



Charity Number: 1114907
Company Number: 05801122

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

VOLUNTEER CENTRE UTTLESFORD

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VOLUNTEER CENTRE UTTLESFORD

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

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

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

This year, Volunteer Uttlesford played a pivotal role in supporting our rural population throughout the Covid pandemic.

Working with Uttlesford District Council (UDC) and Council for Voluntary Services (CVSU), we set up the Uttlesford Community Response Hub, managing requests for help and support. Over the last year we registered another 424 new volunteers for the Covid-19 Community Response Team, and we had over 1,500 people request help.

We supplied volunteers to the Covid Vaccination programme, with over 170 volunteers registered to help at the local Lord Butler vaccination centre and over 220 referred on to volunteer at the mass vaccination sites.

With staff working from home, we needed to update our IT systems – a task that was successfully managed by one of our new trustees volunteering their own time.

When lockdown restrictions allowed, we continued with our core activities, one of which was The Employee Volunteering Initiative, benefitting the community with a number of open space projects.

A group for those caring for those with Dementia was started, via telephone, progressing to Zoom and when able to, meet up in person. This has proved to be a crucial lifeline for those taking part.

Due to restrictions, our staff and loyal team of volunteers met occasionally for coffee and cake on The Common in Saffron Walden, boosting lockdown morale and wellbeing.

Huge thanks must go to our primary funders who have continued to show faith in our work, notably, UDC, Essex County Council, Essex Community Foundation, Big Lottery Fund, Postcode Lottery, Independent Age and Charities Aid Foundation.

Most importantly I must thank the staff and Trustees, if it were not for their hard work and commitment, we would never have achieved everything that we have in this challenging year.

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

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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

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

In partnership with UDC and Council for Voluntary Services Uttlesford we set up a Covid-19 Community Response Hub.

- 563 volunteers registered.
 - 1,536 beneficiaries signed up for support.
 - 133 were category A beneficiaries (clinically vulnerable).
- 10,799 tasks completed including:
- 2,200 shops for people who were self-isolating or sheilding
 - 3,516 prescriptions delivered
 - 3,500 befriending calls
 - 60 befriending calls
 - 85 referred to other befriending services
 - 385 other help requests
 - 977 Christmas hampers delivered
 - 96 food hampers delivered
 - 3,232 volunteers assigned to tasks.
 - 176 volunteers registered to help at the local vaccine centre.
 - 221 volunteers referred to mass vaccine sites.

Many general volunteering roles were put on hold but during the year we also acheived:

- 846 individuals placed into volunteering including Time Bank exchanges.
- 371 volunteering involving organisations are registered on our databases.
- 286 organisations and individuals were registered as Time Bank members.
- 2,999 hours were exchanged.

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

4. INVESTMENT POWERS AND POLICY

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

5. 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.

6. PLANS FOR FUTURE PERIODS

The charity plans to continue 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.

7. PAY POLICY FOR STAFF

During the year, the Trustees carried out a full review of reward policies and agreed new terms and conditions of employment for all members of staff.

8. RISK MANAGEMENT

A risk register is now in place together with a risk management plan.

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

9. STRUCTURE, GOVERNANCE AND MANAGEMENT GOVERNING DOCUMENT

The organisation is a charitable company limited by guarantee, incorporated on 29 April 2006 and registered as a charity on 25 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.

10. 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.

11. TRUSTEE INDUCTION AND TRAINING

Trustees are familiar with the practical work of the charity.

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.

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

12. ORGANISATIONAL STRUCTURE

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

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 rests with the Chief Executive Officer, along with the Finance Administration Officer and Project Co-ordinator.

The Chief Executive Officer is responsible for ensuring that the charity delivers the services specified, sources and obtains all funds and ensures that the team continue to develop their skills and working practices in line with good practice.

The Finance Administration Officer, manages financial and administrative systems, volunteering databases and ensures that policies and procedures are operated and maintained appropriately.

The Project Coordinator promotes and coordinates our current projects, including Time Bank, Community Response Hub and Employee Volunteering.

Signed


R Lee

Date

4th November 2021

VOLUNTEER CENTRE UTTLESFORD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Funds £	2020 Funds £
<u>Incoming resources</u>					
Incoming resources					
from generated funds:					
Donations and Legacies		50	-	50	385
Charitable activities:					
Grant Income	2	29,723	45,652	75,375	47,075
Resources from charitable activities		112	-	112	563
Income from investments		25	-	25	134
Total incoming resources		29,910	45,652	75,562	48,157
<u>Resources expended</u>					
Charitable activities	3/4	18,436	35,048	53,484	49,227
Total resources expended		18,436	35,048	53,484	49,227
Net (outgoing)/incoming resources before transfers		11,474	10,604	22,078	(1,070)
Transfers between funds		-	-	-	-
Net movement in funds		11,474	10,604	22,078	(1,070)
Balances brought forward As at 1 April 2020		26,428	4,747	31,175	32,245
Balances carried forward As at 31 March 2021		37,902	15,351	53,253	31,175

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

VOLUNTEER CENTRE UTTLESFORD

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 Total Funds £	2020 Total Funds £
Fixed assets			
Tangible assets	5	-	73
		-	73
Current assets			
Prepayments	9	100	111
Cash at bank and in hand		55,750	32,050
		55,850	32,161
Current liabilities			
Creditors: amounts falling due within one year	10	2,597	1,059
Net current assets		53,253	31,102
Total net assets		53,253	31,175
The funds of the Charity			
Unrestricted income funds:			
Unrestricted - General		37,902	26,428
Restricted - General		15,351	4,747
		53,253	31,175

For the year ended 31 March 2021 the Company was entitled to exemption from Audit under section 477 of the Companies Act 2006.

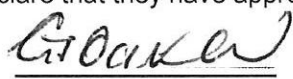
The Members have not required the Company to obtain an Audit in accordance with section 476 of the Companies Act 2006.

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


G Oakland

Date

8 November 2021

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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 2019)- (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 2021

2. Grant income

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Essex CC	6,261	-	6,261	6,261
Uttlesford DC	13,600	2,774	16,374	21,430
Community360 (Timebank Funding)	-	3,794	3,794	7,132
Community360 (EFSS Family Mentoring)	320	-	320	-
Essex Community Foundation	-	5,500	5,500	5,000
Saffron Waldon Town Council	-	-	-	300
CAF	-	5,000	5,000	-
Hatfield Heath Parish Council	100	-	100	100
National Lottery	-	8,386	8,386	-
Dunmow Town Council	500	-	500	-
Saffron Walden Round Table	1,000	-	1,000	-
CVSU	2,500	-	2,500	-
Tesco	1,000	-	1,000	-
Independent Age	-	9,840	9,840	-
Co-op Local Comm Fund	1,942	-	1,942	-
Postcode Lottery	-	10,358	10,358	-
FSJ	1,000	-	1,000	-
NAVSA	1,500	-	1,500	-
Saffron Walden Dementia Action Alliance	-	-	-	840
Ward Member	-	-	-	1,250
Garfield Weston	-	-	-	4,000
Waitrose	-	-	-	212
Marsh Christian Trust	-	-	-	400
Thaxted Parish Council	-	-	-	150
	29,723	45,652	75,375	47,075

3. Direct charitable expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Salaries and costs	13,892	27,646	41,538	36,029
Expenses (including subsistence and travel)	518	-	518	585
Conferences, meetings and training	25	-	25	136
Events	-	-	-	177
Postage and telephone	323	-	323	55
Printing, stationery and publications	92	-	92	769
Marketing and advertising	250	-	250	658
General expenses	2,423	-	2,423	840
Project costs	222	7,329	7,550	8,962
Professional Fees	692	-	692	795
Depreciation	-	73	73	221
	18,436	35,048	53,484	49,227

4 Staff costs and emoluments

	2021 £	2020 £
Wages and salaries	37,730	32,221
Social security costs	3,808	3,808
	41,538	36,029

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Particulars of employees:

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

	2021	2020
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 £
Cost			
At 1 April 2020	4,055	1,104	5,159
Additions	-	-	-
At 31 March 2021	<u>4,055</u>	<u>1,104</u>	<u>5,159</u>
Depreciation			
At 1 April 2020	4,055	1,031	5,086
Charge for the year	-	73	73
At 31 March 2021	<u>4,055</u>	<u>1,104</u>	<u>5,159</u>
Net book values			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>73</u>	<u>73</u>

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

	Tangible Fixed Assets £	Other Net Assets £	Total £
Unrestricted	-	37,902	37,902
Restricted	-	15,351	15,351
	<u>-</u>	<u>53,252</u>	<u>53,252</u>

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

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Net movement in funds for the period	11,474	10,604	22,077	5,327
Resources used for acquisition of tangible fixed assets	-	-	-	-
Net movement in funds available for future activities	<u>11,474</u>	<u>10,604</u>	<u>22,077</u>	<u>5,327</u>

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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

2021 £	2020 £
100	111
100	111

10. Creditors

Deferred Income

Accruals and receipts in advance

2021 £	2020 £
-	-
2,597	1,059
2,597	1,059

11. Comparative Statement of Financial Activities

Incoming resources

Incoming resources

from generated funds:

Donations and legacies

Charitable activities:

Grant income

Resources from charitable activities

Income from investments

	Unrestricted funds £	Restricted funds £	2020 Funds £
385		-	385
20,862		26,213	47,075
563		-	563
134		-	134
21,944	21,944	26,213	48,157
23,717	23,717	25,510	49,227
(1,773)	(1,773)	703	(1,070)
6,262	6,262	(6,262)	-
4,489	4,489	(5,559)	(1,070)
4,489	4,489	(5,559)	(1,070)
21,939	21,939	10,306	32,245
26,428	26,428	4,747	31,175

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 2019

As at 31 March 2020

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

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

12. Going concern

The charity is operating on a going concern basis.

13. Related parties

There were no related parties within the year.

14. Director remuneration

No director received any remuneration for the period (2020: £Nil).

VOLUNTEER CENTRE UTTLESFORD

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

I report on the accounts of Volunteer Centre Uttlesford for the year ended 31 March 2021 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

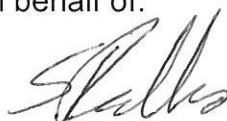
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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 11/11/2021