

Charity number: 284288

Medway Volunteer Centre

Unaudited

Trustees' report and financial statements

for the year ended 31 March 2023

Medway Volunteer Centre

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Medway Volunteer Centre

**Reference and administrative details of the Charity, its Trustees and advisers
for the year ended 31 March 2023**

Trustees

Dan McDonald, Chair
Alan Street, Vice Chair
Nicola Odwyer-Gibbons, Trustee
Joanna Brown, Trustee

Charity registered number

284288

Principal office

Kingsley House
37-39 Balmoral Road
Gillingham
Kent
ME7 4PF

Charity Manager

Lorraine Camp

Medway Council Representative

Councillor Sylvia Griffin

Accountants

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Bankers

HSBC
104 High Street
Strood
Kent
ME2 4TS

Medway Volunteer Centre

Trustees' report for the year ended 31 March 2023

The Trustees present their annual report together with the audited financial statements of the Charity for the year from 1 April 2022 to 31 March 2023. The Trustees confirm that the Annual report and financial statements of the Charitable Company comply with the current statutory requirements, the requirements of the Charitable Company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Objectives and activities

a. Policies and objectives

Medway Volunteer Centre was established in 1969 with the objective of undertaking voluntary social services and similar charitable activities, such as fundraising for these services.

The organisation covers the large urban and rural area of Medway Unitary Authority. It covers Chatham, Gillingham, Rochester, Rainham and Strood.

Principal Objectives

The Volunteer Centre's main objectives, in accordance with its governing constitution, are:

- To promote the value and impact that volunteering and community involvement can have in responding to the needs of local communities.
- To encourage people to volunteer from all walks of life and backgrounds.
- To encourage volunteering and work experience in the voluntary sector as a way of facilitating employment and combating social exclusion.
- To undertake and arrange voluntary work in education, social services and similar charitable activities that benefit residents in the five Medway Towns.

Vision

Volunteering that is accessible to everyone and that enriches the lives of the volunteers and their local communities.

Mission

To connect volunteers and volunteer-involving organisations and support them in order to build experiences that are mutually rewarding.

Core Values

- Respect- To treat people with care and integrity.
- Innovation- To be creative in order to make the biggest impact.
- Partnership- To work with others for change and social good.
- Empowerment- To help people realise their potential

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity(PB2)'.

Medway Volunteer Centre

**Trustees' report (continued)
for the year ended 31 March 2023**

Objectives and activities (continued)

b. Manager's Report

This has been an extraordinary year for MVC. I would like to acknowledge the energy, commitment and loyalty of all the staff and volunteers, without whom we would not have been able to respond to the Cost of Living Crisis with such professionalism, flexibility and speed. Out of this experience some positives have emerged. Our relationships with other voluntary organisations and with the public and statutory sectors continue to remain strong after being significantly enhanced during Covid-19 to produce a stronger and more collaborative relationship that continues to serve us well as we face the challenges and uncertainties ahead. Trustees and senior staff were able to undertake forward business planning activities in November '22. The investment in staff development and reorganisation will enable us to shape the organisation to meet the needs of the community as we emerge from the pandemic and as we seek to work in different ways with our partners and collaborators.

We remain committed to inclusion and supporting everyone who wishes to volunteer. MVC will continue to operate an open-door policy, welcoming all people wishing to volunteer and provide training and mentoring to assist them to achieve their potential.

The story at MVC this past year reflects the experience of many of our members and the wider sector. We've seen demand for our services and resources increase. The Cost of Living Crisis has put significant strain on our service users and we anticipate these added pressure will persist for a long time to come.

During the next three years, we intend to:

- Ensure that local organisations and businesses are kept well informed about opportunities to sustain and develop their work.
- Take a leading role in developing volunteering and befriending in the Medway Towns.
- Encourage volunteering from our hidden communities.
- Continue to work in Partnership with all the Voluntary sector within Medway and Surrounding areas.

Our aim is to continue to foster and maintain effective relationships with a range of voluntary, community and statutory organisations and groups. We will continue to promote equality and challenge discrimination and ensure diversity and inclusion in all aspects of our duties.

Funding is always at the forefront and without funding, we cannot survive.

If there were no Medway Volunteer Centre 1790 individuals, who have registered an interest over the last year would not have ventured into volunteering and may struggle as to what direction to take.

The impact that the Volunteer Centres has made has been phenomenal, the testimonials we have received evidences this time and time again. With our help, volunteering has transformed lives, not only the lives of those volunteering but also the lives of those who have been touched by a volunteer.

Volunteers add value to charities in so many ways! They often act as an ambassador that raises awareness about many causes as well as raising the profile of the organisation they volunteer with. They build relationships on behalf of the organisation within the community and of course, more importantly help deliver services and projects.

The power of volunteering is incredible, regular everyday individuals coming together to do something unbelievable for the community.

The power of volunteering is incredible, regular everyday individuals coming together to do something unbelievable for the community.

We are the cushion around the voluntary sector, here for all your volunteering needs, whether that be with the recruitment and retention of volunteers, policies or management of volunteers and if we can help you, we always will.

Medway Volunteer Centre

Trustees' report (continued) for the year ended 31 March 2023

Objectives and activities (continued)

Our direct transport services have benefited over 1100 people and provide top quality community support in Medway and the surrounding areas.

It has been an incredibly positive year with much more to come in 2022-2023

Hands Direct Services

Transport Scheme

Medway Volunteer Centre has further expanded its 'in house' transport service, which operates to provide vital support to elderly and vulnerable people in our society. The scheme grew significantly during Covid-19 and continues to be relied upon and valued by so many people in light of the Cost of Living Crisis.

We offer an affordable, friendly and efficient transport service for over 55 year olds or those with a disability in Medway providing them with transport to medical appointments.

Over the past year, our 18 volunteer drivers have made an average of 17 journeys per week. The most common destinations are Medway Hospital and Maidstone Eye Hospital. Other common destinations include the Medway Healthy Living Centres, dentists, and opticians. Journeys to London happen on occasion as well. We have several regular clients who have to attend daily appointments to Grace Manor Care Home and chemotherapy appointments. Just under 5000 hours of drivers' time has been devoted to this service for the year in question.

In addition to using volunteer drivers, the service also relies on being manned and organised by our office volunteers who arrange drivers for local residents.

Clients are very complimentary about the service as a whole and the drivers, often commenting on their professionalism, their politeness and their kindness. They also appreciate the work the admin do, and comment on the speed of our responses to their requests. Travelling to the medical appointments is often a big worry and they are highly relieved when a driver is found for them and very grateful.

Medway Volunteer Centre Office

Our office on the 2nd Floor of Kingsley House, 37-39 Balmoral Road, Gillingham, is open 5 days a week and is open to the public between the hours of 9.30am and 12.30pm.

Our staff in addition to our seven regular office volunteers operate the office.

Our office volunteers are in the office 5 days a week when they run and manage the transport desk. In addition to this, our staff oversee the direct services at the same time as focussing on volunteer recruitment.

We encourage people to pop in the office to find out more about volunteering or with any other enquiries, which they may have.

Plans

Sustainability - Medway Volunteer Centre (MVC) is at the forefront of our plans, with external grants and funding becoming increasingly further from our reach, we have been looking into ways of increasing our income to make MVC a sustainable resource in the community.

Our Main focus in the coming year is Sustainability – the Cost of Living Crisis has brought us additional long term challenges which we hope to overcome as we navigate through the year, both in terms of premises and service users. We continue to work with our Funders and Partners to ensure our long term future is secure so we can continue to provide the much needed Services to the community in Medway.

Going forward we will be looking into coproduction avenues and partnership working with other local organisations formalising joint ventures to bring in joint revenues that has the Medway community at heart.

We want to stand out not only for our service but by the way, we are represented and identified in the community, which is how our 'Bee a Volunteer Campaign' began its journey. Volunteer working has resumed as normal with the last of the Covid-19 measures now lifted.

Medway Volunteer Centre

**Trustees' report (continued)
for the year ended 31 March 2023**

Objectives and activities (continued)

Long may we continue to be the beating heart of the voluntary sector!

c. Review of Activities

The Volunteer Centre is both an Infrastructure organisation and a direct delivery organisation working with and supporting individuals directly on a one-to-one basis through its own programmes. The main activities and programmes, each of which is described below, are:

- Volunteering Services
- Well-Being and Befriending
- Direct Transport Services
- Volunteer Forces
- Resettlement
- Employment Support

Volunteering Services

With funding, the Volunteering Services team supports voluntary and community sector organisations who need volunteers, and supports individuals who want to volunteer. We engage a wide range of people from many different backgrounds including different ethnic groups, people with health conditions, and a wide range of ages. We've been attending events at a various locations where these groups attend, for example Autism Society group meetings, the Pensioners Forum, and meetings of the Medway Minority Ethnic Forum. A diverse range of volunteers opens up more opportunities for our service as many service users have preferences in terms of who they engage with at our service.

Volunteer Forces

The new Medway Ambassadors programme supports events by providing trained volunteers to offer "meet and greet", stewarding and event organisation services across the Medway Towns. The appeal of this programme is that it offers flexible, one-off volunteering opportunities and engages potential volunteers unable or unwilling to commit to regular, long term volunteering. It also provides 'taster' opportunities to explore longer term volunteering. Above all, however, the Medway Ambassadors programmes makes volunteering fun and accessible for all.

Resettlement

The Resettlement programme is designed to help integrate people with convictions back into the local community. The current focus is on those ex-offenders with complex needs - older people, institutionalized offenders and people with mental health issues - and therefore at higher risk once back in their local community. It offers a tailored one-to-one service helping users develop a Personal Development Plan, identify needs and achieve personal and professional goals. Through the support received, participants in the project are helped to gain confidence in integrating with the local community and accessing its services after the time in prison and/or dealing with the stigma attached to having criminal records. We continue to work closely with HMP Rochester and HMP Swaleside. These collaborations take the form of Outreach sessions, employability skills training where we take work placements for newly released ex-offenders, and we support the staff at the prisons with issues they may have such as debt, benefits, housing, and more.

Medway Volunteer Centre

Trustees' report (continued) for the year ended 31 March 2023

Objectives and activities (continued)

The Allotment

The allotment has proven to be a tremendously successful tool that our MVC volunteers have been using to support our dementia clients. The therapeutic tasks and environment mean that the clients are more comfortable during the get-togethers.

We've had a lot of new volunteers join our team since we got the allotment. Many are retired and seeking ways of remaining active and working on the allotment allows them to do this. Several of these volunteers have past experience working in professions with similar skills and requirements to those needed to work on the allotment while others are interested in working on the allotment as an extension of their hobbies (eg: gardening).

We've been successful with several small bids to provide funds for tools, renovating a pre-existing shed present on the plot, and equipment. This work has resulted in lots of good press and our team is incredibly grateful to have a place like the allotment where they can relax and engage with service users comfortably.

Employment

Employ Medway is a high quality, individually tailored programme that provides one-to-one support in order to help local residents with their job search. Whilst service users have widely differing personal circumstances, many have been out of the workforce for a significant period or have never worked in this country at all and/or lack basic English skills. Others are lone parents with no family network or financial means to provide safe childcare arrangements in order to study, volunteer or work, or lack the qualifications and availability to find well-paid employment.

In addition to the above objectives, Medway Volunteer Centre also focusses on its direct services. At presents, the centre runs a transport scheme, befriending scheme and other projects for which we secure funding.

The office has continued to be open to the public for 15 hours a week from 9.30am to 12.30pm where we conduct interviews, administrate our direct services and take enquiries from the public.

Medway Volunteer Centre is a fully inclusive organisation and welcomes people from all backgrounds regardless of their race, faith, gender, sexual orientation or any other personal choice. It is the view of the trustees and staff that everybody has something to offer the wider Medway community and we encourage anyone and everyone to get volunteering!

Achievements and performance

Financial review

a. Reserves policy

The Trustees consider that reserves, which are deemed freely available for any of the charity's objectives, should best be used to provide a solid business base for the Company. Allowance have been made for the following factors in determining the current level of reserves.

1. The Charity rents its offices from Medway CAB, paying a monthly rental fee as agreed.
2. As the receipt of grants and contracted income can occasionally be later than planned, there is a need to provide short-term financial cover, to allow for the payment of on-going costs, until grants are eventually received.

Medway Volunteer Centre

Trustees' report (continued) for the year ended 31 March 2023

3. The future of the Charity is partly dependent upon sufficient funds being provided by local and national government. As these providers of income are subject to the vagaries of government spending and the general economic climate, it is possible that the cash flow could slow down significantly, or dry up totally, dependent upon the competing calls on limited resources. In the case of closure, it is deemed prudent to allow for the following factors.
 - ii. Payment of costs on premises, and associated items until the lease or license can be assigned, or the lease expires, whichever is the sooner.
 - iii. Payment of outstanding liabilities.

The Reserve Policy is reviewed by the Trustees at least annually. The Trustees can, at any future date, determine that a part of the reserves can be utilised for a specific purpose, in which case those funds would be treated as designated funds

Restricted Funds

The Charity occasionally receives Grants from Corporate Bodies and other Charitable Trusts for specific projects. The use of funds outside the terms of the contract is prohibited, with the balance of funds to be returned on completion of the contract.

Current restricted Funds stand at £81,011 and will be held to meet any unanticipated expenses associated with the specific projects.

Unrestricted Funds

The Trustees believe that Medway Volunteer Centre should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients of unforeseen and potentially financially damaging circumstances arising. Current Unrestricted funds stand at (£4,341).

We are working tirelessly to achieve an overall Reserves figure of £50,000 this will involve expanding the Service, and increasing our counselling sessions as well as Outreaches in the Community.

The Trustees consider that it would be prudent to set aside an amount equivalent to three months operating expenditure to meet the cost of contractual arrangements should there be a short term break in funding; this is estimated at £10,000.

Designated Funds

In addition, unrestricted funds have been designated to the following purposes:
Equipment Reserve. The Board considers that there is a need for a reserve to be created to support the ongoing replacement of the IT infrastructure at Medway Volunteer Centre. The reserve to stand at £2,500.

Contractual Commitment reserve

At present, the Board does not consider that there is a need to set aside funds for redundancy. However, the Board to create a reserve to cover disciplinary and/or grievance at £2,000.

Our major source of funding has been from Medway Council in addition to our role as a Project Medway partner. We have also received grants from a number of charitable organisations.

The major risks which the charity is subject to are regularly reviewed by the trustees and, as a consequence, systems are in place to mitigate those risks. A major risk is considered to be that of continued funding, and in order to reduce the impact of any such reduction, it is still the intention of the trustees to double the operational reserve. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant fall in the level of funding for a period of approximately six calendar months; this would then provide sufficient time to consider how the funding would be replaced, or services changed.

Premises

The Board considers that there is no need for a reserve at this time

Medway Volunteer Centre

Trustees' report (continued) for the year ended 31 March 2023

Review of reserves policy

Reserves are monitored at every quarterly meeting of the Finance and Resources Sub Committee, the Committee will ensure that reserves are not unduly affected by unanticipated expenses and are sufficient for the needs identified in this reserves policy.

This reserves policy is monitored by the Board of Trustees annually when the Audited Accounts become available, or more frequently as circumstances dictate.

b. Principal funding

Our principal funders are Independent Foundations/Trusts. *Please see Financial Statements for detailed information.*

Donors

The following organisations and individuals have donated/made funds available towards the ongoing objectives of the Medway Volunteer Centre:

Edward Ghostlin
Albert Hunt Trust
Kent Community Foundation
Forrester Trust
HSBC Foundation
McCarthy Stone Foundation

Medway Volunteer Centre is very grateful to all who continue to be interested in the work of the centre and is most appreciative of the financial support it has received this year from the local community, sundry donations from local residents, Hands volunteers, and grateful clients.

Structure, governance and management

a. Constitution

In 1969 Medway Volunteer Centre adopted its original constitution—this has been amended several times since with its most recent changes made in 2010. It is reviewed annually.

As a matter of policy all trustees, staff and volunteers are subject to criminal record checks (DBS) in line with current statutory requirements.

Medway Volunteer Centre is an accredited volunteer centre with the National Council of Voluntary Organisations (NCVO), which was renewed successfully in 2016.
With the exception of out of pocket expenses, all trustees give their time voluntarily and receive no remuneration or other benefits.

The officers are elected on a yearly basis and trustees are elected on a three-year basis at the Annual General Meeting. Medway Council will appoint one member. All retiring members are eligible for re-election.

The organisation was founded in 1969 and established by Trust Deed dated 20th January 1982.

Amendments to the constitution have been made & ratified at the Annual General Meetings held on the following dates: 10th March 1982, 16th June 1983, 17th December 1997, 9th June 1998, 24th June 2003, 13th June 2009, 14th July 2010, 8th July 2011.

**Trustees' report (continued)
for the year ended 31 March 2023**

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The officers are elected on a yearly basis and trustees are elected on a three-year basis at the Annual General Meeting. One member will be appointed by Medway Council. All retiring members are eligible for re-election.

Statement of Trustees' responsibilities

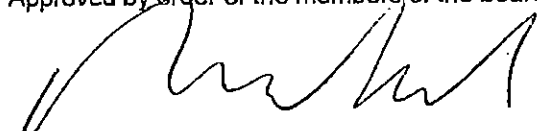
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 5 December 2023



Date:
Trustee- D McDonald

Medway Volunteer Centre

**Independent examiner's report
for the year ended 31 March 2023**

Independent examiner's report to the Trustees of Medway Volunteer Centre ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 6 December 2023

S M Robinson

BA FCA FCIE DChA MCMI

Kreston Reeves LLP
Chartered Accountants
Chatham

Medway Volunteer Centre

Statement of financial activities for the year ended 31 March 2023

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	2	32,900	-	32,900	29,500
Charitable activities	3	-	1,988	1,988	877
Total income		32,900	1,988	34,888	30,377
Expenditure on:					
Raising funds	4	4,672	-	4,672	3,502
Charitable activities		26,849	6,980	33,829	31,897
Total expenditure		31,521	6,980	38,501	35,399
Net movement in funds		1,379	(4,992)	(3,613)	(5,022)
Reconciliation of funds:					
Total funds brought forward		71,782	5,151	76,933	81,955
Net movement in funds		1,379	(4,992)	(3,613)	(5,022)
Total funds carried forward		73,161	159	73,320	76,933

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 24 form part of these financial statements.

Medway Volunteer Centre

**Balance sheet
as at 31 March 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	8	26	33
		<u>26</u>	<u>33</u>
Current assets			
Debtors	9	-	5,260
Cash at bank and in hand		75,394	75,268
		<u>75,394</u>	<u>80,528</u>
Creditors: amounts falling due within one year	10	(2,100)	(3,628)
Net current assets		<u>73,294</u>	<u>76,900</u>
Total net assets		<u><u>73,320</u></u>	<u><u>76,933</u></u>
Charity funds			
Restricted funds	11	73,161	71,782
Unrestricted funds	11	159	5,151
Total funds		<u><u>73,320</u></u>	<u><u>76,933</u></u>

The financial statements were approved and authorised for issue by the Trustees on 5 December 2023 and signed on their behalf by:



Dan McDonald

The notes on pages 13 to 24 form part of these financial statements.

**Notes to the financial statements
for the year ended 31 March 2023**

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Medway Volunteer Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Notes to the financial statements
for the year ended 31 March 2023

1. Accounting policies (continued)

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is inclusive of irrecoverable VAT.

1.5 Cash flow

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Office equipment	- 20% reducing balance
Computer equipment	- 3 years straight line

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Notes to the financial statements
for the year ended 31 March 2023**

1. Accounting policies (continued)

1.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

1.10 Fund accounting

General funds are unrestricted funds which 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 costs 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.

Medway Volunteer Centre

Notes to the financial statements for the year ended 31 March 2023

2. Income from donations and legacies

	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Grants	32,900	32,900	29,500
Total 2022	29,500	29,500	

3. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Other income	1,988	1,988	877
Total 2022	877	877	

4. Expenditure on raising funds

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bid Writer services	4,672	-	4,672	3,502
Total 2022	2,623	879	3,502	

Medway Volunteer Centre

Notes to the financial statements for the year ended 31 March 2023

5. Charitable activities

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Direct costs				
Volunteers' expenses	-	-	-	1,650
Equipment maintenance and rental	500	518	1,018	2,254
Insurance	692	650	1,342	1,110
Publications and subscriptions	-	-	-	1,860
Telephone	2,649	850	3,499	3,617
Rent	15,162	1,680	16,842	16,496
Sundry office costs	-	54	54	4,761
Bank charges	-	61	61	15
Wages and salaries	1,217	1,530	2,747	-
Allotment costs	5,159	996	6,155	-
Depreciation	-	7	7	8
	<u>25,379</u>	<u>6,346</u>	<u>31,725</u>	<u>31,771</u>
Support costs				
Independent examiners fees	970	1,134	2,104	1,626
	<u>26,349</u>	<u>7,480</u>	<u>33,829</u>	<u>33,397</u>
Total 2022	<u>28,344</u>	<u>5,053</u>	<u>33,397</u>	

6. Staff costs

	2023 £	2022 £
Wages and salaries	<u>2,747</u>	-
	<u>2,747</u>	-

The average number of persons employed by the Charity during the year was as follows:

	2023 No.	2022 No.
Employees	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

The management of the charity was undertaken by Medway District Citizen's Advice Bureau, therefore key management personnel remuneration was £Nil (2022: £Nil)

**Notes to the financial statements
for the year ended 31 March 2023**

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

Medway Volunteer Centre

Notes to the financial statements for the year ended 31 March 2023

8. Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2022	3,879	9,930	13,809
At 31 March 2023	3,879	9,930	13,809
Depreciation			
At 1 April 2022	3,846	9,930	13,776
Charge for the year	7	-	7
At 31 March 2023	3,853	9,930	13,783
Net book value			
At 31 March 2023	26	-	26
At 31 March 2022	33	-	33

9. Debtors

	2023 £	2022 £
Due within one year		
Other debtors	-	5,260
	-	5,260

10. Creditors: Amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	2,100	3,628

Notes to the financial statements
for the year ended 31 March 2023

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Unrestricted funds				
Designated funds				
Equipment reserve	2,500	-	-	2,500
Contractual commitment reserve	2,000	-	-	2,000
	<u>4,500</u>	<u>-</u>	<u>-</u>	<u>4,500</u>
General funds				
General Funds	651	1,988	(6,980)	(4,341)
Total Unrestricted funds	<u>5,151</u>	<u>1,988</u>	<u>(6,980)</u>	<u>159</u>
Restricted funds				
Albert Trust	3,500	2,000	(500)	5,000
HSBC FSX Foundation	-	4,900	(500)	4,400
Edward Gostlin	-	5,000	(250)	4,750
Henry Smith	19,747	-	(5,500)	14,247
Kent Community Foundation	2,680	21,000	(15,031)	8,649
Medway Council	5,713	-	(2,510)	3,203
The National Lottery - Community Covid response fund	10,270	-	3,270	13,540
Allen Lane	5,000	-	(1,000)	4,000
Colyer-Fergusson	5,000	-	(2,500)	2,500
Foyle Foundation	5,872	-	(2,500)	3,372
Philip & Connie Phillips	5,000	-	(2,500)	2,500
Charles Hayward Foundation	4,000	-	(1,000)	3,000
McCarthy Stone Foundation	5,000	-	(1,000)	4,000
	<u>71,782</u>	<u>32,900</u>	<u>(31,521)</u>	<u>73,161</u>
Total of funds	<u>76,933</u>	<u>34,888</u>	<u>(38,501)</u>	<u>73,320</u>

Medway Volunteer Centre

Notes to the financial statements for the year ended 31 March 2023

11. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
Designated funds				
Equipment reserve	2,500	-	-	2,500
Contractual commitment reserve	2,000	-	-	2,000
	<u>4,500</u>	<u>-</u>	<u>-</u>	<u>4,500</u>
General funds				
General Funds	5,706	877	(5,932)	651
Total Unrestricted funds	<u>10,206</u>	<u>877</u>	<u>(5,932)</u>	<u>5,151</u>
Restricted funds				
Awards for All	7,242	-	(7,242)	-
Albert Trust	3,000	2,000	(1,500)	3,500
Henry Smith	12,915	9,500	(2,668)	19,747
Kent Community Foundation	4,480	4,000	(5,800)	2,680
Medway Council	5,713	-	-	5,713
The National Lottery - Community Covid response fund	22,527	-	(12,257)	10,270
Allen Lane	5,000	-	-	5,000
Colyer-Fergusson	5,000	-	-	5,000
Foyle Foundation	5,872	-	-	5,872
Philip & Connie Phillips	-	5,000	-	5,000
Charles Hayward Foundation	-	4,000	-	4,000
McCarthy Stone Foundation	-	5,000	-	5,000
	<u>71,749</u>	<u>29,500</u>	<u>(29,467)</u>	<u>71,782</u>
Total of funds	<u>81,955</u>	<u>30,377</u>	<u>(35,399)</u>	<u>76,933</u>

Notes to the financial statements
for the year ended 31 March 2023

11. Statement of funds (continued)

Designated funds

Equipment reserve - To support the ongoing replacement of the IT infrastructure.

Contractual commitment reserve - To cover any future disciplinary and/or grievance.

Restricted funds

Awards for all - Grant for volunteer workshops

Henry Smith Charity - Grant for volunteer workshops.

Kent Community Foundation - Befriending project grant and training volunteers.

Medway Council - Service contribution to the volunteer centre

Albert Hunt Trust - towards the Eliminating Loneliness Co-ordinator

National Lottery - towards revamping Centre to deliver service during Covid to deal with increased number in need in the community

Allen Lane - towards Eliminating Loneliness Co-ordinator post

Colyer Fergusson - towards sustaining the organization through Covid 19 crisis, helping it to continue to deliver essential services (Befriending)

Foyle Foundation - towards eliminating Loneliness Co-ordinator

Philip and Connie Phillips £5,000 - towards volunteers and training for the development of our Befriending Service, helping the wellbeing of many vulnerable and lonely people in Medway

Charles Hayward £4,000 - towards Befriending, tackling loneliness and isolation in young people in Medway.

McCarthy Stone - Towards our Befriending scheme, tackling the deteriorating effects of social isolation and loneliness and increasing the health and wellbeing of many elderly residents in Medway

Medway Volunteer Centre

Notes to the financial statements for the year ended 31 March 2023

12. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Designated funds	4,500	-	-	4,500
General funds	651	1,988	(6,980)	(4,341)
Restricted funds	71,782	32,900	(31,521)	73,161
	<u>76,933</u>	<u>34,888</u>	<u>(38,501)</u>	<u>73,320</u>

Summary of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Designated funds	4,500	-	-	4,500
General funds	5,706	877	(5,932)	651
Restricted funds	71,749	29,500	(29,467)	71,782
	<u>81,955</u>	<u>30,377</u>	<u>(35,399)</u>	<u>76,933</u>

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	26	26
Current assets	81,011	(5,617)	75,394
Creditors due within one year	-	(2,100)	(2,100)
Difference	(7,850)	7,850	-
Total	<u>73,161</u>	<u>159</u>	<u>73,320</u>

Medway Volunteer Centre

Notes to the financial statements for the year ended 31 March 2023

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	33	33
Current assets	71,782	8,746	80,528
Creditors due within one year	-	(3,628)	(3,628)
Total	71,782	5,151	76,933

14. Related party transactions

Medway District Citizen's Advice Bureau, a charity of which Dan McDonald (Chair) is the Chief Executive Officer and Company Secretary, charged rent and service charges totalling £25,241 (2022 - £20,853) which were invoiced by Medway District Citizen's Advice Bureau during the year. There was no balance outstanding at the year end (2021 - £Nil).

During the year D McDonald (Trustee) paid for charitable expenditure totalling £2,195, which was later reimbursed (2022 - £2,195).