

Company registration number: 07096574
Charity registration number: 1133530

Volunteer Link-Up (West Oxfordshire)

(a company limited by guarantee)

Reports and Financial Statements

for the year ended 31 March 2019

Volunteer Link-Up (West Oxfordshire)

Financial Statements

For the year ended 31 March 2019

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Volunteer Link-Up (West Oxfordshire)

Trustees' annual report

Reference and administrative information

For the year ended 31 March 2019

Charity registration number: 1133530

Company registration number: 07096574

**Registered Office/
Principal Address:** Methodist Church Centre
10 Wesley Walk
Witney, OX28 6ZJ

Telephone/Fax: 01993 776277
E-mail: office@vlu.org.uk
Web site: www.vlu.org.uk

Trustees:

Steve Good	(Chairman - resigned 24.03.19)
Keith Blois	(Vice-Chairman - Acting Chair)
Bill Darbon	(Acting Vice Chair - appointed 11.09.18)
Richard Stocking	(Treasurer)
Mike Alexander	
Shaun Bennett	(appointed 11.09.18)
Roger Bryant	(resigned 14.03.19)
Richard Dossett Davies	
Carol Frost	
Jim King	
Ann Taylor	(appointed 11.09.18 / resigned 12.03.19)
Dr. Paul Watson	(resigned 13.03.19)
Philip Wright	(resigned 25.03.19)

Minute Secretary: Mike Alexander

Bankers: National Westminster Bank plc
23 High Street
Witney, OX28 6LW

COIF Charity Deposit Fund
80 Cheapside
London, EC2Y 5AQ

Independent Examiner: Dale Mitchell FCCA
Baldwins
Accountants
9 Thorney Leys Park
Witney, OX28 4GE

Senior Management Team:	Patricia Chirgwin	Manager
	Ruth Lapworth	Deputy Manager & Volunteer Co-ordinator
	Rosie White	Good Neighbour Scheme Co-ordinator
	Catherine Sager	Office Administrator
	Kathy Dunmore	Archiving & Holiday Cover

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report

For the year ended 31 March 2019

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2019.

The reference and administrative information set out on page 2 forms part of this report.

Structure, Governance and Management **Governing document**

The charitable company is governed by a memorandum and articles of association.

Objectives

Volunteer Link-Up is the Volunteer Centre for West Oxfordshire, linking people who have time to spare with opportunities to help local residents and charitable organisations who need their services. Details of how these objectives were fulfilled during 2018-19 are given in the reports of the Manager and the Chairman.

The Trustees take into account the Charity Commission guidance on public benefit and believe that the activities of VLU are in line with that guidance.

Organisational structure

VLU has employed four members of staff; a Manager, Deputy Manager/Volunteer Co-ordinator, Good Neighbour Scheme Co-ordinator and Office Administrator who run the office, match volunteers with opportunities, etc. They are accountable to the Trustee Board.

The Trustee Board is made up entirely of the Charity's Trustees. They meet at least four times a year at times determined by themselves. Trustees are elected at the Annual General Meeting. The Trustee Board provides for the administration, management and control of the affairs and property of VLU. It seconds three or four members of the Trustee Board to determine staff remuneration, duties and conditions of service.

Connected charities

VLU is accredited by the NCVO (National Council for Voluntary Organisations).

Objectives and activities

VLU is a volunteer centre serving Witney, Carterton and surrounding areas. It aims to link people who have some time to spare with people who need help in our community.

VLU aims to co-operate and collaborate with voluntary bodies and statutory authorities operating in similar charitable fields and exchange information and advice. VLU responds to requests from Social and Community Services, the Health Authority and NHS Trusts, other statutory services, charities, local voluntary groups and individuals who need help. The following gives some idea of our activities.

- **Transport** for those who are unable to use public transport, or for those living in rural areas where it is not available, to hospitals, day centres, health centres, clinics and other activities.
- **Visiting and support** for elderly people, people with special needs, those suffering with depression, agoraphobia, heart disease, strokes, arthritis, visual impairment or other difficulties. Taking elderly or disabled people shopping or on outings in their wheelchairs.

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report (*continued*)

For the year ended 31 March 2019

Objectives and activities *Continued*..

- **Practical help** with garden tidying, lawn mowing, basic decorating for elderly and disabled people on low incomes. Conservation work.
- **Befriending** work with families, single parents, teenagers with behavioural and emotional problems and children and adults with learning disabilities.
- **Regular assistance** at Family Centres, day centres and clubs for elderly people and those with special needs, mental health problems or physical disabilities, classes for adult basic education and reading help in schools, riding for disabled people, crèches and sports and leisure activities for those with special needs.
- **Support for Good Neighbour Schemes in Oxfordshire**
- **Committee work and support for local charities**

Achievements and performances

The charity has continued providing services and activities in line with the objectives as stated in its Constitution. Achievement and performances of the charity are disclosed in Manager's and Chairman's report on pages 6 – 8.

Financial review

VLU is entirely dependent upon its funders for its continuance. Its main sources of funds are grants from Oxfordshire County Council, West Oxfordshire District Council and Age UK.

The overall result for the year was net income of £21,782. At 31 March 2019 general reserves stood at £117,501. Details of income and expenditure are given in the statement of financial activities.

Reserves policy

The essential principle stated in the Reserves Policy agreed by the Trustees is that the reserves should be sufficient to enable the organisation to continue to operate for up to two years if it were to suffer a significant fall in its funding that could not be replaced from other sources.

Action necessary in order to maintain Reserves at the requisite level:

- 1 Regular monitoring of the finances of VLU is needed to ensure that any necessary corrective action can be taken promptly if the level of reserves becomes significantly depleted.
- 2 Attempts should be made to achieve an increase in the level of funding for the activities of VLU which is at least commensurate with the increases in costs which it necessarily incurs. The main costs are likely to continue to be staff salaries and there may be times when these rise by more than the prevailing rate of inflation, e.g. due to "incremental creep".

Risk review

The Trustees believe that risks are well managed within the charity's operations. The nature of the operations requires appropriate risk assessments and health and safety policies to cover the range of different activities. The charity has relevant policies providing employers' and public liability insurance.

The Trustees are not aware of any other material financial risks affecting the charity.

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report (*continued*)

For the year ended 31 March 2019

Trustees' responsibilities for the financial statements

The Trustees (who are also Directors of Volunteer Link-Up (West Oxfordshire) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Our grateful thanks are expressed to National Westminster Bank for its continued services, as well as those who have sent donations to us, who are listed in the notes to the Financial Statements.

Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, and the small companies' regime under the Companies Act 2006.

On behalf of the Trustees


Keith Blois
Chairman

Date: 12-9-19

Volunteer Link-Up (West Oxfordshire)

Manager's report

For the year ended 31 March 2019

The past year has been one of many challenges for Volunteer Link Up. We are trying to find our feet financially, without the longstanding contract we had for many years with Oxfordshire County Council. A great deal of my time, as well as that of our Fundraiser, has been spent applying for grants from both the statutory sector and local and national trusts.

We are very grateful for the financial support received from Parish, Town, District and County Councils. We have once again received a small grant from the County Council Sustainability Fund, as well as funding for the work we do as a Community Transport provider from the Environment and Economy Directorate; we are very grateful to West Oxfordshire District Council for their support from the Community Revenue Grant Fund and also from Carterton, Witney and Woodstock Town Councils for their continued support. And as always, we are extremely grateful to our Parish Council partners for their ongoing support for the work we do. It is always rewarding to know that the hard work of our volunteers and staff has been recognised. We are also in the very early stages of applying for funding from the National Lottery for an exciting project which, if successful, will help us improve our technology. As anyone knows who has applied for Lottery funding, this takes time, but we are hopeful to have a decision on it in the next year. We were delighted to be awarded 'Charity of the Year' at the West Oxfordshire Business Awards in March 2018; and even more pleased when, as their nominated charity in March 2019, we received in excess of £3,000 in donations from those attending the WOBA dinner. Wonderful news!

The statistics regarding the work we do is quite staggering. Two years' ago, we recorded 2,171 return journeys (i.e. 4,342 single journeys as most community transport groups record them); in 2018-19, this increased by 566 additional return journeys to 2,737 return journeys (or 5,474 single journeys). We are incredibly grateful to our team of 83 drivers across the District, who have happily taken on the additional workload, as have our staff in the office.

Our team of 97 Befrienders have continued to support members of the community at risk of isolation, or who need small amounts of help to continue to live independently in their own homes. Many volunteers simply pop in for a chat and a cuppa, while others help with paperwork, formfilling and sorting junk mail, or picking up prescriptions or groceries or taking a resident to do their own shopping, which allows them an outing. Befrienders provide unique services, bespoke to the clients' requests.

We also have a small team of 17 volunteers who provide 'practical help' to those needing it, which could be gardening, changing lightbulbs, changing smoke detector batteries, hanging pictures, small DIY repairs or small amounts of decorating; whatever the client requests. Obviously, though, we must always give consideration to health and safety.

Each year we survey some of our volunteers and clients as to how well or poorly the services we provided were received. All of the clients receiving the questionnaire replied, and all thought the service received was 'good' (our highest rating). Eighteen of the twenty questionnaires sent to volunteers were returned, and they, too, were unanimous in their response that the service they received from us was 'good'. Comments received from clients mentioned that 'VLU is a godsend', 'it is very good', 'very pleased'; 'wonderful service', 'outstanding kindness', 'X (volunteer) was brilliant'. Our volunteers commented that 'the whole organisation seems on the ball and helpful to me as a volunteer', 'always good', 'very well organised', '(staff) always helpful, understanding and courteous'. This is just a taste of the comments!

In June of last year, we were delighted to be named as the 'Best Group in West Oxfordshire' at the Oxfordshire Charity and Volunteer Awards, hosted by OCVA. It was wonderful to be acknowledged for the hard work our volunteers and staff do!

This year, our Good Neighbour Scheme Support Service entered its sixth year. AgeUK, who runs the Community Information Network, our partner in the work, continued to subcontract us to provide the service. The needs of the Community Information Network have changed over the years, but Rosie White, our GNS Support Co-ordinator, has risen to the challenge and continues to work to develop new schemes around the county and provide support and advice to existing schemes, which includes four networking meetings annually, held in Oxford.

Volunteer Link-Up (West Oxfordshire)

Manager's report (*continued*)

For the year ended 31 March 2019

We've also continued to work in partnership with Oxfordshire Community and Voluntary Action (OCVA) to provide a brokerage service for local organisations. The need for new volunteers is ever-growing in the voluntary sector, and it is our job to support West Oxfordshire charities to find volunteers. Times have changed, of course, and most of the recruitment is done via the Oxfordshire Volunteers website (www.oxonvolunteers.org), although we do chat to people coming into the office, enquiring about volunteering, and attend and host volunteer recruitment days. We also partner OCVA as part of the Rural Oxfordshire Network, which supports rural communities to work in partnership with the voluntary sector to solve common problems for residents.

I have only given one talk this year. As a result of the WOBA award, I was asked by the Rooflight Company to speak to their employees about volunteering. I encouraged them to 'make a difference in their community' and I am hopeful that some of them did!

The staffing of Volunteer Link Up, I am grateful to say, remained unchanged in 2018-19. Unfortunately, as reported last year, the Crohn's disease I had been diagnosed with required me to be hospitalised for an emergency operation in July 2018 which was complicated by E. coli and sepsis, which hindered my return to work. It was then decided to remove my colon, which happened in February 2019 and I am happy to say that I am back at work. I am incredibly grateful to my staff; my Deputy Manager, Ruth Lapworth, Good Neighbour Scheme Co-ordinator, Rosie White and Transport administrator, Catherine Sager, who ably held the fort in my absence. I am sure that many of our clients and volunteers weren't aware I was gone! I must also thank Ruth Lapworth, who edited two very useful and informative newsletters for our volunteers. We regularly receive compliments on them, and it is Ruth who must receive the credit. Thanks too, are due to Kathy Dunmore, who came in very regularly to support the office staff by helping to co-ordinate transport, and to Elaine Carpenter, our office volunteer, who comes in to help us with mailings, assembling volunteer packs, shredding information, and generally helping us in the office – we'd be lost without her!

In closing, I would like to thank our Chairman, Keith Blois, Bill Darbon, our Vice-Chairman, Richard Stocking, our Treasurer and all of our Trustees for their continued support to the office staff in what has been another difficult year. I look forward to the challenges in the year ahead!

Patricia Chirgwin
Manager



Volunteer Link-Up (West Oxfordshire)

Chairman's Report

For the year ended 31 March 2019

VLU's objective is "to link people who have some time to spare with people who need help in our community". This is a simple objective but fulfilling it requires the involvement and commitment of many people – especially the volunteers and VLU's staff.

As the Manager's report makes clear, VLU has yet again not only continued to fulfil this objective but has helped even more people than in previous years with, for example, a 20% growth in the number of journeys provided by the volunteer drivers. Of no less importance has been the increase in befriending activities and the provision of practical help. VLU's ability to handle such a rise in demand is dependent upon the dedication of the volunteers who give both their time and often their emotional commitment to those in need. As one of those helped by VLU's volunteers commented: "These people are angels!"

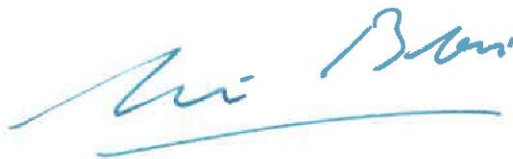
As the result of the lengthy absence of the Manager due to ill-health, the pressure on the VLU staff this year has been greater than usual. The greatest compliment which can be paid to them and their commitment to VLU is the fact that many volunteers and most users had no idea that they were under added pressure. VLU's debt to them is enormous.

The Treasurer's Report makes clear that VLU's financial situation remains in line with our projections, but it requires constant monitoring given the uncertainty regarding statutory funding. The Fund Raiser has been successful in obtaining funds from some Trusts with which VLU had not previously had contact and we are very grateful for their support. Nevertheless, fund-raising remains a challenge. It can also be a slow process with the gap between submitting an application for a grant and, if successful, the receipt of the funds often being 12 months. Unfortunately, towards the end of the year the Fund Raiser (due to her domestic situation) resigned and her replacement (who was only appointed in May) has not yet had time to establish herself. The financial support and interest of WODC, Witney Town Council and many local parish councils has also been very much valued.

As in previous years the Trustees have played an important role in ensuring that VLU's governance and strategic thinking are in good order. Unfortunately, this year several Trustees have resigned due to their length of service as Trustees; ill-health; or, employment changes. Their help and advice have been of great value. Fortunately, other people have generously offered to take on this important role. However, there is an urgent need to find a new Chair of Trustees as I now (July 2019) have served as Chair and subsequently Acting Chair for nearly four years and it is not good practice for a charity to have one Chair for such an extended period.

Finally, it is my privilege as Acting Chair to acknowledge the quite remarkable commitment of all those associated with VLU as it so successfully pursues its objective. West Oxfordshire is indeed fortunate that such an organization exists.

Keith Blois, Acting Chair



Volunteer Link-Up (West Oxfordshire)

Independent Examiner's report to the Trustees of Volunteer Link-Up (West Oxfordshire)

For the year ended 31 March 2019

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2019, which are set out on pages 10 to 14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charities Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- (1) accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- (2) the financial statements do not accord with those records; or
- (3) the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.


Dale Mitchell FCCA

Baldwins

Accountants

Date:

18/09/2019

9 Thorney Leys Park

Witney

Oxfordshire

OX28 4GE

Volunteer Link-Up (West Oxfordshire)

Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2019

	Notes	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Income and Endowments from:					
Donations and legacies:					
- Oxfordshire County Council		7,850	-	7,850	12,917
- Oxfordshire County Council – Environment		-	-	-	19,564
- West Oxfordshire District Council		10,000	-	10,000	2,000
- OCVA – Good Neighbour Scheme		5,000	-	5,000	-
- Good Neighbour Scheme – Start Up Costs		700	-	700	-
- Donations and Gifts – General	2	16,152	-	16,152	13,939
- Generated from Fundraising Activities		17,950	-	17,950	1,500
- Witney Town Council		500	-	500	500
- Age UK		37,500	-	37,500	26,500
Investments:					
- COIF charities deposit account		220	-	220	109
Charitable activities:					
-Transport receipts		25	-	25	23
Total		95,897	-	95,897	77,052
Expenditure on:					
Charitable activities:					
Salaries	3	52,563	-	52,563	51,138
Staff pension contributions	7	2,196	-	2,196	2,196
Legal and professional fees – GDPR Advice		300	-	300	-
Publicity, membership and recruitment		1,875	-	1,875	1,466
Website design and hosting		894	-	894	251
Stationery, printing and postage		3,082	-	3,082	4,243
Telephone		3,338	-	3,338	2,675
Depreciation		931	-	931	1,241
Good Neighbour Scheme expenses		475	-	475	453
Volunteer travel expenses		48	-	48	865
Rent		3,800	-	3,800	2,720
Fundraising development		3,413	-	3,413	12,908
Blue badges		-	-	-	580
Governance costs:					
Accountants' fee		1,200	-	1,200	1,200
Total expenditure		74,115	-	74,115	81,936
Net income / (expenditure)		21,782	-	21,782	(4,884)
Transfers between funds		-	-	-	-
Net movement in funds		21,782	-	21,782	(4,884)
Reconciliation of funds:					
Total funds brought forward		95,719	-	95,719	100,603
Total funds carried forward		117,501	-	117,501	95,719

The notes set out on pages 12 to 14 form part of these financial statements.

Volunteer Link-Up (West Oxfordshire)
Company registration number: 07096574

Balance sheet

At 31 March 2019

	Notes	£	2019 £	2018 £
Fixed assets				
Tangible assets	5		2,793	3,724
Current assets				
COIF deposit account		46,100		45,880
Bank current account		69,808		47,167
Other debtors		-		148
		<u>115,908</u>		<u>93,195</u>
Creditors: amounts falling due within one year	6	<u>1,200</u>		<u>1,200</u>
Net current assets			114,708	91,995
Net assets			<u>117,501</u>	<u>95,719</u>
Funds of the charity:				
Restricted income Funds			-	-
Unrestricted Funds			117,501	95,719
Total charity funds			<u>117,501</u>	<u>95,719</u>

For the financial year ended 31 March 2019, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

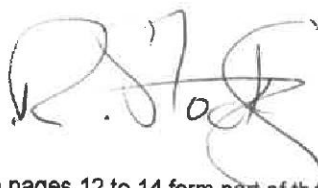
These financial statements have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 17/09/2019 and signed on its behalf by:

Keith Blois - Chairman



Richard Stockling - Treasurer



The notes set out on pages 12 to 14 form part of these financial statements.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2019

1. Accounting policies

Basis of preparation

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 UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1 January 2016), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Volunteer Link-Up (West Oxfordshire) meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity has taken the advantage of the provision in the SORP for the charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required. No such restatement was found to be necessary.

Incoming and endowments

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 received by way of grants, donations and gifts is included in full in the statement of financial activities when receivable. 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.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these financial statements.
- Investment income is included when receivable.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred, and includes irrecoverable VAT.

- 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Pension provision

The charity operates a defined contribution pension scheme for employees. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2019

1. Accounting policies (continued)

Tangible fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rate for all fixed assets held for use by the charity is 25% on the reducing balance method.

Fund accounting

Unrestricted funds are donations and other incoming resources which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2. Donations and Gifts - General

	2019	2018
	£	£
Parish and Town Councils, and Schools	1,555	1,550
Private individuals and trusts	14,597	12,389
	16,152	13,939

3. Employees

The average number of paid staff for the year was 5 (2018: 5); they worked part-time in administering the charity. The number of employees in terms of full-time equivalents was 2 (2018: 2).

No employee earned £60,000 per annum or more in the current or preceding accounting period.

4. Trustees' remuneration and expenses

No monies were reimbursed to Trustees for expenses in the year. Trustees received no other expenses as agents. No Trustee, nor any person connected with them, has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2019

5. Tangible fixed assets

	Furniture & Fittings £
Cost	
At 1 April 2018	11,867
Additions	-
Disposals	-
At 31 March 2019	<u>11,867</u>
Depreciation	
At 1 April 2018	8,143
Disposals	-
Charge for the year	931
At 31 March 2019	<u>9,074</u>
Net book value at 31 March 2019	<u>2,793</u>

All tangible fixed assets were used for charitable purposes.

6. Creditors: Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	1,200	1,200
	<u>1,200</u>	<u>1,200</u>

7. Pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £2,196 (2018: £2,196). Outstanding pension contributions at the end of the financial year were Nil (2018: £Nil).