



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Pershore and District Volunteer Centre

On accounts for the year
ended

31 March 2019

Charity no
(if any)

1166141

Set out on pages

1 to 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019

Responsibilities and
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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 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 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 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.

Signed:

Date:

13.1.2020

Name:

M A SMITH

Relevant professional
qualification(s) or body
(if any):

FMAAT

Address:

3 TAYLORS LANE

WORCESTER

WR1 1PN

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

PERSHORE VOLUNTEER CENTRE

An independent local charity helping the local community.

ANNUAL REPORT

1/4/2018

To

31/3/2019



**Volunteer
Centre**

Pershore



Registered Charity No. 1166141

CHARITY INFORMATION

PERSHORE & DISTRICT VOLUNTEER CENTRE (known as Pershore Volunteer Centre)

Registered Charity No 1166141

Address: 1 Billing House, Cherry Orchard, Pershore WR10 1EY ☎ 01386 554299

Email cosec@pershorevolunteers.org.uk Website www.pershorevolunteers.org.uk

GOVERNING DOCUMENT:

Constitution adopted 14/3/2016

AIMS AND OBJECTIVES

The main objectives of Pershore and District Volunteer Centre (the Charity), as set out in the constitution, are to promote any charitable purposes for the benefit of the community in Pershore and the surrounding villages, and in particular the advancement of education, the protection of health and relief of poverty, distress and sickness.

TRUSTEES

The Trustees who served throughout the year were; Eric Wiles (Chair of Trustees), Ray Cook, John Rees, Colin Davidson, Geoff Ransted, Cllr Derrick Watt, and Cllr Tony Rowley. Amanda Tanfield is the Company Secretary. All Trustees (other than Colin Davidson) are also Trustees of The Pershore and District Voluntary Help Centre, which is therefore deemed to be a related party.

The Trustees met 11 times during the year and they confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

ACTIVITIES

During the course of the year certain activities, previously undertaken by The Pershore and District Voluntary Help Centre (an unincorporated charity, number 516080), were transferred to the Charity. These activities include:-

- Volunteering brokerage (w.e.f 1/1/2019)
- Support for other organisations (w.e.f.1/1/2019)
- Monthly Draw (w.e.f 1/1/2019)
- Fundraising and Grant applications (w.e.f. 1/4/2018).

Additional activities were transferred to the Charity with effect from 1 April 2019.

FINANCE

The Charity aims to utilise as much of its income as possible to fulfil its objectives, within the year the income is generated. The Charity, therefore, aims to maintain its cash reserves at the level which would, when taken together with expected income, meet its expected outgoings for a rolling period of at least 12 months.

STAFF TEAM 2018 – 2019

During the year the charity recruited a Volunteer Manager (2/1/2019), to undertake the management of the volunteering activities transferred to the charity.

Angela Ballard	Volunteer Manager	12 hours pw
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All Paid staff have been issued with job descriptions and contracts of employment; other work is undertaken by volunteers and employees of Pershore and District Voluntary Help Centre.

RELATED PARTY TRANSACTIONS

The Charity and Pershore and District Voluntary Help Centre have a mutual support understanding, agreed by the Trustees of both charities, whereby staff and resources from the two charities can be utilised by the other charity without the need for cross charging. Such services include, telecommunication, office rental, IT equipment all of which are now provided by the Charity to the Pershore and District Voluntary Help Centre and staff time which is provided by the Pershore and District Voluntary Help Centre to the Charity.

The stock of stationery used by the resource centre was sold (at cost) by the Pershore and District Voluntary Help Centre to the Charity during the year.

Pershore and District Voluntary Help Centre have provided the Charity with an interest free loan of £3,269 (£500 – 2017/18).

VOLUNTEERING CONTRIBUTION

A variety of different organisations are registered with the Charity. During the year 24 new organisations registered with the Charity. The introduction of GDPR enabled the Charity to contact all existing registered organisations, to ask them to re-register and to sign new Terms and Conditions, including agreeing to the new privacy policy. This exercise ensured the Charity's compliance with GDPR and enabled a purging of the data base. As a result, the Charity had a total of 103 registered up-to-date organisations (an increase of 23%).

50 new volunteering opportunities were registered and have been actively promoted during the year. Opportunities are promoted via the Charity's website, social media, and in the office window.

There have been 112 enquiries from prospective volunteers during the year and the majority of these (92%) have been online applicants or 'drop ins'. The Charity aims to provide face to face interviews with all newly registered volunteers. 49 referrals have been made, including:-

- Employment Preparation Coach/Mentor with The Shaw Trust
- Womens' Support Group Volunteer (Evesham & District Mental Health Service)
- Charity Shop Volunteer - St Richards Hospice Shop
- Broadway Museum Volunteer

In addition to sourcing volunteers for other organisations, the Charity recruits volunteers for itself and Pershore and District Voluntary Help Centre all such volunteers undergo training, including (as appropriate):-

- In-house induction
- First Aid
- Worcestershire County Council's driver/passenger support, training and appraisal.



PERSHORE AND DISTRICT VOLUNTEER CENTRE									
PROFIT AND LOSS FOR THE YEAR ENDED 31ST MARCH 2019									
				12 MONTHS TO 31ST MARCH 2019			12 MONTHS TO 31ST MARCH 2018		
				Total	General Funds	Restricted Funds	Total	General Funds	Restricted Funds
		Notes		£	£	£	£	£	£
INCOME									
Grants		1		5,000					
Other		1		4,264			33		
				9,264	0	0	33	0	0
Other:									
Transport Charges				385					
Transport Administration									
Individual and Corporate Donations									
Community Resources									
Project Income									
Fund Raising				4,551					
Bank and National Savings Interest									
				4,936	0	0	0	0	0
				14,201	0	0	33	0	0
EXPENDITURE									
Salaries - Co-ordinator and Assistant Co-ordinators		5		1,468					
Rent				3,000					
Telephone									
Insurances									
Office Expenditure				4,172			334		
Reimbursement of Volunteer Expenses									
Volunteer Training									
Mileage Payments and Transport Costs									
Activities and Outings									
Community Events									
Minibus Running Costs									
Depreciation									
				8,640	0	0	334	0	0
PROFIT / (DEFICIT) FOR THE YEAR				5,561	0	0	(301)	0	0



PERSHORE AND DISTRICT VOLUNTEER CENTRE
BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2019

PERSHORE AND DISTRICT VOLUNTEER CENTRE			
BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2019			
		31.03.2019	31.03.2018
	Notes	£	£
FIXED ASSETS			
Motor Vehicles:			
Cost as at 1st April 2018		0	0
Additions		0	0
Less: Grants Received		0	0
Disposals		0	0
		0	0
Less: Depreciation			
NBV Cost as at 31st March 2019		0	0
Office Fittings and Equipment:			
	1		
Cost as at 1st April 2018		0	0
Additions		7,320	0
Less: Grants Received		(7,320)	0
Disposals		0	0
		0	0
Less: Depreciation		0	0
NBV Cost as at 31st March 2019		0	0
TOTAL FIXED ASSETS		0	0
CURRENT ASSETS			
Debtors	2	1,121	0
Prepayments		0	0
Deposit Account		0	0
Current Account		7,708	199
Cash In Hand		0	0
TOTAL CURRENT ASSETS		8,829	199
CREDITORS (amounts falling due within one year)			
Pershore & District Voluntary Help Centre Inter Company	3	(3,269)	(500)
Accruals and prepaid income		(300)	0
NET CURRENT ASSETS		5,260	(301)
NET ASSETS LESS CURRENT LIABILITIES		5,260	(301)
REPRESENTED BY:			
General Reserves		5,260	(301)
Restricted Funds Reserve		0	0
		5,260	(301)
MOVEMENT ON RESERVES:			
General Reserves		4	
Opening Balance as at 1st April 2018		(301)	0
(Deficit)/Surplus for the year		5,561	(301)
Closing Balance as at 31st March 2019		5,260	(301)
Restricted Funds		4	
Opening Balance as at 1st April 2018		0	0
(Deficit)/Surplus for the year		0	0
Closing Balance as at 31st March 2019		0	0

Notes to the Accounts

1. Accounting Policies

- a. Turnover. All turnover is generated in the UK and is unrestricted.
- b. Grant income received has been utilised to enhance the IT infrastructure of the Charity, including new computers, new photocopiers and new telecommunications provision.
- c. Depreciation. The new computers purchased and capitalised, were full funded by grant income. The grant income has therefore been set against the expenditure.

2. All debtors are deemed recoverable, within one year.

3. An interest free loan has been provided by Pershore and District Voluntary Help Centre. The Trustees do not believe that this loan will be required to be repaid within the foreseeable future

4. The Charity has no Restricted Reserves and all Reserves have been treated as General Reserves.

5. The Highest paid employee received £1,376 during the year.

6. Long-term Contracts.

- a. The Charity has entered into a premises lease which can be terminated with 3 months notice.
- b. Broad band and telephone contracts are supplied under fixed 3-year contracts.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Trustees:



Dr Amanda Tanfield
Company Secretary
27 January 2020