

Volunteer Centre Dorset

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 March 2021

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 2021

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Volunteer Centre Dorset
Reference and Administrative Details
For the Year Ended 31 March 2021

| | |
|--|--|
| 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 H Enright D Exall K Herbert J Mills |
| 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 BSc (Hons) FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX |

Volunteer Centre Dorset
Trustees' Report
For the Year Ended 31 March 2021

The Trustees' present their report and accounts for the year ended 31 March 2021. 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 2019).

Trustees

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

- | | |
|-------------|------------------------------|
| • S Fleet | Chairperson |
| • A Bailey | Director of finance |
| • A Bolt | |
| • H Enright | (appointed 13 April 2021) |
| • D Exall | |
| • K Herbert | |
| • J Mills | |
| • A Nichol | (resigned 17 September 2020) |

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Volunteer Centre Dorset ("VCD") (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 6 trustees who 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 CEO. 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 in progress and a key intent is 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.

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.

The work of the Centre has been profoundly impacted by the Covid-19 pandemic and the periods of lockdown and other restrictions, but has remained totally aligned to this mission.

Whilst we have retained our offices in central Dorchester staff have predominantly worked from home throughout the reporting period. At the beginning of lock down all staff were provided with the necessary IT equipment, telephones and furniture to ensure that they were able to operate safely and effectively from home. Health and Safety reviews took place and a Working from Home policy was immediately agreed and procedures implemented. Our earlier investment in cloud technology enabled all staff to remain in close contact and work effectively as a team. As the lockdown and restrictions continued, regular reviews were conducted to ensure that staff continued to have access to all the technology and personal support they required. Trustees were particularly concerned to ensure the well being of everyone. Regular reports were provided to the Board and informal zoom events and relaxation classes introduced.

Throughout this period on line training and support was provided and the Centre Manager, in partnership with trustees, put forward proposals for staff development and reorganisation in anticipation of the retirement of her deputy later in 2021.

This year, our work has been largely focused on the voluntary response to the pandemic in Dorset. VCD immediately became an integral part of Dorset Council's crisis planning team and a leading organisation enabling the quick and effective emergency response across the county. We have led the community response, supporting those most vulnerable in our community.

We recruited over 3500 volunteers during this period. Many were matched to the circa 1300 individuals who were shielding to provide support including shopping, collecting prescriptions, dog walking and telephone befriending. Volunteers have also helped with a range of other activities arising from the pandemic including marshalling at household recycling centres, delivering library books, assisting at vaccination centres and supporting children's holiday activities

In support of these activities training and support have been provided to individual volunteers and to the 160+ emergency response community groups that were established. Training guides were produced, including good practice guides and weekly updates were provided to all registered volunteers and community response groups. Particular attention was paid to providing advice to volunteers on how to keep safe as well as safeguarding to protect vulnerable adults and children. 218 new DBS checks were carried out for volunteers responding specifically to the pandemic.

Working in partnership with Dorset Council and Dorset CCG we developed a package of recognition for volunteers looking for employment within the health and social care sector. This provided a platform for volunteers to record the skills and training they had received and appropriate certificates were awarded. This has both enhanced recognition of the value of volunteering whilst also providing a valuable route into employment for individuals.

All this work has been carried out in partnership with Dorset Council, Dorset CCG and other voluntary organisations within the county. Strong relationship built on trust and mutual respect have been built and we believe this will yield benefits in the years ahead.

Our digital impact has continued to grow. Around 30000 new visitors have visited our web site in the past two years, an increase of over 250% on the previous period. VCD ranks top of the search engine list making it easy for people to find information about local volunteering and our Google reviews are 4.8 out of 5. Our social media following has also grown by around 20% over the year. It follows that our previous investment in these areas has proved invaluable over the period of the pandemic.

Projects delivered

Projects have been necessarily limited this year but we have made every effort to adapt and maintain activity where possible.

- Volunteer Help Scheme - two of the voluntary team have continued to volunteer throughout the year where they can, delivering emergency food parcels, distributing food across the county to the food banks and emergency response groups, as well as delivering Christmas packs for children over the Christmas Holidays. Gardens have been kept tidy and large items have been removed to help people stay in their homes and continue to live well and independent.
- Community Credit Scheme – although we haven't been able to operate as usual as many of our volunteers are vulnerable we have maintained regular contact, held zoom coffee and chat sessions, sent postcards and had weekly phone calls. The volunteers with learning disabilities have welcomed the chance to get back outside and volunteer when we have been able. We have also set up small action groups who have initially met online to look at developing opportunities in their areas. During lockdown we have been working to develop an exchange app, which will be trialled later this summer. We also worked with the Digital Inclusion team to distribute IT equipment and training for those with a learning disability with no access to the internet. We were also successful in being awarded a continuation grant from Reaching Communities, this will enable us to continue to grow and develop the project.

Principal Funding Sources

During this period our core services were adapted to support the Covid-19 response. Consequently the majority of our funding has been related to COVID 19 activities and has been in various grants from Dorset Council, Dorset Community Foundation, Dorset Clinical Commissioning Group (CCG) and Reaching Communities Lottery. In this financial year, we also received funding from Dorchester Town Council and DEFRA (via Dorset Council) to support the opening of a Community Fridge in April 2021. Provision has been made for the purchase of a replacement van in 21/22 and we received funding from Awards For All and match funding from Bernard Sunley Foundation towards this.

ACHIEVEMENT AND PERFORMANCE

Report of the Finance Director

Financial Review

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £303,109 (2019-20 £236,243) of which 75% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £14,430 but this budget had been revised upwards several times in the year as our project income grew in this extraordinary year.

Total income for the year was £404,818 (2019-20 £285,362) primarily received from agencies as grants. Total income was above the budget by £22,931.

The net surplus for the year was £101,709 (2019-20 £49,119).

The unrestricted reserves increased by £99,249 to £208,518. 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 £234,272. However, £17,199 was deferred income. Taking this into account and all other financial responsibilities the net current assets were £231,605. This equates to 9 months of expenditure (6 months 2019-20). The above calculation is based on these accounts but if it is based on our 2021-22 budget it remains at 6 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £237,932 (2019-20 £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 £122,511 (2019-20 £81,762) which equates to around 5 months of this year's 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.

Plan for Future Periods

This has been an extraordinary and atypical year for VCD. Trustees wish to acknowledge the energy, commitment and loyalty of all the staff and volunteers, without whom we would not have been able to respond to the pandemic with such professionalism, flexibility and speed. Out of this experience some positives have emerged. Our relationship with other voluntary organisations and with the public and statutory sectors have been significantly enhanced and this stronger and collaborative relationship will serve us all well as we face the challenges and uncertainties ahead. The pandemic response is not over, however, and we continue to plan and deliver in response to the changing circumstances and demands of the community we serve.

Trustees and senior staff are now finding time and space to look ahead and the forward business planning activity (initially planned for 20/21) will now take place in 21/22. The investment in staff development and reorganisation will enable us to shape the organisation to meet the needs of the community as we emerge from the pandemic and as we seek to work in different ways with our partners and collaborators. We have responded to a tender call from Dorset Council and, if successful, this will provide core funding for 5 years. This security will enable us to leverage other sources of funding to ensure the ongoing viability of the Volunteer Centre.

We remain 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.

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).

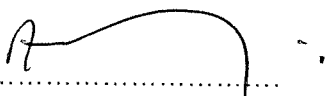
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees 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: 22-07-21

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 2021.

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 BSc (Hons) FCA DChA
for and on behalf of
Albert Goodman LLP
Chartered Accountants

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 10/09/2021

Volunteer Centre Dorset**Statement of Financial Activities (including the Income and Expenditure Account)**

For the Year Ended 31 March 2021

| | | | | 2021 | | | 2020 |
|--|------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Unres- | Res- | Total | Unres- | Res- | Total |
| | Note | tricted | tricted | | tricted | tricted | |
| | | £ | £ | £ | £ | £ | £ |
| Income from: | | | | | | | |
| Donations and legacies | 2 | - | 995 | 995 | 4,558 | 5,184 | 9,742 |
| Charitable activities | 2 | 129,110 | 271,162 | 400,272 | 68,172 | 199,643 | 267,815 |
| Other trading activities | 2 | 2,435 | 630 | 3,065 | 6,161 | 1,270 | 7,431 |
| Investments | 2 | 486 | - | 486 | 374 | - | 374 |
| Total income | | 132,031 | 272,787 | 404,818 | 79,265 | 206,097 | 285,362 |
| Expenditure on: | | | | | | | |
| Charitable activities | 3 | 32,782 | 270,327 | 303,109 | 47,654 | 188,589 | 236,243 |
| Total expenditure | | 32,782 | 270,327 | 303,109 | 47,654 | 188,589 | 236,243 |
| Net income/(expenditure) before transfers | | 99,249 | 2,460 | 101,709 | 31,611 | 17,508 | 49,119 |
| Transfers between funds | 9 | - | - | - | - | - | - |
| Net movement in funds | | 99,249 | 2,460 | 101,709 | 31,611 | 17,508 | 49,119 |
| Reconciliation of funds | | | | | | | |
| Total funds brought forward | 9 | 109,269 | 26,954 | 136,223 | 77,658 | 9,446 | 87,104 |
| Total funds carried forward | | 208,518 | 29,414 | 237,932 | 109,269 | 26,954 | 136,223 |

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.

| | | £ | 2021 £ | £ | 2020 £ |
|---------------------------------------|------|----------|----------------|----------|----------------|
| | Note | | | | |
| Fixed assets | | | | | |
| Tangible fixed assets | 6 | 6,327 | | 5,435 | |
| | | | 6,327 | | 5,435 |
| Current assets | | | | | |
| Debtors | 7 | 23,574 | | 13,905 | |
| Cash at bank and in hand | | 234,272 | | 145,654 | |
| | | 257,846 | | 159,559 | |
| Liabilities | | | | | |
| Creditors falling due within one year | 8 | (26,241) | | (28,771) | |
| Net current assets | | | 231,605 | | 130,788 |
| Total net assets | | | 237,932 | | 136,223 |
| The funds of the charity: | | | | | |
| Unrestricted funds: | | | | | |
| General funds | 9 | 122,511 | | 81,762 | |
| Designated funds | 9 | 86,007 | | 27,507 | |
| Total unrestricted funds | | | 208,518 | | 109,269 |
| Restricted funds | 9 | | 29,414 | | 26,954 |
| Total charity funds | | | 237,932 | | 136,223 |

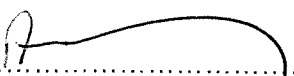
These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 22 July 2021 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 2019) – (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 as detailed 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 as 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 2021

2 Income from:

| | Unres- tricted £ | Res- tricted £ | 2021 Total £ | Unres- tricted £ | Res- tricted £ | 2020 Total £ |
|---------------------------------------|------------------------|----------------------|-----------------|------------------------|----------------------|-----------------|
| Donations and legacies | | | | | | |
| Donations | - | 995 | 995 | 4,558 | 5,184 | 9,742 |
| | - | 995 | 995 | 4,558 | 5,184 | 9,742 |
| Charitable activities | | | | | | |
| <u>Grants</u> | | | | | | |
| NHS CCG* | - | 45,819 | 45,819 | - | 37,800 | 37,800 |
| Dorset Council* | 51,239 | 142,618 | 193,857 | 60,244 | 8,747 | 68,991 |
| The National Lottery | 74,871 | 38,477 | 113,348 | 7,470 | 70,490 | 77,960 |
| Pocket Parks* | - | - | - | - | 15,393 | 15,393 |
| HMP Guys Marsh (started 01/09/17)* | - | - | - | - | 13,485 | 13,485 |
| Tesco | - | - | - | - | 1,000 | 1,000 |
| Allotment Project | - | - | - | - | 3,567 | 3,567 |
| Syrian resettlement programme* | - | 27,371 | 27,371 | - | 49,161 | 49,161 |
| Awards for all | - | 10,000 | 10,000 | - | - | - |
| Grants - Other | 3,000 | 6,877 | 9,877 | 458 | - | 458 |
| | 129,110 | 271,162 | 400,272 | 68,172 | 199,643 | 267,815 |
| Other trading activities | | | | | | |
| Affiliation Fees | - | - | - | 385 | - | 385 |
| Delivered services | 2,435 | 630 | 3,065 | 5,775 | 1,270 | 7,045 |
| | 2,435 | 630 | 3,065 | 6,161 | 1,270 | 7,431 |
| Investment income | | | | | | |
| Bank interest | 486 | - | 486 | 374 | - | 374 |
| Total income | 132,031 | 272,787 | 404,818 | 79,265 | 206,097 | 285,362 |

*Donates government grants

3 Expenditure on charitable activities

| | Unres- tricted £ | Res- tricted £ | 2021 Total £ | Unres- tricted £ | Res- tricted £ | 2020 Total £ |
|----------------------------|------------------------|----------------------|-----------------|------------------------|----------------------|-----------------|
| Events | 126 | 13,449 | 13,575 | 4,054 | 16,820 | 20,874 |
| Salaries | 59,237 | 157,401 | 216,638 | 37,662 | 108,169 | 145,831 |
| Staff travel | 476 | 2,206 | 2,682 | 1,828 | 4,677 | 6,505 |
| Volunteer expenses | 109 | 1,253 | 1,362 | 1,069 | 3,368 | 4,437 |
| Training and fees | - | 6,021 | 6,021 | 256 | 938 | 1,194 |
| Vehicle costs | 835 | 1,366 | 2,201 | 300 | 2,657 | 2,957 |
| Repairs and renewals | 330 | 1,752 | 2,082 | - | 219 | 219 |
| Newsletter | - | 697 | 697 | 1,648 | - | 1,648 |
| Subscriptions | 3,859 | - | 3,859 | 3,380 | 60 | 3,440 |
| Premises | 4,446 | 13,686 | 18,132 | 1,462 | 13,192 | 14,654 |
| Miscellaneous | 1,053 | 1,384 | 2,437 | 1,399 | 106 | 1,505 |
| Postage | 1,703 | - | 1,703 | 1,464 | - | 1,464 |
| Telephone | 12,333 | - | 12,333 | 8,791 | 700 | 9,491 |
| Stationery | 442 | - | 442 | 932 | - | 932 |
| Advertising and promotion | 334 | 1,471 | 1,805 | 648 | 3,344 | 3,992 |
| Insurance | 209 | 719 | 928 | 474 | 350 | 824 |
| Support staff | - | - | - | - | - | - |
| Photocopying | 718 | - | 718 | 3,131 | - | 3,131 |
| Water | - | - | - | - | - | - |
| Depreciation | 1,026 | 1,083 | 2,109 | 1,540 | 272 | 1,812 |
| Bookkeeping | 1,800 | 9,565 | 11,365 | 6,221 | 3,312 | 9,533 |
| Accountancy | 1,010 | - | 1,010 | 900 | - | 900 |
| Independent examination | 1,010 | - | 1,010 | 900 | - | 900 |
| | 91,056 | 212,053 | 303,109 | 78,059 | 158,184 | 236,243 |
| <u>Recharges</u> | | | | | | |
| Contribution to core costs | (58,274) | 58,274 | - | (30,405) | 30,405 | - |
| Total | 32,782 | 270,327 | 303,109 | 47,654 | 188,589 | 236,243 |

4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, and none were reimbursed any expenses (2020 - £nil).

5 Staff costs

| | 2021 £ | 2020 £ |
|----------------------------------|----------------|----------------|
| Wages and salaries | 203,282 | 137,947 |
| Employer's national insurance | 11,363 | 6,608 |
| Employer's pension contributions | 1,993 | 1,276 |
| | <u>216,638</u> | <u>145,831</u> |

The average monthly head count of employees during the period was 9 staff (2020: 8 staff).

No employee received remuneration of more than £60,000 in the period (2020: 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 £1,993 (2020: £1,276). Contributions totalling £nil (2020: £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 £68,504 (2020: £56,144).

6 Tangible fixed assets

| | Fixtures & Fittings £ | Total £ |
|-----------------------|--|--------------------|
| Cost | | |
| At 1 April 2020 | 34,784 | 34,784 |
| Additions | 3,001 | 3,001 |
| | <hr/> | <hr/> |
| At 31 March 2021 | 37,785 | 37,785 |
| | <hr/> | <hr/> |
| Depreciation | | |
| At 1 April 2020 | 29,349 | 29,349 |
| Charge for the year | 2,109 | 2,109 |
| | <hr/> | <hr/> |
| At 31 March 2021 | 31,458 | 31,458 |
| | <hr/> | <hr/> |
| Net book value | | |
| At 31 March 2021 | 6,327 | 6,327 |
| | <hr/> | <hr/> |
| At 31 March 2020 | 5,435 | 5,435 |
| | <hr/> | <hr/> |

7 Debtors

| | 2021 £ | 2020 £ |
|--------------------------------|-------------------|-------------------|
| Trade debtors | 21,093 | 12,882 |
| Prepayments and accrued income | 2,401 | 713 |
| Other debtors | 80 | 310 |
| | <hr/> | <hr/> |
| | 23,574 | 13,905 |
| | <hr/> | <hr/> |

8 Creditors: Amounts falling due within one year

| | 2021 | 2020 |
|---|---------------|---------------|
| | £ | £ |
| Deferred income - Funding received in advance | 17,199 | 24,080 |
| Other creditors | 6,861 | 194 |
| Accruals | 2,181 | 4,497 |
| | <u>26,241</u> | <u>28,771</u> |

| Deferred income | 2021 | 2020 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Deferred income at 1 April 2020 | 24,080 | 72,814 |
| Released from previous years | (24,080) | (72,814) |
| Resources deferred in the year | 17,199 | 24,080 |
| | <u>17,199</u> | <u>24,080</u> |
| Deferred income at 31 March 2021 | <u>17,199</u> | <u>24,080</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 Council in respect of Covid 19 Support for food parcels.

9 Summary of movement in funds

| | Balance 01.04.20 £ | Income £ | Expenditure £ | Transfers £ | Balance 31.03.21 £ |
|----------------------------------|-----------------------------------|---------------------|--------------------------|------------------------|-----------------------------------|
| Restricted funds | | | | | |
| Allotment project | - | 3,500 | (400) | - | 3,100 |
| Community Credits | | | | | |
| Dorset Council | - | 1,535 | (1,535) | - | - |
| The National Lottery | 13,247 | 38,477 | (51,724) | - | - |
| Pocket Parks | 2,646 | - | (2,646) | - | - |
| Other funders | 64 | - | (64) | - | - |
| Community Fridge | - | 2,500 | (181) | - | 2,319 |
| Company at Christmas | - | 995 | (995) | - | - |
| NHS CCG | - | 28,300 | (28,300) | - | - |
| Covid Grants | - | 156,174 | (142,179) | - | 13,995 |
| Voluntary Help Scheme | - | 1,055 | (1,055) | - | - |
| Syrian Families Project | 10,997 | 27,371 | (38,368) | - | - |
| Volunteer development | - | 2,880 | (2,880) | - | - |
| Awards for All - Vehicle Reserve | - | 10,000 | - | - | 10,000 |
| Total restricted funds | 26,954 | 272,787 | (270,327) | - | 29,414 |
| Unrestricted funds | | | | | |
| <u>Designated funds</u> | | | | | |
| Designated reserve fund | 27,507 | - | - | - | 27,507 |
| IT Reserve | - | - | - | 15,000 | 15,000 |
| Development Reserve | - | - | - | 30,000 | 30,000 |
| Training Reserve | - | - | - | 10,000 | 10,000 |
| Vehicle Reserve | - | - | - | 3,500 | 3,500 |
| Total designated funds | 27,507 | - | - | 58,500 | 86,007 |
| Administration/general fund | 81,762 | 132,031 | (32,782) | (58,500) | 122,511 |
| Total unrestricted funds | 109,269 | 132,031 | (32,782) | - | 208,518 |
| Total funds | 136,223 | 404,818 | (303,109) | - | 237,932 |

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2021

Summary of movement in funds- prior year

| | Balance 01.04.19 £ | Income £ | Expenditure £ | Transfers £ | Balance 31.03.20 £ |
|---------------------------------|--------------------------|----------------|------------------|----------------|--------------------------|
| Restricted funds | | | | | |
| Allotment project | - | 3,588 | (3,588) | - | - |
| Community Credits | | | | | |
| Dorset Council | - | 5,748 | (5,748) | - | - |
| The National Lottery | 6,880 | 70,490 | (64,123) | - | 13,247 |
| Santander | - | 1,000 | (1,000) | - | - |
| Big4littlemoor | - | 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 | - | 13,574 | (13,574) | - | - |
| Voluntary Help Scheme | - | 5,670 | (5,670) | - | - |
| Syrian Families Project | 1,816 | 49,160 | (39,979) | - | 10,997 |
| Christchurch BC | - | 15,000 | (15,000) | - | - |
| EDDC | - | 3,000 | (3,000) | - | - |
| Total restricted funds | 9,446 | 206,097 | (188,589) | - | 26,954 |
| Unrestricted funds | | | | | |
| Administration | 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 |

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. |
| IT reserve | Reserve set up to fund future IT requirements. |
| Vehicle reserve | Reserve set up to fund a new van. |
| Development reserve | Reserve set up to fund Volunteer Centre Dorset development. |
| 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. |
| 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. |

Purpose of funds (continued):

| | |
|-------------------------|--|
| 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. |
| Syrian Families Project | To support volunteers who support Syrian families in Dorset. |
| Covid Grants | To recruit volunteers, support and manage the Covid-19 response. |
| Awards for All | Contribution to purchase of new van. |

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 £ | 2021 Total £ | Unres- tricted £ | Res- tricted £ | 2020 Total £ |
|--------------------|------------------------|----------------------|-----------------|------------------------|----------------------|-----------------|
| Tangible assets | 6,327 | - | 6,327 | 5,043 | 392 | 5,435 |
| Net current assets | 202,191 | 29,414 | 231,605 | 104,226 | 26,562 | 130,788 |
| | <u>208,518</u> | <u>29,414</u> | <u>237,932</u> | <u>109,269</u> | <u>26,954</u> | <u>136,223</u> |

11 Financial commitments

At 31 March 2021 the charity was committed to making the following payments under non-cancellable operating leases:

| | 2021 £ | 2020 £ |
|---------------------------------------|-----------|------------|
| <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

| | 2021 £ | 2020 £ |
|---|----------------|----------------|
| Financial assets that are debt instruments measured at amortised cost | 255,365 | 158,846 |
| | <u>255,365</u> | <u>158,846</u> |
| Financial liabilities measured at amortised cost | 9,042 | 4,691 |
| | <u>9,042</u> | <u>4,691</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 (2020: 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 2021 the company had six members and the total amount guaranteed is therefore £60.