



Charity Number: 1114907  
Company Number: 05801122

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**





# **VOLUNTEER CENTRE UTTLESFORD**

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# VOLUNTEER CENTRE UTTLESFORD

## REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2020

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<b>Directors:</b>	Robin Lee (Chair)
<b>(Charity Trustees)</b>	Rowena Gardner (Treasurer)
	David Bright (resigned 2nd September 2019)
	Kathy Nixon (resigned 21st September 2020)
	Robert Wallace (appointed 13th May 2019)
	Richard Boyce (appointed 13th April 2020) *
	Karen Barker (appointed 13th April 2020 * (resigned 21st September 2020)
	Gareth Oakland (appointed 13th July 2020) *
	Charlotte Turner (appointed 21 September 2020) *
<b>Registered office:</b>	Uttlesford District Council Offices London Road Saffron Walden Essex CB11 4ER
<b>Registered numbers:</b>	Charity: 1114907 Company: 05801122
<b>Reporting accountant:</b>	Community360 Winsley's House High Street Colchester Essex CO1 1UG
<b>Bankers:</b>	HSBC 59-61 High Street Great Dunmow Essex CM6 1UZ

\* These Trustees were not in position during the 2019 - 2020 financial year.

# **VOLUNTEER CENTRE UTTLESFORD**

## **CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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### **Chair's Report for the year ended 31<sup>st</sup> March 2020**

This last part of 2019/20 has obviously been dominated by the global pandemic and its dreadful implications and repercussions. The virus has completely changed the way in which Volunteer Uttlesford operate – our staff have transitioned to work from home and they have worked tirelessly in supporting local efforts to help address the most immediate issues.

Working in partnership with UDC and CVSU we recruited over 360 volunteers to help over 1,000 beneficiaries across Uttlesford. At the outset in the final week of March we assigned tasks to 176 volunteers, delivering 239 prescriptions to residents and carrying out shopping for 138 people. But of course the past year includes a lot more than just Covid-19!

Pre Covid we have worked with 362 organisations who register volunteering opportunities with us. Advertising opportunities through our volunteering websites and via social media. This has led to successfully placing individuals into various volunteering roles.

Another form of volunteering we keenly support is through Time Bank, which allows members to trade volunteer skills amongst themselves. In the last year we had 279 individuals and organisations involved.

Another very successful initiative we have supported has been the Dementia Café, which operates for those who have dementia and those who care for someone with dementia. This swiftly grew to be a great success and the Christmas party was a particular highlight. Sadly this is now all on hold due to the pandemic.

Another dementia oriented project was the Dementia Cafe, which operates for those who have dementia and those who care for someone with dementia. This swiftly grew to be a great success and the Christmas party was a particular highlight. Sadly this is now all on hold due to the pandemic.

Another dementia orientated project was the Petal Wave Art Trail, which involved decorating Forget-me-not flowers. This was widely supported across Uttlesford and has been instrumental in promoting dementia awareness in Uttlesford particularly with younger people.

I am delighted that Employee Volunteering saw a number of successes last year with volunteer groups from several local employers including Stansted Airport, carrying out gardening at Bridge End Gardens and the Gardens of Easton Lodge, helping with donkeys at a sanctuary, and painting rooms at Fairycroft House.

# VOLUNTEER CENTRE UTTLESFORD

## CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2020

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Sadly we said goodbye to our longest serving employee, Pat Lodge, our Volunteer Co-ordinator, who left after 10 years with us. Her amazing enthusiasm and unbounded energy took her out and about all over Uttlesford and she was a great ambassador for volunteering and you couldn't help but sign-up when she proffered a pen! Thank you Pat, and good luck with everything in the future.

We had a strong team of volunteers helping us in the office and we wouldn't be nearly as successful as we are were it not for their unending efforts. So I say a huge thank you to Ann, Anne, Kay, Patricia, Jan and Paul. I should add that we were delighted that Ann was presented with a Volunteering Award by Saffron Walden Town Council.

Of course the office would not run reliably without our internal team and I owe a debt of thanks to Lizzie, Susan and Tessa for always going the extra mile and being the foundation stone of the organisation.

More thanks must go to the board of Trustees, who provide the guidance and governance for the charity. I must say a thank you and goodbye to David, who left us, but welcome Rob who joined us during the year.

I also like to thank our primary supporters, UDC, ECC and ECF for everything they help us accomplish through their funding. And final huge thanks must go to everyone else that helps and supports us in our mission to make volunteering an integral part of life in Uttlesford.

### 1. OUR PURPOSE AND ACTIVITIES

In particular our purpose is to provide services that:

**Facilitate** – Provide information, advice and guidance to individuals, groups and organisations to facilitate volunteering in the communities of Uttlesford

- Acting as a broker by matching potential volunteers with appropriate organisation
- Identifying, creating and developing volunteering opportunities
- Supporting individuals to enable them to achieve their goals through volunteering

**Promote** – promote the ethos of volunteering locally, providing a centre of information on all aspects of volunteering

- Marketing the benefits of volunteering to both volunteers and organisations
- Publicising the health, wellbeing and social benefits of volunteering

**Develop** - promote and develop volunteering across Uttlesford

- Broadening the impact of volunteering through innovation
- Providing skills to improve the quality of volunteers
- Enhancing the skills of individuals through volunteering

# **VOLUNTEER CENTRE UTTLESFORD**

## **CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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### **2. PUBLIC BENEFIT**

Our main activities and who we aim to help are described below. All our charitable activities focus on encouraging volunteering in Uttlesford, to grow a sense of the civil society and are undertaken to further our charitable purposes for the public benefit.

### **3. ACHIEVEMENTS AND PERFORMANCE**

During the year 2019-20

- 1,409 Individuals placed into volunteering including Time Bank exchanges
- 362 volunteering involving organisations registered on our databases
- 247 active volunteering opportunities advertised locally and via Volunteer Essex and Time Bank

During this period

- 279 organisations and individuals were registered as Time Bank members
- 6,074 hours were exchanged

### **4. INVESTMENT POWERS AND POLICY**

The Trustees are aware that a policy may be required and intend to discuss this over the coming months.

### **RESERVES POLICY AND GOING CONCERN**

The purpose of the general reserve is to maintain sufficient funds so as:

- to be able to meet a sudden unforeseen item of expenditure
- to be able to withstand a sudden unexpected loss of funding
- in the event of a loss of a significant item of funding, to be able to continue operations for a sufficient period to ascertain whether alternative funding can be obtained, or otherwise enable the operation to be scaled down or terminated in a satisfactory manner.

It is considered that in order to satisfy these criteria a general reserve of unrestricted funds is maintained at a minimum level of the equivalent of four months expenditure.

### **5. PLANS FOR FUTURE PERIODS**

The charity plans continuing the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements. Plans are also being developed to work on a number of schemes in partnership with local charities and voluntary groups, which it is hoped will lead to longer-term meaningful volunteering placements.



# **VOLUNTEER CENTRE UTTLESFORD**

## **CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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### **6. PAY POLICY FOR STAFF**

The Trustees have undertaken a review of policies and are aware that Volunteer Uttlesford requires a remuneration policy for staff. This will be addressed in the coming months and, in doing so, the Board will seek to implement a policy of competitive remuneration in order to retain the skills and expertise of its staff.

### **7. RISK MANAGEMENT**

In line with the aforementioned policy review, a risk register is now in place together with a risk management plan.

### **8. STRUCTURE, GOVERNANCE AND MANAGEMENT GOVERNING DOCUMENT**

The organisation is a charitable company limited by guarantee, incorporated on 29<sup>th</sup> April 2006 and registered as a charity on 25<sup>th</sup> June 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **9. RECRUITMENT AND APPOINTMENT OF BOARD OF TRUSTEES**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the Directors are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All of the Directors gave their time voluntarily and received no benefits from the charity.

The Board seeks to ensure that the needs of its beneficiaries are appropriately reflected amongst its trustees and seeks to recruit Board members from local businesses, charities and in communities throughout Uttlesford. In an effort to maintain this broad skill mix, trustees are requested to provide a list of their skills, and in the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Board and may be recruited through the volunteer centre.



# **VOLUNTEER CENTRE UTTLESFORD**

## **CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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### **10. TRUSTEE INDUCTION AND TRAINING**

Trustees are very familiar with the practical work of the charity most visit the centre and take part in events. Sub committees have taken place for strategic planning.

Additionally, new trustees are invited and encouraged to attend training sessions organised by Voluntary Sector Training and other organisations, to ensure they are familiar with the role and responsibility of trusteeship.

### **11. ORGANISATIONAL STRUCTURE**

Volunteer Uttlesford currently have six Trustees, who meet bi-monthly and are responsible for the strategic direction and policies of the charity.

At present the Board members are from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Centre Manager, along with the Team Administrator and Volunteer Co-ordinator.

The Centre Manager, Lizzie Petrie, is responsible for ensuring that the charity delivers the services specified and ensures that the team continue to develop their skills and working practices in line with good practice.

The Team Administrator, Susan Dennison, manages financial and administrative systems, volunteering databases and ensures that policies and procedures are operated and maintained appropriately.

The Volunteer Co-ordinator, Pat Lodge, promotes and facilitates volunteering, including the Time Bank and Youth Volunteering projects. She identifies potential volunteers and opportunities across Uttlesford and matches them effectively.

Signed



R Lee

Date

17 Nov 2020

# VOLUNTEER CENTRE UTTLESFORD

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Funds £	2019 Funds £
<b>Incoming resources</b>					
<b>Incoming resources</b>					
<b>from generated funds:</b>					
Donations & Legacies		385	-	385	659
<b>Charitable activities:</b>					
Grant Income	2	20,862	26,213	47,075	55,484
Resources from charitable activities		563	-	563	479
Income from investments		134	-	134	90
<b>Total incoming resources</b>		<u>21,944</u>	<u>26,213</u>	<u>48,157</u>	<u>56,712</u>
<b>Resources expended</b>					
Charitable activities	3/4	23,717	25,510	49,227	51,385
<b>Total resources expended</b>		<u>23,717</u>	<u>25,510</u>	<u>49,227</u>	<u>51,385</u>
<b>Net (outgoing)/incoming resources before transfers</b>		(1,773)	703	(1,070)	5,327
<b>Transfers between funds</b>		6,262	(6,262)	-	-
<b>Net (outgoing)/incoming resources before other gains and losses</b>		<u>4,489</u>	<u>(5,559)</u>	<u>(1,070)</u>	<u>5,327</u>
<b>Net movement in funds</b>		<u>4,489</u>	<u>(5,559)</u>	<u>(1,070)</u>	<u>5,327</u>
<b>Balances brought forward</b>					
As at 1 April 2019		21,939	10,306	32,245	26,918
<b>Balances carried forward</b>					
As at 31 March 2020		<u><u>26,428</u></u>	<u><u>4,747</u></u>	<u><u>31,175</u></u>	<u><u>32,245</u></u>

The notes on pages 9 - 13 form part of these financial statements

# VOLUNTEER CENTRE UTTLESFORD

## BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2020

	Note	2020 Total Funds £	2019 Total Funds £
<b>Fixed assets</b>			
Tangible assets	5	<u>73</u>	<u>294</u>
		73	294
<b>Current assets</b>			
Prepayments	9	111	110
Cash at bank and in hand		<u>32,048</u>	<u>36,657</u>
		32,159	36,767
<b>Liabilities</b>			
Creditors: amounts falling due within one year	10	1,059	4,816
<b>Net current assets</b>		31,100	31,951
<b>Total net assets</b>		<u><u>31,175</u></u>	<u><u>32,245</u></u>
<b>The funds of the Charity</b>			
Unrestricted income funds:			
Unrestricted - General		26,428	21,939
Restricted - General		<u>4,747</u>	<u>10,306</u>
		<u><u>31,175</u></u>	<u><u>32,245</u></u>

For the year ended 31 March 2020 the Company was entitled to exemption from Audit under section 477 of the Companies Act 2006.


The Members have not required the Company to obtain an Audit in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to Companies subject to small Companies' regime.

The Directors declare that they have approved the accounts above.

Signed

  
R Gardner

Date

25/11/2020

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the proceeding year.

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objectives of the Charity.

Designated funds are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor, or contained in the terms of a grant.

#### 1.3 Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:-

Voluntary income is received by way of grants and donations and is included in full when receivable. Unrestricted grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant. Restricted grants are recognised on receipt. Gift Aid recoveries on donations from individuals are recognised in the same period as the donation.

Any donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers (including the Directors) has not been included in these financial statements.

Client contributions and investment income are included when received.

#### 1.4 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes non-recoverable VAT, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them and attract funding to sustain them.

#### 1.5 Tangible fixed assets and depreciation

Major expenditure on tangible fixed assets is capitalised. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset, as follows:

Furniture and fittings	20.00% straight line
Equipment	33.33% straight line

# VOLUNTEER CENTRE UTTLESFORD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

### 2. Grant Income

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Essex CC	-	6,261	6,261	6,261
Uttlesford DC	16,000	5,430	21,430	16,484
Community360 (Timebank Funding)	-	7,132	7,132	9,348
Essex Community Foundation	-	5,000	5,000	10,996
Saffron Waldon Town Council	-	300	300	300
Essex Association	-	-	-	4,000
Hatfield Heath Parish Council	100	-	100	100
National Lottery Awards for All	-	-	-	4,500
Dunmow Town Council	-	-	-	150
Saffron Walden Round Table	-	-	-	995
CVSU	-	-	-	350
Tesco	-	-	-	2,000
Saffron Walden Dementia Action Alliance	-	840	840	-
Ward Member	-	1,250	1,250	-
Garfield Weston	4,000	-	4,000	-
Waitrose	212	-	212	-
Marsh Christian Trust	400	-	400	-
Thaxted Parish Council	150	-	150	-
	<b>20,862</b>	<b>26,213</b>	<b>47,075</b>	<b>55,484</b>

### 3. Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Salaries and costs	21,261	14,768	36,029	35,265
Expenses (including subsistence and travel)	-	585	585	861
Conferences, meetings and training	136	-	136	-
Events	162	15	177	267
Postage and telephone	48	7	55	113
Printing, stationery and publications	626	143	769	576
Marketing & advertising	384	274	658	3,691
General expenses	305	535	840	1,370
Project costs	-	8,962	8,962	8,422
Professional Fees	795	-	795	600
Depreciation	-	221	221	221
	<b>23,717</b>	<b>25,510</b>	<b>49,227</b>	<b>51,385</b>

### 4 Staff costs and emoluments

	2020	2019
	£	£
Wages and salaries	32,220	31,564
Social security costs	3,808	3,701
	<b>36,029</b>	<b>35,265</b>

# VOLUNTEER CENTRE UTTLESFORD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

Particulars of employees:

There were three employees during the period and, when calculated on the basis of full-time equivalents, it was equal to:

	2020	2019
Number of management staff	2	2
	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the period.

### 5 Tangible Fixed Assets

	Furniture & Equipment Unrestricted £	Furniture & Equipment Restricted £	Total £
<b>Cost</b>			
At 1 April 2019	4,055	1,104	5,159
Additions	-	-	-
At 31 March 2020	<u>4,055</u>	<u>1,104</u>	<u>5,159</u>
<b>Depreciation</b>			
At 1 April 2019	4,055	810	4,865
Charge for the year	-	221	221
At 31 March 2020	<u>4,055</u>	<u>1,031</u>	<u>5,086</u>
<b>Net book values</b>			
At 31 March 2020	<u>-</u>	<u>73</u>	<u>73</u>
At 31 March 2019	<u>-</u>	<u>294</u>	<u>294</u>

### 6 Analysis of Net Assets (between restricted and unrestricted funds)

	Tangible Fixed Assets	Other Net Assets	Total
Unrestricted	-	26,428	26,428
Restricted	73	4,674	4,747
	<u>73</u>	<u>31,103</u>	<u>31,175</u>

### 7 Statement of change in resources applied for fixed assets for charity use

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Net movement in funds for the period	(1,773)	703	(1,070)	5,327
Resources used for acquisition of tangible fixed assets	-	-	-	-
Net movement in funds available for future activities	<u>(1,773)</u>	<u>703</u>	<u>(1,070)</u>	<u>5,327</u>

# VOLUNTEER CENTRE UTTLESFORD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

### 8 Company limited by guarantee

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding one pound.

### 9. Debtors

Prepayments

2020 £	2019 £
111	110
<b>111</b>	<b>110</b>

### 10. Creditors

Deferred Income

Accruals and receipts in advance

2020 £	2019 £
-	4,534
1,059	282
<b>1,059</b>	<b>4,816</b>

### 11. Comparative Statement of Financial Activities

#### Incoming resources

#### Incoming resources from generated funds:

Donations & legacies

#### Charitable activities:

Grant income

Resources from charitable activities

Income from investments

Unrestricted funds £	Restricted funds £	2019 Funds £
659	-	659
26,340	29,144	55,484
479	-	479
90	-	90
<b>27,568</b>	<b>29,144</b>	<b>56,712</b>
<b>28,736</b>	<b>22,649</b>	<b>51,385</b>
<b>28,736</b>	<b>22,649</b>	<b>51,385</b>
(1,168)	6,495	5,327
-	-	-
<b>(1,168)</b>	<b>6,495</b>	<b>5,327</b>
<b>(1,168)</b>	<b>6,495</b>	<b>5,327</b>
23,107	3,811	26,918
<b>21,939</b>	<b>10,306</b>	<b>32,245</b>

#### Total incoming resources

#### Resources expended

Charitable activities

#### Total resources expended

#### Net (outgoing)/incoming resources before transfers

Transfers between funds

#### Net (outgoing)/incoming resources before other gains and losses

#### Net movement in funds

#### Reconciliation of funds:

As at 1 April 2018

As at 31 March 2019

This note shows for comparative reasons, the Statement of Financial Activities for the previous financial year.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**12. Going concern**

The charity is operating on a going concern basis.

**13. Related parties**

There were no related parties within the year.

**14. Transfer between funds**

A transfer between funds was made in this financial year to correct restricted expenditure for last year.

This amount should have been allocated as restricted wages expense but was omitted.

## **VOLUNTEER CENTRE UTTLESFORD**

### **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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I report on the accounts of Volunteer Centre Uttlesford for the year ended 31 March 2020 which are set out on pages 7 to 13.

#### **Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act)) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

#### **Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An 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 considerations 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 I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

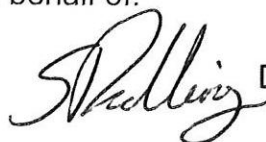
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the 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 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:  
Community360

Winsley's House, High Street, Colchester, Essex



Date

30/11/2020