

Impact Report 2018-19



CIO no. 1161498



The Wokingham Volunteer Centre

Volunteer Centre – Main Office

Open: 9.30am – 2.30pm, weekdays

Phone: 0118 977 0749

Email: volunteer@wok-vol.org.uk

Green 'n' Tidy Gardening

Office: Monday/Tuesday/Thursday

Phone: 0118 979 1340

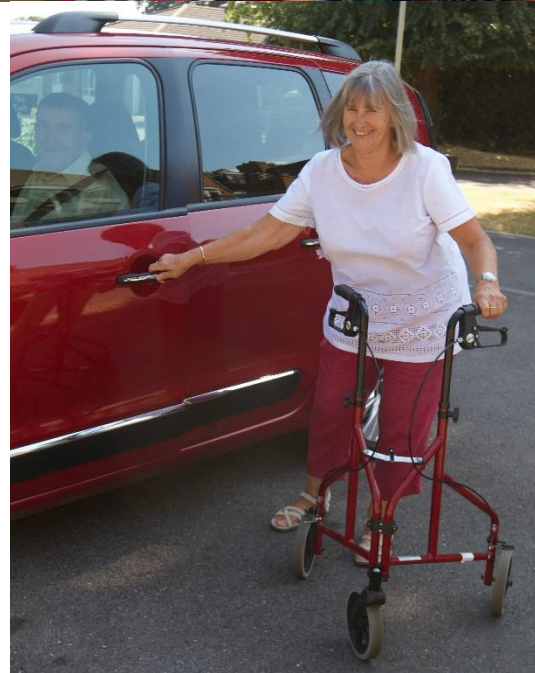
Email: gardening@wok-vol.org.uk

Transport Scheme

Open: 9.30am – 12.30pm, weekdays

Phone: 0118 978 2446

Email: admin@wok-vol.org.uk



What we are here for – TWVC objectives

- To provide a volunteer brokerage service to potential volunteers and charities/other voluntary bodies wishing to recruit them;
- To promote efficiency and effectiveness in the charitable activities of not-for-profit organisations, voluntary groups and charities working for the benefit of the public in the fields of community health and social care;
- To provide help for those vulnerable, elderly and disabled people in need through a range of basic, volunteer-based and subsidised low cost services and to signpost them to additional statutory and voluntary sources of help to enable them to continue living in their own homes and not require moving into care.



Statement of public benefit

- Our Volunteer Brokerage service helps local charities and public sector groups to recruit and retain volunteers who will support children and young people, families, the elderly, mental and physical health and well-being, learning and physical disabilities, long term (including life-limiting) conditions, education, skills and training, returning to work, arts and culture, emergency services, animals and environmental conservation.
- Our Community Transport and Green 'n' Tidy Gardening services help hundreds of elderly and disabled residents to stay safely in their own homes, preserving their dignity and independence while reducing social isolation.
- We help local voluntary and public sector groups with low-cost meeting and training space, training in good practice in volunteer management and signposting to other infrastructure organisations and social enterprises.
- Where needs fall outside of our services, we signpost to a range of others, including befriending and other age-related or condition-specific groups and to advisory and statutory services for help with benefits claims and health and well-being issues.



Our amazing people...

Board of Trustees

Graham Powell, Chair	Neil Dunlop, Secretary
Brian Lewis, IT	Martin Jeater, Treasurer
Phil Evans, H & S	David Vaughan
Keiran Chandler	Margaret Newstead

David Knee

External Examiner PPK Accountants Ltd

Staff

Christine Knox	Manager
Helena Badger	Volunteer Development Co-ordinator
Miguel Ogilvie	Green 'n' Tidy Gardening Project Co-ordinator
Carl Jones	Green 'n' Tidy Gardening Team Leader till April '19
Martin Jeater	Green 'n' Tidy Gardening Team Leader
Colin Armitage	Green 'n' Tidy Gardening Team Leader from May '19
Martin Lee	Green 'n' Tidy Gardening Team Leader from May '19
Jim Spencer	Finance Officer
Janet Hird	Centre Administrator



Our fantastic project volunteers...



Community Transport

Ian Adnams
Cairene Armour
Chris Ayres
Bill Barry
Paul Baily
Tony Beard
Roz Betteridge
Vijay Birly
Sara Bowring
Paul Briault
John Burgess
Christine Callaghan
Keiran Chandler
Kevin Chapman
Martin Cirne
Mervyn Clark
Philip Cleary
Ian Collins
Gary Cranford
Colin Crouch
Alan Dixon
Denise Dixon
Neil Dunlop
Di Evans
Phil Evans
Christine Field

Alison Foster
Fabio Gallina
Nick Glover
Sandy Godfrey
Lesley Hammond
Nicki Harvey
Jem Heath
Wendy Horne
Gail Houghton
John Ibbotson
Malcolm Inglis
Jean Jackson
Peter Jeffery
Brian Jones
Les Jubb
Roger Kemp
Joan Kennedy
David Knee
David Luff
Hugh Maguire
Chris Mann
Christine May
Danny McIvor
Greg Moxham
Ian Nicholson
Ann Nolan

Noreen Novell
Martin Nowell
Jim Panormo
Michael Prewett
Jim Prior
Rosemary Rayner
Roger Reeves
Wyn Richards
Peter Rist
Pam Roberts
Phillipa Robinson
Julie Russell
Martin Spooner
Sallyanne Steatham
Andy Stokes
David Symmons
Derek Taplin
June Taplin
Alison Taylor
Ciar Timon
Richard Turner
Roger Whyte
Julie Yarrow

IT
Philip Cleary

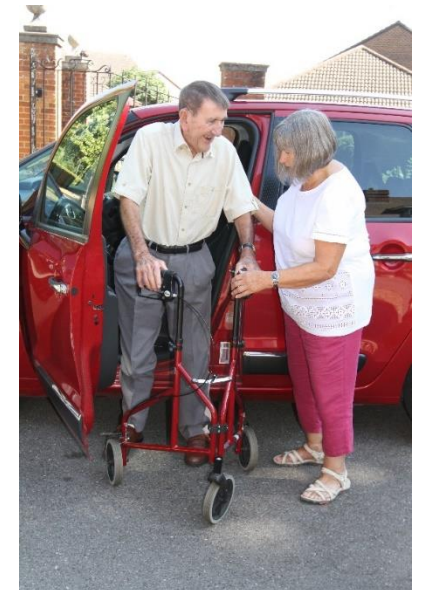
Green 'n' Tidy Gardening

Munirah Ahmad
Colin Armitage
Jim Bailey
Mike Bailey
Pauline Baker
Len Barlow
Lucy Bartkowiak
Phil Breakspear
Marion Breakspear
Avril Burrows
Rob Burrows
Ruth Cleary
Charlotte Clementson
David Davies
Wendy Davies
Anne Desson
Arlene Du Preez
Paul Edwards
Mary Ferry
Pauline Fisher
Margaret Hammett
Les Hill
Sheila Hunt
Ron Hussey
Patricia Kent
Paul King

Clive Kingston
David Knee
Martin Lee
Hugh Maguire
Kevin Maynard
Susannah McClymont
George McCormack
Heather McLeish
Colin Melhuish
Chris Menmuir
Tony Nicholls
Ethel O'Donnell
John O'Leary
Philip Paine
Nigel Pitcher
Mark Poley
Diana Poole
Graham Powell
Roger Prescott
Ian Reader
Sarah Rose
Ian Ross
Alison Sears
Graham Smith
Peter Spratley
Jeff Webb

Ruth Welch
Sandra Wilkins
Beverley Williams
Joanne Wilson
Julie Yarrow

Office/Admin
Gina Henderson
Jeannette Streat



Report from the Chair

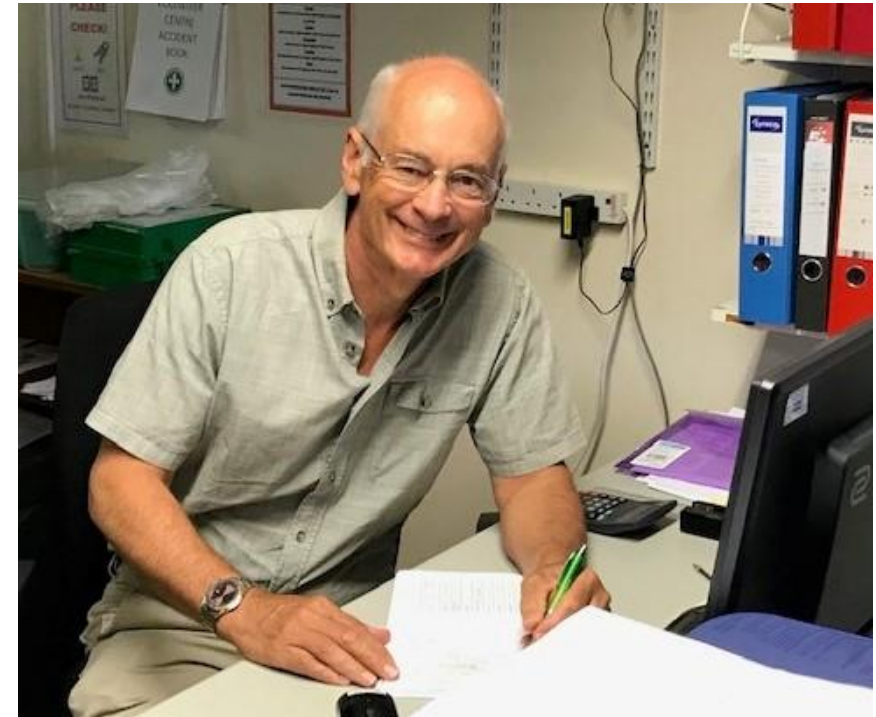
Graham Powell

I took over from Dave Vaughan as Chair of Trustees in September 2018. Dave had served the Centre well as Chair for around ten years and I am grateful that he continues to give freely of his knowledge and advice as a continuing Trustee. We are fortunate to have a Board that understands and is deeply committed to the work of The Wokingham Volunteer Centre.

When I retired I was looking for something to do. I visited the Volunteer Centre for a very helpful discussion and understanding of some of the volunteering roles available locally. I soon joined Green'n'Tidy as a volunteer gardener (you may spot me elsewhere in this report). Sometime later in 2017 I heard that TWVC was looking for additional trustees. A few more chats in the office and I joined the Board – one of three 'newbies' at that time.

I continue to be amazed and impressed by what we achieve and the impact we have as an organisation and through our partnerships with others - you can read about that throughout this report. Social isolation is a very real issue even in "comfortable, middleclass" Wokingham and we make a significant difference that really matters.

So who are the "we"? Mainly the volunteers placed in charity and community organisations across the Borough (including within TWVC itself), supported by a few dedicated paid staff. As well as being very worthwhile, volunteering is good for you and fun too. A very big thank you to all!



We are very grateful to all our funders and in particular for the continuing support of the Borough, Town and Parish Councils. But for the third year running we are still in a period of uncertainty around funding from Wokingham Borough, and still expecting an announcement about a re-commissioning exercise, that may substantially change our financial basis from April 2020. Without an element of stability, it is very difficult to plan effectively and that really does impact on the services we can deliver and the difference we can make locally to the lives of our most vulnerable citizens.

Manager's report

Christine Knox

The voluntary sector never ceases to amaze me... Latest research summarised in the Civil Society Almanac for 2019 (published by National Council for Voluntary Organisations, June 2019) tells us that the sector contributed over £17 billion to the UK economy over the last 12 years, at 0.85% of total GDP that is equivalent to the economy of a small country.

Yet 86% of charities and community groups - classified as micro-small-medium in terms of income and including the Wokingham Volunteer Centre and most voluntary sector groups in Wokingham Borough - provide vital services for often the most vulnerable in society with only 18% of the total charitable income in the UK (source: NCVO/Economic & Social Research Council, Charity Commission).

Through our volunteer brokerage service and our new, very user friendly volunteering portal, www.volunteerwokinghamborough.org.uk, we recruit volunteers for around 100 local groups that daily support children and families, the elderly, those living with complex conditions including physical and mental health and learning disabilities, substance misuse, hospices and hospitals, foodbanks, employment support and many more.

Through our community transport and gardening services, we support a dramatically ageing population. The numbers of people aged over 90 in Wokingham Borough alone increased by 50% between 2001 and 2011 census. In a few short years, we will learn the figures for 2021 but we already know that 17% of people alive today will celebrate their 100th birthday (www.ons.gov.uk/peoplepopulationandcommunity). The downside is that current, average, healthy life expectancy is stubbornly

set at only just over 60 years and most people can expect to live with health issues for at least the last 20% of their lives, which will dramatically affect their quality of life and their independence. The figures will undoubtedly fuel the ongoing debate on the provision and cost of social care.

The future of so much essential community support depends on our ability to inspire new generations of dedicated volunteers. Their combined efforts, supporting their chosen charities, will ensure that Wokingham Borough remains a compassionate and caring place to live. Let us never take them for granted.

Treasurer's report

Martin Jeater

The final result for the year was a small deficit of £576. We had planned for a breakeven result for the year but a combination of the purchase (and part amortisation) of the new Volunteer Brokerage software package (£900) and an extremely hot, dry summer resulting in fewer gardens requiring a visit (£600) offset by a reduction in depreciation on the GnT van (£1,000) meant that we slightly missed our target.

This year (2019/20) we have yet again received no increase to grants and costs will continue to rise. As a result we have budgeted on a small loss of £5,000 for the year. The organisation has adequate reserves to financially accommodate these results.

We are advised there will be a re-commissioning exercise this year by Wokingham Borough Council, with three year contracts being offered. Should we be successful in our bids, we will be able to plan with more certainty towards the long term with a view to avoiding these increasing deficits thus ensuring our long term survival.

The Wokingham Volunteer Centre remains fiscally strong with a robust balance sheet and there are currently no financial concerns.

Volunteer brokerage



What the volunteers say...

“Truly appreciate your help. Some really interesting opportunities to keep my son engaged during his summer break!” **Mrs G**

“Thanks very much indeed for the great help and guidance. I can’t wait to get started with being a Tutor Supporter and Volunteer Driver!” **Mr M**

“Thanks again for meeting me last month. I have been offered the role of Challenge Events Office Volunteer, which I am delighted about. It’s exactly what I wanted!” **Mrs D**

“I have signed up as a Business Advisor for Young Enterprise. Thanks so much for all your help.” **Mr A**

Key Achievements of 2018-9

- Launched our new website and volunteering portal
- Hosted a hugely successful Volunteer Recruitment Fair attended by 16 charities and over 190 people
- Supported over 100 charities and organisation across the Borough to find volunteers
- Attended outreach events such as WBC Community Fun Days
- Held presentations at the Holt School, St. Paul’s Welcome Club



What the charities say...

“The new portal looks fantastic! Thank you for providing us with such a wonderful resource – we really appreciate it.” **ABC to Read**

“The Recruitment Fair was excellent. We have 28 potential volunteers to follow up with. So well attended and had a great buzz about it!”

The Link Visiting Scheme

“Our staff and residents were very impressed and I have had a number of comments about the quality of what the volunteers did and how lovely the gardens look. A very big thank you to everyone involved.”

Abbeyfield Care Home



Wokingham Community Transport Scheme

Our service

- A low cost, volunteer dependent transport scheme for elderly and disabled residents in Wokingham, Winnersh, Barkham, Woosehill and Finchampstead
- Over 500 clients, with new enquiries every week
- Over 2700 requests for transport in 2018/19, over 97% for medical appointments and one third of these were to the Royal Berks Hospital
- Transport provided to more than a dozen hospitals as well as local doctors, dentists, opticians, physiotherapy with destinations as far as Oxford and central London.

Our volunteers

- Friendly and patient Transport Desk volunteers take calls Monday to Friday, 09:30-12:30.
- Our dedicated team of 69 drivers provide door to door service for service users, waiting with them during appointments and then taking them home.
- Drivers are trained in Adult Safeguarding and often alert us to concerns.
- Drivers logged over 39,500 miles and 4,438 hours or 554 days (based on an 8 hour day)!

Our service users

- 'Volunteers stay with me at the hospital, sometimes for hours.'
- 'You always found someone to help. You are all heroes!'
- 'You do a magnificent job and really are a lifeline to so many people.'
- 'You are guardian angels'



Green 'n' Tidy Gardening service

Your garden in our volunteers' hands



- Maintaining 158 gardens across all areas of Wokingham Borough
- Waiting list of 27 clients – with growing demand
- 45 volunteers
- Teams operating 6 days a week
- Fortnightly grass cutting in summer and leaf clearing in the autumn
- 1265 brown bags filled
- 1601 visits
- 2788 man hours of gardening

What the Service Users say...

'Your guys don't hang about, do they!'

'It's restored my faith in human nature, so please pass on my heartfelt thanks and praise.'

'We quite simply couldn't stay in our home without your help.'

'Thank you so much for what you do'

'I love my garden but just can't do it anymore...I'm so glad you do it for me'

'Don't know what I'd do without you'



Before



After



TWVC Training



Adult Safeguarding for Volunteers

- Our **Good practice in Volunteer Management** workshop attracted attendees from Wokingham Town Council, Berkshire Women's Aid, Adviza, Berkshire Scouts, Royal Berkshire Hospital, Me2 Club, Ravenswood Norwood and the Make A Wish Foundation
- Bespoke **Volunteer Management** workshop run for 20 WBC Housing Service staff and tenant volunteers
- A further 37 volunteers attended in-house **Adult Safeguarding** in addition to the 75 who received training the previous year
- 73 volunteers attended in-house **GDPR Awareness** so far
- 22 potential volunteers attended **Volunteering** workshops as part of the Employability programme at Earley Crescent

TWVC Volunteer Recruitment Fair 2019



Thanks to our funders & supporters

Wokingham Borough Council

Wokingham Without Parish Council

Woodley Town Council

Finchampstead Parish Council

Patten Screenprint

Berkshire Masons

Wokingham Rotary Club

Easthampstead Rotary Club

Inner Wheel of Wokingham

Goring and Streatley Golf Club

Wokingham Free Church Burial Ground

Individual donors and families of our service users

Wokingham Town Council

Earley Town Council

Winnersh Parish Council

Classicstone Properties

Mowers & More

Haymill Computers

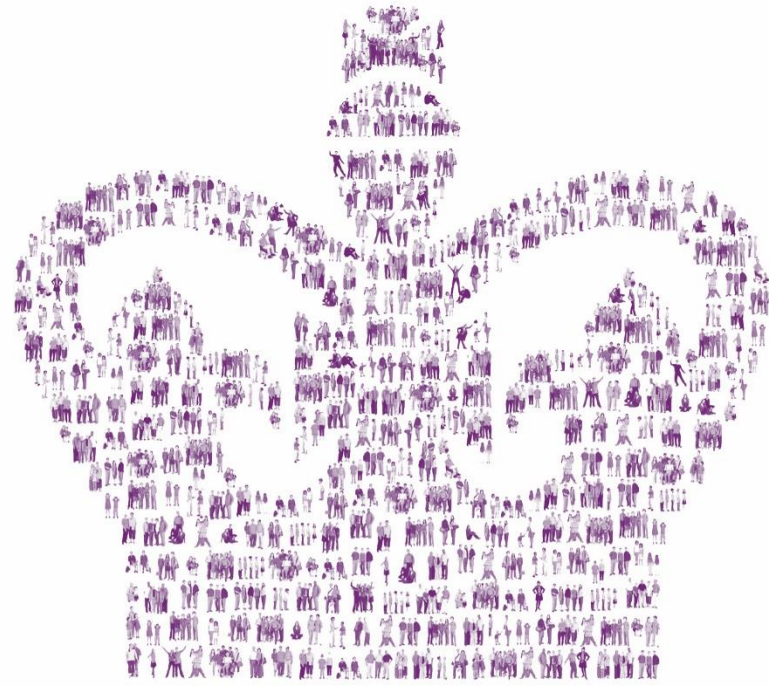
SIBIT Computers

David Cliff Estate Agents



Without your funding and the support of our many
volunteers, our work supporting
the most vulnerable of Wokingham Borough
would not be possible.

THANK YOU!



The Queen's Award for Voluntary Service

The MBE for volunteer groups

REGISTERED CHARITY NUMBER: 1161498

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2019
for
The Wokingham Volunteer Centre

PPK Accountants Limited
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

The Wokingham Volunteer Centre

**Contents of the Financial Statements
for the Year Ended 31 March 2019**

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 11

The Wokingham Volunteer Centre

Report of the Trustees **for the Year Ended 31 March 2019**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2015).

ACHIEVEMENT AND PERFORMANCE

The Wokingham Volunteer Centre suffered a small deficit of £576 for the year.

During the year Trustees were able to allocate modest funds to upgrading the website and volunteering portal. These improvements are showing benefit in volunteering enquiries.

Obtaining sustainable project funding remains a significant challenge and focus of attention for Trustees, especially in a climate of uncertainty around local authority funding. However, the Volunteer Centre remains fiscally strong with a robust balance sheet.

Total incoming resources were £124,573 (2018 - £131,524), whilst costs were £125,149 (2018 - £123,921) generating a deficit of £576 (2018 - £7,603 surplus) for the year.

FINANCIAL REVIEW

During the last financial period the charity continued to be dependent on grants from local councils as the majority of its income. The charity showed a small deficit for the year. The grant funding for 2019-20 remains static (as for 2018-19 and 2017-18). The Trustees have approved a small deficit budget for 2019-20 but plan to return to breakeven for the following year dependant upon the outcome of the services tender process.

RESERVES

As the ongoing funding situation from Wokingham Borough Council remains uncertain the Trustees continue to support a designated reserves fund representing two quarters' operating costs. This amounted to £65,000 based on the 12 months to 31st March 2019. This left unrestricted reserves of £56,801.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a Charity Commission scheme and constitutes a Charitable Incorporated Organisation (CIO).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1161498

Principal address

The Ritz Plaza
10 Denton Road
Wokingham
Berkshire
RG40 2DX

Trustees

D Vaughan
B Lewis
P Evans
N Dunlop
D Knee
M Jeater
K Chandler
G Powell
Mrs M Newstead

Secretary

Treasurer

Chairman

The Wokingham Volunteer Centre

Report of the Trustees
for the Year Ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner
PPK Accountants Limited
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

SUMMARY

The Trustees, Centre Manager, staff and volunteers are focused on delivering and developing services that significantly improve the independence of vulnerable and disadvantaged members of the local community. We work in partnership with many local charities, voluntary organisations, and local authorities. We thank all those who continue to fund or donate to us in these difficult times.

Approved by order of the board of trustees on 22 July 2019 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'G. Powell', is written over a horizontal line.

G Powell - Trustee

Independent Examiner's Report to the Trustees of
The Wokingham Volunteer Centre

Independent examiner's report to the trustees of The Wokingham Volunteer Centre

I report to the charity trustees on my examination of the accounts of the The Wokingham Volunteer Centre (the Trust) for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



James Brooks
ACCA
PPK Accountants Limited
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

Date: 31st July 2019

The Wokingham Volunteer Centre

Statement of Financial Activities
for the Year Ended 31 March 2019

		2019 Unrestricted funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Charitable activities			
Charitable Activities		123,962	130,948
Investment income	2	611	576
Total		<u>124,573</u>	<u>131,524</u>
 EXPENDITURE ON			
Charitable activities			
Charitable Activities		<u>125,149</u>	<u>123,921</u>
NET INCOME/(EXPENDITURE)		(576)	7,603
 RECONCILIATION OF FUNDS			
Total funds brought forward		122,377	114,774
 TOTAL FUNDS CARRIED FORWARD		<u><u>121,801</u></u>	<u><u>122,377</u></u>

The notes form part of these financial statements

The Wokingham Volunteer Centre

Balance Sheet
At 31 March 2019

	Notes	2019 Unrestricted funds £	2018 Total funds £
FIXED ASSETS			
Tangible assets	6	6,145	2,200
CURRENT ASSETS			
Debtors	7	5,235	5,672
Cash at bank and in hand		119,049	123,109
		<u>124,284</u>	<u>128,781</u>
CREDITORS			
Amounts falling due within one year	8	(8,628)	(8,604)
NET CURRENT ASSETS		<u>115,656</u>	<u>120,177</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>121,801</u>	<u>122,377</u>
NET ASSETS		<u>121,801</u>	<u>122,377</u>
FUNDS	9		
Unrestricted funds		<u>121,801</u>	<u>122,377</u>
TOTAL FUNDS		<u>121,801</u>	<u>122,377</u>

The financial statements were approved by the Board of Trustees on 22 July 2019 and were signed on its behalf by:



G Powell - Trustee



M Jeater - Trustee

The notes form part of these financial statements

The Wokingham Volunteer Centre

Notes to the Financial Statements **for the Year Ended 31 March 2019**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared on the going concern basis.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d);
- the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of Section 12 Other Financial Instruments paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on cost
Motor vehicles	- 25% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	611	576
	<u>611</u>	<u>576</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

During the year the Treasurer was also employed as a gardening Team Leader, receiving £4,620 (2018: £4,820) for services rendered. These costs are included as gardening expenditure within the wages costs of charitable activities. It was agreed that there was no conflict of interest.

Trustees' expenses

	2019	2018
	£	£
Trustees' expenses	42	44
	<u>42</u>	<u>44</u>

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2019	2018
	7	6
General and administration	<u>7</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
Charitable Activities	130,948
Investment income	576
Total	<u>131,524</u>
EXPENDITURE ON	
Charitable activities	
Charitable Activities	123,921
Total	<u>123,921</u>
NET INCOME/(EXPENDITURE)	<u>7,603</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £
RECONCILIATION OF FUNDS	
Total funds brought forward	114,774
TOTAL FUNDS CARRIED FORWARD	<u>122,377</u>

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 April 2018	-	4,800	-	4,800
Additions	2,280	-	4,200	6,480
At 31 March 2019	<u>2,280</u>	<u>4,800</u>	<u>4,200</u>	<u>11,280</u>
DEPRECIATION				
At 1 April 2018	-	2,600	-	2,600
Charge for year	285	1,200	1,050	2,535
At 31 March 2019	<u>285</u>	<u>3,800</u>	<u>1,050</u>	<u>5,135</u>
NET BOOK VALUE				
At 31 March 2019	<u>1,995</u>	<u>1,000</u>	<u>3,150</u>	<u>6,145</u>
At 31 March 2018	<u>-</u>	<u>2,200</u>	<u>-</u>	<u>2,200</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	4,626	2,173
Other debtors	609	3,499
	<u>5,235</u>	<u>5,672</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	2,862	4,765
Taxation and social security	2,209	2,406
Other creditors	3,557	1,433
	<u>8,628</u>	<u>8,604</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

9. MOVEMENT IN FUNDS

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	57,377	721	(1,297)	56,801
Admin	-	(7,475)	7,475	-
Centre Manager	-	(2,208)	2,208	-
Gardening	-	2,693	(2,693)	-
Transport Scheme	-	12,453	(12,453)	-
Vol Brokerage	-	(6,760)	6,760	-
Designated Reserves	65,000	-	-	65,000
	<u>122,377</u>	<u>(576)</u>	<u>-</u>	<u>121,801</u>
TOTAL FUNDS	<u>122,377</u>	<u>(576)</u>	<u>-</u>	<u>121,801</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	8,511	(7,790)	721
Admin	1	(7,476)	(7,475)
Centre Manager	20,441	(22,649)	(2,208)
Gardening	45,403	(42,710)	2,693
Transport Scheme	37,909	(25,456)	12,453
Vol Brokerage	12,308	(19,068)	(6,760)
	<u>124,573</u>	<u>(125,149)</u>	<u>(576)</u>
TOTAL FUNDS	<u>124,573</u>	<u>(125,149)</u>	<u>(576)</u>

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted Funds				
General fund	34,886	605	21,886	57,377
Admin	-	(6,051)	6,051	-
Centre Manager	1,349	(459)	(890)	-
Gardening	2,431	1,634	(4,065)	-
Transport Scheme	8,768	14,998	(23,766)	-
Vol Brokerage	(2,551)	(3,923)	6,474	-
WTM	891	799	(1,690)	-
Designated Reserves	69,000	-	(4,000)	65,000
	<u>114,774</u>	<u>7,603</u>	<u>-</u>	<u>122,377</u>
TOTAL FUNDS	<u>114,774</u>	<u>7,603</u>	<u>-</u>	<u>122,377</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	10,441	(9,836)	605
Centre Manager	20,400	(20,859)	(459)
Gardening	45,740	(44,106)	1,634
Transport Scheme	38,966	(23,968)	14,998
Vol Brokerage	11,492	(15,415)	(3,923)
WTM	4,485	(3,686)	799
Admin	-	(6,051)	(6,051)
	<u>131,524</u>	<u>(123,921)</u>	<u>7,603</u>
TOTAL FUNDS	<u>131,524</u>	<u>(123,921)</u>	<u>7,603</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	34,886	1,326	20,589	56,801
Admin	-	(13,526)	13,526	-
Centre Manager	1,349	(2,667)	1,318	-
Gardening	2,431	4,327	(6,758)	-
Transport Scheme	8,768	27,451	(36,219)	-
Vol Brokerage	(2,551)	(10,683)	13,234	-
WTM	891	799	(1,690)	-
Designated Reserves	69,000	-	(4,000)	65,000
TOTAL FUNDS	<u>114,774</u>	<u>7,027</u>	<u>-</u>	<u>121,801</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	18,952	(17,626)	1,326
Admin	1	(13,527)	(13,526)
Centre Manager	40,841	(43,508)	(2,667)
Gardening	91,143	(86,816)	4,327
Transport Scheme	76,875	(49,424)	27,451
Vol Brokerage	23,800	(34,483)	(10,683)
WTM	4,485	(3,686)	799
	<hr/>	<hr/>	<hr/>
	256,097	(249,070)	7,027
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>256,097</u>	<u>(249,070)</u>	<u>7,027</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

**Independent Examiner's Report to the Trustees of
The Wokingham Volunteer Centre**

Independent examiner's report to the trustees of The Wokingham Volunteer Centre

I report to the charity trustees on my examination of the accounts of the The Wokingham Volunteer Centre (the Trust) for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



James Brooks
ACCA
PPK Accountants Limited
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

Date: 31st July 2019.....