



Charity Number: 1114907
Company Number: 05801122

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

VOLUNTEER CENTRE UTTLESFORD

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VOLUNTEER CENTRE UTTLESFORD

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2023

**Directors:
(Charity Trustees)**

Richard Boyce (Chair)
Rowena Gardner (Deputy Chair)
Gareth Oakland (Treasurer)
Robert Wallace
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 2023

Chair's report

As we reported in last year's accounts all of our activities and staff members were transferred to UCAN following the decision to wind down Volunteer Uttlesford. This has been successfully achieved and these are the last financial statements for the charity. All our net assets will be given to UCAN following approval of the accounts. The Chair and Deputy Chair of the charity have taken up trustee roles in UCAN.

The trustees are grateful to our funders, staff and the people at UCAN for making the transition as smooth as possible. We are all immensely proud of the work carried out during the pandemic, the vaccination of most of our community and the Ukraine refugee crisis, from such a small team operating in hugely difficult circumstances.

Richard Boyce
Chairman
September 2023

1. OUR PURPOSE AND ACTIVITIES

Our purpose is to provide services that:

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

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

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 this period we focussed on ensuring the transfer of our activities to UCAN was achieved whilst maintaining the volunteer ethos of the charity.

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.

6. 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 2023

7. 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.

Signed



R Boyce

12th September 2023
Date

VOLUNTEER CENTRE UTTLESFORD

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

I report on the accounts of Volunteer Centre Uttlesford for the year ended 31 March 2023 which are set out on pages 8 to 12.

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 13th September
2023

VOLUNTEER CENTRE UTTLESFORD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | Unrestricted funds £ | Restricted funds £ | 2023 Funds £ | 2022 Funds £ |
|--------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming resources</u> | | | | | |
| Incoming resources | | | | | |
| from generated funds: | | | | | |
| Donations and Legacies | | 163 | 1,755 | 1,918 | 86 |
| Charitable activities: | | | | | |
| Grant Income | 2 | 26,582 | - | 26,582 | 65,745 |
| Resources from charitable activities | | - | - | - | - |
| Income from investments | | 275 | - | 275 | - |
| Total incoming resources | | <u>27,020</u> | <u>1,755</u> | <u>28,775</u> | <u>65,831</u> |
| <u>Resources expended</u> | | | | | |
| Charitable activities | 3/4 | 28,808 | 7,106 | 35,914 | 56,569 |
| Total resources expended | | <u>28,808</u> | <u>7,106</u> | <u>35,914</u> | <u>56,569</u> |
| Exceptional items - payment to UCAN | | (55,376) | - | (55,376) | - |
| Net movement in funds | | <u>(1,788)</u> | <u>(5,351)</u> | <u>(7,139)</u> | <u>9,262</u> |
| Balances brought forward | | | | | |
| As at 1 April 2022 | | 57,164 | 5,351 | 62,515 | 53,253 |
| Balances carried forward | | | | | |
| As at 31 March 2023 | | <u>-</u> | <u>-</u> | <u>-</u> | <u>62,515</u> |

The notes on pages 8 - 12 form part of these financial statements

VOLUNTEER CENTRE UTTLESFORD

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2023

| | Note | 2023 Total Funds £ | 2022 Total Funds £ |
|--|------|-----------------------------|-----------------------------|
| Fixed assets | | | |
| Tangible assets | 5 | - | - |
| | | - | - |
| Current assets | | | |
| Prepayments | 9 | - | 92 |
| Cash at bank and in hand | | 55,616 | 67,929 |
| | | 55,616 | 68,021 |
| Current liabilities | | | |
| Creditors: amounts falling due within one year | 10 | 55,616 | 5,507 |
| Net current assets | | - | 62,515 |
| Total net assets | | - | 62,515 |
| The funds of the Charity | | | |
| Unrestricted income funds: | | | |
| Unrestricted - General | | - | 57,164 |
| Restricted - General | | - | 5,351 |
| | | - | 62,515 |


For the year ended 31 March 2023 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 12th September 2023

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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 2023

2. Grant income

| | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|-----------------------|---------------------|------------------------|------------------------|
| | £ | £ | £ | £ |
| Essex CC | 4,630 | - | 4,630 | 6,261 |
| Uttlesford DC | 15,000 | - | 15,000 | 34,513 |
| Community360 (Timebank Funding) | - | - | - | 1,697 |
| Essex Community Foundation | - | - | - | 7,000 |
| Saffron Waldon Town Council | - | - | - | 324 |
| Saffron Walden Rotary Club | - | - | - | 500 |
| CVSU | 2,400 | - | 2,400 | 3,800 |
| Tesco | - | - | - | 1,000 |
| NAVSA | - | - | - | 3,000 |
| Saffron Walden Dementia Action Alliance | - | - | - | 500 |
| West Essex Mind (Essex Alliance) | 4,552 | - | 4,552 | - |
| Ward Member | - | - | - | 900 |
| Maldon CVS | - | - | - | 6,250 |
| | 26,582 | - | 26,582 | 65,745 |

3. Direct charitable expenditure

| | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|-----------------------|---------------------|------------------------|------------------------|
| | £ | £ | £ | £ |
| Salaries and costs | 22,623 | 1,987 | 24,610 | 46,428 |
| Expenses (including subsistence and travel) | 411 | - | 411 | 12 |
| Conferences, meetings and training | 220 | - | 220 | 55 |
| Events | 150 | - | 150 | 254 |
| Postage and telephone | 401 | - | 401 | 504 |
| Printing, stationery and publications | 76 | - | 76 | 925 |
| Marketing and advertising | 960 | - | 960 | 3,005 |
| General expenses | 3,392 | 448 | 3,840 | 902 |
| Project costs | 8 | 4,671 | 4,679 | 3,763 |
| Professional Fees | 568 | - | 568 | 720 |
| Depreciation | - | - | - | - |
| | 28,808 | 7,106 | 35,914 | 56,569 |

4 Staff costs and emoluments

| | 2023 | 2022 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Wages and salaries | 22,482 | 41,577 |
| Social security costs | 2,128 | 4,851 |
| | 24,610 | 46,428 |

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Particulars of employees:

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

| | 2023 | 2022 |
|----------------------------|----------|----------|
| 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 2022 | 4,055 | 1,104 | 5,159 |
| Additions | - | - | - |
| At 31 March 2023 | <u>4,055</u> | <u>1,104</u> | <u>5,159</u> |
| Depreciation | | | |
| At 1 April 2022 | 4,055 | 1,104 | 5,159 |
| Charge for the year | - | - | - |
| At 31 March 2023 | <u>4,055</u> | <u>1,104</u> | <u>5,159</u> |
| Net book values | | | |
| At 31 March 2023 | <u>-</u> | <u>-</u> | <u>-</u> |
| At 31 March 2022 | <u>-</u> | <u>-</u> | <u>-</u> |

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

| | Tangible Fixed Assets £ | Other Net Assets £ | Total £ |
|--------------|-------------------------------|--------------------------|------------|
| Unrestricted | - | - | - |
| Restricted | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> |

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

| | Unrestricted Funds 2023 £ | Restricted Funds 2023 £ | Total Funds 2023 £ | Total Funds 2022 £ |
|---|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Net movement in funds for the period | (1,788) | - | 5,351 | (7,139) |
| Resources used for acquisition of tangible fixed assets | - | - | - | - |
| Net movement in funds available for future activities | <u>(1,788)</u> | <u>(5,351)</u> | <u>(7,139)</u> | <u>9,262</u> |

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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

| 2023 £ | 2022 £ |
|-----------|-----------|
| - | 92 |
| - | 92 |

10. Creditors

Trade creditors

Accruals and receipts in advance

| 2023 £ | 2022 £ |
|-----------|-----------|
| 55,376 | 955 |
| 240 | 4,552 |
| 55,616 | 5,507 |

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 £ | 2022 Funds £ |
|----------------------------|--------------------------|--------------------|
| 86 | - | 86 |
| 50,824 | 14,921 | 65,745 |
| - | - | - |
| - | - | - |
| 50,910 | 14,921 | 65,831 |
| 31,648 | 24,921 | 56,569 |
| 31,648 | 24,921 | 56,569 |
| 19,262 | (10,000) | 9,262 |
| - | - | - |
| 19,262 | (10,000) | 9,262 |
| 19,262 | (10,000) | 9,262 |
| 37,902 | 15,351 | 53,253 |
| 57,164 | 5,351 | 62,515 |

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 2021

As at 31 March 2022

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 2023

12. Going concern

As per note 15, the charity will be merging and will cease to operate.

13. Related parties

There were no related parties within the year.

14. Director remuneration

No director received any remuneration for the period (2022: £Nil).

15. Post balance sheet events

In April 2023, Volunteer Centre Uttlesford paid funds totalling £52,000 and agreed to pay the balance of net assets, following completion of these financial statements, to The Council for Voluntary Service Uttlesford (Charity Number 1098627, Company Number 04709512) as part of an agreed merger of the organisations. The merger agreement date was 1st October 2022.