



Volunteer UTTLESFORD

Charity Number: 1114907
Company Number: 05801122

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

VOLUNTEER CENTRE UTTLESFORD

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VOLUNTEER CENTRE UTTLESFORD

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2022

**Directors:
(Charity Trustees)** Robin Lee (Chair) - (resigned 17 January 2022)
Rowena Gardner (Deputy Chair)
Gareth Oakland (Treasurer)
Robert Wallace
Richard Boyce (appointed Chair 17 January 2022)
Charlotte Turner
Hilary Oakley (appointed 17 January 2022)

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 2022

As our community emerged slowly from the Covid pandemic we continued to work with Uttlesford District Council and CVSU (now renamed UCAN) to support the Community Response Hub, finding volunteers to respond to requests for help and support, and recruiting and organising volunteers for the Covid Vaccination programme at The Lord Butler Centre.

During the year we began to see the return of pre-pandemic projects such as corporate volunteer days, the Dementia support cafes, and individual projects helping people in their homes.

In January, Robin Lee, our Chairman, moved away from the Uttlesford area and stood down as Chairman. As a result, I was delighted to be voted by the Board of Trustees as the new Chairman.

From May this year, the war in Ukraine had a major impact locally, as Stansted Airport became the centre for receiving refugees. Again, working with local partners, we recruited and organised teams of local volunteers to work at the airport, in order to assist newly arrived refugees and direct them to the appropriate agencies. This work was recognised by national government as exemplary and resulted in increased funding.

One of the key things that we have learned over the past two years was that we worked very well in partnership with our colleagues at UCAN. Given the increasing difficulty for charities experience of attracting funding and the retirement of our Chief Executive in August, the Board of Trustees decided that a closer relationship with UCAN would be in the best interests of the community. A joint working group with UCAN was set up to plan and manage the merging our activities into the UCAN organisation. As a result, our staff members transferred to UCAN at the end of September. The Trustees are now going through the process of winding up the affairs of Volunteer Uttlesford and 2022 / 2023 will be our last year of operation.

We owe a huge amount of gratitude to our funders, staff and trustees for their dedication and hard work during the most difficult period of most of our lives. To have provided such a huge response in; supporting our most vulnerable through lockdown, the vaccination of most of our community and then to the refugee crisis, from such a small team operating in difficult circumstances, was an amazing achievement.

Richard Boyce
Chairman
December 2022

1. OUR PURPOSE AND ACTIVITIES

Our purpose is to provide services that:

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

Facilitate and 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 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 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

All our charitable activities focus on encouraging volunteering in Uttlesford, to develop a sense of civil society and are undertaken to further our charitable purposes for the public benefit.

3. ACHIEVEMENTS AND PERFORMANCE

During the year 2021 – 22, although the demand lessened, we continued to support the Covid-19 Community Response Hub in partnership with UDC and Council for Voluntary Services Uttlesford:

646 volunteers registered.

1,365 Beneficiaries signed up for support.

131 were category A beneficiaries.

1,900 volunteers assigned to tasks.

240 volunteers registered to help at the local vaccine centre.

4,744 hours were completed at the local centre

221 volunteers referred to mass vaccine sites.

Since May we have also been co-ordinating volunteers to support Ukrainian refugees coming into London Stansted Airport from 9.00am – 12.30am seven days per week:

133 volunteers were recruited

15,576 volunteering hours have been completed up to end September

9,000 refugees have been assisted

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

Many voluntary organisations during this period were re-structuring or just starting up but during the year we also placed 2,314 Individuals into volunteering and had 371 organisations registered on our databases.

4. INVESTMENT POWERS AND POLICY

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.

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 decided to merge its operations with UCAN and all staff contracts were transferred in September 2022. The Board is currently managing the winding up of the charity.

6. PAY POLICY FOR STAFF

During the year, the Trustees carried out a full pay review for all members of staff.

7. RISK MANAGEMENT

A risk register and risk management plan are in place.

9. STRUCTURE, GOVERNANCE AND MANAGEMENT

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

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

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.

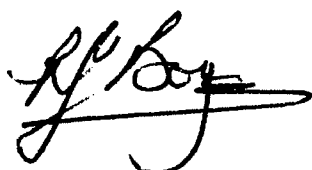
11. RESERVES POLICY AND GOING CONCERN

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.

Signed



R Boyce

14th December 2022

Date

VOLUNTEER CENTRE UTTLESFORD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Funds £	2021 Funds £
<u>Incoming resources</u>					
Incoming resources					
from generated funds:					
Donations and Legacies		86	-	86	50
Charitable activities:					
Grant Income	2	50,824	14,921	65,745	75,375
Resources from charitable activities		-	-	-	112
Income from investments		-	-	-	25
Total incoming resources		50,910	14,921	65,831	75,562
<u>Resources expended</u>					
Charitable activities	3/4	31,648	24,921	56,569	53,484
Total resources expended		31,648	24,921	56,569	53,484
Net movement in funds		19,262	(10,000)	9,262	22,078
Balances brought forward					
As at 1 April 2021		37,902	15,351	53,253	31,175
Balances carried forward					
As at 31 March 2022		57,164	5,351	62,515	53,253

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

VOLUNTEER CENTRE UTTLESFORD

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 Total Funds £	2021 Total Funds £
Fixed assets			
Tangible assets	5	-	-
		<u>-</u>	<u>-</u>
Current assets			
Prepayments	9	92	100
Cash at bank and in hand		67,929	55,750
		<u>68,021</u>	<u>55,850</u>
Current liabilities			
Creditors: amounts falling due within one year	10	5,507	2,597
Net current assets		62,515	53,253
Total net assets		<u><u>62,515</u></u>	<u><u>53,253</u></u>
The funds of the Charity			
Unrestricted income funds:			
Unrestricted - General		57,164	37,902
Restricted - General		5,351	15,351
		<u>62,515</u>	<u>53,253</u>

For the year ended 31 March 2022 the Company was entitled to exemption from Audit under section 477 of the Companies Act 2006.

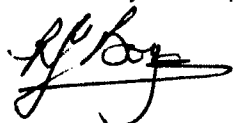
The Members have not required the Company to obtain an Audit in accordance with section 476 of the Companies Act 2006.

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 Boyce

Date

14th December 2022

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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 2022

2. Grant income

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Essex CC	6,261	-	6,261	6,261
Uttlesford DC	30,513	4,000	34,513	16,374
Community360 (Timebank Funding)	-	1,697	1,697	3,794
Community360 (EFSS Family Mentoring)	-	-	-	320
Essex Community Foundation	-	7,000	7,000	5,500
Saffron Walden Town Council	-	324	324	-
CAF	-	-	-	5,000
Hatfield Heath Parish Council	-	-	-	100
National Lottery	-	-	-	8,386
Dunmow Town Council	-	-	-	500
Saffron Walden Round Table	-	-	-	1,000
Saffron Walden Rotary Club	-	500	500	-
CVSU	3,800	-	3,800	2,500
Tesco	1,000	-	1,000	1,000
Independent Age	-	-	-	9,840
Co-op Local Comm Fund	-	-	-	1,942
Postcode Lottery	-	-	-	10,358
FSJ	-	-	-	1,000
NAVSA	3,000	-	3,000	1,500
Saffron Walden Dementia Action Alliance	-	500	500	-
Ward Member	-	900	900	-
Maldon CVS	6,250	-	6,250	-
	50,824	14,921	65,745	75,375

3. Direct charitable expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Salaries and costs	25,497	20,931	46,428	41,538
Expenses (including subsistence and travel)	12	-	12	518
Conferences, meetings and training	55	-	55	25
Events	254	-	254	-
Postage and telephone	504	-	504	323
Printing, stationery and publications	925	-	925	92
Marketing and advertising	3,005	-	3,005	250
General expenses	513	389	902	2,423
Project costs	162	3,601	3,763	7,550
Professional Fees	720	-	720	692
Depreciation	-	-	-	73
	31,648	24,921	56,569	53,484

4 Staff costs and emoluments

	2022	2021
	£	£
Wages and salaries	41,577	37,730
Social security costs	4,851	3,808
	46,428	41,538

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Particulars of employees:

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

	2022	2021
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 2021	4,055	1,104	5,159
Additions	-	-	-
At 31 March 2022	<u>4,055</u>	<u>1,104</u>	<u>5,159</u>
Depreciation			
At 1 April 2021	4,055	1,104	5,159
Charge for the year	-	-	-
At 31 March 2022	<u>4,055</u>	<u>1,104</u>	<u>5,159</u>
Net book values			
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>

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

	Tangible Fixed Assets £	Other Net Assets £	Total £
Unrestricted	-	57,164	57,164
Restricted	-	5,351	5,351
	<u>-</u>	<u>62,515</u>	<u>62,515</u>

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

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Net movement in funds for the period	19,262	(10,000)	9,262	22,150
Resources used for acquisition of tangible fixed assets	-	-	-	-
Net movement in funds available for future activities	<u>19,262</u>	<u>(10,000)</u>	<u>9,262</u>	<u>22,150</u>

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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

	2022 £	2021 £
Prepayments	92	100
	<u>92</u>	<u>100</u>

10. Creditors

	2022 £	2021 £
Trade creditors	955	-
Accruals and receipts in advance	4,552	2,597
	<u>5,507</u>	<u>2,597</u>

11. Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2021 Funds £
<u>Incoming resources</u>			
Incoming resources from generated funds:			
Donations and legacies	50	-	50
Charitable activities:			
Grant income	29,723	45,652	75,375
Resources from charitable activities	112	-	112
Income from investments	25	-	25
	<u>29,910</u>	<u>45,652</u>	<u>75,562</u>
Total incoming resources			
<u>Resources expended</u>			
Charitable activities	18,436	35,048	53,484
	<u>18,436</u>	<u>35,048</u>	<u>53,484</u>
Total resources expended			
Net (outgoing)/incoming resources before transfers	11,474	10,604	22,078
Transfers between funds	-	-	-
	<u>11,474</u>	<u>10,604</u>	<u>22,078</u>
Net (outgoing)/incoming resources before other gains and losses			
	<u>11,474</u>	<u>10,604</u>	<u>22,078</u>
Net movement in funds			
	<u>11,474</u>	<u>10,604</u>	<u>22,078</u>
Reconciliation of funds:			
As at 1 April 2020	26,428	4,747	31,175
As at 31 March 2021	<u>37,902</u>	<u>15,351</u>	<u>53,253</u>

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 2022

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 (2021: £Nil).

VOLUNTEER CENTRE UTTLESFORD

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

I report on the accounts of Volunteer Centre Uttlesford for the year ended 31 March 2022 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 28th December
2022