

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907

(Company Number: 02476916)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

Contents

	Page
Reference and Administrative Details	1
Report of the Trustees	2 - 8
Report of the Independent Examiner	9
Statement of Financial Activities	10
Balance Sheet	11
Notes forming part of the financial statements	12 – 17

CAMDEN VOLUNTEER BUREAU

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES
AND ADVISORS

FOR THE YEAR ENDED 31 MARCH 2021

Trustees

Scott Heath BEM (Chair)
Rebecca Coxhead
Alex Kenmure
Erin Davies (resigned 3 December 2020)
Catherine Gibbins
Abida Lalani
Shwetal Shah

Company registration number

02476916

Charity registration number

1001907

Registered office

@ Kentish Town Community Centre, 17 Busby Place, London, NW5 2SP

Independent Examiner

Stephen Jones FCA
% Myrus Smith, Chartered Accountants
Norman House
8 Burnell Road
Sutton
Surrey
SM1 4BW

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is an organisation registered as a charitable company, limited by guarantee, and was set up by a Memorandum of Association.

The Charitable Company is constituted under a Memorandum of Association and is a registered charity, number 1001907.

Method of appointment or election of Trustees

New trustees are appointed onto the board once the skills and experience that they will bring is deemed appropriate by the existing Trustees, and are given adequate information to enable them to familiarise themselves with the affairs of the Charity.

Risk management

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Financial Responsibility

The Trustees have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Going Concern & Covid-19 Impact

The Covid-19 pandemic has impacted the organisation, as it has the rest of the charity sector, with significant adjustments made, including use of the government's Coronavirus Job Retention Scheme. The short-term future is secure for the organisation, but the Trustees are focussed on addressing and adapting to the medium and longer-term uncertainty that the entire sector faces.

Following appropriate evaluation, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Review of the year

Incoming resources increased to £167,025 in the year reflecting success in VCC's income generation strategy. Costs also increased to £163,403. The net increase in funds was £3,622 of which £6,464 related to an unrestricted surplus and £2,842 related to a restricted fund deficit.

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

.../Cont'd

OBJECTIVES AND ACTIVITIES

Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objects of Volunteer Centre Camden are:

- To offer a brokerage service that empowers people who are looking to volunteer to find a role that interests them, and to help promote organisations' volunteering opportunities.
- To excite and inform people in Camden about the potential of volunteering to benefit both themselves and their communities.
- To promote the development of good practice in relation to the involvement of volunteers among volunteer-involving organisations.
- To create new volunteering opportunities in Camden. To comment and campaign on national and local issues that affect volunteering or volunteers.
- To take an active role in the strategic development of volunteering.

Our Vision

A society where volunteering is a core part of living, working, and playing in Camden.

Our Mission

Our mission is to make volunteering in Camden as simple, rewarding, accessible, and impactful as possible.

Our Principles

We support and encourage volunteering and work with organisations in and around the Borough of Camden to develop volunteering opportunities and ensure high standards in volunteer management.

The Volunteer Centre will always be:

- An Open and Inclusive Organisation
- Collaborative to the core
- Person centred in everything it does
- A great place to work and volunteer

The Volunteer Centre will work tirelessly in Camden to:

- Recognise, celebrate and value all volunteers
- Promote and Champion volunteering
- Be a trusted partner of all local organisations
- Build a stronger, resilient & cohesive community through volunteering

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

.../Cont'd

VCC Volunteers

Involvement of volunteers at the organisation makes a significant financial contribution. Our volunteer team includes individuals that provide administrative support; team members that offer their professional skills, such as finance and statistical analysis; and skilled matchmakers who help pair eager potential volunteers to vacant roles, and ensure that our database of volunteering opportunities remains up to date.

ACHIEVEMENTS AND PERFORMANCE

Covid-19 Volunteer Response

Volunteer Centre Camden played a key role through the year in helping to mobilise, co-ordinate and support volunteers in Camden to help those affected by Covid-19. This included:

- Offering support and advice to Mutual Aid Groups that sprung into existence. This included the Covid-19 Good Neighbour Guide which could be used by the groups and branded to support their work. This Guide was recognised internationally and adapted for use in Romania via national organisation ProVobis.
- Promoting and supporting Camden residents to register for Camden's dedicated Covid-19 volunteer response platform. With our pro-active support we helped achieve over 2,000 registrations.
- Worked in collaboration with voluntary sector organisations and Camden Council to help set up, co-ordinate and adapt support for those affected by Covid-19.
- Lead for NHS volunteering across North Central London for national volunteer responders' scheme and vaccination volunteers.
- In collaboration with London Plus and Time to Spare helped set up a London-wide vaccination volunteer request portal for NHS organisations.

NHS NCL Volunteering PLUS

VCC set up and led a partnership of volunteering infrastructure specialists across the 5 North Central London boroughs to help the NHS, through lead organisation North London Partners in Health & Care (NLP), to strategically develop health volunteering to meet its priorities.

Our partners in the NCL Volunteering PLUS programme are Community Barnet, Voluntary Action Islington, Bridge Renewal Trust and Enfield Voluntary Action. Together we set up a NCL Volunteering Network of stakeholders from NHS organisations, voluntary and community sector organisations, Lay members and volunteers.

The original objectives of the programme were altered to meet the needs of the pandemic that started just as the programme was about to begin. Working in partnership with NLP we changed the focus to address emergency needs and information around topics such as the NHS Volunteer Responders Scheme and Vaccination Volunteer requirements.

Our role expanded to lead on the evaluation of the NHS Volunteer Responders service in North Central London through additional funding via NHS England.

We have successfully obtained further funding through City Bridge Trust's Cornerstone Fund and hope to extend for a further 2 years to continue this important work.

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

.../Cont'd

Volunteer Fairs

Due to the pandemic, we adapted our operations to offer our highly successful volunteer fairs online. Still working in close partnership with Voluntary Action Islington, we were able to closely replicate real life using the Rooms facility of Zoom which meant that potential volunteer attendees could pop in and out of the virtual rooms of community organisations in the same way they could visit different stalls in real life. These proved popular with both volunteer involving organisations and local residents who were able to connect and begin volunteering roles.

London Community Response Fund

Volunteer Centre Camden was a recipient through Wave 3 of the London Community Response Fund which helped VCC to maximise its capacity to support Camden volunteer involving organisations, mutual aid groups and the collective voluntary sector response during the pandemic.

Marketing volunteer roles

Using our dedicated online volunteer brokerage system, Simply Connect, we help volunteers and volunteer involving organisations match together for more efficiently and effectively. This platform has a useful 'reverse brokerage' function, enabling Camden VCS organisations to be pro-active and search the system for suitable volunteers rather than just waiting for potential volunteers to contact them. Our website has helped more volunteers find more opportunities, and our utilisation of social media to promote volunteering opportunities has grown significantly.

In addition, we promoted volunteering roles and initiatives through our highly-effective social media channels. Twitter proved particularly effective where Volunteer Centre Camden has the highest number of followers and engagement of all Volunteer Centres in London.

Volunteer Management Best Practice 'Best Practice Plus'

We continued to offer our chargeable volunteer management best practice service called 'Best Practice Plus' which offers a range of activities to support VCS organisations to better involve volunteers. These activities include:

- Volunteer Manager Forums
- Volunteer Management Best Practice Workshops
- Volunteer Manager Café sessions
- Bespoke consultancy
- Best Practice Health Check Service

Employer Supported Volunteering – Team UP

Our self-sustaining Team UP service working with businesses and corporates came to a complete standstill during this financial year due to the pandemic. Our Corporate Engagement Manager was furloughed through utilising the Coronavirus Job Retention Scheme, but we were able to keep communications alive with businesses and adjust services to enable the start of projects once lockdown ended.

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

.../Cont'd

Partnership working and collaboration

VCC is committed to working in partnership and collaboration with organisations and companies for the benefit of Camden residents.

VCC helped set up the Camden Infrastructure Alliance (CIA) which sees it work close with Voluntary Action Camden and the C4 Camden Community Centre Consortium to provide infrastructure support to the voluntary and community sector in Camden.

VCC works closely with its 'sister' organisation, Hammersmith and Fulham Volunteer Centre to deliver successful projects and with a shared CEO and Finance Manager as well as collaboration on volunteer infrastructure and employer supported volunteering.

We regularly deliver Volunteer Fairs in partnership with Voluntary Action Islington.

We work in collaborative partnership with Camden Council to strategically develop volunteering across the borough.

Acknowledgements

Volunteer Centre Camden would not exist without the support of a lot of people and organisations.

Thank you to all volunteers who have helped us, we could not do what we do without you. This includes the very dedicated Board of Trustees who work closely with VCC staff and volunteers.

We like to offer special thanks to Camden Council, in particular the Community Partnership Team, who not only continue to fund the work we do, but that we have a very positive working relationship with.

Reserves Policy

The Trustees have tried to maintain a policy whereby the unrestricted funds not committed (the "free reserves") held by the company should be approximately 25% of the annual costs, which equates to approximately £41,000. The level of free reserves at 31st March 2021 is £58,001

Planning for the Future

The economic environment for Volunteer Centres has become increasingly difficult due to the massive cuts in revenue local authorities are faced with and the devastating impact brought about by the Covid-19 pandemic.

Local authorities are typically the key, although not the main funder for Volunteer Centre 'infrastructure' services and these have been cut in Camden as they have in most London Boroughs. To adapt to this difficult environment, Volunteer Centre Camden Trustees and Staff Team have devised a strategy to be more efficient and effective as well as diversify their income stream.

VCC Business Plan for the period 2019-21 has the following Strategic Goals/Objectives:

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

.../Cont'd

1. Recognised and understood as the leader of volunteering and community participation in Camden

- (a) Raise awareness of who and what we are amongst more people and organisations across the borough who are involved in volunteering
- (b) Understanding what is needed to increase quality and quality of volunteering
- (c) Recognised as a best practice model across London

2. Diversify and increase volunteering support offered to people and organisations across Camden

- (a) Help VCS organisations to practically implement more flexible volunteer roles and informal recruitment, e.g. micro-volunteering, virtual volunteering, one-off and ad hoc volunteering, 'taster' sessions
- (b) Increased collaboration with institutions, organisations and initiatives that will benefit from the involvement of volunteers
- (c) Increase 'participation' of local people giving their time informally to support their community, e.g. Camden Together initiative

3. Diversify and increase income streams for VCC services

- (a) Re-establishing Team UP ad self-sustainable
- (b) Create new offers that are fresh and relevant to help residents and organisations to achieve their goals
- (c) Monetise/unlock financial value of these offers

4. Increase our financial reserves

- (a) Use income to strengthen our organisational resilience
- (b) Reinvest back into the community
- (c) Reinvest into VCC to further its strategic goals and objectives

Risk assessment

The trustees actively review the major risks faced by the charity. The trustees have identified the major financial risks faced by the charity. They have also examined other operational and business risks faced and systems have been established to mitigate the significant risks.

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2021

.../Cont'd

Trustees' responsibilities statement

The trustees (who are also directors of Camden Volunteer Bureau for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 incoming resources and application of resources, including 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 2019 (FRS 102);
- make judgements and 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

Approved by the Trustees on 20th December 2021 and signed on their behalf by:

.....
Scott Heath BEM
Chair

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF:
CAMDEN VOLUNTEER BUREAU**

Registered Charity No. 1001907
(Company Number: 02476916)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 10 to 17.

Responsibilities and basis of report

As the charity 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 company'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

I have completed my examination. I confirm that no 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 accord with those 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.

Stephen Jones FCA
% Myrus Smith, Chartered Accountants
Norman House
8 Burnell Road
Sutton
Surrey
SM1 4BW

20th December 2021

CAMDEN VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Total Unrestricted funds £	Total Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Grants	3	11,631	94,736	106,367	69,789
Charitable activities	4	60,000	-	60,000	60,000
Investments	5	5	-	5	3
Other	6	653	-	653	33,024
Total		<u>72,289</u>	<u>94,736</u>	<u>167,025</u>	<u>162,816</u>
Expenditure on:					
Charitable activities	7	65,825	97,578	163,403	138,782
Total		<u>65,825</u>	<u>97,578</u>	<u>163,403</u>	<u>138,782</u>
Net income/(expenditure)	9	6,464	(2,842)	3,622	24,034
Transfers between funds		-	-	-	-
Net movement in funds		<u>6,464</u>	<u>(2,842)</u>	<u>3,622</u>	<u>24,034</u>
Reconciliation of funds					
Fund balances brought forward	17	51,537	4,617	56,154	32,120
Fund balances carried forward	17	<u><u>£58,001</u></u>	<u><u>£1,775</u></u>	<u><u>£59,776</u></u>	<u><u>£56,154</u></u>

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes form part of these Financial Statements.

CAMDEN VOLUNTEER BUREAU

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
CURRENT ASSETS			
Debtors	13	20,013	44,391
Cash at bank and in hand		86,593	52,953
		<u>106,606</u>	<u>97,344</u>
CREDITORS: Amounts falling due within one year			
	14	<u>46,830</u>	<u>41,190</u>
NET ASSETS	16	<u><u>£59,776</u></u>	<u><u>£56,154</u></u>
FUNDS			
Unrestricted Funds	17	58,001	51,537
Restricted Funds	17	1,775	4,617
		<u>£59,776</u>	<u>£56,154</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These Financial Statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 20th December 2021 and signed on its behalf by:

.....
Scott Heath BEM
Trustee

The notes form part of these Financial Statements.

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. COMPANY STATUS

Camden Volunteer Bureau is a registered Charity (No: 1001907) and a private Company (No: 02476916) limited by guarantee, registered in England and Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member.

The registered office is given in the Reference and Administrative Details on page 1.

2. ACCOUNTING POLICIES

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared on the going concern basis and under the historical cost convention. The financial statements are represented in sterling which is the functional currency of the charity and rounded to the nearest pound. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes direct costs undertaken to further the purposes of the charity and associated support costs.

Fund accounting

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Pensions

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

The charity also has ongoing historic obligations under a multi-employer pension scheme which is a defined benefit scheme. It is not possible for the charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme and it therefore accounts for the scheme as a defined contribution scheme.

Operating leases

Operating lease rentals are recognised in the Statement of Financial Activities on a straight line basis over the term of the lease.

Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd...

3. GRANTS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Camden Together (LBC)	-	-	-	10,000
Job Hub Links (Camden Giving)	-	-	-	27,729
LBC OMD	-	10,000	10,000	6,000
Communities Together (Camden Giving)	-	-	-	1,000
Job Retention Scheme (HMRC)	11,631	-	11,631	1,135
CAMERA (Nesta)	-	-	-	23,925
City Bridge Trust	-	24,836	24,836	-
London Plus	-	1,500	1,500	-
NHS Volunteering Project	-	58,400	58,400	-
	<u>£11,631</u>	<u>£94,736</u>	<u>£106,367</u>	<u>£69,789</u>

All of the £69,789 recognised in 2020 related to restricted funds.

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Lead Volunteering	<u>£60,000</u>	<u>£Nil</u>	<u>£60,000</u>	<u>£60,000</u>

All of the £60,000 recognised in 2020 related to unrestricted funds.

5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Bank Interest	<u>£5</u>	<u>£Nil</u>	<u>£5</u>	<u>£3</u>

All of the £3 recognised in 2020 related to unrestricted funds.

6. OTHER INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Best Practice Plus	-	-	-	912
Other	23	-	23	235
Team UP	630	-	630	31,877
	<u>£653</u>	<u>£Nil</u>	<u>£653</u>	<u>£33,024</u>

All of the £33,024 received in 2020 related to unrestricted funds.

CAMDEN VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 /cont'd....

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs £	Support cost £	Total 2021 £	Total 2020 £
Advertisement	-	134	134	-
Bank Charges	-	69	69	60
Bookkeeping Services	-	1,830	1,830	2,400
Events	-	-	-	531
HFVC Partnership	-	30,000	30,000	28,575
Insurance	-	966	966	943
Office Equipment	-	725	725	2,231
HFVC Partnership (CAMERA)	-	-	-	11,962
Photocopying	-	471	471	645
Postage	-	-	-	15
Publicity	-	-	-	1,200
Publications and Subscriptions	-	530	530	469
Recruitment	-	-	-	395
Refreshments	-	59	59	326
Rent	-	13,200	13,200	4,650
Salaries	51,327	17,657	68,984	62,764
Staff Travel and Subsistence	-	-	-	33
Stationery	-	-	-	240
Telephone	-	5	5	33
Travelling Expenses	-	-	-	461
Utilities and Services	-	-	-	180
Volunteer Expenses	-	-	-	77
Volunteer Rewards	-	-	-	37
Volunteer Training	-	-	-	208
Volunteering Plus	36,400	-	36,400	-
IT Support	-	4,660	4,660	6,042
Website	-	2,767	2,767	-
Miscellaneous	-	130	130	132
Team Up	-	243	243	11,662
Payroll Expenses	-	370	370	436
Training Costs	-	-	-	155
Governance Costs (Note 8)	-	1,860	1,860	1,920
	<u>£87,727</u>	<u>£75,676</u>	<u>£163,403</u>	<u>£138,782</u>

Of the £163,403 (2020: £138,782) expenditure in 2021, £65,825 (2020: £63,985) was charged to unrestricted funds and £97,578 (2020: £74,797) to restricted funds.

8. GOVERNANCE COSTS

	Total 2021	Total 2020
Independent examiner's fees	<u>£1,860</u>	<u>£1,920</u>

9. NET EXPENDITURE

	2021	2020
Operating lease rentals	<u>£13,200</u>	<u>£12,000</u>

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd...

10. TRUSTEES' REMUNERATION AND EXPENSES

The trustees neither received nor waived any remuneration or expenses during the year (2020 : £Nil).

11. STAFF COSTS

	2021 £	2020 £
Salaries	64,159	57,475
Social Security costs	1,006	1,949
Pension costs	3,819	3,340
	<u>£68,984</u>	<u>£62,764</u>

In 2021 the charity employed 4 part-time employees (2020 – 4). An analysis of employees by function is as follows:

	No.	No.
Charitable activities	3	3
Management and administration	1	1
	<u>4</u>	<u>4</u>

No employee received total employee benefits (excluding employer pension costs) amounting to more than £60,000 in either year.

The total amount of employee benefits received by key management personnel was £28,712 (2020: £31,309).

Under FRS 102, employee benefits includes gross salary, benefits in kind, employer's national insurance and employer's pension costs.

12. PENSION LIABILITY

Camden Volunteer Bureau participates in the 'Small Admitted Bodies' pool within the London Borough of Camden Pension Fund, which is a multi-employer defined benefit scheme.

Camden Volunteer Bureau is one of nine employers that are part of the 'Small Admitted Bodies' pool within the scheme and is unable to identify its share of the underlying assets and liabilities in the scheme without an individual actuarial report, the expense of which the Trustees consider not to be worth its benefit.

The charity is negotiating an exit from the scheme and is awaiting formal agreement to this. At present, the total liability is expected to be approximately £70,000 and will be settled over a number of years, with a delayed start date.

13. DEBTORS

	2021 £	2020 £
Trade debtors	16,984	1,984
Other debtors	1,100	1,100
Prepayments	1,061	1,059
Accrued income	868	40,248
	<u>£20,013</u>	<u>£44,391</u>

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd....

14. CREDITORS – amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,564	14,752
Taxation and Social Security	1,246	1,498
Other creditors	425	805
Accruals	24,095	4,135
Deferred income (see analysis below)	19,500	20,000
	<u>£46,830</u>	<u>£41,190</u>

	Balance b/f As at 1 April 2020 £	Additions in the year £	Released to income £	Balance c/f As at 31 March 2021 £
Analysis of deferred income				
Grant	-	-	-	-
Other income	20,000	19,500	(20,000)	19,500
	<u>£20,000</u>	<u>£19,500</u>	<u>£(20,000)</u>	<u>£19,500</u>

The deferred income relates to monies received in 2020/21 relating to projects running in 2021/22.

15. OPERATING LEASE COMMITMENTS

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Due within		
One year	628	12,606
One and five years	1,885	-
	<u>£2,513</u>	<u>£12,606</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

2021	Unrestricted Funds £	Restricted Funds £	Total Funds £
Current assets	104,831	1,775	106,606
Current liabilities	(46,830)	-	(46,830)
	<u>£58,001</u>	<u>£1,775</u>	<u>£59,776</u>

Comparative information for the previous year is as follows:

2020	Unrestricted Funds £	Restricted Funds £	Total Funds £
Current assets	92,727	4,617	97,344
Current liabilities	(41,190)	-	(41,190)
	<u>£51,537</u>	<u>£4,617</u>	<u>£56,154</u>

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021 /cont'd...

17. STATEMENT OF FUNDS

2021	1 April 2020 £	Income £	Expenditure £	Transfers £	31 March 2021 £
Unrestricted Funds					
General funds	£51,537	£72,289	£65,825	£Nil	£58,001
Restricted Funds					
LBC OMD	4,617	10,000	13,617	-	1,000
City Bridge Trust	-	24,836	24,836	-	-
London Plus	-	1,500	725	-	775
NHS Volunteering Project	-	58,400	58,400	-	-
	<u>£4,617</u>	<u>£94,736</u>	<u>£97,578</u>	<u>£Nil</u>	<u>£1,775</u>

Comparative information for the previous year is as follows:

2020	1 April 2019 £	Income £	Expenditure £	Transfers £	31 March 2020 £
Unrestricted Funds					
General funds	£22,495	£93,027	£63,985	£Nil	£51,537
Restricted Funds					
Camden Together (LBC)	-	10,000	10,000	-	-
Communities Together (Camden Giving)	-	1,000	1,000	-	-
Job Hub Links (Camden Giving)	-	27,729	27,729	-	-
CAMERA (Nesta)	9,625	23,925	33,550	-	-
Job Retention Scheme (HMRC)	-	1,135	1,135	-	-
LBC OMD	-	6,000	1,383	-	4,617
	<u>£9,625</u>	<u>£69,789</u>	<u>£74,797</u>	<u>£Nil</u>	<u>£4,617</u>

RESTRICTED FUNDS

LBC OMD

Support from Camden Council to capacity build VCC's operations, including fundraising and developing Camden Infrastructure Alliance

City Bridge Trust

London Community Response Fund to help maximise our support to VIOs during the Covid-19 pandemic

London Plus

Funding to support purchase of laptops

NHS Volunteering Project

Partnership project looking a strategic development of health volunteering across North Central London.

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year ended 31 March 2021 or the preceding year.