

Volunteer Centre Dorset
(A Charitable Company Limited by Guarantee)
Annual Report and Financial Statements

For the Year Ended 31 March 2022

Charity Registered in England and Wales Number: 1113758

Company Registration Number: 05685988

Volunteer Centre Dorset
Contents
For the Year Ended 31 March 2022

	<u>Page</u>
Reference and Administrative Details	1
Trustees' Report	2 – 9
Independent Examiner's Report to the Trustees	10
Statement of Financial Activities	11
Balance Sheet	12
Statement of Cash Flows	13
Notes to Financial Statements	14 – 25

Volunteer Centre Dorset
Reference and Administrative Details
For the Year Ended 31 March 2022

Charity Name	Volunteer Centre Dorset
Other Names	Dorchester Volunteer Bureau Volunteer Centre Dorchester
Trustee Directors	A Bolt Chairperson A Bailey MA FCA Director of finance P Cooper H Enright D Exall J Mills G Slade
Company Secretary & CEO Deputy Manager	M Waterman C Womble (until July 2021)
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 2022

The Trustees' present their report and accounts for the year ended 31 March 2022. 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:

- A Bolt Chairperson (from 16 September 2021)
- A Bailey Director of finance
- P Cooper (appointed 24 March 2022)
- H Enright
- D Exall
- J Mills
- G Slade (appointed 19 April 2022)
- S Fleet Chairperson (resigned 16 September 2021)
- K Herbert (resigned 27 September 2021)

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. 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 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 Chief Executive Officer (CEO). The CEO is responsible for ensuring that VCD delivers the services specified, in an efficient and cost-effective manner together with responsibility for the supervision and development of the staff team in line with best practice.

A successful recruitment campaign resulted in three new trustees being appointed with a broad range of experience and skills. Board members have taken the opportunity for additional training covering areas such as governance, finance, data protection, confidentiality in the workplace and safeguarding. Appreciation was noted for our departing chair – Sue Fleet, for giving four years of exceptional service to the VCD.

Volunteer Centre Dorset
Trustees' Report
For the Year Ended 31 March 2022

The Finance committee has been disbanded to ensure the whole board are involved in this area and also reduces the overall number of meetings per year.

Craig Womble (Deputy Manager) retired after giving nearly 20 years of enthusiastic and knowledgeable service. Issy McGowan (Business & Marketing Lead) departed in this year to follow interests outside of the charity sector. Again, thank you to Issy for all her work. Though it is always sad to see people leave, the opportunity presented has enabled a new management structure in terms of roles and responsibilities' to be implemented. Our CEO has noted that this structure has already reaped rewards in better communication and decision making as individuals and as a team.

Trustees have supported projects in terms of reviewing 'out of hour's lone working policies and procedures. A number of meetings were held to complete our application and successful bid for the 'infrastructure Support to the Voluntary Community Sector' which will bring in £50K per year to the VCD during a five year contract.

Continued well-being support post lockdown was available which was appreciated by the staff.

Trustee meetings are now held in the main training room at the VCD. To help make the meetings more transparent and democratic, a guest Manager is invited to each meeting. Participants can also join the meetings via Zoom. New technology will be purchased in the near future to improve this facility for all types of user.

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 **support, advice and promote volunteering, community action across the Dorset Council area. We aspire to provide leadership, facilitation, expertise and inspiration to individuals and the wider Voluntary Community and Social Enterprise (VCSE).**

VCD commits to promote and develop volunteering for all, enhancing the quality of Leadership, Inspiration, Facilitation and Expertise (LIFE) for residents throughout the county.

Volunteer centre Dorset
Trustees' Report
For the Year Ended 31 March 2022

During the reporting year, we have come out of lockdown and been able to focus on our core areas and at the same time establish new avenues in terms of informal partnerships with partner charities enabling us to support one another in best practice and sharing of areas of expertise. We have set up close working ties with Dorset Youth Association, Age UK and Citizens Advice. Our sector for the future is very much about collaboration which is one of our key strengths.

During Covid the importance of having a robust IT suite reaped benefits as staff were able to work from home and communicate with colleagues, Volunteers, and stake holders during this period. As lockdown ended, staff are now able to balance working from home and in the office to ensure a better work life balance, but still maintain the service that we aim for.

A more structured approach to training has been implemented. Virtual College courses have been purchased to give a consistent approach to training for staff, volunteers and organisations as well as enabling us to have an audit trail and refresher training prompts.

The VCD has shown great flexibility and agility in terms of responding to requests at very short notice for support in the running of the vaccination centre in Dorchester. There was also a similar need in providing food and shelter for local villages post last year's storms.

The Community Fridge project based in Co-op, Dorchester called Casterfridge has proved exceptionally successful and we generally clear all of the produce on a daily basis.

The launch of the Weymouth Information Shop has also proved highly successful offering support and help to local people as well as visitors from a pool of charities all under one roof.

We continue to work closely with Dorset Council and due to the high profile work the VCD has been participating in over the last few years; we are seen as a charity that can offer solutions at short notice as well as value for money.

The importance of using social media during Covid and into the future was reinforced by the increase in usage as follows:

1 April 2021 - 1 July 2022 (Instagram and Facebook)

- Facebook Page reach - 89,188 (up 2500%)
- Instagram Page reach - 993 (up 345.3%)

Trustees and staff have met on three occasions to take part in workshops to democratically shape our business plan for the next three years. There will be a launch date in the near future so that the business plan can be presented to all staff.

PROJECTS DELIVERED

Volunteer Help Scheme

Continues to support people who benefit from practical help in their homes such as gardening, furniture moving, simple repairs etc. we successfully secured funding to purchase a new van which will enable us to expand our services in the future. Our dedicated volunteer team provide regular visits, carrying out various practical tasks, and were able to operate throughout the last year. The scheme is now embedded into the Dorset community response as we consolidate our individual areas of volunteering projects.

Volunteer centre Dorset

Trustees' Report

For the Year Ended 31 March 2022

Dorset Volunteer Ambassador Programme

The Dorset Volunteer Ambassador programme ran throughout the summer of 2021. This was funded by the Covid Recovery Fund from Dorset Council. The programme recruited and supported volunteers to be Ambassadors in key visitor hotspots across Dorset to welcome and assist both residents and visitors. The programme was trialled across nine areas, however was really successful in three locations – Weymouth, Sherborne and Wimborne. We delivered over 800 hours of volunteering with around 50 Ambassadors regularly volunteering. We supported ten volunteers with a learning disability, some independently and others with a mentor. We created partnerships across town and parish councils and with the business community, with the wider community feeling the benefit of the programme. In Weymouth, Ambassadors welcomed cruise ship passengers in Hope Square, handing out maps and tourism brochures. The programme received good press coverage on social media, on newspapers and on the radio. And under spend has meant that the programme could be continued in 2022.

Dorset's Community Response & Community Volunteers

After the success of VCD supporting communities throughout the Covid pandemic, Dorset Council recognised that this programme could play a vital role in supporting people in need. The VCD had accumulated a database of around 1200 volunteers who registered to assist during the pandemic. They were doing tasks in the community including shopping, delivering prescriptions and foodbank deliveries. In October 2021, we were asked by Dorset Council to partner with Help & Kindness on Dorset's Community Response (DCR) which would continue this work, supporting referrals not only from the public, but from adult services, social prescribers, and discharge teams at local hospitals. In December 2021, between Christmas and New Years Eve, VCD were contacted by Dorset Council and asked if we could urgently support across the New Years Eve long weekend not only with our usual tasks, but also welfare check, meal preparation, dog walking and shopping. This weekend was so successful that we were instantly engaged to pilot this model for another three months.

Volunteer Training & Development

VCD led the recruitment of volunteers to assist with Covid vaccinations, such as St Leonard's Hospital, the Atrium GP surgery and pharmacies. We then went on to manage volunteer support on mass vaccination sites in the Dorset Council area. This started with setting up the support for Vespasian House, with other clinics starting outside of this reporting period. We recruited, inducted and supported 70 volunteers throughout the duration of the Vespasian House clinic.

Summer in Dorset 2021 – this involved working with Dorset Council's Holiday Activities and Food (HAF) Programme, helping organisations who run summer activities by finding suitably qualified volunteers. Volunteers were able to receive training and support in areas such as safeguarding, food and hygiene and Disclosure and Barring Service (DBS) checks.

We managed the volunteers who had come forward to assist with the Covid response, sending communications, updating their details etc and assisted in ensuring requests for help were dealt with, allocated to team members etc. This enabled people to continue to volunteer in a variety of different opportunities post covid.

VCD worked with the Primary Care Network (PCN) and Dorset County Hospital, recruiting and training volunteers in the setting up of South Walks House, Dorchester as an Outpatient Orthopaedic Centre. The lead on the volunteers was eventually taken by the hospital, but we assisted with the setting up, and continue to support, using Team Kinetic and volunteer recruitment.

Volunteer centre Dorset
Trustees' Report
For the Year Ended 31 March 2022

We have participated and contributed to national and Dorset council meetings attended regarding the Afghan and Ukraine refugees.

Museums and Volunteering Project – working with an access consultant we are working to make museums and heritage spaces more accessible for all volunteers, with a focus on those with disabilities.

Community Credits Scheme (CCS)

Green Fingers Group – Weymouth. The gardening group has re-formed after a year of lockdown with six attendees, taking into consideration of the impact and ongoing Covid prevention measures to ensure we protect our volunteers.

Community Allotments

The Volunteer Centre Dorset rents two allotments in Dorchester and we have been given one for CCS volunteers. We support 3 men on the autistic spectrum and one lady who volunteer on a regular basis. They are all supported by volunteer befrienders who have been offered training in safeguarding and in understanding autism. The idea of the allotment project is for the attendees to gain skills, build confidence and independence skills, work with other groups and projects to share produce and start a share market with other plot holders.

Litter Picking Group

A new litter picking group has been formed in Weymouth with the support of the town council and a local business providing the group with lunch and refreshments after litter-picking. This group is helping the environment while also supporting health and wellbeing.

Action Groups

Since April 2021, three new action groups have been formed in Weymouth, Wareham and Ferndown. These have been met with a lot of interest from community members including social prescribers. We have made new connections and are working in partnership with nearly twenty other stakeholders.

Credit Notes

The CCS app has been designed and will be ready for testing on ten people who have smart phones. The app has already been uploaded to several people's mobile phones and two have tested it in Weymouth. In total there are 266 volunteers signed up to the Community Credit Scheme
206 volunteers who have a learning disability

Principal Funding Sources

In this period our core services are predominantly funded by existing funds and contracts awarded by Dorset Council and Dorset Clinical Commissioning Group.

Volunteer Help Scheme

Much of the funding for projects and programmes delivered by VCD as well as core funding has come from statutory partners, grants, customer contributions and some from Dorset Council towards the Volunteer Help Scheme (VHS) project.

Volunteer Training & Development

The first part of this period was primarily spent on Covid Response work, which was primarily funded by Dorset Council
From 27th November 2021 and ongoing, we started working on supporting the vaccination clinics which is funded by Dorset Healthcare
Museums Project has been funded by the Spirit of 2012

Community Credits

Lottery Funding

ACHIEVEMENT AND PERFORMANCE

Report of the Finance Director

The Volunteer Centre has had another very satisfactory year financially. Total expenditure for the year was £407,447 (2020-21 £303,109) of which 68% related to staff salaries and staff and volunteer costs. Total expenditure was below the budget by £511 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 £529,696 (2020-21 £404,818) primarily received from agencies as grants. Total income was above the budget by £82,625. Due primarily to income not classed as deferred income in the accounts but carried forward as an underspend to be used in the next financial year.

The net surplus for the year was £122,249 (2020-21 £101,709).

The unrestricted reserves increased by £55,105 to £263,623. 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 £336,168. However, £72,467 is income to be used in 22-23 financial year that is not classed as deferred income. Taking this into account and all other financial responsibilities the net current assets were £338,468. This equates to 10 months of expenditure (9 months 2020-21). The above calculation is based on these accounts but if it is based on our 2022-23 budget it would be 7.5 months. The organisation is growing and still able to maintain its working capital ratio.

At the year end the total funds were £360,181 (2020-21 £237,932).

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 £181,116 (2020-21 £122,511) 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 THE FUTURE

Volunteer Help Scheme

Develop the volunteers for Community Volunteer and Dorset Community Response programme

- Identify and see if we have capacity to plug gaps in service
- Identify barriers for people accessing services
- Recruiting and training more volunteers for all projects

Volunteer Training & Development

- The migration of organisations and volunteers from Simply Connect to Team Kinetic
- Work with organisations to think about the variety of roles they could offer
- Younger Volunteers – how to help organisations create opportunities
- Set up and run the Volunteer Coordinator's Network, with networking events across the Dorset Council area
- Get out and about meeting organisations and supporting their volunteering needs and promote the training we can offer to volunteers and organisations

Community Credits Scheme

To adapt the community Credit Scheme post Covid. Developing ways that a volunteer can redeem their credit notes, engage local businesses to accept the credit notes. The CCS will be integrated into the VCD Core functions for the future running of the project. We will continue to develop the Action Groups and ambassadors as this is working well,

The VCD will 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).

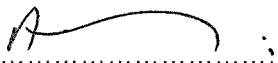
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees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

Date: 25-8-22

Volunteer Centre Dorset
Independent Examiner's Report to the Trustees
For the Year Ended 31 March 2022

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 2022.

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: 06/09/2022

Volunteer Centre Dorset

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

For the Year Ended 31 March 2022

		2022			2021		
		Unres- tricted	Res- tricted	Total	Unres- tricted	Res- tricted	Total
	Note	£	£	£	£	£	£
Income from:							
Donations and legacies	2	935	7,492	8,427	-	995	995
Charitable activities	2	68,968	446,542	515,510	129,110	271,162	400,272
Other trading activities	2	4,724	1,004	5,728	2,435	630	3,065
Investments	2	31	-	31	486	-	486
Total income		74,658	455,038	529,696	132,031	272,787	404,818
Expenditure on:							
Charitable activities	3	34,553	372,894	407,447	32,782	270,327	303,109
Total expenditure		34,553	372,894	407,447	32,782	270,327	303,109
Net income/(expenditure) before transfers							
		40,105	82,144	122,249	99,249	2,460	101,709
Transfers between funds	9	15,000	(15,000)	-	-	-	-
Net movement in funds		55,105	67,144	122,249	99,249	2,460	101,709
Reconciliation of funds							
Total funds brought forward	9	208,518	29,414	237,932	109,269	26,954	136,223
Total funds carried forward		263,623	96,558	360,181	208,518	29,414	237,932

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 2022

	Note	£	2022 £	£	2021 £
Fixed assets					
Tangible fixed assets	6		21,713		6,327
Current assets					
Debtors	7	401,718		23,574	
Cash at bank and in hand		336,168		234,272	
		<u>737,886</u>		<u>257,846</u>	
Liabilities					
Creditors falling due within one year	8	(399,418)		(26,241)	
Net current assets			<u>338,468</u>		<u>231,605</u>
Total net assets			<u>360,181</u>		<u>237,932</u>
The funds of the charity:					
Unrestricted funds:					
General funds	9	181,116		122,511	
Designated funds	9	82,507		86,007	
		<u></u>		<u></u>	
Total unrestricted funds			263,623		208,518
Restricted funds	9		96,558		29,414
			<u></u>		<u></u>
Total charity funds			<u>360,181</u>		<u>237,932</u>

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 19/05/22 and signed on their behalf by:



 A Bailey
 Director of Finance & Trustee

Volunteer Centre Dorset
Statement of Cash Flows
For the Year Ended 31 March 2022

		2022 £	2021 £
	Notes		
Cash flows from operating activities			
Net movements in funds for the year		122,249	101,709
Adjustments to cash flows from non-cash items:			
Depreciation and amortisation	6	7,243	2,109
Finance Income		(31)	(486)
		<u>129,461</u>	<u>103,332</u>
Working capital adjustments:			
(Increase)/decrease in debtors	7	(378,144)	(9,669)
Increase/(decrease) in creditors	8	373,177	(2,530)
		<u>124,494</u>	<u>91,133</u>
Cash flows from investing activities			
Interest received		31	486
Purchase of fixed assets	6	(22,629)	(3,001)
		<u>(22,598)</u>	<u>(2,515)</u>
Net cash flow from investing activities		(22,598)	(2,515)
		<u>101,896</u>	<u>88,618</u>
Net (decrease)/increase in cash and cash equivalents		101,896	88,618
Cash and cash equivalents at the beginning of the reporting period		234,272	145,654
Cash and cash equivalents at the end of the reporting period		336,168	234,272
Cash & Cash equivalents reconciliation:			
Cash at bank		336,168	145,654
Total cash & cash equivalents at the end of the reporting period		<u>336,168</u>	<u>145,654</u>

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..

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.
Motor vehicles	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 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. 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. 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 2022

2 Income from:

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Donations and legacies						
Donations	935	7,492	8,427	-	995	995
	<u>935</u>	<u>7,492</u>	<u>8,427</u>	<u>-</u>	<u>995</u>	<u>995</u>
Charitable activities						
<u>Grants</u>						
NHS CCG*	-	23,940	23,940	-	45,819	45,819
Dorset Council*	26,353	82,308	108,661	51,239	142,618	193,857
The National Lottery	-	74,759	74,759	74,871	38,477	113,348
Syrian resettlement programme	-	-	-	-	27,371	27,371
Awards for all	-	-	-	-	10,000	10,000
Grants - Other	2,000	41,824	43,824	3,000	6,877	9,877
<u>SLA</u>						
NHS CCG*	-	23,673	23,673	-	-	-
Dorset Council*	40,615	200,038	240,653	-	-	-
	<u>68,968</u>	<u>446,542</u>	<u>515,510</u>	<u>129,110</u>	<u>271,162</u>	<u>400,272</u>
Other trading activities						
Delivered services	4,724	1,004	5,728	2,435	630	3,065
	<u>4,724</u>	<u>1,004</u>	<u>5,728</u>	<u>2,435</u>	<u>630</u>	<u>3,065</u>
Investment income						
Bank interest	31	-	31	486	-	486
Total income	<u>74,658</u>	<u>455,038</u>	<u>529,696</u>	<u>132,031</u>	<u>272,787</u>	<u>404,818</u>

*Donates government grants

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2022

3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Events	-	34,430	34,430	126	13,449	13,575
Salaries	43,203	219,523	262,726	59,237	157,401	216,638
Staff travel	803	6,138	6,941	476	2,206	2,682
Volunteer expenses	76	2,690	2,766	109	1,253	1,362
Trustee expenses	566	-	566	-	-	-
Professional expenses	570	-	570	-	-	-
Training and fees	2,475	3,631	6,106	-	6,021	6,021
Vehicle costs	500	4,202	4,702	835	1,366	2,201
Repairs and renewals	27	2,009	2,036	330	1,752	2,082
Newsletter	115	75	190	-	697	697
Subscriptions	4,546	-	4,546	3,859	-	3,859
Premises	3,528	20,402	23,930	4,446	13,686	18,132
Miscellaneous	6,583	580	7,163	1,053	1,384	2,437
Postage	1,191	-	1,191	1,703	-	1,703
Telephone	11,449	-	11,449	12,333	-	12,333
Stationery	1,240	-	1,240	442	-	442
Advertising and promotion	653	1,686	2,339	334	1,471	1,805
Insurance	648	660	1,308	209	719	928
Photocopying	960	-	960	718	-	718
Depreciation	1,479	5,764	7,243	1,026	1,083	2,109
Bookkeeping	10,781	12,464	23,245	1,800	9,565	11,365
Accounts preparation	850	-	850	1,070	-	1,070
Independent Examination	950	-	950	950	-	950
	93,193	314,254	407,447	91,056	212,053	303,109
<u>Recharges</u>						
Contribution to core costs	(58,640)	58,640	-	(58,274)	58,274	-
Total	34,553	372,894	407,447	32,782	270,327	303,109

4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, with one was reimbursed £553 for mileage and £13 for other expenses (2021 - £nil).

5 Staff costs

	2022	2021
	£	£
Wages and salaries	242,311	203,282
Employer's national insurance	17,240	11,363
Employer's pension contributions	3,175	1,993
	<u>262,726</u>	<u>216,638</u>

The average monthly head count of employees during the period was 10 staff (2021: 9 staff).

No employee received remuneration of more than £60,000 in the period (2021: none).

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 £3,175 (2021: £1,993). Contributions totalling £1,010 (2021: £327) 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 (until July 2021). The total costs to the charity of employee benefits (including employer national insurance) for the key management personnel was £51,749 (2021: £68,504).

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2022

6 Tangible fixed assets

	Fixtures & Fittings £	Motor Vehicles £	Total £
Cost			
At 1 April 2021	37,785	-	37,785
Additions	5,167	17,462	22,629
	<u>42,952</u>	<u>17,462</u>	<u>60,414</u>
Depreciation			
At 1 April 2021	31,458	-	31,458
Charge for the year	2,878	4,365	7,243
	<u>34,336</u>	<u>4,365</u>	<u>38,701</u>
Net book value			
At 31 March 2022	<u>8,616</u>	<u>13,097</u>	<u>21,713</u>
At 31 March 2021	<u>6,327</u>	<u>-</u>	<u>6,327</u>

7 Debtors

	2022 £	2021 £
Trade debtors	395,203	21,093
Prepayments and accrued income	1,515	2,401
Other debtors	5,000	80
	<u>401,718</u>	<u>23,574</u>

8 Creditors: Amounts falling due within one year

	2022	2021
	£	£
Deferred income - Funding received in advance	333,019	17,199
Other creditors	5,580	6,861
Accruals	2,120	2,181
VAT Liability	58,699	-
	<u>399,418</u>	<u>26,241</u>
	<u><u>399,418</u></u>	<u><u>26,241</u></u>
Deferred income	2022	2021
	£	£
Deferred income at 1 April 2021	17,199	24,080
Released from previous years	(17,199)	(24,080)
Resources deferred in the year	333,019	17,199
	<u>333,019</u>	<u>17,199</u>
Deferred income at 31 March 2022	<u><u>333,019</u></u>	<u><u>17,199</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.

At the balance sheet date, the charity was holding funds received in advance for Dorset Council, for Service Level Agreements and grants for which the activity will take place in 2022/23. There are performance related criteria requiring the deferral of funds.

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2022

9 Summary of movement in funds

	Balance 01.04.21 £	Income £	Expenditure £	Transfers £	Balance 31.03.22 £
Restricted funds					
Allotment project	3,100	194	(3,294)	-	-
Community Credits					
Dorset County council	-	12,500	(12,001)	-	499
Big Lottery Fund	-	74,759	(65,523)	-	9,236
Other income	-	4,369	(1,000)	-	3,369
Community Fridge	2,319	3,529	(5,848)	-	-
Company at Christmas	-	1,018	(1,018)	-	-
Community Volunteers	-	78,275	(74,288)	-	3,987
NHS CCG	-	23,940	(23,940)	-	-
Covid Grants	13,995	41,582	(49,577)	-	6,000
Voluntary Help Scheme	-	11,952	(11,952)	-	-
Spirit of 2012	-	16,667	(15,667)	-	1,000
Creating a legacy	-	10,625	(10,625)	-	-
Dorset Vol Ambassadors	-	150,000	(77,533)	-	72,467
Out of Hours	-	20,628	(20,628)	-	-
Awards for All - Vehicle Reserve	10,000	-	-	(10,000)	-
Bernard Sunley	-	5,000	-	(5,000)	-
Total restricted funds	29,414	455,038	(372,894)	(15,000)	96,558
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
Development/Training Reserve	10,000	-	-	-	10,000
Vehicle Reserve	3,500	-	-	(3,500)	-
Total designated funds	86,007	-	-	(3,500)	82,507
Administration/general fund	122,511	74,658	(34,553)	18,500	181,116
Total unrestricted funds	208,518	74,658	(34,553)	15,000	263,623
Total funds	237,932	529,696	(407,447)	-	360,181

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2022

Summary of movement in funds- prior year

	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

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 (purchased in year).

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2022

Purpose of funds (continued):

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.
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.
Dorset Vol Ambassadors	Local Ambassadors will be recruited, and training will be provided, to engage with the public to provide a 'welcoming face' as well as local knowledge and information whilst providing advice and guidance.
Community Volunteers	A pilot project with Dorset Council that has developed through the pandemic and that continues to support people in need through community volunteering.
Out of Hours	This is the Community Volunteers project, but outside normal working hours.
Spirit of 2012	A research project to highlight and develop volunteer opportunities for people with disabilities and additional needs in museums.
Creating a Legacy	Giving the opportunity for young people to gain work experience.
Dorset Vol Ambassadors	A meet and greet service signposting people who are visiting the area of 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. Transfers are also made, in accordance with the SORP, on purchase of assets from restricted funds that can be taken to discharge the restriction. 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 £	2022 Total £	Unres- tricted £	Res- tricted £	2021 Total £
Tangible assets	21,713	-	21,713	6,327	-	6,327
Net current assets	241,910	96,558	338,468	202,191	29,414	231,605
	<u>263,623</u>	<u>96,558</u>	<u>360,181</u>	<u>208,518</u>	<u>29,414</u>	<u>237,932</u>

11 Related parties

There were no related party transactions during the year (2021: none).

12 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.

13 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 2022 the company had six members and the total amount guaranteed was therefore £60.