

# Causeway Volunteer Bureau

Northern Ireland · Charity number 102586

## Details

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**Known as** Causeway Volunteer Centre

**Status** Received

**Registered** 2015-09-11

**Register** [View on the Charity Commission for Northern Ireland register](#)

## Contact

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**Address** Causeway Volunteer Centre  
3Rd Floor  
River House  
Castle Lane  
Coleraine  
BT51 3dr  
BT51 3DR

**Phone** 02870358285

**Email** [info@causewayvc.org](mailto:info@causewayvc.org)

**Website** [www.causewayvc.org](http://www.causewayvc.org)

## Activities

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**Purposes:** The Bureau is established to promote the benefits of the inhabitants of Coleraine, Ballymoney and Moyle Council areas without distinction of age, disability, gender, race, cultural identity, political, religious or other opinion by the promotion of voluntary activity which relieves poverty, sickness, disablement and old age, and advances education, in the interest of social welfare for the improvement of the conditions of life of the inhabitants.

**What the charity does:** The advancement of citizenship or community development, The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

**How the charity works:** Advice/advocacy/information, Community development, Education/training, Volunteer development

**Who the charity helps:** General public, Learning disabilities, Mental health, Older people, Physical disabilities, Unemployed/low income, Voluntary and community sector, Volunteers

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£63,245	£50,157	£0	1

## Trustees

Name	Role	Appointed
Alan		
Emma		
Heather		
Miss Hannah Graham		
Mrs Ann McNickle		
Tony		

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

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# Accounts

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**CAUSEWAY VOLUNTEER BUREAU**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2025**

(Registered with Charity Commission for Northern Ireland – NIC102586)

**CAUSEWAY VOLUNTEER BUREAU  
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YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**CAUSEWAY VOLUNTEER BUREAU  
INFORMATION  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**TRUSTEES**

Hannah Graham	(Chairperson)
Anthony Hegarty	(Treasurer)
Ann McNickle	(Secretary)
Catherine Farrimond	
Alan McConaghie	
Deirdre Bradley	
Heather Logan	
Catherine Lagan	
Trevor McKeown	
Rhonda Dempsie	

**REGISTERED OFFICE**

Causeway Volunteer Bureau  
3<sup>rd</sup> Floor River House  
Castle Lane  
Coleraine  
BT51 3DR

**INDEPENDENT EXAMINER**

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

**BANKERS**

Northern Bank  
22 The Diamond  
Coleraine  
BT52 1DA

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE TRUSTEES  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Causeway Volunteer Bureau was founded in 1997 and is governed by its Trustees.

**FINANCIAL REVIEW**

The centre works across the Causeway area covering Coleraine, Ballymoney and Moyle.

**PUBLIC BENEFIT STATEMENT**

The charity has complied with its duty to have due regard to the guidance on public benefit published by the Charity Commission for Northern Ireland in exercising its powers and duties.

**OBJECTIVES AND ACTIVITIES**

Our business is the promotion, development and support of volunteering. We undertake the following activities:

- Research, develop and promote local volunteer opportunities,
- Provide appropriate support to enable volunteers to find suitable placements,
- Provide ongoing support to volunteers and placement organisations,
- Organise volunteer recognition events,
- Deliver child protection and safeguarding vulnerable adults training,
- Carry out Access NI checks,
- Circulate pertinent information to community and voluntary organisations within our service area,
- Provide advice and training on all aspects of involving and managing volunteers,
- Volunteer recognition through EPIC Awards (Empowering People In Communities); Volunteer recognition for volunteers of all ages.

**ACHIEVEMENTS AND PERFORMANCE**

A positive and satisfactory financial performance has been recorded for the current financial year.

*H. Graham*

Hannah Graham (On behalf of the Trustees)

*30.09.25*

Date

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE INDEPENDENT EXAMINER  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**To the Trustees of Causeway Volunteer Bureau  
(Registered with the Charity Commission for Northern Ireland NIC102586)**

We report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2025, which are set out on pages 4 to 12.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the Charities Act) and that an independent examination is required.

It is our responsibility to:

- a. Examine the accounts under section 65 of the Charities Act (Northern Ireland) 2008.
- b. To follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.
- c. To state whether particular matters have come to our attention.

**Basis of Independent Examiner's report**

We have examined the accounts as required under section 65 of the Charities Act and in accordance with the general directions given by the Charities Commission for Northern Ireland. Our examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiner's statement**

In connection with our examination, no matter has come to our attention:

1. Which gives us reasonable cause to believe that in any material respect the requirements:
  - a) To keep accounting records in accordance with section 63 of the Charities Act and section 44(1)(a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations, and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2008 and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

Date 08/10/2025

**CAUSEWAY VOLUNTEER BUREAU  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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	Note	2025 £	2024 £
<b>Incoming Resources</b>			
Grants Receivable	2	56,635	55,884
Other Income	3	6,475	7,510
Bank Interest Receivable		135	120
<b>Total Incoming Resources</b>		<b>63,245</b>	<b>63,514</b>
<b>Resources Expended</b>			
Support Costs	4	10,049	19,424
Management and Administration	5	39,266	37,420
Other Costs	6	842	828
<b>Total Resources Expended</b>		<b>50,157</b>	<b>57,672</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>13,088</b>	<b>5,842</b>
<b>Total Funds 1<sup>st</sup> April 2024</b>		<b>38,379</b>	<b>32,537</b>
<b>Total Funds 31<sup>st</sup> March 2025</b>		<b>51,467</b>	<b>38,379</b>

**CAUSEWAY VOLUNTEER BUREAU  
BALANCE SHEET  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

**Balance Sheet**

	Note	2025 £	2024 £
<b>Fixed Assets</b>	7	383	450
<b>Current Assets</b>			
Debtors	8	6,156	4,756
Cash & Bank		46,182	34,374
		<u>52,338</u>	<u>39,130</u>
<b>Current Liabilities</b>			
Creditors & Accruals	9	1,254	1,201
		<u>1,254</u>	<u>1,201</u>
		51,084	37,929
		<u>51,467</u>	<u>38,379</u>
<b>Creditors</b>			
Amounts falling due after 1 year		0	0
		<u>0</u>	<u>0</u>
<b>NET ASSETS</b>		<b>51,467</b>	<b>38,379</b>
<b>FUNDS</b>	10	<b>51,467</b>	<b>38,379</b>

These financial statements were approved by the trustees' on 30/09/2025  
And are signed on their behalf by:

*Anthony Heywood*  
*H. Graham*

The notes on pages 6-12 form part of these financial statements and should be read in conjunction therewith.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**NOTE 1. ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the organisations financial statements.

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

**Depreciation**

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

Office Equipment - 15% Reducing Balance  
Improvements - 15% Reducing Balance

**Revenue Grants**

Revenue grants received are credited to the income and expenditure account in the period in which the expenditure to which they relate has been incurred.

**Capital Grants**

Capital grants received are credited to a capital grants reserve and are written off at rates equivalent to depreciation rates charged on the assets on which grants have been claimed.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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NOTE 2			<b>2025</b>	<b>2024</b>
			<b>£</b>	<b>£</b>
<b>Grants Receivable</b>	Restricted	UnRestricted		
DFC (Volunteering Infrastructure Support Project)	42,527	2,108	44,635	43,884
NI Community Development grant	12,000		12,000	12,000
DFC (Volunteers Week)			-	-
CRUN Small Grants	-	-	-	-
	<b>54,527</b>	<b>2,108</b>	<b>56,635</b>	<b>55,884</b>
NOTE 3				
<b>Other Income</b>				
Training	-	1,185	1,185	-
Counselling	-			
Sundry	-	3,929	3,929	7,010
HMRC (JRS Furlough Income)	-			
Causeway Coast & Glens (Volunteering Support Fund)	228	-	228	500
Merchandise		573	573	-
Desk Hire	-	560	560	-
	<b>228</b>	<b>6,247</b>	<b>6,475</b>	<b>7,510</b>

**CAUSEWAY VOLUNTEER BUREAU  
 NOTES TO THE FINANCIAL STATEMENTS  
 YEAR ENDED 31<sup>st</sup> MARCH 2025**

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NOTE 4			<b>2025</b>	<b>2024</b>
			<b>£</b>	<b>£</b>
<b>Support Costs</b>	Restricted	Unrestricted		
Printing and Stationery		-	-	4,280
Volunteer Expenses		731	731	1,018
Training Expenses		3,661	3,661	5,301
IT Support		-	-	700
Rent	5,354	-	5,354	4,942
Miscellaneous	-	110	110	390
Promotional/Recognition		193	193	2,793
	<b>5,354</b>	<b>4,695</b>	<b>10,049</b>	<b>19,424</b>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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			<b>2025</b>	<b>2024</b>
			<b>£</b>	<b>£</b>
<b>NOTE 5</b>				
<b>Management and Administration</b>	Restricted	Unrestricted		
Staff Costs	36,247	-	36,247	34,629
Small Grants on Behalf of Causeway Coast & Glens Council	-	-	-	-
Counselling	-	1,050	1,050	-
Staff Travel and Expenses	-	700	700	1,967
Telephone and Fax	348		348	277
Insurance	921	-	921	847
	<b>37,516</b>	<b>1,750</b>	<b>39,266</b>	<b>37,420</b>
<b>NOTE 6</b>				
<b>Other Costs</b>				
Audit Fee	680	-	680	650
Depreciation	-	68	68	80
Bank Interest and Charges	-	94	94	98
	<b>680</b>	<b>162</b>	<b>842</b>	<b>828</b>

**CAUSEWAY VOLUNTEER BUREAU  
 NOTES TO THE FINANCIAL STATEMENTS  
 YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**NOTE 7**

**Fixed Assets**

	<b>Opening Balance 1.04.24</b>	<b>Addns</b>	<b>Charge</b>	<b>Closing Balance 31.03.25</b>
<b>Cost</b>				
Office Equipment	24,905			24,905
	<u>24,905</u>			<u>24,905</u>
<b>Depreciation</b>				
Office Equipment	24,455		67	24,522
	<u>24,455</u>			<u>24,522</u>
<b>Net Book Value</b>				
Office Equipment	450			383
	<u>450</u>			<u>383</u>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>NOTE 8</b>		
<b>Debtors and Prepayments</b>		
DFC	3,256	4,756
NI Community Development grant	2,400	-
Chatty Carriage	500	
	<u>6,156</u>	<u>4,756</u>

**NOTE 9**

**Creditors and Accruals**

Audit Fee	685	635
HMRC	569	566
	<u>1,254</u>	<u>1,201</u>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2025**

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**NOTE 10**

**Reserves**

Opening Balance 1 <sup>st</sup> April 2024	38,379	
Surplus for Year	13,088	
Closing Balance 31 <sup>st</sup> March 2025	<u>51,467</u>	<b>Unrestricted £51,467</b>

**NOTE 11**

Expenditure in respect of the VISIP (funded by DFC) totalled £44,635.

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

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# Accounts

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**CAUSEWAY VOLUNTEER BUREAU**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2024**

(Registered with Charity Commission for Northern Ireland – NIC102586)

**CAUSEWAY VOLUNTEER BUREAU  
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YEAR ENDED 31<sup>st</sup> MARCH 2024**

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**CAUSEWAY VOLUNTEER BUREAU  
INFORMATION  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**TRUSTEES**

Hannah Graham (Chairperson)  
Ciara Forsythe (Secretary)  
Anthony Hegarty (Treasurer)  
Ann McNickle  
Catherine Farrimond  
Ita McErlean  
Alan McConaghie  
Emma Cunningham  
Deirdre Bradley  
Heather Logan  
Lisa McCaughan  
Catherine Lagan

**REGISTERED OFFICE**

Causeway Volunteer Bureau  
3<sup>rd</sup> Floor River House  
Castle Lane  
Coleraine  
BT51 3DR

**INDEPENDENT EXAMINER**

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

**BANKERS**

Northern Bank  
22 The Diamond  
Coleraine  
BT52 1DA

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE TRUSTEES  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Causeway Volunteer Bureau was founded in 1997 and is governed by its Trustees.

**FINANCIAL REVIEW**

The centre works across the Causeway area covering Coleraine, Ballymoney and Moyle.

**PUBLIC BENEFIT STATEMENT**

The charity has complied with its duty to have due regard to the guidance on public benefit published by the Charity Commission for Northern Ireland in exercising its powers and duties.

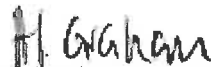
**OBJECTIVES AND ACTIVITIES**

Our business is the promotion, development and support of volunteering. We undertake the following activities:

- Research, develop and promote local volunteer opportunities,
- Provide appropriate support to enable volunteers to find suitable placements,
- Provide ongoing support to volunteers and placement organisations,
- Organise volunteer recognition events,
- Deliver child protection and safeguarding vulnerable adults training,
- Carry out Access NI checks,
- Circulate pertinent information to community and voluntary organisations within our service area,
- Provide advice and training on all aspects of involving and managing volunteers,
- Volunteer recognition through EPIC Awards (Empowering People In Communities); Volunteer recognition for volunteers of all ages.

**ACHIEVEMENTS AND PERFORMANCE**

A positive and satisfactory financial performance has been recorded for the current financial year.



.....  
Hannah Graham (On behalf of the Trustees)

19/06/24

.....  
Date

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE INDEPENDENT EXAMINER  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**To the Trustees of Causeway Volunteer Bureau  
(Registered with the Charity Commission for Northern Ireland NIC102586)**

We report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2024, which are set out on pages 4 to 12.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the Charities Act) and that an independent examination is required.

It is our responsibility to:

- a. Examine the accounts under section 65 of the Charities Act (Northern Ireland) 2008.
- b. To follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.
- c. To state whether particular matters have come to our attention.

**Basis of Independent Examiner's report**

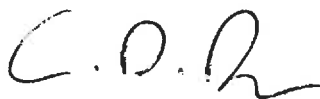
We have examined the accounts as required under section 65 of the Charities Act and in accordance with the general directions given by the Charities Commission for Northern Ireland. Our examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiner's statement**

In connection with our examination, no matter has come to our attention:

1. Which gives us reasonable cause to believe that in any material respect the requirements:
  - a) To keep accounting records in accordance with section 63 of the Charities Act and section 44(1)(a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations, and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2008 and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB



Date ... 19/06/2024

**CAUSEWAY VOLUNTEER BUREAU  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

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	Note	2024 £	2023 £
<b>Incoming Resources</b>			
Grants Receivable	2	55,884	47,068
Other Income	3	7,510	2,455
Bank Interest Receivable		120	107
<b>Total Incoming Resources</b>		<b>63,514</b>	<b>49,630</b>
<b>Resources Expended</b>			
Support Costs	4	19,424	5,939
Management and Administration	5	37,420	51,567
Other Costs	6	828	770
<b>Total Resources Expended</b>		<b>57,672</b>	<b>58,276</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>5,842</b>	<b>(8,646)</b>
<b>Total Funds 1<sup>st</sup> April 2023</b>		<b>32,537</b>	<b>41,183</b>
<b>Total Funds 31<sup>st</sup> March 2024</b>		<b>38,379</b>	<b>32,537</b>

**CAUSEWAY VOLUNTEER BUREAU  
BALANCE SHEET  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

**Balance Sheet**

	Note	2024 £	2023 £
<b>Fixed Assets</b>	7	450	530
<b>Current Assets</b>			
Debtors	8	4,756	3,756
Cash & Bank		34,374	35,403
		<u>39,130</u>	<u>39,159</u>
<b>Current Liabilities</b>			
Creditors & Accruals	9	1,201	7,152
		<u>1,201</u>	<u>7,152</u>
		37,929	32,007
		<u>38,379</u>	<u>32,537</u>
<b>Creditors</b>			
Amounts falling due after 1 year		0	0
		<u>0</u>	<u>0</u>
<b>NET ASSETS</b>		<b>38,379</b>	<b>32,537</b>
<b>FUNDS</b>	10	<b>38,379</b>	<b>32,537</b>

These financial statements were approved by the trustees' on...19/06/2024  
And are signed on their behalf by:

ANTHONY HEGARTY  
HANNAH GRAHAM

( *Anthony Hegarty*  
( *H. Graham*

The notes on pages 6-12 form part of these financial statements and should be read in conjunction therewith.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**NOTE 1. ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the organisations financial statements.

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

**Depreciation**

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

Office Equipment - 15% Reducing Balance  
Improvements - 15% Reducing Balance

**Revenue Grants**

Revenue grants received are credited to the income and expenditure account in the period in which the expenditure to which they relate has been incurred.

**Capital Grants**

Capital grants received are credited to a capital grants reserve and are written off at rates equivalent to depreciation rates charged on the assets on which grants have been claimed.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

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NOTE 2			2024	2023
			£	£
<b>Grants Receivable</b>	Restricted	UnRestricted		
DFC (Volunteering Infrastructure Support Project)	43,884		43,884	46,469
NI Community Development grant	12,000		12,000	-
DFC (Volunteers Week)			-	-
CRUN Small Grants	-	-	-	599
	<b>55,884</b>		<b>55,884</b>	<b>47,068</b>

NOTE 3

**Other Income**

Training	-	-	-	520
Counselling	-			
Sundry	-	7,010	7,010	1,435
HMRC (JRS Furlough Income)	-			
Causeway Coast & Glens (Volunteering Support Fund)	500	-	500	500
	<b>500</b>	<b>7,010</b>	<b>7,510</b>	<b>2,455</b>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

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NOTE 4			2024	2023
			£	£
<b>Support Costs</b>	Restricted	Unrestricted		
Printing and Stationery		4,280	4,280	124
Volunteer Expenses		1,018	1,018	
Training Expenses		5,301	5,301	
IT Support	700	-	700	214
Rent	4,942	-	4,942	5,073
Miscellaneous	-	390	390	521
Promotional/Recognition		2,793	2,793	7
	<b>5,642</b>	<b>13,782</b>	<b>19,424</b>	<b>5,939</b>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

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			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
<b>NOTE 5</b>				
<b>Management and Administration</b>	Restricted	Unrestricted		
Staff Costs	34,329	-	34,329	49,499
Small Grants on Behalf of Causeway Coast & Glens Council	-	-	-	-
Counselling	-	-	-	-
Staff Travel and Expenses	-	1,967	1,967	1,060
Telephone and Fax	277		277	250
Insurance	847	-	847	758
	<b>35,453</b>	<b>1,967</b>	<b>37,420</b>	<b>51,567</b>
<b>NOTE 6</b>				
<b>Other Costs</b>				
Audit Fee	650	-	650	575
Depreciation	-	80	80	93
Bank Interest and Charges	-	98	98	102
	<b>650</b>	<b>178</b>	<b>828</b>	<b>770</b>

**CAUSEWAY VOLUNTEER BUREAU  
 NOTES TO THE FINANCIAL STATEMENTS  
 YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**NOTE 7**

**Fixed Assets**

	<b>Opening Balance 1.04.23</b>	<b>Addns</b>	<b>Charge</b>	<b>Closing Balance 31.03.24</b>
<b>Cost</b>				
Office Equipment	24,905			24,905
	<u>24,905</u>			<u>24,905</u>
<b>Depreciation</b>				
Office Equipment	24,375		80	24,455
	<u>24,375</u>			<u>24,455</u>
<b>Net Book Value</b>				
Office Equipment	530			450
	<u>530</u>			<u>450</u>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>NOTE 8</b>		
<b>Debtors and Prepayments</b>		
DFC	4,756	3,756
	<u>4,756</u>	<u>3,756</u>

<b>NOTE 9</b>		
<b>Creditors and Accruals</b>		
Audit Fee	635	585
HMRC	566	6,567
	<u>1,201</u>	<u>7,152</u>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

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**NOTE 10**

**Reserves**

Opening Balance 1 <sup>st</sup> April 2023	32,537	
Surplus for Year	5,842	
Closing Balance 31 <sup>st</sup> March 2024	<u>38,379</u>	<b>Unrestricted £38,379</b>

**NOTE 11**

Expenditure in respect of the VISIP (funded by DFC) totalled £43,884.

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

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# Annual report

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**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE TRUSTEES  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Causeway Volunteer Bureau was founded in 1997 and is governed by its Trustees.

**FINANCIAL REVIEW**

The centre works across the Causeway area covering Coleraine, Ballymoney and Moyle.

**PUBLIC BENEFIT STATEMENT**

The charity has complied with its duty to have due regard to the guidance on public benefit published by the Charity Commission for Northern Ireland in exercising its powers and duties.

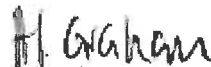
**OBJECTIVES AND ACTIVITIES**

Our business is the promotion, development and support of volunteering. We undertake the following activities:

- Research, develop and promote local volunteer opportunities,
- Provide appropriate support to enable volunteers to find suitable placements,
- Provide ongoing support to volunteers and placement organisations,
- Organise volunteer recognition events,
- Deliver child protection and safeguarding vulnerable adults training,
- Carry out Access NI checks,
- Circulate pertinent information to community and voluntary organisations within our service area,
- Provide advice and training on all aspects of involving and managing volunteers,
- Volunteer recognition through EPIC Awards (Empowering People In Communities); Volunteer recognition for volunteers of all ages.

**ACHIEVEMENTS AND PERFORMANCE**

A positive and satisfactory financial performance has been recorded for the current financial year.



Hannah Graham (On behalf of the Trustees)



Date

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

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# Annual return

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**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE INDEPENDENT EXAMINER  
YEAR ENDED 31<sup>st</sup> MARCH 2024**

---

**To the Trustees of Causeway Volunteer Bureau  
(Registered with the Charity Commission for Northern Ireland NIC102586)**

We report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2024, which are set out on pages 4 to 12.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the Charities Act) and that an independent examination is required.

It is our responsibility to:

- a. Examine the accounts under section 65 of the Charities Act (Northern Ireland) 2008.
- b. To follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.
- c. To state whether particular matters have come to our attention.

**Basis of Independent Examiner's report**

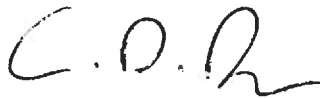
We have examined the accounts as required under section 65 of the Charities Act and in accordance with the general directions given by the Charities Commission for Northern Ireland. Our examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiner's statement**

In connection with our examination, no matter has come to our attention:

1. Which gives us reasonable cause to believe that in any material respect the requirements:
  - a) To keep accounting records in accordance with section 63 of the Charities Act and section 44(1)(a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations, and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2008 and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB



Date ... 19/06/2024

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

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# Accounts

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**CAUSEWAY VOLUNTEER BUREAU**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023**

(Registered with Charity Commission for Northern Ireland – NIC102586)

**CAUSEWAY VOLUNTEER BUREAU  
CONTENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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Page 1	Causeway Volunteer Bureau Information
Page 2	Management Committee's Report
Page 3	Independent Examiner's Report
Page 4	Income & Expenditure Account
Page 5	Balance Sheet
Pages 6 – 12	Notes to the Financial Statements

**CAUSEWAY VOLUNTEER BUREAU  
INFORMATION  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**TRUSTEES**

Ciara Forsythe	(Chairperson)
Hannah Graham	(Secretary)
Anthony Hegarty	(Treasurer)
Ann McNickle	
Catherine Farrimond	
Ita McErlean	
Alan McConaghie	
Emma Cunningham	
Deirdre Bradley	
Heather Logan	
Lisa McCaughan	
Rosie Clyde	

**REGISTERED OFFICE**

Causeway Volunteer Bureau  
3<sup>rd</sup> Floor River House  
Castle Lane  
Coleraine  
BT51 3DR

**INDEPENDENT EXAMINER**

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

**BANKERS**

Northern Bank  
22 The Diamond  
Coleraine  
BT52 1DA

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE TRUSTEES  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Causeway Volunteer Bureau was founded in 1997 and is governed by its Trustees.

**FINANCIAL REVIEW**

The centre works across the Causeway area covering Coleraine, Ballymoney and Moyle.

**PUBLIC BENEFIT STATEMENT**

The charity has complied with its duty to have due regard to the guidance on public benefit published by the Charity Commission for Northern Ireland in exercising its powers and duties.

**OBJECTIVES AND ACTIVITIES**

Our business is the promotion, development and support of volunteering. We undertake the following activities:

- Research, develop and promote local volunteer opportunities,
- Provide appropriate support to enable volunteers to find suitable placements,
- Provide ongoing support to volunteers and placement organisations,
- Organise volunteer recognition events,
- Deliver child protection and safeguarding vulnerable adults training,
- Carry out Access NI checks,
- Circulate pertinent information to community and voluntary organisations within our service area,
- Provide advice and training on all aspects of involving and managing volunteers,
- Volunteer recognition through EPIC Awards (Empowering People In Communities); Volunteer recognition for volunteers of all ages.

**ACHIEVEMENTS AND PERFORMANCE**

A positive and satisfactory financial performance has been recorded for the current financial year.

  
.....  
Ciara Forsythe (On behalf of the Trustees)

18/10/23  
.....  
Date

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE INDEPENDENT EXAMINER  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**To the Trustees of Causeway Volunteer Bureau  
(Registered with the Charity Commission for Northern Ireland NIC102586)**

We report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2023, which are set out on pages 4 to 12.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the Charities Act) and that an independent examination is required.

It is our responsibility to:

- a. Examine the accounts under section 65 of the Charities Act (Northern Ireland) 2008.
- b. To follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.
- c. To state whether particular matters have come to our attention.

**Basis of Independent Examiner's report**

We have examined the accounts as required under section 65 of the Charities Act and in accordance with the general directions given by the Charities Commission for Northern Ireland. Our examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiner's statement**

In connection with our examination, no matter has come to our attention:

1. Which gives us reasonable cause to believe that in any material respect the requirements:
  - a) To keep accounting records in accordance with section 63 of the Charities Act and section 44(1)(a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations, and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2008 and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

Date ..... 18/10/2023

**CAUSEWAY VOLUNTEER BUREAU  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

	Note	2023 £	2022 £
<b>Incoming Resources</b>			
Grants Receivable	2	47,068	47,869
Other Income	3	2,455	28,388
Bank Interest Receivable		107	143
<b>Total Incoming Resources</b>		<b>49,630</b>	<b>76,400</b>
<b>Resources Expended</b>			
Support Costs	4	5,939	14,302
Management and Administration	5	51,567	77,768
Other Costs	6	770	772
<b>Total Resources Expended</b>		<b>58,276</b>	<b>92,842</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>(8,646)</b>	<b>(16,442)</b>
<b>Total Funds 1<sup>st</sup> April 2022</b>		<b>41,183</b>	<b>57,625</b>
<b>Total Funds 31<sup>st</sup> March 2023</b>		<b>32,537</b>	<b>41,183</b>

**CAUSEWAY VOLUNTEER BUREAU  
BALANCE SHEET  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

**Balance Sheet**

	Note	2023 £	2022 £
<b>Fixed Assets</b>	7	530	623
<b>Current Assets</b>			
Debtors	8	3,756	8,134
Cash & Bank		35,403	36,425
		<u>39,159</u>	<u>44,559</u>
<b>Current Liabilities</b>			
Creditors & Accruals	9	7,152	3,999
		<u>7,152</u>	<u>3,999</u>
		32,007	40,560
		<u>32,537</u>	<u>41,183</u>
<b>Creditors</b>			
Amounts falling due after 1 year		0	0
		<u>0</u>	<u>0</u>
<b>NET ASSETS</b>		<b>32,537</b>	<b>41,183</b>
<b>FUNDS</b>	10	<b>32,537</b>	<b>41,183</b>

These financial statements were approved by the trustees' on 18 OCTOBER 2023  
And are signed on their behalf by:

ANTHONY HEGGERTY  
HANNAH GRAHAM  
( Anthony Heggerty  
( H. Graham

The notes on pages 6-12 form part of these financial statements and should be read in conjunction therewith.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**NOTE 1. ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the organisations financial statements.

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

**Depreciation**

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

Office Equipment - 15% Reducing Balance  
Improvements - 15% Reducing Balance

**Revenue Grants**

Revenue grants received are credited to the income and expenditure account in the period in which the expenditure to which they relate has been incurred.

**Capital Grants**

Capital grants received are credited to a capital grants reserve and are written off at rates equivalent to depreciation rates charged on the assets on which grants have been claimed.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

NOTE 2			2023	2022
			£	£
<b>Grants Receivable</b>	Restricted	UnRestricted		
DFC (Volunteering Infrastructure Support Project)	46,469		46,469	43,300
DFC (VISP Fair Funding)			-	4,569
DFC (Volunteers Week)			-	-
CRUN Small Grants	599	-	599	-
	<b>47,068</b>		<b>47,068</b>	<b>47,869</b>

NOTE 3

**Other Income**

Training	-	520	520	3,130
Counselling	-			
Sundry	-	1,435	1,435	4,235
HMRC (JRS Furlough Income)	-			
Causeway Coast & Glens (Volunteering Support Fund)	500	-	500	21,023
	<b>500</b>	<b>1,955</b>	<b>2,455</b>	<b>28,388</b>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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NOTE 4			<b>2023</b>	<b>2022</b>
			<b>£</b>	<b>£</b>
<b>Support Costs</b>	Restricted	Unrestricted		
Printing and Stationery		124	124	413
Volunteer Expenses				22
Training Expenses				1,680
IT Support	214	-	214	727
Rent	5,073	-	5,073	4,680
Miscellaneous	-	521	521	2,838
Promotional/Recognition		7	7	3,942
	<b>5,287</b>	<b>652</b>	<b>5,939</b>	<b>14,302</b>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

			<b>2023</b>	<b>2022</b>
			<b>£</b>	<b>£</b>
<b>NOTE 5</b>				
<b>Management and Administration</b>	Restricted	Unrestricted		
Staff Costs	49,499	-	49,499	54,299
Small Grants on Behalf of Causeway Coast & Glens Council	-	-	-	22,136
Counselling	-	-	-	-
Staff Travel and Expenses	-	1,060	1,060	430
Telephone and Fax	250		250	221
Insurance	758	-	758	682
	<b>50,507</b>	<b>1,060</b>	<b>51,567</b>	<b>77,768</b>
<b>NOTE 6</b>				
<b>Other Costs</b>				
Audit Fee	575	-	575	575
Depreciation	-	93	93	110
Bank Interest and Charges	-	102	102	87
	<b>575</b>	<b>195</b>	<b>770</b>	<b>772</b>

**CAUSEWAY VOLUNTEER BUREAU  
 NOTES TO THE FINANCIAL STATEMENTS  
 YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**NOTE 7**

**Fixed Assets**

	<b>Opening Balance 1.04.22</b>	<b>Addns</b>	<b>Charge</b>	<b>Closing Balance 31.03.23</b>
<b>Cost</b>				
Office Equipment	24,905			24,905
	<u>24,905</u>			<u>24,905</u>
<b>Depreciation</b>				
Office Equipment	24,282		93	24,375
	<u>24,282</u>			<u>24,375</u>
<b>Net Book Value</b>				
Office Equipment	623			530
	<u>623</u>			<u>530</u>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

	2023 £	2022 £
<b>NOTE 8</b>		
<b>Debtors and Prepayments</b>		
DFC	3,756	8,134
	<u>3,756</u>	<u>1,755</u>

**NOTE 9**

**Creditors and Accruals**

Audit Fee	585	585
HMRC	6,567	3,414
	<u>7,152</u>	<u>3,999</u>

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**NOTE 10**

**Reserves**

Opening Balance 1 <sup>st</sup> April 2022	41,183	
Deficit for Year	(8,646)	
Closing Balance 31 <sup>st</sup> March 2023	<u>32,537</u>	<b>Unrestricted £32,537</b>

**NOTE 11**

Expenditure in respect of the VISIP (funded by DFC) totalled £47,068.

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

---

# Annual report

---

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE TRUSTEES  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

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**ACHIEVEMENTS AND PERFORMANCE**

A positive and satisfactory financial performance has been recorded for the current financial year.

  
.....  
Ciara Forsythe (On behalf of the Trustees)

.....  
18/10/23  
.....  
Date

**Causeway Volunteer Bureau**

Northern Ireland - Charity number 102586

---

# Annual return

---

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE INDEPENDENT EXAMINER  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

---

**To the Trustees of Causeway Volunteer Bureau  
(Registered with the Charity Commission for Northern Ireland NIC102586)**

We report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2023, which are set out on pages 4 to 12.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the Charities Act) and that an independent examination is required.

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C D Diamond & Co  
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Belfast  
BT1 2LB

Date ..... 18/10/2023