

REGISTERED CHARITY NUMBER: 1161498

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2021
for
The Wokingham Volunteer Centre

PPK Accountants Limited
Chartered Certified Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

The Wokingham Volunteer Centre

Contents of the Financial Statements
for the Year Ended 31 March 2021

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 9
Detailed Statement of Financial Activities	10 to 11

The Wokingham Volunteer Centre

Report of the Trustees **for the Year Ended 31 March 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

ACHIEVEMENT AND PERFORMANCE

The Wokingham Volunteer Centre suffered a deficit of £952 (2020 - £5,663 deficit) for the year. Total incoming resources were £148,309 (2020 - £129,443), whilst costs were £149,260 (2020 - £135,106). Obtaining sustainable project funding remains a significant challenge and focus of attention for Trustees, especially in a climate of uncertainty around local authority funding. At the end of the reporting year, the future impact of Coronavirus on funding and expenditure is unclear and adds to the uncertainty. However, the Volunteer Centre remains fiscally strong with a robust balance sheet.

Services were suspended in March 2020 for two months (Green 'n' Tidy Gardening) and three months (Community Transport Scheme) but were replaced with very significant activity in coordinating existing and new volunteers to collect and deliver vital prescriptions to shielding and vulnerable people. Volunteers returned in considerable numbers as traditional services were able to resume under risk-assessed conditions. Staff responded magnificently and switched to remote working whilst a hybrid system continues to provide flexible working, supported by a grant from Berkshire Community Foundation that aided the purchase of new equipment. An unrestricted grant from Wokingham United Charities gave considerable support and confidence in the approach to new systems and services.

FINANCIAL REVIEW

During the last financial period the charity was dependent on service contracts and grants from local councils for more than half its income.

The Charity was well supported by Wokingham Borough Council throughout the year with some additional funds to mitigate financial deficits arising from suppression of activities due to Covid-19, including a Covid-specific grant and an additional contract relating to support for the Community Response effort.

The charity showed a small deficit for the year.

Trustees have again approved a deficit budget for 2021-22 but plan to return to breakeven for the following year dependent upon the outcome of the services tender process planned by Wokingham Borough Council in 2021.

The Reserves remain strong and the financial situation is robust.

RESERVES

As the ongoing funding situation from Wokingham Borough Council and the impact of Covid-19 remain uncertain the Trustees continue to support a designated reserves fund representing two quarters' operating costs. This amounted to £75,000 based on the 12 months to 31st March 2021. Total unrestricted reserves (including designated) were £115,186 (2020 - £116,138).

Trustees plan to use the existing Reserve fund to finance any operating deficits and to be open to any opportunities to trial, on a small scale and time limited, unfunded initiatives within the scope of our charitable purposes. If such trials prove their worth then more sustainable funding can be sought to support them for the longer term.

Once the outcome of the Wokingham Borough Council re tender process is clear and, we hope, the resumption of full activities post pandemic, we will be able to review TWVC fundraising strategy (from all sources) and set out realistic plans accordingly. At that point a further review of the Reserves Policy will also be undertaken. It seems likely that would be in spring or summer 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a Charity Commission scheme and constitutes a Charitable Incorporated Organisation (CIO).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1161498

The Wokingham Volunteer Centre

Report of the Trustees
for the Year Ended 31 March 2021

Principal address

Office 1 & 2, First Floor, Unit 9
Indigo House, Mulberry Business Park
Fishponds Road
Wokingham
Berkshire
RG41 2GY

Trustees

D Vaughan Secretary
N Dunlop Secretary (resigned 28.9.20)
D Knee
M Jeater Treasurer
G Powell Chairman
P Cleary
Mrs G Durrant
Mrs J O'Shaughnessy (appointed 28.7.20) (resigned 27.1.21)


Independent Examiner

PPK Accountants Limited
Chartered Certified Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

SUMMARY

The Trustees, Centre Manager, staff and volunteers are focused on delivering and developing services that significantly improve the independence of vulnerable and disadvantaged members of the local community. We work in partnership with many local charities, voluntary organisations, and local authorities. We thank all those who continue to fund or donate to us in these difficult times.

Approved by order of the board of trustees on 27/9/2021 and signed on its behalf by:



.....
G Powell - Trustee

**Independent Examiner's Report to the Trustees of
The Wokingham Volunteer Centre**

Independent examiner's report to the trustees of The Wokingham Volunteer Centre

I report to the charity trustees on my examination of the accounts of The Wokingham Volunteer Centre (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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



James Brooks
ACCA
PPK Accountants Limited
Chartered Certified Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

Date: 15th September 2021

The Wokingham Volunteer Centre

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	2021 Unrestricted funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		16,227	-
Charitable activities			
Charitable Activities		132,043	129,082
Investment income	2	38	361
Total		<u>148,308</u>	<u>129,443</u>
EXPENDITURE ON			
Charitable activities			
Charitable Activities		149,260	135,106
NET INCOME/(EXPENDITURE)		<u>(952)</u>	<u>(5,663)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		116,138	121,801
TOTAL FUNDS CARRIED FORWARD		<u><u>115,186</u></u>	<u><u>116,138</u></u>

The notes form part of these financial statements

The Wokingham Volunteer Centre

Balance Sheet
31 March 2021

	Notes	2021 Unrestricted funds £	2020 Total funds £
FIXED ASSETS			
Tangible assets	5	2,805	3,825
CURRENT ASSETS			
Debtors	6	18,023	3,151
Cash at bank and in hand		104,643	128,266
		<hr/>	<hr/>
		122,666	131,417
CREDITORS			
Amounts falling due within one year	7	(10,285)	(19,104)
		<hr/>	<hr/>
NET CURRENT ASSETS		112,381	112,313
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		115,186	116,138
		<hr/>	<hr/>
NET ASSETS		115,186	116,138
		<hr/>	<hr/>
FUNDS	8		
Unrestricted funds		115,186	116,138
		<hr/>	<hr/>
TOTAL FUNDS		115,186	116,138
		<hr/>	<hr/>

The financial statements were approved by the Board of Trustees and authorised for issue on 27/9/2021 and were signed on its behalf by:


.....
G Powell - Trustee


.....
M Jeater - Trustee

The notes form part of these financial statements

The Wokingham Volunteer Centre

Notes to the Financial Statements for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared on the going concern basis.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on cost
Motor vehicles	- 25% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	38	361
	<u>38</u>	<u>361</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

During the year the Treasurer was also employed as a gardening Team Leader, receiving £4,412 (2020: £5,157) or services rendered. These costs are included as gardening expenditure within the wages costs of charitable activities. It was agreed that there was no conflict of interest.

Trustees' expenses

	2021	2020
	£	£
Trustees' expenses	40	30
	<u>40</u>	<u>30</u>

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
General and administration	7	8
	<u>7</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 April 2020	2,280	4,800	4,674	11,754
Additions	-	-	1,118	1,118
	<u>2,280</u>	<u>4,800</u>	<u>5,792</u>	<u>12,872</u>
At 31 March 2021	2,280	4,800	5,792	12,872
	<u>2,280</u>	<u>4,800</u>	<u>5,792</u>	<u>12,872</u>
DEPRECIATION				
At 1 April 2020	855	4,800	2,274	7,929
Charge for year	570	-	1,568	2,138
	<u>1,425</u>	<u>4,800</u>	<u>3,842</u>	<u>10,067</u>
At 31 March 2021	1,425	4,800	3,842	10,067
	<u>1,425</u>	<u>4,800</u>	<u>3,842</u>	<u>10,067</u>
NET BOOK VALUE				
At 31 March 2021	855	-	1,950	2,805
	<u>855</u>	<u>-</u>	<u>1,950</u>	<u>2,805</u>
At 31 March 2020	1,425	-	2,400	3,825
	<u>1,425</u>	<u>-</u>	<u>2,400</u>	<u>3,825</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	17,391	1,573
Other debtors	-	464
Prepayments	632	1,114
	<u>18,023</u>	<u>3,151</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	1,957	81
Taxation and social security	4,311	2,599
Other creditors	4,017	16,424
	<u>10,285</u>	<u>19,104</u>

8. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	51,138	(952)	(10,000)	40,186
Designated Reserves	65,000	-	10,000	75,000
	<u>116,138</u>	<u>(952)</u>	<u>-</u>	<u>115,186</u>
TOTAL FUNDS	<u>116,138</u>	<u>(952)</u>	<u>-</u>	<u>115,186</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	148,308	(149,260)	(952)
	<u>148,308</u>	<u>(149,260)</u>	<u>(952)</u>
TOTAL FUNDS	<u>148,308</u>	<u>(149,260)</u>	<u>(952)</u>

The Wokingham Volunteer Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	56,801	(5,663)	51,138
Designated Reserves	65,000	-	65,000
	<u>121,801</u>	<u>(5,663)</u>	<u>116,138</u>
TOTAL FUNDS	<u>121,801</u>	<u>(5,663)</u>	<u>116,138</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	129,443	(135,106)	(5,663)
	<u>129,443</u>	<u>(135,106)</u>	<u>(5,663)</u>
TOTAL FUNDS	<u>129,443</u>	<u>(135,106)</u>	<u>(5,663)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

The Wokingham Volunteer Centre

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	16,227	-
Investment income		
Deposit account interest	38	361
Charitable activities		
Services income	31,044	56,647
Fundraising	87	585
Social events	-	2,020
Grants	100,912	69,275
Volunteer recruitment fair	-	555
	132,043	129,082
Total incoming resources	148,308	129,443
 EXPENDITURE		
Charitable activities		
Trustees' expenses	40	30
Wages	91,664	72,683
Social security	2,282	-
Pensions	2,026	1,246
Other operating leases	12,100	9,640
Rates and water	(289)	902
Insurance	966	857
Utilities	-	539
Telephone	709	1,464
Printing, postage & stationery	1,236	3,046
Costs of volunteer activities	26,656	35,981
Sundries	(1)	-
Office running costs	5,013	3,508
Relocation costs	-	1,336
Covid19 costs	3,420	-
Plant and machinery	570	570
Motor vehicles	-	1,000
Computer equipment	1,568	750
	147,960	133,552
Support costs		
Governance costs		
AGM fees	-	354
Carried forward	-	354

This page does not form part of the statutory financial statements

The Wokingham Volunteer Centre

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	2021 £	2020 £
Governance costs		
Brought forward	-	354
Accountancy and legal fees	1,300	1,200
	<u>1,300</u>	<u>1,554</u>
Total resources expended	149,260	135,106
Net expenditure	<u>(952)</u>	<u>(5,663)</u>

This page does not form part of the statutory financial statements