated from and elected by the members. Each trustee is elected at an annual general meeting to serve for a three-year term, with approximately one third retiring each year. Casual vacancies may be filled by appointment by the Board until the next AGM. Honorary Officers (Chair, Vice-Chair and Treasurer) are nominated and elected by trustees annually, at the first Board meeting to follow the AGM.

The Board also has the power to admit observers, which is used to ensure close links with important partner organisations, such as the City Council and the NHS. Observers are not registered trustees or directors, and do not have voting rights.

The Board is served by its committees and working groups, each chaired by a member of the Board, which meet between three and five times per year. These are responsible for scrutinising specific areas of work, undertaking tasks delegated to them by the Board, and advising the Board on policy and strategy. In 2024/25 there was an Audit and Risk Committee, and an Asset Management Working Group (a task and finish group with a specific time limited terms of reference).

The Board has undertaken a self-assessment against the Charity Governance Code and regularly reviews progress against a governance action plan. This year our focus was on diversity of the board, and following a skills audit, we successfully recruited four new trustees to complement the board.

All new Board members receive an induction with the Chair and Chief Executive. In addition, there are annual or twice-yearly away sessions with senior managers and trustees focusing on strategy and enabling trustees to understand the organisation and their responsibilities.

The senior management team is our executive body. This was restructured during the year and at the end of the financial year comprised, the Chief Executive, Director of Strategic Partnerships, Director of Operations, Head of Finance, Chief Executive of Healthwatch Sheffield, Head of Volunteering, Head of Facilities, SYNC Programme strategic lead, Head of VCSE Partnerships and Opportunities and Head of Programme and Project- Inclusive Practice Development.

The link between the Board of Trustees and staff is maintained through the following mechanisms:

- Line management of the Chief Executive by the Chair;
- Senior staff attendance at meetings of the Board and committees;
- Joint sessions of the Board and Senior Management Team;
- Designated link trustees, with a special interest in a particular strategic priority.

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We have continued to benefit from having a skilled and experienced team of trustees who brought constructive challenge and support to the Executive. Relationships between trustees and the senior management team developed productively and positively.

Risk management

Our Audit and Risk Committee leads on risk management and scrutinises the full risk management plan every quarter, with each trustee board meeting reviewing the most significant risks to the organisation, and those where we are most reliant on mitigating actions to reduce the risk faced.

The main risks included in the register are:

- Ineffective leadership and governance resulting in poor/ill informed decision making.
- A lack of focus and clarity of our role and purpose hampering our ability to deliver outcomes and manage our assets.
- An inability to clearly articulate our impact, values and strategy.
- Changes in statutory government arrangements disrupting our ability to engage and influence decision-making on behalf of our members, citizens and wider VCS.
- Our pay, progression and funding security negatively impacting our ability to attract and retain key staff.

Pay policy for senior staff

The determination of remuneration for all staff is reserved to the Board of Trustees. Salaries are reviewed annually as part of the budget setting process, taking into account cost of living increases and affordability. Periodically a more detailed review is carried out, comparing all salary grades with equivalent roles in the sector.

Grant Making Policy

As described on page 5, one of our strategic priorities is 'Building, hosting and nurturing strong inclusive and effective partnerships to develop positive social change'. Many of our projects are aimed at discovering and developing best practice in community working. To this end, part of our role in these projects is to allocate grants to community organisations, to allow them to trial new ways of working. Organisations are invited to tender for inclusion in the project.

In addition, we recognize that there are times where other organisations are much better placed to reach specific communities than we are. In these circumstances, we may give grant funding, usually as a result of an open invitation to organisations working with those communities.

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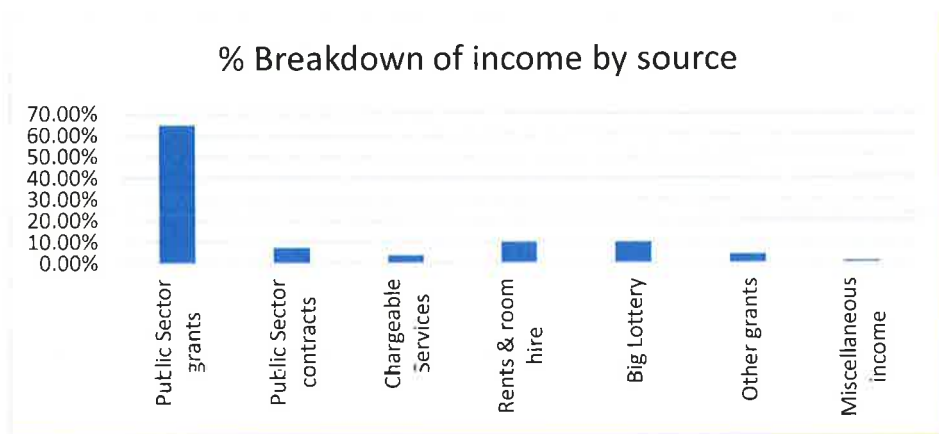
FOR THE YEAR ENDED 31 MARCH 2025

Financial review

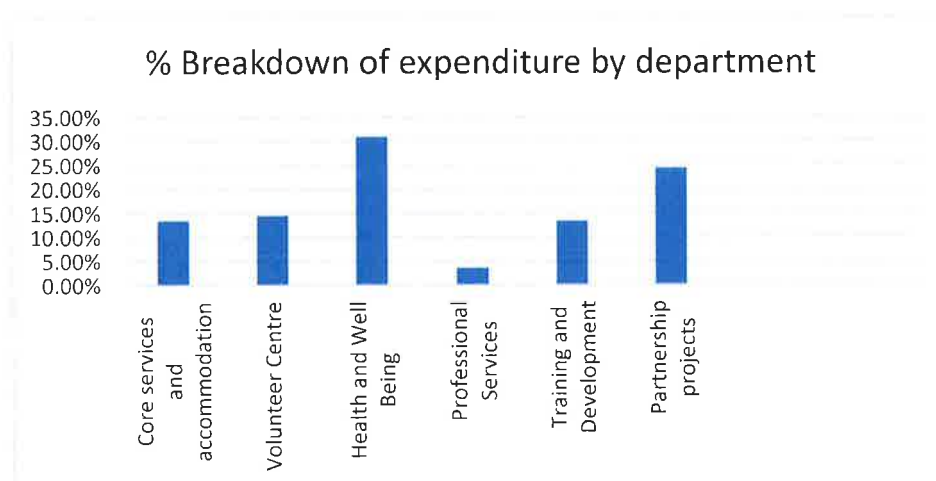
The net movement in funds for the year was an increase of £1.1m. This breaks down into £997k of restricted funds (given for a specific purpose) and £102k of unrestricted funds. In turn, the unrestricted funds break down into £98k of designated funds and £4k on the general fund. The increase in restricted funds largely represents the funding received for This Is Us which is yet to be spent, less grants received in previous years but expended in 2024-25.

Our income for the year was £3.75m, up from £3.32m the previous year. The biggest increase compared with 2023-24 is £1.45m funding for the North East Neighbourhoods project: This Is Us. Against this we received less income for the SPRING project (refugees) and our Community Champions project came to an end.

The principal sources of income were:



Our expenditure for the year was £2.65m, compared with £3.31m the previous year. The breakdown of expenditure by department was:



VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The reduction of £661k reflects a reduction in scale of some of our projects due to reductions in funding. In particular, we spent £350k less on the SPRING project and £104k less on Community Champions. As shown in note 8 to the accounts, nearly 30% of our expenditure is funds passed onto VCS partner organisations.

Reserves policy

The Board has determined:

- (a) To maintain free reserves sufficient to cover redundancy and related costs for staff in case of wind-up, and a further £60,000 to manage risks such as short-term year-on-year budget fluctuations. The redundancy costs to be calculated each year as at 31 March.

To take a flexible approach to the precise amounts designated for each purpose if necessary.

The cost of redundancy and related costs for staff as at 31 March 2025, was calculated to be £269,817. Adding the £60,000 to manage risks, gives a requirement of £329,817. At that date, free reserves stood at £392,939, an increase of £4,528 from 2024. This is more than the level required by the policy which has allowed the Trustees to set a deficit budget for 2025-26. The Trustees are happy with the current level of reserves.

- (b) That restricted funds must be kept in a risk-free and liquid form.

Restricted funds are all grants received in advance of delivery of objectives. They are held in VAS's current account.

Designated funds totalled £1,655,821 at the year end. These relate to the Circle building less the outstanding mortgage and the amount owing to eliminate the pension fund deficit. It also includes amounts ring fenced for partnership projects, Healthwatch activities, development of The Circle as a venue, and IT infrastructure costs. See note 22 of the accounts for further details.

Fundraising Activities

VAS raises funds by applying to funding bodies for grants and charging for services. VAS does not proactively raise funds from the public, although it does receive small donations and occasional legacies from individuals.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

Trustees' responsibilities statement

The trustees (who are also directors of VAS for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

On behalf of the Board of Trustees



Peter Wozencroft

Chair

Date: 30 July 2025

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

Independent Auditor's Report to the Members of Voluntary Action Sheffield

Opinion

We have audited the financial statements of Voluntary Action Sheffield (the 'charitable company') for the year ended 31 March 2025, which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our commercial knowledge and experiences of the charities sector;
- we focussed on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Charities Act 2011, Companies Act 2006, taxation legislation and data protection, employment law and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence throughout; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

- making enquiries of management and trustees as to where they considered there to be susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risks of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the FRC's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Rachel Heath (Senior Statutory Auditor)

for and on behalf of

BHP LLP
Statutory Auditor
Albert Works
Sidney Street
Sheffield
S1 4RG

Date: 6 August 2025

VOLUNTARY ACTION SHEFFIELD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Income:					
Donations and legacies	3	23,655	87	23,742	23,823
Income from charitable activities	4/5	772,250	2,918,567	3,690,817	3,296,613
Investments	6	32,685	-	32,685	-
Total income		828,590	2,918,654	3,747,244	3,320,436
Expenditure:					
Costs of raising funds	7	(12,736)	-	(12,736)	(12,177)
Expenditure on charitable activities	8/11	(698,516)	(1,926,304)	(2,624,820)	(3,296,856)
Remeasurement of pension scheme		(10,564)	-	(10,564)	-
Total expenditure		(721,816)	(1,926,304)	(2,648,120)	(3,309,033)
Net income/(expenditure)	10	106,774	992,350	1,099,124	11,403
Transfers between funds	21	(4,426)	4,426	-	-
Net movement in funds		102,348	996,776	1,099,124	11,403
Funds brought forward as at 1 April 2024		1,946,412	1,468,948	3,415,360	3,403,957
Funds carried forward as at 31 March 2025		2,048,760	2,465,724	4,514,484	3,415,360

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £1,109,695 (2024: Net movement in funds of £11,403).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD

BALANCE SHEET

AS AT 31 MARCH 2025


	Note	£	2025 £	2024 £
Fixed assets				
Tangible assets	16		1,842,000	1,873,000
			<u>1,842,000</u>	<u>1,873,000</u>
Current assets				
Debtors	17	1,614,166		242,976
Cash at bank and in hand		1,618,493		1,866,771
		<u>3,232,659</u>		<u>2,109,747</u>
Creditors: amounts falling due within one year	18	(357,569)		(284,390)
			<u>2,875,090</u>	<u>1,825,357</u>
Net current assets			2,875,090	1,825,357
Total assets less current liabilities			4,717,090	3,698,357
Creditors: amounts falling due in more than one year	19		(202,606)	(282,997)
			<u>4,514,484</u>	<u>3,415,360</u>
Net assets			4,514,484	3,415,360
Charity funds				
Restricted	20		2,465,724	1,468,948
Unrestricted				
Designated	22	1,655,821		1,558,001
General	24	392,939		388,411
			<u>2,048,760</u>	<u>1,946,412</u>
Total Charity funds	23		4,514,484	3,415,360

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

These accounts were approved and authorised for issue by the Board on 30 July 2025 and are signed on its behalf by:-



K Dickinson
Honorary Treasurer



P Wozencroft
Chair

Company Registration No.00215695

VOLUNTARY ACTION SHEFFIELD
CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
Cash flows from operating activities:		
Net cash provided by operating activities	(167,474)	541,353
Cash flows from financing activities:		
Repayment of borrowing	<u>(80,804)</u>	<u>(73,005)</u>
Net cash used in financing activities	(80,804)	(73,005)
Net increase in cash and cash equivalents	<u>(248,278)</u>	<u>468,348</u>
Cash and cash equivalents at 1 April 2024	1,866,771	1,398,423
Cash and cash equivalents at 31 March 2025	<u>1,618,493</u>	<u>1,866,771</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	1,618,493	1,866,771
Cash and cash equivalents at 31 March 2025	<u>1,618,493</u>	<u>1,866,771</u>

Reconciliation of net income to net cash flow from operating activities

	2025 £	2024 £
Net income for the reporting period (as per the statement of financial activities)	1,099,124	11,403
Adjustments for:		
Depreciation charges	31,000	31,000
(Increase)/decrease in debtors	(1,371,190)	453,396
Increase in creditors	67,913	51,243
Increase/(decrease) in pension deficit provision	5,679	(5,689)
Net cash provided by operating activities	<u>(167,474)</u>	<u>541,353</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies

(a) General information and basis of preparation

Voluntary Action Sheffield is a registered charity in the United Kingdom and a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 - 2 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants in respect of Infrastructure Support to the Voluntary and Community Sector, the Sheffield Healthy Holiday scheme and the Volunteer Centre. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is interest earned on the Charity's current account.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds - This relates to the cost of obtaining the grants referred to in note (c). It includes 25% of the Marketing & Communications Officer's salary together with related office costs.
- Expenditure on charitable activities - These are the direct costs of VAS's work to meet its charitable activities plus governance costs. Governance includes the direct and indirect costs relating to external audit and to the constitutional and statutory requirements for managing the charity. The following costs have been allocated to governance:
 - One day per week of each of the Chief Executive, Head of Business Growth and Head of Finance together with related office costs.
 - Auditor costs.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a cost per square foot basis and other overheads have been allocated on a staff hours basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 8.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

(f) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land	Nil
Leasehold buildings	50 years straight line
Computer equipment	3 years straight line
Fixtures and fittings	10 years straight line

The lease term for leasehold land starts 1 January 2005 for a period of 250 years. The trustees have considered the fair value of leasehold land and annually consider the need for an impairment review. As a consequence, depreciation has not been charged.

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

(i) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(j) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(k) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

(l) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity contributes to the Pension Trust Growth Plan for its employees. This is in most respects a money purchase arrangement, but does include certain guaranteed benefit elements. The Plan is a multi-employer scheme. Since the charity has entered into an agreement (the Recovery Plan that determines how each employer within the scheme will fund the overall deficit), the contributions paid are shown in the income and expenditure account. Under FRS 102, the fair value of the commitment is recognised. The calculation of their fair value of the commitment is subject to an assumption on the discount rate. The discount rate is determined by reference to market yields at the reporting date on high quality bonds.

(m) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(n) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(o) Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

There are no estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

2. Prior Year Statement of Financial Activities – for comparison

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Income:				
Donations and legacies	3	19,543	4,280	23,823
Income from charitable activities	4/5	812,795	2,483,818	3,296,613
Total income		832,338	2,488,098	3,320,436
Expenditure:				
Costs of raising funds	6	(12,177)	-	(12,177)
Expenditure on charitable activities	7/10	(805,948)	(2,490,908)	(3,296,856)
Remeasurement of pension scheme		-	-	-
Total expenditure		(818,125)	(2,490,908)	(3,309,033)
Net income/(expenditure)	9	14,213	(2,810)	11,403
Transfers between funds	21	(21,722)	21,722	-
Net movement in funds		(7,509)	18,912	11,403
Funds brought forward as at 1 April 2023		1,953,921	1,450,036	3,403,957
Funds carried forward as at 31 March 2024		1,946,412	1,468,948	3,415,360

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £11,403 (2023: Net movement in funds of £642,715).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

3. Income: Donations and legacies

	Unrestricted	Restricted	Total	Total
	£	£	2025	2024
			£	£
Marjorie Coote Old People's Charity	10,000	-	10,000	10,000
Sheffield Town Trust	1,500	-	1,500	2,500
James Neill Trust Fund	2,000	-	2,000	2,000
Church Burgesses Trust	10,000	-	10,000	5,000
Naomi Cohen	-	-	-	540
David Blunkett Foundation	-	-	-	2,000
Various donations for Awards event	-	-	-	1,725
Sundry donations	155	87	242	58
	<u>23,655</u>	<u>87</u>	<u>23,742</u>	<u>23,823</u>

4. Income from charitable activities: analysis by activity

This income can be analysed over the following activities:

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2025	2024
Core Services and accommodation	400,293	35,470	435,763	464,825
Volunteer Centre	45,173	174,883	220,056	500,532
Health and Wellbeing	226,856	1,838,504	2,065,360	625,889
Professional Services	99,138	-	99,138	93,059
Training and Development	-	329,549	329,549	279,191
Partnership Projects	790	540,161	540,951	1,333,117
Total	<u>772,250</u>	<u>2,918,567</u>	<u>3,690,817</u>	<u>3,296,613</u>

An analysis of the sources of this income is shown in note 5.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

5. Income from charitable activities: analysis by funding source

	2025	2024
	£	£
Sheffield City Council – Voluntary Sector/revenue grants	161,930	162,930
Sheffield City Council – Other Funding		
- Healthwatch	225,776	209,952
- Sheffield Healthy Activities Fund	13,564	7,854
- Food co-ordination	24,000	-
- Community Champions	-	315,400
- Changing Futures	-	25,000
- Shared Prosperity fund	102,000	123,060
- Better Support	47,282	-
- ESF/SPF Employment project	44,759	40,054
- SPRING	415,000	391,793
- Sheffield Youth Alliance	6,000	-
- Help Yourself	-	6,981
- Refugee Project	-	53,471
Sheffield Teaching Hospitals	-	97,900
South Yorkshire Integrated Care Board	1,651,673	111,188
Sport England (via Sheffield Hallam University) - Move More Empowering Communities	69,070	9,919
National Lottery Community Fund - Restricted funds:		
- New Beginnings Project (Ref. 20222935)	146,196	32,134
- Diabetes Action Hub (Ref. 20210300)	80,308	107,957
- Emerging Leaders Programme (via BAMER COVID-19 Action Group)	50,000	-
- Sheffield Youth - Neighbourhoods and Communities (SY-NC) (Ref. 20106886)	84,712	172,404
Esmee Fairbairn SY-NC	34,449	63,799
South Yorkshire Community Foundation	10,000	10,000
Great Places Housing Association	10,000	-
University of Sheffield	5,096	-
Other grants less than £5,000	7,287	1,060
Asylum and Migration Integration Fund	-	700,121
SACMHA	-	40,300
Dept of Culture Media and Support	-	2,500
Care Quality Commission	-	5,000
Harrogate and District NHS Foundation Trust	-	20,000
Ignite Imaginations	-	23,750
NAVCA	-	5,000
The Circle – Rental income / room hire / conferencing	381,655	403,709
Chargeable services / sundry income	120,060	153,377
	3,690,817	3,296,613

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

6. Investment income

Surplus balances on the current account were invested in a succession of fixed-term (30 day) deposit accounts. The interest earned on these accounts totalled £32,685 (2024: nil).

7. Costs of raising funds	2025	2024
	£	£
Staff costs	12,116	11,625
Other costs	620	552
	12,736	12,177

8. Expenditure on charitable activities

Support costs totalling £251,662 (2024: £265,624) have been allocated across activities. Costs have been allocated either on the basis of time spent by the departments in supporting the activities, or other usage of the service.

	2025	2024
	£	£
Finance	36,497	36,526
Human Resources	34,388	30,365
ICT internal services	24,335	32,308
Executive management and administration	156,442	166,425
	251,662	265,624

Expenditure can be analysed over the following activities:-

	Activities undertaken directly	Activities undertaken by partners	Support costs	Total 2025	Total 2024
	£	£	£	£	£
Core services and Accommodation	490,967	-	251,662	742,629	878,267
Less: Support costs recharged to projects	(169,427)	-	(220,098)	(389,525)	(397,488)
	321,540	-	31,564	353,104	480,779
Volunteer Centre	244,925	92,500	43,723	381,148	422,560
Health and Well-being	535,887	185,372	90,171	811,430	897,421
Professional Services	77,769	-	14,796	92,565	98,022
Training and Development	303,398	3,830	40,948	348,176	332,064
Partnership Projects	150,585	457,352	30,460	638,397	1,066,010
	1,634,104	739,054	251,662	2,624,820	3,296,856

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

9. Governance costs	2025	2024
	£	£
Staff costs	32,133	32,435
Related office costs	1,241	1,103
Audit	13,000	12,600
	46,374	46,138
	2025	2024
	£	£
10. Net income/(expenditure) for the year is stated after charging:		
Auditor's remuneration	13,000	12,600
Operating lease rentals in respect of equipment and vehicles	1,628	1,763
Depreciation of fixed assets	31,000	31,000
	2025	2024
	£	£
11. Interest payable		
Bank loans/mortgage	25,830	32,136
	2025	2024
	£	£
12. Staff costs and employee benefits		
Wages and salaries	1,220,028	1,243,464
Social security costs	105,520	103,122
Pension contributions – current service	69,241	71,782
Pension contributions – scheme deficit (see note 14)	5,085	6,102
	1,399,874	1,424,470

The average number of employees during the year was 55 (2024: 58).

No employee earned more than £60,000 per annum (2024: nil).

Wages and salaries includes £10,571 of redundancy costs relating to two employees (2024: nil).

13. Trustees, key management personnel remuneration and expenses and related party transactions

None of the trustees receive any remuneration in respect of their role as director/trustee of VAS. Travel expenses of £13 were paid during the year (2024: nil). No trustees received payment in respect of training and consultancy (2024: nil).

Several VAS trustees are also employees or trustees of VAS member organisations to which VAS provides various services including payroll services and rent/room hire. The charges for these services are relatively small and always on normal commercial terms. One trustee, James Lock, is a director and shareholder of Opus Independents that provided services to a value of £214 (2024: £3,960). James is also an entrepreneur in residence for Sheffield Hallam University (SHU). VAS received £54,108 funding for the Move More project via SHU (2024: nil). VAS paid SHU £13,621 for evaluation work on our Diabetes Action Hub project (2024: £nil).

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

13. Trustees, key management personnel remuneration and expenses and related party transactions (cont.)

Two trustees, Joanne Arch and Ruth Brown work for the NHS in Sheffield, from whom VAS receives funding as detailed in the notes above. No sponsorship was received from NHS bodies because there was no awards event held in the period (2024: £20,000). None of the Trustees have authority or influence over the funds given to VAS.

One trustee, David Bussue is an employee of SACMHA which received £10,000 in funding from the Community Champions project, a £2,400 Reflective Support grant, £8,125 from our Diabetes Action Hub project and £400 from our Mental Health First Aid project. (2024: £20,000 Community Champions and £1,500 funding to attend various workshops and £1,000 grant to contribute to a piece of work that Healthwatch carried out on end of life care). VAS did not receive any grant from SACMHA for our Autism Waiting lists project (2024: £40,300). One trustee, Safiya Saeed is the project manager of Reach Up Youth which received £58,262 from our SYNC project, £4,000 from our Reflective Support project and £500 from our DCMS project. (2024: £17,640 HAF funding, £45,462 funding from the SYNC project, a £1,000 Collaborative Conversations grant, a £1,000 Long Covid grant, a £500 Cost of Living grant and £250 to attend Diabetes meetings). Safiya is currently the Lord Mayor of Sheffield City Council (SCC), from whom VAS receives funding as detailed in the notes above. VAS paid SCC £9,524 as part of our Move More project, £11,000 as part of our Food Project and £300 from our Healthwatch project (2024: £4,762 from Move More). No sponsorship was received from SCC for an awards event (2024: £5,000). Safiya has no authority or influence over the funds given to VAS. Another Trustee, Tim Furness, is a Trustee of Age UK Sheffield. VAS received no funding from Age UK Sheffield (2024: £2,500). Age UK received £420 for training delivered as part of our Building Thriving Communities project (2024: £30,575 as a partner in our Stroke project). One Trustee, Ahmed Mohamed is the CEO of Infinite Skills which received £4,554 for CPD training delivered as part of our SYNC project (2024: £2,673). Another trustee, Siobhan Laird, is also a trustee of Sheffield and Rotherham Wildlife Trust who received a £1,000 grant for a Green Social Prescribing project (2024: £nil). During the period, trustees made no financial donations to the charity (2024: £1,000)

VAS Chief Executive, Helen Sims, is a non-executive Director of South Yorkshire Climate Action which received no funding in the period (2024: £1,450 funding from the Collaborative Conversations project). One member of the senior management team, Lloyd Samuels, is also an employee of ZEST which received £10,000 in funding from Community Champions (2024: £20,027). Another member of the senior management team, Helen Steers, is a trustee of Citizens Advice Sheffield which received £116,036 from VAS as part of the SPRING consortium (2024: £181,720). Another member, Paul Harvey, is Co-chair of ASSIST Sheffield which received a £4,000 Reflective Support grant (2024: £nil).

The total amount of employee benefits received by key management personnel is £400,814 (2024: £382,562). The Trustees consider key management personnel to comprise: Chief Executive Officer, Director of Operations, Director of Strategic Partnerships, Head of Finance, Buildings and Facilities Manager, Head of Volunteering, Head of Programme and Project Inclusive Practice Development, Head of VCS Partnerships and Opportunities, Healthwatch Chief Officer and SY-NC Strategic Lead.

14. Pension costs

VAS makes payments on behalf of employees into individuals defined contributions pension schemes. The assets of these schemes are held separately from those of VAS in independently administered funds. The pension cost charge in the statement of financial activities represents contributions payable by VAS to the funds and amounts to £74,326 (2024: £77,884). £5,085 of the contributions in 2025 related to the deficit on the Pensions Trust scheme (see note 27) (2024: £6,102). Contributions of £7,958 were due at the year-end (2024:£8,955).

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

15. Taxation

As a charity, VAS is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

16. Tangible assets

	Long Leasehold land and building £	Computer equipment £	Other fixtures £	Total £
Cost				
At 1 April 2024	4,305,888	30,540	177,963	4,514,391
Disposals	-	-	-	-
At 31 March 2025	<u>4,305,888</u>	<u>30,540</u>	<u>177,963</u>	<u>4,514,391</u>
Depreciation				
At 1 April 2024	2,432,888	30,540	177,963	2,641,391
Charge for the year	31,000	-	-	31,000
At 31 March 2025	<u>2,463,888</u>	<u>30,540</u>	<u>177,963</u>	<u>2,672,391</u>
Net Book Value				
At 31 March 2025	<u>1,842,000</u>	-	-	<u>1,842,000</u>
At 31 March 2024	<u>1,873,000</u>	-	-	<u>1,873,000</u>

17. Debtors

Debtors falling due within one year	2025 £	2024 £
Trade debtors	82,694	202,356
Prepayments	21,667	19,583
Grants receivable	1,509,615	20,842
Other debtors	190	195
	<u>1,614,166</u>	<u>242,976</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

18. Creditors: amounts falling due within one year

	2025	2024
	£	£
Bank loan	87,215	80,767
Pension scheme deficit contributions	3,806	4,988
Trade creditors	59,342	27,657
Accruals	131,677	104,542
Deferred income – income received in advance (see note (a) below)	27,745	23,875
Tax and social security	26,009	24,408
Staff holiday accrued	21,775	18,152
	357,569	284,390

The bank loan is secured on freehold land and buildings of the company over 10 years from February 2018, at a rate of 3% over Unity Trust Bank's base rate, subject to a minimum rate of 3%.

(a) Deferred income:

Tenant rent deposits	15,632	16,754
Contract income	11,671	6,679
Other	442	442
	27,745	23,875

19. Creditors: amounts falling due after more than one year

	2025	2024
	£	£
Bank loan	195,745	282,997
Pension scheme deficit contributions	6,861	-
	202,606	282,997

Bank loan maturity analysis:

In less than one year	87,215	80,767
In more than one year but not more than two years	94,166	86,997
In more than two years, but not more than five years	101,579	196,000
	282,960	363,764

See note 27 for details of the pension deficit payments.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

20. Restricted funds	Balance at 01/04/24	Income	Expenditure	Transfers	Balance at 31/03/25
Core					
Support Services	-	25,470	5,350	-	20,120
Thriving VCF Group	990	-	-	-	990
Collaborative Conversations	3,285	-	3,285	-	-
Voice & Leadership	14,000	10,000	12,500	(9,000)	2,500
Cohesion Sheffield	5,339	-	-	-	5,339
	23,614	35,470	21,135	(9,000)	28,949
Volunteering					
Volunteer Centre	3,670	554	1,280	-	2,944
Refugee & Asylum Seekers New Beginnings project	66,436	174,416	187,276	-	53,576
Community Champions	160,904	-	124,151	-	36,753
Community Makers	9,698	-	2,041	-	7,657
	240,708	174,970	314,748	-	100,930
Health and Wellbeing					
Healthwatch	40,090	44,065	68,306	-	15,849
VCS Infrastructure support	7,844	58,480	55,093	-	11,231
VAS Long Covid	37,313	-	26,404	-	10,909
People Keeping Well	19,585	44,300	32,366	14,000	45,519
Autism support	84,290	50,000	49,227	-	85,063
Move More Empowering Communities	-	69,070	69,070	-	-
Diabetes Action Hub	51,244	80,308	131,552	-	-
Changing Futures	9,372	-	3,693	-	5,679
This Is Us	-	1,445,000	1,229	-	1,443,771
Better Support	-	47,282	8,445	-	38,837
Health Education England	170,443	-	159,254	213	11,402
	420,181	1,838,505	604,639	14,213	1,668,260
Training and Development					
Lunch Club Referral Service	-	28,188	26,045	-	2,143
Development Team	3,000	120,023	127,068	4,045	-
Emerging Leaders Programme	-	50,000	14,002	-	35,998
Food Network Co-ordination	33,466	29,338	27,972	168	35,000
Shared Prosperity Fund	113,759	102,000	98,732	-	117,027
Holiday Activities and Food	72,052	-	54,356	-	17,696
	222,277	329,549	348,175	4,213	207,864
Partnership Projects					
SPRING	333,201	415,000	429,190	(5,000)	314,011
Sheffield Youth Neighbourhoods and Communities (SYNC)	228,967	125,160	208,417	-	145,710
	562,168	540,160	637,607	(5,000)	459,721
	1,468,948	2,918,654	1,926,304	4,426	2,465,724

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

20. Restricted funds (continued)
Prior Year restricted funds – for comparison

	Balance at 01/04/23	Income	Expenditure	Transfers	Balance at 31/03/24
Core					
Awards Ceremony	2,053	3,725	5,778	-	-
Thriving VCF Group	990	-	-	-	990
Collaborative Conversations	33,875	-	30,590	-	3,285
Voice & Leadership	14,000	10,000	20,000	10,000	14,000
Cohesion Sheffield	6,131	-	792	-	5,339
	57,049	13,725	57,160	10,000	23,614
Volunteering					
Volunteer Centre	3,860	-	190	-	3,670
Refugee & Asylum Seekers New Beginnings project	57,320	115,084	105,968	-	66,436
Community Champions	73,542	315,400	228,038	-	160,904
Community Makers	10,064	24,290	24,656	-	9,698
	144,786	454,774	358,852	-	240,708
Health and Wellbeing					
Healthwatch	70,779	58,900	89,589	-	40,090
VCS Infrastructure support	129,854	53,500	175,510	-	7,844
VAS Long Covid	78,238	-	40,925	-	37,313
People Keeping Well	12,489	44,300	37,204	-	19,585
Autism support	76,293	96,361	88,364	-	84,290
Move More Empowering Communities	-	9,919	9,919	-	-
Diabetes Action Hub	69,996	107,957	126,709	-	51,244
Changing Futures	416	25,000	16,044	-	9,372
Health Education England	243,000	20,000	92,557	-	170,443
	681,065	415,937	676,821	-	420,181
Training and Development					
Lunch Club Referral Service	-	28,188	32,091	3,903	-
Development Team	11,191	132,342	163,644	23,111	3,000
Food Network Co-ordination	69,000	-	41,867	6,333	33,466
Shared Prosperity Fund	20,000	110,000	16,241	-	113,759
Holiday Activities and Food	150,259	15	78,222	-	72,052
	250,450	270,545	332,065	33,347	222,277
Partnership Projects					
SPRING	21,953	1,096,914	782,041	(3,625)	333,201
Sheffield Youth Neighbourhoods and Communities (SYNC)	294,733	236,203	283,969	(18,000)	228,967
	316,686	1,333,117	1,066,010	(21,625)	562,168
	1,450,036	2,488,098	2,490,908	21,722	1,468,948

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

20. Restricted funds (continued)

Core - Funding to support core running costs.

All of the other restricted funds relate to specific projects being undertaken by VAS. The projects are shown separately, but categorised into the main activities of VAS. Details of many of these projects are given in the Trustees' Annual Report.

Those restricted projects that are believed to need further narrative to explain what services they provide are detailed below. More information can be found on our website (www.vas.org.uk).

<u>Project</u>	<u>Service</u>
<i>Healthwatch Sheffield</i>	Established 1 April 2013 as part of the Government health reforms, to strengthen the patient, service user and public voice in shaping health and social care services. Gives citizens and communities a stronger voice to influence and challenge how health and social care services are provided in their locality.
<i>SPRING</i>	A collaboration of six organisations helping refugees settle into the local community. It is funded by the Asylum Migration and Integration Fund.
<i>Changing Futures</i>	A government funded programme aiming to improve outcomes for adults experiencing multiple disadvantage – including combinations of homelessness, substance misuse, mental health issues, domestic abuse and contact with the criminal justice system.
<i>Community Makers</i>	A project funded by Arts Council England (via Ignite Imaginations) to promote volunteering within the creative arts sector in Sheffield.
<i>Collaborative Conversations</i>	This project aims to create a common way of having meaningful conversations about what happens in our city. This will support local people to collaborate on decisions that affect their lives and create action that really matters.
<i>Shared Prosperity Fund</i>	A three-year government funding stream that replaces European Structural and Investment Funds. The fund aims to improve pride in place and increase life chances across the UK by investing in communities and supporting local businesses, people, and skills.

21. Transfers between funds

There were transfers of £4,426 between restricted and unrestricted funds during the year (2024: £21,722). These represent unrestricted funds applied to restricted projects.

VOLUNTARY ACTION SHEFFIELD
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FOR THE YEAR ENDED 31 MARCH 2025

22. Designated funds

The unrestricted funds of the Charity include the following designated funds which have been set aside out of unrestricted funds by the Board of Trustees for specific purposes:-

	Balance at 01.04.24 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.25 £
Fixed assets	1,504,248	-	-	44,125	1,548,373
Consortium Service funds	14,225	(14,225)	-	-	-
IT infrastructure and equipment fund	15,030	-	(4,546)	-	10,484
Healthwatch	20,399	-	-	20,065	40,464
Circle Redevelopment Fund	4,099	-	(4,099)	56,500	56,500
	<u>1,558,001</u>	<u>(14,225)</u>	<u>(8,645)</u>	<u>120,690</u>	<u>1,655,821</u>

Prior Year designated funds – for comparison

	Balance at 01.04.23 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.24 £
Fixed assets	1,456,554	-	-	47,694	1,504,248
Consortium Service funds	14,225	-	-	-	14,225
IT infrastructure and equipment fund	20,387	-	(12,875)	7,518	15,030
Healthwatch	31,048	-	(10,649)	-	20,399
Circle Redevelopment Fund	19,933	-	(15,834)	-	4,099
Strategic Review fund	12,000	-	(12,000)	-	-
	<u>1,554,147</u>	<u>-</u>	<u>(51,358)</u>	<u>55,212</u>	<u>1,558,001</u>

Fixed assets are funds which represent the net book value of the fixed assets (£1,842,000) less the amount outstanding on the mortgage relating to the building (£282,960) and the amount committed to eliminating the deficit on the pension fund (£10,667). See note 27 for more details of the pension deficit payments.

Consortium Service funds are funds donated to Voluntary Action Sheffield by Sheffield Cubed as part of the agreement to transfer a significant proportion of their undertakings to VAS. The Board have decided to un-designate these funds to reflect the partnership work already done by VAS.

IT infrastructure and equipment fund is a fund to cover the cost of new/updated databases identified by the Trustees as required to improve the communication facilities at VAS.

Healthwatch is funds set aside to cover additional staff costs for the Healthwatch function.

Circle redevelopment fund is a fund set up to cover the cost of developing facilities at The Circle in order to continue to attract room hire customers.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

23. Analysis of Charity funds balances between net assets as at 31 March 2025

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,842,000	-	1,842,000
Current assets	549,704	107,448	2,575,507	3,232,659
Current liabilities	(156,765)	(91,021)	(109,783)	(357,569)
Creditors: amounts falling due in more than one year	-	(202,606)	-	(202,606)
	<u>392,939</u>	<u>1,655,821</u>	<u>2,465,724</u>	<u>4,514,484</u>

Prior Year analysis – for comparison

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,873,000	-	1,873,000
Current assets	491,694	53,753	1,564,300	2,109,747
Current liabilities	(103,283)	(85,755)	(95,352)	(284,390)
Creditors: amounts falling due in more than one year	-	(282,997)	-	(282,997)
	<u>388,411</u>	<u>1,558,001</u>	<u>1,468,948</u>	<u>3,415,360</u>

24. Statement of movement on unrestricted reserves

	General reserve £	Designated reserves £
Balance at 1 April 2024	388,411	1,558,001
Net movement in fund	4,528	97,820
Balance at 31 March 2025	<u>392,939</u>	<u>1,655,821</u>

25. Obligations under operating leases

At 31 March 2025, the total of future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:-

	2025 £	2024 £
not later than one year	1,588	1,588
later than one year and not later than five years	132	1,720
later than five years	-	-
	<u>1,720</u>	<u>3,308</u>

These payments relate to two photocopiers at The Circle.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

26. Commitments

As at the year end, VAS had capital commitments outstanding of £nil (2024: £nil).

27. Pension costs and liabilities

SCHEME: TPT Retirement Solutions – The Growth Plan

VAS participates in two pension schemes – a defined benefit scheme and a defined contribution scheme. They are both with The Pension Trust (TPT) and are part of their Growth Plan Scheme. The defined benefit scheme is closed to new members and to the accrual of benefit by existing members. The only payments to this scheme therefore relate to the funding deficit, details of which are given below.

Defined Contribution Scheme

For the defined contribution scheme, VAS paid contributions at the rate of 6% during the accounting period and members paid contributions at rates between 1% and 11% during the accounting period. As at the balance sheet date there were 43 (2024: 46) active members of the Plan employed by VAS. VAS continues to offer membership of the defined contribution scheme to its employees.

Defined Benefit Scheme

The defined benefit pension scheme that VAS participates in is a multi-employer scheme which provides benefits to some 521 non-associated participating employers. It is not possible for VAS to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2023. This valuation showed assets of £514.9m, liabilities of £531.0m and a deficit of £16.1m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2025 to 31 March 2028:	£2,100,000 per annum	(payable monthly)
-------------------------------------	----------------------	-------------------

Unless a concession has been agreed with the Trustee the term to 31 March 2028 applies.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

27. Pension costs and liabilities (continued)

Note that the scheme’s previous valuation was carried out with an effective date of 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2022 to 31 January 2025:	£3,312,000 per annum	(payable monthly)
---------------------------------------	----------------------	-------------------

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). The calculation basis that applies to the Growth Plan was amended due to a change in the definition of money purchase contained in the Pensions Act 2011 and therefore Series 3 liabilities have to be included in the calculation of an employer’s debt on withdrawal.

VAS has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2024. As of this date, the estimated employer debt for VAS was £72,075 (2023: £67,235).

The present value of the deficit repayment provision and the rates of discount used are as follows:

	31 March 2025	31 March 2024	31 March 2023
Present value of provision (£)	10,667	4,988	10,677
Rate of discount (% per annum)	4.84	5.31	5.52

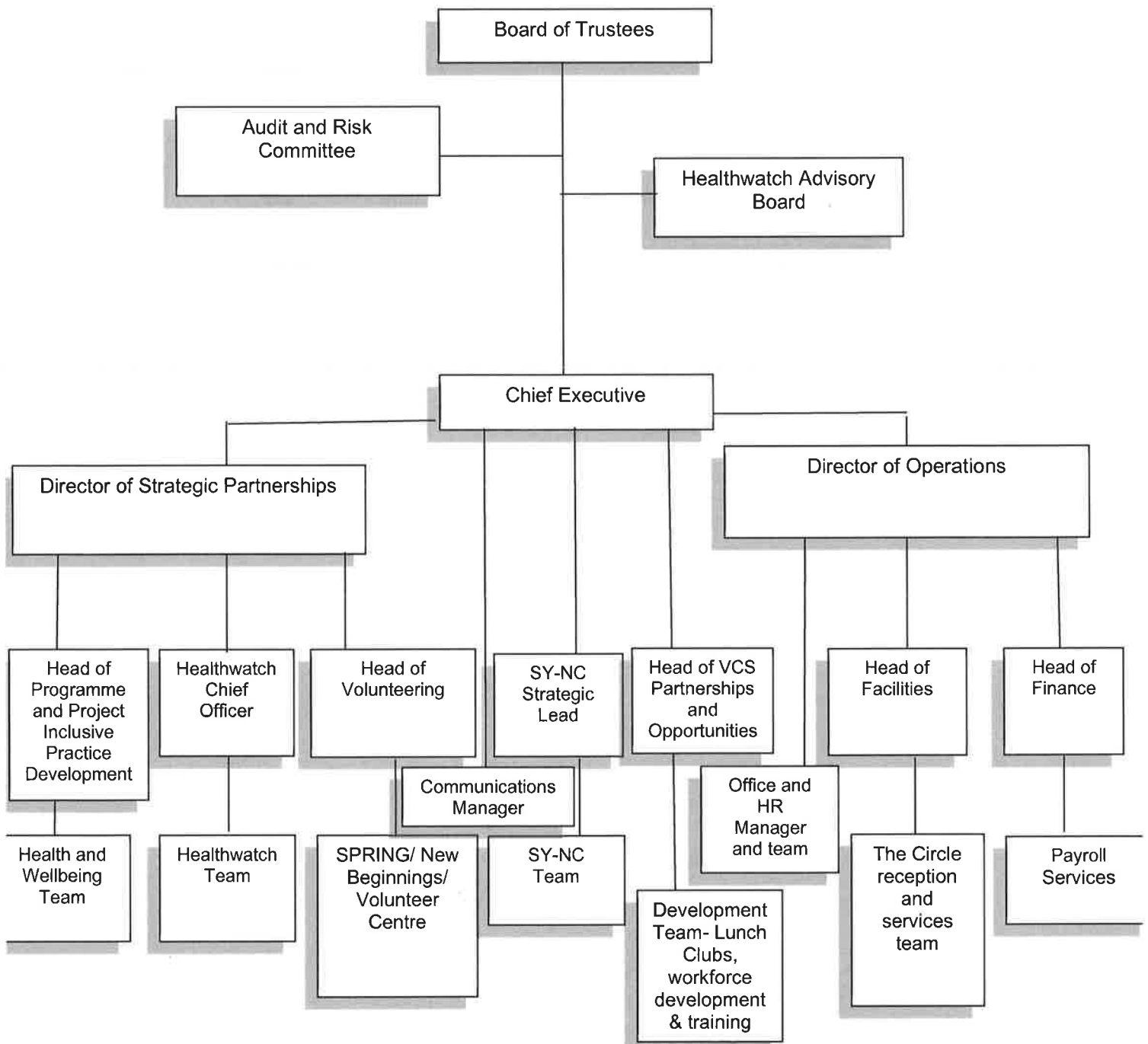
VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

27. Pension costs and liabilities (continued)

Reconciliation of opening and closing provisions

	2025	2024
	£	£
Provision at start of period	4,988	10,677
Unwinding of the discount factor/ impact of any change in assumptions	132	409
Deficit contributions paid	(5,085)	(6,102)
Impact of changes in assumptions	68	4
Amendments to contribution schedule – revised recovery plan	10,564	-
Provision at end of period	10,667	4,988
Disclosed as creditors:		
Due in less than one year	3,806	4,988
Due in more than one year	6,861	-
	10,667	4,988

APPENDIX A – ORGANISATIONAL STRUCTURE 2024/25 as at 31.3.25



VOLUNTARY ACTION SHEFFIELD

England & Wales - Charity number 223007

Accounts

Charity Registration Number: 223007
Company Number: 00215695 (England and Wales)



TRUSTEES' ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31 MARCH 2024

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' ANNUAL REPORT & ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

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VOLUNTARY ACTION SHEFFIELD

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2024

Registered office:

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Telephone: 0114 253 6600
Fax: 0114 253 6601
Web: www.vas.org.uk
Email: info@vas.org.uk

Charity No: 223007
Company No: 00215695
VAT Reg No: 706 1183 63

Honorary officers:

Andy Buck (Chair)
Kay Dickinson (Treasurer)

Other trustees:

James Lock
Uri Rennie
Tim Furness
Peter Wozencroft
Sara Hill (resigned 14th December 2023)
David Bussue
Safiya Saeed
Lucy Ettridge (resigned 14th December 2023)
Joanne Arch
John Hudson
Ruth Brown

'Observer' (non-voting) attendees at the Board:

Joe Horobin (Sheffield City Council)
Lucy Ettridge (NHS Sheffield)

Chief Executive:

Helen Sims

Company secretary:

Helen Sims

Senior Management Team:

Helen Sims, Helen Steers, Sarah Slowther, Marge Wiltshire (until November 2023), Liz Dingle, Rachael West, Paul Harvey, Lucy Davies, Lloyd Samuels.

VOLUNTARY ACTION SHEFFIELD

LEGAL AND ADMINISTRATIVE INFORMATION - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2024

Committees and advisers:

Audit and Risk Committee

Kay Dickinson (Chair for Finance section), Tim Furness (Chair for Strategy and Governance section), Andy Buck, Peter Wozencroft, John Hudson and David Bussue.

Auditor:

BHP LLP
Chartered Accountants
2 Rutland Park
Sheffield
S10 2PD

Bankers:

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors:

Bhayani Law Limited
T/A Bhayani HR & Employment Law
59 Shoreham Street
Sheffield
S1 4SB

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Foreword from the Chair

It is with great pleasure that, on behalf of the board of trustees, I am introducing Voluntary Action Sheffield's trustees annual report and accounts for 2023/24.

The voluntary and community sector (VCS) is an extraordinarily important part of Sheffield. It does so much with and for so many people and communities. It is constantly innovating and improving. It very often spots and engages with really serious issues before others in the city can do so. It reaches everyone in the city – one way or another we all benefit from the VCS.

VAS's purpose is to support the development of the voluntary and community sector so that it is sustainable and brings about positive social change. We do this in four main ways and in this report describe the work we undertook in 2023/24, which we have summarised in this foreword.

Leadership and advocacy

Celebrating Sheffield's voluntary and community sector at our Community Awards in November 2023.

Representing and advocating for the VCS within over 40 of the city's key governance and partnership arrangements.

Celebrating ten years of Healthwatch Sheffield which provides advocacy and independent voice.

Targeting our resources to underserved communities through organisational support and workforce development.

Supporting organisations and groups

Supporting nearly 200 groups to develop and improve.

Supporting all the city's lunch clubs.

Providing professional payroll services to over 130 clients.

Supporting groups providing holiday activities and food.

Providing managed workspace to 14 organisations and conference and meeting facilities which have been used by over 170 organisations.

Volunteering

Running Sheffield's Volunteer Centre.

Providing face to face advice and support to prospective volunteers.

Developing volunteering pathway support as a route to employment and skills.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Partnership

Hosting Sheffield Youth – Neighbourhoods and Communities, developing three core delivery hubs.

Leading the Sheffield Youth Leadership pilot programme Power of Shape.

Hosting a range of partnerships projects demonstrating new approaches to community-led support.

Developing the Community Champions programme.

Hosting SPRING, which is the key source of support to newly approved refugees.

Hosting New Beginnings, which supports refugees into volunteering and employment.

All these fantastic programmes are made possible by the first-class leadership and management provided by our chief executive and senior managers; the amazing work of our 58 paid staff and 74 volunteers; making very good use of our premises, The Circle; careful financial management and successful fundraising, which have maintained our sound financial position; and drawing upon all our knowledge and skills.

The year was also one tinged by tragedy and sadness. Marge Wiltshire, our much-loved head of human resources, who was one of our longest-serving members of staff, died in December after a short illness. Our former employee and highly regarded community activist Chris Marriot was killed in a terrible incident in December. They both made outstanding contributions to VAS, the VCS and the city, and are much missed.

The board of trustees has sought maintain a high standard of governance, including ensuring that we have sound systems of financial management, internal control and risk management.

We hope you will agree that 2023/24 was a successful and effective year for VAS. We are always seeking to improve and welcome feedback to help us do so.

Looking ahead, we have refreshed our vision, purpose, values and priorities, which are, we hope, fit for the future. We are hopeful that the next few years will see new opportunities to tackle some of the most important challenges in Sheffield – including poverty and inequality; social justice; the climate crisis; better health and wellbeing; and better health and care services. We very much look forward to working with you all to rise to these and all the other challenges the city faces.

Lastly, I wanted to say “thank you” – to all our staff and volunteers; to the people in all the organisations who work with and support us; to all our funders; and to my fellow trustees.

Thank you.

Andy Buck

Chair of the Board of Trustees

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Strategy and Delivery

Our work in 2023-24 delivered our vision that people work together to make a vital and growing contribution to the quality of life in all of Sheffield's communities.

We focussed on our 4 strategic priorities:

1. Provide leadership and advocacy for the Voluntary and Community Sector (VCS), and support people and organisations to speak up and be influential;
2. Support organisations and groups to fulfil their purpose;
3. Encourage and support people to volunteer, and support organisations to offer great volunteering opportunities;
4. Work in partnership, bringing people and organisations together to optimise their impact.

We enabled our priorities by making the very best use of our people, money, facilities and knowledge.

Financial statements preparation

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019.

Public benefit

The Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of the activities we carried out to deliver a public benefit are described in this report.

Outcomes in 2023-24

We sustained our focus on our four strategic priorities, giving particular emphasis to tackling poverty and elevating the needs of the most vulnerable or marginalised groups, achieving greater equity by focussing our work and resources.

Alongside our programme of delivery work, we undertook a strategic review of the organisation with an independent facilitator, revisiting our purpose, values and enablers. The outcome of this work is covered later in this report.

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FOR THE YEAR ENDED 31 MARCH 2024

We led and advocated for the VCS and supported people and organisations to speak up and be influential.

We celebrated and recognised the efforts and value of VCS leaders, staff and volunteers in Sheffield through a fantastic Voluntary Sector Awards night.

Our incredibly successful Sheffield Community Awards event in November 2023 was attended by 350 people from all sectors in the city. This was our first awards event since 2018 and elevated the work and stories of brilliant community organisations and heroes. We would like to thank our sponsors, Sheffield City Council, Sheffield Health and Care Partnership, the Sheffield Teaching Hospitals, Sheffield Children's and Sheffield Health and Social Care NHS Foundation Trusts, the Blunkett Family and Arches Housing Association for enabling our celebration.

We received over 400 individual award nominations, and BBC Radio Sheffield's Paulette Edwards hosted a glittering night. Coverage of the awards made the local press and social media. It was a vibrant, diverse and quality event and we have had positive feedback about how important it was to re-launch the awards for the first time since the pandemic.

We targeted our support to improve race equality in Sheffield.

Building Thriving Communities: Tackling inequality

The Sheffield Race Equality Commission heard clear evidence in 2021 that many VCS organisations from marginalised communities have been underserved by infrastructure support. In response to these findings, we committed resources to focus on greater outreach and developing more inclusive support. Our focussed outreach to community of interest organisations has successfully widened our network, whilst connecting organisations to our existing partnership work as well as forging new opportunities.

In 2023 we identified an opportunity to provide greater support to the most marginalised organisations in the city. Identifying a range of sustainability and resilience needs throughout the cost-of-living crisis, we have directed funding from the UK Shared Prosperity fund, coordinated by Sheffield City Council, in a programme called Building Thriving Communities.

From September 2023 to March 2024, we targeted 20 marginalised organisations to participate in diagnostic meetings with our Chief Executive and our Engagement Lead to understand their support needs.

At the end of March 2024, ten organisations have been matched with consultants and intensive support identified and delivery is underway. The type of support being offered to organisations includes:

- Funding searches and expressions of interest to specific funders for capital works and building repairs.

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- An expression of interest to Children in Need for longer term core funding support (to be supported by bid writing skills).
- Legal support with changes to articles of association.
- Training to a community interest company board of directors in roles and responsibilities and appointment of staff.
- Business planning support.
- Application for Heritage Lottery funding for a building survey and assistance with capital grant funding for roof repairs.

We are receiving positive feedback from VCS organisations about the support they received, especially having a named contact and being given time to go through the challenges they face. We are also exploring the role of mentoring in supporting leadership.

We created new spaces and connections so that people from different communities can have their say and influence decision making directly.

Collaborative Conversations

We know that there are better outcomes for our city when local voices are heard, particularly when we hear from people who are underserved and overlooked.

In 2022 Sheffield City Council commissioned us to coordinate work to develop targeted community insight to form one part of a wider community and stakeholder engagement plan for the Sheffield City Goals.

We launched Collaborative Conversations in autumn 2022. The purpose was to work with trusted community leaders, to define the conditions and approach we would like to see, and to bring together local people, charities and decision-makers.

Much of the delivery of the project was through spring and summer 2023 when we:

- Learned from Sheffield's VCS about their insight and learned about what local people want.
- Worked with organisations to co-create an approach to building collaboration. The output was a set of guiding principles.
- Funded 17 diverse community organisations to test their approach in real time to hold the conversations that mattered to them and identify issues that they wanted to raise about our city and feed them into the City Goals development process.
- Developed audio material to convey the key messages from collaborative conversations, which was listened to by the City Goals steering group at an early design workshop.
- Identified many Collaborative Conversations leads to become stewards in the overall City Goals work.

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At the end of the summer, we brought together Collaborative Conversations partners to value the events and learn from their delivery. We curated the contents of conversations including visual and audio material into a display in the gallery at The Circle.

Somali Health Professional Network

We worked in partnership with Councillor Safiya Saeed (who is also one of our trustees) and members of the Health and Care Partnership to support a 'collaborative conversation' event to launch this new network.

Staff and volunteers from the Somali community working in the South Yorkshire Health and Care system were invited to the event, together with representatives from the Sheffield Health and Social Care, Sheffield Teaching Hospitals and Sheffield Children's NHS Foundation Trusts and Sheffield City Council. The network aims are to foster professional growth and development, provide career opportunities, offer mentorship and support, and facilitate and promote advocacy and visibility. From the event we have already seen some excellent connections formed and follow up action with connections made between senior health and care staff and members of the network.

We passed power to people through challenging and adapting leadership structures and supporting people with their own leadership profile.

Power of Shape

Female youth leadership was designed by young women, for future leaders and funded by Sheffield City Council as part of the capacity building programme for the Department for Education's Holiday Activities and Food Programme. We commissioned two youth leadership training programmes from grass roots youth organisations in Burngreave and Fir Vale.

Saalik Youth Project in Fir Vale and ReachUp Youth in Burngreave were commissioned to lead the design and delivery of the girls and young women's youth leadership programme.

This programme supported girls and young women on their leadership journey to identify, develop and support their skills and confidence through a bespoke and tailored programme that included formal training, experience days and visits, and mentoring and support. Being trusted organisations, they were able to centre the impact and legacy of this work with the girls and young women themselves, where the girls and young women were the role models, influencers and facilitators of change.

At the start of the project, the girls and young women said they wanted a programme that was fun, would help to build relationships, provide new experiences, build confidence and self-esteem, challenge them and provide new skills, and be held in a safe space for discussions to test each other.

The youth leadership sessions began in June 2023, with young people engaged throughout summer and autumn. All participants were aged between 13 and 27, including volunteers.

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Empowerment was at the heart of this work on all aspects of delivery, for example, Saalik Youth Project ensured that alongside the learning, the participants managed the budget, which included allocating the amount for trips, residential, snacks and meals. The participants went to a residential with new and challenging experiences, such as staying away from home for the first time, doing activities such as high ropes, abseiling, leap of faith and not using phones after a certain time. The programme also included participants reading a self-learning book together in a book club.

The programme resulted in some great outcomes from over 1,600 hours of attendance across the two projects, including 25 young leaders trained in key skills, including first aid through the formal workshops and training sessions held.

In Saalik Youth Project the girls and young women also participated in Healthwatch workshops, resulting an article for Healthwatch Speak Up programme with valuable feedback around health and the young Pakistani community.

ReachUp Youth have delivered an amazing variety of workshops from wellbeing and yoga through to setting and managing your personal boundaries.

Many of the girls and young women graduating from Power of Shape have gone on to volunteer and lead community activities.

[We provided the Healthwatch Sheffield service](#)

Over the past 10 years we have developed Healthwatch Sheffield (HWS) as an anchor organisation, a centre of excellence and enabler of citizen voices and influence, growing and empowering impact across the city.

Healthwatch Sheffield continued to build relationships with people through the provision of a high-quality information and advice service, providing people with a trusted route to find the support they need.

The service has developed its reach significantly over the last five years. Our full time Information and Advice officer role means we take our information out into community settings, and work with groups to co-design and develop our resources in response to their needs.

Strategic relationships are critical to HWS and enable us to inform and influence decision makers with research and user insights about new and emerging needs, all vital for improving services.

We have established relationships to influence across Sheffield and South Yorkshire through:

- Active membership of the Sheffield Health and Wellbeing Board, and the Sheffield Health and Care Partnership (HCP) board.
- Our valued role in the Sheffield Adult Health Scrutiny committee.
- Representation of the South Yorkshire Healthwatches on the NHS South Yorkshire Integrated Care Board (ICB) and the Experience and Involvement sub-committee.

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- Chairing the Health and Care Public Forum (Sheffield) which supports the Sheffield HCP to achieve its vision, providing insights and guidance from patients', service users', carers', and relatives' perspectives. It influences and improves patient and public involvement plans, shaping how services are designed, delivered, funded and coordinated.

Highlights from the last year include:

Providing advice and information about access to local care services. 606 people were supported by our individual advice service (one to one support in person, by phone or by email). 4,358 people came to us for information and advice (including people who accessed information articles on our website or on social media).

Understanding experiences and needs: palliative and end of life care. We worked with the South Yorkshire Integrated Care Board to inform their South Yorkshire plan for palliative and end of life care. Through a survey, one to one interviews and groups we heard from around 250 people. We worked with the Hadfield Institute and SACMHA to help extend reach into underserved communities, work which was also supported by our Engagement Lead officer.

Involving people in shaping services: In spring 2024 Healthwatch Sheffield spoke to over 300 individuals about their experiences of health and care, with a focus on hearing from underrepresented and minoritised communities. This work was to inform the development of the NHS South Yorkshire Joint Forward Plan, and their Start with People Strategy. Healthwatch in Rotherham, Barnsley and Doncaster also did this work and, as a result, the NHS has views from across the area to help them understand what is important to people and patients in South Yorkshire.

We continued to fund #SpeakUp Grants with local VCS organisations. Micro grants enable groups to plan and host conversations and events with their communities to explore health and care topics that matter to them.

In March we published Saalik Youth Project's #SpeakUp report exploring the experiences of young Pakistani Muslims living in Sheffield. For this project, Saalik Youth Project spoke to 26 young people: 11 boys and young men aged 16-20, and 15 girls and young women aged 13-26. They talked about their experiences of healthcare services in Sheffield, and the ways they access information about health - through friends and family, online services, and social media.

Celebrating ten years of Healthwatch Sheffield

VAS has delivered Healthwatch Sheffield since it was first established in 2013. It is an integral part of the services we deliver for the people of Sheffield. In September 2023 we celebrated 10 years as the independent champion for people using health and care services in the city.

The celebration at The Circle was well attended and supported by a huge number of volunteers, staff and partners, past and present. The recent independently facilitated review of Healthwatch, which

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TRUSTEES' ANNUAL REPORT

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was held to inform the future commissioning of the service, also gave an extremely positive account of “*the value of Sheffield Healthwatch and crucially how Sheffield Healthwatch are meeting the Quality Standards as well as collaborating to influence change for individuals*”.

Our favourite part of the celebration event was presenting certificates to thank long-serving volunteers, many of whom have been with Healthwatch Sheffield for the whole ten years.

We worked to influence the adequacy, consistency, and breadth of investment available to the VCS in the city across a range of stakeholders and ensure that VCS representatives can participate in the planning associated with future investment in partnership work.

Influencing policy nationally, regionally and locally

In June 2023 we shaped and helped run a policy school that was held in Sheffield for national policymakers from the Department of Culture, Media and Sport. A week of activities focussed on addressing a policy question and helped participants understand a range of dynamics and issues that contribute to them developing policy skills that support delivery of the right policy outcomes for communities.

We are building more direct conversations between community leaders and decision makers, convening discussions to shape policy and investment to enable more robust and responsive decision making. This has included bespoke work to better connect the needs of people who face multiple and complex barriers to their wellbeing, for example people who have learning disabilities and the needs of people who are Autistic.

NHS South Yorkshire Integrated Care Board VCSE Alliance

In July 2023, the Chief Executive of VAS took the position of Chair of the NHS South Yorkshire Integrated Care Board Voluntary Community and Social Enterprise sector Alliance (SY ICB VCSE Alliance).

In this role we have contributed to key initiatives including:

- **State of the sector survey** - we launched a 2023-24 state of the sector survey in September 2023. Working in partnership with colleagues at Sheffield Hallam University and the partners of the SY ICB VCSE Alliance (Voluntary Action Rotherham, Voluntary Action Barnsley, Doncaster CVS and South Yorkshire Community Foundation) an online survey was launched to ascertain how VCS organisations are coping with the current environment across a number of indicators. The report and recommendations of this survey will be published in September 2024.
- **Shaping a successful proposal with the ICB and academics** that secured investment from NHS England that is supporting the development of a community research framework to support effective and values-driven community research practice in South Yorkshire.

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- **We are supporting work in the ICB** across a number of focussed areas like children and young people, mental health, acute and primary care and specific action to address health inequity. Our Director of Strategic Partnerships also sits on the Integrated Care Partnership, chaired by the South Yorkshire Mayor.

DHSC Permanent Secretary visit to Sheffield

In February 2024, we met with Chris Wormald, the Permanent Secretary for the Department of Health and Social Care. He visited one of our member organisations along with community leaders, and senior leaders from the statutory health and care system. We contributed thinking to a partnership discussion. He reflected that he took away from the meeting a heightened understanding of the value of community infrastructure, trust-based relationships and equitable investment approaches that value the work of community organisations.

Professor Chris Whitty visit to Sheffield to learn about the health and care challenges of core cities

In March we attended a roundtable meeting with the Chief Medical Officer hosted as part of a day of visits, by one of our community anchor organisations, Zest. Through his visit Professor Whitty had the opportunity to listen to a range of community and city partner perspectives to develop his understanding around some key themes, including: how to realise value from equitable partnerships, the importance of accessible support that wraps around individuals and reachable moments, the value of local community assets and the shift that is required in the future investment model to start reversing entrenched health inequalities.

We supported organisations and groups to fulfil their purpose

We supported groups and organisations to develop skills, knowledge and connections in their workforce to support their impact.

Core development support

We supported 195 diverse VCS organisations to establish, maintain and develop their services and to recruit and properly manage their volunteers. We provided 1:1 support and guidance, signposting to other resources, advice surgeries and other outreach events, and opportunities for organisations to come together in forums and networks.

78% of groups receiving support were small, with incomes below £10k. 22% were new and emerging groups wanting to get organised in order to deliver services for their communities. For those groups we focussed on enabling them to establish solid foundations and be ready to seek funding to support their activities. We provided tools, guidance and support to help them establish clear aims, produce a constitution, open a bank account and develop basic policies and procedures. We then connected them with South Yorkshire Funding Advice Bureau to receive practical funding advice.

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Advice surgeries with South Yorkshire Funding Advice Bureau (SYFAB)

We collaborated with SYFAB to deliver a series of funding and advice surgeries in community venues across Sheffield. These outreach sessions provided an opportunity to support groups locally and in a joined-up way.

Within the year we delivered six surgeries, through which 36 diverse groups benefited from a one-to-one consultation with a SYFAB Funding Advice Officer and a VAS Support Officer.

Feedback showed that groups valued being able to access advice locally and from VAS and SYFAB together. Attending the advice surgery had increased their knowledge and understanding of the support available to them from both organisations and made them more confident to seek support in the future.

Support for Lunch Clubs

35 Lunch Clubs have been supported this year through one-to-one advice and support, information and resources, access to training, and online network meetings for lunch club organisers.

Monthly online network meetings provided the opportunity for lunch club leaders to connect with each other and to benefit from peer support. We have supported these meetings by offering guidance and information and by facilitating discussion on key issues affecting lunch clubs, including the difficulties of accessing affordable transport and of retaining sufficient volunteers to keep services running smoothly.

Our Volunteer Centre Co-ordinator has provided advice and support to lunch clubs about recruiting volunteers, speaking at the network meetings and providing one-to-one support for some individual lunch clubs to access the VAS volunteering platform to advertise their volunteer roles.

Lunch club volunteers have accessed in person first aid training and online food hygiene and allergens training arranged by VAS.

[We connected workforce investment opportunities to respond to workforce development needs of the sector.](#)

We brought together investment from Health Education England and the Holiday Activities and Food programme to employ two training development staff to lead work to develop access to training through the VAS led Frontline Workers Network and the Sheffield Healthy Holidays provider network.

This has resulted in at least 320 frontline workers across more than 100 organisations, receiving accredited training as Mental Health First Aiders, responding to what the VCS has been telling us about the increased complexity and levels of demand that the VCS workforce is supporting.

We have secured investment in the wellbeing of frontline workers in the face of high levels of burnout in the sector and have worked to design a programme of reflective practice support for roll-out in 2024/25 that responds to the diversity and make-up of the sector workforce.

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We supported smaller groups with less resource, to address historical inequity, especially for groups working with people with protected characteristics.

We have expanded our outreach efforts in line with the extra support required around the cost of living, particularly in underserved communities. This has provided one-to-one support to numerous community leaders and organisers, often serving as the initial point of contact to engage activists and volunteers in the broader social action sector. By actively listening to new and emerging groups, building their confidence, and assisting with networking, we have empowered these groups to feel more informed and confident.

We share information and encourage organisations to apply for funding, participate in consultations, attend meetings, and ensure their voices are heard. By connecting people with other organisations, we have facilitated peer support, which has proven beneficial. This connectivity has fostered cooperation and learning between groups, ultimately reducing isolation and helping organisations engage wider in the city.

We continue to bridge the gap between funders and small groups, working together to address the funding challenges faced by organisations from marginalised communities in the city. Our Equality Lead has participated in numerous panels this year, influencing positive change in the city, including the Covid memorial panel, recruitment panels, and several funding panels. These funding panels have also helped identify gaps and other necessary support.

"It has been an absolute pleasure to meet with you. Thank you for everything and especially your genuine support. It has given me lots to think about. I would also like to thank you for encouraging me to take up a position on a trustee board for the Sheffield Parent Carers Forum. I followed your recommendation. Thank you for the advice. It was very much appreciated."

We provided access to a range of professional services to organisations to support their development and space needs.

Our Payroll service delivered payroll services for over 130 groups and supported three new groups to get started with payroll, setting them up with HMRC and pension providers, as well as bringing in human resources advice on setting up employment contracts.

We have made great use of The Circle which remains a central community hub for a variety of events, networks and one-to-one work.

The Circle offer Registered Office address services for smaller organisations and we have 14 tenants. Use of our room hire service grew during the year, putting The Circle back to pre-Covid levels of occupancy. Bookings of space in the building has grown and we hosted in excess of 1,500 bookings through the year.

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We have also utilised our gallery space to ensure that we offer a range of arts, culture and voice work to be expressed at the heart of our hub.

We established and broadened VCS networks and maximised the information and learning impact of this network.

Our Engagement Lead worked to connect VCS organisations, to find support from other peers and link to networks of support and of similar interests. Support, guidance and help has been given to many trustee boards when diversity insight has been asked for. Our Equality Lead has given support, suggestions, ideas and workshops on how to appeal to a more diverse audience.

Many outside organisations, for example universities and DEFRA look for advice on how to engage better with diverse communities in Sheffield, they are grateful for these links and support.

VAS Thursday morning online network

Our regular weekly cross-sector network meetings are still proving a good source of information sharing and problem solving. Regular attendance and a relaxed welcoming atmosphere have made these meetings a source of information and support for VCS staff across the city, in coming together with colleagues from the Council and the NHS. Often themes are identified and more focussed discussions are had around a certain topic, for example supporting people with voter ID and transport issues. Peer to peer support is very much in play here too. The network is a place where people come for their own support as well as feeding back.

We encouraged and supported people to volunteer and supported organisations to offer great volunteering opportunities.

We promoted benefits of volunteering for the city, communities and individuals, provided a strategic framework to make this a reality and provided volunteering support to individuals and organisations.

Our approach to volunteering is a dual one of supporting individuals to access volunteering and supporting organisations to develop and sustain high quality volunteer programmes following best practice.

Our focus is on raising the profile of volunteering and enabling those who are excluded from or experience barriers to volunteering to be aware of the benefits and have access to support to find a suitable volunteering opportunity.

Support to organisations focusses on good practice support, volunteering advice and facilitating peer to peer connections to develop skills and knowledge within the sector to run effective programmes.

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Implementing a new volunteering platform

Making it easy and simple for people to start volunteering is a core mission of the Volunteer Centre and an important part of that is offering a free online volunteering platform to allow charities to advertise volunteer roles and volunteers to find opportunities they might not hear about otherwise.

This year we adopted a new volunteering platform, Team Kinetic, which simplifies the volunteering process for individuals and also offers free volunteer management capability to charities to help them manage their volunteers.

To smooth the transition to the new platform we staged its implementation, producing user guides and providing weekly online training and support sessions for charities in the six weeks before the full launch of the platform in June 2023.

Since its introduction 187 organisations have registered on Team Kinetic, advertising 467 roles between them, and 1913 individuals have registered to search and apply for those volunteer opportunities.

Brokerage

Our drop-in advice service supports people wanting to find out more about volunteering and who prefer to get advice and support from someone face-to-face rather than searching for roles independently online. The drop-in is currently open for one day each week and has had 358 visitors over the year. Numbers have grown steadily and we are monitoring the service to assess if and when there is sufficient demand to extend the service by opening an extra day each week.

A wide range of people accessed the service – diverse in terms of ethnicity, age and employment status. The data shows that 44% of users were from marginalised communities, the majority were under the age of 44 and high numbers of unemployed people sought volunteering advice.

Outreach activity

Our outreach work increased this year and we attended 19 events, engaging with 253 people to raise awareness of the Volunteer Centre and to promote both volunteering generally and the current volunteering opportunities in Sheffield.

Volunteer Centre staff and volunteers contributed to careers and jobs fairs at Job Centres, colleges and schools; spoke to people at ESOL classes at Firvale College; promoted volunteering to young people in care at the 'Just Do It' festival event for young adults struggling to get into work; and collaborated with the South East and South West Local Area Committees to deliver local volunteer fairs in their areas. Through these events we engaged with 224 people.

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We supported organisations to develop volunteering capacity and capability and enable people to access appropriate volunteering roles.

Quality checking volunteer roles – getting the basics right

Quality checking and advice to organisations protects charities, volunteers and service users. Each of the 467 roles on our volunteering platform has been checked against the minimum quality standards that organisations must meet for a role to be advertised.

Where standards have fallen short, we have worked with those organisations, providing advice and guidance on good practice in recruiting volunteers and encouraging them to make changes to ensure volunteering is as accessible and inclusive as possible so that everyone in the city can benefit from taking part.

Volunteer Standard

The Sheffield Volunteer Standard enables organisations to have an independent peer review of their volunteering programme and is awarded to organisations who can demonstrate that their volunteer programme follows agreed good practice principles.

This year the Standard has been awarded to SOAR and to Humankind.

Facilitating Peer to Peer support - Volunteer Co-ordinators forums

The Volunteer Co-ordinators Forum meetings facilitate the development of good practice in volunteering and are a key source of support to volunteer co-ordinators. During the year, the monthly meetings have been attended by volunteer co-ordinators from 45 organisations and there has been a strong emphasis on peer support and learning from the collective expertise of those managing volunteers in their organisations.

We embedded the Community Connector model of volunteering in Sheffield to increase skills, wellbeing, enhance services and provide leadership and expertise.

We secured funding from Sheffield City Council to develop the delivery of the Community Champion programme in Sheffield.

Community Champions invests in people in areas of the city with the greatest health inequalities through hyperlocal VCS groups, co-ordinated by VAS, sharing learning and expertise between the partners.

This model builds on existing local leadership, develops new leaders, engages members of the local community through mobilising and equipping volunteers. This gives a unique reach to positively influence, inform and support people, as well as unique insight from unheard voices not currently accessing services.

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Ten organisations host volunteers who engage in their local communities: Aspiring Communities Together (ACT); Darnall Well Being; Flower Estate Family Action (FEFA); Fir Vale Community Hub; Heeley Development Trust; Longley 4 Greens; Sharrow Community Forum; SACMHA; SOAR and Zest.

A review of the Community Champions programme was undertaken with partners to re-focus the project post-Covid, with a clear focus on training and developing volunteers as a mechanism for community empowerment agreed by the partners.

We built relationships and support to the partners and facilitated monthly peer support meetings for them. We co-ordinated the co-production of a core training package for all volunteers, enabling more experienced staff to support the learning and development of newer staff in other partners. This created learning and development across the partnership and gave staff their first experience of delivering volunteer training alongside peers.

The impact of the project has been described by volunteers as “life changing and life-saving” as people have found a purpose in their lives, and through connecting people to services, directly saved lives by supporting people to get early cancer diagnoses and treatment.

There are around 80 volunteers engaged each week across the city.

[We worked in partnership with Ignite Imaginations to develop a volunteer network supporting culture and creativity through the Community Makers programme](#)

The Sheffield Community Makers project was funded by the Arts Council England. In partnership with the lead organisation Ignite Imaginations, we set out to create two Sheffield-based networks. First, a network of organisations (hosts) who aimed to improve creative volunteering through shared best practice. The second was a volunteer network aiming to break down barriers for people who were interested in volunteering or new to it by offering opportunities to build knowledge, confidence and skills before giving it a try.

The project successfully recruited 23 community and creative sector organisations to be hosts for the project.

Hosts reasons for joining the programme including:

“To try and increase the opportunity for more creative volunteers within our sector [football]”;

“To help us recruit volunteers for specific roles and to gain some insight and support around best practice when hosting volunteers.”

Hosts also described a desire for new volunteers with different lived experience to their usual volunteers.

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The host organisations varied in size, artform and mission ranging from Hybrid 3 Music Studios, to Sheffield Museums, Greentop Circus and Broomhall Community Centre spread across the city to ensure that the project and opportunities were appealing and accessible geographically.

There were host organisations located in some of the most deprived areas of the city including Sharrow, Manor and Castle and Sheffield City Centre.

Two hosts, Sheffield City of Sanctuary (which works to build a safe and welcoming city for people seeking sanctuary) and Family Voice (which works with women to respond to whatever family's needs are) are two excellent examples of how the project enabled people who had not had the opportunity before to gain new skills, build confidence and try volunteering.

Over the course of delivery of Community Makers:

- 402 people applied to volunteer
- 134 people started in 169 roles (some people did multiple roles)
- Advertised 45 different roles at 23 creative or community organisations
- Front of house at site gallery most popular with 34 recruited for this role alone
- Ran 19 creative skills sessions, five volunteer training sessions and six volunteer good practice sessions for host organisation

We supported refugees and asylum seekers to establish themselves successfully in Sheffield and contribute to life in the city through the SPRING project and New Beginnings

SPRING is a VCS led collaboration of six organisations supporting newly granted refugees to navigate the complex and stressful “move on” period when they have 28 days before they are evicted from asylum accommodation and need immediate support to apply for benefits and housing.

Once these urgent needs have been addressed, we support individuals with their longer-term integration, such as learning English, therapeutic support and routes into volunteering, education, training, and finding employment.

We provide:

- A safe and welcoming, single point of contact for everyone seeking sanctuary.
- Co-delivery of SPRING alongside people seeking sanctuary.
- A clear client centred approach throughout the move on transition period.
- Early intervention and expert support that reduces barriers and improves outcomes.
- A strategic picture of systemic issues through oversight of the client journey.
- Progression to independence.
- A space for celebration and joy within the journey.

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We have led the partnership and collectively we have created and funded the 'move on' support infrastructure for Sheffield to ensure that all newly granted refugees have the core support they need in that time of change.

We have brought around £2m of funding from the EU from January 2019 to December 2023 to create this nationally recognised model of 'move-on' support.

Since 2019 the project has supported over 4,240 people from over 50 different countries.

2024 marks the beginning of a new phase of the project as we move forward working with funding from Sheffield City Council to continue to develop the partnership and support move on work for refugees.

In April 2023 we were delighted to secure a further three years funding for New Beginnings from the Big Lottery. Together with grant aid from Sheffield City Council and legacy funding from the Gina Clayton fund, we have secured the stability of this vital team and continue to deliver stories of individual success and contribution, often against difficult prevailing conditions.

This year our clients, volunteers and staff have shown resounding resilience and there have been huge successes within the project, highlighting the importance and value of community, diversity and inclusion. We worked with 723 clients from 56 nationalities.

Volunteers are crucial to the delivery of the New Beginnings project, both because it is part of our mission and values to create opportunities for refugees to develop skills and feel welcome in Sheffield, and also because they are essential to deliver a service that is refugee led and meets the scale of need.

In 2023/24:

- 84 clients started volunteering.
- 58 were new to the project and had never volunteered before.
- Opportunities were matched in over 20 organisations, including Sheffield Teaching Hospitals, Site Gallery and Sheffield Cathedral.
- Clients that participated through the volunteer administration pathway secured paid work.
- Volunteers with lived experience supported the project by participating in nine roles.
- Clients volunteered in three festivals: The Migration Matters Festival, Chance to Dance Festival and Sheffield Global Cinema Festival.

[We developed a progression pathway within VAS](#)

We established and delivered an in-house business administration pathway that allows clients to gain valuable UK experience that helps transition in to paid work. Starting in April 2023, in the first eight months five refugees joined the project as entry level volunteers, progressed through our four

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internal levels and then moved on to get jobs. The pathway is scalable with potential to impact across the VCS. People not interested in paid work enjoy the social engagement and community, but the structured pathway is there for people focussed on an employment goal.

Since April 2023, 12 people have started on the pathway, with six securing paid employment.

“The volunteering opportunity that was connected by New Beginnings had a crucial part in my integration to this new environment.”

“New Beginnings also facilitated an admin volunteering opportunity for me within the organisation itself. This allowed me to gain first-hand experience operating in a UK office environment.”

The goal was to create a structure that could allow us to match our race equality ambitions with the limited staff capacity in the team. Now that we have proven the model works in the New Beginnings team, we want to embed the model as a way of working in VAS so we are role modelling creating volunteering opportunities for people that are most marginalised across the organisation, and promote the uptake of this approach across the sector.

We worked in partnership, bringing people and organisations together to optimise their impact.

We have taken a prominent role in leading city partnerships to rethink and reframe how we legitimately and collectively connect our work and strategic priorities to the needs of people in Sheffield.

Sheffield Youth - Neighbourhoods and Communities (SY-NC)

Increasing numbers of children, young people and families within our city are adversely affected by high levels of poverty, serious violence, school exclusions, mental health issues, exploitation and offending, in many ways driven by inequality in the city. Given the scale and complexity of issues that young people are facing, there is a need and an opportunity to collaborate across both statutory and community partners to develop shared purpose and approaches to working with young people in their communities.

The SY-NC project aims to develop skills and capacity through convening and supporting area hubs in key areas of Sheffield. The lead hub partner will coordinate activity to develop trust, build local multi-agency relationships and deliver youth-led community development.

The three area hubs have been up and running since July 2023 and are making great progress with engaging young people and families in their areas to develop youth activity and engagement and to bring awareness and conversations with young people about the risk and reality of exploitation.

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ReachUp Youth have been focusing on sport as a tool for engagement with young people and have had great success with recruiting new cohorts of young people to attend sessions at Verdon Street. Positive word of mouth and social media have increased participation.

The hub is working in three areas:

- Working with boy-only and girl-only groups using sport as a way of approaching conversations about exploitation
- Linking with schools in the area to engage young people and support staff with conversations about exploitation
- Engaging with young people with special education needs. Initially working with parents, this has led to Thursday morning sessions where parents can bring children.

Manor and Castle Development Trust has partnered with MASSK, a local organisation that offers work with young people, and has trained youth workers for activity sessions including:

- Parent and young people talk sessions and cinema nights.
- Introduction of a new youth club with 29 young people registered since February.
- Leading exploitation workshops in communities, with plans of taking these workshops into schools.

The Trust are going to focus on supporting parents as they recognise that parents need the tools to parent, to understand and to support their children.

Youth workers are also working with young people not in education and have developed a Recovery Fund application to do targeted work in community where young people congregate in front of shops in the area.

Darnall Wellbeing working in Darnall and Tinsley. Work in Tinsley is different to work being done in other localities as previously little youth work was taking place so lots of detached work has been necessary to build connections. Work is taking place around four main areas:

- At Tinsley Forum a group for girls, while work with boys is taking place in the youth club.
- Levelling up money locally means that community premises will be updated and the community allotment is starting to be used by some young people working with the hub partners.
- Darnall Education and Sports Academy (DESA) is a delivery partner and supports Tinsley. DESA are focussed on exploitation with their youth group and are delivering one-to-one work with young people to support motivation and developing support for young people.
- Darnall Wellbeing are developing training that can be offered to young people to move them forward with topics such as boundaries, self-confidence and leadership to complement the support being delivered.

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Sheffield Autism Partnership Network (SAPN)

We continued to develop the work of SAPN during 2023-24. SAPN is hosted by VAS and is a network of organisations, Autistic people and their support systems that share a vision for a Sheffield where Autistic people can thrive.

SAPN works to develop a programme of priorities and understanding about what is needed to address stark disparities in the opportunities and health outcomes faced by Autistic people living in our city. It also provides a space for sharing, peer support and idea development, sharing understanding and thinking about how we progress needs in decisions, investment, opportunities and spaces.

In 2023-24, the network grew to 287 members, representing 120 organisations and additional individual members. Alongside the ongoing support and twice monthly newsletter that keeps people updated and connected, some specific needs were identified. We took action focussed on benefit navigation, navigating the asylum system as an Autistic person and supporting people impacted by cost of living rises. We distributed £20k of support to organisations helping Autistic people.

The network has been an important point for gathering intelligence and escalating risks through VAS membership of the Autism Partnership board, the Mental Health Learning Disability Dementia and Autism Delivery Group and the Inclusion Health and Health and Wellbeing Board. We have supported specific action around physical health checks and in 2024 will build on work we have done to develop a model to support suicide prevention, targeted towards people who are Autistic.

Diabetes Action Hub, demonstrating new ways of working in partnership

During the first part of 2023 we continued to develop the Sheffield Diabetes Action Hub, one of the demonstrator projects we are leading to grow skills and understanding in our organisation and wider City partnerships about how we fully enable the benefits of consent based, power sharing partnerships.

This work is developing an evidence base about how new ways of working together can impact on outcomes for people that current opportunities, services and support are not fully reaching. This project has a specific focus on prevention and management of Type 2 Diabetes.

A key part of the project is developing skills and practices, accompanied by work to evaluate and grow appreciation and understanding of how we can work differently to grow our collective impact across Sheffield organisations. We are taking this learning into a range of city partnerships and networks we are involved in, to support leadership, priority setting and decision making in the city.

During the first part of 2023 we focussed on establishing ways of working and setting up different governance approaches.

Continued development of this work has enabled the partnership to collectively identify practical tools and priority actions to support the needs of people in different communities.

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We have led a process that has enabled the distribution of an engagement fund, that has supported nine organisations to deliver community led work. A key part of the process of managing investment through this approach is that funding processes are accompanied by building and maintaining meaningful relationships with and connections between organisations.

A working group collectively developed thinking about options for culturally appropriate training and resources to teach about diabetes friendly diet. This generated high levels of interest from community organisations who have found it helpful to use this in their work to support the health and wellbeing of their communities. This also enabled some good collaboration with Sheffield Teaching Hospitals and Diabetes UK who delivered training to 30 community volunteers.

Alongside these strands of work, we have hosted informal networking events to connect people with a specific interest in Type 2 Diabetes across sectors.

We enabled statutory organisations to connect with, and be influenced by, people's experiences and VCS activity.

Supporting People with Long Covid – shaping support with community expertise and trust

During this year we have been strengthening the work that is done in the city to support people experiencing Long COVID, working in partnership with communities and statutory health and care partners.

This work was guided by the value we place on community expertise and trust, to enable people to direct the support that is available to them.

The project we led facilitates people and communities to shape and develop the support offer for people with Long Covid in Sheffield, particularly for those currently under-represented in Long Covid services.

This joint project with Healthwatch Sheffield was funded by the NHS South Yorkshire Integrated Care Board and Sheffield Teaching Hospitals, connecting people's experiences to shape how services are adapted and run.

We did 21 in-depth interviews with people living with Long Covid and their carers, to help us understand their experiences. These interviews helped us bring people's stories to life for people planning and delivering Long Covid support services.

Our community grants programme worked with 15 community organisations and consulted with 440 people from backgrounds who were under-represented in Long Covid services. These conversations highlighted what the gaps were in Long Covid information locally and nationally. Further rounds of funding helped the organisations to produce a total of 21 information resources about Long Covid in a variety of formats and languages and deliver them to 19,710 people living in Sheffield.

We are also producing a report of what people have told us, with local and national recommendations for better support for people with Long Covid.

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As a result:

- People with Long Covid and their carers now have access to more information, resources and networks to support them on their journey to get the help they need.
- The experiences of people with Long Covid are now at the centre of influencing the future care and support offer.
- Statutory and voluntary sector services in Sheffield are connected in a shared understanding of the needs and the barriers that people with Long Covid experience.

Operational development - enabling our collaborative approach with systems and structure

Significant work was undertaken this year on re-designing our operational structure to ensure that our roles, skills and other assets are aligned with our work. This included:

- Restructuring our core operational team to enable greater human resources and finance capacity.
- Commissioning a new online human resources database to deliver simpler, real-time support for staff in tasks such as booking leave, managing time off and accessing policy documents.
- Commissioning a new customer relationship management database to develop better shared intelligence and enhance our support.
- Establishing monthly line manager briefing sessions to share best practice and provide peer support.
- Implementing a staff forum as a reference group to involve staff from across VAS in decision making and co-design of our work.
- Redesigning our staff annual review system and aligned our review questions and structure against the values and priorities that are most important to us.
- Designing a new website; a new design and structure for the site has been commissioned and will bring additional functionality for VAS members and supporters to engage with key content and book training and events online.

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Looking ahead: Our vision, purpose and values for 2024-26

At the very end of the 2023-24, the VAS board agreed a new strategy and priorities for VAS. This was the culmination of a year's work involving staff and many trustees and volunteers to collectively consider why VAS exists, reflect on our role in the city, and make decisions together about what we do, where our focus should be, and how we work.

As we approach our centenary year in 2026, this new strategy sets out a new course for VAS and a clear leadership role as the city takes on the mission to deliver a set of City Goals.

Summary of the revised VAS Purpose, Vision, Priorities, Values and Behaviours 2024-2026

Voluntary Action Sheffield is full of people who care about making a difference and want to leverage their position or privilege to support others.

Our purpose is:

Supporting people, communities and the VCS to lead positive change that really matters to local people and will help them get the best results now and in the future.

Our staff, volunteers and trustees bring a wealth of skills knowledge and experience to their work, alongside a continual willingness to learn. We encourage our team in any grade or role to be a leader in facilitating positive change which helps us recognise our vision:

People in Sheffield have the opportunity to live healthy, fulfilling lives, reach their potential, and thrive equally.

We're a values led organisation - our values are:

- Equity and social justice
- Trust and mutual respect
- Partnership
- The power of people, communities, and the VCS

Our behaviours are:

We are ambitious and optimistic – we love Sheffield and want it to be a great and welcoming city. While there is much to celebrate, we recognise that our communities, services and organisations aren't working for everyone in Sheffield. We recognise inequalities maintain poverty and injustice, and we work to address not just the symptoms but the systems which continue inequalities, and advocate for positive change led by communities, change that really matters to local people.

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VAS ACTS for social change:

We are Ambitious.

We make Connections.

We do it Together.

We build Strength.

We achieve our purpose by:

1. Building, hosting and nurturing strong inclusive and effective partnerships to develop positive social change.
2. Supporting leadership and capacity in communities and the voluntary sector.
3. Creating volunteering and other opportunities for people that are most marginalised.
4. Supporting access and empowerment in the next generation of leaders.
5. Being a good employer and a well-run organisation, which cares for our resources.

We work in partnership with people, alongside the VCS and by bringing along our partners.

The context for the VCS, VAS and developing Sheffield City Goals

The timing of our review was in synergy with city-wide work throughout 2023 to build a set of shared City Goals that will shape the future of Sheffield. Like many cities across the world, Sheffield is facing a series of deeply worrying challenges, with growing inequalities and climate breakdown just the tip of the iceberg.

In summer 2022, the Sheffield City Partnership asked a few of its members, including VAS, to work in a voluntary capacity to bring together a working group with the core purpose to convene city stakeholders to build a set of shared City Goals to shape the future of Sheffield.

Many members of the VCS have been engaged in the city goals conversations about our aspiration for the city, and have played an important part to bring valuable insight together with hard data to make sense of where we are as a city and identify the scale of the challenges we face.

Challenges

Since the pandemic the gap between rich and poor has widened in Sheffield. For example, there is an 8.8 year difference in life expectancy for men and an 11.4 year difference for women between areas considered more affluent and those deemed more deprived.

The percentage of children in low-income families is 23.3% (significantly higher than the national average of 17%) and our employment rates and educational attainment falls short of both the regional and national averages.

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Widening inequality, together with the anticipated challenges ahead, including an ageing population, the continuing housing crisis, economic inactivity and the climate emergency, provide a scale of challenge that will require significant change in policy, governance systems, public services and fundamentally our own choices as citizens.

Recognising communities as experts

In dealing with the challenges ahead, we need greater recognition that communities are expert in themselves – they know what is needed, and how it can best be delivered. The Covid pandemic revealed the extent to which the VCS is at the heart of community and life in the city. In the years since the pandemic, there has been a national and local shift in recognition for the role the VCS plays in supporting people and communities when they need it most. There is also increasing understanding that the VCS is representative of its people and communities and is much more than a service provider - VCS organisations are stewards of social action for change.

Sheffield has an amazing, vibrant voluntary and community sector which is over 3,000 organisations and groups strong. This growing evidence of the benefits of the VCS has created momentum, which together with policy shift in NHS and thinking in local government has opened the door to greater recognition and in many cases, a formal place at the table in the existing governance structures.

VAS's role

There is a crucial role for local VCS infrastructure organisations to get alongside organisations struggling with the current cost-of-living crisis. The demands on the VCS is greater than ever in the current crisis, with community organisations stepping in to fill bigger gaps – making sure that people are warm, fed and have somewhere safe to live.

Our emergent and perhaps more critical role is to demonstrate and learn, and to lead in the changes we will need to see to meet the challenges we have described.

VAS is working with the VCS to begin to shape public sector reform from the outside in ways which are not possible from within.

Our current body of work within the wider system is to:

- Seed change in ways of working and approaches that are more inclusive and participatory of our communities (valuing expertise) e.g. Diabetes hub, SY-NC, Move More Empowered Communities.
- Influence for and amplify the role of communities in systems where they should and could play a more central role e.g. Sheffield Autism Partnership Network and their influence on autism awareness and inclusion in VCS and other sector organisations.
- Make it easier to engage with a full range of VCS organisations e.g. across our range of themed networks and communications groups.

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Structure, governance and management

Members of the Board of Trustees are nominated from and elected by the members. Each trustee is elected at an annual general meeting to serve for a three-year term, with approximately one third retiring each year. Casual vacancies may be filled by appointment by the Board until the next AGM. Honorary Officers (Chair, Vice-Chair and Treasurer) are nominated and elected by trustees annually, at the first Board meeting to follow the AGM.

The Board also has the power to admit observers, which is used to ensure close links with important partner organisations, such as the City Council and the NHS. Observers are not registered trustees nor directors, and do not have voting rights.

The Board is also served by its committees and working groups, each chaired by a member of the Board, which meet between three and five times per year. These are responsible for scrutinising specific areas of work, undertaking tasks delegated to them by the Board, and advising the Board on policy and strategy. In 2023/24 there was an Audit and Risk Committee.

The Board has undertaken a self-assessment against the Charity Governance Code and regularly reviews progress against a governance action plan.

All new Board members receive an induction with the Chair and Chief Executive. In addition, there are annual or twice-yearly away sessions with senior managers and trustees focusing on strategy and enabling trustees to understand the organisation and their responsibilities.

The senior management team is our executive decision-making body. This was restructured during the year and at the end of the financial year comprised the Chief Executive, Director of Strategic Partnerships, Director of Operations, Head of Finance, Chief Executive of Healthwatch Sheffield, Head of Volunteering, Head of Facilities and the SYNC Strategic Lead.

The link between the Board of Trustees and staff is maintained through the following mechanisms:

- Line management of the Chief Executive by the Chair;
- Senior staff attendance at meetings of the Board and committees;
- Joint sessions of the Board and senior management team;
- Designated link trustees, with a special interest in a particular strategic priority.

We have continued to benefit from having a skilled and experienced team of trustees who brought constructive challenge and support to the Executive. Relationships between trustees and the senior management team developed productively and positively.

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Risk management

Our Audit and Risk Committee leads on risk management and scrutinises the strategic risk management register every quarter. The main risks included in the register are:

- Ineffective leadership and governance resulting in poor/ill informed decision making.
- A lack of focus and clarity of our role and purpose hampering our ability to deliver outcomes and manage our assets.
- An inability to clearly articulate our impact, values and strategy.
- Changes in statutory government arrangements disrupting our ability to engage and influence decision-making on behalf of our members, citizens and wider VCS.
- Our pay, progression and funding security negatively impacting our ability to attract and retain key staff, and
- Inefficient systems and ways of working negatively impacting on budgets, capacity, reputation and delivery.

Each trustee board meeting reviews the most significant risks to the organisation, and those where we are most reliant on mitigating actions to reduce the risk faced.

In addition, the Senior Management Team review an operational risk register, ensuring that the document remains live and responsive to changes in the organisation and its external environment.

Pay policy for senior staff

The determination of remuneration for all staff is reserved to the Board of Trustees. Salaries are reviewed annually as part of the budget setting process, taking into account cost of living increases and affordability. Periodically a more detailed review is carried out, comparing all salary grades with equivalent roles in the sector.

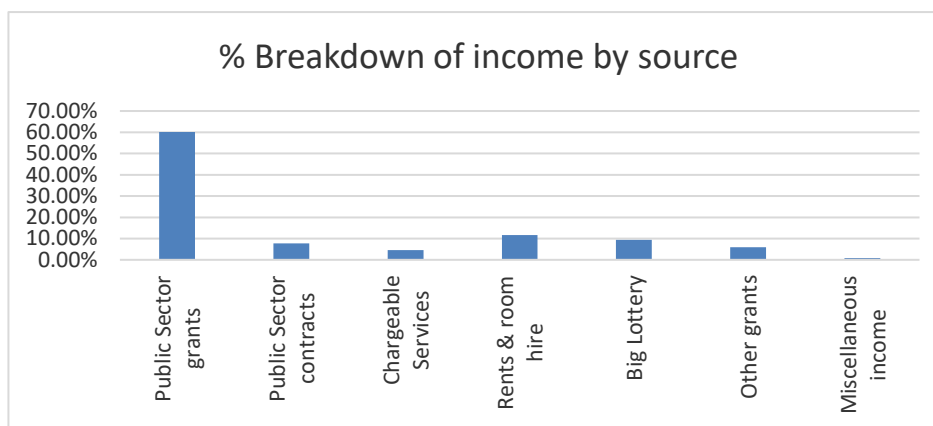
VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

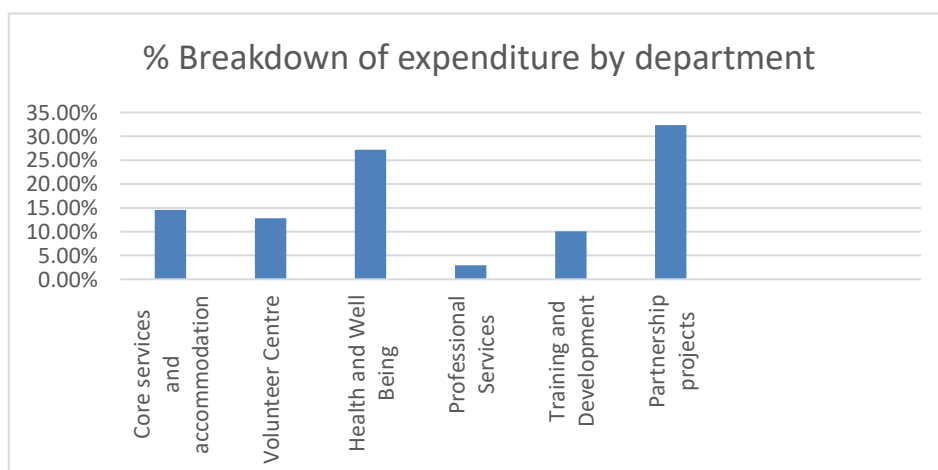
Our income for the year was £3.32 million, up from £3.10 million the previous year. The principal sources of income were:



The biggest increases compared with 2022-23 are funding for our SPRING project (refugees) and our Community Champions project, which together have increased by £850k. The majority of this funding is passed onto VCS partner organisations. Just over 75% of our funding now comes from grants. The Circle has also continued its recovery from Covid with income going from £312k in 2022-23 to £404k in 2023-24.

Other funding sources have decreased since 2022-23, largely because they were one-off grants. This includes Health Education England (£246k) and Healthy Activities and Food/Food Access project (£272k).

Our expenditure for the year was £3.31 million. The breakdown of expenditure by department was:



This represents an increase of £854k compared with the previous year and largely reflects the increase in grant funding received. Where the expenditure has not increased this is because the funding was received towards the end of the year and has been carried forward as restricted funds. As shown in note 7 to the accounts, more than 40% of our income is passed onto the VCS partner organisations.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The net movement in funds for the year was an increase of £11k, made up of a decrease in unrestricted funds of £8k and an increase of £19k in restricted funds (which were received in 2023/24 and must be used for restricted purposes in 2024/25). The decrease in unrestricted funds comprises a £4k increase in designated funds, largely to reflect the cost of the mortgage for The Circle less funds applied in the year, and a £12k decrease to the general fund. The decrease to the general fund was planned and reflects a conscious decision to utilise funds held in excess of the amount required by our reserves policy.

Reserves policy

The Board has determined:

- (a) To maintain free reserves sufficient to cover redundancy and related costs for staff in case of wind-up, and a further £60,000 to manage risks such as short-term year-on-year budget fluctuations. The redundancy costs to be calculated each year as at 31 March.

To take a flexible approach to the precise amounts designated for each purpose if necessary.

The cost of redundancy and related costs for staff as at 31 March 2024, was calculated to be £257,370. Adding the £60,000 to manage risks, gives a requirement of £317,370. At that date, free reserves stood at £388,411, a decrease of £11,363 from 2023. This is more than the level required by the policy and is largely due to receiving a legacy of £104,399 in 2022-23. However, it is expected that there will continue to be a draw on reserves in 2024-25.

- (b) That restricted funds must be kept in a risk-free and liquid form.

Restricted funds are all grants received in advance of delivery of objectives. They are held in VAS's current account.

Designated funds totalled £1,558,001 at the year end. These relate to the Circle building less the outstanding mortgage and the amount owing to eliminate the pension fund deficit. It also includes amounts ring fenced for partnership projects, Healthwatch activities, development of The Circle as a venue, and IT infrastructure costs. See note 21 of the accounts for further details.

Fundraising Activities

VAS raises funds by applying to funding bodies for grants and charging for services. VAS does not proactively raise funds from the public, although it does receive small donations and occasional legacies from individuals.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' RESPONSIBILITIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

Trustees' responsibilities statement

The trustees (who are also directors of VAS for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to:

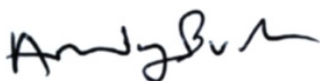
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

On behalf of the Board of Trustees



Andy Buck

Chair

Date: 11 July 2024

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Independent Auditor's Report to the Members of Voluntary Action Sheffield

Opinion

We have audited the financial statements of Voluntary Action Sheffield (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the chair's foreword and the trustees' annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out on page 33), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- the responsible individual ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

- we identified the laws and regulations applicable to the entity through discussions with trustees and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the entity, including safeguarding legislation, health and safety, data protection laws, employment law and GDPR;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- we ensured identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Rachel Heath (Senior Statutory Auditor)
For and on behalf of BHP LLP, Statutory Auditor
2 Rutland Park
Sheffield
S10 2PD

Date: 11 September 2024

VOLUNTARY ACTION SHEFFIELD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income:					
Donations and legacies	3	19,543	4,280	23,823	14,604
Income from charitable activities	4/5	812,795	2,483,818	3,296,613	3,083,496
Total income		832,338	2,488,098	3,320,436	3,098,100
Expenditure:					
Costs of raising funds	6	(12,177)	-	(12,177)	(10,481)
Expenditure on charitable activities	7/10	(805,948)	(2,490,908)	(3,296,856)	(2,444,904)
Remeasurement of pension scheme		-	-	-	-
Total expenditure		(818,125)	(2,490,908)	(3,309,033)	(2,455,385)
Net income/(expenditure)	9	14,213	(2,810)	11,403	642,715
Transfers between funds	21	(21,722)	21,722	-	-
Net movement in funds		(7,509)	18,912	11,403	642,715
Funds brought forward as at 1 April 2023		1,953,921	1,450,036	3,403,957	2,761,242
Funds carried forward as at 31 March 2024		1,946,412	1,468,948	3,415,360	3,403,957

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £11,403 (2023: Net movement in funds of £642,715).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD

BALANCE SHEET

AS AT 31 MARCH 2024

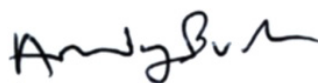
	Note	£	2024 £	2023 £
Fixed assets				
Tangible assets	15		1,873,000	1,904,000
			1,873,000	1,904,000
Current assets				
Debtors	16	242,976		696,372
Cash at bank and in hand		1,866,771		1,398,423
		2,109,747		2,094,795
Creditors: amounts falling due within one year	17	(284,390)		(227,864)
Net current assets			1,825,357	1,866,931
Total assets less current liabilities			3,698,357	3,770,931
Creditors: amounts falling due in more than one year	18		(282,997)	(366,974)
Net assets			3,415,360	3,403,957
Charity funds				
Restricted	19		1,468,948	1,450,036
Unrestricted				
Designated	21	1,558,001		1,554,147
General	23	388,411		399,774
			1,946,412	1,953,921
Total Charity funds	22		3,415,360	3,403,957

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

These accounts were approved and authorised for issue by the Board on 11 July 2024 and are signed on its behalf by:-



K Dickinson
Honorary Treasurer



A Buck
Chair

Company Registration No.00215695

VOLUNTARY ACTION SHEFFIELD
CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Cash flows from operating activities:		
Net cash provided by operating activities	541,353	419,646
Cash flows from financing activities:		
Repayment of borrowing	<u>(73,005)</u>	<u>(71,028)</u>
Net cash used in financing activities	(73,005)	(71,028)
Net increase in cash and cash equivalents	<u>468,348</u>	<u>348,618</u>
Cash and cash equivalents at 1 April 2023	1,398,423	1,049,805
Cash and cash equivalents at 31 March 2024	<u>1,866,771</u>	<u>1,398,423</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	1,866,771	1,398,423
Cash and cash equivalents at 31 March 2024	<u>1,866,771</u>	<u>1,398,423</u>
Reconciliation of net income to net cash flow from operating activities		
	2024 £	2023 £
Net income for the reporting period (as per the statement of financial activities)	11,403	642,715
Adjustments for:		
Depreciation charges	31,000	31,000
Decrease/(increase) in debtors	453,396	(227,413)
Increase/(decrease) in creditors	51,243	(20,584)
Decrease in pension deficit provision	(5,689)	(6,072)
Net cash provided by operating activities	<u>541,353</u>	<u>419,646</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies

(a) General information and basis of preparation

Voluntary Action Sheffield is a registered charity in the United Kingdom and a company limited by guarantee in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 - 2 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants in respect of Infrastructure Support to the Voluntary and Community Sector, the Sheffield Healthy Holiday scheme and the Volunteer Centre. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is interest earned on the Charity's current account.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds - This relates to the cost of obtaining the grants referred to in note (c). It includes 25% of the Marketing & Communications Officer's salary together with related office costs.
- Expenditure on charitable activities - These are the direct costs of VAS's work to meet its charitable activities plus governance costs. Governance includes the direct and indirect costs relating to external audit and to the constitutional and statutory requirements for managing the charity. The following costs have been allocated to governance:
 - One day per week of each of the Chief Executive, Head of Business Growth and Head of Finance together with related office costs.
 - Auditor costs.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a cost per square foot basis and other overheads have been allocated on a staff hours basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 7.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

(f) Intangible assets

Research expenditure is written off in expenditure in the SoFA in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated. Intangible assets are amortised on a straight line basis over their useful lives.

(g) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land	Nil
Leasehold buildings	50 years straight line
Computer equipment	3 years straight line
Fixtures and fittings	10 years straight line

The lease term for leasehold land starts 1 January 2005 for a period of 250 years. The trustees have considered the fair value of leasehold land and annually consider the need for an impairment review. As a consequence, depreciation has not been charged.

(h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(i) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

(j) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(k) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(l) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

(m) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity contributes to the Pension Trust Growth Plan for its employees. This is in most respects a money purchase arrangement, but does include certain guaranteed benefit elements. The Plan is a multi-employer scheme. Since the charity has entered into an agreement (the Recovery Plan that determines how each employer within the scheme will fund the overall deficit), the contributions paid are shown in the income and expenditure account. Under FRS 102, the fair value of the commitment is recognised. The calculation of their fair value of the commitment is subject to an assumption on the discount rate. The discount rate is determined by reference to market yields at the reporting date on high quality bonds.

(n) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(o) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(p) Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

There are no estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Prior Year Statement of Financial Activities – for comparison

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Income:			
Donations and legacies	14,604	-	14,604
Income from charitable activities	793,453	2,290,043	3,083,496
Total income	<u>808,057</u>	<u>2,290,043</u>	<u>3,098,100</u>
Expenditure:			
Costs of raising funds	(10,481)	-	(10,481)
Expenditure on charitable activities	(668,674)	(1,776,230)	(2,444,904)
Remeasurement of pension scheme	-	-	-
Total expenditure	<u>(679,155)</u>	<u>(1,776,230)</u>	<u>(2,455,385)</u>
Net income/(expenditure)	128,902	513,813	642,715
Transfers between funds	(33,318)	33,318	-
Net movement in funds	<u>95,584</u>	<u>547,131</u>	<u>642,715</u>
Funds brought forward as at 1 April 2022	1,858,337	902,905	2,761,242
Funds carried forward as at 31 March 2023	<u>1,953,921</u>	<u>1,450,036</u>	<u>3,403,957</u>

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £642,715 (2022: Net movement in funds of £556,979).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

3. Income: Donations and legacies

	Unrestricted	Restricted	Total	Total
	£	£	2024	2023
	£	£	£	£
Marjorie Coote Old People's Charity	10,000	-	10,000	10,000
Sheffield Town Trust	2,500	-	2,500	2,500
James Neill Trust Fund	2,000	-	2,000	2,000
Church Burgesses Trust	5,000	-	5,000	-
Lemonaid Motor Legal Ltd	-	-	-	(500)
David and Jane Richards Family Foundation	-	-	-	250
WANdisco International Ltd	-	-	-	250
Naomi Cohen	-	540	540	-
David Blunkett Foundation	-	2,000	2,000	-
Various donations for Awards event	-	1,725	1,725	-
Sundry donations	43	15	58	104
	<u>19,543</u>	<u>4,280</u>	<u>23,823</u>	<u>14,604</u>

4. Income from charitable activities: analysis by activity

This income can be analysed over the following activities:

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2024	2023
Core Services and accommodation	454,825	10,000	464,825	412,892
Volunteer Centre	46,298	454,234	500,532	203,437
Health and Wellbeing	209,952	415,937	625,889	1,007,851
Professional Services	93,059	-	93,059	173,855
Training and Development	8,661	270,530	279,191	434,205
Partnership Projects	-	1,333,117	1,333,117	851,256
Total	<u>812,795</u>	<u>2,483,818</u>	<u>3,296,613</u>	<u>3,083,496</u>

An analysis of the sources of this income is shown in note 5.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

5. Income from charitable activities: analysis by funding source

	2024	2023
	£	£
Sheffield City Council – Voluntary Sector/revenue grants	162,930	167,430
Sheffield City Council – Other Funding		
- Healthwatch	209,952	209,952
- Sheffield Healthy Activities Fund	7,854	192,140
- Food co-ordination	-	88,000
- Community Champions	315,400	57,000
- Changing Futures	25,000	12,500
- Shared Prosperity fund	123,060	20,000
- Collaborative Conversations	-	46,000
- ESF Employment project	40,054	35,206
- SPRING	391,793	-
- Help Yourself	6,981	-
- Homes for Ukraine (New Beginnings)	53,471	-
Sheffield ACP	-	12,500
Sheffield Teaching Hospitals NHS Foundation Trust	97,900	143,400
South Yorkshire Integrated Care Board	111,188	205,429
Move More	9,919	97,771
Big Lottery		
- NRC New Beginnings – (Ref. RC/5/010423756) – Restricted Fund	32,134	-
- Big Lottery Diabetes	107,957	75,261
- Big Lottery SY-NC	172,404	164,576
Esmee Fairbarin SY-NC	63,799	176,752
Asylum and Migration Integration Fund	700,121	499,927
SACMHA	40,300	-
Access to Work	1,060	-
Department of Culture, Media and Sport	2,500	-
Care Quality Commission	5,000	-
Harrogate and District NHS Foundation Trust	20,000	-
South Yorkshire Community Foundation	10,000	-
Health Education England	-	245,548
Sustaining Nature	-	50,000
Ignite Imaginations	23,750	23,750
NAVCA	5,000	15,000
Voluntary Action Rotherham	-	5,000
Other grants less than £5,000	-	17,059
The Circle – Rental income / room hire / conferencing	403,709	312,468
Chargeable services / sundry income	153,377	210,827
	3,296,613	3,083,496

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

6. Costs of raising funds	2024	2023
	£	£
Staff costs	11,625	9,991
Other costs	552	490
	12,177	10,481

7. Expenditure on charitable activities

Support costs totalling £265,624 (2023: £276,247) have been allocated across activities. Costs have been allocated either on the basis of time spent by the departments in supporting the activities, or other usage of the service.

	2024	2023
	£	£
Finance	36,526	31,985
Human Resources	30,365	29,489
ICT internal services	32,308	40,852
Executive management and administration	166,425	173,921
	265,624	276,247

Expenditure can be analysed over the following activities:-

	Activities undertaken directly £	Activities undertaken by partners £	Support costs £	Total 2024 £	Total 2023 £
Core services and Accommodation	579,928	32,715	265,624	878,267	660,476
Less: Support costs recharged to projects	-161,818	-	-235,670	-397,488	-394,150
	418,110	32,715	29,954	480,779	266,326
Volunteer Centre	196,022	190,000	36,538	422,560	330,341
Health and Well-being	514,855	293,874	88,692	897,421	690,179
Professional Services	82,940	-	15,082	98,022	160,931
Training and Development	233,797	51,800	46,467	332,064	293,608
Partnership Projects	239,290	777,829	48,891	1,066,010	703,519
	1,685,014	1,346,218	265,624	3,296,856	2,444,904

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

8. Governance costs	2024	2023
	£	£
Staff costs	32,435	27,097
Related office costs	1,103	816
Audit	14,721	13,925
	48,259	41,838
	£	£
9. Net income/(expenditure) for the year is stated after charging:	2024	2023
	£	£
Auditor's remuneration	14,721	13,896
Operating lease rentals in respect of equipment and vehicles	1,763	1,996
Depreciation of fixed assets	31,000	31,000
	£	£
10. Interest payable	2024	2023
	£	£
Bank loans/mortgage	32,136	24,747
	£	£
11. Staff costs and employee benefits	2024	2023
	£	£
Wages and salaries	1,243,464	1,171,165
Social security costs	103,122	96,630
Pension contributions – current service	71,782	63,731
Pension contributions – scheme deficit (see note 13)	6,102	6,102
	1,424,470	1,337,628

The average number of employees during the year was 58 (2023: 54).

No employee earned more than £60,000 per annum (2023: nil).

12. Trustees, key management personnel remuneration and expenses and related party transactions

None of the trustees receive any remuneration in respect of their role as director/trustee of VAS. No travel expenses were paid during the year (2023: nil). No trustees received payment in respect of training and consultancy (2023: nil).

Several VAS trustees are also employees or trustees of VAS member organisations to which VAS provides various services including payroll services and rent/room hire. The charges for these services are relatively small and always on normal commercial terms. One trustee, James Lock, is a director and shareholder of Opus Independents that provided services to a value of £3,960 (2023: £1,330). James is also an entrepreneur in residence for Sheffield Hallam University (SHU) and another trustee, Joanne Arch, is an associate lecturer for SHU. VAS received no funding for the Move More project via SHU (2023: £97,771).

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

Two trustees, Joanne Arch and Ruth Brown work for the NHS in Sheffield, from whom VAS receives funding as detailed in the notes above. Various NHS bodies also sponsored our awards event in the autumn at a total of £20,000. None of the Trustees have authority or influence over the funds given to VAS.

One trustee, David Bussue is an employee of SACMHA which received £20,000 in funding from the Community Champions project, £1,500 funding to attend various workshops and £1,000 grant to contribute to a piece of work that Healthwatch carried out on end of life care. (2023: £10,000 Community Champions and £330 as a backfill payment to attend Diabetes project steering meetings). In addition VAS received a grant of £40,300 from SACMHA for our Autism Waiting lists project (2023: nil). One trustee, Safiya Saeed is the project manager of Reach Up Youth which received £17,640 HAF funding, £45,462 funding from the SYNC project, a £1,000 Collaborative Conversations grant, a £1,000 Long Covid grant, a £500 Cost of Living grant and £250 to attend Diabetes meetings. (2023: £150 from the Collaborative Conversations project). Safiya is also a councillor for Sheffield City Council, from whom VAS receives funding as detailed in the notes above. SCC also sponsored our awards event in the autumn at £5,000. Safiya has no authority or influence over the funds given to VAS. Another Trustee, Tim Furness, is a Trustee of Age UK Sheffield, who were the lead partner on a joint project with VAS, for which VAS received £2,500 (2023: £2,500). In addition, Age UK received £30,575 from VAS as a partner in our Stroke project. During the period, trustees made donations to the charity totalling £1,000 (2023: £Nil).

VAS Chief Executive, Helen Sims, is a non-executive Director of South Yorkshire Climate Action which received £1,450 funding from the Collaborative Conversations project (2023: nil). One member of the senior management team, Lloyd Samuels, is also an employee of ZEST which received £20,027 in funding from Community Champions (2023: £10,000 Community Champions project and £566 for workshop/steering group attendance). Another member of the senior management team, Helen Steers, is a trustee of Citizens Advice Sheffield which received £181,720 from VAS as part of the SPRING consortium (2023: £153,441 SPRING consortium and £125 for workshop attendance).

The total amount of employee benefits received by key management personnel is £382,562 (2023: £339,264). The Trustees consider key management personnel to comprise: Chief Executive Officer, Director of Operations, Director of Strategic Partnerships, Head of Finance, Buildings and Facilities Manager, Head of Volunteering, Human Resources Manager, Healthwatch Chief Officer and SY-NC Strategic Lead.

13. Pension costs

VAS makes payments on behalf of employees into individuals defined contributions pension schemes. The assets of these schemes are held separately from those of VAS in independently administered funds. The pension cost charge in the statement of financial activities represents contributions payable by VAS to the funds and amounts to £77,884 (2023: £69,833). £6,102 of the contributions in 2024 related to the deficit on the Pensions Trust scheme (see note 26) (2023: £6,102). Contributions of £8,955 were due at the year-end (2023:£8,753).

14. Taxation

As a charity, VAS is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

15. Tangible assets

	Long Leasehold land and building £	Computer equipment £	Other fixtures £	Total £
Cost				
At 1 April 2023	4,305,888	130,232	188,203	4,624,323
Disposals	-	(99,692)	(10,240)	(109,932)
At 31 March 2024	4,305,888	30,540	177,963	4,514,391
Depreciation				
At 1 April 2023	2,401,888	130,232	188,203	2,720,323
Charge for the year	31,000	-	-	31,000
Eliminated on disposal	-	(99,692)	(10,240)	(109,932)
At 31 March 2024	2,432,888	30,540	177,963	2,641,391
Net Book Value				
At 31 March 2024	1,873,000	-	-	1,873,000
At 31 March 2023	1,904,000	-	-	1,904,000

16. Debtors

Debtors falling due within one year	2024 £	2023 £
Trade debtors	202,356	499,975
Prepayments	19,583	17,732
Grants and legacies receivable	20,842	178,254
Other debtors	195	411
	242,976	696,372

17. Creditors: amounts falling due within one year

	2024 £	2023 £
Amount held on behalf Help Yourself Directory	-	6,981
Bank loan	80,767	74,370
Pension scheme deficit contributions	4,988	6,102
Accruals	132,200	62,162
Deferred income – income received in advance (see note (a) below)	23,875	35,009
Tax and social security	24,408	28,836
Staff holiday accrued	18,152	14,404
	284,390	227,864

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

17. Creditors: amounts falling due within one year (continued)

The bank loan is secured on freehold land and buildings of the company over 10 years from February 2018, at a rate of 3% over Unity Trust Bank's base rate, subject to a minimum rate of 3%.

(a) Deferred income:

Tenant rent deposits	16,754	16,754
Training course fees	-	8,661
Contract income	6,679	9,044
Other	442	550
	23,875	35,009

18. Creditors: amounts falling due after more than one year

	2024	2023
	£	£
Bank loan	282,997	362,399
Pension scheme deficit contributions	-	4,575
	282,997	366,974

Bank loan maturity analysis:

In less than one year	80,767	74,370
In more than one year but not more than two years	86,997	80,767
In more than two years, but not more than five years	196,000	281,632
	363,764	436,769

See note 26 for details of the pension deficit payments.

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

19. Restricted funds

	Balance at 01/04/23	Income	Expenditure	Transfers	Balance at 31/03/24
Core					
Awards Ceremony	2,053	3,725	5,778	-	-
Thriving VCF Group	990	-	-	-	990
Collaborative Conversations	33,875	-	30,590	-	3,285
Voice & Leadership	14,000	10,000	20,000	10,000	14,000
Cohesion Sheffield	6,131	-	792	-	5,339
	57,049	13,725	57,160	10,000	23,614
Volunteering					
Volunteer Centre	3,860	-	190	-	3,670
Refugee & Asylum Seekers New Beginnings project	57,320	115,084	105,968	-	66,436
Community Champions	73,542	315,400	228,038	-	160,904
Community Makers	10,064	24,290	24,656	-	9,698
	144,786	454,774	358,852	-	240,708
Health and Wellbeing					
Healthwatch	70,779	58,900	89,589	-	40,090
VCS Infrastructure support	129,854	53,500	175,510	-	7,844
VAS Long Covid	78,238	-	40,925	-	37,313
People Keeping Well	12,489	44,300	37,204	-	19,585
Autism support	76,293	96,361	88,364	-	84,290
Move More Empowering Communities	-	9,919	9,919	-	-
Diabetes Action Hub	69,996	107,957	126,709	-	51,244
Changing Futures	416	25,000	16,044	-	9,372
Health Education England	243,000	20,000	92,557	-	170,443
	681,065	415,937	676,821	-	420,181
Training and Development					
Lunch Club Referral Service	-	28,188	32,091	3,903	-
Development Team	11,191	132,342	163,644	23,111	3,000
Food Network Co-ordination	69,000	-	41,867	6,333	33,466
Shared Prosperity Fund	20,000	110,000	16,241	-	113,759
Holiday Activities and Food	150,259	15	78,222	-	72,052
	250,450	270,545	332,065	33,347	222,277
Partnership Projects					
SPRING	21,953	1,096,914	782,041	(3,625)	333,201
Sheffield Youth Neighbourhoods and Communities (SYNC)	294,733	236,203	283,969	(18,000)	228,967
	316,686	1,333,117	1,066,010	(21,625)	562,168
	1,450,036	2,488,098	2,490,908	21,722	1,468,948

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

19. Restricted funds (continued)					
Prior Year restricted funds – for comparison					
	Balance at 01.04.22	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.23 £
Core					
Awards Ceremony	2,053	-	-	-	2,053
Thriving VCF Group	990	-	-	-	990
Collaborative Conversations	-	46,000	12,125	-	33,875
Voice and Leadership	18,455	-	4,455	-	14,000
Cohesion Sheffield	6,923	-	792	-	6,131
Shared Prosperity Fund	-	20,000	-	-	20,000
	<u>28,421</u>	<u>66,000</u>	<u>17,372</u>	<u>-</u>	<u>77,049</u>
Volunteer Centre					
Volunteer Centre	3,860	5,000	20,000	15,000	3,860
Refugee & Asylum Seekers					
New Beginnings Project	89,999	82,481	121,937	6,777	57,320
Sheffield Business Together	5,949	(500)	5,449	-	-
Community Champions	150,000	57,000	133,458	-	73,542
Community Makers	-	23,750	13,686	-	10,064
	<u>249,808</u>	<u>167,731</u>	<u>294,530</u>	<u>21,777</u>	<u>144,786</u>
Health and Wellbeing					
Healthwatch	63,000	124,627	116,848	-	70,779
People Keeping Well	18,337	47,000	52,848	-	12,489
VAS Long Covid	90,000	-	11,762	-	78,238
Health Leadership	74,193	130,241	74,580	-	129,854
Autism project	62,195	67,500	53,402	-	76,293
Move More Empowering Communities	8,648	97,771	106,419	-	-
Diabetes Action Hub	24,600	75,260	29,864	-	69,996
Changing Futures	11,942	12,500	24,026	-	416
Health Education England	-	243,000	-	-	243,000
	<u>352,915</u>	<u>797,899</u>	<u>469,749</u>	<u>-</u>	<u>681,065</u>
Training and Development					
Lunch Club Referral Service	305	28,188	30,034	1,541	-
Development Team	44,649	131,564	150,022	(15,000)	11,191
Food Network Co-ordination	-	88,000	19,000	-	69,000
Holiday Activities and Food	58,358	183,905	92,004	-	150,259
	<u>103,312</u>	<u>431,657</u>	<u>291,060</u>	<u>(13,459)</u>	<u>230,450</u>
Consortium Service					
SPRING	119,420	509,927	607,394	-	21,953
Sheffield Youth - Neighbourhoods and Communities (SYNC)	49,029	316,829	96,125	25,000	294,733
	<u>168,449</u>	<u>826,756</u>	<u>703,519</u>	<u>-</u>	<u>316,686</u>
Total	<u>902,905</u>	<u>2,290,043</u>	<u>1,776,230</u>	<u>33,318</u>	<u>1,450,036</u>

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

19. Restricted funds (continued)

Core - Funding to support core running costs.

All of the other restricted funds relate to specific projects being undertaken by VAS. The projects are shown separately, but categorised into the main activities of VAS. Details of many of these projects are given in the Trustees' Annual Report.

Those restricted projects that are believed to need further narrative to explain what services they provide are detailed below. More information can be found on our website (www.vas.org.uk).

Project

Service

Healthwatch Sheffield

Established 1 April 2013 as part of the Government health reforms, to strengthen the patient, service user and public voice in shaping health and social care services. Gives citizens and communities a stronger voice to influence and challenge how health and social care services are provided in their locality.

SPRING

A collaboration of six organisations helping refugees settle into the local community. It is funded by the Asylum Migration and Integration Fund.

Changing Futures

A government funded programme aiming to improve outcomes for adults experiencing multiple disadvantage – including combinations of homelessness, substance misuse, mental health issues, domestic abuse and contact with the criminal justice system.

Community Makers

A project funded by Arts Council England (via Ignite Imaginations) to promote volunteering within the creative arts sector in Sheffield.

Collaborative Conversations This project aims to create a common way of having meaningful conversations about what happens in our city. This will support local people to collaborate on decisions that affect their lives and create action that really matters.

Shared Prosperity Fund

A three-year government funding stream that replaces European Structural and Investment Funds. The fund aims to improve pride in place and increase life chances across the UK by investing in communities and supporting local businesses, people, and skills.

20. Transfers between funds

There were transfers of £21,722 between restricted and unrestricted funds during the year (2023: £33,318). These represent unrestricted funds applied to restricted projects.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

21. Designated funds

The unrestricted funds of the Charity include the following designated funds which have been set aside out of unrestricted funds by the Board of Trustees for specific purposes:-

	Balance at 01.04.23 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.24 £
Fixed assets	1,456,554	-	-	47,694	1,504,248
Consortium Service funds	14,225	-	-	-	14,225
IT infrastructure and equipment fund	20,387	-	(12,875)	7,518	15,030
Healthwatch	31,048	-	(10,649)	-	20,399
Circle Redevelopment Fund	19,933	-	(15,834)	-	4,099
Strategic Review fund	12,000	-	(12,000)	-	-
	<u>1,554,147</u>	<u>-</u>	<u>(51,358)</u>	<u>55,212</u>	<u>1,558,001</u>

Prior Year designated funds – for comparison

	Balance at 01.04.22 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.23 £
Fixed assets	1,410,454	-	-	46,100	1,456,554
Consortium Service funds	14,225	-	-	-	14,225
IT infrastructure and equipment fund	15,000	-	-	5,387	20,387
Healthwatch	41,526	-	(10,478)	-	31,048
Circle Redevelopment Fund	19,933	-	-	-	19,933
Strategic Review fund	-	-	-	12,000	12,000
	<u>1,501,138</u>	<u>-</u>	<u>(10,478)</u>	<u>63,487</u>	<u>1,554,147</u>

Fixed assets are funds which represent the net book value of the fixed assets (£1,873,000) less the amount outstanding on the mortgage relating to the building (£363,764) and the amount committed to eliminating the deficit on the pension fund (£4,988). See note 26 for more details of the pension deficit payments.

Consortium Service funds are funds donated to Voluntary Action Sheffield by Sheffield Cubed as part of the agreement to transfer a significant proportion of their undertakings to VAS. The Board have decided to designate these funds in order to cover the cost of making the Consortium Service viable.

IT infrastructure and equipment fund is a fund to cover the cost of new/updated databases identified by the Trustees as required to improve the communication facilities at VAS.

Healthwatch is funds set aside to cover additional staff costs for the Healthwatch function.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

21. Designated funds (continued)

Circle redevelopment fund is a fund set up to cover the cost of developing facilities at The Circle in order to continue to attract room hire customers.

Strategic Review Fund is a fund to cover the cost of a strategic review that was carried out in 2023.

22. Analysis of Charity funds balances between net assets as at 31 March 2024

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,873,000	-	1,873,000
Current assets	491,694	53,753	1,564,300	2,109,747
Current liabilities	(103,283)	(85,755)	(95,352)	(284,390)
Creditors: amounts falling due in more than one year	-	(282,997)	-	(282,997)
	<u>388,411</u>	<u>1,558,001</u>	<u>1,468,948</u>	<u>3,415,360</u>

Prior Year analysis – for comparison

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,904,000	-	1,904,000
Current assets	520,616	97,593	1,476,586	2,094,795
Current liabilities	(120,842)	(80,472)	(26,550)	(227,864)
Creditors: amounts falling due in more than one year	-	(366,974)	-	(366,974)
	<u>399,774</u>	<u>1,554,147</u>	<u>1,450,036</u>	<u>3,403,957</u>

23. Statement of movement on unrestricted reserves

	General reserve £	Designated reserves £
Balance at 1 April 2023	399,774	1,554,147
Net movement in fund	(11,363)	3,854
Balance at 31 March 2024	<u>388,411</u>	<u>1,558,001</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

24. Obligations under operating leases

At 31 March 2024, the total of future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:-

	2024	2023
	£	£
not later than one year	1,588	1,622
later than one year and not later than five years	1,720	3,308
Total	3,308	4,930

These payments relate to two photocopiers at The Circle.

25. Commitments

As at the year end, VAS had capital commitments outstanding of £nil (2023: £nil).

26. Pension costs and liabilities

SCHEME: TPT Retirement Solutions – The Growth Plan

VAS participates in two pension schemes – a defined benefit scheme and a defined contribution scheme. They are both with The Pension Trust (TPT) and are part of their Growth Plan Scheme. The defined benefit scheme is closed to new members and to the accrual of benefit by existing members. The only payments to this scheme therefore relate to the funding deficit, details of which are given below.

Defined Contribution Scheme

For the defined contribution scheme, VAS paid contributions at the rate of 6% during the accounting period and members paid contributions at rates between 1% and 11% during the accounting period. As at the balance sheet date there were 50 (2023: 40) active members of the Plan employed by VAS. VAS continues to offer membership of the defined contribution scheme to its employees.

Defined Benefit Scheme

The defined benefit pension scheme that VAS participates in is a multi-employer scheme which provides benefits to some 638 non-associated participating employers. It is not possible for VAS to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

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FOR THE YEAR ENDED 31 MARCH 2024

26. Pension costs and liabilities (continued)

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2022 to 31 January 2025:	£3,312,000 per annum	(payable monthly)
---------------------------------------	----------------------	-------------------

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 30 September 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
---	-----------------------	--

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). The calculation basis that applies to the Growth Plan was amended due to a change in the definition of money purchase contained in the Pensions Act 2011 and therefore Series 3 liabilities have to be included in the calculation of an employer's debt on withdrawal.

VAS has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2022. As of this date, the estimated employer debt for VAS was £93,094 (2021: £162,107).

The present value of the deficit repayment provision and the rates of discount used are as follows:

	31 March 2024	31 March 2023	31 March 2022
Present value of provision (£)	4,988	10,677	16,748
Rate of discount (% per annum)	5.31	5.52	2.35

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

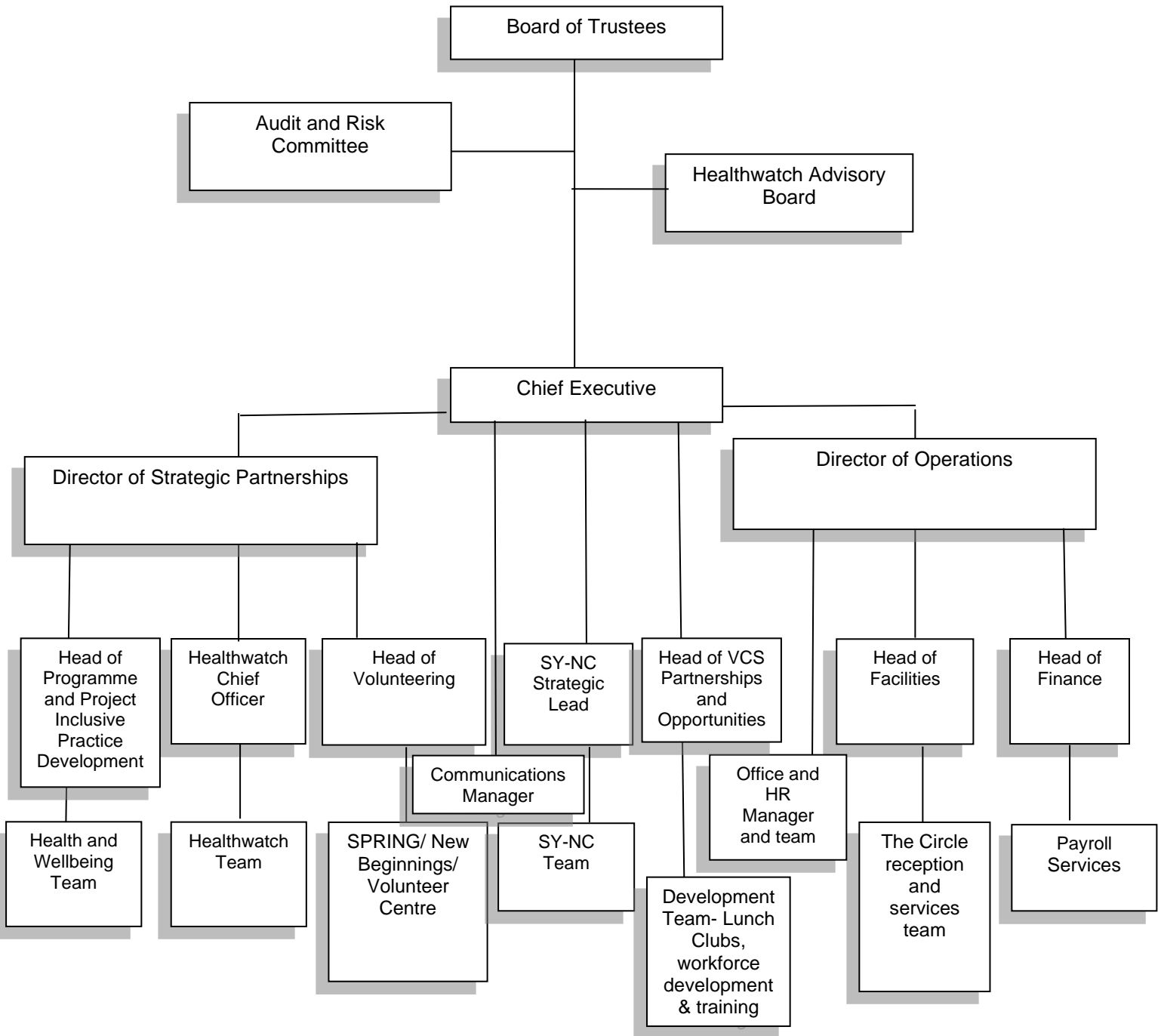
26. Pension costs and liabilities (continued)

Reconciliation of opening and closing provisions

	2024	2023
	£	£
Provision at start of period	10,677	16,748
Unwinding of the discount factor/ impact of any change in assumptions	409	316
Deficit contributions paid	(6,102)	(6,102)
Impact of changes in assumptions	4	(285)
Amendments to contribution schedule – revised recovery plan	-	-
	<hr/>	<hr/>
Provision at end of period	4,988	10,677
	<hr/>	<hr/>
Disclosed as creditors:		
Due in less than one year	4,988	6,102
Due in more than one year	-	4,575
	<hr/>	<hr/>
	4,988	10,677
	<hr/>	<hr/>

VOLUNTARY ACTION SHEFFIELD
 TRUSTEES' ANNUAL REPORT AND ACCOUNTS
 FOR THE YEAR ENDED 31 MARCH 2024

APPENDIX A – ORGANISATIONAL STRUCTURE 2023/24 as at 31.3.24



VOLUNTARY ACTION SHEFFIELD

England & Wales - Charity number 223007

Accounts

Charity Registration Number: 223007
Company Number: 00215695 (England and Wales)



TRUSTEES' ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31 MARCH 2023

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

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LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2023

Registered office:

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Telephone: 0114 253 6600
Fax: 0114 253 6601
Web: www.vas.org.uk
Email: info@vas.org.uk

Charity No: 223007
Company No: 00215695
VAT Reg No: 706 1183 63

Honorary officers:

Andy Buck (Chair)
Kay Dickinson (Treasurer)

Other trustees:

Debbie Mathews (resigned at AGM 19th October 2022)
Neil Booth (resigned at AGM 19th October 2022)
Rachel Boyce (resigned at AGM 19th October 2022)
James Lock
Uri Rennie
Tim Furness
Peter Wozencroft
Sara Hill
David Bussue
Safiya Saeed
Lucy Ettridge (appointed at AGM 19th October 2022)
Joanne Arch (appointed at AGM 19th October 2022)
John Hudson (appointed at AGM 19th October 2022)
Ruth Brown (appointed at AGM 19th October 2022)

'Observer' (non-voting) attendees at the Board:

Dawn Shaw (Sheffield City Council)
Nicki Doherty (NHS Sheffield)
Brian Hughes (NHS Sheffield)

Chief Executive:

Helen Sims

Company secretary:

Helen Sims

VOLUNTARY ACTION SHEFFIELD

LEGAL AND ADMINISTRATIVE INFORMATION - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2023

Committees and advisers:

Audit and Risk Committee

Kay Dickinson (Chair for Finance section), Tim Furness (Chair for Strategy and Governance section), Andy Buck and Peter Wozencroft.

Auditor:

BHP LLP
Chartered Accountants
2 Rutland Park
Sheffield
S10 2PD

Bankers:

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors:

Banner Jones Solicitors Ltd
24 Glumangate
Chesterfield
S40 1UA

VOLUNTARY ACTION SHEFFIELD

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FOR THE YEAR ENDED 31 MARCH 2023

Foreword from the Chair

It is with great pleasure that, on behalf of the board of trustees, I am introducing Voluntary Action Sheffield's annual report and accounts for 2022/23.

The voluntary and community sector (VCS) is an extraordinarily important part of Sheffield. It does so much with and for so many people and communities. It is constantly innovating and improving. It very often spots and engages with really serious issues before others in the city can do so. It reaches everyone in the city – one way or another we all benefit from the VCS.

VAS's purpose is to support the development of the voluntary and community sector so that it is sustainable and brings about positive social change. We do this in four main ways and in this report describe the work we undertook in 2022/23.

Leadership and advocacy

- Leading the VCS response to the cost-of-living crisis;
- Representing and advocating for the VCS within the new NHS and social care governance and partnership arrangements;
- Hosting Healthwatch Sheffield, now in its tenth year;
- Transforming the ways we work to tackle racism and improve race equality.

Supporting groups and organisations

- Supporting nearly 200 groups to develop and improve;
- Providing advice about funding and financial management;
- Supporting all the city's lunch clubs;
- Providing professional human resources advice and payroll services;
- Supporting groups providing holiday activities and food;
- Providing managed workspace to 14 organisations and conference and meeting facilities which have been used by over 130 organisations.

Volunteering

- Running Sheffield's Volunteer Centre;
- Implementing a new digital volunteer recruitment and management platform, which all VCS groups can use;
- Providing face to face advice and support to prospective volunteers;
- Accrediting a small number of organisations who have achieved the Sheffield Volunteer Standard.

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Partnership

- Hosting Sheffield Youth – Neighbourhoods and Communities, which is working with young people and communities to understand and respond to their needs;
- Leading the Sheffield Youth Leadership pilot programme Next Gen;
- Hosting Move More Empowering Communities, which is focused on communities with the lowest level of participation in physical activity;
- Running the Diabetes Action Hub;
- Hosting the Autism Partnership Network;
- Running the Community Well-being Champions programme;
- Hosting SPRING, which is the key source of support to newly approved refugees;
- Hosting New Beginnings, which supports refugees into volunteering and employment.

All these fantastic programmes are made possible by the first-class leadership and management provided by our chief executive and senior managers; the amazing work of our 53 paid staff and 74 volunteers; making very good use of our premises, The Circle; careful financial management and successful fundraising, which have maintained our sound financial position; and drawing upon all our knowledge and skills.

The board of trustees has sought maintain a high standard of governance, including ensuring that we have sound systems of financial management, internal control and risk management.

We hope you will agree that 2022/23 was a successful and effective year for VAS. We are always seeking to improve and welcome feedback to help us do so.

Lastly, I wanted to say “thank you” – to all our staff and volunteers; to the people in all the organisations who work with and support us; to all our funders; and to my fellow trustees.

Thank you.

Andy Buck
Chair of the Board of Trustees

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

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Our vision, purpose and values

Our vision is that people work together to make a vital and growing contribution to the quality of life in all of Sheffield's communities.

Our purpose is to support the development of voluntary and community action in a professional way, so that it is sustainable and brings about positive social change.

Our focus is: tackling inequality; increasing democratic engagement; and influencing change to city systems and structures to better meet people's needs. We are ambitious and optimistic – we love Sheffield and want it to be a great city for all its people and communities.

Our values are the promotion of social justice, fairness and respect. We value diversity and seek to empower and enable others. We seek to demonstrate integrity, openness, resilience and innovation. We actively seek collaboration and cooperation, working in partnership with others in the voluntary and community sector and beyond.

Our strategic priorities

We have four strategic priorities:

- 1. Provide leadership and advocacy for the Voluntary and Community Sector (VCS), and support people and organisations to speak up and be influential;**
- 2. Support organisations and groups to fulfil their purpose;**
- 3. Encourage and support people to volunteer, and support organisations to offer great volunteering opportunities;**
- 4. Work in partnership, bringing people and organisations together to optimise their impact.**

We enable our priorities by making the very best use of our people, money, facilities and knowledge.

Public benefit

The Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of the activities carried out to deliver a public benefit are set out in the Outcomes section below.

Outcomes in 2022-23

We have made good progress against our priorities in 2022-23.

PRIORITY 1: Providing leadership and advocacy for the VCS, and support people and organisations to speak up and be influential

Cost-of-living crisis

We have worked over the last year as a member of Sheffield's City Strategy group, chaired by the Leader of the Council, to ensure there is oversight and a strategic approach to supporting people and communities in greatest need. VAS is also an active member of the Silver Command group (the city's multi-agency crisis response board). We set up the city's [Welcoming Spaces Map](#) in partnership with Sheffield City Council and have developed key communications to direct front line workers toward the

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city's resources and services, as well as listening and feeding in key insight from the sector regarding people and communities furthest from support. We continue to highlight the significant efforts of the VCS to support people worst affected by the rise of energy and living costs.

Communication and networks

We have set up key information pages on the VAS website where we share resources for the sector about referral and signposting and explaining policy and accessing Government schemes. This structure mirrors that set up during Covid lockdown in 2020, where providing a single landing page proved useful for VCS organisations.

We have also chaired a network for food aid charities to amplify the insights of these groups regarding the needs of people in greatest poverty and to develop a collaborative food purchasing and distribution network with key food poverty and surplus food distribution partners.

Supporting new NHS governance arrangements in Sheffield and South Yorkshire

We coordinated VCSE input to the Sheffield Place Partnership and the governance arrangements being developed to support the work of the of the NHS Integrated Care System (ICS). The new Governance arrangements were launched in July 2022. This has required some careful handling at a Sheffield level to maintain the momentum of the Sheffield Health and Care Partnership. We have had reassuring support from all city leaders of health and wellbeing organisations about the importance of retaining the VCS in senior level governance arrangements.

We simultaneously worked with the South Yorkshire VCSE Leaders group and a range of our local VCS and statutory system stakeholders, to develop a Memorandum of Understanding with the ICS about how it will work with the VCSE across the South Yorkshire and Bassetlaw footprint. Following work with VCSE organisations and development of a Memorandum of Understanding, the SY VCSE Alliance was formed and has worked over the first six months to develop terms of reference for greater collaborative working with system partners and to develop a clear strategy.

Healthwatch Sheffield

We are the accountable body for Healthwatch Sheffield, providing a service on behalf of Sheffield City Council and the NHS to listen to people's experiences of health and social care services in the city. The team are actively engaging and listening to Sheffield citizens and making sure that health decision makers hear from them about their experience of care.

In 2022/23 the team heard from 2,736 people about their experience, and provided information and advice about health and care services to 9,161 people.

Healthwatch Sheffield works in partnership with community organisations on a huge range of topics that matter to local people. Some key highlights this year include:

- In the Chance to Choose project, adults with learning disabilities were supported to have a say in a new Council service.
- Our audit of GP websites showed inequitable access to digital services across the city. NHS South Yorkshire has now committed to providing support for GP surgeries to improve their sites.

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- Paul Blomfield MP quoted the work of Healthwatch Sheffield, when he raised important questions in parliament about the ongoing crisis in NHS dentistry.
- With new primary care hubs being proposed in the North East of Sheffield, the Healthwatch team helped set up public meetings so that people could get information and have their say.
- Our #SpeakUp report with Sheffield ME and Fibromyalgia Group brought clinicians and social care staff together to look at how improvements for patients could be made.

Equality and engagement work

VAS employs several key outreach roles, focussed on proactively reaching out to community groups, whose volunteers may be delivering community action around their own work commitments and other caring responsibilities. Often volunteers struggle to attend meetings and engage with networks, so we make sure that people are supported to find information and seek advice.

For small grassroots groups, one-to-one support is vital to ensure that we are actively listening to the needs of people.

Our Equality lead has started coaching and mentoring as part of a professional qualification and one to one support for leaders and managers has started to take place in the city, especially for leaders in volunteer roles who might not access personal development opportunities on offer in working hours.

We have continued to take action to tackle racism and to improve race equality. We have changed how we recruit and appoint staff to ensure that people from all backgrounds can succeed. We have engaged with a wider diversity of voluntary and community organisations. We have sought to ensure that Black, Asian and Ethnic Minority organisations and people can participate in and benefit from all our programmes and projects.

PRIORITY 2: Supporting organisations and groups to fulfil their purpose

Group and organisational development support

This year we supported 199 diverse VCS organisations to establish, maintain and develop their services and to recruit and properly manage their volunteers. We provided 1:1 support and guidance, signposting to other resources, advice surgeries and other outreach events, and opportunities for organisations to come together in forums and networks.

Organisations were faced with the challenge this year of delivering during a cost-of-living crisis. For many, budgets were being squeezed by increasing costs just as demand for their services rose. The majority of organisations we worked with (72%) were small, with incomes of under £10k, and our support focussed on helping them to be in a strong position to look for funding. We provided tools and guidance to help them review and strengthen their governance and demonstrate the impact of their services and enabled them to network and build connections and partnerships.

For new groups emerging through the year, we provided support to help them establish solid foundations - establishing clear aims, producing a constitution, getting a bank account and developing basic policies and procedures. We then connected them in with South Yorkshire Funding Advice Bureau (SYFAB) for practical funding advice.

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We reached out to organisations in communities through Local Area Committee (LAC) meetings, where we talked to local VCS groups about the support VAS could offer, provided advice and guidance, and facilitated discussions about practice when recruiting volunteers.

We provided support to lunch club leaders as they continued to build their services back up after the impact of the COVID pandemic. Cost of living increases, particularly rising food costs, made delivering a weekly high quality, nutritious lunch to their members a real challenge and was one of the regular topics of discussion in monthly Lunch Club Organisers meetings facilitated by VAS.

Advice surgeries with South Yorkshire Funding Advice Bureau (SYFAB)

VAS partnered with SYFAB to deliver Funding and Advice surgeries in community venues across Sheffield.

Within the year we delivered seven full day surgeries enabling 42 organisations to benefit from a 1:1 consultation a SYFAB Funding Advice Officer and a VAS Support Officer.

Organisations received joined up advice and guidance from VAS on getting themselves in a strong position to apply for funding and from SYFAB on identifying potential funders and making good applications.

Support for lunch clubs

We supported 42 Lunch Clubs this year through 1:1 guidance, regular emails containing information and resources, training opportunities, and regular network meetings for Lunch Club Organisers.

We provided two new Lunch Clubs with support to get established. Others received 1:1 guidance and support on various issues including safeguarding and volunteer recruitment.

Lunch Club volunteers were also able to access first aid training and food hygiene and allergens training organised by VAS.

Professional services

Our Human Resources service continued to provide support to 14 subscribers, and over the past year work has included one to one advice around recruitment and redundancy as well as three organisational staff handbook reviews.

VAS Payroll service delivered payroll for over 125 groups and supported three new groups to get started with payroll, setting them up with HMRC and pension providers, as well as bringing in human resources advice on setting up employment contracts.

We faced the difficult decision to close the community accounts service this year, following the resignation of our two qualified accountants. After some consideration we decided to close our service and to signpost people to local accountancy support available in the city. In its final year of operation VAS community accountancy supported over 100 clients, all of whom have been supported to find alternative appropriate provision.

Holiday Activities and Food - capacity building

VAS have developed a programme of training and support for Holiday Activities and Food providers, to support quality and development of provision in the city. Training includes an accredited paediatric first

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aid certification course, safeguarding level 1 training, as well as training to support inclusion and access to activities.

PRIORITY 3: Encouraging and supporting people to volunteer, support organisations to offer great volunteering opportunities

The Volunteer Centre, which is a part of VAS, has 5 core functions:

- Strategic development of volunteering
- Development of good practice
- Brokerage
- Development of volunteering opportunities
- Voice of volunteering

Key areas of success this year have included:

Preparation for a new online volunteer platform

Making it easy and simple for people to start volunteering is a core mission of the Volunteer Centre and our platform needed to be updated so we could provide something that would simplify the volunteering process and also offer volunteer management capability in particular to smaller charities to help them manage their volunteers.

We identified a range of options and chose Team Kinetic and started using the platform for the Community Makers project in January as a pilot so we could then launch it to the rest of the sector.

This means that as a city, we will be able to provide every charity free volunteer management software, support volunteers to apply quickly, and to keep a track of what they have done, including their training so that for those who want to volunteer as a route to employment, the facility to do that is available for all.

Brokerage

In February, we re-opened our face-to-face service at The Circle with support from our team of volunteer Advisors and have completed a full year of face-to-face support. We have moved from appointment only support to offering a drop-in which is proving popular and is a good step as we returned following the pandemic. We are only doing this one day a week as opposed to three days per week and are keeping this under review as we watch the numbers, the demand for the service and the volume of accessible roles available. The majority of people using the drop-in are not able to use the website to access roles so often need entry level volunteering roles.

We have continued to offer a virtual service, but the demand for this has reduced as the drop-in service was re-introduced highlighting how the people we focus our support on prefer a face to face service.

Volunteer Standard

Sheffield Volunteer Standard is awarded to organisations who can demonstrate that their volunteer programme follows agreed good practice principles, and this almost always leads to volunteers being treated better and having a more positive, developmental volunteering experience. YWCA Yorkshire and IDAS have achieved the standard this year and SOAR has submitted its application to renew after three

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years. We are continuing to raise the profile of the standard as a structure for organisations to work through as they rebuild their volunteer base after the pandemic.

PRIORITY 4: Working in partnership, bringing people and organisations together to optimise their impact

SYNC - Sheffield Youth - Neighbourhoods and Communities

After some programme re-design and successful recruitment to the core programme team in December 2022, the SYNC programme moved into its second year of delivery with recruitment of three area hub partner organisations. The SYNC steering group sought expressions of interest for lead partners in March 2023 to work with local communities to understand and address local needs and involve young people meaningfully in the design and delivery of a local youth offer.

The Next Generation of Youth Leadership

VAS worked in partnership with Reach Up Youth in Burngreave and Saalik Youth in Ellesmere, supported by the national charity Streetgames, to deliver the 'NextGen' Youth Leadership pilot.

Commissioned by VAS as part of the Holiday Activities and Food workforce development and capacity building support (funded by the Department for Education), the programme supported the development of youth leadership training for two cohorts of 15 and 22 young people working with two of the leading grassroots youth organisations in the city.

During the project the youth leaders worked in weekly sessions to develop their skillsets through:

- Delivering sport workshop sessions
- Organising and delivering events
- Attending training workshops via the StreetGames Training Academy including accredited training.
- Taking part in a 'Dragons' Den' style, workshop and pitched ideas for what they felt was needed in their community

As a result, of the programme young people reported that they had increased in confidence and were better connected to support. Many continued volunteering in their community as a result of the activities they had engaged in. A number of young people have already attained further employability either during, or soon after the end of the programme:

- Four young people gained employment with Sheffield City Trust as sports delivery officers and summer camp leaders – gained through interaction at the Careers event and enabled by accredited training.
- One young person is ready to be taken on as a member of staff at Saalik
- Two young people have completed a boxing tutor course

Move More Empowering Communities (MMEC)

The Move More Empowering Communities project supported voluntary, community, faith, and social enterprise (VCSE) organisations across Sheffield work with communities with the lowest levels of physical activity.

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The aim was to work with these communities to understand what works to enable physical activity at a local level, what factors affect this, and ultimately enable more people to be active in ways and places that suit them.

We worked with VCS partners to enable physical activity in the following ways:

- Building capacity in the VCS to understand the needs of the target communities (insight)
- Building on assets (use of facilities, green and blue spaces, networks)
- Working with partners
- Developing a supported and person-centred approach
- Building capacity to deliver activities

The programme was evaluated in partnership with Sheffield Hallam University colleagues and the learning and impact of the programme has been recognised nationally. There are some strong findings that support ways of removing barriers to people furthest away from physical health opportunities. This has supported our bid for further investment in the programme from Sport England and unlocks some of the understanding about reversing health inequalities and sustaining community assets.

Diabetes Action Hub

VCS organisations were engaged by VAS to identify the impact of activities and programmes of support for people living with type 2 diabetes across eight partner organisations.

The project design enabled nominated VCS workers to collect data from known service users to identify lived experience of support for diabetes management. The outcome of this phase of the programme was a preliminary 'theory of change' that identifies the target populations, support methods, outcomes and overarching impact of VCS activities.

Overall, the evaluation identified the benefits of hyper-local group activities, often employing peer to peer processes to share information about living with type 2 diabetes. Advice, guidance, and long-term support were not consistently available. While VCS services maintained relationships and were more culturally responsive (concerning language and cultural diets), there was still a demand for support for lifestyle and behaviour changes.

The evaluation highlighted the importance of targeted support for marginal and ethnically diverse communities, particularly where the primary care guidance was not accepted.

The continuous engagement methods, unique to the VCS sector, offer support to individuals and communities in person-centred ways across the health and care systems. Whilst VCS services recognised and supported professional health advice and worked in partnership with them, they also sought to strengthen the specific behaviour-change and communicated with individuals and households about 'what mattered' to them – recognising the barriers to accessing mainstream evidence-based treatment that for many were associated with culture, language and poverty.

Sheffield Autism Partnership Network

This partnership of over 40 groups and organisations is working to manage a number of areas of work to embed the Autism Strategy in the City. This is focussed on building support away from a bio-medical approach.

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The partnership appointed an academic with lived experience of autism to conduct a gap analysis, continue to educate providers and connect a community of people to work together through the Network on priorities for change and developing a more inclusive and enabling City for people with autism.

Community Wellbeing Champions

The Community Wellbeing Champions project focusses resource in the areas of the city with the greatest health inequalities, building on existing local leadership, developing new leaders and engaging members of the local community through trusted relationships that only these organisations and their volunteers can reach.

This gives a unique reach to positively influence and inform people, as well as gain unique insight from unheard voices to influence, shape and improve services.

The Community Champions project is now established in VAS with funding extended until June 2024. We have co-produced a revised programme and updated the core training to volunteers, started a monthly news bulletin to promote the work of the partners and volunteers and co-produced a new monitoring form to better capture the work being done.

Refugee Support Services

New Beginnings Project

The New Beginnings team secured and commenced the Sheffield City Council Ambition employment contract. This is the first time that VAS has held a City Council employment contract and is due to the inclusion of a refugee specialist contract.

The team have developed lots of new initiatives to manage the increase in demand for the services; increasing workshops and group sessions including a new IT support drop-in and employability skills workshops at the Circle. The team are collaborating with the Growth Company to deliver joint employment workshops at the Sanctuary and organised ESOL (English Speakers of other Languages) assessments via City Council adult education delivered at the Sanctuary.

Other highlights from the team include:

- Six participants actively volunteering with the Sustaining Nature project, connecting Asylum Seekers and refugees with outdoor activities and green spaces. The team connected with many partners to develop opportunities, including Peak District National Park, Botanical Gardens, Heeley City Farm, Newfield Springwoods, Peak District National Trust, Sheffield and Rotherham Wildlife Trust and Green City Action (Grimesthorpe Allotment).
- 150 clients facilitated to travel to Leeds in September to participate in the Migration Yorkshire Integration festival where they felt a sense of belonging, celebrating their vibrant diverse cultures through food, music, dance, art, film, fabric etc
- Refugees leading a number of projects with staff in the 'stepping back' phase of the empowerment model in the:
 - Sewing group,
 - Refugee women's football

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- Monthly creative art guided walks for refugees and asylum seekers in the Peak District throughout the year with an average of 20- 30 participants at each walk.
- Securing funding for our clients from the Holiday Activities and Food summer and winter programme as well as from Hallam FM to provide Christmas gifts to 250 children.

SPRING

- The profile of SPRING has been raised across the City Council and more widely recognised as the city approach to refugee integration and the hub to triage support services.
- VAS and City of Sanctuary played an important role in the city's response to the Ukraine resettlement programme and are part of weekly refugee support meetings and the Silver command group.
- Asylum Migration Integration Fund funding has been approved for 2023, funding the project at its current level along with additional staffing for some partners up to December 2023.
- The partnership evidenced support for an unprecedented number of clients in 2022-23 and has exceeded the cumulative target for the project as a whole (original target 790, clients supported with integration into the city).

Looking ahead to 2023-24

We will sustain our focus on our four strategic priorities. We will give particular emphasis to tackling poverty and achieving greater equality through supporting the sector to achieve community health and wealth creation in the city.

We have commenced and will undertake a full strategic review of our organisational purpose and enablers in 2023-24. We will develop our programme of work and ensure our operational structure of roles, skills and other assets are optimised for our future work.

In delivering our strategic priorities we will deliver the following:

Lead and advocate for the VCS, support people and organisations to speak up and be influential.

We will:

- Influence strategic partners to engage effectively with the VCS's priorities.
- Celebrate and recognise the efforts and value of VCS leaders, staff and volunteers in Sheffield.
- Become a leader by example in anti-racism and race equality.
- Make new spaces and connections so that people from different communities can have their say and influence decision making directly, for example; invest in communities of practice, with support for VCS staff and volunteers to attend, in order to map and understand insight and develop shared action and communication as a sector.
- Pass power to people through challenging and adapting leadership structures and support people with their own leadership profile.
- Identify and understand insights about the people and communities we serve in order for City stakeholders to take responsibility and to advocate and share the learning within their spheres of influence.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

- Work to influence the adequacy, consistency, and breadth of investment available to the VCS in the City across a range of stakeholders and ensure that VCS representatives can participate in the planning associated with future investment in partnership work.

Support organisations and groups to fulfil their purpose

We will:

- Support groups and organisations to develop skills, knowledge and connections in their workforce to support their impact.
- Connect together workforce investment opportunities to respond to workforce development needs of the sector.
- Support smaller groups with less resource, to address historical inequity, especially for groups working with people with protected characteristics.
- Provide access to a range of professional services to organisations to support their development and space needs.
- Work with Sheffield Social Enterprise network and entrepreneurial support in the city region to enable community wealth development and transition toward a regenerative economy.
- Enable collaborations to optimise impact and better serve communities.
- Establish and broaden the new VCS network and maximise the information and learning impact of this network.

Encourage and support people to volunteer, support organisations to offer great volunteering opportunities.

We will:

- Promote benefits of volunteering for the city, communities and individuals, and provide a strategic framework to make this a reality.
- Support organisations to develop volunteering capacity/capability and enable people to access appropriate volunteering roles.
- Embed the Community Connector model of volunteering in Sheffield to increase skills, wellbeing, enhance services and provide leadership and expertise.
- Support refugees and asylum seekers to establish themselves successfully in Sheffield and contribute to life in the city.
- Develop volunteer networks to support specific programmes of activity for example through the Community Makers programme, and the Community Wellbeing Champions Programme.
- Create diverse volunteering opportunities to support effective delivery of our own work and also as part of the development routes / opportunities as part of our race equality ambitions.

Work in partnership, bringing people and organisations together to optimise their impact.

We will:

- Lead cross-sector partnerships that build capacity and shape investment to leverage funding into the city to tackle the priorities of poverty, inequality and market failure.
- Test and embed ways of working that optimise impact of the VCS; being an agent of positive system change.
- Enable statutory organisations to connect with and be influenced by people's experiences and VCS activity.
- Develop our skills and employment focus as a key driver towards health and wealth.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

- Enable cross sector expertise to support VCS sustainability.
- Identify and enable the pooling of resources across partnerships in the city in an equitable and proportionate way. Ensure opportunities can be maximised around elements of community development work being fully joined up with other elements of the 'system' in Sheffield.
- Support the development of physical assets and enablers of community ownership and sustainability.
- Engage Universities and educational institutions to leverage the academic insight and the opportunity to develop skills and expertise in the VCS.
- Share lessons across VCS organisations and wider strategic partners in a timely manner and appropriate formats to ensure that we continue to develop and grow our collective impact.

Structure, governance and management

Members of the Board of Trustees are nominated from and elected by the members. Each trustee is elected at an annual general meeting to serve for a three-year term, with approximately one third retiring each year. Casual vacancies may be filled by appointment by the Board until the next AGM. Honorary Officers (Chair, Vice-Chair and Treasurer) are nominated and elected by trustees annually, at the first Board meeting to follow the AGM.

The Board also has the power to admit observers, which is used to ensure close links with important partner organisations, such as the City Council and the NHS. Observers are not registered trustees or directors, and do not have voting rights.

The Board is also served by its committees and working groups, each chaired by a member of the Board, which meet between three and five times per year. These are responsible for scrutinising specific areas of work, undertaking tasks delegated to them by the Board, and advising the Board on policy and strategy. In 2022/23 there was an Audit and Risk Committee.

The Board has undertaken a self-assessment against the Charity Governance Code and regularly reviews progress against a governance action plan.

All new Board members receive an induction with the Chair and Chief Executive. In addition, there are annual or twice-yearly away sessions with senior managers and trustees focusing on strategy and enabling trustees to understand the organisation and their responsibilities.

The senior management team is our executive decision-making body. This was restructured during the year and at the end of the financial year comprised, the Chief Executive, Director of Strategic Partnerships, Director of Operations, Head of Finance, Head of Human Resources, Chief Executive of Healthwatch Sheffield, Head of Volunteering, Head of Facilities and the SYNC Strategic Lead.

The link between the Board of Trustees and staff is maintained through the following mechanisms:

- Line management of the Chief Executive by the Chair;
- Senior staff attendance at meetings of the Board and committees;
- Joint sessions of the Board and Senior Management Team;
- Designated link trustees, with a special interest in a particular strategic priority.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

We have continued to benefit from having a skilled and experienced team of trustees who brought constructive challenge and support to the Executive. Relationships between trustees and the senior management team developed productively and positively.

Risk management

Our Audit and Risk Committee leads on risk management and scrutinises the full risk management plan every quarter, with each trustee board meeting reviewing the most significant risks to the organisation, and those where we are most reliant on mitigating actions to reduce the risk faced.

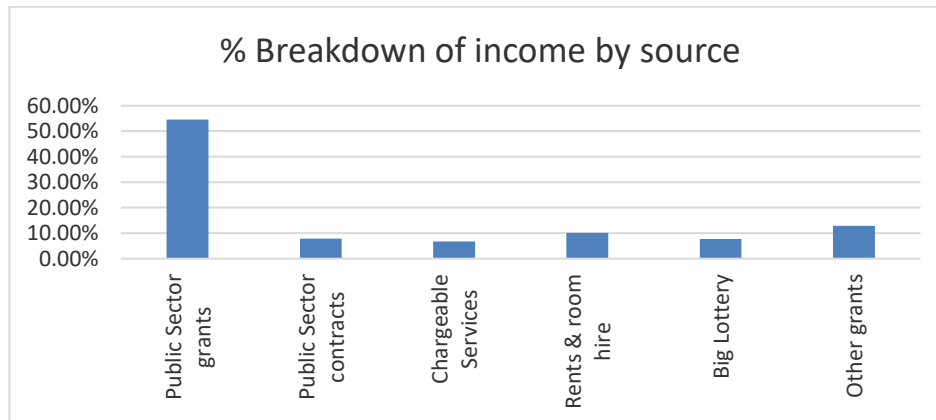
VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Financial review

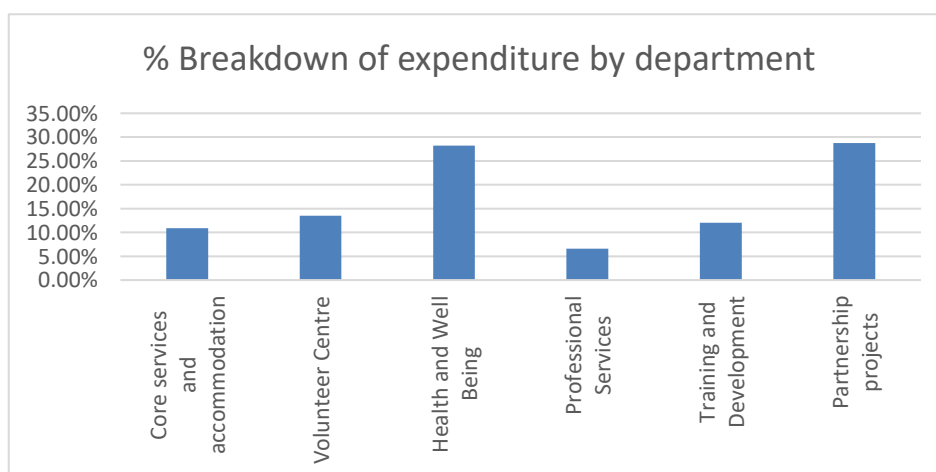
Our income for the year was £3.10 million, up from £2.39 million the previous year. The principal sources of income were:



The biggest increases compared with 2021-22 are funding for our SYNC and SPRING projects (youth and refugees respectively), which have increased by over £500k. The majority of this funding is passed onto VCS partner organisations. In addition, we received funding from Health Education England for two workforce development projects, as well as co-ordination of a food network and a Collaborative Conversations project. Nearly 75% of our funding now comes from grants.

At the same time, The Circle continues its recovery from COVID with income going from £217k in 2021-22 to £312k in 2022-23. We're not yet back to pre-covid levels in terms of bookings but we're definitely moving in the right direction.

Our expenditure for the year was £2.46 million. The breakdown of expenditure by department was:



This represents an increase of £621k compared with the previous year and largely reflects the increase in grant funding received. Where the expenditure hasn't increased it's because the funding was received towards the end of the year and has been carried forward as restricted funds. As shown in note 7 to the accounts, almost 30% of our income is passed onto the VCS partner organisations.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The net movement in funds for the year was an increase of £643k, made up of £96k unrestricted funds and £547k in restricted funds (which were received in 2022/23 and must be used for restricted purposes in 2023/24). The increase in unrestricted funds comprises £53k designated funds, largely to reflect the cost of the mortgage for The Circle, and a £43k increase to the general fund. The increase to the general fund is a result of an improved performance (against budget) for The Circle and our Professional Services.

Reserves policy

The Board has determined:

- a) To maintain free reserves of at least £250,000, of which £170,000 is available to meet redundancy costs in case of wind-up, £40,000 is available to provide working capital (to be released against a business case) and a further £40,000 is available to manage risks and short-term year-on-year budget fluctuations.

To take a flexible approach to the precise amounts designated for each purpose if necessary.

At 31 March 2023, free reserves stood at £399,774, an increase of £42,575. This is significantly more than the level required by the reserves policy and is largely due to receiving a legacy of £104,399 in the previous year. However, it is expected that there will be a considerable draw on reserves in 2023-24.

In order to bring reserves closer to the level required by the policy, the budget for 2023-24 has been set at a deficit. Income for room hire at The Circle improved significantly last year but still has not returned to pre-covid levels. The Trustees believe that the budget represents a mid-case scenario for income and therefore the outturn could be worse or better than budget. Additional monitoring measures, put in place post-covid in order to be able to react promptly to any variances that occur are still being utilised.

- (b) That restricted funds must be kept in a risk-free and liquid form.

Restricted funds are all grants received in advance of delivery of objectives. They are held in VAS's current account.

Designated funds totalled £1,554,147 at the year end. These relate to the Circle building less the outstanding mortgage and the amount owing to eliminate the pension fund deficit. It also includes amounts ring fenced for partnership projects, Healthwatch activities, development of The Circle as a venue, IT infrastructure costs and a strategic review currently being carried out. See note 21 of the accounts for further details.

Fundraising Activities

VAS raises funds by applying to funding bodies for grants and charging for services. VAS does not proactively raise funds from the public, although it does receive small donations and occasional legacies from individuals.

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' RESPONSIBILITIES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023

Trustees' responsibilities statement

The trustees (who are also directors of VAS for the purposes of company law) are responsible for preparing the Annual Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

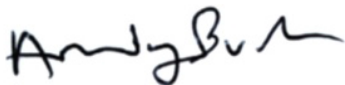
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

On behalf of the Board of Trustees



Andy Buck

Chair

Date: 5 October 2023

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

Independent Auditor's Report to the Trustees of Voluntary Action Sheffield

Opinion

We have audited the financial statements of Voluntary Action Sheffield (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

Other information

The trustees are responsible for the other information. The other information comprises the information included in the chair's foreword and the trustees' annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out on page 20), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the entity through discussions with Trustees and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the entity, including safeguarding legislation, health and safety and data protection laws;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- we ensured identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Philip Allsop (Senior Statutory Auditor)
For and on behalf of BHP LLP, Statutory Auditor
2 Rutland Park
Sheffield
S10 2PD

Date: 30 October 2023

VOLUNTARY ACTION SHEFFIELD

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income:					
Donations and legacies	3	14,604	-	14,604	138,219
Income from charitable activities	4/5	793,453	2,290,043	3,083,496	2,252,981
Total income		808,057	2,290,043	3,098,100	2,391,200
Expenditure:					
Costs of raising funds	6	(10,481)	-	(10,481)	(10,037)
Expenditure on charitable activities	7/10	(668,674)	(1,776,230)	(2,444,904)	(1,862,460)
Remeasurement of pension scheme		-	-	-	38,276
Total expenditure		(679,155)	(1,776,230)	(2,455,385)	(1,834,221)
Net income/(expenditure)	9	128,902	513,813	642,715	556,979
Transfers between funds	21	(33,318)	33,318	-	-
Net movement in funds		95,584	547,131	642,715	556,979
Funds brought forward as at 1 April 2022		1,858,337	902,905	2,761,242	2,204,263
Funds carried forward as at 31 March 2023		1,953,921	1,450,036	3,403,957	2,761,242

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £642,715 (2022: Net movement in funds of £556,979).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD

BALANCE SHEET

AS AT 31 MARCH 2023

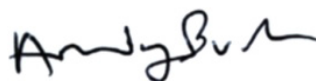
	Note	£	2023 £	2022 £
Fixed assets				
Tangible assets	15		1,904,000	1,935,000
			1,904,000	1,935,000
Current assets				
Debtors	16	696,372		468,959
Cash at bank and in hand		1,398,423		1,049,805
		2,094,795		1,518,764
Creditors: amounts falling due within one year	17	(227,864)		(251,448)
Net current assets			1,866,931	1,267,316
Total assets less current liabilities			3,770,931	3,202,316
Creditors: amounts falling due in more than one year	18		(366,974)	(441,074)
Net assets			3,403,957	2,761,242
Charity funds				
Restricted	19		1,450,036	902,905
Unrestricted				
Designated	21	1,554,147		1,501,138
General	23	399,774		357,199
			1,953,921	1,858,337
Total Charity funds	22		3,403,957	2,761,242

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

These accounts were approved and authorised for issue by the Board on 5 October 2023 and are signed on its behalf by:-



K Dickinson
Honorary Treasurer



A Buck
Chair

Company Registration No.00215695

VOLUNTARY ACTION SHEFFIELD
CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Cash flows from operating activities:		
Net cash provided by operating activities	419,646	364,811
Cash flows from financing activities:		
Repayment of borrowing	<u>(71,028)</u>	<u>(75,445)</u>
Net cash used in financing activities	(71,028)	(75,445)
Net increase in cash and cash equivalents	<u>348,618</u>	<u>289,366</u>
Cash and cash equivalents at 1 April 2022	1,049,805	760,439
Cash and cash equivalents at 31 March 2023	<u>1,398,423</u>	<u>1,049,805</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	1,398,423	1,049,805
Cash and cash equivalents at 31 March 2023	<u>1,398,423</u>	<u>1,049,805</u>
 Reconciliation of net income to net cash flow from operating activities		
	2023 £	2022 £
Net income for the reporting period (as per the statement of financial activities)	642,715	556,979
Adjustments for:		
Depreciation and amortisation charges	31,000	31,000
(Increase)/decrease in debtors	(227,413)	(170,897)
Increase in creditors	(20,584)	4,647
Decrease in pension deficit provision	(6,072)	(56,918)
Net cash provided by operating activities	<u>419,646</u>	<u>364,811</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

(a) General information and basis of preparation

Voluntary Action Sheffield is a registered charity in the United Kingdom and a company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 - 2 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants in respect of Infrastructure Support to the Voluntary and Community Sector, the Sheffield Healthy Holiday scheme and the Volunteer Centre. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is interest earned on the Charity's current account.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds - This relates to the cost of obtaining the grants referred to in note (c). It includes 25% of the Marketing & Communications Officer's salary together with related office costs.
- Expenditure on charitable activities - These are the direct costs of VAS's work to meet its charitable activities plus governance costs. Governance includes the direct and indirect costs relating to external audit and to the constitutional and statutory requirements for managing the charity. The following costs have been allocated to governance:
 - One day per week of each of the Chief Executive, Head of Business Growth and Head of Finance together with related office costs.
 - Auditor costs.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a cost per square foot basis and other overheads have been allocated on a staff hours basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 7.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

(f) Intangible assets

Research expenditure is written off in expenditure in the SoFA in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated. Intangible assets are amortised on a straight line basis over their useful lives.

(g) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land	Nil
Leasehold buildings	50 years straight line
Computer equipment	3 years straight line
Fixtures and fittings	10 years straight line

(h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(i) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

(j) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(k) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(l) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

(m) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity contributes to the Pension Trust Growth Plan for its employees. This is in most respects a money purchase arrangement, but does include certain guaranteed benefit elements. The Plan is a multi-employer scheme. Since the charity has entered into an agreement (the Recovery Plan that determines how each employer within the scheme will fund the overall deficit), the contributions paid are shown in the income and expenditure account. Under FRS 102, the fair value of the commitment is recognised. The calculation of their fair value of the commitment is subject to an assumption on the discount rate. The discount rate is determined by reference to market yields at the reporting date on high quality bonds.

(n) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(o) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(p) Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

There are no estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Prior Year Statement of Financial Activities – for comparison

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Income:				
Donations and legacies	3	128,919	9,300	138,219
Income from charitable activities	4/5	626,981	1,626,000	2,252,981
Total income		755,900	1,635,300	2,391,200
Expenditure:				
Costs of raising funds	6	(10,037)	-	(10,037)
Expenditure on charitable activities	7/10	(618,716)	(1,243,744)	(1,862,460)
Remeasurement of pension scheme		38,276	-	38,276
Total expenditure		(590,477)	(1,243,744)	(1,834,221)
Net income/(expenditure)	9	165,423	391,556	556,979
Transfers between funds	21	-	-	-
Net movement in funds		165,423	391,556	556,979
Funds brought forward as at 1 April 2021		1,692,914	511,349	2,204,263
Funds carried forward as at 31 March 2022		1,858,337	902,905	2,761,242

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £556,979 (2021: Net movement in funds of £353,840).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

3. Income: Donations and legacies

	Unrestricted	Restricted	Total	Total
	£	£	2023	2022
	£	£	£	£
Marjorie Coote Old People's Charity	10,000	-	10,000	10,000
Sheffield Town Trust	2,500	-	2,500	2,500
James Neill Trust Fund	2,000	-	2,000	2,000
Church Burgesses Trust	-	-	-	10,000
Henry Boot Plc	-	-	-	5,000
Ove Arup	-	-	-	2,300
Lemonaid Motor Legal Ltd	-	(500)	(500)	500
NEC Volunteer Centre	-	-	-	1,500
James Frederick Cousins	-	-	-	104,399
David and Jane Richards Family Foundation	-	250	250	-
WANdisco International Ltd	-	250	250	-
Sundry donations	104	-	104	20
	<u>14,604</u>	<u>-</u>	<u>14,604</u>	<u>138,219</u>

4. Income from charitable activities: analysis by activity

This income can be analysed over the following activities:

	Unrestricted Funds	Restricted Funds	Total	Total
			2023	2022
Core Services and accommodation	346,892	66,000	412,892	256,712
Volunteer Centre	35,206	168,231	203,437	335,510
Health and Wellbeing	209,952	797,899	1,007,851	863,549
Professional Services	173,855	-	173,855	168,894
Training and Development	2,548	431,657	434,205	285,017
Partnership Projects	25,000	826,256	851,256	343,299
Total	<u>793,453</u>	<u>2,290,043</u>	<u>3,083,496</u>	<u>2,252,981</u>

An analysis of the sources of this income is shown in note 5.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

5. Income from charitable activities: analysis by funding source

	2023	2022
	£	£
Sheffield City Council – Voluntary Sector/revenue grants	167,430	193,630
Sheffield City Council – Other Funding		
- Healthwatch	209,952	209,952
- Sheffield Healthy Activities Fund	192,140	114,544
- Food network co-ordination	88,000	-
- Community Champions	57,000	150,000
- Device Scheme	-	5,500
- Changing Futures	12,500	12,500
- Shared Prosperity Fund	20,000	-
- Collaborative Conversations	46,000	-
- ESF Employment project	35,206	-
Sheffield NHS Accountable Care Partnership (ACP)	12,500	75,400
Sheffield NHS Clinical Commissioning Group (CCG)	-	278,988
Sheffield NHS Teaching Hospitals	143,400	-
South Yorkshire NHS Integrated Care Board	205,429	-
Move More Empowering Communities (via Sheffield Hallam University)	97,771	174,986
National Lottery Community Fund:		
- New Beginnings (Ref 0010349998) restricted fund	-	155,309
- Voluntary Action Sheffield Diabetes (Ref 20151708) restricted fund	75,261	50,000
- Sheffield Youth – Neighbourhoods and Communities (SYNC) (Ref 20106886) restricted fund	164,576	76,885
Asylum and Migration Integration Fund	499,927	266,414
Esmee Fairbairn Foundation	176,752	-
Health Education England	245,548	-
Sustaining Nature	50,000	-
Ignite Imaginations	23,750	-
National Association of Voluntary and Community Action (NAVCA)	15,000	-
Voluntary Action Rotherham	5,000	-
Other grants (less than £5,000)	17,059	10,080
Care Quality Commission	-	48,000
Kickstart	-	9,015
The Circle – Rental income / room hire / conferencing	312,468	216,716
Chargeable services / sundry income	210,827	205,062
	3,083,496	2,252,981

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

6. Costs of raising funds	2023	2022
	£	£
Staff costs	9,991	9,471
Other costs	490	566
	10,481	10,037

7. Expenditure on charitable activities

Support costs totalling £276,247 (2022: £215,392) have been allocated across activities. Costs have been allocated either on the basis of time spent by the departments in supporting the activities, or other usage of the service.

	2023	2022
	£	£
Finance	31,985	27,553
Human Resources	29,489	28,871
ICT internal services	40,852	34,355
Executive management and administration	173,921	124,613
	276,247	215,392

Expenditure can be analysed over the following activities:-

	Activities undertaken directly £	Activities undertaken by partners £	Support costs £	Total 2023 £	Total 2022 £
Core services and Accommodation	382,279	1,950	276,247	660,476	602,808
Less: Support costs recharged to projects	(148,202)	-	(245,948)	(394,150)	(330,059)
	234,077	1,950	30,299	266,326	272,749
Volunteer Centre	177,620	118,500	34,221	330,341	177,735
Health and Well-being	500,455	87,893	101,831	690,179	574,688
Professional Services	136,462	-	24,469	160,931	168,838
Training and Development	193,665	58,359	41,584	293,608	241,540
Partnership Projects	200,175	459,501	43,843	703,519	426,910
	1,442,454	726,203	276,247	2,444,904	1,862,460

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

8. Governance costs	2023	2022
	£	£
Staff costs	27,097	25,822
Related office costs	816	1,006
Audit	13,925	10,422
	41,838	37,250
	<hr/>	<hr/>
9. Net income/(expenditure) for the year is stated after charging:	2023	2022
	£	£
Auditor's remuneration	13,896	10,422
Operating lease rentals in respect of equipment and vehicles	1,996	1,996
Depreciation of fixed assets	31,000	31,000
	<hr/>	<hr/>
10. Interest payable	2023	2022
	£	£
Bank loans/mortgage	24,747	17,409
	<hr/>	<hr/>
11. Staff costs and employee benefits	2023	2022
	£	£
Wages and salaries	1,171,165	924,940
Social security costs	96,630	72,784
Pension contributions – current service	63,731	51,020
Pension contributions – scheme deficit (see note 13)	6,102	18,642
	1,337,628	1,106,554
	<hr/>	<hr/>

The average number of employees during the year was 54 (2022: 46).

No employee earned more than £60,000 per annum (2022: nil).

12. Trustees, key management personnel remuneration and expenses and related party transactions

None of the trustees receive any remuneration in respect of their role as director/trustee of VAS. No travel expenses were paid during the year (2022: nil). No trustees received payment in respect of training and consultancy (2022: nil).

Several VAS trustees are also employees or trustees of VAS member organisations to which VAS provides various services including payroll and accountancy services. The charges for these services are relatively small and always on normal commercial terms. One trustee, Andy Buck, is a non-executive director of South Yorkshire Housing Association that in 2023 provided sub-contracted services to the Diabetes projects with a value of £7,200. (2022: nil). Two trustees, Andy Buck and Sara Hill are members and a third trustee, James Lock, is a director and shareholder of Opus Independents that provided services to a value of £1,330 (2021: £1,464). Another trustee, Kay Dickinson, has a partner who works for Sheffield Hallam University (SHU). VAS received £97,771 funding for the Move More project via SHU, as shown in note 5 (2022: £174,986).

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

Three trustees, Joanne Arch, Lucy Ettridge and Ruth Brown work for the NHS in Sheffield, from whom VAS receives funding as detailed in the notes above. None of the Trustees have authority or influence over the funds given to VAS.

One trustee, David Bussue is an employee of SACMHA which received a £10,000 grant as part of the Community Champions project and £330 as a backfill payment to attend Diabetes project steering meetings (2022: received £3,750 in funding as part of two projects: the Move More programme and Diabetes research). One trustee, Safiya Saeed is the project manager of Reach Up Youth which received £150 from the Collaborative Conversations project (2022: £330 from Move More project). Safiya is also a councillor for Sheffield City Council, from whom VAS receives funding as detailed in the notes above. Safiya has no authority or influence over the funds given to VAS. Another Trustee, Tim Furness, is a Trustee of Age UK Sheffield, who were the lead partner on a joint project with VAS, for which VAS received £2,500 (2022: nil).

One member of the senior management team, Lloyd Samuels, is also an employee of ZEST which received a £10,000 grant as part of the Community Champions project and £566 for workshop/steering group attendance (2022: £1,750 for work on the Diabetes project and £1,921 as a final payment on the Work Programme). Another member of the senior management team, Helen Steers, is a trustee of Citizens Advice Sheffield which received £153,441 from VAS as part of the SPRING consortium and £125 for workshop attendance (2022: £113,714 SPRING, £1,360 Healthwatch).

The total amount of employee benefits received by key management personnel is £339,264 (2022: £302,744). The Trustees consider key management personnel to comprise: Chief Executive Officer, Director of Operations, Head of Finance, Buildings and Facilities Manager, Head of Volunteering, Human Resources Manager, Healthwatch Chief Officer, Head of Health and Well Being and SY-NC Strategic Lead.

13. Pension costs

VAS makes payments on behalf of employees into individuals defined contributions pension schemes. The assets of these schemes are held separately from those of VAS in independently administered funds. The pension cost charge in the statement of financial activities represents contributions payable by VAS to the funds and amounts to £69,833 (2022: £69,662). £6,102 of the contributions in 2023 related to the deficit on the Pensions Trust scheme (see note 26) (2022: £18,642). Contributions of £8,753 were due at the year-end (2022:£6,310).

14. Taxation

As a charity, VAS is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

15. Tangible assets

	Long Leasehold land and buildings £	Computer equipment and software £	Other fixtures £	Total £
Cost				
At 1 April 2022	4,305,888	130,232	188,203	4,624,323
Additions	-	-	-	-
At 31 March 2023	<u>4,305,888</u>	<u>130,232</u>	<u>188,203</u>	<u>4,624,323</u>
Depreciation				
At 1 April 2022	2,370,888	130,232	188,203	2,689,323
Charge for the year	31,000	-	-	31,000
At 31 March 2023	<u>2,401,888</u>	<u>130,232</u>	<u>188,203</u>	<u>2,720,323</u>
Net Book Value				
At 31 March 2023	<u>1,904,000</u>	-	-	<u>1,904,000</u>
At 31 March 2022	<u>1,935,000</u>	-	-	<u>1,904,000</u>

16. Debtors

Debtors falling due within one year	2023 £	2022 £
Trade debtors	499,975	326,249
Prepayments	17,732	10,215
Grants and legacies receivable	178,254	132,080
Other debtors	411	415
	<u>696,372</u>	<u>468,959</u>

17. Creditors: amounts falling due within one year

	2023 £	2022 £
Amount held on behalf Help Yourself Directory	6,981	6,981
Bank loan	74,370	77,370
Pension scheme deficit contributions	6,102	6,102
Accruals	62,162	94,155
Deferred income – income received in advance (see note (a) below)	35,009	31,084
Tax and social security	28,836	22,040
Staff holiday accrued	14,404	13,716
	<u>227,864</u>	<u>251,448</u>

The bank loan is secured on freehold land and buildings of the company over 10 years from February 2018, at a rate of 3% over Unity Trust Bank's base rate, subject to a minimum rate of 3%.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

17. Creditors: amounts falling due within one year (continued)

(a) Deferred income:

Tenant rent deposits	16,754	14,861
Training course fees	8,661	12,542
Contract income	3,239	3,239
Other	550	442
	29,204	31,084

18. Creditors: amounts falling due after more than one year

	2023	2022
	£	£
Bank loan	362,399	430,427
Pension scheme deficit contributions	4,575	10,647
	366,974	441,074

Bank loan maturity analysis:

In less than one year	74,370	77,370
In more than one year but not more than two years	80,767	80,274
In more than two years, but not more than five years	281,632	259,720
In more than five years	-	90,433
	436,769	507,797

See note 26 for details of the pension deficit payments.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

19. Restricted funds

	Balance at 01.04.22	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.23 £
Core					
Awards Ceremony	2,053	-	-	-	2,053
Thriving VCF Group	990	-	-	-	990
Collaborative Conversations	-	46,000	12,125	-	33,875
Voice and Leadership	18,455	-	4,455	-	14,000
Cohesion Sheffield	6,923	-	792	-	6,131
Shared Prosperity Fund	-	20,000	-	-	20,000
	<u>28,421</u>	<u>66,000</u>	<u>17,372</u>	<u>-</u>	<u>77,049</u>
Volunteer Centre					
Volunteer Centre	3,860	5,000	20,000	15,000	3,860
Refugee & Asylum Seekers					
New Beginnings Project	89,999	82,481	121,937	6,777	57,320
Sheffield Business Together	5,949	(500)	5,449	-	-
Community Champions	150,000	57,000	133,458	-	73,542
Community Makers	-	23,750	13,686	-	10,064
	<u>249,808</u>	<u>167,731</u>	<u>294,530</u>	<u>21,777</u>	<u>144,786</u>
Health and Wellbeing					
Healthwatch	63,000	124,627	116,848	-	70,779
People Keeping Well	18,337	47,000	52,848	-	12,489
VAS Long Covid	90,000	-	11,762	-	78,238
Health Leadership	74,193	130,241	74,580	-	129,854
Autism project	62,195	67,500	53,402	-	76,293
Move More Empowering Communities	8,648	97,771	106,419	-	-
Diabetes Action Hub	24,600	75,260	29,864	-	69,996
Changing Futures	11,942	12,500	24,026	-	416
Health Education England	-	243,000	-	-	243,000
	<u>352,915</u>	<u>797,899</u>	<u>469,749</u>	<u>-</u>	<u>681,065</u>
Training and Development					
Lunch Club Referral Service	305	28,188	30,034	1,541	-
Development Team	44,649	131,564	150,022	-15,000	11,191
Food Network Co-ordination	-	88,000	19,000	-	69,000
Holiday Activities and Food	58,358	183,905	92,004	-	150,259
	<u>103,312</u>	<u>431,657</u>	<u>291,060</u>	<u>-13,459</u>	<u>230,450</u>
Consortium Service					
SPRING	119,420	509,927	607,394	-	21,953
Sheffield Youth - Neighbourhoods and Communities (SYNC)	49,029	316,829	96,125	25,000	294,733
	<u>168,449</u>	<u>826,756</u>	<u>703,519</u>	<u>-</u>	<u>316,686</u>
Total	<u>902,905</u>	<u>2,290,043</u>	<u>1,776,230</u>	<u>33,318</u>	<u>1,450,036</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

19. Restricted funds (continued)

Prior Year restricted funds – for comparison

	Balance at 01.04.21	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.22 £
Core					
Awards Ceremony	2,503	-	450	-	2,053
Thriving VCF Group	990	-	-	-	990
Access to Work	-	1,216	1,216	-	-
The Circle	-	2,944	2,944	-	-
Voice and Leadership	34,414	-	15,959	-	18,455
Cohesion Sheffield	7,733	-	810	-	6,923
NAVCA	-	4,750	4,750	-	-
Job Retention Scheme	-	4,253	4,253	-	-
	<u>45,640</u>	<u>13,163</u>	<u>30,382</u>	<u>-</u>	<u>28,421</u>
Volunteer Centre					
Volunteer Centre	3,860	5,250	5,250	-	3,860
Refugee & Asylum Seekers					
New Beginnings Project	56,297	176,495	142,793	-	89,999
Sheffield Business Together	11,448	13,065	18,564	-	5,949
Community Champions	-	150,000	-	-	150,000
	<u>71,605</u>	<u>344,810</u>	<u>166,607</u>	<u>-</u>	<u>249,808</u>
Health and Wellbeing					
Healthwatch	11,700	88,400	37,100	-	63,000
People Keeping Well	8,114	135,000	34,777	-	108,337
Health Leadership	24,461	110,967	61,235	-	74,193
Autism project	33,917	79,500	51,222	-	62,195
Move More Empowering Communities	4,215	174,986	170,553	-	8,648
Diabetes Action Hub	-	50,000	25,400	-	24,600
Changing Futures	-	12,500	558	-	11,942
	<u>82,407</u>	<u>651,353</u>	<u>380,845</u>	<u>-</u>	<u>352,915</u>
Training and Development					
Lunch Clubs	10,362	-	-	(10,362)	-
Lunch Club Referral Service	1,386	28,188	29,269	-	305
Development Team	49,990	141,764	152,241	5,136	44,649
Holiday Activities and Food	-	112,723	59,591	5,226	58,358
	<u>61,738</u>	<u>282,675</u>	<u>241,101</u>	<u>-</u>	<u>103,312</u>
Consortium Service					
SPRING	249,959	266,414	396,953	-	119,420
SYNC	-	76,885	27,856	-	49,029
	<u>249,959</u>	<u>343,299</u>	<u>424,809</u>	<u>-</u>	<u>168,449</u>
Total	<u>511,349</u>	<u>1,635,300</u>	<u>1,243,744</u>	<u>-</u>	<u>902,905</u>

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

19. Restricted funds (continued)

Core - Funding to support core running costs.

All of the other restricted funds relate to specific projects being undertaken by VAS. The projects are shown separately, but categorised into the main activities of VAS. Details of many of these projects are given in the Trustees' Report.

Those restricted projects that are believed to need further narrative to explain what services they provide are detailed below. More information can be found on our website (www.vas.org.uk).

<u>Project</u>	<u>Service</u>
<i>Healthwatch Sheffield</i>	Established 1 April 2013 as part of the Government health reforms, to strengthen the patient, service user and public voice in shaping health and social care services. Gives citizens and communities a stronger voice to influence and challenge how health and social care services are provided in their locality.
<i>SPRING</i>	A collaboration of six organisations helping refugees settle into the local community. It is funded by the Asylum Migration and Integration Fund.
<i>Changing Futures</i>	A government funded programme aiming to improve outcomes for adults experiencing multiple disadvantage – including combinations of homelessness, substance misuse, mental health issues, domestic abuse and contact with the criminal justice system.
<i>Community Makers</i>	A project funded by Arts Council England (via Ignite Imaginations) to promote volunteering within the creative arts sector in Sheffield.
<i>Collaborative Conversations</i>	This project aims to create a common way of having meaningful conversations about what happens in our city. This will support local people to collaborate on decisions that affect their lives and create action that really matters.
<i>Shared Prosperity Fund</i>	A three-year government funding stream that replaces European Structural and Investment Funds. The fund aims to improve pride in place and increase life chances across the UK by investing in communities and supporting local businesses, people, and skills.

20. Transfers between funds

There were transfers of £33,318 between restricted and unrestricted funds during the year (2022: nil). These represent unrestricted funds applied to restricted projects. In particular they include £25,000 from Esmee Fairbairn Foundation, who part-fund our SYNC project, which was for general cost-of-living increases and has been allocated to the SYNC project.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

21. Designated funds

The unrestricted funds of the Charity include the following designated funds which have been set aside out of unrestricted funds by the Board of Trustees for specific purposes:-

	Balance at 01.04.22 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.23 £
Fixed assets	1,410,454	-	-	46,100	1,456,554
Consortium Service funds	14,225	-	-	-	14,225
IT infrastructure and equipment fund	15,000	-	-	5,387	20,387
Healthwatch	41,526	-	(10,478)	-	31,048
Circle Redevelopment Fund	19,933	-	-	-	19,933
Strategic Review fund	-	-	-	12,000	12,000
	<u>1,501,138</u>	<u>-</u>	<u>(10,478)</u>	<u>63,487</u>	<u>1,554,147</u>

Prior Year designated funds – for comparison

	Balance at 01.04.21 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.22 £
Fixed assets	1,309,092	-	-	101,362	1,410,454
Consortium Service funds	34,211	-	(19,986)	-	14,225
IT infrastructure and equipment fund	15,000	-	-	-	15,000
Healthwatch	23,172	-	-	18,354	41,526
Circle Redevelopment Fund	31,000	-	(11,067)	-	19,933
COVID recovery fund	25,000	-	(25,000)	-	-
	<u>1,437,475</u>	<u>-</u>	<u>(56,053)</u>	<u>119,716</u>	<u>1,501,138</u>

Fixed assets are funds which represent the net book value of the fixed assets (£1,904,000) less the amount outstanding on the mortgage relating to the building (£436,769) and the amount committed to eliminating the deficit on the pension fund (£10,677). See note 26 for more details of the pension deficit payments.

Consortium Service funds are funds donated to Voluntary Action Sheffield by Sheffield Cubed as part of the agreement to transfer a significant proportion of their undertakings to VAS. The Board have decided to designate these funds in order to cover the cost of making the Consortium Service viable.

IT infrastructure and equipment fund is a fund to cover the cost of new/updated databases identified by the Trustees as required to improve the communication facilities at VAS.

Healthwatch is funds set aside to cover additional staff costs for the Healthwatch function.

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

21. Designated funds (continued)

Circle redevelopment fund is a fund set up to cover the cost of developing facilities at The Circle in order to continue to attract room hire customers.

COVID recovery fund was set up in recognition that COVID 19 would continue to impact on income levels into 2021-22 and that government funding was unlikely to be available at the same levels as it was in 2020-21.

Strategic Review Fund is a fund to cover the cost of a strategic review to be carried out in 2023.

22. Analysis of Charity funds balances between net assets as at 31 March 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,904,000	-	1,904,000
Current assets	520,616	97,593	1,476,586	2,094,795
Current liabilities	(120,842)	(80,472)	(26,550)	(227,864)
Creditors: amounts falling due in more than one year	-	(366,974)	-	(366,974)
	<u>399,774</u>	<u>1,554,147</u>	<u>1,450,036</u>	<u>3,403,957</u>

Prior Year analysis – for comparison

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,935,000	-	1,935,000
Current assets	452,480	90,684	975,600	1,518,764
Current liabilities	(95,281)	(83,472)	(72,695)	(251,448)
Creditors: amounts falling due in more than one year	-	(441,074)	-	(441,074)
	<u>357,199</u>	<u>1,501,138</u>	<u>902,905</u>	<u>2,761,242</u>

23. Statement of movement on unrestricted reserves

	General reserve £	Designated reserves £
Balance at 1 April 2022	357,199	1,501,138
Net movement in fund	42,575	53,009
Balance at 31 March 2023	<u>399,774</u>	<u>1,554,147</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

24. Obligations under operating leases

At 31 March 2023, the total of future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:-

	2023	2022
	£	£
not later than one year	1,622	1,996
later than one year and not later than five years	3,308	166
later than five years	-	-
	<u> </u>	<u> </u>

These payments relate to two photocopiers at The Circle.

25. Commitments

As at the year end, VAS had capital commitments outstanding of £nil (2021: £nil).

26. Pension costs and liabilities

SCHEME: TPT Retirement Solutions – The Growth Plan

VAS participates in two pension schemes – a defined benefit scheme and a defined contribution scheme. They are both with The Pension Trust (TPT) and are part of their Growth Plan Scheme. The defined benefit scheme is closed to new members and to the accrual of benefit by existing members. The only payments to this scheme therefore relate to the funding deficit, details of which are given below.

Defined Contribution Scheme

For the defined contribution scheme, VAS paid contributions at the rate of 6% during the accounting period and members paid contributions at rates between 1% and 11% during the accounting period. As at the balance sheet date there were 50 (2022: 40) active members of the Plan employed by VAS. VAS continues to offer membership of the defined contribution scheme to its employees.

Defined Benefit Scheme

The defined benefit pension scheme that VAS participates in is a multi-employer scheme which provides benefits to some 638 non-associated participating employers. It is not possible for VAS to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

26. Pension costs and liabilities (continued)

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2022 to 31 January 2025:	£3,312,000 per annum	(payable monthly)
---------------------------------------	----------------------	-------------------

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 30 September 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
---	-----------------------	--

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). The calculation basis that applies to the Growth Plan was amended due to a change in the definition of money purchase contained in the Pensions Act 2011 and therefore Series 3 liabilities have to be included in the calculation of an employer's debt on withdrawal.

VAS has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2022. As of this date, the estimated employer debt for VAS was £93,094 (2020: £261,807, 2021: £162,107).

The present value of the deficit repayment provision and the rates of discount used are as follows:

	31 March 2023	31 March 2022	31 March 2021
Present value of provision (£)	10,677	16,748	73,666
Rate of discount (% per annum)	5.52	2.35	0.66

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

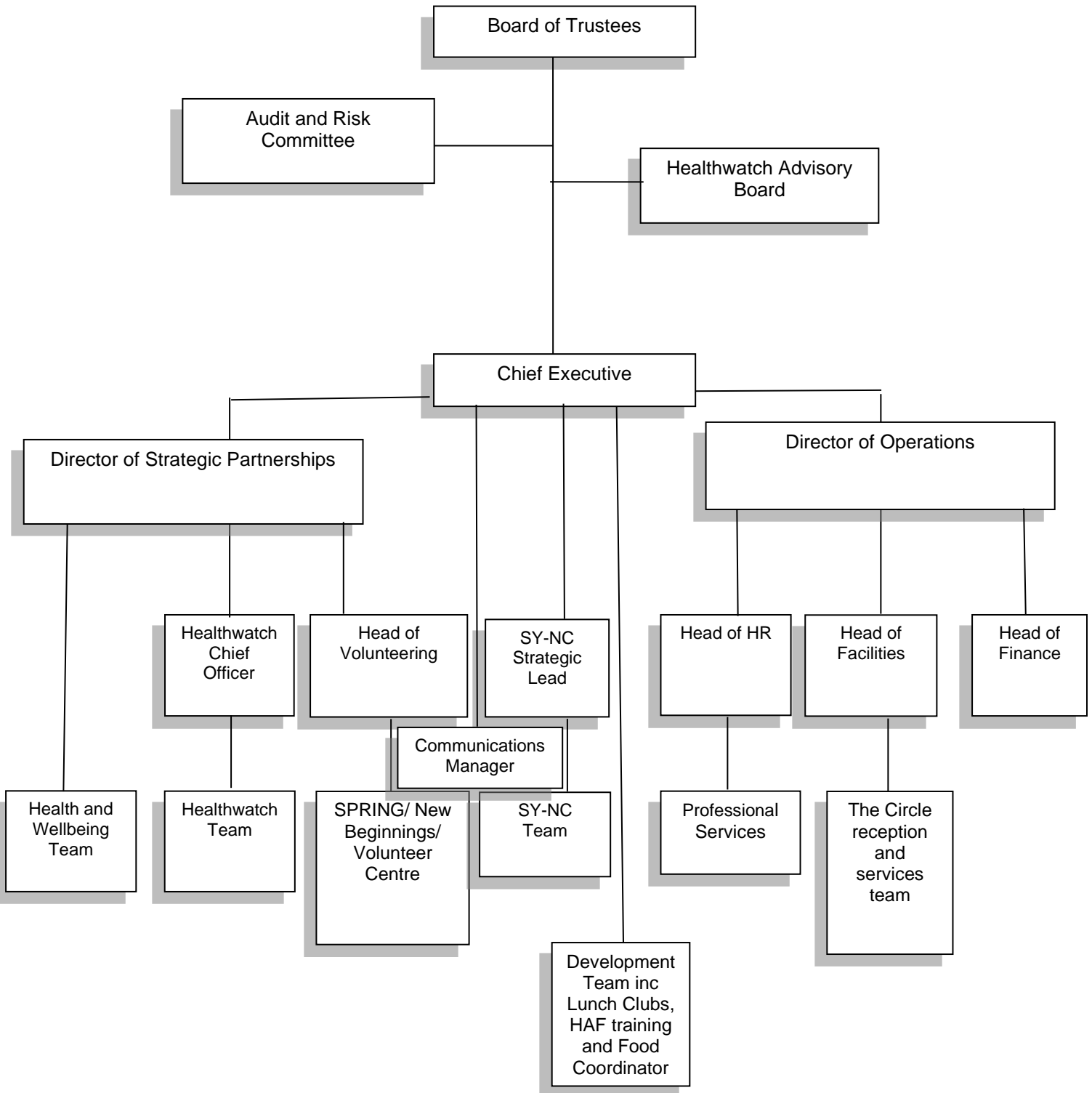
26. Pension costs and liabilities (continued)

Reconciliation of opening and closing provisions

	2023	2022
	£	£
Provision at start of period	16,748	73,666
Unwinding of the discount factor/ impact of any change in assumptions	316	425
Deficit contributions paid	(6,102)	(18,642)
Impact of changes in assumptions	(285)	(385)
Amendments to contribution schedule – revised recovery plan	-	(38,316)
	<hr/>	<hr/>
Provision at end of period	10,677	16,748
	<hr/>	<hr/>
Disclosed as creditors:		
Due in less than one year	6,102	6,102
Due in more than one year	4,575	10,646
	<hr/>	<hr/>
	10,677	16,748
	<hr/>	<hr/>

VOLUNTARY ACTION SHEFFIELD
 TRUSTEES' ANNUAL REPORT AND ACCOUNTS
 FOR THE YEAR ENDED 31 MARCH 2023

APPENDIX A – ORGANISATIONAL STRUCTURE 2022/23 (as at 31.3.23)



VOLUNTARY ACTION SHEFFIELD

England & Wales - Charity number 223007

Accounts

Charity Registration Number: 223007
Company Number: 00215695 (England and Wales)



TRUSTEES' ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31 MARCH 2022

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' ANNUAL REPORT & ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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VOLUNTARY ACTION SHEFFIELD

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

Registered office:

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Telephone: 0114 253 6600
Fax: 0114 253 6601
Web: www.vas.org.uk
Email: info@vas.org.uk

Charity No: 223007
Company No: 00215695
VAT Reg No: 706 1183 63

Honorary officers:

Andy Buck	(Chair)
Rachel Boyce	(Vice-Chair) (to 30 September 2021)
Kay Dickinson	(Treasurer)

Other trustees:

Debbie Mathews
Neil Booth
Rachel Boyce
James Lock
Uri Rennie
Tim Furness
Peter Wozencroft
Sara Hill
Amy Dowling (resigned 31 March 2022)
David Bussue
Safiya Saeed

'Observer' (non-voting) attendees at the Board:

Dawn Shaw	(Sheffield City Council)
Nicki Doherty	(NHS Sheffield)
Brian Hughes	(NHS Sheffield)

Chief executive:

Helen Sims and Helen Steers (to 21 November 2021)
Helen Sims (from 22 November 2021)

Company secretary:

Helen Sims

VOLUNTARY ACTION SHEFFIELD

LEGAL AND ADMINISTRATIVE INFORMATION - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022

Committees and advisers:

Audit and Risk Committee

Kay Dickinson (Chair for Finance section), Tim Furness (Chair for Strategy and Governance section), Andy Buck, Rachel Boyce (to 30 September 2021), Peter Wozencroft, Helen Steers (to 21 November 2021), Helen Sims, Liz Dingle.

Auditor:

BHP LLP
2 Rutland Park
Sheffield
S10 2PD

Bankers:

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors:

Banner Jones Solicitors Ltd
24 Glumangate
Chesterfield
S40 1UA

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Foreword from the Chair

It is with great pleasure and pride that, on behalf of the Voluntary Action Sheffield Board of Trustees, I am introducing our annual report and accounts for 2021/22. I hope that you will take the time to read this report in its entirety, for it demonstrates the remarkable range of work undertaken by VAS and the extensive positive impact this has in our city.

We have remained clear about our vision, purpose and values, which provide a robust framework to guide everything we do.

Our role in leading and advocating for the voluntary and community sector has grown. The new Voluntary and Community Sector (VCS) Leaders' Forum was launched, with our support, in March 2021. We have become a firmly established and valued partner in the city's health and care partnership and, with other VCS leaders, in the new NHS South Yorkshire Integrated Care Board. Healthwatch Sheffield, which we host, has gone from strength to strength.

We have supported hundreds of VCS organisations and groups, many of whom have faced considerable challenges in light of the pandemic, deepening poverty and funding shortfalls. The COVID hubs network has become the VCS Network, and is supporting organisations to focus on the city's priorities. Our development team has supported 230 groups. Our payroll, community accountancy and human resources services have supported 222 organisations. We have supported 20 lunch clubs to re-open.

We have prioritised reaching out to underserved groups, with particular emphasis on building trust and engagement with Black, Asian and Minority Ethnic organisations, enabling them to engage with VAS and with the major institutions in the city.

We have continued to encourage and support high quality volunteering in the city. Our focus is on supporting people to volunteer, especially people for whom this may be more challenging, and supporting organisations to offer great volunteering opportunities. We have diversified and strengthened the ways in which we do this.

We have equally strengthened our role in leading, developing and participating in partnerships in the city. We have focused on collaboration to tackle health inequalities, to help the city recover from the pandemic and to rise the deepening cost of living crisis.

New Beginnings, which we run, and the SPRING partnership, which we lead and facilitate, have continued to play a crucial role in helping refugees settle and thrive in the city.

Sheffield Business Together, which we have led in partnership with Sheffield and Rotherham Chamber of Commerce and Business in the Community, has continued to successfully engage businesses in supporting voluntary and community projects.

Sheffield Youth- Neighbourhoods and Communities (SY-NC) is a new programme for which we have secured substantial funding. It will play a key role in strengthening support for young people in the city.

We have sustained our commitment to tackling racism, becoming an anti-racist organisation and achieving race equality. We will be publishing a separate report about the action we have been taking to this effect.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

All of this has been made possible by our fantastic workforce. For the first six months of the year, our interim joint chief executives Helen Sims and Helen Steers led the organisation to very good effect. We were then delighted to be able to appoint Helen Sims as the substantive chief executive. Our senior management team has worked exceptionally well during a very challenging period. Equally, all our other staff have done the same. They all deserve great credit for the achievements described in this report.

We have had to change our business model for The Circle, which was seriously impacted by COVID restrictions. We have a new marketing strategy, which is proving successful in attracting organisations and people back to The Circle, which provides high quality, COVID-safe facilities.

We have maintained sound financial management, leading to a good financial outturn, compliance with our reserves policy and hence a sound foundation for 2022/23 and beyond.

We have sought to build a more strategic approach to gathering and using knowledge and information, in particular the insights and intelligence that can be drawn from the VCS itself.

We have reviewed and strengthened our approach to information technology, including data management and protection and cyber-security.

We have sought to maintain high standards of governance. We have adopted the Charity Governance Code, and have used this to guide continuous improvement to our governance arrangements.

I very much hope that upon reading this report you will agree that Voluntary Action Sheffield plays a really important and effective role in the city, which we remain determined to sustain and build upon in the months and years ahead.

We will continue to focus on our four strategic priorities. In doing so, we will also focus on tackling poverty and health inequality, community health and wealth creation, supporting children and young people, and becoming a more inclusive and anti-racist city.

I would like to conclude this brief introduction by saying a huge thank you: to all our staff and volunteers; to our trustees; to all the VCS organisations who work with us; to all our funders and other supporters; and to all the other partners and friends we have in Sheffield.

Thank you

Andy Buck
Chair of the Board of Trustees

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Our vision, purpose and values

Our vision is that people work together to make a vital and growing contribution to the quality of life in all of Sheffield's communities.

Our purpose is to support the development of voluntary and community action in a professional way, so that it is sustainable and brings about positive social change.

Our focus is: tackling inequality; increasing democratic engagement; and influencing change to city systems and structures to better meet people's needs. We are ambitious and optimistic – we love Sheffield and want it to be a great city for all its people and communities.

Our values are the promotion of social justice, fairness and respect. We value diversity and seek to empower and enable others. We seek to demonstrate integrity, openness, resilience and innovation. We actively seek collaboration and cooperation, working in partnership with others in the voluntary and community sector and beyond.

Our strategic priorities

We have four strategic priorities:

- 1. Provide leadership and advocacy for the Voluntary and Community Sector (VCS), and support people and organisations to speak up and be influential;**
- 2. Support organisations and groups to fulfil their purpose;**
- 3. Encourage and support people to volunteer, and support organisations to offer great volunteering opportunities;**
- 4. Work in partnership, bringing people and organisations together to optimise their impact.**

We enable our priorities by making the very best use of our people, money, facilities and knowledge.

Public benefit

The Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of the activities carried out to deliver a public benefit are set out in the Outcomes section below.

Outcomes in 2021-22

We have made good progress against our priorities in 2021-22.

Provide leadership and advocacy for the VCS, and support people and organisations to speak up and be influential

We sit on the Sheffield City Partnership Board and through the partnership we are actively engaging with the City Economic Strategy Board and the Economic Baseline development work, to shape the City Strategy. VAS will coordinate community insight to inform the strategy in 2022-23.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The Sheffield VCS leaders' forum was launched in March 2021 and is chaired by VCS leaders Olivier Tsemo (SADACCA) and Debbie Mathews (Manor and Castle Development Trust) supported and facilitated by the Chief Executive, Director of Strategic Partnerships and Executive Officer at VAS.

The forum was launched by its members with clear purpose and over the past year has grown from 24 to 32 members and includes leaders from a representative range of ethnic minority communities.

Some of the key activity/ outputs from the forum include:

- A collective response to Local Area Committee infrastructure - feeding back to Council colleagues on the implementation and engagement of the VCS at a local level.
- A deep dive into understanding poverty in the city, including a presentation of data and insight from the chief executive of Citizens Advice Sheffield, informing agreed priority actions at Sheffield city partnership board and the subsequent city poverty summit.
- We arranged an insight visit to Burngreave with City Council chief executive Kate Josephs with two key Black-led community organisations, ReachUp Youth and Emosi, supporting children and young people.
- We held a dedicated session on racial equality with Professor Kevin Hylton (Chair of the Race Equality Commission) to support understanding of the interim findings of the Commission.

The forum has a clear set of priorities for 2022-23 and is developing an action plan to take forward, to ensure we continue to focus on delivering impact as a leadership group.

Our Chief Executive co-chaired, together with Executive Directors from Sheffield City Council (SCC), meetings of SCC and the VCS Strategy group. The strategy group, attended by Cllrs Julie Grocutt and Alison Teal, together with cross-SCC and cross-VCS representatives, had an early focus on understanding what good engagement and inclusion looks like in decision making for the new Local Area Committees. Positive collaborative relationships with councillors and officers continue to be built across a number of areas including the the City Council's One Year Plan, VCS /SCC relationship and resilient communities in the city. The strategy group has now been stepped down in favour of regular shared strategy time at the VCS leaders' forum meetings.

The Sheffield Health and Care Partnership (formerly the Accountable Care Partnership) endorsed the inclusion of the VCS into the future health and care governance and delivery arrangements in the city. VAS facilitation has been integral to this work and to embedding the wider VCS in developing a delivery programme of health and care priorities. Alongside this work, Healthwatch Sheffield worked with the partnership to develop a toolkit for Public and Patient Participation.

We sit on the Adult Social Care Strategy Board to embed the VCS into the decisions and priority setting to address adult social care priorities. We have also facilitated connections to VCS organisations to work to develop and adult social care strategy and implementation Plan.

We have worked as part of the South Yorkshire and Bassetlaw VCS Leaders group with the new Integrated Care Board Chair and Chief Executive and have secured a place for the VCS on the decision-making Integrated Care Board. Our collective work is also increasing opportunities for NHS England funding to be channelled towards the VCS in our sub-region and city.

VOLUNTARY ACTION SHEFFIELD

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Healthwatch Sheffield, which we host, has been co-ordinating the response to these governance developments from the local Healthwatch across South Yorkshire, and building relationships to inform future joint working across this wider footprint.

Healthwatch has continued to advocate for patient and public voice in the city, with a focus on previously unheard voices, this year Healthwatch has:

- published a report on support for families with children who have Recessive Genetic Conditions – in partnership with Community Genetic Literacy Project at Fir Vale Hub.
- commissioned a report on African Caribbean experience of homecare by SACMHA and has helped get commitment to particular actions, and more broadly a commitment to putting equality and diversity as a focus in the new Adult Social Care Governance structure.
- supported organisations to plan and deliver funded projects to capture the voice and experience of the people they work with. This year we administered SpeakUp grants to 13 groups including Burngreave Messenger, Pitsmoor Adventure Playground and Sheffield Voices - impact reports from these projects are available on the Healthwatch Sheffield website and illustrate the diverse groups and voices supported by the micro-grant programme.

Healthwatch also co-ordinated feedback from VCS partners to contribute to the Care Quality Commission inspection of Sheffield Health and Social Care Foundation Trust, and gathered and co-ordinated feedback about maternity services to go to the CQC following an inspection of Sheffield Teaching Hospitals NHS Foundation Trust's Maternity Services.

Healthwatch has been connecting with voluntary sector organisations, and health service providers, to act as a hub for distribution of GP Access cards. These cards are an initiative to support people without ID and/or permanent address when registering for primary care.

We have led a VCS Skills and Employment focus group. The group is made up of VCS organisations from across the city with experience of delivering formal and informal employment support and was fully engaged in the development of a Community Renewal Fund bid in the summer of 2021. Whilst this bid was unsuccessful, our community-led approach has laid the foundation for collaboration between the Council and VCS in how to address gaps in unemployment provision in Sheffield.

We are working with VAS members and VCS youth networks to shape the development of a youth strategy for the city. We have engaged a number of community youth leaders with the emerging city Youth Partnership, working closely with the Head of Youth Services at Sheffield City Council. We have also secured resource within the Council to map all youth provision in the city in 2022, in order to develop a shared investment plan in 2022-23.

We have secured a role for the VCS through VAS in the South Yorkshire Sustainability Centre, a £5m investment from Research England that will support research through the two Sheffield Universities and will bring together academic outputs with policy decisions. We will support work to engage the VCS in identifying research priorities focussed on health inequalities.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Support organisations and groups to fulfil their purpose

The COVID pandemic continued to have a huge impact on the sector in 2021/22, particularly as organisations responded to the uncertainty and change in COVID regulations and the wider social and economic disruption.

We have continued to support groups to navigate these changes and keep up-to-date through delivery of professional services, capacity building, network meetings, facilitation of peer and 1-1 support.

Our **professional services** (payroll, community accountancy and human resources services) supported 222 clients during the year, ensuring legal and statutory requirements were fulfilled as well as providing best practice advice over a wide range of financial and personnel issues.

The financial and human resources implications of the pandemic were wide ranging for our clients. Some were not eligible to receive furlough scheme support due to their public funding and had to support their employees to work from home, whilst others relied on the furlough scheme to keep going.

Similarly, with finances, some organisations continue to receive 100% public funding, others saw their income fall to nearly nil overnight, and others benefited from additional funding to support new service provision, such as COVID Bereavement support.

Our payroll service provided 12,750 payslips for the year, with supporting calculations and submissions to HMRC and pension funds. In addition, 97 furlough claims were calculated and/or submitted, up to the scheme end in September 2021.

Our community accountancy team completed 135 sets of accounts, independent examinations and tax returns to meet the statutory filing requirements for Companies House, Charity Commission and HMRC, as well as providing five bespoke training sessions, and supporting over 50 organisations with accounting software subscriptions. The changes in income and activities of our clients due to the pandemic meant additional work to check trustees were making correct use of new or unusual funding, and were continuing to govern the organisations well during difficult situations.

Our human resources service provided advice and support to 33 organisations – ranging from small queries, redundancy, capability, conduct and TUPE to drafting and reviewing employment contracts and human resources policies, including a subscription based service.

We have continued to support the **voluntary and community sector (VCS) response to COVID**. The weekly COVID Hubs network that was set up in 2020 has developed this year in collaboration with partners to develop from crisis response to planning our recovery. The COVID hubs have recently been renamed as the VCS Network and continues to meet weekly.

Our **organisational development support team** supported 230 groups with signposting, information and advice, providing 1:1 support and guidance and opportunities for groups to come together to benefit from peer support.

We have responded to the needs of existing organisations recovering from the impact of the pandemic on their services and sustainability, supporting them to adapt and enabling them to manage and navigate change. This has included providing them with the tools and guidance to review and adapt their governance and structures so that they stay fit for purpose.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

For new groups emerging from the pandemic in response to community need, we have supported them to establish solid foundations and to be in a strong position to look for funding to support their work.

In March 2022 we worked with our partners South Yorkshire Funding Advice Bureau to support the first of a planned series of funding advice surgeries to be held in community venues across the city. These outreach sessions provide an opportunity for groups to meet SYFAB and VAS together and receive support in a joined-up way.

We have provided support to 20 lunch club leaders as they worked towards reopening over the last six months. Guidance on risk assessments has helped them to open services safely and the online peer support network we facilitate has enabled them to share issues, successes and learning as they have navigated the challenges of restarting lunch clubs after a prolonged period of closure.

We have continued to strengthen our **equalities and engagement** work. We have continued to proactively reach out to underserved groups, and building trust with Black, Asian and Minority Ethnic organisations. The recruitment of a permanent engagement and equality lead has brought a focus and greater understanding of accessibility issues and the real impact of structural racism in our sector and our city. Feedback has shown the impact of building trust for individuals and leaders to not only engage with the services and support VAS offers, but a willingness to start a dialogue with other institutions in the city where trust has also previously been lost.

One to one mentoring has also made an impact in supporting potential future VCS leaders in the city. People are feeding back that they feel better supported and are reporting a positive impact on their confidence and personal wellbeing, as a result of feeling less isolated.

“It has made such a huge difference seeing someone that looks like me at VAS. Your sympathetic approach has made me feel I can be honest and open and share my concerns. I feel supported, when in the past I have felt discriminated against by many institutions in Sheffield”.

We have continued to support the capacity of the **Holiday Activities and Food Programme (HAF)**. Following our leadership of the Department for Education Holiday Activities and Food (HAF) pilot in 2020, the programme has received 3-year funding and is led by local authorities nationally. We have been working as a strategic partner with Sheffield City Council to develop the programme and delivery and have supported the capacity building and communications, using our Sheffield Healthy Holidays brand assets.

In 2021 we provided training and support, both face to face and online, to organisations that wanted to deliver holiday activities and food, with over 40 groups and organisations receiving support. We employed a ‘local enabler’ to get alongside groups and providers and advise on delivery. This support enabled new organisations to participate in the HAF programme.

We developed colourful and interactive resources that could be sent in targeted letters with details of free meal vouchers to eligible families. The Summer Holiday Handbook contained interactive games and ideas, together with details of the different activities and ‘how to book’ information. In partnership we developed content that Sheffield City Council could send out to over 20,000 families. The Sheffield Healthy Holidays website site became the access point for the online booking system and was visited by over 11,000 unique users in summer 2021 and a further 2,768 in winter.

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Encourage and support people to volunteer, support organisations to offer great volunteering opportunities

The VAS approach to volunteering is to support individuals to access volunteering, and to support organisations to develop and sustain high quality volunteer programmes following best practice in volunteering.

Our focus is on people who are excluded from volunteering, or with barriers to inclusion, to be aware of the benefits and have access to support to find a role that will be suitable for them to do.

Support to organisations focuses on good practice support, volunteering advice and facilitating peer to peer connections to develop skills and knowledge within the sector to run effective programs. COVID has continued to change the volunteering landscape with this year seeing volunteer roles increasing, but with interest from volunteers remaining fairly stable. Growing barriers to involvement has continued with organisations struggling with the capacity to deliver the services they offer with only a few organisations able to involve volunteers who need support and development.

The role that volunteering could play as part of the city recovery from COVID, in terms of empowering communities, improving skills, addressing physical and mental health issues is clear, but the capacity within charities to involve volunteers in a developmental way has been seriously impacted by COVID and the increased demands on the sector.

We have continued to adapt and change our services in response to the changing landscape and legislation around COVID and the needs of charities and volunteers. Our delivery has included:

- **Virtual Brokerage service:** This service, which provides role suggestions and volunteering advice by phone or email, continues to be popular. A diverse group of people accessed the service last year – diverse in terms of ethnicity, age and employment status. 35% of service users were people from Black, Asian and Minority Ethnic communities, the majority were under the age of 35 and high numbers of unemployed people sought volunteering advice this way. We are committed to inclusion and this easy-to-access service, which allows individuals to receive volunteering information in a way to suit them, clearly helps facilitate this and has a much more diverse user group than our self-serve website only service.
- **Face to Face drop in:** In February 2022, we re-opened our face-to-face service at The Circle with support from our team of volunteer advisors and with COVID safety measures in place. This is run by appointment, using an online booking system, and has proved popular with each week being fully booked and 34 people attending appointments thus far. We hope to be able to expand this our face-to-face offering in the coming year, retaining the appointment system but also offering a drop-in service alongside this.
- **Virtual Volunteer Fairs and Outreach activity:** Despite the on-going pandemic, we have still been able to do outreach work to promote volunteering and the current opportunities. We have attended a mix of virtual and in-person events, such as our Virtual Volunteering Fair in October and Careers Fairs at Sheffield College, and gave talks at Humankind, Sheffield Young Carers (Families Project) and Migration Yorkshire. This outreach work reached a total of 253 people.
- **Good practice and organisation support quality checking volunteer roles:** Although the overall number of roles advertised has remained constant there has been a further drop both in

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organisations advertising and the number of new roles being created. We quality check every role and have minimum quality standards that organisations need to meet in order to advertise roles.

- Facilitating Peer to Peer support - Volunteer Co-ordinators forums: The volunteer co-ordinators forum this year has been virtual and monthly and have been a key source of support to volunteer co-ordinators. Across the year 42 organisations have attended and there is clear feedback that the peer support, connecting with other staff managing volunteers is a key need. Our focus has been on supporting organisations to manage change and for us to cascade changes in guidance, share best practice on how people are adjusting services in relation to COVID guidance, and particularly opening up, risk assessments and bringing volunteers back to face to face activity.
- Sheffield Volunteer Standard: The Sheffield Volunteer Standard is awarded to organisations who can demonstrate that their volunteer programme follows agreed good practice principles, and this almost always leads to volunteers being treated better and having a more positive, developmental volunteering experience. It takes a lot of work to go through this process and involves reviewing and updating all the relevant policies and processes, which for many organisations has taken a back seat during COVID. The Sheffield Children's Hospital Charity successfully re-submitted and passed the standard this year, and we are raising the profile of this as structure for organisations to work through as they reset coming out of COVID.

Our New Beginnings project has supported refugees and asylum seekers to access volunteering opportunities (see further detail about this later in this report).

Work in partnership, bringing people and organisations together to optimise their impact

Our work with partners across the **health, care and well-being sector** has developed significantly this year. We have prioritised collaboration that tackles health inequalities in the city. We recognised that our recovery as a city from the social and economic impact of the pandemic requires us to build on the participation and diversity of partnerships that were successful in responding in crisis.

Key outcomes from this focussed work include:

- Leveraging project investment to develop models of commissioning and organisational development to showcase the impact and opportunity that can be achieved through VCS investment, for example creating a national exemplar in the Sport England funded Move More Empowering Communities programme that is informing the strategic investment approach of national and local funders.
- Expanding connections through the Move More Empowering Communities programme to better support under-served communities.
- Support Black, Asian and Minority Ethnic led organisations to build their Health Creation offer and embed these offers in statutory systems.
- Supporting a diverse range of people in overcoming barriers to accessing physical health opportunities.
- Developing a network of 150+ front-line workers to strengthen the role of organisations working in community frontline roles.
- Working to connect Social Prescribing with the hospital single point of access, Long COVID responses and hospital discharge rehabilitation activities.

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- Connecting VCS Diabetes wellbeing work and community insights, with Primary Care health management to develop better understanding of Type 2 Diabetes prevention and condition management.
- Working with national research partners to raise understanding about the impact of the VCS as key partners in COVID responses, participatory decision making and wider wellbeing action.
- Bringing investment in the Institute of Voluntary Action Research (IVAR) partnership building activities, working to change how statutory services engage with VCS partners.

We have **forged new connections, voice and influence in work led by Autistic people** including:

- Working with partners and new connections to support a better understanding of need and a focal point for engagement and investment
- Ensuring Autism strategy development is shaped by Autistic people
- Influencing the way commissioners invest in the Autism sphere by creating a partnership, which currently has 77 Sheffield Autism Partnership Network (SAPN) members interested in reciprocal working to support the Autism communities of Sheffield.
- Engaging an array of public, private and third sector organisations, including mental, physical, psychological, and maternal health services, Autistic individuals and Autism specific VCS organisations, to influence and support all six priority areas of the Governments National strategy for autistic children, young people and adults: 2021 to 2026.
- Coordinating the distribution of over £25k in grants to the VCS to support the mental and physical health of Autistic people and their support systems.
- Supporting commissioners by producing informative leaflets and posters for all GP practices on reasonable adjustment, and aiding IAPT to produce a video to help Autistic clients know what to expect from their service.

The **SPRING partnership** was established in January 2019 to work with newly granted refugees, and comprises Citizens Advice Sheffield, City of Sanctuary, SAVTE, Sheffield City Council, SOLACE and ourselves.

The vision of the partnership is for everyone who seeks sanctuary in Sheffield to feel safe, welcome, and wanted during their journey through the asylum system.

SPRING delivers:

- Proactive early intervention and specialist support, averting destitution of refugees in Sheffield.
- Progression into independence – investing in people so they understand what opportunities exist and how to access them.
- A single point of contact for clients, referral agencies and providers.
- A place of safety and support for those unable to navigate UK systems for themselves.

Additionally, New Beginnings, SAVTE and SOLACE work with refugees after the 30-day period, to support longer-term positive outcomes that often require sustained, personal, outcome-based solutions

Since April 2021, the Partnership has supported 417 refugees and asylum seekers.

Demand for this service remains high and the partnership recently has been actively involved in supporting refugees from the war in Ukraine. Our focus in 2022 is working with funders to develop the

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future model of delivery and secure funding beyond December 2022 when the European funded Asylum Migration Integration Fund finishes.

Our **New Beginnings** project welcomes refugees and asylum seekers to Sheffield with a package of support. Alongside volunteering, this includes education and training opportunities (including ESOL), employment opportunities and participation activities.

Examples of the support delivered in 2021-22 include:

- resuming the Hallam mentoring scheme to help refugees and asylum seekers to access higher education. We ran two Hallam mentoring training sessions attended by 23 Sheffield Hallam University staff members who expressed interest in mentoring our clients. We signposted 24 refugees and asylum seekers for Hallam mentoring support to access higher education.
- 22 clients attended the New Beginnings Women's Empowerment workshop.
- 16 refugee children together with their parents attended Children Consultation in June 2021
- We provided Christmas hampers to 106 families and collaborated with Hallam FM "cash for kids" to provide Christmas gifts to 233 refugee and asylum seeker children who would have otherwise not had a proper Christmas
- 14 clients attended the family Turkish themed event and walk in the Peak District
- 11 people attended the Let it snow show in collaboration with Ice Sheffield
- Providing spring half term activity packs to 37 families with 64 children on free school meals in after securing funding for the project from the Sheffield City Council Healthy Holiday Fund.
- 8 women attended the women's climbing session in collaboration with United We Climb.
- Supporting asylum seekers to access sports activities.
- Supporting male asylum seekers living in hotel to access libraries when they re-opened following the pandemic.

New Beginnings has also worked in collaboration with British Red Cross Establishing Oneself project in Rotherham to provide volunteering training session to prepare new arrivals for volunteer opportunities. As the COVID restrictions reduced we have many people eager and ready to engage in volunteering as a result of the volunteering awareness training sessions they attended.

We successfully adopted a new volunteer development model which empowers people who take on opportunities to volunteer with the project to train other volunteers within the project to develop the same skills. The introduction of group induction helped volunteers to meet each other and understand the different activities taking place at the project.

Two clients are actively volunteering at Flower Estate Family Action, speaking to people from the asylum and refugee community to raise awareness about COVID and vaccines, sharing key messages and helping to dispel myths.

Sheffield Business Together (SBT) unites like-minded businesses to collaborate, connect and share resources with charities to support the people and communities of our great city. VAS was a founding member of the steering group and partnership and has co-delivered this year with our partners Sheffield Chamber of Commerce and Business in the Community.

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The partnership works across 4 key areas:

- Voluntary Sector Sustainability
- Employment and Education
- Environment
- Social Action

Nearly 100 VCS projects were supported with by 1,517 hours of pro-bono and business volunteer time and 265 volunteers, with a total value of almost £300,000.

Some of the projects Sheffield businesses have supported include:

- Delivery of core skills training courses to charities - Social Media and Digital PR, Basics of Bookkeeping and Basics of Business Planning which were delivered by Evoluted and Shorts to a combined total of 27 different charities and groups, and 40 participants.
- Refurbishment of ISRAAC's Vestry Hall work has commenced by the students of Sheffield College under the higher skills, higher growth programme.
- Community Library campaign for Springs Academy has provided in excess of 500 books
- Peter Clayton from Excel Consulting has offered excel specialist skills and delivered 12 sessions to nine different charities
- University of Sheffield, Management Business School delivered marketing strategy for Ellesmere Childrens Centre.
- Grahams have supplied 12 bags of granite to Canal & River Trust for the Tinsley canal footpath and volunteers to lay it.

Sheffield Youth Neighbourhoods and Communities is a new programme for which we have secured nearly £750,000 from the National Lottery and Esmee Fairbairn Foundation. Commencing in January 2022, this programme of community empowerment will fund a number of hubs in local communities to:

- Embed infrastructure that positively empowers young people and tackles crime and exploitation:
- Employ youth development workers and provide comprehensive, accredited training package of support
- Develop the wider youth and community workforce with a package of mentoring, peer support and training.
- Develop local partnerships and test and learn activities delivered through an empowerment fund
- Influence and innovate the city's youth strategy, and influence investment and commissioning of service and partnerships.

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Our Enablers

Our People

We began the year with the appointment of Helen Sims and Helen Steers as interim joint chief executives.

In November 2021, we undertook recruitment for the substantive chief executive role to which Helen Sims was appointed.

Helen Sims commenced a workforce review in January 2022. The first stage of this review has resulted in a restructure of the senior management team. Two new director roles have been created to which recruitment commenced in April 2022.

The wellbeing of our staff and volunteers has continued to be our priority as we navigated another disruptive year. In January 2022 we worked in partnerships with Westfield training to deliver a series of workshops on a range of work and wellbeing topics from resilient leadership to supporting emotional resilience and working under pressure.

In December 2021 the Board approved a new agile working policy, which we are implementing with staff through 2022. We have conducted several staff insight surveys on working practice, IT hardware, software and tools as well as checking in through our routine 1:1 and appraisal processes. We continue to develop our working practice, as we understand the challenges and opportunities of greater autonomy of place in our work.

Our safe space for Black, Asian and Minority Ethnic staff and volunteers continued to meet regularly through the year, providing peer support, as well as feeding in valuable insight and ideas for our race equality action.

Our Facilities

We have reviewed the use of space at The Circle, converting some training and meeting space into lettable office space, and secured two new tenants as the 2021-22 financial year came to an end.

The Board approved The Circle sales and marketing strategy, and we are seeing the impact of our approach as the conferencing and events market opens back up. We have secured some wonderful exhibitors for the gallery on the ground floor.

Our knowledge

We have worked with an independent data and insight specialist through two all-staff workshops to map all our data inputs and outputs and have a clear logic model for the organisation, which we will use to prioritise our digital strategy. We have also trialled the use of an online platform for case management and analysis of our impact around organisational development.

In March we audited all VAS teams for data management in accordance with our data asset register and will implement the recommendations from this review throughout 2022.

We are working to a 3-part plan to develop our IT systems:

- We fully outsourced our IT support function to a local provider following the retirement of our long-serving IT manager.

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- We are near to completing our hardware audit and review, ensuring that all staff and volunteers have portable IT equipment where required.
- In 2022-23 we will focus on developing an IT strategy and recommending key software for greater organisational cross-working and collaboration.

Looking ahead to 2022-23

We will sustain our focus on our four strategic priorities. We will give particular emphasis to tackling poverty and achieving greater equality through supporting the sector achieve community health and wealth creation in the city. We will prioritise children and young people in the city. We will support the capacity and development of the VCS to empower and put communities at the centre of change. We will use our influence to support Sheffield to become more inclusive and tackle racism in all forms.

Our programme of work is being developed with staff, volunteers and stakeholders, but the key outcomes are identified below each of our strategic aims.

Lead and advocate for the VCS, support people and organisations to speak up and be influential.

We will:

- Influence strategic partners to engage effectively with the VCS's priorities.
- Create an environment for purposeful and sustainable VCS organisations to have impact and thrive.
- Become a leader by example in race and race equality.
- Make new spaces and connections so that people from different communities can have their say and influence decision making directly.
- Pass power to people through challenging and adapting leadership structures and support people with their own leadership profile
- Broaden our networks and bring together a wider group of people within civil society to discuss common concerns, share good practice, and take action.
- Use data and insight to drive the right conversations and prioritise information and insight to inform and influence.
- Celebrate and recognise the efforts and value of VCS leaders, staff and volunteers in Sheffield.

Support organisations and groups to fulfil their purpose

We will:

- Support groups and organisations to develop skills, knowledge and connections to support their work in the post-COVID city including digital skills.
- Support smaller groups with less resource, to address historical inequity especially for groups working with people from Black, Asian and Minority Ethnic Communities.
- Provide a range of professional services to organisations to support their development and space needs.
- Work with Sheffield Social Enterprise network and enterprise support in the city region to enable community wealth development.
- Enable collaborations to optimise impact and better serve communities.
- Establish and broaden the new VCS network (previously the COVID hubs network) and maximise the information and learning impact of this space.

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FOR THE YEAR ENDED 31 MARCH 2022

Encourage and support people to volunteer, support organisations to offer great volunteering opportunities.

We will:

- Promote benefits of volunteering for the city, communities and individuals, and provide a strategic framework to make this a reality.
- Support organisations to develop volunteering capacity/capability and enable people to access appropriate volunteering roles.
- Embed the Community Connector model of volunteering in Sheffield to support COVID recovery, to increase skills, wellbeing, enhance services and provide leadership and expertise.
- Support refugees and asylum seekers to establish themselves successfully in the city and contribute to life in the city.
- Develop volunteer networks to support specific programmes of activity.
- Create diverse volunteering opportunities to support effective delivery of our own work and also as part of the development routes / opportunities as part of our race equality ambitions.

Work in partnership, bringing people and organisations together to optimise their impact.

We will:

- Lead cross-sector partnerships that build capacity and shape investment to leverage funding into the city to tackle these priorities.
- Develop our skills and employment focus as a key driver towards health and wealth
- Enable cross sector expertise to support VCS sustainability.
- Support the development of physical assets and sustainability (recognising what makes an effective anchor organisation)
- Support development of Primary Care Networks and neighbourhood networks.
- Enable statutory organisations to connect with and be influenced by people's experiences and VCS activity.
- Build partnerships to face the challenge of rising poverty.
- Engage Universities and educational institutions to leverage the academic insight and the opportunity to develop skills and expertise in the VCS
- Invest more work into partnerships not historically established.

Structure, governance and management

Members of the Board of Trustees are nominated from and elected by the members. Each trustee is elected at an annual general meeting to serve for a three-year term, with approximately one third retiring each year. Casual vacancies may be filled by appointment by the Board until the next AGM. Honorary Officers (Chair, Vice-Chair and Treasurer) are nominated and elected by trustees annually, at the first Board meeting to follow the AGM.

The Board also has the power to admit observers, which is used to ensure close links with important partner organisations, such as the City Council and the NHS. Observers are not registered trustees or directors, and do not have voting rights.

The Board is also served by its committees and working groups, each chaired by a member of the Board, which meet between three and five times per year. These are responsible for scrutinising specific areas of

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work, undertaking tasks delegated to them by the Board, and advising the Board on policy and strategy. In 2020/21 there was an Audit and Risk Committee, a chief executive recruitment task and finish group and a director recruitment task and finish group.

The Board has undertaken a self-assessment against the Charity Governance Code and regularly reviews progress against a governance action plan.

All new Board members receive an induction with the Chair and Chief Executive. In addition, there are annual or twice-yearly away sessions with senior managers and trustees focusing on strategy and enabling trustees to understand the organisation and their responsibilities.

The senior management team is our executive decision-making body. This comprised the Chief Executive, Head of Business Growth, Head of Finance, Head of Human Resources and Departmental Managers.

The link between the Board of Trustees and staff is maintained through the following mechanisms:

- Line management of the Chief Executive by the Chair;
- Senior staff attendance at meetings of the Board and committees;
- Joint sessions of the Board and Senior Management Team;
- Designated link trustees, with a special interest in a particular strategic priority.

We have continued to benefit from having a skilled and experienced team of trustees who brought constructive challenge and support to the Executive. Relationships between trustees and the senior management team developed productively and positively.

Risk management

Our Audit and Risk Committee leads on risk management and scrutinises the full risk management plan every quarter, with each trustee board meeting reviewing the most significant risks to the organisation, and those where we are most reliant on mitigating actions to reduce the risk faced.

As we enter the next period the principal risks and associated mitigating actions are:

- Generating sufficient income to cover operating costs and enable the organisation to thrive. This is a key risk as we enter a further period of recovery for our building The Circle and the recovery of the room hire and events market in the city. Mitigating actions include effective financial controls and profiling, controlling and benchmarking costs, development of a new marketing and sales plan, reviewing services and functions to ensure they meet need.
- Insufficient management and staff capacity to embed new projects and develop new business. Again, this was exacerbated by COVID as staff had to adapt to new ways of working. Mitigating actions include restructuring of our senior management team, to bring skills, capacity and focus to develop efficiency and quality delivery, including careful project inception recognising the time involved; providing sufficient support for staff and exploring new ways of working together.
- Risk of loss of significant grant, contract or income streams. Mitigating actions include focus on quality delivery, assessment of impact and continuous improvement projects. Working with our strategic partnerships to increase collaboration on new opportunities; extending the scope of collaborative action and developing services that respond to need of the sector and are fit for purpose.

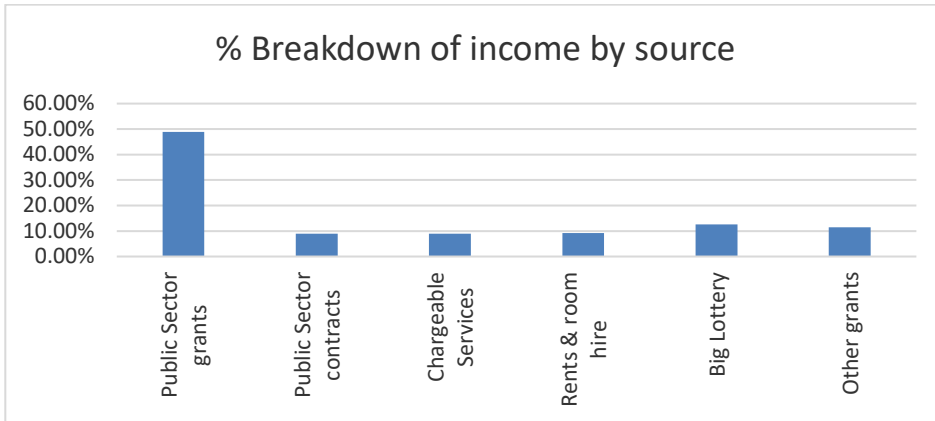
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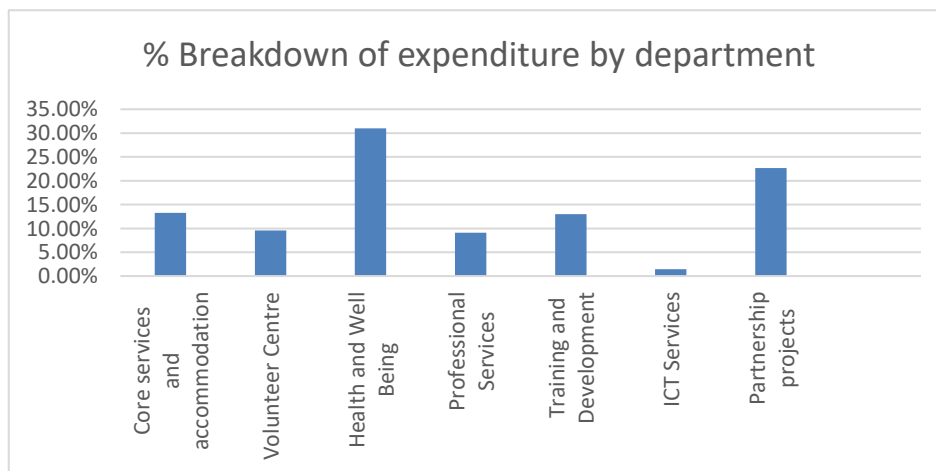
FOR THE YEAR ENDED 31 MARCH 2022

Financial review

Our income for the year was £2.39 million. The principal sources of income were:



Our expenditure for the year was £1.87 million. The breakdown of expenditure by department was:



The net movement in funds was an increase of £557k made up of £165k unrestricted funds and £391k in restricted funds (which were received in 2021/22 and must be used for restricted purposes in 2022/23). The increase in unrestricted funds comprises £64k designated funds, largely to reflect the cost of the mortgage for The Circle, and a £101k increase to the general fund. The increase to the general fund is a result of a £104k legacy received, which will be used to support our voice and leadership work in 2022/23.

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FOR THE YEAR ENDED 31 MARCH 2022

Reserves policy

The Board has determined:

- a) To maintain free reserves of at least £250,000, of which £170,000 is available to meet redundancy costs in case of wind-up, £40,000 is available to provide working capital (to be released against a business case) and a further £40,000 is available to manage risks and short-term year-on-year budget fluctuations.

To take a flexible approach to the precise amounts designated for each purpose if necessary.

At 31 March 2022, free reserves stood at £357,199, an increase of £101,760. This is significantly more than the level required by the reserves policy and is largely due to receiving a legacy of £104,399 in the autumn. However, it is expected that there will be a considerable draw on reserves in 2022-23.

The budget for 2022-23 has been set at a deficit as it is likely that income will continue to be impacted by the effects of COVID on activities, in particular room hire at The Circle. It is difficult to forecast income for The Circle in the current circumstances but the Trustees believe that the budget represents a mid-case scenario and therefore the outturn could be worse or better than budget. Additional monitoring measures have been put in place in order to be able to react promptly to any variances that occur.

- (b) That restricted funds must be kept in a risk-free and liquid form.

Restricted funds are all grants received in advance of delivery of objectives. They are held in VAS's current account.

Designated funds totalled £1,501,138 at the year end. These relate to the Circle building less the outstanding mortgage and the amount owing to eliminate the pension fund deficit. It also includes amounts ring fenced for partnership projects, Healthwatch activities, development of The Circle as a venue and IT infrastructure costs. See note 21 of the accounts for further details.

Fundraising Activities

VAS raises funds by applying to funding bodies for grants and charging for services. VAS does not proactively raise funds from the public, although it does receive small donations and occasional legacies from individuals.

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TRUSTEES' RESPONSIBILITIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2022

Trustees' responsibilities statement

The trustees (who are also directors of VAS for the purposes of company law) are responsible for preparing the Annual Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

On behalf of the Board of Trustees


Andy Buck (Aug 30, 2022 18:51 GMT+1)

Andy Buck

Chair

Date: 23 June 2022

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INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

Independent Auditor's Report to the Trustees of Voluntary Action Sheffield

Opinion

We have audited the financial statements of Voluntary Action Sheffield (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the chair's foreword and the trustees' annual report. Our opinion on the financial statements

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INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out on page 21), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the entity through discussions with Trustees and other management, and from our knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the entity, including safeguarding legislation, health and safety and data protection laws;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- we ensured identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Philip Allsop

Philip Allsop (Aug 31, 2022 08:12 GMT+1)

Philip Allsop (Senior Statutory Auditor)
For and on behalf of BHP LLP, Statutory Auditor
2 Rutland Park
Sheffield
S10 2PD

Date: Aug 31, 2022

VOLUNTARY ACTION SHEFFIELD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income:					
Donations and legacies	3	128,919	9,300	138,219	53,503
Income from charitable activities	4/5	626,981	1,626,000	2,252,981	2,904,621
Total income		755,900	1,635,300	2,391,200	2,958,124
Expenditure:					
Costs of raising funds	6	(10,037)	-	(10,037)	(9,398)
Expenditure on charitable activities	7/10	(618,716)	(1,243,744)	(1,862,460)	(2,594,886)
Remeasurement of pension scheme		38,276	-	38,276	-
Total expenditure		(590,477)	(1,243,744)	(1,834,221)	(2,604,284)
Net income/(expenditure)	9	165,423	391,556	556,979	353,840
Transfers between funds	21	-	-	-	-
Net movement in funds		165,423	391,556	556,979	353,840
Funds brought forward as at 1 April 2021		1,692,914	511,349	2,204,263	1,850,423
Funds carried forward as at 31 March 2022		1,858,337	902,905	2,761,242	2,204,263

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £556,979 (2021: Net movement in funds of £353,840).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD


BALANCE SHEET

AS AT 31 MARCH 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	15		1,935,000	1,966,000
			1,935,000	1,966,000
Current assets				
Debtors	16	468,959		298,062
Cash at bank and in hand		1,049,805		760,439
		1,518,764		1,058,501
Creditors: amounts falling due within one year	17	(251,448)		(257,780)
Net current assets			1,267,316	800,721
Total assets less current liabilities			3,202,316	2,766,721
Creditors: amounts falling due in more than one year	18		(441,074)	(562,458)
Net assets			2,761,242	2,204,263
Charity funds				
Restricted	19		902,905	511,349
Unrestricted				
Designated	21	1,501,138		1,437,475
General	23	357,199		255,439
			1,858,337	1,692,914
Total Charity funds	22		2,761,242	2,204,263

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

These accounts were approved and authorised for issue by the Board on 23 June 2022 and are signed on its behalf by:-


Kay Dickinson (Aug 30, 2022 22:31 GMT+3)

K Dickinson
Honorary Treasurer


Andy Buck (Aug 30, 2022 18:51 GMT+1)

A Buck
Chair

Company Registration No.00215695

VOLUNTARY ACTION SHEFFIELD
CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Cash flows from operating activities:		
Net cash provided by operating activities	364,811	412,481
Cash flows from financing activities:		
Repayment of borrowing	<u>(75,445)</u>	<u>(73,502)</u>
Net cash used in financing activities	(75,445)	(73,502)
Net increase in cash and cash equivalents	<u>289,366</u>	<u>338,979</u>
Cash and cash equivalents at 1 April 2021	760,439	421,460
Cash and cash equivalents at 31 March 2022	<u>1,049,805</u>	<u>760,439</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	1,049,805	760,439
Cash and cash equivalents at 31 March 2022	<u>1,049,805</u>	<u>760,439</u>
 Reconciliation of net income to net cash flow from operating activities		
	2022 £	2021 £
Net income for the reporting period (as per the statement of financial activities)	556,979	353,840
Adjustments for:		
Depreciation and amortisation charges	31,000	31,000
(Increase)/decrease in debtors	(170,897)	15,550
Increase in creditors	4,647	25,709
Decrease in pension deficit provision	(56,918)	(13,618)
Net cash provided by operating activities	<u>364,811</u>	<u>412,481</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

(a) General information and basis of preparation

Voluntary Action Sheffield is a registered charity in the United Kingdom and a company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 - 2 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants in respect of Infrastructure Support to the Voluntary and Community Sector, the Sheffield Healthy Holiday scheme and the Volunteer Centre. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is interest earned on the Charity's current account.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds - This relates to the cost of obtaining the grants referred to in note (c). It includes 25% of the Marketing & Communications Officer's salary together with related office costs.
- Expenditure on charitable activities - These are the direct costs of VAS's work to meet its charitable activities plus governance costs. Governance includes the direct and indirect costs relating to external audit and to the constitutional and statutory requirements for managing the charity. The following costs have been allocated to governance:
 - One day per week of each of the Chief Executive, Head of Business Growth and Head of Finance together with related office costs.
 - Auditor costs.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a cost per square foot basis and other overheads have been allocated on a staff hours basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 7.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

(f) Intangible assets

Research expenditure is written off in expenditure in the SoFA in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated. Intangible assets are amortised on a straight line basis over their useful lives.

(g) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land	Nil
Leasehold buildings	50 years straight line
Computer equipment	3 years straight line
Fixtures and fittings	10 years straight line

(h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(i) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

(j) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(k) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(l) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

(m) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity contributes to the Pension Trust Growth Plan for its employees. This is in most respects a money purchase arrangement, but does include certain guaranteed benefit elements. The Plan is a multi-employer scheme. Since the charity has entered into an agreement (the Recovery Plan that determines how each employer within the scheme will fund the overall deficit), the contributions paid are shown in the income and expenditure account. Under FRS 102, the fair value of the commitment is recognised. The calculation of their fair value of the commitment is subject to an assumption on the discount rate. The discount rate is determined by reference to market yields at the reporting date on high quality bonds.

(n) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(o) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(p) Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

There are no estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Prior Year Statement of Financial Activities – for comparison

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Income:				
Donations and legacies	3	34,203	19,300	53,503
Income from charitable activities	4/5	614,324	2,290,297	2,904,621
Total income		648,527	2,309,597	2,958,124
Expenditure:				
Costs of raising funds	6	(9,398)	-	(9,398)
Expenditure on charitable activities	7/10	(544,821)	(2,050,065)	(2,594,886)
Total expenditure		(554,219)	(2,050,065)	(2,604,284)
Net income/(expenditure)	9	94,308	259,532	353,840
Transfers between funds	21	(7,291)	7,291	-
Net movement in funds		87,017	266,823	353,840
Funds brought forward as at 1 April 2020		1,605,897	244,526	1,850,423
Funds carried forward as at 31 March 2021		1,692,914	511,349	2,204,263

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £353,840 (2020: Net movement in funds of £175,201).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

3. Income: Donations and legacies

	Unrestricted	Restricted	Total	Total
	£	£	2022	2021
			£	£
Marjorie Coote Old People's Charity	10,000	-	10,000	10,000
Sheffield Town Trust	2,500	-	2,500	9,000
Hugh Neill Charity	-	-	-	1,000
James Neill Trust Fund	2,000	-	2,000	2,000
Church Burgesses Trust	10,000	-	10,000	7,000
Dr Patricia Cooke	-	-	-	5,000
Henry Boot Plc	-	5,000	5,000	5,000
ARM	-	-	-	10,000
Ove Arup	-	2,300	2,300	2,300
SHU South Yorkshire Futures	-	-	-	2,000
Lemonaid Motor Legal Ltd	-	500	500	-
NEC Volunteer Centre	-	1,500	1,500	-
James Frederick Cousins	104,399	-	104,399	-
Sundry donations	20	-	20	203
	<u>128,919</u>	<u>9,300</u>	<u>138,219</u>	<u>53,503</u>

4. Income from charitable activities: analysis by activity

This income can be analysed over the following activities:

	Unrestricted Funds	Restricted Funds	Total	Total
			2022	2021
Core Services and accommodation	229,375	10,242	239,617	478,602
Volunteer Centre	-	335,510	335,510	194,177
Health and Wellbeing	210,952	652,597	863,549	386,000
Professional Services	167,217	1,677	168,894	156,606
Training and Development	2,342	282,675	285,017	184,738
ICT Support Services	17,095	-	17,095	23,659
Consortium Service	-	343,299	343,299	1,480,839
Total	<u>626,981</u>	<u>1,626,000</u>	<u>2,252,981</u>	<u>2,904,621</u>

An analysis of the sources of this income is shown in note 5.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

5. Income from charitable activities: analysis by funding source

	2022	2021
	£	£
Sheffield City Council – Voluntary Sector/revenue grants	193,630	224,497
Sheffield City Council – Other Funding		
- Healthwatch	209,952	209,952
- VALUES project	-	6,000
- Sheffield Healthy Activities Fund	114,544	1,250
- Food co-ordination	-	8,633
- Community Champions	150,000	-
- Device Scheme	5,500	-
- Changing Futures	12,500	-
Sheffield ACP	75,400	75,200
NHS Leadership Academy (via ACP)	-	14,000
Sheffield CCG	278,988	53,708
Move More	174,986	51,228
Big Lottery		
- NRC New Beginnings – (Ref. RC/5/010423756) – restricted fund	155,309	146,146
National Lottery Community Fund:		
- RC VAS Sheffield VCS Covid response co-ordination (Ref RC/20136576) restricted fund	-	100,000
- Voluntary Action Sheffield Diabetes (Ref 20151708) restricted fund	50,000	-
- Sheffield Youth – Neighbourhoods and Communities (SY-NC) (Ref 20106886) restricted fund	76,885	-
	-	55,000
Paul Hamlyn Foundation		
Asylum and Migration Integration Fund	266,414	440,419
Department for Education – Healthy Activities and Food (HAF) programme	-	1,017,233
HMRC - Job Retention Scheme	4,253	91,682
VCS Emergency Partnership programme	-	9,500
Access to Work	1,216	4,498
Sheffield City Trust	-	4,000
Care Quality Commission	48,000	1,700
Kickstart	9,015	-
SME Restart	2,944	-
SYCF	1,667	-
The Circle – Rental income / room hire / conferencing	216,716	203,374
Chargeable services / sundry income	205,062	186,601
	2,252,981	2,904,621

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

6. Costs of raising funds	2022	2021
	£	£
Staff costs	9,471	8,973
Other costs	566	425
	10,037	9,398

7. Expenditure on charitable activities

Support costs totalling £215,392 (2021: £222,032) have been allocated across activities. Costs have been allocated either on the basis of time spent by the departments in supporting the activities, or other usage of the service.

	2022	2021
	£	£
Finance	27,553	31,014
Human Resources	28,871	25,598
ICT internal services	34,355	46,954
Executive management and administration	124,613	118,466
	215,392	222,032

Expenditure can be analysed over the following activities:-

	Activities undertaken directly £	Activities undertaken by Consortium members £	Support costs £	Total 2022 £	Total 2021 £
Core services and Accommodation	361,101	-	215,392	576,493	681,331
Less: Support costs recharged to projects	(143,894)	-	(186,165)	(330,059)	(316,689)
	217,207		29,227	246,434	364,642
Volunteer Centre	148,200	-	29,535	177,735	214,535
Health and Well-being	351,304	153,286	70,098	574,688	408,886
Professional Services	144,442	-	24,396	168,838	145,095
Training and Development	202,549	-	38,991	241,540	140,368
ICT Services	24,614	-	1,701	26,315	31,192
Consortia Function	101,556	303,910	21,444	426,910	1,290,168
	1,189,872	457,196	215,392	1,862,460	2,594,886

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

8. Governance costs	2022	2021
	£	£
Staff costs	25,822	28,321
Related office costs	1,006	1,274
Audit	10,422	10,967
	37,250	40,562
	37,250	40,562
9. Net income/(expenditure) for the year is stated after charging:	2022	2021
	£	£
Auditor's remuneration	10,422	10,967
Operating lease rentals in respect of equipment and vehicles	1,996	1,996
Depreciation of fixed assets	31,000	31,000
	43,418	43,963
	43,418	43,963
10. Interest payable	2022	2021
	£	£
Bank loans/mortgage	17,409	19,245
	17,409	19,245
	17,409	19,245
11. Staff costs and employee benefits	2022	2021
	£	£
Wages and salaries	924,940	956,660
Social security costs	72,784	75,591
Pension contributions – current service	51,020	56,204
Pension contributions – scheme deficit (see note 13)	18,642	18,099
	1,067,386	1,106,554
	1,067,386	1,106,554

The average number of employees during the year was 46 (2021: 50).

No employee earned more than £60,000 per annum (2021: nil).

12. Trustees, key management personnel remuneration and expenses and related party transactions

None of the trustees receive any remuneration in respect of their role as director/trustee of VAS. No travel expenses were paid during the year (2021: nil). No trustees received payment in respect of training and consultancy (2021: nil).

Several VAS trustees are also employees or trustees of VAS member organisations to which VAS provides various services including payroll and accountancy services. The charges for these services are relatively small and always on normal commercial terms. One trustee, Andy Buck, is a non-executive director of South Yorkshire Housing Association that in 2021 provided sub-contracted services to three projects with a total value of £22,353. No services were provided in 2022. Two trustees, Andy Buck and Sara Hill are members and a third trustee, James Lock, is a director and shareholder of Opus Independents that provided services to a value of £1,464 (2021: £6,750). One trustee, Debbie Mathews is an employee of Manor and Castle Development Trust which received £20,418 in funding as part of two projects: the Move

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

More programme and Diabetes research (2021: £151,765 funding as part of the Sheffield Healthy Holidays programme).

One trustee, Uri Rennie, is an employee of Sheffield City Trust which in 2021 gave VAS a grant of £4,000 towards food co-ordination as part of our COVID response work. One trustee, David Bussue is an employee of SACMHA which received £3,750 in funding as part of two projects: the Move More programme and Diabetes research (2021: nil). One trustee, Safiya Saeed is the project manager of Reach Up Youth which received £330 from the Move More programme (2021: nil). Safiya is also a councillor for Sheffield City Council, from whom VAS receives funding as detailed in the notes above. Safiya has no authority or influence over the funds given to VAS.

One member of the senior management team, Lloyd Samuels, is also an employee of ZEST which received £1,750 for work on the Diabetes project and £1,921 as a final payment on the Work Programme

(2021: £106,562 funding as part of the Sheffield Healthy Holidays programme). Another member of the senior management team, Helen Steers, is a trustee of Citizens Advice Sheffield which received £113,714 from VAS as part of the SPRING consortium and £1,360 for services provided to Healthwatch (2021: £46,233 SPRING, £1,260 Healthwatch).

The total amount of employee benefits received by key management personnel is £302,744 (2021: £283,539). The Trustees consider key management personnel to comprise: Chief Executive Officer, Head of Business Growth, Head of Finance, Buildings and Facilities Manager, Head of Volunteering, Human Resources Manager, Healthwatch Chief Officer, Head of Health and Well Being and SY-NC Strategic Lead.

13. Pension costs

VAS makes payments on behalf of employees into individuals defined contributions pension schemes. The assets of these schemes are held separately from those of VAS in independently administered funds. The pension cost charge in the statement of financial activities represents contributions payable by VAS to the funds and amounts to £69,662 (2021: £74,303). £18,642 of the contributions in 2022 related to the deficit on the Pensions Trust scheme (see note 26) (2021: £18,099). Contributions of £6,310 were due at the year-end (2021:£6,905).

14. Taxation

As a charity, VAS is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

15. Tangible assets

	Long Leasehold land and buildings £	Computer equipment and software £	Other fixtures £	Total £
Cost				
At 1 April 2021	4,305,888	130,232	188,203	4,624,323
Additions	-	-	-	-
At 31 March 2022	4,305,888	130,232	188,203	4,624,323
Depreciation				
At 1 April 2021	2,339,888	130,232	188,203	2,658,323
Charge for the year	31,000	-	-	31,000
At 31 March 2022	2,370,888	130,232	188,203	2,689,323
Net Book Value				
At 31 March 2022	1,935,000	-	-	1,935,000
At 31 March 2021	1,966,000	-	-	1,966,000

16. Debtors

Debtors falling due within one year	2022 £	2021 £
Trade debtors	326,249	195,133
Prepayments	10,215	7,309
Grants and legacies receivable	132,080	94,918
Other debtors	415	703
	468,959	294,324

17. Creditors: amounts falling due within one year

	2022 £	2021 £
Amount held on behalf Help Yourself Directory	6,981	6,981
Bank loan	77,370	75,808
Pension scheme deficit contributions	6,102	18,642
Accruals	94,155	91,636
Deferred income – income received in advance (see note (a) below)	31,084	30,762
Tax and social security	22,040	18,407
Staff holiday accrued	13,716	15,545
	251,448	257,781

The bank loan is secured on freehold land and buildings of the company over 10 years from February 2018, at a rate of 3% over Unity Trust Bank's base rate, subject to a minimum rate of 3%.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

17. Creditors: amounts falling due within one year (continued)

(a) Deferred income:

Tenant rent deposits	14,861	14,581
Training course fees	12,542	12,542
Contract income	3,239	3,239
Other	442	400
	31,084	30,762

18. Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Bank loan	430,427	507,434
Pension scheme deficit contributions	10,647	55,024
	441,074	562,458

Bank loan maturity analysis:

In less than one year	77,370	75,808
In more than one year but not more than two years	80,274	78,186
In more than two years, but not more than five years	259,720	249,548
In more than five years	90,433	179,700
	507,797	583,242

See note 26 for details of the pension deficit payments.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

19. Restricted funds

	Balance at 01.04.21	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.22 £
Core					
Awards Ceremony	2,503	-	450	-	2,053
Thriving VCF Group	990	-	-	-	990
Access to Work	-	1,216	1,216	-	-
The Circle	-	2,944	2,944	-	-
Voice and Leadership	34,414	-	15,959	-	18,455
Cohesion Sheffield	7,733	-	810	-	6,923
NAVCA	-	4,750	4,750	-	-
Job Retention Scheme	-	4,253	4,253	-	-
	<u>45,640</u>	<u>13,163</u>	<u>30,382</u>	<u>-</u>	<u>28,421</u>
Volunteer Centre					
Volunteer Centre	3,860	5,250	5,250	-	3,860
Refugee & Asylum Seekers					
New Beginnings Project	56,297	176,495	142,793	-	89,999
Sheffield Business Together	11,448	13,065	18,564	-	5,949
Community Champions	-	150,000	-	-	150,000
	<u>71,605</u>	<u>344,810</u>	<u>166,607</u>	<u>-</u>	<u>249,808</u>
Health and Wellbeing					
Healthwatch	11,700	88,400	37,100	-	63,000
People Keeping Well	8,114	135,000	34,777	-	108,337
Health Leadership	24,461	110,967	61,235	-	74,193
Autism project	33,917	79,500	51,222	-	62,195
Move More	4,215	174,986	170,553	-	8,648
Diabetes	-	50,000	25,400	-	24,600
Changing Futures	-	12,500	558	-	11,942
	<u>82,407</u>	<u>651,353</u>	<u>380,845</u>	<u>-</u>	<u>352,915</u>
Training and Development					
Lunch Clubs	10,362	-	-	(10,362)	-
Lunch Club Referral Service	1,386	28,188	29,269	-	305
Development Team	49,990	141,764	152,241	5,136	44,649
Sheffield Healthy Holidays	-	112,723	59,591	5,226	58,358
	<u>61,738</u>	<u>282,675</u>	<u>241,101</u>	<u>-</u>	<u>103,312</u>
Consortium Service					
SPRING	249,959	266,414	396,953	-	119,420
SY-NC	-	76,885	27,856	-	49,029
	<u>249,959</u>	<u>343,299</u>	<u>424,809</u>	<u>-</u>	<u>168,449</u>
Total	<u>511,349</u>	<u>1,635,300</u>	<u>1,243,744</u>	<u>-</u>	<u>902,905</u>

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

19. Restricted funds (continued)

Prior Year restricted funds – for comparison

	Balance at 01.04.20	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.21 £
Core					
Awards Ceremony	2,503	-	-	-	2,503
Thriving VCF Group	990	-	-	-	990
Access to Work	-	4,498	4,498	-	-
Voice and Leadership	-	113,216	78,802	-	34,414
Cohesion Sheffield	9,564	55,000	56,831	-	7,733
Job Retention Scheme	-	88,508	88,508	-	-
	<u>13,057</u>	<u>261,222</u>	<u>228,639</u>	<u>-</u>	<u>45,640</u>
Volunteer Centre					
Volunteer Centre	-	28,105	26,669	2,424	3,860
Refugee & Asylum Seekers New Beginnings Project	45,355	165,262	154,320	-	56,297
Sheffield Business Together	13,841	21,431	23,824	-	11,448
	<u>59,196</u>	<u>214,798</u>	<u>204,813</u>	<u>2,424</u>	<u>71,605</u>
Health and Wellbeing					
Healthwatch	26,407	26,900	41,607	-	11,700
People Keeping Well	30,589	44,000	37,975	(28,500)	8,114
Health Leadership	579	50,000	54,618	28,500	24,461
Autism project	45,000	3,520	14,603	-	33,917
Move More	3,890	51,228	50,903	-	4,215
	<u>106,465</u>	<u>175,648</u>	<u>199,706</u>	<u>-</u>	<u>82,407</u>
Training and Development					
Lunch Clubs	9,196	42,000	40,834	-	10,362
Lunch Club Referral Service	2,101	28,188	28,903	-	1,386
Development Team	3,000	108,502	61,512	-	49,990
	<u>14,297</u>	<u>178,690</u>	<u>131,249</u>	<u>-</u>	<u>61,738</u>
Consortium Service					
SPRING	51,511	440,419	246,163	4,192	249,959
Sheffield Healthy Holidays	-	1,017,233	1,017,951	718	-
Food Co-ordination	-	17,587	17,544	(43)	-
Other	-	4,000	4,000	-	-
	<u>51,511</u>	<u>1,479,239</u>	<u>1,285,658</u>	<u>4,867</u>	<u>249,959</u>
Total	<u>244,526</u>	<u>2,309,597</u>	<u>2,050,065</u>	<u>7,291</u>	<u>511,349</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

19. Restricted funds (continued)

Core - Funding to support core running costs.

All of the other restricted funds relate to specific projects being undertaken by VAS. The projects are shown separately, but categorised into the main activities of VAS. Details of many of these projects are given in the Trustees' Report.

Those restricted projects that are believed to need further narrative to explain what services they provide are detailed below.

<u>Project</u>	<u>Service</u>
<i>Healthwatch Sheffield</i>	Established 1 April 2013 as part of the Government health reforms, to strengthen the patient, service user and public voice in shaping health and social care services. Gives citizens and communities a stronger voice to influence and challenge how health and social care services are provided in their locality.
<i>Sheffield Business Together</i>	SBT is an initiative that was launched by Sheffield employers Arup, Arm, John Lewis, Henry Boot, Irwin Mitchell, Sheffield and Sheffield Hallam University, and hosted by Voluntary Action Sheffield. Its vision is to strategically connect, share and harness the resources of business and charities to address some of the key social challenges in the city.
<i>Sheffield Healthy Holiday</i>	SHH is a programme of activities, run by a consortium of VCS organisations across Sheffield with the aim of 'making sure that children are happy and healthy during the holidays'. The activities include games and exercise and also food related activities to help combat holiday hunger. In 2020, it was funded by the Department for Education.
<i>SPRING</i>	SPRING is a collaboration of six organisations helping refugees settle into the local community. It is funded by the Asylum Migration and Integration Fund.

20. Transfers between funds

There were no transfers between restricted and unrestricted funds during the year (2021: £7,291). In 2021 this represented unrestricted funds applied to restricted projects.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

21. Designated funds

The unrestricted funds of the Charity include the following designated funds which have been set aside out of unrestricted funds by the Board of Trustees for specific purposes:-

	Balance at 01.04.21 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.22 £
Fixed assets	1,309,092	-	-	101,362	1,410,454
Consortium Service funds	34,211	-	(19,986)	-	14,225
IT infrastructure and equipment fund	15,000	-	-	-	15,000
Healthwatch	23,172	-	-	18,354	41,526
Circle Redevelopment Fund	31,000	-	(11,067)	-	19,933
COVID recovery fund	25,000	-	(25,000)	-	-
	<u>1,437,475</u>	<u>-</u>	<u>(56,053)</u>	<u>119,716</u>	<u>1,501,138</u>

Prior Year designated funds – for comparison

	Balance at 01.04.20 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.21 £
Fixed assets	1,252,972	-	-	56,120	1,309,092
Consortium Service funds	41,312	-	(7,101)	-	34,211
Circle maintenance fund	2,356	-	(2,356)	-	-
IT infrastructure and equipment fund	-	-	-	15,000	15,000
Healthwatch	22,000	-	-	1,172	23,172
Workforce review costs	25,000	-	(25,000)	-	-
Circle Redevelopment Fund	31,000	-	-	-	31,000
COVID recovery fund	-	-	-	25,000	25,000
	<u>1,374,640</u>	<u>-</u>	<u>(34,457)</u>	<u>97,292</u>	<u>1,437,475</u>

Fixed assets are funds which represent the net book value of the fixed assets (£1,935,000) less the amount outstanding on the mortgage relating to the building (£507,797) and the amount committed to eliminating the deficit on the pension fund (£16,749). See note 26 for more details of the pension deficit payments.

Consortium Service funds are funds donated to Voluntary Action Sheffield by Sheffield Cubed as part of the agreement to transfer a significant proportion of their undertakings to VAS. The Board have decided to designate these funds in order to cover the cost of making the Consortium Service viable.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

21. Designated funds (continued)

Circle maintenance fund is a fund created in 2019 to cover the cost of specific repairs needed on The Circle building. This fund has been released as expenditure has been incurred.

IT infrastructure and equipment fund is a fund to cover the cost of new/updated databases identified by the Trustees as required to improve the communication facilities at VAS.

Healthwatch is funds set aside to cover additional staff costs for the Healthwatch function.

Workforce review was a fund set up in 2020 to cover the additional costs arising from the workforce review carried out in 2019. The fund was released in the year to March 2021.

Circle redevelopment fund is a fund set up to cover the cost of developing facilities at The Circle in order to continue to attract room hire customers.

COVID recovery fund was been set up in recognition that COVID 19 would continue to impact on income levels into 2021-22 and that government funding is unlikely to be available at the same levels as it was in 2020-21.

22. Analysis of Charity funds balances between net assets as at 31 March 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,935,000	-	1,935,000
Current assets	452,480	90,684	975,600	1,518,764
Current liabilities	(95,281)	(83,472)	(72,695)	(251,448)
Creditors: amounts falling due in more than one year	-	(441,074)	-	(441,074)
	<u>357,199</u>	<u>1,501,138</u>	<u>902,905</u>	<u>2,761,242</u>

Prior Year analysis – for comparison

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,966,000	-	1,966,000
Current assets	352,130	128,383	577,989	1,058,502
Current liabilities	(96,691)	(94,450)	(66,640)	(257,781)
Creditors: amounts falling due in more than one year	-	(562,458)	-	(562,458)
	<u>255,439</u>	<u>1,437,475</u>	<u>511,349</u>	<u>2,204,263</u>

VOLUNTARY ACTION SHEFFIELD
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FOR THE YEAR ENDED 31 MARCH 2022

23. Statement of movement on unrestricted reserves

	General reserve £	Designated reserves £
Balance at 1 April 2021	255,439	1,437,475
Net movement in fund	101,760	63,663
Balance at 31 March 2022	357,199	1,501,138

24. Obligations under operating leases

At 31 March 2022, the total of future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:-

	2022 £	2021 £
not later than one year	1,996	1,996
later than one year and not later than five years	166	2,162
later than five years	-	-

These payments relate to two photocopiers at The Circle.

25. Commitments

As at the year end, VAS had capital commitments outstanding of £nil (2021: £nil).

26. Pension costs and liabilities

SCHEME: TPT Retirement Solutions – The Growth Plan

VAS participates in two pension schemes – a defined benefit scheme and a defined contribution scheme. They are both with The Pension Trust (TPT) and are part of their Growth Plan Scheme. The defined benefit scheme is closed to new members and to the accrual of benefit by existing members. The only payments to this scheme therefore relate to the funding deficit, details of which are given below.

Defined Contribution Scheme

For the defined contribution scheme, VAS paid contributions at the rate of 6% during the accounting period and members paid contributions at rates between 1% and 11% during the accounting period. As at the balance sheet date there were 40 (2021: 43) active members of the Plan employed by VAS. VAS continues to offer membership of the defined contribution scheme to its employees.

Defined Benefit Scheme

The defined benefit pension scheme that VAS participates in is a multi-employer scheme which provides benefits to some 638 non-associated participating employers. It is not possible for VAS to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

26. Pension costs and liabilities (continued)

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2022 to 31 January 2025:	£3,312,000 per annum	(payable monthly)
---------------------------------------	----------------------	-------------------

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 30 September 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
---	-----------------------	--

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). The calculation basis that applies to the Growth Plan was amended due to a change in the definition of money purchase contained in the Pensions Act 2011 and therefore Series 3 liabilities have to be included in the calculation of an employer's debt on withdrawal.

VAS has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2020. As of this date, the estimated employer debt for VAS was £261,807 (2019: £262,894).

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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

26. Pension costs and liabilities (continued)

The present value of the deficit repayment provision and the rates of discount used are as follows:

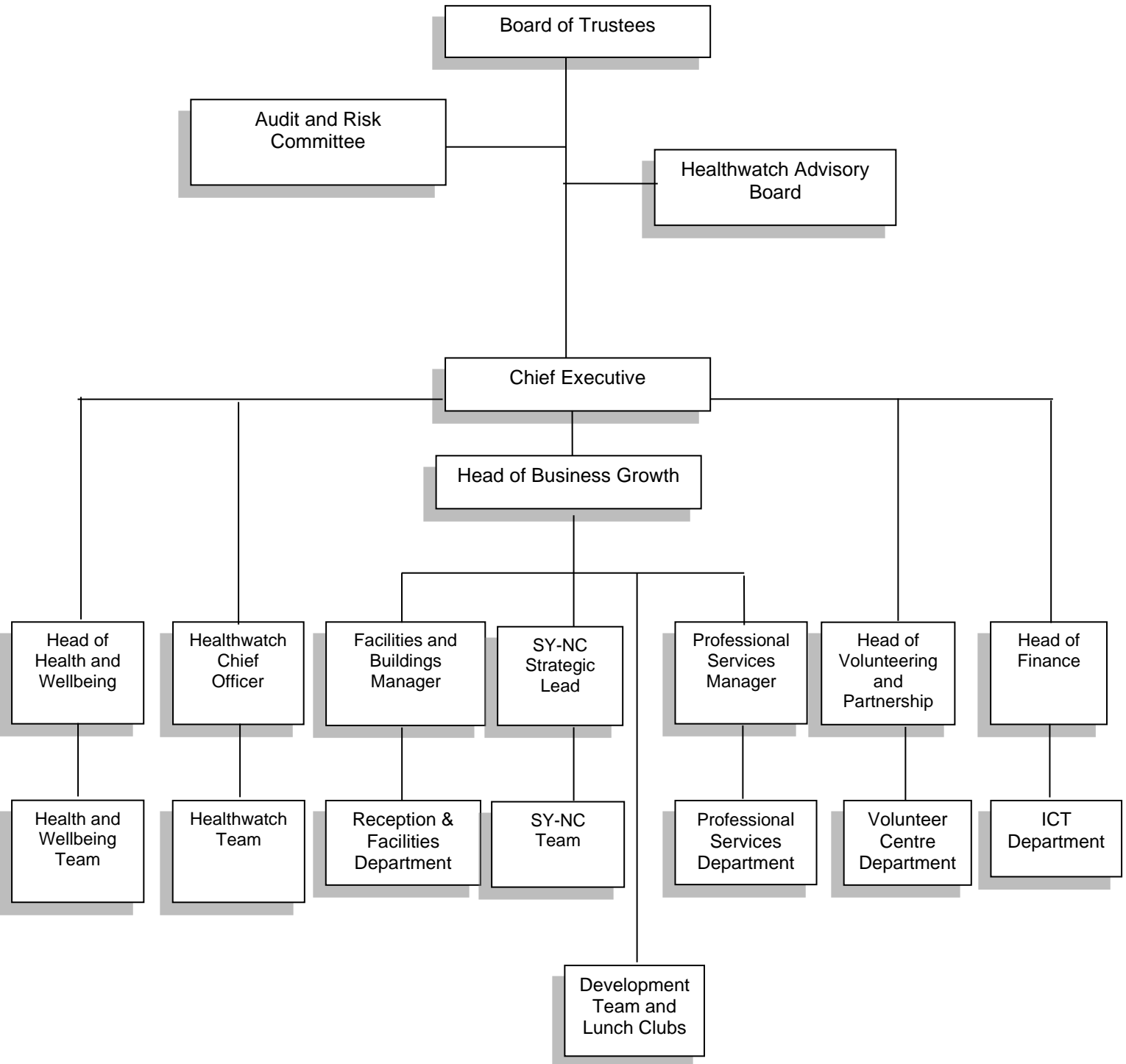
	31 March 2022	31 March 2021	31 March 2020
Present value of provision (£)	16,748	73,666	87,284
Rate of discount (% per annum)	2.35	0.66	2.53

Reconciliation of opening and closing provisions

	2022	2021
	£	£
Provision at start of period	73,666	87,284
Unwinding of the discount factor/ impact of any change in assumptions	425	1,962
Deficit contributions paid	(18,642)	(18,099)
Impact of changes in assumptions	(385)	2,519
Amendments to contribution schedule – revised recovery plan	(38,316)	-
	<hr/>	<hr/>
Provision at end of period	16,748	73,666
	<hr/>	<hr/>
Disclosed as creditors:		
Due in less than one year	6,102	18,642
Due in more than one year	10,646	55,024
	<hr/>	<hr/>
	16,748	73,666
	<hr/>	<hr/>

VOLUNTARY ACTION SHEFFIELD
 TRUSTEES' ANNUAL REPORT AND ACCOUNTS
 FOR THE YEAR ENDED 31 MARCH 2022

APPENDIX A – ORGANISATIONAL STRUCTURE 2021/22



VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT AND ACCOUNTS
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APPENDIX B – STAFF & VOLUNTEERS 2021/22

Staff (including new starters and leavers)

Nabil Alsoufi	Employment Adviser (New Beginnings)
Mandy Bailey	Cleaner
Shirley Bailey	Cleaner
Nikola Bakalov	Engagement Officer (Healthwatch)
Adam Batty	Move More – Empowered Communities Project Manager
Georgie Beardmore	Sales and Marketing Manager (The Circle)
Gill Bell	Reception and Administration Worker
Jill Bentley	Cleaner
Stephanie Betts	Payroll Manager
Lewis Bowman	Health and Wellbeing Officer
Abi Bryant	Reception and Administration Worker
Lottie Carter	SPRING Project Administrator
Napur Chowdhury	Community Engagement and Involvement Officer (Healthwatch)
Teresa Clayton	COVID Hub Support Officer
Dan Clist	Bank Support Staff (The Circle)
Susan Cochrane	Community Accountant
Laura Cook	Policy and Evidence Co-ordinator (Healthwatch)
Pam Daniel	Equality and Engagement Lead
Elaine Davies	Development Team Manager
Lucy Davies	Healthwatch Chief Officer
Janet Daye	Community Accountant
Liz Dingle	Head of Finance
Heather Endcliffe	Volunteering Co-ordinator
Sophia Fara	Payroll Assistant
Sarah Fowler	Community Outreach Lead (Healthwatch)
Robert Furniss	SY-NC Administrator
Yousif Hamid	Employment and Education Advisor (New Beginnings)
Anna Harman	Information and Advice Officer (Healthwatch)
Noah Harris	Business Admin Support
Paul Harvey	Head of Volunteering and Partnership
Karen Hill	Business/Charity Connector (Sheffield Business Together)
Philip Howarth	Reception and Administration Worker
Jelena Ivanova	Bank Support Staff (The Circle)
Colin Jenkinson	Cleaner

VOLUNTARY ACTION SHEFFIELD

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FOR THE YEAR ENDED 31 MARCH 2022

Kerry Kilvington	Reception and Administration Worker
Sarah Lightfoot	Senior Community Accountant
Moses Lutakome	Volunteer Co-ordinator New Beginnings Project
Winnie Lutakome	Participation Co-ordinator New Beginnings Project
Liv Marsden	Bank Support Staff (The Circle)
Alison McCrave	Payroll Manager
Elizabeth Mendy-Thomas	Cleaner
Sayad Mirreh	Cleaning & Facilities Supervisor
Katrina Morrison	Payroll Assistant
Francesca Morton	Project Manager (SPRING)
Katy Pugh	Employment Support Officer (SPRING project)
Holly Robson	Operational Support Officer (Healthwatch)
Damian Sackett	Reception and Administration Worker
Lloyd Samuels	SY-NC Strategic Lead
Joanna Sansom	Administrator (Healthwatch)
Liz Searle	Lunch Club Referral Officer
Shakila Sharrif	Food Co-ordination Officer
Melissa Simmonds	Adult Autism Project Co-ordinator
Helen Sims	Interim Chief Executive / Chief Executive
Helen Steers	Interim Chief Executive / Head of Health and Wellbeing
Katie Tilyard	Sheffield Business Together Administrator
Annalisa Toccara	Communications Manager
Katie Toman-Grief	Administrator to Health & Wellbeing team and Healthwatch
Frances Walker	Health and Wellbeing Administrator
Michele Ward	Project Manager (New Beginnings)
Rachael West	Head of Facilities Management
Bernard Wilson	IT Manager
Marge Wiltshire	Head of HR/Professional Services Manager
Patrick Wood	Lunch Club Referral Officer

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

Volunteers

New Beginnings Project		
Charity Rambayi	Ragel Kammies	Diyo Mulopo Bopengo Junior
Yordanos Gebrehiwot	Elizabeth-May Oshuolale	Marcella Amita
Zaniar (Zani) Sarseifi	Hasifa Nabajja	Muse Jama
Asma Saddique	Rosie Chitty	Jeanet Joseph
Joan Rudder	Ruthie Ford	Keong Sook
Christophe Bitchi-Akue Adote	Abdulrhman Soufi	Rebecca Luhanga
Leah Mawodza	Famara Diatta Nahimana	Hasifa Nabajja
Maureene Kasasi	Matt Randolph	Vitamin Gebrehiwot
Lubelihle Tshuma	Mustafa Wake	Saniah Wavamunno
Nazia Khan	Lujain Banabilh	Levi Udeh
Volunteer Centre		
Celia Oprea	Jill Malcomson	Margot Fox
Charlotte Leech	John McWilliam	Sheila Colman
Diyo Bopengo Junior	Keith Roberts	Steve Widdowson
Jackie Bailey		
Healthwatch		
Abigail Hunter	Eunice Batty	Mary Vere
Alice Riddell	James Lock	Mike Pettitt
Asma Rabeha	Janet Harris	Peter Askew
Beth Kyte	John Kirkman	Rose Filler
Billie Critchlow	John Malcomson	Sarah Tindall
Blake Williamson	Joyce Justice	Shakila Sharif
Brenda Riley	Judy Robinson	Simon Duffy
Chris Sterry	Lawahiz Ali	Sue Kirkman
Dave Thomas	Lee Harker	Trish Edney
David Boddy	Les Baker	Verni Tannam
Dawn Fisher	Marim Alfakih	Yvonne Bramall












2021-22 VAS Accounts - FINAL


Final Audit Report

2022-08-31

Created:	2022-08-19
By:	Laura Green (laura.green@bhp.co.uk)
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Transaction ID:	CBJCHBCAABAAIx-EHu9kh8ysQcaJaz-t4UJvJ3ArEfRp

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-  Document created by Laura Green (laura.green@bhp.co.uk)
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-  Signer kdickinson1708@live.co.uk entered name at signing as Kay Dickinson
2022-08-30 - 7:31:24 PM GMT- IP address: 94.68.237.36
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 Agreement completed.

2022-08-31 - 7:12:46 AM GMT

VOLUNTARY ACTION SHEFFIELD

England & Wales - Charity number 223007

Accounts

Charity Registration Number: 223007
Company Number: 00215695 (England and Wales)



TRUSTEES' ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31 MARCH 2021

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' ANNUAL REPORT & ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

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VOLUNTARY ACTION SHEFFIELD
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2021

Registered office:

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Telephone: 0114 253 6600
Fax: 0114 253 6601
Web: www.vas.org.uk
Email: info@vas.org.uk

Charity No: 223007
Company No: 00215695
VAT Reg No: 706 1183 63

Honorary officers:

Andy Buck	(Chair)
Rachel Boyce	(Vice-Chair)
Kay Dickinson	(Treasurer)

Other trustees:

Debbie Mathews
Neil Booth
James Lock
Uri Rennie
Tim Furness
Julie Toner (resigned 1 December 2020)
Peter Wozencroft
Sara Hill
Amy Dowling
David Bussue (elected 10 December 2020)
Safiya Saeed (elected 10 December 2020)

'Observer' (non-voting) attendees at the Board:

Dawn Shaw	(Sheffield City Council)
Nicki Doherty	(NHS Sheffield)
Brian Hughes	(NHS Sheffield)

Chief executive and company secretary:

Maddy Desforges (to 8th March 2021)
Helen Sims (from 8th March 2021)

VOLUNTARY ACTION SHEFFIELD

LEGAL AND ADMINISTRATIVE INFORMATION - CONTINUED

FOR THE YEAR ENDED 31 MARCH 2021

Committees and advisers:

Audit and Risk Committee

Kay Dickinson (Chair for Finance section), Tim Furness (Chair for Strategy and Governance section), Andy Buck, Rachel Boyce, Peter Wozencroft, Maddy Desforges (to 8th March 2021), Helen Sims, Liz Dingle.

Auditor:

BHP, Chartered Accountants
2 Rutland Park
Sheffield
S10 2PD

Bankers:

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors:

Banner Jones Solicitors Ltd
24 Glumangate
Chesterfield
S40 1UA

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

Foreword from the Chair

Welcome to the Voluntary Action Sheffield Trustees' Annual Report and Accounts for 2020-21.

We concluded our report for 2019-20 by saying:

Looking ahead, we face the same huge uncertainties that are faced by the whole country, indeed world. The role played by voluntary and community action has, in the past few months, rarely been so important and clear. We are determined to build upon this, securing a new future for the sector as part of a new vision and strategy for Sheffield as whole. We want to play our part in changing the city for the better – a more inclusive, cohesive city in which everyone and all communities can thrive and succeed.

Little did we know that one year on, we would remain in the grip of the pandemic, with over 150,000 deaths, 1300 of them in Sheffield, and the greatest shock to our social, economic and cultural well-being in over 70 years.

In the midst of this turmoil, we have witnessed an extraordinary response from the voluntary and community sector, working alongside the public sector and businesses to seek to mitigate the worst effects of the pandemic. We are pleased that VAS has been able to play its part in this response.

We have represented and advocated for the voluntary and community sector at all the major Covid-19 forums in the city, sitting alongside Sheffield City Council, the NHS and other partners to plan the city's response to the pandemic. Our relationship with the Council and NHS is as strong as it has ever been. We represent the sector at the Sheffield City Partnership Board, Accountable Care Partnership and Health and Wellbeing Board.

We have developed and led several VCS partnerships. In the summer of 2020, we led the Healthy Holidays programme, which provided food and activities to over 7,000 children during the school holidays. The New Beginnings and SPRING projects, both of which we host, have actively worked with 279 refugees during the year. We are partners in Move More facilitating the Empowering Communities programme and in this year's phase of the programme we have recalibrated the approach to engage more VCS organisations that are supporting priority Black, Asian and Minority Ethnic and other groups suffering the highest levels of disadvantage. This means we are now supporting 15 additional organisations that have relationships with specific communities of interest, that are developing and delivering support for groups that face the greatest barriers to physical activity.

We host Sheffield Healthwatch, which in the past year focussed on understanding the impact of Covid on health and care services, and explored people's mental health journeys. The team have connected with hundreds of Sheffield people through online events and have introduced short, frequent 'What we are hearing' reports to enabled timely operational responses to issues raised. The team worked in partnership with Disability Sheffield to publish the report 'Disabled people and Covid', where the voices of people with disabilities raised issues with respite services, travel and social care.

VOLUNTARY ACTION SHEFFIELD

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FOR THE YEAR ENDED 31 MARCH 2021

We have continued to support many voluntary and community groups and organisations. We have provided development support to over 280 organisations. We have processed on average 1,000 payslips per month and over 100 organisations have benefited from our community accountancy service.

We have, of course, faced our own challenges in the past year. We began the year with the implementation of our workforce review, which introduced a much-needed new staff structure and pay regime. Since then, our workforce has risen admirably to the need to work from home, with many having to add home-schooling to the work-life balance. As the year proceeded, it became clear that we would have to make some changes to our workforce, regrettably with a small number of redundancies. Our chief executive, Maddy Desforges, left us for a national role in March 2021; we were unable to make a permanent appointment, but are delighted that Helen Sims and Helen Steers have stepped up to become our joint interim chief executives. We will seek to appoint a substantive new chief executive later in 2021.

The Circle has for the past 13 years been an enormously important asset to both VAS and the wider sector. In March 2020, with the onset of the lockdowns, this asset became, temporarily, a liability. We are very pleased that the great majority of our tenants have been able to remain with us. Conference and room bookings, though, completely dried up for much of the year. We are very pleased that use of The Circle is slowly but surely returning – we are providing a high quality, Covid-secure service which is open to all.

Maintaining financial stability has been a key priority and, without the support provided by the Government, would have been extremely difficult. We have, though, succeeded in protecting our financial standing, the detail of which is described in this report.

Good governance is a prerequisite for organisational success. We have been determined during the past year to sustain and indeed strengthen our governance. We have diversified and hence strengthened our board of trustees. The board and our audit and risk committee have continued to meet as usual, albeit virtually. We have, we hope, continued to provide support, challenge and oversight to our chief executive, senior management team and staff. We have taken further steps to ensure compliance with the Charity Governance Code. We are now focusing in particular on the much-improved equality, diversity and inclusion part of the code. We hosted a very well attended seminar about the Race Governance Code, which focused on achieving leadership and governance which is a much better reflection of people and communities.

Perhaps the greatest new challenge we have faced has been about racism and race equality. The Black Lives Matter movement has proven to be a major call to action, one to which we are determined to play our part in rising. We have had to ask ourselves whether we are just another white led and dominated organisation which serves mainly white people, communities and organisations, or can we be a force for positive change – ourselves, within the voluntary and community sector and in the city? We have agreed a Race Equality Statement of Intent, and, more importantly, a race equality action plan. We will endeavour to ensure that our governance and leadership is properly reflective of the city's communities; that all our services and projects are fully inclusive; and that we use our leadership role to advocate for positive change throughout the city.

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Lastly, the trustees would like to extend our heartfelt thanks – to all our staff; to all in the voluntary and community sector; to the City Council, NHS and other public sector partners; to our business partners; and to all our funders and supporters.

The ambition we spoke about a year ago – for a new future for the sector as part of a new vision and strategy for Sheffield as whole, for changing Sheffield for the better and for a more inclusive, cohesive city in which everyone and all communities can thrive and succeed – is even more relevant today. It is this ambition we will continue to aspire to in the year ahead.

Andy Buck

Chair of the Board of Trustees

VOLUNTARY ACTION SHEFFIELD

*TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2021*

Objectives and activities

Our vision, purpose and values

Our vision is that people work together to make a vital and growing contribution to the quality of life in all of Sheffield's communities.

Our purpose is to support the development of voluntary and community action in a professional way, so that it is sustainable and brings about positive social change.

Our focus is on: tackling inequality; increasing democratic engagement; and influencing change to city systems and structures to better meet people's needs. We are ambitious and optimistic – we love Sheffield and want it to be a great city for all its people and communities.

Our values are the promotion of social justice, fairness and respect. We value diversity and seek to empower and enable others. We seek to demonstrate integrity, openness, resilience and innovation. We actively seek collaboration and cooperation, working in partnership with others in the voluntary and community sector and beyond.

Our strategic priorities

We have four priorities:

1. Provide leadership and advocacy for the VCS, and support people and organisations to speak up and be influential;
2. Support organisations and groups to fulfil their purpose;
3. Encourage and support people to volunteer, and support organisations to offer great volunteering opportunities;
4. Work in partnership, bringing people and organisations together to optimise their impact.

We enable our priorities by making the very best use of our people, money, facilities and knowledge.

Outcomes in 2020-21

We have made good progress against our priorities and aims in 2020-21:

- 1. Provide leadership and advocacy for the VCS, support people and organisations to speak up and be influential**

Aims:

- Distil strategic priorities and effectively influence decision making about these in the city
- Influence strategic partners to engage effectively with the VCS's priorities

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

- Listen to communities, using their intelligence and experience to guide action that protects vulnerable people and supports an inclusive economy
- Bring together people in the voluntary sector to discuss common concerns, share good practice, and take action
- Create clear and relevant communications content, with a call for action
- Celebrate and shine a spotlight on VCS successes in Sheffield

Outcomes:

Voluntary and community sector (VCS) response to Covid 19

In March 2020 we formed a new network of over 30 locally-based and citywide organisations of Covid-19 Community hubs. The network was formed in emergency response, to support people and communities in the city to live and cope with the health, social and economic impact of the pandemic.

This network has collectively absorbed the emergency needs brought about by the periods of lockdown and adapted to meet the changing needs of those people most impacted by Covid-19. This work has evolved significantly to distil and respond to the subsequent strategic priorities of health inequality, economic impact and the mass vaccination programme in the city.

In October 2020 VAS was appointed as the liaison lead for South Yorkshire in the national VCS Emergency Partnership. We contributed to weekly North of England multi agency team calls together with British Red Cross, Fareshare, Business in the Community, St John Ambulance and Community Foundations UK representatives. The partnership has been invaluable in anticipating the demand and pressure on the VCS in the changing Covid-19 restrictions. For example, the national learning from the roll out of mass testing and deployment of volunteers has informed our advice and support to the vaccination infrastructure development.

VCS priorities for recovery

We have worked to expand our network and have formed working groups around the strategic priorities we collectively identified. The VCS Skills and Employment group was established for the sector to have strategic voice on skills post Covid-19. The group made improvements to the skills and employment strategy and are engaging in implementation planning with colleagues from Sheffield City Council.

We have facilitated key VCS organisations to come together to articulate the crisis presented by a number of financial “cliff edges” created by the lifting of temporary COVID protections. Following a presentation to Sheffield City Partnership Board, we received positive recognition from leaders of shared responsibility of these issues and this has culminated in a cross-sector working group developing a city action plan.

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Leadership and inclusion

We have focussed on building relationships with leaders from a range of place based and citywide organisations from Black, Asian and Minority Ethnic communities:

- We have led work to replace the Social Leaders Network with a new more inclusive VCS leaders' forum. We facilitate the co-design of terms of reference with leaders with the aim of creating a unified and consolidated voluntary and community sector in Sheffield.
- We supported wider representation from the VCS on the Sheffield Partnership Board with the recruitment and selection of a new board member.
- We co-sponsored a city anti-racism leadership seminar on race and governance which was attended by over 100 delegates to learn about why board diversity is essential to strong governance and how organisations in the city are addressing the diversity gap.
- We launched Covid Stories in March 2021 to curate the personal and organisational stories of the massive effort in the Covid 19 response by the voluntary and community sector. We hope that the lifting of restrictions will allow us to formally recognise the VCS in an in-person awards event in 2021-22.

2. Support organisations and groups to fulfil their purpose

Aims:

- Support groups and organisations to develop skills and knowledge, including digital skills, to optimise their impact and survive
- Provide a range of professional services to organisations
- Enable groups and organisations to collaborate to optimise impact and better serve their communities
- Explore services and markets to meet the evolving needs of the VCS and build the strategic relationship with the city
- Develop a community engagement framework as part of Move More programme
- Optimise impact of VCS in health and wellbeing needs

Outcomes:

The development team have supported over 280 groups with signposting, information and advice over the last year. The volume of support has been consistent with previous years, but in addition we have produced and updated comprehensive guidance and signposting information around re-opening community venues and delivering face to face services after lockdown.

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In December we facilitated free webinars on funding strategy with 20 groups to support with understanding and responding to the financial impact of the pandemic titled "Fundraising in the time of Covid". In addition, the team have designed and piloted a good governance online workshop and will be rolling this out in the coming year to small charities.

We have supported lunch club leaders with resources for support package delivery and remote and online activities. We have established an online peer support network for a cohort of lunch club organisers. Meeting monthly, we are working to support digital inclusion, new ways of working and preparing for re-opening in Summer 2021.

Community Accounting, Payroll and HR services moved online and supported over 250 organisations with ensuring that good financial practice and oversight was supported. Amidst the lockdown over 1,000 staff continued to be paid on time and organisations were given advice about furlough, communication with staff and ultimately hundreds of vital furlough claims were processed.

The Move More Engaging Communities programme got underway with over 20 community organisations to develop their proposals for providing accessible physical health activities in some of the most marginalised communities. Managing the funding allocations and organisational support together within VAS is created direct funding opportunities for organisations working with disadvantaged communities and which reach new groups of people. This process is helping VAS to develop a much richer evidence base about how to impact on health inequalities across the city.

3. Encourage and support people to volunteer, support organisations to offer great volunteering opportunities

Aims:

- Promote benefits of volunteering for the city, communities and individuals, and provide a strategic framework to make this a reality
- Support organisations to develop volunteering capacity/capability and enable people to access appropriate volunteering roles
- Deliver the New Beginnings project supporting refugees and asylum seekers to contribute to Sheffield
- Develop a volunteer network to test Move More activities
- Use new ways of capturing views and experiences from lesser heard voices, especially for Healthwatch

Outcomes:

Our Volunteer Centre moved on-line and a virtual brokerage service was successfully delivered by VAS Volunteer Advisors offering to phone or email prospective volunteers. Over 1000 new volunteers were supported to register for opportunities.

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In addition, two virtual volunteer fairs were delivered, enabling over 30 organisations to reach new volunteers in an online market-place.

Nationally, VAS presented findings and concerns about the collapse of inclusive volunteering at a national NCVO webinar on Volunteering and Health inequalities. This was well received and NCVO have adopted inequality in volunteering as a key theme for next year.

The New Beginnings Team continued to support clients remotely with check-in calls and connecting them to essential support services such as food banks. Over 50 families were referred to the Sheffield Healthy Holidays programme who otherwise would not have engaged.

Refugees are being supported to lead and run on-line classes and staff are working with partners, particularly at the Sanctuary to develop a road map to safe face to face client work.

4. Work in partnership, bringing people and organisations together to optimise their impact

Aims:

- Lead multi partner bids to successfully bid for opportunities
- Engage employers and generate volunteer opportunities through leading Sheffield Business Together
- Coordinate organisations to support refugees to be active in city life
- Provide a lead for the city to promote and enhance cohesion in communities
- Support development of Primary Care Networks and neighbourhood networks
- Build confidence in VAS and Healthwatch to enable statutory organisations to connect with people's views and VCS activity
- Coordinate an approach for the city's emergency food response
- Work with partners to develop a response to Covid-19 beyond the initial emergency

Outcomes:

Just a couple of days before lockdown was announced in March 2020, we learned that our bid to the Department for Education for a £1 million Holiday Activities and Food programme grant (HAF) had been successful. In summer 2020 our Sheffield Healthy Holidays programme worked with seven community hub partners across the city to develop and deliver a healthy hamper offer of activities, healthy recipes and ingredients over four weeks of the summer to 6,732 children. As restrictions gradually lifted from July, we were also able to support 1,953 children to attend a variety of Covid-safe activities with food in the school holidays. The project targeted the 14 most deprived wards in the city and successfully reached many of the most vulnerable children in the city, already impacted by school closure.

The Sheffield Project for Refugee Integration and Growth (SPRING) partnership has continued to strengthen this year, developing the holistic offer to refugees and asylum seekers in navigating the support system in Sheffield. The partnership of New Beginnings, Citizens Advice Sheffield, Sheffield

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

Association for the Voluntary Teaching of English, City of Sanctuary, SOLACE, working with Sheffield City Council Housing team, were pivotal during the periods of lockdown to address some serious issues for refugees, some of whom who continued to be evicted and needed urgent support to access bank accounts, benefits, housing and health.

2020-21 was the final year of Cohesion Sheffield. The programme team, hosted by VAS, were unable to carry out planned face to face events, but instead held an online event 'Moving Forward in the Face of the Pandemic' in September 2020 that was attended by 31 delegates from 23 organisations.

The Cohesion Sheffield network continued to grow to 56 organisations and despite home working, cohesion advisors continued to maintain relationships with the organisations that they were linked to. Cohesion Sheffield was unable to secure additional funding in 2020, but a working group of partners is developing the vision, mission and proposed approach of a new inclusive city partnership.

Two years ago we joined forces with Arm, Arup, Henry Boot, Irwin Mitchell and John Lewis, Business in the Community and the city's universities to form Sheffield Business Together. We broker partnerships and support from the private sector for charitable projects and businesses donate resources, expertise or funds.

Throughout the pandemic Sheffield Business Together has delivered 51 Projects to over 46 charities in Sheffield giving £245,644 in total value (this value covers hours, funding money and in-kind donations). As we move into 2021-22 we are delighted to be teaming up with Sheffield Chamber of Commerce to scale up team working between employers and charities to address key challenges in Sheffield.

VAS continues to coordinate the VCS Social Prescribing and Link Worker network, building more capacity and skills within the organisations, developing collaborative approaches and skills sharing opportunities and creating new links with the Teaching Hospital and funded opportunities.

Autistic people in Sheffield are a group of people that suffer extreme levels of inequalities in health, care and employment. Working with a group of VCS organisations that provide specialist preventative support to Autistic adults, we facilitated stronger partnerships, developing a Sheffield Autism Partnership Network, shaped by VCS organisations and Autistic people in the city.

Healthwatch Sheffield re-focused their work in light of the pandemic to understand how health and care services and people were impacted. Their work continued to highlight priority issues. 'The Mental Health Journey' report published in partnership with Sheffield Flourish used narrative stories to highlight challenges in the health system. 13 small SpeakUp grants were awarded to local community groups to help them amplify the voices of the people they work with.

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Our People

Over the course of the last year the wellbeing of our staff has been our priority. Managers have checked in on-line, often daily, to support staff. We have organised on-line drop-in sessions and regular staff 'huddles' with the chief executive.

The impact of Covid-19 on our organisation has meant the restructuring of our The Circle team and VCS Support team has been necessary and this implementation will be completed in 2021-22.

In December 2020, we recruited two new trustees to the VAS board, bringing a wealth of additional experience and insight to our governance.

Our Facilities:

The Circle team have worked tirelessly to maximise the safe access to our building for tenants and VAS staff. We have repeatedly revised our risk assessment and Covid-19 safe guidance to enable permitted activities for vital support groups and distribution of personal protective equipment during lockdown.

Our knowledge

We understand that the knowledge and intelligence we gather and share is a key enabler in supporting all our aims.

This year we worked in partnership with South Yorkshire Community Foundation on understanding the wider impact of the pandemic on voluntary and community organisations with a survey in summer 2020.

We are also working with Sheffield Hallam University to establish a new narrative and findings about the impact of the sector during the pandemic, using this deeper research to influence wider understanding and reframe some of the messages about how the sector brings value.

Looking ahead 2021-22 and beyond

We have revisited our strategy and aims, sharpening our focus on tackling inequality through the recovery and greater inclusion of under-served communities in all our work.

We have four priorities:

1. Lead and advocate for the VCS, support people and organisations to speak up and be influential.
2. Support organisations and groups to fulfil their purpose
3. Encourage and support people to volunteer, support organisations to offer great volunteering opportunities.

VOLUNTARY ACTION SHEFFIELD

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4. Work in partnership, bringing people and organisations together to optimise their impact.

We have a new Race Equality Statement of Intent and race equality action plan.

We will continue to the very best use of our people, money, facilities and knowledge.

1. Lead and advocate for the VCS, support people and organisations to speak up and be influential

We will:

- Distil strategic priorities and effectively influence decision making in the city about these
- Influence strategic partners to engage effectively with the VCS's priorities.
- Make space and connections so that people from different communities can have their say and influence decision making directly.
- Bring together a wider group of people in the voluntary sector to discuss common concerns, share good practice, and take action.
- Create clear and relevant communications content, to inform and influence.
- Celebrate and shine a spotlight on VCS successes in Sheffield

2. Support organisations and groups to fulfil their purpose

We will:

- Support groups and organisations to develop skills and knowledge, including digital skills, to optimise their impact and survive.
- Provide a range of professional services to organisations.
- Enable collaborations to optimise impact and better serve communities.
- Explore services and markets to meet the needs of the VCS, building a strategic relationship with the city.
- Develop community engagement frameworks to engage more widely across the VCS.
- Optimise impact of VCS in health and wellbeing needs.
- Support smaller groups with less resource, to address historical inequity especially for groups working with people from Black, Asian and Minority Ethnic Communities.

3. Encourage and support people to volunteer, support organisations to offer great volunteering opportunities.

We will:

- Promote benefits of volunteering for the city, communities and individuals, and provide a strategic framework to make this a reality.
- Support organisations to develop volunteering capacity/capability and enable people to access appropriate volunteering roles.
- Embed volunteering in Sheffield's Covid recovery, to increase skills, wellbeing, enhance services and provide leadership and expertise.
- Support refugees and asylum seekers to contribute to Sheffield.
- Develop volunteer networks to support specific programmes of activity.

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- Create diverse volunteering opportunities to support effective delivery of our own work and also as part of the development routes / opportunities as part of our race equality ambitions.

4. Work in partnership, bringing people and organisations together to optimise their impact.

We will:

- Lead multi partner bids bringing in a wider network of organisations to successfully bid for opportunities.
- Enable cross sector expertise to support VCS sustainability.
- Lead for the city to promote and enhance cohesion in communities.
- Support development of PCNs and neighbourhood networks.
- Enable statutory organisations to connect with and be influenced by people's experiences and VCS activity.
- Build partnerships to face the challenge of rising poverty.
- Support the VCS (through our networks) to provide a co-ordinated response to recovery from COVID.
- Invest more work into partnerships not historically established.

Race equality

We aim to ensure that:

- More people from Black, Asian and Minority Ethnic communities are actively involved in and influence leadership and decisions in VAS and the city
- Black, Asian and Minority Ethnic organisations can access the services they need to grow and develop
- Wider VCS sector engages more effectively with Black, Asian and Minority Ethnic organisations and communities
- Volunteers are representative of people in Sheffield at all levels – trustees and other.
- A wide set of communities, organisations and individuals are actively engaged to
 - secure funding
 - build capacity in decision shaping
 - foster relationships, recognising a diverse set of needs, not one homogenous/monolithic group
- VAS staff have a high level of confidence to talk about race equality and white privilege in the workplace and beyond
- Utilise communications and campaigns to call to action specific system players and bodies to engage with and dismantle structural inequalities.

Structure, governance and management

Members of the Board of Trustees are nominated from and elected by the members. Each trustee is elected at an annual general meeting to serve for a three-year term, with approximately one third retiring each year. Casual vacancies may be filled by appointment by the Board until the next AGM. Honorary Officers (Chair, Vice-Chair and Treasurer) are nominated and elected by trustees annually, at the first Board meeting to follow the AGM.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The Board also has the power to admit observers, which is used to ensure close links with important partner organisations, such as the City Council and the NHS. Observers are not registered trustees or directors, and do not have voting rights.

The Board is also served by its sub-committees and working groups, each chaired by a member of the Board, which meet between three and five times per year. These are responsible for scrutinising specific areas of work, undertaking tasks delegated to them by the Board, and advising the Board on policy and strategy. In 2020/21 there was an Audit and Risk Committee and a Healthy Holidays Programme Governance task and finish group.

The Board has undertaken a self-assessment against the Charity Governance Code and regularly reviews progress against a governance action plan.

All new Board members receive an induction with the Chair and Chief Executive. In addition, there are annual or twice-yearly strategy away sessions with senior managers and trustees - development and planning events to enable Trustees to understand the organisation and their responsibilities.

The senior management team (SMT) is the executive decision-making body for VAS. This comprises the Chief Executive, Head of Business Growth, Head of Finance, Head of Human Resources and Departmental Managers.

The link between the Board of Trustees and staff is maintained through the following mechanisms:

- Line management of the Chief Executive by the Chair;
- Senior staff attendance at meetings of the Board and Committees;
- Joint sessions of the Board and Senior Management Team;
- Designated link trustees, with a special interest in a particular strategic aim.

In 2020/21 VAS benefited again from having a skilled and experienced cadre of trustees who brought constructive challenge and support to the Executive. Relationships between trustees and the Senior Management Team developed productively and positively, largely via our joint away-days.

Risk management

We reconfigured some of our governance during the course of the year, with a newly constituted Audit and Risk Committee leading on risk management. Alongside this the risk register was fundamentally reviewed, and restructured to follow our strategic priorities. The risks we face were reviewed by both senior managers and Audit and Risk Committee through this process. Each trustee board reviews the most significant risks to the organisation, and those where we are most reliant on mitigating actions to reduce the risk faced.

As we enter the next period the principal risks and associated mitigating actions are:

VOLUNTARY ACTION SHEFFIELD

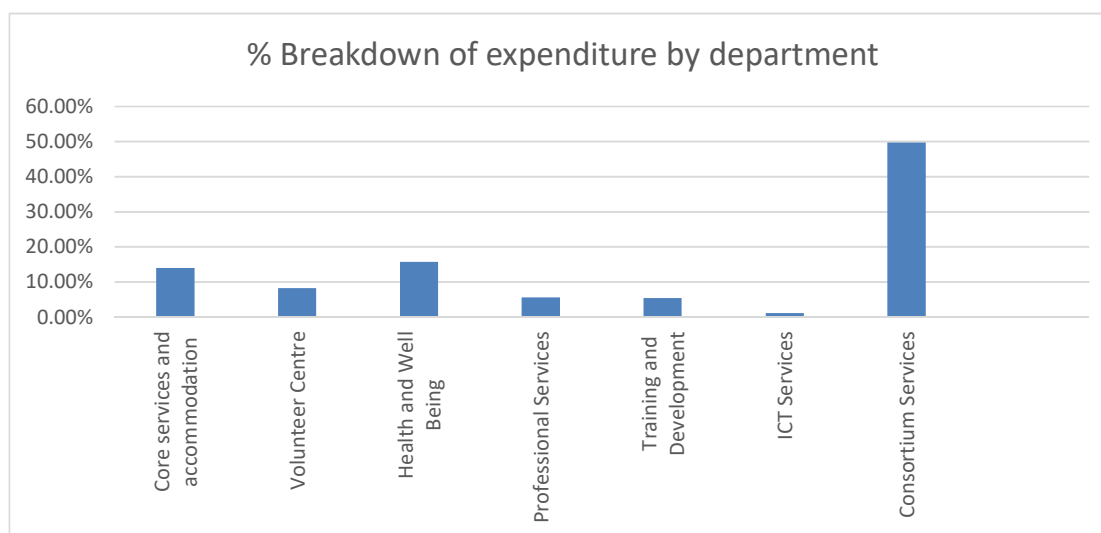
TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

- Generating sufficient income to cover operating costs and enable the organisation to thrive. This is particularly pressing as we had to close The Circle due to the pandemic, reducing our income from conference and meeting rooms. Mitigating actions include effective financial controls and profiling, controlling and benchmarking costs, business development in a number of areas, reviewing services and functions to ensure they meet need.
- Insufficient management and staff capacity to embed new projects (e.g. SPRING) and develop new business. Again, this was exacerbated by Covid-19 as staff had to adapt to new ways of working. Mitigating actions include careful project inception recognising the time involved; providing sufficient support for staff and exploring new ways of working together.
- Development capacity insufficient to identify, develop and take full advantage of available opportunities. Mitigating actions include increased senior management collaboration on new opportunities; extending partnership working with other voluntary organisations to share expertise and bid writing costs and capacity.

Financial review

The % breakdown of charitable expenditure by department in 2020-21 (see note 7 in the accounts) was as follows:



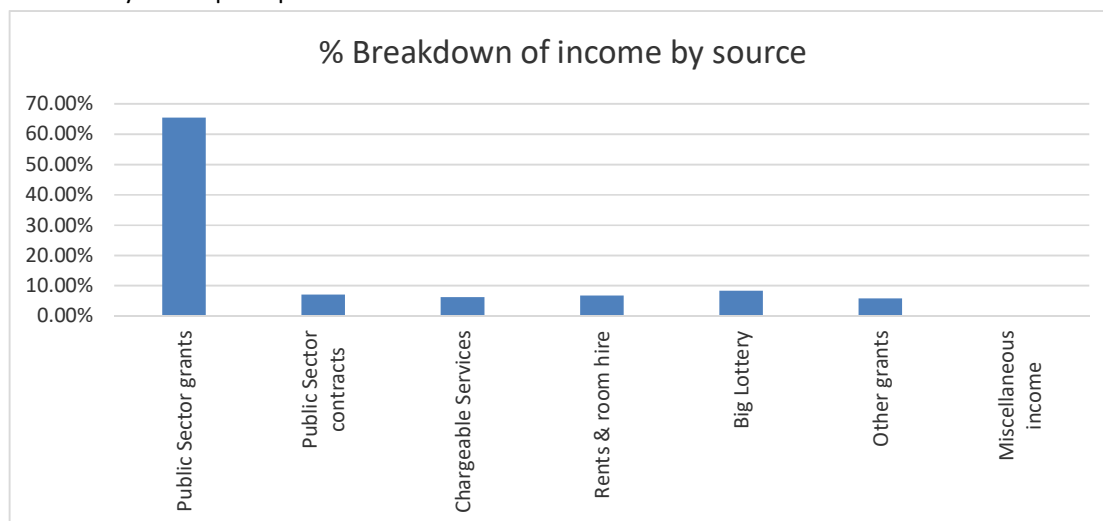
Compared with the previous year, expenditure increased by just over £1m. This is largely due to the £1m Sheffield Healthy Holidays programme – the vast majority of which was passed to partner delivery organisations. In addition, we received funding for our Covid-19 response co-ordination work, including £100k from the Big Lottery. There was some reduction in costs relating to The Circle which helped to offset income lost for room hire. Expenditure on all areas is closely monitored throughout the year to ensure it stays within the funds available.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

A summary of the principal sources of income is set out in the table below.



Net movement in funds was an increase of £354k made up of £87k unrestricted funds and £267k in restricted funds. The increase in unrestricted funds comprises £63k designated funds, largely to reflect the cost of the mortgage, and £24k increase to the general fund. As explained below, it is expected that this will be required to cover a deficit in 2021-22 as Covid-19 restrictions continue to bite. The increase in restricted funds relates to grant funding received in advance of project delivery, in particular an upfront payment for the second phase of the SPRING project.

Reserves policy

The Board has determined:

- (a) To maintain free reserves of at least £250,000, of which £170,000 is available to meet redundancy costs in case of wind-up, £40,000 is available to provide working capital (to be released against a business case) and a further £40,000 is available to manage risks and short-term year-on-year budget fluctuations.

To take a flexible approach to the precise amounts designated for each purpose if necessary.

At 31 March 2021, free reserves stood at £255,439, an increase of £24,182. This is slightly more than the level required by the reserves policy, however it is expected that there will be a considerable draw on reserves in 2021-22.

The budget for 2021-22 has been set at a deficit as it is likely that income will continue to be impacted by the effects of Covid-19 on activities, in particular room hire at The Circle. It is difficult to forecast income for The Circle in the current circumstances but the Trustees believe that the budget represents a mid-case scenario and therefore the outturn could be worse or better than budget. Additional monitoring measures have been put in place in order to be able to react promptly to any variances that occur.

- (b) That restricted funds must be kept in a risk-free and liquid form.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

Restricted funds are all grants received in advance of delivery of objectives. They are held in VAS's current account.

Designated funds totalled £1,437,475 at the year end. These relate to the Circle building less the outstanding mortgage and the amount owing to eliminate the pension fund deficit. It also includes amounts ring fenced for consortium projects, Healthwatch activities, development of The Circle as a venue and COVID recovery costs. See note 21 of the accounts for further details.

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' RESPONSIBILITIES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

Trustees' responsibilities statement

The trustees (who are also directors of VAS for the purposes of company law) are responsible for preparing the Annual Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

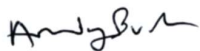
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

On behalf of the Board of Trustees



Andy Buck

Chair

Date: 24 June 2021

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Independent Auditor's Report to the Trustees of Voluntary Action Sheffield

Opinion

We have audited the financial statements of Voluntary Action Sheffield (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Other information

The trustees are responsible for the other information. The other information comprises the information included in the chair's forward and the trustees' annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement [set out on page 19], the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

VOLUNTARY ACTION SHEFFIELD

INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Philip Allsop (Senior Statutory Auditor)
For and on behalf of BHP LLP, Statutory Auditor
2 Rutland Park
Sheffield
S10 2PD

Date: 23 September 2021

VOLUNTARY ACTION SHEFFIELD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income:					
Donations and legacies	3	34,203	19,300	53,503	41,325
Income from charitable activities	4/5	614,324	2,290,297	2,904,621	1,670,570
Total income		648,527	2,309,597	2,958,124	1,711,895
Expenditure:					
Costs of raising funds	6	(9,398)	-	(9,398)	(8,174)
Expenditure on charitable activities	7/10	(544,821)	(2,050,065)	(2,594,886)	(1,528,520)
Total expenditure		(554,219)	(2,050,065)	(2,604,284)	(1,536,694)
Net income/(expenditure)	9	94,308	259,532	353,840	175,201
Transfers between funds	21	(7,291)	7,291	-	-
Net movement in funds		87,017	266,823	353,840	175,201
Funds brought forward as at 1 April 2020		1,605,897	244,526	1,850,423	1,675,222
Funds carried forward as at 31 March 2021		1,692,914	511,349	2,204,263	1,850,423

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £353,840 (2020: Net movement in funds of £175,201).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD

BALANCE SHEET

AS AT 31 MARCH 2021

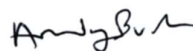
	Note	£	2021 £	2020 £
Fixed assets				
Tangible assets	15		1,966,000	1,997,000
			<u>1,966,000</u>	<u>1,997,000</u>
Current assets				
Debtors	16	298,062		313,613
Cash at bank and in hand		760,439		421,460
		<u>1,058,501</u>		<u>735,073</u>
Creditors: amounts falling due within one year	17	(257,781)		(227,522)
			<u>800,720</u>	<u>507,551</u>
Net current (liabilities)/assets			800,720	507,551
Total assets less current liabilities			2,766,720	2,504,551
Creditors: amounts falling due in more than one year	18		(562,458)	(654,128)
Net assets			<u>2,204,262</u>	<u>1,850,423</u>
Charity funds				
Restricted	19		511,349	244,526
Unrestricted				
Designated	22	1,437,475		1,374,640
General	24	255,439		231,257
			<u>1,692,914</u>	<u>1,605,897</u>
Total Charity funds	23		<u>2,204,263</u>	<u>1,850,423</u>

These accounts were approved and authorised for issue by the Board on 24 June 2021 and are signed on its behalf by:-

K Dickinson
Honorary Treasurer



A Buck
Chair



Company Registration No.00215695

VOLUNTARY ACTION SHEFFIELD
CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net cash provided by operating activities	412,481	45,550
Cash flows from investing activities:		
Purchase of fixed assets	-	-
Interest on investments	-	-
Net cash used in investing activities	-	-
Cash flows from financing activities:		
Repayment of borrowing	<u>(73,502)</u>	<u>(69,302)</u>
Net cash used in financing activities	(73,502)	(69,302)
Net (decrease)/increase in cash and cash equivalents	338,979	(23,752)
Cash and cash equivalents at 1 April 2020	421,460	445,212
Cash and cash equivalents at 31 March 2021	760,439	421,460
Cash and cash equivalents consists of:		
Cash at bank and in hand	760,439	421,460
Cash and cash equivalents at 31 March 2021	760,439	421,460
Reconciliation of net income to net cash flow from operating activities		
	2021	2020
	£	£
Net income for the reporting period	353,840	175,201
(as per the statement of financial activities)		
Adjustments for:		
Depreciation and amortisation charges	31,000	35,868
(Increase)/decrease in debtors	15,550	(143,086)
(Decrease)/increase in creditors	25,709	(4,031)
Increase in pension deficit provision	(13,618)	(18,402)
Net cash provided by operating activities	412,481	45,550

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

(a) General information and basis of preparation

Voluntary Action Sheffield is a registered charity in the United Kingdom and a company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 - 2 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants in respect of Infrastructure Support to the Voluntary and Community Sector, the Sheffield Healthy Holiday scheme and the Volunteer Centre. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is interest earned on the Charity's current account.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds - This relates to the cost of obtaining the grants referred to in note (c). It includes 25% of the Marketing & Communications Officer's salary together with related office costs.
- Expenditure on charitable activities - These are the direct costs of VAS's work to meet its charitable activities plus governance costs. Governance includes the direct and indirect costs relating to external audit and to the constitutional and statutory requirements for managing the charity. The following costs have been allocated to governance:
 - One day per week of each of the Chief Executive, Head of Business Growth and Head of Finance together with related office costs.
 - Auditor costs.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a cost per square foot basis and other overheads have been allocated on a staff hours basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 7.

VOLUNTARY ACTION SHEFFIELD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

(f) Intangible assets

Research expenditure is written off in expenditure in the SoFA in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated. Intangible assets are amortised on a straight line basis over their useful lives.

(g) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land	Nil
Leasehold buildings	50 years straight line
Computer equipment	3 years straight line
Fixtures and fittings	10 years straight line

(h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(i) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

(j) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(k) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(l) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies (continued)

(m) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity contributes to the Pension Trust Growth Plan for its employees. This is in most respects a money purchase arrangement, but does include certain guaranteed benefit elements. The Plan is a multi-employer scheme. Since the charity has entered into an agreement (the Recovery Plan that determines how each employer within the scheme will fund the overall deficit), the contributions paid are shown in the income and expenditure account. Under FRS 102, the fair value of the commitment is recognised. The calculation of their fair value of the commitment is subject to an assumption on the discount rate. The discount rate is determined by reference to market yields at the reporting date on high quality bonds.

(n) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(o) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(p) Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Prior Year Statement of Financial Activities – for comparison

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Income:				
Donations and legacies	3	22,158	19,167	41,325
Income from charitable activities	4/5	788,886	881,684	1,670,570
Total income		811,044	900,851	1,711,895
Expenditure:				
Costs of raising funds	6	(8,174)	-	(8,174)
Expenditure on charitable activities	7/10	(742,164)	(786,356)	(1,528,520)
Total expenditure		(750,338)	(786,356)	(1,536,694)
Net income/(expenditure)	9	60,706	114,495	175,201
Transfers between funds	21	(15,021)	15,201	-
Net movement in funds		45,685	129,516	175,201
Funds brought forward as at 1 April 2019		1,560,212	115,010	1,675,222
Funds carried forward as at 31 March 2020		1,605,897	244,526	1,850,423

All of the above results are derived from continuing activities. The result for Companies Act purposes comprises the net movement in funds of £175,201 (2019: Net movement in funds of £68,432).

The statement of financial activities includes all gains and losses recognised during the year.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

3. Income: Donations and legacies

	Unrestricted	Restricted	Total	Total
	£	£	2021	2020
			£	£
Marjorie Coote Old People's Charity	10,000	-	10,000	10,000
Sheffield Town Trust	9,000	-	9,000	9,000
Hugh Neill Charity	1,000	-	1,000	1,000
James Neill Trust Fund	2,000	-	2,000	2,000
Church Burgesses Trust	7,000	-	7,000	1,250
Dr Patricia Cooke	5,000	-	5,000	-
Henry Boot Plc	-	5,000	5,000	5,000
Irwin Mitchell	-	-	-	1,300
ARM	-	10,000	10,000	10,000
MESH	-	-	-	1,114
Ove Arup	-	2,300	2,300	-
SHU South Yorkshire Futures	-	2,000	2,000	-
Sundry donations	203	-	203	661
	34,203	19,300	53,503	41,325

4. Income from charitable activities: analysis by activity

This income can be analysed over the following activities:

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2021	2020
	£	£	£	£
Core Services and accommodation	226,149	252,453	478,602	435,157
Volunteer Centre	(278)	194,455	194,177	224,000
Health and Wellbeing	210,352	175,648	386,000	480,447
Professional Services	146,794	9,812	156,606	143,355
Training and Development	6,048	178,690	184,738	153,184
ICT Support Services	23,659	0	23,659	29,188
Consortium Service	1,600	1,479,239	1,480,839	205,239
Total	614,324	2,290,297	2,904,621	1,670,570

An analysis of the sources of this income is shown in note 5.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Income from charitable activities: analysis by funding source

	2021	2020
	£	£
Sheffield City Council – Voluntary Sector/revenue grants	224,497	150,194
Sheffield City Council – Other Funding		
- Healthwatch	209,952	209,952
- VALUES project	6,000	-
- Sheffield Healthy Activities Fund	1,250	-
- Food co-ordination	8,633	-
- Health and Wellbeing Board	-	30,000
- Cohesion Sheffield	-	10,000
- Wish Course	-	1,009
- Walking Project	-	3,466
- Development team	-	1,933
Sheffield ACP	75,200	-
NHS Leadership Academy (via ACP)	14,000	-
Sheffield CCG	53,708	191,958
Move More	51,228	44,500
Big Lottery		
- NRC New Beginnings – (Ref. RC/5/010423756) – Restricted Fund	146,146	179,953
- RC VAS Sheffield VCS Covid response co-ordination (Ref RC/20136576) restricted grant	100,000	-
Paul Hamlyn Foundation	55,000	55,000
Asylum and Migration Integration Fund	440,419	205,239
Department for Education – Healthy Activities and Food (HAF) programme	1,017,233	-
HMRC - Job Retention Scheme	91,682	-
VCS Emergency Partnership programme	9,500	-
Access to Work	4,498	-
Sheffield City Trust	4,000	-
Care Quality Commission	1,700	-
Police and Crime Commissioner for South Yorkshire Police	-	1,000
Healthwatch England	-	3,000
The Circle – Rental income / room hire / conferencing	203,374	329,246
Chargeable services / sundry income	186,601	254,120
	2,904,621	1,670,570

6. Costs of raising funds

	2021	2020
	£	£
Staff costs	8,973	7,760
Other costs	425	414
	9,398	8,174

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

7. Expenditure on charitable activities

Support costs totalling £222,032 (2020: £182,867) have been allocated across activities. Costs have been allocated either on the basis of time spent by the departments in supporting the activities, or other usage of the service.

	2021	2020
	£	£
Finance	31,014	31,014
Human Resources	25,598	16,568
ICT internal services	46,954	37,396
Executive management and administration	118,466	97,889
	<u>222,032</u>	<u>182,867</u>

Expenditure can be analysed over the following activities:-

	Activities undertaken directly	Activities undertaken by Consortium members	Support costs	Total 2021	Total 2020
	£	£	£	£	£
Core services and Accommodation	459,299		222,032	681,331	691,749
Less: Support costs recharged to projects	-137,548		-179,141	-316,689	-298,388
	<u>321,751</u>		<u>42,891</u>	<u>364,642</u>	<u>393,361</u>
Volunteer Centre	175,583		38,952	214,535	216,548
Health and Well-being	344,628		64,258	408,886	360,058
Professional Services	122,910		22,185	145,095	133,641
Training and Development	113,897		26,471	140,368	150,560
ICT Services	29,070		2,122	31,192	37,100
Consortia Function	209,886	1,055,129	25,153	1,290,168	237,252
	<u>1,317,725</u>	<u>1,055,129</u>	<u>222,032</u>	<u>2,594,886</u>	<u>1,528,520</u>

8. Governance costs

	2021	2020
	£	£
Staff costs	28,321	28,294
Related office costs	1,274	1,241
Audit	10,967	9,088
	<u>40,562</u>	<u>38,623</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

9. Net income/(expenditure) for the year is stated after charging:	2021	2020
	£	£
Auditor's remuneration	10,967	9,088
Operating lease rentals in respect of equipment and vehicles	1,996	1,996
Depreciation of fixed assets	31,000	35,868
	—————	—————
10. Interest payable	2021	2020
	£	£
Bank loans/mortgage	19,245	25,803
	—————	—————
11. Staff costs and employee benefits	2021	2020
	£	£
Wages and salaries	956,660	865,561
Social security costs	75,591	63,194
Pension contributions – current service	56,204	51,216
Pension contributions – scheme deficit (see note 13)	18,099	17,572
	—————	—————
	1,106,554	997,543
	—————	—————

The average number of employees during the year was 50 (2020: 50).

No employee earned more than £60,000 per annum (2020: nil).

12. Trustees and key management personnel remuneration and expenses

None of the trustees receive any remuneration in respect of their role as director/trustee of VAS. No travel expenses were paid during the year (2020: nil). No trustees received payment in respect of training and consultancy (2020: nil).

Several VAS trustees are also employees or trustees of VAS member organisations to which VAS provides various services including payroll and accountancy services. The charges for these services are relatively small and always on normal commercial terms. One trustee, Andy Buck, is a trustee of South Yorkshire Housing Association that provided sub-contracted services to three projects with a total value of £22,353 (2020: £17,300). Two trustees, Andy Buck and Sara Hill are members and a third trustee, James Lock, is a director and shareholder of Opus Independents that provided an evaluation report for the Sheffield Healthy Holidays programme for £6,750. (2020: £7,000 for partnering Cohesion Sheffield project). One trustee, Debbie Mathews is an employee of Manor and Castle Development Trust which received £151,765 funding as part of the Sheffield Healthy Holidays programme (2020: nil). One trustee, Uri Rennie, is an employee of Sheffield City Trust which gave VAS a grant of £4,000 towards food co-ordination as part of our COVID response work (2020: nil).

One member of the senior management team, Helen Sims, is a trustee of ZEST which received £106,562 funding as part of the Sheffield Healthy Holidays programme (2020: nil).

The total amount of employee benefits received by key management personnel is £283,539 (2020: £257,418). The Trustees consider key management personnel to comprise: Chief Executive Officer, Head of Business Growth, Head of Finance, Buildings and Facilities Manager, Head of Volunteering, Human Resources Manager, Healthwatch Chief Officer and Head of Health and Well Being.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

13. Pension costs

VAS makes payments on behalf of employees into individuals defined contributions pension schemes. The assets of these schemes are held separately from those of VAS in independently administered funds. The pension cost charge in the statement of financial activities represents contributions payable by VAS to the funds and amounts to £74,303 (2020: £68,788). £18,099 of the contributions in 2021 related to the deficit on the Pensions Trust scheme (see note 26) (2020: £17,572). Contributions of £6,905 were due at the year-end (2020:nil).

14. Taxation

As a charity, VAS is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

15. Tangible assets

	Long Leasehold land and buildings £	Computer equipment and software £	Other fixtures £	Total £
Cost				
At 1 April 2020	4,305,888	130,232	188,203	4,624,323
Additions	-	-	-	-
At 31 March 2021	<u>4,305,888</u>	<u>130,232</u>	<u>188,203</u>	<u>4,624,323</u>
Depreciation				
At 1 April 2020	2,308,888	130,232	188,203	2,627,323
Charge for the year	31,000	-	-	31,000
At 31 March 2021	<u>2,339,888</u>	<u>130,232</u>	<u>188,203</u>	<u>2,658,323</u>
Net Book Value				
At 31 March 2021	<u>1,966,000</u>	-	-	<u>1,966,000</u>
At 31 March 2020	<u>1,997,000</u>	-	-	<u>1,997,000</u>

16. Debtors

Debtors falling due within one year	2021 £	2020 £
Trade debtors	195,133	203,933
Prepayments	7,309	9,400
Grants receivable	94,918	80,574
Other debtors	703	417
	<u>298,063</u>	<u>294,324</u>

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Debtors (continued)

Debtors falling due in more than one year	2021	2020
	£	£
Other debtors	-	19,289
	<u>-</u>	<u>19,289</u>

17. Creditors: amounts falling due within one year	2021	2020
	£	£
Amount held on behalf of other organisations and special projects (see note (a) below)	6,981	6,981
Bank loan	75,808	71,801
Pension scheme deficit contributions	18,642	18,099
Accruals	91,636	67,326
Deferred income – income received in advance	30,762	29,209
Tax and social security	18,407	23,690
Staff holiday accrued	15,545	10,416
	<u>257,781</u>	<u>227,522</u>

(a) Amounts held on behalf of other organisations and special projects:	2021	2020
	£	£
Help Yourself Directory	6,981	6,981
	<u>6,981</u>	<u>6,981</u>

The bank loan is secured on freehold land and buildings of the company over 10 years from February 2018, at a rate of 3% over Unity Trust Bank's base rate, subject to a minimum rate of 3%.

18. Creditors: amounts falling due after more than one year	2021	2020
	£	£
Bank loan	507,434	584,943
Pension scheme deficit contributions	55,024	69,185
	<u>562,458</u>	<u>654,128</u>

Bank loan maturity analysis:

In less than one year	75,808	71,801
In more than one year but not more than two years	78,186	74,534
In more than two years, but not more than five years	249,548	241,007
In more than five years	179,700	269,402
	<u>583,242</u>	<u>656,744</u>

See note 26 for details of the pension deficit payments.

VOLUNTARY ACTION SHEFFIELD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

19. Restricted funds

	Balance at 01.04.20	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.21 £
Core					
Awards Ceremony	2,503	-	-	-	2,503
Thriving VCF Group	990	-	-	-	990
Access to Work	-	4,498	4,498	-	-
Voice and Leadership	-	113,216	78,802	-	34,414
Cohesion Sheffield	9,564	55,000	56,831	-	7,733
Job Retention Scheme	-	88,508	88,508	-	-
	<u>13,057</u>	<u>261,222</u>	<u>228,639</u>	<u>-</u>	<u>45,640</u>
Volunteer Centre					
Volunteer Centre	-	28,105	26,669	2,424	3,860
Refugee & Asylum Seekers New Beginnings Project	45,355	165,262	154,320	-	56,297
Sheffield Business Together	13,841	21,431	23,824	-	11,448
	<u>59,196</u>	<u>214,798</u>	<u>204,813</u>	<u>2,424</u>	<u>71,605</u>
Health and Wellbeing					
Healthwatch	26,407	26,900	41,607	-	11,700
People Keeping Well	30,589	44,000	37,975	(28,500)	8,114
Health Leadership	579	50,000	54,618	28,500	24,461
Autism project	45,000	3,520	14,603	-	33,917
Move More	3,890	51,228	50,903	-	4,215
	<u>106,465</u>	<u>175,648</u>	<u>199,706</u>	<u>-</u>	<u>82,407</u>
Training and Development					
Lunch Clubs	9,196	42,000	40,834	-	10,362
Lunch Club Referral Service	2,101	28,188	28,903	-	1,386
Development Team	3,000	108,502	61,512	-	49,990
	<u>14,297</u>	<u>178,690</u>	<u>131,249</u>	<u>-</u>	<u>61,738</u>
Consortium Service					
SPRING	51,511	440,419	246,163	4,192	249,959
Sheffield Healthy Holidays	-	1,017,233	1,017,951	718	-
Food Co-ordination	-	17,587	17,544	(43)	-
Other	-	4,000	4,000	-	-
	<u>51,511</u>	<u>1,479,239</u>	<u>1,285,658</u>	<u>4,867</u>	<u>249,959</u>
Total	<u>244,526</u>	<u>2,309,597</u>	<u>2,050,065</u>	<u>7,291</u>	<u>511,349</u>

VOLUNTARY ACTION SHEFFIELD
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FOR THE YEAR ENDED 31 MARCH 2021

19. Restricted funds (continued)

Prior Year restricted funds – for comparison

	Balance at 01.04.19	Incoming resources £	Resources expended £	Transfers £	Balance at 31.03.20 £
Core					
Awards Ceremony	2,000	503	-	-	2,503
Thriving VCF Group	990	-	-	-	990
Cohesion Sheffield	997	67,114	58,547	-	9,564
	<u>3,987</u>	<u>67,617</u>	<u>58,547</u>	<u>-</u>	<u>13,057</u>
Volunteer Centre					
Volunteer Centre	1,245	23,784	30,085	5,056	-
Refugee & Asylum Seekers New Beginnings Project	7,243	198,522	164,843	4,433	45,355
Sheffield Business Together	16,217	16,300	18,676	-	13,841
	<u>24,705</u>	<u>238,606</u>	<u>213,604</u>	<u>9,489</u>	<u>59,196</u>
Health and Wellbeing					
Healthwatch	-	39,407	13,000	-	26,407
People Keeping Well	3,994	79,982	53,387	-	30,589
Health Leadership	3,315	-	2,736	-	579
Autism project	-	45,000	-	-	45,000
Delayed Transfer of Care	-	37,500	37,500	-	-
Move More	-	44,500	40,610	-	3,890
	<u>7,309</u>	<u>246,389</u>	<u>147,233</u>	<u>-</u>	<u>106,465</u>
Training and Development					
Lunch Clubs	3,126	45,066	38,996	-	9,196
Lunch Club Referral Service	858	27,500	26,257	-	2,101
Development Team	5,258	70,434	72,692	-	3,000
	<u>9,242</u>	<u>143,000</u>	<u>137,945</u>	<u>-</u>	<u>14,297</u>
Consortium Service					
SPRING	69,767	205,239	229,027	5,532	51,511
	<u>69,767</u>	<u>205,239</u>	<u>229,027</u>	<u>5,532</u>	<u>51,511</u>
Total	<u>115,010</u>	<u>900,851</u>	<u>786,356</u>	<u>15,021</u>	<u>244,526</u>

VOLUNTARY ACTION SHEFFIELD
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FOR THE YEAR ENDED 31 MARCH 2021

19. Restricted funds (continued)

Core - Funding to support core running costs.

All of the other restricted funds relate to specific projects being undertaken by VAS. The projects are shown separately, but categorised into the main activities of VAS. Details of many of these projects are given in the Trustees' Report.

Those restricted projects that are believed to need further narrative to explain what services they provide are detailed below.

<u>Project</u>	<u>Service</u>
<i>Healthwatch Sheffield</i>	Established 1 April 2013 as part of the Government health reforms, to strengthen the patient, service user and public voice in shaping health and social care services. Gives citizens and communities a stronger voice to influence and challenge how health and social care services are provided in their locality.
<i>Sheffield Business Together</i>	SBT is an initiative that was launched by Sheffield employers Arup, Arm, John Lewis, Henry Boot, Irwin Mitchell, Sheffield and Sheffield Hallam University, and hosted by Voluntary Action Sheffield. Its vision is to strategically connect, share and harness the resources of business and charities to address some of the key social challenges in the city.
<i>Sheffield Healthy Holiday</i>	SHH is a programme of activities, run by a consortium of VCS organisations across Sheffield with the aim of 'making sure that children are happy and healthy during the holidays'. The activities include games and exercise and also food related activities to help combat holiday hunger. In 2020, it was funded by the Department for Education.
<i>SPRING</i>	SPRING is a collaboration of six organisations helping refugees settle into the local community. It is funded by the Asylum Migration and Integration Fund.

20. Transfers between funds

There were transfers totalling £7,291 between funds during the year (2020: £15,021). This represents unrestricted funds applied to restricted projects.

VOLUNTARY ACTION SHEFFIELD
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21. Designated funds

The unrestricted funds of the Charity include the following designated funds which have been set aside out of unrestricted funds by the Board of Trustees for specific purposes:-

	Balance at 01.04.20 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.21 £
Fixed assets	1,252,972	-	-	56,120	1,309,092
Consortium Service funds	41,312	-	(7,101)	-	34,211
Circle maintenance fund	2,356	-	(2,356)	-	-
IT infrastructure and equipment fund	-	-	-	15,000	15,000
Healthwatch	22,000	-	-	1,172	23,172
Workforce review costs	25,000	-	(25,000)	-	-
Circle Redevelopment Fund	31,000	-	-	-	31,000
COVID recovery fund	-	-	-	25,000	25,000
	<u>1,374,640</u>	<u>-</u>	<u>(34,457)</u>	<u>97,292</u>	<u>1,437,475</u>

Prior Year designated funds – for comparison

	Balance at 01.04.19 £	Transfers £	Utilised/ realised £	New Designations £	Balance at 31.03.20 £
Fixed assets	1,201,135	-	-	51,837	1,252,972
Provision for cost of getting Consortium Service up and running	55,069	-	(13,757)	-	41,312
Circle maintenance fund	10,000	-	(7,644)	-	2,356
IT infrastructure and equipment fund	15,000	-	(15,000)	-	-
Healthwatch	10,000	-	-	12,000	22,000
Workforce review costs	-	-	-	25,000	25,000
Circle Redevelopment Fund	-	-	-	31,000	31,000
	<u>1,291,204</u>	<u>-</u>	<u>(36,401)</u>	<u>119,837</u>	<u>1,374,640</u>

Fixed assets are funds which represent the net book value of the fixed assets (£1,966,000) less the amount outstanding on the mortgage relating to the building (£583,242) and the amount committed to eliminating the deficit on the pension fund (£73,666). See note 26 for more details of the pension deficit payments.

Consortium Service funds are funds donated to Voluntary Action Sheffield by Sheffield Cubed as part of the agreement to transfer a significant proportion of their undertakings to VAS. The Board have decided to designate these funds in order to cover the cost of making the Consortium Service viable.

VOLUNTARY ACTION SHEFFIELD
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21. Designated funds (continued)

Circle maintenance fund is a fund created in 2019 to cover the cost of specific repairs needed on The Circle building. This fund has been released as expenditure has been incurred.

IT infrastructure and equipment fund is a fund to cover the cost of new/updated databases identifies by the Trustees as required to improve the communication facilities at VAS.

Healthwatch is funds set aside to cover additional staff costs for the Healthwatch function.

Workforce review is a fund set up in 2020 to cover the additional costs arising from the workforce review carried out in 2019. The fund was released in the year to March 2021.

Circle redevelopment fund is a fund set up to cover the cost of developing facilities at The Circle in order to continue to attract room hire customers.

COVID recovery fund has been set up in recognition that COVID 19 will continue to impact on income levels into 2021-22 and that government funding is unlikely to be available at the same levels as it was in 2020-21.

22. Analysis of Charity funds balances between net assets as at 31 March 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,966,000	-	1,966,000
Current assets	352,130	128,383	577,989	1,058,502
Current liabilities	(96,691)	(94,450)	(66,640)	(257,781)
Creditors: amounts falling due in more than one year	-	(562,458)	-	(562,458)
	255,439	1,437,475	511,349	2,204,263
	255,439	1,437,475	511,349	2,204,263
Prior Year analysis – for comparison				
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	1,997,000	-	1,997,000
Current assets	325,811	121,668	287,594	735,073
Current liabilities	(94,554)	(89,900)	(43,068)	(227,522)
Creditors: amounts falling due in more than one year	-	(654,128)	-	(654,128)
	231,257	1,374,640	244,526	1,850,423
	231,257	1,374,640	244,526	1,850,423

VOLUNTARY ACTION SHEFFIELD
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23. Statement of movement on unrestricted reserves

	General reserve £	Designated reserves £
Balance at 1 April 2020	231,257	1,374,640
Net movement in fund	24,182	62,835
Balance at 31 March 2021	255,439	1,437,475

24. Obligations under operating leases

At 31 March 2021, the total of future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:-

	2021 £	2020 £
not later than one year	1,996	1,996
later than one year and not later than five years	2,162	4,158
later than five years	-	-
	<u> </u>	<u> </u>

These payments relate to two photocopiers at The Circle.

25. Commitments

As at the year end, VAS had capital commitments outstanding of £nil (2020: £nil).

26. Pension costs and liabilities

SCHEME: TPT Retirement Solutions – The Growth Plan

VAS participates in two pension schemes – a defined benefit scheme and a defined contribution scheme. They are both with The Pension Trust (TPT) and are part of their Growth Plan Scheme. The defined benefit scheme is closed to new members and to the accrual of benefit by existing members. The only payments to this scheme therefore relate to the funding deficit, details of which are given below.

Defined Contribution Scheme

For the defined contribution scheme, VAS paid contributions at the rate of 6% during the accounting period and members paid contributions at rates between 1% and 11% during the accounting period. As at the balance sheet date there were 43 (2020: 42) active members of the Plan employed by VAS. VAS continues to offer membership of the defined contribution scheme to its employees.

Defined Benefit Scheme

The defined benefit pension scheme that VAS participates in is a multi-employer scheme which provides benefits to some 950 non-associated participating employers. It is not possible for VAS to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

VOLUNTARY ACTION SHEFFIELD
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26. Pension costs and liabilities (continued)

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 31 January 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
---------------------------------------	-----------------------	--

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum	(payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum	(payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

When an employer withdraws from a multi-employer defined benefit pension scheme which is in deficit, the employer is required by law to pay its share of the deficit, calculated on a statutory basis (known as the buy-out basis). The calculation basis that applies to the Growth Plan was amended due to a change in the definition of money purchase contained in the Pensions Act 2011 and therefore Series 3 liabilities have to be included in the calculation of an employer's debt on withdrawal.

VAS has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2019. As of this date, the estimated employer debt for VAS was £262,894 (2018: £248,895).

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NOTES TO THE ACCOUNTS
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26. Pension costs and liabilities (continued)

The present value of the deficit repayment provision and the rates of discount used are as follows:

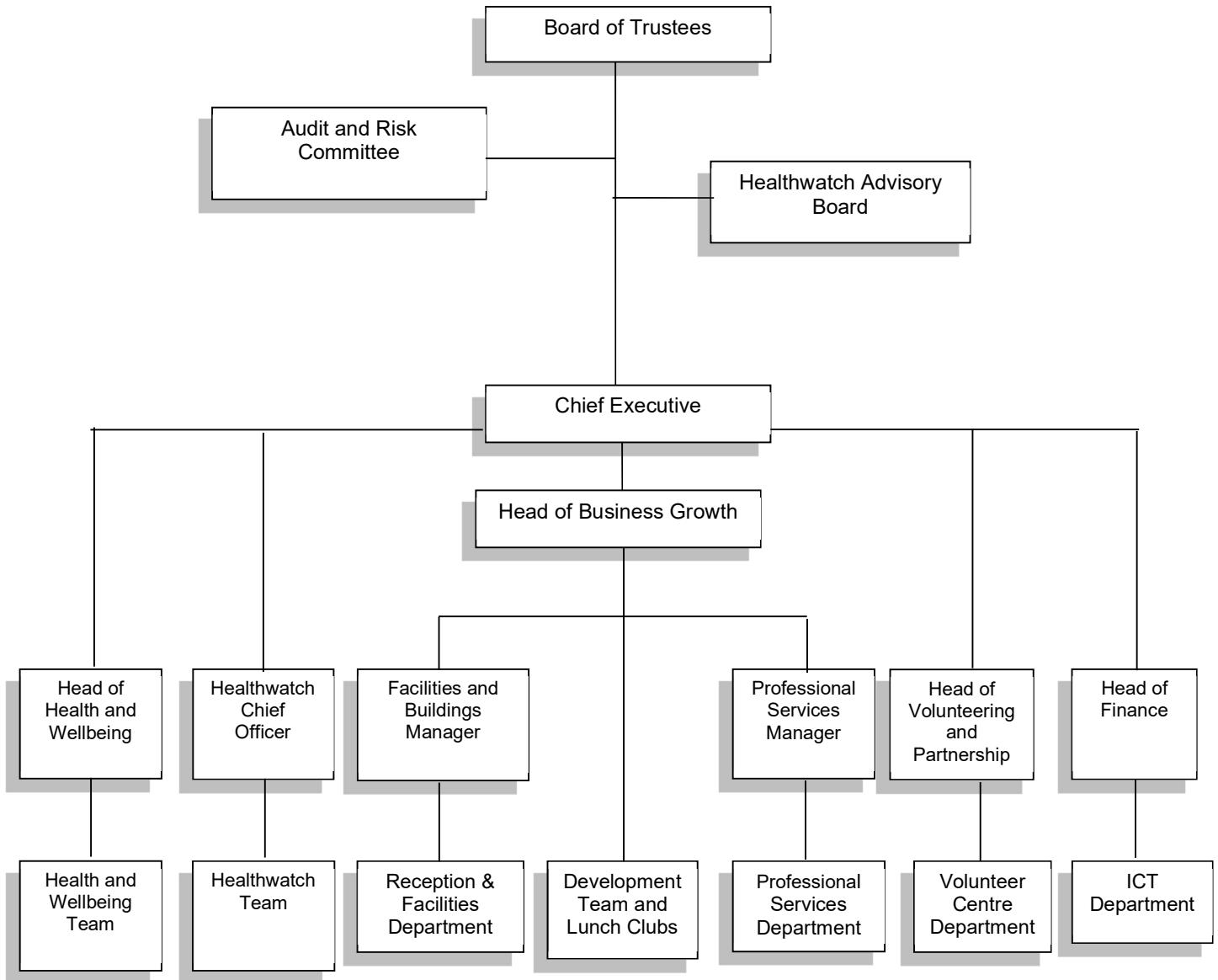
	31 March 2021	31 March 2020	31 March 2019
Present value of provision (£)	73,666	87,284	105,883
Rate of discount (% per annum)	0.66	2.53	1.39

Reconciliation of opening and closing provisions

	2021	2020
	£	£
Provision at start of period	87,284	105,883
Unwinding of the discount factor/ impact of any change in assumptions	1,962	1,340
Deficit contributions paid	(18,099)	(17,752)
Impact of changes in assumptions	2,519	(2,367)
Amendments to contribution schedule – revised recovery plan	-	-
	<hr/>	<hr/>
Provision at end of period	73,666	87,284
	<hr/>	<hr/>
Disclosed as creditors:		
Due in less than one year	18,642	18,099
Due in more than one year	55,024	69,185
	<hr/>	<hr/>
	73,666	87,284
	<hr/>	<hr/>

VOLUNTARY ACTION SHEFFIELD
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

APPENDIX A – ORGANISATIONAL STRUCTURE 2020/21



VOLUNTARY ACTION SHEFFIELD

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APPENDIX B – STAFF & VOLUNTEERS 2020/21

Staff (including new starters and leavers)

Nabil Alsoufi	Employment Adviser (New Beginnings)
Angela Alsoufi	Support Staff (SPRING)
Mandy Bailey	Cleaner
Nikola Bakalov	Engagement Officer (Healthwatch)
Gavin Baron	Bank Support Staff (The Circle)
Adam Batty	Move More – Empowered Communities Project Manager
Gill Bell	Reception and Administration Worker
Jill Bentley	Cleaner
Lottie Carter	Cohesion Hub Administrator
Teresa Clayton	COVID Hub Support Officer
Susan Cochrane	Community Accountant
Laura Cook	Policy and Evidence Co-ordinator (Healthwatch)
Elaine Davies	Development Officer
Lucy Davies	Healthwatch Chief Officer
Maddy Desforges	Chief Executive
Liz Dingle	Head of Finance
Heather Endcliffe	Volunteering Co-ordinator
Sophia Fara	Payroll Assistant
Sarah Fowler	Community Outreach Lead (Healthwatch)
Alice Griggs	Employment Support Officer (SPRING project)
Roza Hamed	Support Staff (SPRING)
Paul Harvey	Head of Volunteering and Partnership
Karen Hill	Business/Charity Connector (Sheffield Business Together)
Philip Howarth	Reception and Administration Worker
Colin Jenkinson	Cleaner
Helene Keller	Sheffield Healthy Holidays Programme Officer
Charlotte Killeya	Emergency Food Coordination Officer
Kerry Kilvington	Reception and Administration Worker
Sarah Lightfoot	Senior Community Accountant
Panni Loh	Cohesion Hub Development Manager
Moses Lutakome	Volunteer Co-ordinator New Beginnings Project
Winnie Lutakome	Participation Co-ordinator New Beginnings Project
Jill Malcomson	Development Officer - volunteering
Chris Marriott	Programme Manager (Sheffield Healthy Holidays)

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Alison McCrave	Payroll Manager
Sayad Mirreh	Cleaning & Facilities Supervisor
Katie Monach	Bank Support Staff (The Circle)
Katrina Morrison	Payroll Assistant
Francesca Morton	Project Manager (SPRING)
Rosie Priestnall-Birkett	Engagement Officer (Healthwatch)
Katy Pugh	Employment Support Officer (SPRING project)
Diana Quinn	Health and Wellbeing Officer
Holly Robson	Operational Support Officer (Healthwatch)
Vicki Rolley	Bank Support staff (The Circle)
Damian Sackett	Reception and Administration Worker
Joanna Sansom	Administrator (Healthwatch)
Liz Searle	Lunch Club Referral Officer
Shakila Sharrif	Food Co-ordination Officer
Melissa Simmonds	Adult Autism Project Co-ordinator
Helen Sims	Head of Business Development
Helen Steers	Head of Health and Wellbeing
Verni Tannam	Partnership Engagement Manager
Jessica Thomas	Admin Support (SPRING project)
Annalisa Toccara	Communications Manager
Diana Tottle	Development Officer
Frances Walker	Health and Wellbeing Administrator
Michele Ward	Project Manager (New Beginnings)
Rachael West	Head of Facilities Management
Bernard Wilson	IT Manager
Marge Wiltshire	Head of HR/Professional Services Manager
Stephanie Windle	Bank Support Staff (The Circle)
Patrick Wood	Lunch Club Referral Officer

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TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

Volunteers

New Beginnings Project		
Charity Rambayi	Abdulbaset Mohamed	Diyo Mulopo Bopengo Junior
Vitamin Gebrehiwot	Elizabeth-May Oshuolale	Marcella Amita
Muse Jama	Neetu Arora	Peter Gladden
Yordanos Gebrehiwot	Rosie Chitty	Jeanet Joseph
Joan Rudder	Ruthie Ford	Keong Sook
Christophe Bitchi-Akue Adote	Nazona Mphande	Rebecca Luhanga
Hevin Mohamad	Abdulrhman Soufi	Hasifa Nabajja
Saniah Wavamunno	Maureene Kasasi	Heydar Azhari
Lubelihle Tshuma	Mamadou Mbaw	Leah Mawodza
Nazia Khan	Ragel Kammies	
Volunteer Centre		
Jackie Bailey	Diyo Bopengo Junior	Sheila Colman
Steve Widdowson	Margot Fox	Karen Hill
Olivia Marsden	John McWilliam	Keith Roberts
Barbara Savage	Abbie Smyth	Frances Walker
James Liu		
Healthwatch		
Abigail Hunter	Gakoula Kissantou	Nazrine
Alice Riddell	Hannah Darley	Nida Shaikh
Anne Wiliamson	Hannah Jauncey	Nupur Chowdbury
Amalie Schramm	James Lock	Paulette Johnson
Asma Rabeha	Janet Harris	Peter Askew
Asmaa Chaudhry	Jennifer Gustilo	Phoebe Lickiss
Barry Naylor	John Kirkman	Rose Filler
Beth Kyte	John Malcomson	Sarah Tindall
Billie Critchlow	Joyce Justice	Shakila Sharif-Khan
Blake Williamson	Judy Robinson	Simon Duffy
Brenda Riley	Lawahiz Ali	Stephen Bell
Charlotte Morton	Lawahiz Kheir Elseed	Sue Kirkman
Chris Sterry	Lee Harker	Tara Cahill
Danial Zaniel	Les Baker	Tim Baron
Darren Ward	Liz Bennett	Trish Edney

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Dave Thomas	Lizz Tuckerman	Verni Tannam
David Boddy	Marim Alfakih	Wendy Birks
David Miller	Mary Vere	Yvonne Bramall
Eunice Batty	Mike Pettitt	