



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Pershore and District Volunteer Centre

On accounts for the year  
ended

31 March 2020

Charity no  
(if any)

1166141

Set out on pages

1 to 8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2020

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.

Signed:

Date:

05.01.2021

Name:

M A SMITH

Relevant professional  
qualification(s) or body  
(if any):

FMAAT

Address:

3 TAYLORS LANE

WORCESTER

WR1 1PN

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

# **PERSHORE & DISTRICT VOLUNTEER CENTRE**

An independent local charity helping the local community.

## **ANNUAL REPORT**

**1/4/2019**

**To**

**31/3/2020**



**Volunteer  
Centre**

**Pershore**



**Registered Charity No. 1166141**

## **CHARITY INFORMATION**

PERSHORE & DISTRICT VOLUNTEER CENTRE (known as Pershore Volunteer Centre)

Registered Charity No 1166141

Address: 1 Billing House, Cherry Orchard, Pershore WR10 1EY ☎ 01386 554299

Email [cosec@pershorevolunteers.org.uk](mailto:cosec@pershorevolunteers.org.uk) Website [www.pershorevolunteers.org.uk](http://www.pershorevolunteers.org.uk)

## **GOVERNING DOCUMENT:**

Constitution adopted 14/3/2016

## **AIMS AND OBJECTIVES**

The main objectives of Pershore and District Volunteer Centre (the Charity), as set out in the constitution, are to promote any charitable purposes for the benefit of the community in Pershore and the surrounding villages, and in particular the advancement of education, the protection of health and relief of poverty, distress and sickness.

## **TRUSTEES**

The Trustees who served throughout the year were; Eric Wiles (Chair of Trustees), John Rees, Colin Davidson, Geoff Ransted, Cllr Derrick Watt (until 15 May 2019), Cllr Val Smith (from 28 May 2019), and Cllr Tony Rowley. Amanda Tanfield is the Company Secretary. All Trustees (other than Colin Davidson) are also Trustees of The Pershore and District Voluntary Help Centre, which is therefore deemed to be a related party.

The Trustees met 11 times during the year and they confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

## **ACTIVITIES**

During the course of the year, the transfer to the Charity continued of activities previously undertaken by The Pershore and District Voluntary Help Centre (an unincorporated charity, number 516080).

With the onset of the national lockdown on 23 March 2020, all usual activities ceased. The staff focused instead on supporting the needs of those residents in Pershore and the surrounding villages who were self-isolating.

Of the activities which ceased on 23 March 2020, it is envisaged that the following activities will be undertaken by Pershore and District Volunteer Centre when they recommence: -

- Provision of a Social Car Scheme in the Pershore area.
- Provision of transport services
- Provision of Minibus transport.
- Lunch Club
- Management of Grant funding for the provision of a county wide Social Car Scheme (Commenced 1/4/2020).

**FINANCE**

The Charity aims to utilise as much of its income as possible to fulfil its objectives, within the year the income is generated. The Charity, therefore, aims to maintain its cash reserves at the level which would, when taken together with expected income, meet its expected out-goings for a rolling period of at least 12 months.

**STAFF TEAM 2019 – 2020**

The only member of staff employed by the charity was:-

Angela Ballard	Volunteer Manager	12 hours pw
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All Paid staff have been issued with job descriptions and contracts of employment; other work is undertaken by volunteers and employees of Pershore and District Voluntary Help Centre.

**RELATED PARTY TRANSACTIONS**

The Charity and Pershore and District Voluntary Help Centre have a mutual support understanding, agreed by the Trustees of both charities, whereby staff and resources from the either charity can be utilised by the other charity without the need for cross charging. Such services include, telecommunication, office rental, IT equipment all of which are now provided by the Charity to the Pershore and District Voluntary Help Centre and staff time which is provided by the Pershore and District Voluntary Help Centre to the Charity.

The stock of stationery used by the resource centre was sold (at cost) by the Pershore and District Voluntary Help Centre to the Charity during the year.

Pershore and District Voluntary Help Centre have provided the Charity with an interest free loan of £6,550 (£3,269 – 2018/19).

**VOLUNTEERING CONTRIBUTION**

27 Organisations registered specific opportunities during the year (10 of whom were using the charity's services for the first time). The charity continued to promote generic roles on behalf of other local organisations.

40 new opportunities were registered during the year, they have all been actively promoted via the charity's; website, social media pages and in office window displays.

During the year the charity received 95 enquiries from prospective volunteers, mostly via the online portal. A number of people respond to roles promoted via the window display. All volunteers were interviewed in person until the last 2 weeks in March when Covid 19 restrictions took effect.

70 volunteering referrals were made during the year with volunteers in some cases being referred to more than one opportunity.

A successful recruitment and training project was undertaken from September to February for the Pershore Wellbeing Hub (Here4U), 12 volunteers were recruited, and trained, by members of the charity's team.

Other organisations the charity worked closely with to recruit volunteers during the year include Read Easy (Evesham & Pershore), a newly formed adult literacy organisation, Wick Care Farm and Number 8 (a Pershore base Theatre Group) and St Richards Hospice Charity Shop.



**Registered Charity No. 1166141**

The Covid 19 lockdown saw the charity engage on a recruitment drive to provide volunteers to provide help to those people who were self-isolating in Pershore and the surrounding villages. The charity recruited 32 additional volunteers who provided support services to the local community, under the guidance of the charity's staff. Whilst the majority of this support was provided post year-end, it was well received and much needed.

In addition to sourcing volunteers for other organisations, the Charity recruits volunteers for itself and Pershore and District Voluntary Help Centre all such volunteers undergo training, including (as appropriate):-

- In-house induction
- First Aid
- Worcestershire County Council's driver/passenger support, training and appraisal.

#### **SUPPORT FOR LOCAL CHARITIES**

The Charity supports other local charities, by providing office-based support, including photocopying, printing and franking services. This support has in the past been provided by Pershore and District Voluntary Help Centre. These services are only provided to local charities and not-for-profit organisations and are provided on a cost-plus basis, rather than as a fully commercial enterprise.



**Registered Charity No. 1166141**

**PERSHORE AND DISTRICT VOLUNTEER CENTRE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**Pershore and District Volunteer Centre**

Registered Charity No: 1166141

Company No: CE006975

1 Billing House

Cherry Orchard

Pershore

Worcestershire

WR10 1EY

[www.pershorevolunteers.org](http://www.pershorevolunteers.org)

THE BOOK KEEPERS (PERSHORE) LTD

3 TAYLORS LANE

WORCESTER

WR1 1PN

PERSHORE AND DISTRICT VOLUNTEER CENTRE  
PROFIT AND LOSS FOR THE YEAR ENDED 31ST MARCH 2020

	12 MONTHS TO 31ST MARCH 2020			12 MONTHS TO 31ST MARCH 2019		
	Total	General Funds	Restricted Funds	Total	General Funds	Restricted Funds
	£	£	£	£	£	£
<b><u>INCOME</u></b>						
Grants - WCC Social Engagement	32,043	15,543	16,500	5,000	-	-
Grants - Mini Bus	9,000	-	9,000	-	-	-
Other	1,402	1,402	-	4,264	-	-
	<u>42,445</u>	<u>16,945</u>	<u>25,500</u>	<u>9,264</u>	<u>-</u>	<u>-</u>
Other:						
Transport Charges	2,831	2,831	-	385	-	-
Transport Administration	-	-	-	-	-	-
Individual and Corporate Donations	201	201	-	-	-	-
Community Resources	5,775	5,775	-	-	-	-
Project Income	-	-	-	-	-	-
Fund Raising	12,462	12,462	-	4,551	-	-
Bank and National Savings Interest	86	86	-	-	-	-
	<u>21,356</u>	<u>21,356</u>	<u>-</u>	<u>4,936</u>	<u>-</u>	<u>-</u>
	<u>63,801</u>	<u>38,301</u>	<u>25,500</u>	<u>14,201</u>	<u>-</u>	<u>-</u>
<b><u>EXPENDITURE</u></b>						
Salaries - Co-ordinator and Assistant Co-ordinators	5,627	5,627	-	1,468	-	-
Rent and Rates	12,145	12,145	-	3,000	-	-
Heat and Light	1,842	1,842	-	-	-	-
Telephone	2,203	2,203	-	-	-	-
Insurances	274	274	-	-	-	-
Office Expenditure	8,562	8,562	-	4,172	-	-
Reimbursement of Volunteer Expenses	-	-	-	-	-	-
Volunteer Training	-	-	-	-	-	-
Mileage Payments and Transport Costs	-	-	-	-	-	-
Activities and Outings	2,679	2,679	-	-	-	-
Community Events	455	455	-	-	-	-
Minibus Running Costs	162	162	-	-	-	-
	<u>33,948</u>	<u>33,948</u>	<u>-</u>	<u>8,640</u>	<u>-</u>	<u>-</u>
<b>PROFIT / (DEFICIT) FOR THE YEAR</b>	<u>29,853</u>	<u>4,353</u>	<u>25,500</u>	<u>5,561</u>	<u>-</u>	<u>-</u>



PERSHORE AND DISTRICT VOLUNTEER CENTRE  
BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2020

	<b>31.03.2020</b>	<b>31.03.2019</b>
	<b>£</b>	<b>£</b>
<b><u>FIXED ASSETS</u></b>		
<b><u>Motor Vehicles:</u></b>		
Cost as at 1st April 2019	-	-
Additions	-	-
Less: Grants Received	-	-
Disposals	-	-
	<hr/>	<hr/>
	-	-
Less: Depreciation	-	-
NBV Cost as at 31st March 2020	<hr/> <hr/>	<hr/> <hr/>
	-	-
<b><u>Office Fittings and Equipment:</u></b>		
Cost as at 1st April 2019	-	-
Additions	606	7,320
Less: Grants Received	(606)	(7,320)
Disposals	-	-
	<hr/>	<hr/>
	-	-
Less: Depreciation	-	-
NBV Cost as at 31st March 2020	<hr/> <hr/>	<hr/> <hr/>
	-	-
<b>TOTAL FIXED ASSETS</b>	<hr/> <hr/>	<hr/> <hr/>
	-	-
<b><u>CURRENT ASSETS</u></b>		
Stock	1,600	-
Debtors	397	1,121
Prepayments	1,260	-
Deposit Account	-	-
Current Account	62,796	7,708
Cash In Hand	-	-
<b>TOTAL CURRENT ASSETS</b>	<hr/> <hr/>	<hr/> <hr/>
	<b>66,053</b>	<b>8,829</b>
<b><u>CREDITORS (amounts falling due within one year)</u></b>		
Creditors	(1,626)	-
Pershore & District Voluntary Help Centre Inter Company	(6,550)	(3,269)
Accruals and prepaid income	(22,764)	(300)
	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>	35,113	5,260
<b>NET ASSETS LESS CURRENT LIABILITIES</b>	<hr/> <hr/>	<hr/> <hr/>
	<b>35,113</b>	<b>5,260</b>
<b><u>REPRESENTED BY:</u></b>		
General Reserves	9,613	5,260
Restricted Funds Reserve	25,500	-
	<hr/> <hr/>	<hr/> <hr/>
	<b>35,113</b>	<b>5,260</b>
<b><u>MOVEMENT ON RESERVES:</u></b>		
<b><u>General Reserves</u></b>		
Opening Balance as at 1st April 2019	5,260	(301)
(Deficit)/Surplus for the year	4,353	5,561
Closing Balance as at 31st March 2020	<hr/> <hr/>	<hr/> <hr/>
	9,613	5,260
<b><u>Restricted Funds</u></b>		
Opening Balance as at 1st April 2019	-	-
(Deficit)/Surplus for the year	25,500	-
Closing Balance as at 31st March 2020	<hr/> <hr/>	<hr/> <hr/>
	25,500	-

**Notes to the Accounts****1. Accounting Policies**

- a. Turnover. All turnover is generated in the UK and is unrestricted.
  - b. Grant income received has been utilised to enhance the IT infrastructure of the Charity, including new computers, new photocopiers and new telecommunications provision.
  - c. Depreciation. The new computers purchased and capitalised, were full funded by grant income. The grant income has therefore been set against the expenditure.
2. All debtors are deemed recoverable, within one year.
  3. An interest free loan has been provided by Pershore and District Voluntary Help Centre. The Trustees do not believe that this loan will be required to be repaid within the foreseeable future
  4. During the year the Charity received £25,500 worth of grant income which has been treated as restricted. All other grants are unrestricted. As at 31 March 2020 the charity held £25,500 of Restricted Reserves and £9,613 of Unrestricted Reserves.
  5. The Highest paid employee received £5,627 during the year.
  6. Long-term Contracts.
    - a. The Charity has entered into a premises lease which is terminatable with 3-month notice.
    - b. Broad band and telephone contracts are supplied under fixed 3-year contracts.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Trustees:

*Amanda Tanfield*

Dr Amanda Tanfield  
Company Secretary  
20 January 2021