

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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LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

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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

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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
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Bankers:

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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.

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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

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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 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.

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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.

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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.

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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.

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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 Esmée 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.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

- 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.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

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

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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.

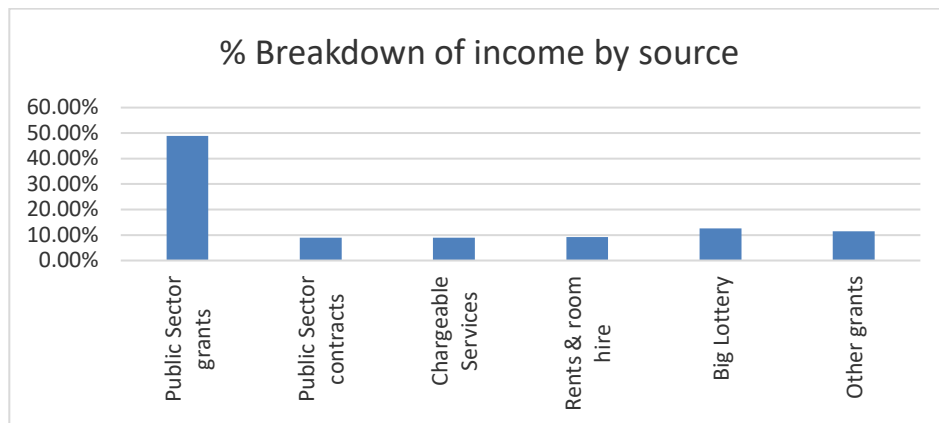
VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

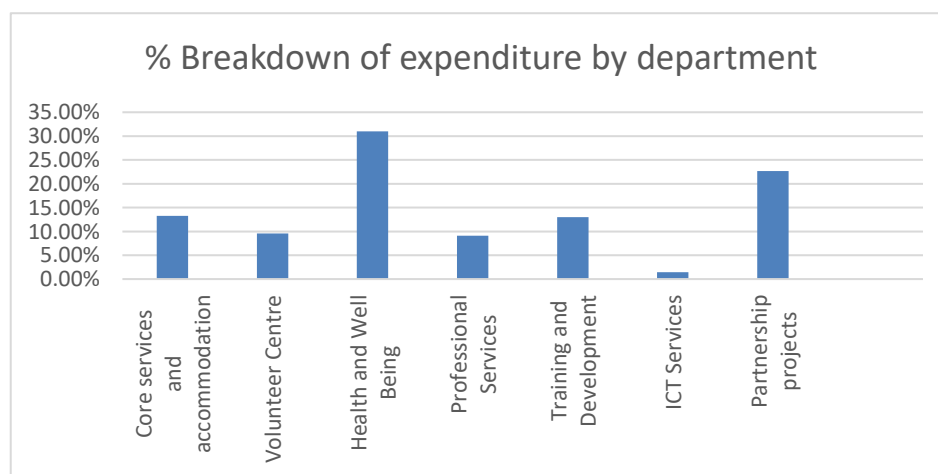
FOR THE YEAR ENDED 31 MARCH 2022

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.

VOLUNTARY ACTION SHEFFIELD

TRUSTEES' ANNUAL REPORT

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.

VOLUNTARY ACTION SHEFFIELD

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

Andy Buck (Aug 30, 2022 18:51 GMT+1)

Andy Buck

Chair

Date: 23 June 2022

VOLUNTARY ACTION SHEFFIELD

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

VOLUNTARY ACTION SHEFFIELD

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

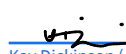
BALANCE SHEET

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	(75,445)	(73,502)
Net cash used in financing activities	(75,445)	(73,502)
Net increase in cash and cash equivalents	289,366	338,979
Cash and cash equivalents at 1 April 2021	760,439	421,460
Cash and cash equivalents at 31 March 2022	1,049,805	760,439
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	1,049,805	760,439
Reconciliation of net income to net cash flow from operating activities		
	2022 £	2021 £
Net income for the reporting period	556,979	353,840
(as per the statement of financial activities)		
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	364,811	412,481

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.

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
	128,919	9,300	138,219	53,503

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	626,981	1,626,000	2,252,981	2,904,621

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
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
10. Interest payable	2022	2021
	£	£
Bank loans/mortgage	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

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	-	-
	45,640	13,163	30,382	-	28,421
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
	71,605	344,810	166,607	-	249,808
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
	82,407	651,353	380,845	-	352,915
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
	61,738	282,675	241,101	-	103,312
Consortium Service					
SPRING	249,959	266,414	396,953	-	119,420
SY-NC	-	76,885	27,856	-	49,029
	249,959	343,299	424,809	-	168,449
Total	511,349	1,635,300	1,243,744	-	902,905

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	-	-
	13,057	261,222	228,639	-	45,640
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
	59,196	214,798	204,813	2,424	71,605
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
	106,465	175,648	199,706	-	82,407
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
	14,297	178,690	131,249	-	61,738
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	-	-
	51,511	1,479,239	1,285,658	4,867	249,959
Total	244,526	2,309,597	2,050,065	7,291	511,349

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>
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.
Sheffield Business Together	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.
Sheffield Healthy Holiday	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.
SPRING	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
NOTES TO THE ACCOUNTS
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)
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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).

VOLUNTARY ACTION SHEFFIELD
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:

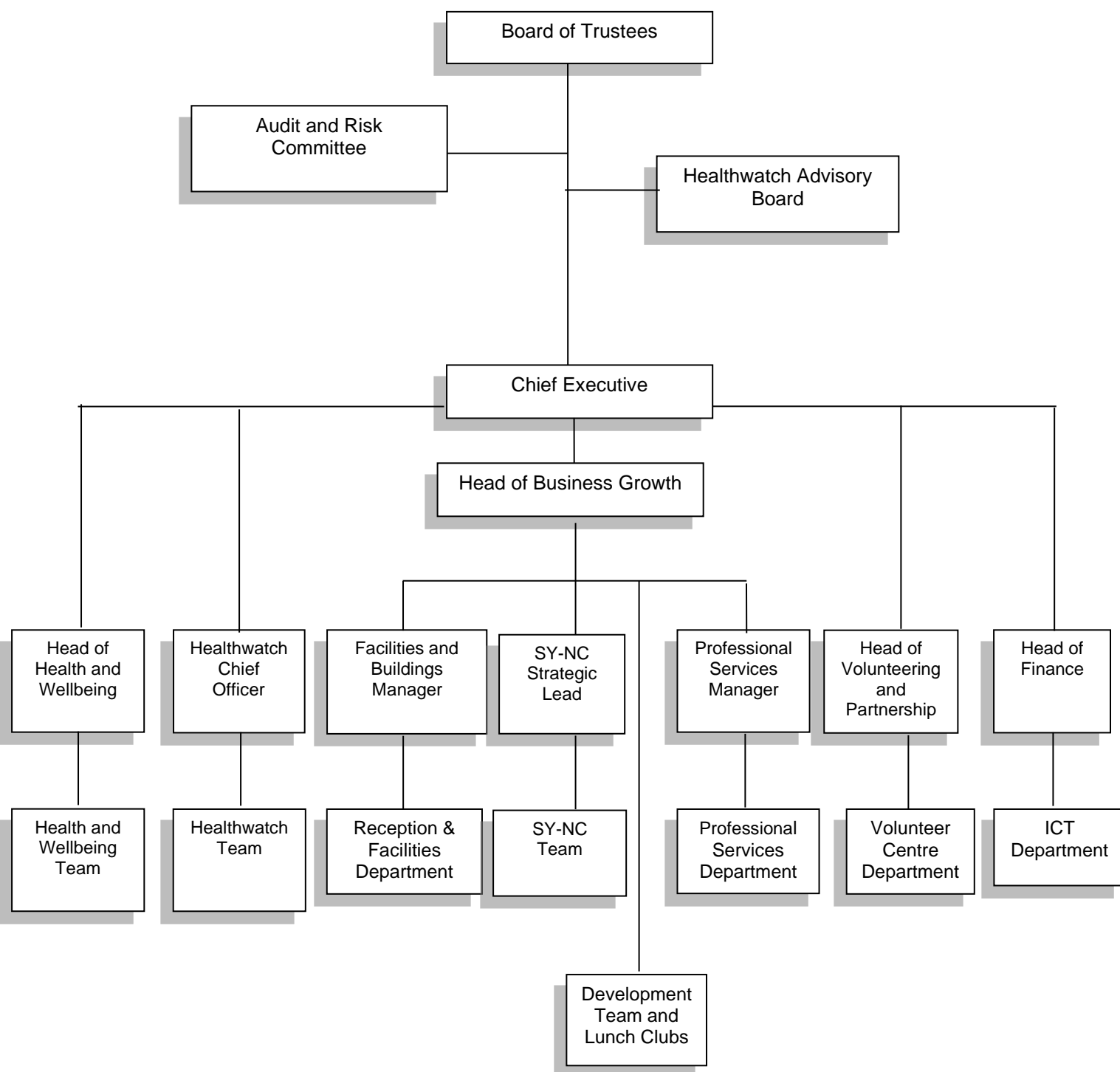
	31 March 2022	31 March 2021	31 March 2020
Present value of provision (£)	16,748	73,666	87,284
Rate of discount (% per annum)	2.35	0.66	2.53

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 FOR THE YEAR ENDED 31 MARCH 2022

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

TRUSTEES' ANNUAL REPORT AND ACCOUNTS 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)
Status:	Signed
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