



Charity Number: 1114907
Company Number: 05801122

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

VOLUNTEER CENTRE UTTLESFORD

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VOLUNTEER CENTRE UTTLESFORD

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2019

Directors:
(Charity Trustees)

Robin Lee (Chair)
Rowena Gardner (Treasurer)
Sarah Eley (Resigned 18th February 2019)
David Bright
Kathy Nixon (Appointed 12th May 2018)

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 High Street
Great Dunmow
Essex

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

Chair's Report for the year ended 31st March 2019

The year ended 31st March 2019 has been very successful for Volunteer Uttlesford, with some great projects completed that have significantly enriched the lives of both volunteers and recipients through the community of Uttlesford.

A significant change for us this year has been our new branding – we need to make sure that we are highly visible and approachable across all parts of Uttlesford, and the updated colours and imaging help us to stand out. We have combined this with a new responsive website and a major advance in our social media exposure so you will now find us regularly on Facebook and Twitter.

During the year we made a commitment to make the services of Volunteer Uttlesford available five days a week and, with the help of our project sponsors and other funders, we have been very successful in achieving that.

The focus of most funders has moved ever more towards project-based funding, which makes our efforts to find core-funding (to support the general office activities that support our projects) ever more difficult. Just like the voluntary sector in general, our local authority and government based funding has remained static whilst we are asked to do more and more to address shortfalls in available services.

Some of our stand-out highlights during the year have been the taking the lead role for Time Bank in North Essex; the Get Gardening project in conjunction with CVSU to address one-off gardening requests and Helping Hands – encouraging volunteering amongst younger children.

Thank you to our staff, freelance associates and volunteers.

Finally a big thank you to all our funders on behalf of the people that you enable us to help.

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

1. OUR PURPOSE AND ACTIVITIES

In particular our purpose is to provide services that:

Facilitate – 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 – 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 - promote and develop volunteering across Uttlesford

- Broadening the impact of volunteering through innovation
- Providing skills to improve the quality of volunteers
- Enhancing the skills of individuals through volunteering

2. PUBLIC BENEFIT

Our main activities and who we aim to help are described below. All our charitable activities focus on encouraging volunteering in Uttlesford, to grow a sense of the civil society and are undertaken to further our charitable purposes for the public benefit.

3. ACHIEVEMENTS AND PERFORMANCE

During the year 2018-19:

1326 individuals placed into volunteering including Time Bank exchanges

355 volunteer involving organisations registered on our Database

334 active volunteering opportunities advertised locally and via Volunteer Essex Time Bank

During this period:

267 organisations and individuals were registered as Time Bank members

8413 hours were exchanged

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

4. INVESTMENT POWERS AND POLICY

The Trustees are aware that a policy may be required and intend to discuss this over the coming months.

RESERVES POLICY AND GOING CONCERN

The purpose of the general reserve is to maintain sufficient funds so as:

- to be able to meet a sudden unforeseen item of expenditure
- to be able to withstand a sudden unexpected loss of funding
- in the event of a loss of a significant item of funding, to be able to continue operations for a sufficient period to ascertain whether alternative funding can be obtained, or otherwise enable the operation to be scaled down or terminated in a satisfactory manner.

It is considered that in order to satisfy these criteria a general reserve of unrestricted funds is maintained at a minimum level of the equivalent of four months expenditure.

5. PLANS FOR FUTURE PERIODS

The charity plans continuing the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements. Plans are also being developed to work on a number of schemes in partnership with local charities and voluntary groups, which it is hoped will lead to longer-term meaningful volunteering placements.

6. PAY POLICY FOR STAFF

The Trustees have undertaken a review of policies and are aware that Volunteer Uttlesford requires a remuneration policy for staff. This will be addressed in the coming months and, in doing so, the Board will seek to implement a policy of competitive remuneration in order to retain the skills and expertise of its staff.

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

7. RISK MANAGEMENT

In line with the aforementioned policy review, a risk register is now in place together with a risk management plan.

8. STRUCTURE, GOVERNANCE AND MANAGEMENT GOVERNING DOCUMENT

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.

9. 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.

10. TRUSTEE INDUCTION AND TRAINING

Trustees are very familiar with the practical work of the charity most visit the centre and take part in events. Sub committees have taken place for strategic planning.

Additionally, new trustees are invited and encouraged to attend training sessions organised by Voluntary Sector Training and other organisations, to ensure they are familiar with the role and responsibility of trusteeship.

VOLUNTEER CENTRE UTTLESFORD

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

11. ORGANISATIONAL STRUCTURE

Volunteer Uttlesford has a Board of five trustees, who meet bi-monthly and are responsible for the strategic direction and policies of the charity.

At present the Board members are from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Centre Manager, along with the Team Administrator and Volunteer Co-ordinator.

The Centre Manager, Lizzie Petrie, is responsible for ensuring that the charity delivers the services specified and ensures that the team continue to develop their skills and working practices in line with good practice.

The Team Administrator, Susan Dennison, manages financial and administrative systems, volunteering databases and ensures that policies and procedures are operated and maintained appropriately.

The Volunteer Co-ordinator, Pat Lodge, promotes and facilitates volunteering, including the Time Bank and Youth Volunteering projects. She identifies potential volunteers and opportunities across Uttlesford and matches them effectively.

Signed



R Lee



Date

VOLUNTEER CENTRE UTTLESFORD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 Funds £	2018 Funds £
<u>Incoming resources</u>					
Incoming resources					
from generated funds:					
Donations, Legacies & Grants	2	26,999	29,144	56,143	39,713
Charitable activities:					
Resources from charitable activities		479	-	479	464
Income from investments		90	-	90	32
Total incoming resources		<u>27,568</u>	<u>29,144</u>	<u>56,712</u>	<u>40,209</u>
<u>Resources expended</u>					
Charitable activities	3/4	28,736	22,649	51,385	41,712
Total resources expended		<u>28,736</u>	<u>22,649</u>	<u>51,385</u>	<u>41,712</u>
Net (outgoing)/incoming resources before transfers		(1,168)	6,495	5,327	(1,503)
Transfers between funds		-	-	-	-
Net (outgoing)/incoming resources before other gains and losses		<u>(1,168)</u>	<u>6,495</u>	<u>5,327</u>	<u>(1,503)</u>
Net movement in funds		<u>(1,168)</u>	<u>6,495</u>	<u>5,327</u>	<u>(1,503)</u>
Balances brought forward As at 1 April 2018		23,107	3,811	26,918	28,421
Balances carried forward As at 31 March 2019		<u><u>21,939</u></u>	<u><u>10,306</u></u>	<u><u>32,245</u></u>	<u><u>26,918</u></u>

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

VOLUNTEER CENTRE UTTLESFORD

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2019

	Note	2019 Total Funds £	2018 Total Funds £
Fixed assets			
Tangible assets	5	294	515
		<u>294</u>	<u>515</u>
Current assets			
Prepayments	9	110	90
Cash at bank and in hand		36,657	35,779
		<u>36,767</u>	<u>35,869</u>
Liabilities			
Creditors: amounts falling due within one year	10	4,816	9,466
Net current assets		31,951	26,403
Total net assets		<u><u>32,245</u></u>	<u><u>26,918</u></u>
The funds of the Charity			
Unrestricted income funds:			
Unrestricted - General		21,939	23,107
Restricted - General		10,306	3,811
		<u><u>32,245</u></u>	<u><u>26,918</u></u>

For the year ended 31 March 2019 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 Gardner

Date

18th September 2019

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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 2015) - (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 2019

2. Donations, Legacies & Grants

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Essex CC	6,261	-	6,261	6,031
Uttlesford DC	16,484	-	16,484	16,200
Community360 (Timebank Funding)	-	9,348	9,348	6,982
Essex Community Foundation	-	10,996	10,996	5,500
Saffron Waldon Town Council	-	300	300	-
Essex Association	-	4,000	4,000	3,000
Hatfield Heath Parish Council	100	-	100	-
National Lottery Awards for All	-	4,500	4,500	-
Dunmow Town Council	150	-	150	-
Saffron Walden Round Table	995	-	995	-
CVSU	350	-	350	-
Tesco	2,000	-	2,000	2,000
Donations	659	-	659	-
	26,999	29,144	56,143	39,713

3. Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Salaries and costs	21,238	14,026	35,265	35,594
Expenses (including subsistence and travel)	57	805	861	1,087
Conferences, meetings and training	-	-	-	115
Events	136	130	267	74
Postage and telephone	71	42	113	90
Printing, stationery and publications	347	229	576	346
Marketing & advertising	437	3,253	3,691	-
General expenses	1,224	146	1,370	1,092
Project costs	4,625	3,797	8,422	2,455
Professional Fees	600	-	600	638
Depreciation	-	221	221	221
	28,736	22,649	51,385	41,712

4 Staff costs and emoluments

	2019 £	2018 £
Wages and salaries	31,564	31,973
Social security costs	3,701	3,621
	35,265	35,594

Particulars of employees:

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

	2019	2018
Number of management staff	2	2
	2	2

No employee received emoluments of more than £60,000 during the period.

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

5 Tangible Fixed Assets

	Furniture & Equipment Unrestricted £	Furniture & Equipment Restricted £	Total £
Cost			
At 1 April 2018	4,055	1,104	5,159
Additions	-	-	-
At 31 March 2019	4,055	1,104	5,159
Depreciation			
At 1 April 2018	4,055	589	4,644
Charge for the year	-	221	221
At 31 March 2019	4,055	810	4,865
Net book values			
At 31 March 2019	-	294	294
At 31 March 2018	-	515	515

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

	Tangible Fixed Assets	Other Net Assets	Total
Unrestricted	-	21,939	21,939
Restricted	294	10,012	10,306
	294	31,952	32,245

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Net movement in funds for the period	(1,168)	6,495	5,327	(1,503)
Resources used for acquisition of tangible fixed assets	-	-	-	-
Net movement in funds available for future activities	(1,168)	6,495	5,327	(1,503)

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.

VOLUNTEER CENTRE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

9. Debtors	2019	2018
	£	£
Prepayments	110	90
	110	90
10. Creditors	2019	2018
	£	£
Deferred Income	4,534	9,238
Accruals and receipts in advance	282	228
	4,816	9,466

11. Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2018 Funds £
<u>Incoming resources</u>			
Incoming resources from generated funds:			
Donations, Legacies & Grants	24,261	15,452	39,713
Charitable activities:			
Resources from charitable activities	464	-	464
Income from investments	32	-	32
Total incoming resources	24,757	15,452	40,209
<u>Resources expended</u>			
Charitable activities	30,018	11,694	41,712
Total resources expended	30,018	11,694	41,712
Net (outgoing)/incoming resources before transfers	(5,261)	3,758	(1,503)
Transfers between funds	-	-	-
Net (outgoing)/incoming resources before other gains and losses	(5,261)	3,758	(1,503)
Net movement in funds	(5,261)	3,758	(1,503)
Reconciliation of funds:			
As at 1 April 2017	28,368	53	28,421
As at 31 March 2018	23,107	3,811	26,918

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 2019

12. Going concern

The charity is operating on a going concern basis.

13. Related parties

There were no related parties within the year.

VOLUNTEER CENTRE UTTLESFORD

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

I report on the accounts of Volunteer Centre Uttlesford for the year ended 31 March 2019 which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

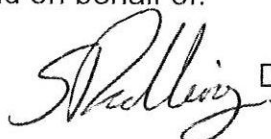
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date

27/09/2019