

Charity No. 1082301

**BERINSFIELD INFORMATION & VOLUNTEER CENTRE**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

Rea



**BERINSFIELD INFORMATION & VOLUNTEER CENTRE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**INDEX**

	<b>Page No.</b>
Legal and Administrative Information	1
Report of the Trustees	2
Independent Examiners' Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6-7



## BERINSFIELD INFORMATION & VOLUNTEER CENTRE

### LEGAL AND ADMINISTRATIVE INFORMATION AS AT 31 MARCH 2021

#### Trustees

Elizabeth Rhodes MBE (Chair)

Pamela Brenan

Sue Brown

Michelle Clarke

Stuart Scott-Ely

Lesley Hawksworth

Gregg Hodgkins

Alice Hutchins

Edward Lennon

#### Principal Office

39 Fane Drive

Berinsfield

Wallingford

OX10 7NE

#### Bankers

Barclays Bank

Leicester

LE87 2BB



# **BERINSFIELD INFORMATION & VOLUNTEER CENTRE**

## **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2021**

### **OBJECTIVES AND ACTIVITIES**

The charity acts as the Information and advice centre for Berinsfield. This includes advice and training relating to debt and money issues, internet abuse, advocacy, legal matters, benefits, form filling, literacy support and housing. Practical assistance is also offered through craft workshops, arranging hospital transport and a village magazine.

### **ACTIVITIES AND ACHIEVEMENTS**

Due to the pandemic, the past year had been a challenging one but BIVC has continued to be staffed by the Manager, Caroline Wade, and a few volunteers so that it could continue to serve its clients. During lockdown, appointments were helped on the doorstep and by telephone, while the foodbank still operated, prescriptions were delivered to clients and a telephone befriending service set up. As the year progressed, the problems clients faced increased and required the Manager to spend more time on individual cases. Good relationships were maintained with South Oxfordshire District Council (SODC) and the South Oxfordshire Housing Association (SOHA) throughout the period and some additional funding was obtained from SODC from the Government Covid grant. Income has dropped due to not being able to hold events such as the regular coffee mornings and this is beginning to cause some concern for the future.

The Trustees would like to place on record, the outstanding work done by the Manager during this period with the support of a number of volunteers, particularly Lesley Hawkesworth, Michelle Clark, Catherine Wallis and Jordan Hawkesworth. Without them all BIVC would not have been able to function and thus help those in Berinsfield who were in great need of its services.

### **FINANCIAL REVIEW AND RESERVES POLICY**

The trustees aim to keep a minimum of six months expenditure in reserve. The financial statements set on pages to show that funds in the year increased by £11,356, leaving reserves at £32,374.

### **PUBLIC BENEFIT**

The trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

### **RISK MANAGEMENT**

The trustees have examined the principal areas of the charity's operations and considered what major risks may arise in each of these areas. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day to day operations.

Signed on behalf of the Trustees on      October 2021



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BERINSFIELD INFORMATION & VOLUNTEER CENTRE**

I report on the accounts of Berinsfield Information & Volunteer Centre for the year ended 31 March 2021 which are set out on pages 9 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 under section 144 of the Charities Act 2011 (the Charities Act) do not apply and 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 Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to our attention.

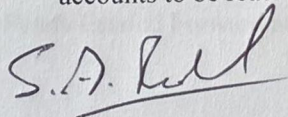
**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 consideration of any unusual items or disclosures in the accounts, and seeking of explanations from the 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 statement below.

**Independent Examiner's Statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S A Richards  
Heathercombe House  
Drayton St Leonard



**BERINSFIELD INFORMATION & VOLUNTEER CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<b>Income</b>					
Incoming Resources from Charitable Activities					
Grants	2	41,788	-	41,788	28,588
Fundraising		852	-	852	7,326
Donations		1,165	-	1,165	1,000
Rent		-	-	-	-
		<u>43,805</u>	<u>-</u>	<u>43,805</u>	<u>36,914</u>
Incoming Resources from Generated Funds					
Interest		25	-	25	50
Total Incoming Resources		<u>43,830</u>	<u>-</u>	<u>43,830</u>	<u>36,964</u>
<b>Expenditure</b>					
Raising Funds		398	-	398	969
Charitable Activities	3	31,337	-	31,337	40,899
Governance Costs		739	-	739	-
Total Resources Expended		<u>32,474</u>	<u>-</u>	<u>32,474</u>	<u>41,868</u>
<b>Net Income</b>		11,356	-	11,356	(4,904)
Transfers Between Funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Incoming Resources Before Other Recognised Gains and Losses</b>		11,356	-	11,356	(4,904)
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward at 1 April 2020		21,018	-	25,922	25,922
Total Funds Carried Forward at 31 March 2021		<u>32,374</u>	<u>-</u>	<u>37,278</u>	<u>21,018</u>



BERINSFIELD INFORMATION & VOLUNTEER CENTRE

BALANCE SHEET

31 March 2021

	Notes	2021 £	2020 £
<b>Current Assets</b>			
Cash in hand and at Bank		32,374	21,018
<b>Net Assets</b>		<u>32,374</u>	<u>21,018</u>
<b>Represented by</b>			
Restricted Funds	6	-	-
Unrestricted Funds	6	32,374	21,018
		<u>32,374</u>	<u>21,018</u>

The notes on pages 6 to 7 form part of these accounts.

Approved by the trustees on 15 October 2021  
and signed on their behalf by:

Elizabeth A Rhodes

Trustee



# **BERINSFIELD INFORMATION & VOLUNTEER CENTRE**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31 MARCH 2021**

#### **1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's Financial Statements.

##### **Basis of preparation**

The financial statements have been prepared on a receipts and payments basis and in accordance with the Charities Statement of Recommended Practice (SORP 2015) and applicable United Kingdom Accounting Standards.

##### **Material assets**

The charity possesses office equipment which has been expensed in the year purchased; more significant assets include a photocopier (cost £4,794), laptops (cost £1,645) and telephone system (cost £1,080) and general office furniture.

##### **Grants receivable**

The charity is the beneficiary of grants from South Oxfordshire District Council (SODC). A four year grants of £56,814 was approved in 2017. £18,600 was received in the 2017/18 financial year, £16,838 in the 2018/19 financial year and £10,738 in the 2019/20 financial year and a final payment of £10,638 was received in 2021/21.

Grants received during the year are itemised in note 2.

##### **Resources and Grants Expended**

Resources expended are recognised in the period in which they are incurred and include VAT which is not recoverable.

##### **Governance Costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. The costs include those related to accounting services.

##### **Liabilities**

At 31 March 2021 the charity was liable for PAYE payments of £1,706 (2020 £988).



# BERINSFIELD INFORMATION & VOLUNTEER CENTRE

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

<b>2. Grants receivable</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
South Oxfordshire District Council	10,638	10,738
Oxfordshire Communities Fund	5,000	2,000
Berinsfield Parish Council - general	3,150	1,800
SOHA	8,000	4,550
Feoffees of St Michael's Church	-	3,000
Pye Trust	5,000	6,000
Covid Support Grant	10,000	-
Berinsfield Church	-	500
	<u>41,788</u>	<u>28,588</u>
<b>3. Charitable Activities</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Salary expenditure	23,696	29,154
Premises costs	5,251	6,899
General expenditure	938	2,794
Office equipment	586	1,785
Charitable donations	866	267
	<u>31,337</u>	<u>40,899</u>
<b>4. Governance Costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Memberships	-	-
Trustees' expenses and disbursements	-	-
Bank charges	-	-
	<u>-</u>	<u>-</u>