

**The Vincentian Volunteers Limited**

Report and Financial statements  
For the year ended 31 July 2018

Charity No: 1161536

Company No: 09033278

# **The Vincentian Volunteers Limited**

## **Reports and financial statements for the year ended 31 July 2018**

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## **The Vincentian Volunteers Limited**

### **Report of the directors for the year ended 31 July 2018**

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#### **Introduction**

The directors submit their statutory accounts for The Vincentian Volunteers Limited for the year ended 31 July 2018.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

#### **Status and administration**

The Vincentian Volunteers Limited is a registered private company limited by guarantee with a company registered number of 09033278. It was incorporated on 9 May 2014 and the first period of accounts extended to 31 July 2015. The company was dormant to 31 July 2015.

On 1 August 2015 the activities and net assets of the Vincentian Volunteer Trust (registered charity number 1053019) were transferred to the Vincentian Volunteers Limited.

The Vincentian Volunteers Limited is a registered charity with a registered number of 1161536. The company was registered with the charity commission on 5 May 2015. It is administered by the trustees whose details and report on the activities and achievements of the charity are set out below.

#### **Principal Aims and Activities**

The principle object of The Vincentian Volunteers Limited is to advance the Christian faith and education of young people and to aid the relief of poverty, sickness, and old age by promoting establishing and developing opportunities for young people to undertake or assist in community work in England, Wales and Scotland.

#### **Public Benefit**

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and activities and in planning the future activities of the charity.

The charitable purposes relevant to the charity's aims and activities are;

To create opportunities and provide an inspiration for young people to

- Deepen their Christian faith
- To serve, to be with, and to work towards the relief of, people on the margins of society due to disability, poverty, sickness or old age.

## **The Vincentian Volunteers Limited**

### **Report of the directors for the year ended 31 July 2018**

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- Live together in a Christian Community. (Rooted in the Roman Catholic Tradition.)

The following paragraph reviews the activities undertaken by the charity in the year. The activities undertaken reflect the charity's aims and the stated charitable purposes.

#### **Review of the year**

The trustees have successfully recruited 4 volunteers for the volunteering year 2017/18. Operating as one community based in Manchester. It has been an interesting year with many highlights including an excellent presentation day held in April 2018 at Christopher Grange in Liverpool, where our volunteers enthusiastically provided detailed feedback regarding their work placements and all that they had achieved throughout the year. This further demonstrated to the team and its supporters the immense benefit that the volunteers receive from participating in the programme each year. The volunteers also participated in the celebration activities for the 400 years of the Vincentian Family joining with many other Vincentian families in Cardiff in October a great day was had by all.

#### **Detailed description of Volunteer Community Activity**

##### ***Background***

- We offer volunteering programmes for young (Christian) people age 18 -35 from around the world (including Britain).
- Our Volunteers commit a year of their lives to the service of vulnerable people.
- During their year with us they live in a community of three or four people and engage in voluntary work, in partnership with other, well known charity organisations.
- Their work helps the impoverished, the homeless, the disabled, the refugees and those suffering with addictions in the local community.
- The individual volunteers who join the programme for the year normally come after Sixth Form or university.
- Some have worked for a few years.
- Most have not experienced any long term commitment with people who are vulnerable.
- The year is comprised of 3 main experiences:
  1. The experience of working with vulnerable and disadvantaged people as a large part of their work time.
  2. The living in small communities of likeminded people, which enables mutual support & challenges each to live up to their values and ideals.
  3. Alongside this, there is a spiritual formation programme, which emphasises the Vincentian Charism.



## **The Vincentian Volunteers Limited**

### **Report of the directors for the year ended 31 July 2018**

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#### ***Our commitment to the volunteers***

For the duration of their year with us we provide them with:

- paid accommodation (shared between 3-5 volunteers)
- small weekly allowance to cover food, travel, living expenses and pocket money
- tailor-made work placements to suit individual interests, skills and abilities which operate in the Vincentian Charism
- a dedicated area co-ordinator, as a first point of contact
- Spiritual guidance – through weekly meetings with the co-ordinator, planned programmes and seasonal retreats

#### ***Manchester Community***

The Manchester community consisted of 4 volunteers, Bella from Indonesia whose placements were with L'Arche Manchester and Salford Loaves and Fishes. Brendan from the USA whose placements were with Faith for Change and the Whitechapel Centre in Liverpool, Urbanus from Kenya whose placement was with the Booth Centre in Manchester and Joseph, are first ever volunteer from Norway, whose placements were with the Bread Church and Christopher Grange in Liverpool and Salford Loaves and Fishes.

#### **Financial Review**

During the year the income increased to £43,099 (2017: £41,124) and expenditure decreased to £43,543 (2017: £47,401) leaving a deficit of (£444), (2017: (£6,277) deficit). The deficit has been reflected in a corresponding decrease in the charity's bank and cash balances.

In addition to the costs included in these accounts it should be noted that the accommodation for the volunteers is made available at little or no cost and that the coordinators and trustees give freely of their time.

#### **Post year events**

We have recruited 4 volunteers for the 2018-19 volunteer year all based in a community in Manchester.

#### **Reserves Policy and Future Plans**

The charity is reliant upon volunteers and needs balances at bank to ensure that the work can continue. The trustees are developing a fund raising strategy to ensure the work is continued.

#### **Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that the systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

## **The Vincentian Volunteers Limited**

### **Report of the directors for the year ended 31 July 2018**

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#### **Company information**

##### **Directors/trustees**

Adrian Abel – Director and trustee

Andrew Hollingsworth (Treasurer) – Director and trustee

Paul Lever (Chair) – Director and trustee

Sr Theresa Tighe – Director and trustee

Sr Maria Robb – Director and trustee

Rev Peter Fitch – Director and trustee

##### **Bankers**

The Royal Bank of Scotland

62/63 Threadneedle Street

London

EC2R 8LA

##### **Registered Office**

St Matthews Presbytery

Worsley Road

Eccles

Manchester

M30 8BL

##### **Independent Examiner**

SM Robinson ACA

Champion Chartered Accountants

4 Nile Close

Nelson Court Business Centre

Chain Caul Way

Preston

PR2 2XU

##### **Company Registration Number**

09033278

##### **Charity Registration Number**

1161536

## **The Vincentian Volunteers Limited**

### **Report of the directors for the year ended 31 July 2018**

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#### **Directors' responsibilities**

Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the company and of its income and expenditure.

We are required to:

1. Select suitable accounting policies and apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business

We are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

#### **Approval**

This report was approved by the directors on 18 March 2019 and signed on their behalf by:

  
.....  
Mr P Lever



## **The Vincentian Volunteers Limited**

### **Independent Examiners report for the year ended 31 July 2018**

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I report on the accounts of the company for the year ended 31 July 2018, which are set out on pages 9 to 12.

#### **Respective responsibilities of Trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my 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 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 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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 M Robinson ACA**  
**CHAMPION**  
*Chartered Accountants, Preston*

Date: 18<sup>th</sup> March 2019



## Statement of Financial Activities for the year ended 31 July 2018

The notes on pages 10 to 12 form part of these financial statements

# The Vincentian Volunteers Limited

## Balance Sheet as at 31 July 2018

	Note	2018	2017
<b>Current assets</b>			
Cash at bank		11,603	14,654
Cash in hand		3	138
Debtors	3	380	480
<b>Total Assets</b>		<b>11,986</b>	<b>15,272</b>
<b>Current Liabilities</b>			
Creditors	4	2,070	4,912
<b>Total Liabilities</b>		<b>2,070</b>	<b>4,912</b>
<b>Total Net Assets</b>		<b>9,916</b>	<b>10,360</b>
<b>Represented by</b>			
<b>Unrestricted funds</b>			
General fund		9,916	10,360
Balance carried forward at 31 July 2018	5	9,916	10,360

The directors are satisfied that for the period ended 31 July 2018 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 (the Act) relating to small companies.

### Directors' responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the directors and signed on their behalf on the 18 March 2019 by:

*Paul Lever*

Mr P Lever

Company number: 09033278

Charity number: 1161536

## **The Vincentian Volunteers Limited**

### **Notes to the financial statements for the year ended 31 July 2018**

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#### **1 Accounting policies**

##### **Basis of accounting**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### **Income recognition**

Donations and other voluntary income are credited to the Statement of Financial Activities as they are received. Legacies are accounted for when notified, once the value of the legacy can be measured with reasonable certainty and any conditions to enable the legacy to be received have been fulfilled. Charges to work placements are accounted for in the period in which the work was carried out.

##### **Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

##### **Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### **Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.



## The Vincentian Volunteers Limited

### Notes to the financial statements for the year ended 31 July 2018

#### 2 Charitable Activities

	2018 £	2017 £
Volunteer allowances	5,130	6,943
Volunteer Food	3,363	4,628
Volunteer Travel	7,796	3,764
Household costs	5,560	8,567
Website costs (Volunteer recruitment)	382	383
Induction / weekends & retreat	5,647	7,465
Staff salaries	12,864	12,864
Staff Travel	200	145
Support office costs	1,542	1,601
Insurance	1,059	1,041
	<u>43,543</u>	<u>47,401</u>

No communities operated in Scotland during the two years ended 31 July 2018

None of the trustees received any emoluments during the last three years.

None of the trustees received reimbursement for travel expenses during the last three years.

#### 3 Debtors

	2018 £	2017 £
Charges to work placements received after the year end	380	480
	<u>380</u>	<u>480</u>

#### 4 Creditors

	2018 £	2017 £
Trade creditors	2,070	4,912
	<u>2,070</u>	<u>4,912</u>

**The Vincentian Volunteers Limited**

**Notes to the financial statements for the year ended 31 July 2018**

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**5 Reconciliation of funds**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Balances brought forward at 1 August 2017	10,360	16,637
Net incoming / (outgoing) resources	(444)	(6,277)
Balance carried forward at 31 July 2018	<u>9,916</u>	<u>10,360</u>