

Volunteer Centre Dorset
(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 March 2020

Charity Registered in England and Wales Number: 1113758

Company Registration Number: 05685988

Volunteer Centre Dorset
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For the Year Ended 31 March 2020

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Volunteer Centre Dorset
Reference and Administrative Details
For the Year Ended 31 March 2020

Charity Name	Volunteer Centre Dorset
Other Names	Dorchester Volunteer Bureau Volunteer Centre Dorchester
Trustee Directors	S Fleet Chairperson A Bailey MA FCA Director of finance A Bolt D Exall K Herbert J Mills A Nichol
Company Secretary & Centre Manager Deputy Manager	M Waterman C Womble
Company Number	05685988
Charity Number	1113758
Principal Address and Registered Office	The Old Coach House Acland Road Dorchester Dorset DT1 1EF
Independent Examiner	Michelle Ferris FCA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX

The Trustees' present their report and accounts for the year ended 31 March 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2015).

Trustees

The Trustees serving during the period and since the period end are as follows:

- S Fleet Chairperson
- H Harrison (resigned 24 October 2019)
- A Bailey Director of finance
- A Bolt (appointed 27 January 2020)
- S Colquhoun (resigned 31 October 2019)
- D Exall
- K Herbert
- J Mills
- A Nichol

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Volunteer Centre Dorset (known as Dorchester Volunteer Bureau until 8 April 2009) was incorporated as a company limited by guarantee on 24 January 2006 and registered as a charity with the Charity Commission on 12 April 2006. The charity commenced operations of 1 July 2006, taking over the net assets and charitable activities of the unincorporated charity Dorset Volunteer Bureau (charity number 1004015). The affairs of the charitable company are governed by its Memorandum and Articles under which the members of the company are its trustees and directors and control the charity and its property and funds.

Trustees are currently recruited by advertisement or nomination. There is no determined maximum or minimum number. By agreement all trustees retire each year and new trustees are elected. No organisation is entitled to appoint a trustee.

At the end of the reporting period there were 7 trustees. They meet a minimum of 6 times per year and are responsible for the strategic direction and policy of VCD. A scheme of delegation is in place and day to day responsibility for the provision of services and routine operational business rests with the Centre Manager. She is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner. She also holds responsibility for the supervision and development of the staff team in line with best practice.

As part of ongoing practice, we undertook a comprehensive skills audit of Trustees. Whilst this did not reveal any major deficiencies in the spread of skills it enabled us to identify areas where we wished to both strengthen and refresh the skills set of our trustees. A recruitment campaign is planned for the end of 2020 and a key intent will be to broaden the diversity of our Board. The Board is committed to ongoing trustee development and this is reviewed regularly. Training continues to be provided on topics including governance and safeguarding. We have a nominated safeguarding lead trustee.

OBJECTIVES AND ACTIVITIES

Objectives and public benefit statement

VCD's purposes are set out in the objects within the company's Memorandum and Articles of Association. They are:

To benefit local communities by undertaking voluntary work in education, social services and other areas of charitable activity and encouraging others to do so and in particular by: -

- Informing, guiding and supporting persons willing to undertake voluntary service
- Advising and guiding organisations using volunteers
- Establishing and maintaining a Centre for the conduct of its activities and as a meeting place in connection with such activities

These are regularly reviewed by the trustees and we are satisfied that the objects for which the Centre was established remain valid. We continue to refer to guidance on public benefit when reviewing our aims and objectives and in developing future plans.

During the year Trustees have continued to implement the business plan agreed for the period 2017-2020. Business planning for the period 2020 – 2023 is underway but has been paused due to the COVID-19 pandemic.

In setting the objectives and planning the activities of the charity, the trustees have given due consideration, and had regard to the Charity Commission's guidance on public benefit.

The focus of our work

Our work is focused around the ambition to offer **Leadership, Inspiration, Facilitation and Expertise**, or **LIFE**, to those throughout Dorset who wish to volunteer. This is encapsulated in our mission statement:

VCD commits to promote and develop volunteering for all, enhancing the quality of LIFE for residents throughout the county.

We operate from premises in central Dorchester which are open to all 4 days per week. On Fridays our doors are open by appointment, which provides breathing space for busy staff to deal with a burgeoning regulatory administrative burden and undertake training and personal development. In addition to our own offices, community spaces throughout the county, such as libraries, are regularly used to provide outreach and support services.

We have continued to identify opportunities to develop and promote our presence and activities across the county including:

- Sturminster Newton – where we are working collaboratively with Friends of Stour Connect to develop new volunteering opportunities and projects supporting those with disabilities and young people.
- Blandford – we are part of a group developing a hub approach to community support. This includes the development of volunteering to support Blandford organisations and communities, for example using and sharing accessible space, as well as linking our services to community, charities and statutory groups in the Blandford area.
- Sherborne – we are supporting the introduction of new initiatives such as Social Prescribers and encouraging and supporting community collaboration.

A number of other voluntary organisations are co-located in our premises in Dorchester. Not only does this provide a means of sharing office costs but also provides an opportunity for enhanced networking and personal development of all our staff.

Volunteer centre Dorset

Trustees' Report

For the Year Ended 31 March 2020

We operate under the umbrella of branding for volunteer centres which comes from the National Council for Voluntary Organisations (NCVO) and brings a variety of marketing advantages and social media access. Along with Simply Connect, VCD has increased its virtual platforms and the use of social media has led to an increased level of interest in volunteering, shared information, volunteer development and good practice. Over this period we have seen an increase of 209% in social media engagements.

We also use Simply Connect. This is an online tool, managed internally through a comprehensive database, which assists us with matching potential volunteers with the variety of opportunities advertised through VCD. Allied to this, a key element of our activities is the provision of brokerage and facilitation services in support of a range of organisations, individuals and the public sector. Volunteer recruitment fairs are run throughout the year and we continue to increase our engagement with young people. During this reporting period we have attended Freshers Fairs, 6th Form Conventions, presentations with students from Bournemouth University, Next steps – post college, NCS Programmes and have engaged with in excess of 450 young people. We have also seen an increased number of young volunteers nominated for recognition at our Annual Awards Event.

We continue to be committed to promoting diversity and recognise that some volunteers require tailored support and mentoring. Staff have expertise in supporting volunteers with mental health and learning disabilities as well ex-offenders and individuals who feel excluded from mainstream society. We work closely with organisations such as Department for Work and Pensions, HM Prison and Probation Service and Dorset Council Social Services.

Our staff of 9 conduct the work of VCD on a day to day basis, supporting volunteering across Dorset.

We have developed a programme of training for volunteers and organisations, covering topics such as Trustee Recruitment, Volunteer Recruitment, Emergency First Aid at Work and Safeguarding. We carry out Disclosure and Barring Service checks for voluntary organisations, their staff and volunteers and provide branded identity badges. Our team work closely with the local authorities to ensure that the Voluntary and Community Sector is valued and recognised at a county level for their contribution to the strategic aims of Dorset Council and the NHS. Throughout the year we have developed our relationship with the Dorset Clinical Commissioning Group, ensuring that the value of volunteering is recognised and supported as well as working with the CCG to ensure a collaborative approach to develop stronger communities.

Unfortunately, despite the success of the project, due to financial pressures and loss of funding, HMP Guys Marsh ended their financial agreement with us in November 2019. Both the Prison Governor and Centre Manager are keen to find appropriate resources to continue the work to assist offenders and ex-offenders into volunteering. As part of our core services we continue our role with the Resettlement Programme supporting people who are leaving custody, providing tailored help and information about the benefits of volunteering.

Through our many successful projects, staff have been able to further develop their skills and experience, and this has been recognised nationally. Staff have been invited to give presentations at national conferences, including NCVO, on topics including inclusivity and engaging people with additional needs. Staff also participated in a national steering group to develop a new marketing campaign for "Volunteers' Week".

Projects delivered

Projects funded and delivered during the reporting year include:

- Volunteer Help Scheme – supporting older people with practical tasks such as garden maintenance and moving furniture to accommodate health related equipment.
- Community Credit Scheme – Supporting adults with learning disabilities to volunteer with volunteer mentors.
- HMP Guys Marsh – coordinating the VCS providing communication and support to the sector delivering services in the prison, also providing volunteering opportunities for men whilst in custody and continued support to volunteers when released.
- Company at Christmas – volunteer led Christmas lunch for local older people who would otherwise be alone on Christmas Day.
- Sunday Lunch Club – volunteer led monthly lunch club for older people in Dorchester
- Community Allotment Schemes – the setting up and managing of community allotment and gardening spaces for communities to enjoy as well as providing an opportunity for volunteers learning to grow and cook grown produce.
- Syrian Resettlement Programme – volunteer mentoring and buddy programme to help families settle into Dorset.

Principal Funding Sources

Realising funding for all that we would like to do is always a challenge. We have drawn from various sources including a mix of grants and contracts from the statutory sector, such as Dorset Council and Dorset's Clinical Commissioning Group. We are committed to working with the Dorset Council as well as Town Councils throughout the county. With them we shall explore sources of funding to further support the work of the Centre in their communities. Specific projects, the Community Credit Scheme for example, are funded mostly through dedicated grants in response to bids authored and submitted by VCD to the grant making bodies. Invariably there are more worthy causes than available funding and so bidding for money is largely a competitive process. That VCD has enjoyed notable success in realising funds through this route is testament to the skill and dedication of our staff.

ACHIEVEMENT AND PERFORMANCE

Report of the Finance Director

The Volunteer Centre has had another very satisfactory year financially. The relative stability of our major income streams continues to enable more effort to be devoted to the provision of services. Our budget is set every year based on known income together with an estimate of what additional funding can be secured during the year. As additional funding is secured and as demands on services change, we amend the budget accordingly. Going forward our aim is not only to secure funding as grants and donations but to also increase our trading income. As can be seen in the accounts the trading activities for last year was £7,431 (2018-19 £4,835).

Financial Review

Total expenditure for the year was £236,243 (2018-19 £195,026) of which 66% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £22,780.

Total income for the year was £285,362 (2018-19 £206,155) primarily received from agencies as grants. Total income was above the budget by £26,338.

The net surplus for the year was £49,119 (2018-19 £11,129).

The unrestricted reserves increased by £31,611 to £109,269. These reserves are important, providing the organisation with stability and enabling officers and trustees to focus more on the sustainability of the organisation and the services provided.

Cash in the bank is £145,654, however £24,080 was deferred income. Taking this into account and all other financial responsibilities the net current assets were £130,788. This equates to 6 months of expenditure (5 months 2018-19).

At the year end the total funds were £136,223.

Reserves Policy

The guidance given by the Charity Commission is not specific and is more generalised to what is right for the individual charity. Reserves are needed to meet the working capital requirements of the charity and to continue the current activities of the charity in the event of a temporary reduction in funding. We will strive to maintain minimum financial reserves equivalent to 3 months operating cost. Free reserves at the year end were £104,226 which equates to around 5 months of expenditure. Designated reserves are held to cover future costs that may be incurred for example redundancy and other future contractual obligations. This fund may increase if, for example, we sign a longer contract for the premises.

FUTURE PLANS & COVID-19

The 2017-2020 Business Plan envisaged that by 2020 VCD would be acknowledged experts in the support and delivery of volunteer services across the county and would provide a focal point to mobilise the power of the community and individuals. We believe this has been achieved.

We are committed to inclusion and supporting everyone who wishes to volunteer. VCD will continue to operate an open-door policy, welcoming all people wishing to volunteer and provide training and mentoring to assist them to achieve their potential.

Towards the end of the reporting period the UK began to experience the impact of the COVID-19 Pandemic. VCD immediately became an integral part of Dorset Council's crisis planning team and a leading organisation in the quick and effective emergency response to the COVID-19 Pandemic across the county. We have been instrumental in recruiting and supporting community volunteering to ensure people remain safe and well whilst needing to self-isolate. For the present this has created a lot of new work for VCD which has been funded to date.

We anticipate this activity continuing in the medium term. New budgets have been prepared to reflect this increased activity and the Board and Officers will continue to monitor the situation closely on a monthly basis and are prepared to take immediate actions as required.

Our plans for the immediate future have been impacted by the most pressing priority to work with Dorset Council, the NHS and other bodies to support the most vulnerable in our community through the crisis. Due to the demands placed on our resources, business planning has been paused but VCD will continue to respond in a flexible and pragmatic manner to the unfolding situation. We anticipate a continuing partnership with Dorset Council and the NHS to support the most vulnerable throughout the next year. At the same time we shall be returning to project work that was suspended during the crisis with an absolute commitment to deliver all outputs in a timely fashion.

It is apparent that the situation we face longer term will be different. Accordingly trustees will revisit our business plan taking into account the views of our sponsors, voluntary organisations throughout the county and the changing and growing needs of our communities. In doing so we will seek to build on the community spirit and response to the crisis, the increased number of volunteers and local support groups.

We can do this confident in the expertise and commitment for our staff to whom we extend an enormous vote of thanks.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Volunteer Centre Dorset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 income and expenditure, of the charitable company for that period. 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;
- make judgments and accounting 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, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees.

.....
A Bailey
Director of Finance

Date.....

Volunteer Centre Dorset

Independent Examiner's Report to the Trustees
For the Year Ended 31 March 2020

Independent examiners report to the Trustees of Volunteer Centre Dorset

I report to the charity trustees on my examination of the accounts of Volunteer Centre Dorset ("the Company") for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as 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 Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts 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 accounts 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.

.....
Michelle Ferris FCA
for and on behalf of
Albert Goodman LLP
Chartered Accountants

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date:

Volunteer Centre Dorset

Statement of Financial Activities (including the Income and Expenditure Account)

For the Year Ended 31 March 2020

		2020			2019		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
Income from:							
Donations and legacies	2	4,558	5,184	9,742	3,243	5,877	9,120
Charitable activities	2	68,172	199,643	267,815	51,990	139,882	191,872
Other trading activities	2	6,161	1,270	7,431	4,835	-	4,835
Investments	2	374	-	374	328	-	328
Total income		79,265	206,097	285,362	60,396	145,759	206,155
Expenditure on:							
Charitable activities	3	47,654	188,589	236,243	46,505	148,521	195,026
Total expenditure		47,654	188,589	236,243	46,505	148,521	195,026
Net income/(expenditure) before transfers		31,611	17,508	49,119	13,891	(2,762)	11,129
Transfers between funds	9	-	-	-	-	-	-
Net movement in funds		31,611	17,508	49,119	13,891	(2,762)	11,129
Reconciliation of funds							
Total funds brought forward	9	77,658	9,446	87,104	63,767	12,208	75,975
Total funds carried forward		109,269	26,954	136,223	77,658	9,446	87,104

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

Volunteer Centre Dorset- Company Registration Number: 05685988

Balance Sheet

As at 31 March 2020

		£	2020 £	£	2019 £
Fixed assets	Note				
Tangible fixed assets	6	5,435		2,471	
			5,435		2,471
Current assets					
Debtors	7	13,905		23,066	
Cash at bank and in hand		145,654		138,719	
		159,559		161,785	
Liabilities					
Creditors falling due within one year	8	(28,771)		(77,152)	
Net current assets			130,788		84,633
Total net assets			136,223		87,104
The funds of the charity:					
Unrestricted funds:					
General funds	9	81,762		50,151	
Designated funds	9	27,507		27,507	
Total unrestricted funds			109,269		77,658
Restricted funds	9		26,954		9,446
Total charity funds			136,223		87,104

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

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

Approved by the Board for issue on and signed on their behalf by:

.....
A Bailey
Director of Finance

1 Accounting policies

The principle accounting policies adopted in the preparation of the financial statements are:

1.1 General information and basis of accounting

Volunteer Centre Dorset is a company limited by guarantee, incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is £10. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 2-7.

The financial statements have been prepared in £ sterling on the historical cost basis and 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 (FRS 102) (effective 1 January 2015) – (Charities SORP FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Income

All income is 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. The valuation of donated services is not quantified within the Statement of Financial Activities.

- Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.
- Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

1.3 Government grants

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

1.4 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core costs (shown in income).

Contributions to core costs relates to management and office costs charged to the restricted funds in line with the funding agreements. Whilst there has been no change to accounting policy from that of the prior year, there has been a change to presentation, with contributions to core costs being shown as one line in expenditure rather than being shown as income and an equal expense.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment 25% on reducing balance.

1.6 Debtors

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered and any impairment necessary. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Taxation

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax.

1.10 Operating leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.11 Pension contributions

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

1.12 Fund accounting

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

1.13 Covid-19

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. The charity has been able to continue to deliver the majority of its services remotely and has attracted additional funding to enable a response to an increase in demand. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary.

1.14 Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost and details in note 12. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost and detailed in note 12. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2020

2 Income from:

	Unres- tricted £	Res- tricted £	2020 Total £	Unres- tricted £	Res- tricted £	2019 Total £
Donations and legacies						
Donations	4,558	5,184	9,742	3,243	5,877	9,120
	<u>4,558</u>	<u>5,184</u>	<u>9,742</u>	<u>3,243</u>	<u>5,877</u>	<u>9,120</u>
Charitable activities						
<u>Grants</u>						
Big4Littlemoor*	-	-	-	-	4,558	4,558
NHS CCG*	-	22,800	22,800	-	22,800	22,800
Dorset County Council*	60,244	5,747	65,991	49,500	5,748	55,248
Big Lottery Fund	7,470	70,490	77,960	2,490	68,361	70,851
For Causes	-	-	-	-	1,000	1,000
Pocket Parks*	-	15,393	15,393	-	-	-
HMP Guys Marsh (started 01/09/17)*	-	13,485	13,485	-	20,228	20,228
Santander	-	-	-	-	4,411	4,411
Tesco	-	1,000	1,000	-	-	-
Allotment Project	-	3,567	3,567	-	-	-
Dorset CCG*	-	15,000	15,000	-	-	-
Syrian resettlement programme*	-	49,161	49,161	-	8,193	8,193
Grants - Other	458	-	458	-	433	433
						-
<u>Service Level Agreements</u>						
Christchurch BC*	-	-	-	-	1,150	1,150
EDDC*	-	3,000	3,000	-	3,000	3,000
	<u>68,172</u>	<u>199,643</u>	<u>267,815</u>	<u>51,990</u>	<u>139,882</u>	<u>191,872</u>
Other trading activities						
Advertising and Sponsorship	-	-	-	217	-	217
Affiliation Fees	385	-	385	1,140	-	1,140
Delivered services	5,775	1,270	7,045	3,214	-	3,214
Miscellaneous income	-	-	-	264	-	264
	<u>6,161</u>	<u>1,270</u>	<u>7,431</u>	<u>4,835</u>	<u>-</u>	<u>4,835</u>
Investment income						
Bank interest	374	-	374	328	-	328
Total income	<u>79,265</u>	<u>206,097</u>	<u>285,362</u>	<u>60,396</u>	<u>145,759</u>	<u>206,155</u>

*Donates government grants

3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2020 Total £	Unres- tricted £	Res- tricted £	2019 Total £
Events	4,054	16,820	20,874	4,761	4,038	8,799
Salaries	37,662	108,169	145,831	30,422	91,981	122,403
Staff travel	1,828	4,677	6,505	1,078	7,028	8,106
Volunteer expenses	1,069	3,368	4,437	806	2,512	3,318
Training and fees	256	938	1,194	452	1,667	2,119
Vehicle costs	300	2,657	2,957	534	1,880	2,414
Repairs and renewals	-	219	219	-	343	343
Newsletter	1,648	-	1,648	2,880	-	2,880
Subscriptions	3,380	60	3,440	2,565	60	2,625
Premises	1,462	13,192	14,654	6,394	9,115	15,509
Miscellaneous	1,399	106	1,505	1,113	-	1,113
Postage	1,464	-	1,464	1,601	-	1,601
Telephone	8,791	700	9,491	3,659	612	4,271
Stationery	932	-	932	1,191	-	1,191
Advertising and promotion	648	3,344	3,992	823	50	873
Insurance	474	350	824	487	300	787
Computer repairs	-	-	-	912	-	912
Photocopying	3,131	-	3,131	2,214	-	2,214
Water	-	-	-	-	-	-
Depreciation	1,540	272	1,812	463	365	828
Bookkeeping	6,221	3,312	9,533	3,935	6,985	10,920
Accountancy	900	-	900	900	-	900
Independent examination	900	-	900	900	-	900
	78,059	158,184	236,243	68,090	126,936	195,026
<u>Recharges</u>						
Contribution to core costs	(30,405)	30,405	-	(21,585)	21,585	-
Total	47,654	188,589	236,243	46,505	148,521	195,026

4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, and none were reimbursed any expenses (2019 - £nil).

5 Staff costs

	2020	2019
	£	£
Wages and salaries	137,947	116,605
Employer's national insurance	6,608	5,062
Employer's pension contributions	1,276	736
	<u>145,831</u>	<u>122,403</u>

The average monthly head count of employees during the period was 8 staff (2019: 8 staff).

No employee received remuneration of more than £60,000 in the period (2019: nil).

The charity operates a defined contribution pension scheme. The pension charge for the year represents contributions payable by the charity to the scheme and amounted to £1,276 (2019: £736). Contributions totalling £nil (2019: £nil) were payable to the scheme at the end of the year and are included in creditors.

Key management personnel

The key management personnel of the charity are considered to be the Centre Manager and the Deputy Manager. The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £56,144 (2019: £56,233).

6 Tangible fixed assets

	Fixtures & Fittings £	Total £
Cost		
At 1 April 2019	30,008	30,008
Additions	4,776	4,776
	<hr/>	<hr/>
At 31 March 2020	34,784	34,784
	<hr/>	<hr/>
Depreciation		
At 1 April 2019	27,537	27,537
Charge for the year	1,812	1,812
	<hr/>	<hr/>
At 31 March 2020	29,349	29,349
	<hr/>	<hr/>
Net book value		
At 31 March 2020	5,435	5,435
	<hr/>	<hr/>
At 31 March 2019	2,471	2,471
	<hr/>	<hr/>

7 Debtors

	2020 £	2019 £
Trade debtors	12,882	20,673
Prepayments and accrued income	713	1,922
Other debtors	310	471
	<hr/>	<hr/>
	13,905	23,066
	<hr/>	<hr/>

8 Creditors: Amounts falling due within one year

	2020	2019
	£	£
Deferred income - Funding received in advance	24,080	72,814
Other creditors	194	306
Accruals	4,497	4,032
	<u>28,771</u>	<u>77,152</u>
	<u><u>28,771</u></u>	<u><u>77,152</u></u>
Deferred income	2020	2019
	£	£
Deferred income at 1 April 2019	72,814	35,930
Released from previous years	(72,814)	(35,930)
Resources deferred in the year	24,080	72,814
	<u>24,080</u>	<u>72,814</u>
Deferred income at 31 March 2020	<u><u>24,080</u></u>	<u><u>72,814</u></u>

Where grants are received in advance, for a specific period, these funds are deferred and recognised in the period to which they relate.

Grants deferred in the year relate to Dorset County Council and the Big Lottery Fund.

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2020

9 Summary of movement in funds

	Balance 01.04.19 £	Income £	Expenditure £	Transfers £	Balance 31.03.20 £
Restricted funds					
Allotment project	-	3,588	(3,588)	-	-
Community Credits					
Dorset County council	-	5,748	(5,748)	-	-
Big Lottery Fund	6,880	70,490	(64,123)	-	13,247
Tesco	-	1,000	(1,000)	-	-
Pocket Parks	-	15,393	(12,747)	-	2,646
Other funders	342	-	(278)	-	64
Company at Christmas	408	674	(1,082)	-	-
NHS CCG	-	22,800	(22,800)	-	-
HMP Guys Marsh (started 01/09/17)	-	13,574	(13,574)	-	-
Voluntary Help Scheme	-	5,670	(5,670)	-	-
Syrian Families Project	1,816	49,160	(39,979)	-	10,997
Dorset CCG	-	15,000	(15,000)	-	-
EDDC	-	3,000	(3,000)	-	-
Total restricted funds	9,446	206,097	(188,589)	-	26,954
Unrestricted funds					
Administration/general fund	50,151	58,231	(26,620)	-	81,762
Designated reserve fund	27,507	-	-	-	27,507
Development/training	-	21,034	(21,034)	-	-
Total unrestricted funds	77,658	79,265	(47,654)	-	109,269
Total funds	87,104	285,362	(236,243)	-	136,223

Summary of movement in funds- prior year

	Balance 01.04.18	Income	Expenditure	Transfers	Balance 31.03.19
	£	£	£	£	£
Restricted funds					
Allotment project	-	1,442	(1,442)	-	-
Community Credits					
Dorset County council	-	5,748	(5,748)	-	-
Postcode Community Trust	-	-	-	-	-
Big Lottery Fund	9,025	68,361	(70,506)	-	6,880
Santander	145	4,411	(4,556)	-	-
Big4littlemoor	65	4,558	(4,623)	-	-
Other funders	-	813	(471)	-	342
Company at Christmas	1,442	1,209	(2,243)	-	408
NHS CCG	-	22,800	(22,800)	-	-
HMP Guys Marsh	1,242	20,228	(21,470)	-	-
Voluntary Help Scheme	289	3,846	(4,135)	-	-
Syrian Families Project	-	8,193	(6,377)	-	1,816
Christchurch BC	-	1,150	(1,150)	-	-
EDDC	-	3,000	(3,000)	-	-
Total restricted funds	12,208	145,759	(148,521)	-	9,446
Unrestricted funds					
Administration	36,260	60,396	(46,505)	-	50,151
Designated reserve fund	27,507	-	-	-	27,507
Development/training	-	-	-	-	-
Total unrestricted funds	63,767	60,396	(46,505)	-	77,658
Total funds	75,975	206,155	(195,026)	-	87,104

Purpose of material funds:

Development/training	Volunteer management training for community organisations
Designated reserve fund	Contingency reserve to cover the operating lease and redundancy commitments.
Allotment project	Access to a community allotment for everybody who would like to participate.
Community Credits	Enabling people with learning disabilities to volunteer and be supported by a Mentor.
Company at Christmas	A social event for those who are elderly or disabled and alone at Christmas.
Dorset CCG	A joint bid with Community Action Network and Dorset Community Action, to carry out a consultation and research project into Home from Hospital services in Dorset (incl. Poole, Bournemouth and Christchurch).

Purpose of funds (continued):

NHS CCG	Providing support to the VCS in Dorset, working in partnership with the CCG to develop volunteering opportunities, representing the sector and communicating NHS themes, surveys, activities etc. to the wider Voluntary and Community Sector.
HMP Guys Marsh	Voluntary Sector and Project Coordinator at HMP Guys Marsh, providing support and good practice to the VCS who deliver support and services to prisoners and families at HMP Guys Marsh, organising networking events and developing partnerships and activities. Also delivering Volunteering Opportunities for those in custody, mirroring the services of the Volunteer Centre within a prison setting.
Voluntary Help Scheme	Practical help for the elderly and disabled, for example, garden maintenance and furniture removal.
Santander	Support towards a community gardening project.
Big4LittleMoor	Support towards a community gardening project.
Syrian Families Project	To support volunteers who support Syrian families in Dorset.

Transfers may be made from unrestricted funds insofar as expenditure charged to restricted exceeds monies received, to cover any deficit that would otherwise arise. The trustees are satisfied that sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

10 Analysis of assets between funds

	Unres- tricted £	Res- tricted £	2020 Total £	Unres- tricted £	Res- tricted £	2019 Total £
Tangible assets	5,043	392	5,435	1,998	473	2,471
Net current assets	104,226	26,562	130,788	75,660	8,973	84,633
	<u>109,269</u>	<u>26,954</u>	<u>136,223</u>	<u>77,658</u>	<u>9,446</u>	<u>87,104</u>

11 Financial commitments

At 31 March 2020 the charity was committed to making the following payments under non-cancellable operating leases:

	2020 £	2019 £
<u>Operating leases which expire:</u>		
Within one year	-	113
2-5 years	-	-
In more than five years	-	-
	<u>-</u>	<u>113</u>

12 Financial instruments

Categorisation of financial instruments

	2020	2019
	£	£
Financial assets that are debt instruments measured at amortised cost	158,846	159,863
	<u>158,846</u>	<u>159,863</u>
Financial liabilities measured at amortised cost	4,691	4,338
	<u>4,691</u>	<u>4,338</u>

There were no items of income, expense, gains or losses to report.

13 Related parties

There were no related party transactions during the year (2019: none).

14 Government grants

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 2 for more information and to the amount and source of these grants.

15 Company limited by guarantee

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2020 the company had seven members and the total amount guaranteed is therefore £70.