

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907

(Company Number: 02476916)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

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CAMDEN VOLUNTEER BUREAU

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

FOR THE YEAR ENDED 31 MARCH 2024

Trustees

Julia Ly (Chair)
Saif Ahamed (Treasurer)
Catherine Gibbins
Scott Heath BEM
Joshua Berelowitz
James Hoenich (appointed 25 April 2024)
Shwetal Shah (resigned 1 February 2024)
Abida Lalani (resigned 6 June 2024)

Company registration number

02476916

Charity registration number

1001907

Registered office

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

Independent Examiner

Kevin Fisher BA FCA CTA
c/o Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

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 Charity 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

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 from previous year to £181,133. Costs increased to £203,145. The net decrease in funds was £22,012, comprising a £23,262 reduction in unrestricted funds and a £1,250 increase in restricted funds.

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

.../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

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.

CAMDEN VOLUNTEER BUREAU

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

.../Cont'd

ACHIEVEMENTS AND PERFORMANCE

NHS NCL Volunteering PLUS

VCC set up and let 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.

We are over midway through this 3-year funded programme, funded by City Bridge Foundation, and we continue to build our relationship with the NHS in North Central London. As a partnership we applied to the new Volunteering for Health fund which will help it continue for another 2-3 years.

Volunteer Fairs

We continued to offer our highly successful volunteer fairs both online and in-person which has proved effective. These Fairs are delivered in close partnership with Voluntary Action Islington. From our evaluation analysis we know these proved popular with both volunteer involving organisations and local residents who were able to connect and begin volunteering roles.

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

We continued to offer our chargeable volunteer management best practice service 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

CAMDEN VOLUNTEER BUREAU

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

.../Cont'd

Team UP Employee Volunteering Service

2023-24 saw Team UP achieve its highest level of employee volunteering projects and income and we expect this to grow further. During the year we added a part-time Business Development Manager to the Team UP service which has helped this growth and for us to add new clients.

Partnership working and collaboration

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

VCC continues to be an active collaborator in 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.

Financial Review

During the year the charity was in receipt of income of £181,133 and expenditure of £203,145 resulting in a deficit of £23,262 for unrestricted funds and a surplus of £1,250 for restricted funds. More details are provided in the financial statements.

The charity had unrestricted reserves of £(18,649) at the end of year, and restricted reserves of £3,025.

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 £51,311. The level of free reserves at 31st March 2024 is £(18,649). The organisation is implementing plans to increase the levels of free reserves for 2024-25.

CAMDEN VOLUNTEER BUREAU

Registered Charity No. 1001907
(Company Number: 02476916)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

.../Cont'd

Volunteer Centre Camden Strategic Goals/Objectives

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 quantity 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) Continue to grow Team UP
- (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
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

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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 2015 (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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the Trustees on 22nd December 2024 and signed on their behalf by:



.....
Saif Ahamed
Treasurer

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 2024 which are set out on pages 9 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.



Kevin Fisher BA FCA CTA
% Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL

23rd December 2024

CAMDEN VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2024

| | Notes | Total Unrestricted funds £ | Total Restricted funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|--------------------------------------|-------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Grants | 3 | - | 72,897 | 72,897 | 29,026 |
| Charitable activities | 4 | 60,000 | - | 60,000 | 60,000 |
| Investments | 5 | 770 | - | 770 | 188 |
| Other | 6 | 47,466 | - | 47,466 | 36,029 |
| Total | | <u>108,236</u> | <u>72,897</u> | <u>181,133</u> | <u>125,243</u> |
| Expenditure on: | | | | | |
| Charitable activities | 7 | 131,498 | 71,647 | 203,145 | 147,985 |
| Total | | <u>131,498</u> | <u>71,647</u> | <u>203,145</u> | <u>147,985</u> |
| Net income/(expenditure) | 9 | (23,262) | 1,250 | (22,012) | (22,742) |
| Transfers between funds | | - | - | - | - |
| Net movement in funds | | <u>(23,262)</u> | <u>1,250</u> | <u>(22,012)</u> | <u>(22,742)</u> |
| Reconciliation of funds | | | | | |
| Fund balances brought forward | 17 | 4,613 | 1,775 | 6,388 | 29,130 |
| Fund balances carried forward | 17 | <u>£(18,649)</u> | <u>£3,025</u> | <u>£(15,624)</u> | <u>£6,388</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 2024

| | Notes | 2024 £ | 2023 £ |
|---|-------|-----------|-----------|
| CURRENT ASSETS | | | |
| Debtors | 13 | 6,458 | 2,765 |
| Cash at bank and in hand | | 44,460 | 30,733 |
| | | 50,918 | 33,498 |
| CREDITORS: Amounts falling due within one year | 14 | (66,542) | 27,110 |
| NET ASSETS | 16 | £(15,624) | £6,388 |
| FUNDS | | | |
| Unrestricted Funds | 17 | (18,649) | 4,613 |
| Restricted Funds | 17 | 3,025 | 1,775 |
| | | £(15,624) | £6,388 |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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 December 22nd 2024 and signed on its behalf by:



.....
Saif Ahamed
Treasurer

The notes form part of these Financial Statements.

CAMDEN VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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 2024 /cont'd....

3. GRANTS

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|--------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Camden Trustees Network | - | 5,284 | 5,284 | - |
| Camden Council Resilience Fund | - | 16,080 | 16,080 | - |
| City Bridge Trust | - | 51,533 | 51,533 | 29,026 |
| | <u>£Nil</u> | <u>£72,897</u> | <u>£72,897</u> | <u>£29,026</u> |

All of the £29,026 income recognised in 2023 was restricted fund income.

4. INCOME FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Restricted Funds | Total 2024 | Total 2023 |
|-------------------|-----------------------|---------------------|----------------|----------------|
| Lead Volunteering | <u>£60,000</u> | <u>£Nil</u> | <u>£60,000</u> | <u>£60,000</u> |

All of the £60,000 recognised in 2023 related to unrestricted funds.

5. INVESTMENT INCOME

| | Unrestricted Funds | Restricted Funds | Total 2024 | Total 2023 |
|---------------|-----------------------|---------------------|---------------|---------------|
| Bank Interest | <u>£770</u> | <u>£Nil</u> | <u>£770</u> | <u>£188</u> |

All of the £188 recognised in 2023 related to unrestricted funds.

6. OTHER INCOME

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|---------|----------------------------|--------------------------|--------------------|--------------------|
| Other | 1,933 | - | 1,933 | 447 |
| Team UP | 45,533 | - | 45,533 | 35,582 |
| | <u>£47,466</u> | <u>£Nil</u> | <u>£47,466</u> | <u>£36,029</u> |

All of the £36,029 received in 2023 related to unrestricted funds.

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

7. EXPENDITURE ON CHARITABLE ACTIVITIES

| | Direct costs £ | Support cost £ | Total 2024 £ | Total 2023 £ |
|---------------------------|----------------------|----------------------|--------------------|--------------------|
| Advertisement | - | - | - | 14 |
| Bank Charges | - | 468 | 468 | 171 |
| Bookkeeping Services | - | 2,700 | 2,700 | 2,820 |
| Gifts and Donations | - | - | - | 39 |
| HFVC Partnership | - | 31,200 | 31,200 | 31,200 |
| Insurance | - | 1,248 | 1,248 | 1,125 |
| Photocopying | - | 642 | 642 | 628 |
| Postage | - | 32 | 32 | 27 |
| Publicity | - | 627 | 627 | 300 |
| Rent | - | 6,900 | 6,900 | 6,725 |
| Salaries | 70,138 | 24,828 | 94,966 | 75,558 |
| Subscription | - | 1,621 | 1,621 | 560 |
| Telephone | - | 72 | 72 | 78 |
| Volunteering Plus | 35,576 | - | 35,576 | 8,769 |
| IT Support | - | 4,660 | 4,660 | 1,810 |
| Miscellaneous | - | 224 | 224 | 13 |
| Team Up | - | 19,561 | 19,561 | 15,380 |
| Payroll Expenses | - | 470 | 470 | 433 |
| Training Costs | - | 105 | 105 | 435 |
| Travelling Expenses | - | 73 | 73 | - |
| Governance Costs (Note 8) | - | 2,000 | 2,000 | 1,900 |
| | <u>£105,714</u> | <u>£97,431</u> | <u>£203,145</u> | <u>£147,985</u> |

Of the £203,145 (2023: £147,985) expenditure in 2024, £131,498 (2023: £118,959) was charged to unrestricted funds and £71,647 (2023: £29,026) to restricted funds.

8. GOVERNANCE COSTS

| | Total 2024 | Total 2023 |
|-----------------------------|---------------|---------------|
| Independent examiner's fees | <u>£2,000</u> | <u>£1,900</u> |

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

9. NET EXPENDITURE

| | 2024 | 2023 |
|-------------------------|---------------|---------------|
| Operating lease rentals | <u>£6,900</u> | <u>£6,725</u> |

10. TRUSTEES' REMUNERATION AND EXPENSES

The trustees neither received nor waived any remuneration or expenses during the year (2023 : £Nil).

11. STAFF COSTS

| | 2024 £ | 2023 £ |
|-----------------------|----------------|----------------|
| Salaries | 87,673 | 70,352 |
| Social Security costs | 2,179 | 1,025 |
| Pension costs | 5,114 | 4,181 |
| | <u>£94,966</u> | <u>£75,558</u> |

In 2024 the charity employed 5 part-time employees (2023: 4). An analysis of employees by function is as follows:

| | No. | No. |
|-------------------------------|----------|----------|
| Charitable activities | 4 | 3 |
| Management and administration | 1 | 1 |
| | <u>5</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 £29,866 (2023: £30,458).

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.

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

13. DEBTORS

| | 2024 £ | 2023 £ |
|---------------|---------------|---------------|
| Trade debtors | 5,167 | 900 |
| Other debtors | 1,100 | 1,100 |
| Prepayments | 191 | 765 |
| | <u>£6,458</u> | <u>£2,765</u> |

14. CREDITORS – amounts falling due within one year

| | 2024 £ | 2023 £ |
|--------------------------------------|----------------|----------------|
| Trade creditors | 710 | 2,812 |
| Taxation and Social Security | 1,523 | 1,287 |
| Other creditors | 510 | 461 |
| Accruals | 39,088 | 10,865 |
| Deferred income (see analysis below) | 24,711 | 11,685 |
| | <u>£66,542</u> | <u>£27,110</u> |

| | Balance b/f As at 1 April 2023 £ | Additions in the year £ | Released to income £ | Balance c/f As at 31 March 2024 £ |
|------------------------------------|---|-------------------------------|----------------------------|--|
| Analysis of deferred income | | | | |
| Other income | 11,685 | 24,711 | (11,685) | 24,711 |
| | <u>£11,685</u> | <u>£24,711</u> | <u>£(11,685)</u> | <u>£24,711</u> |

The deferred income relates to monies received in 2023/24 relating to projects running in 2024/25.

15. OPERATING LEASE COMMITMENTS

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

| | 2024 £ | 2023 £ |
|--------------------|-------------|---------------|
| Due within | | |
| One year | 524 | 628 |
| One and five years | - | 628 |
| | <u>£524</u> | <u>£1,256</u> |

Volunteer Centre Camden's photocopier lease will terminate in February 2025.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| 2024 | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets | 47,893 | 3,025 | 50,918 |
| Current liabilities | (66,542) | - | (66,542) |
| | <u>£(18,649)</u> | <u>£3,025</u> | <u>£(15,624)</u> |

CAMDEN VOLUNTEER BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024 /cont'd....

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS/cont'd

Comparative information for the previous year is as follows:

| 2023 | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ |
|---------------------|----------------------------|--------------------------|---------------------|
| Current assets | 31,723 | 1,775 | 33,498 |
| Current liabilities | (27,110) | - | (27,110) |
| | <u>£4,613</u> | <u>£1,775</u> | <u>£6,388</u> |

17. STATEMENT OF FUNDS

| 2024 | 1 April 2023 £ | Income £ | Expenditure £ | 31 March 2024 £ |
|--------------------------------|----------------------|----------------|------------------|-----------------------|
| Unrestricted Funds | | | | |
| General funds | £4,613 | 108,236 | 131,498 | (18,649) |
| | <u>£4,613</u> | <u>108,236</u> | <u>131,498</u> | <u>(18,649)</u> |
| Restricted Funds | | | | |
| LBC OMD | 1,000 | - | - | 1,000 |
| London Plus | 775 | - | - | 775 |
| NCL Volunteering Plus | - | 51,533 | 51,533 | - |
| Camden Council Resilience Fund | - | 16,080 | 16,080 | - |
| Camden Trustees Network | - | 5,284 | 4,034 | 1,250 |
| | <u>£1,775</u> | <u>£72,897</u> | <u>£71,647</u> | <u>£3,025</u> |

Comparative information for the previous year is as follows:

| 2023 | 1 April 2022 £ | Income £ | Expenditure £ | 31 March 2023 £ |
|---------------------------|----------------------|----------------|------------------|-----------------------|
| Unrestricted Funds | | | | |
| General funds | £27,355 | £96,217 | £118,959 | £4,613 |
| | <u>£27,355</u> | <u>£96,217</u> | <u>£118,959</u> | <u>£4,613</u> |
| Restricted Funds | | | | |
| LBC OMD | 1,000 | - | - | 1,000 |
| London Plus | 775 | - | - | 775 |
| NCL Volunteering Plus | - | 29,026 | 29,026 | - |
| | <u>£1,775</u> | <u>£29,026</u> | <u>£29,026</u> | <u>£1,775</u> |

CAMDEN VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024 /cont'd...

17. STATEMENT OF FUNDS/cont'd

RESTRICTED FUNDS

Camden Infrastructure Alliance

Capacity building and development work to build closer work with infrastructure organisations Voluntary Action Camden and the C4 Community Centres Alliance.

LBC OMD

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

Mutual Aid Plus

Supporting Mutual Aid Groups across London.

London Plus

Funding to support purchase of laptops

NHS Volunteering Project

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

NCL Volunteering Plus

A partnership project to strategically develop health volunteering in North Central London.

18. RELATED PARTY TRANSACTIONS

There were no other related party transactions during the year ended 31 March 2024 or the preceding year.

19. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2024 but not yet received and recognised as income due to the recognition criteria not being met amounts to £1,031,000.

