

**Charity No:1011653**

**TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH 2021**

## **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

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## **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

### **OFFICES, TRUSTEES AND ADVISERS**

#### **REGISTERED OFFICE:**

Wood House  
Wood Street  
Tunbridge Wells  
Kent  
TN1 2QS

#### **TRUSTEES:**

Adrian Danby – Chairman  
Martin Johnson - Treasurer  
Robert Cross  
David Bennet  
Jim Creed  
Keith Walker

#### **BANKERS:**

CafBank Limited  
Kings Hill  
West Malling  
Kent ME19 4TA

Barclays Bank plc  
8 Calverley Road  
Tunbridge Wells  
Kent TN1 2TB

# **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

## **REPORT OF THE TRUSTEES**

The Trustees present their Report and Accounts for the year ended 31st March 2021

### **The Constitution**

The Charity operates under its Declaration of Trust which was adopted on 10th March 1992. The constitution has subsequently been amended on 29th September 1994 and 25th July 2000.

### **Objects and Principal Activities**

Tunbridge Wells & District Volunteer Bureau is a charity whose objects are to encourage and undertake voluntary work in connection or associated with education, social services and similar charitable activities within the Tunbridge Wells area.

The charity operates a Community Car Service for the benefit of elderly and disadvantaged individuals in the Tunbridge Wells and surrounding areas. This service is provided with the help of volunteer drivers to assist staff in the running of this service.

The charity meets its objectives by supplying these services.

### **Financial Information**

The total income from all sources was 2021 - £125,959 (2020 - £125,656 )

The total expenditure incurred was 2021 - £76,004 ( 2020 - £102,536 )

### **Reserves Policy**

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's reserves should be at a level of £30,000. As at 31st March 2021, the charity had total unrestricted reserves of £106,920 (2020 - £56,965 )

## **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

### **REPORT OF THE TRUSTEES (cont'd)**

#### **Trustees**

The current trustees are shown on page one of this report.

The charity's constitution requires at least four trustees but no more than eight, serving on its board.

Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at the next Annual General Meeting of the Trustees and the appointment would be made at that meeting.

The trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the Charity are made by the trustees at these meetings.

#### **Statement of Trustees' Responsibilities**

Charity 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 charity and of its financial activities for that period. In preparing those financial statements the trustees are required to:

- a) select suitable accounting policies and then apply them consistently.
- b) observe the methods and principles in the applicable Charities SORP;
- c) make judgements and estimates that are reasonable and prudent
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue its business.

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Declaration of Trust. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

By order of the Trustees:

..... **Trustee**

**Adrian Danby**

Date: 24th January 2022

**TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE  
YEAR ENDED 31ST MARCH 2021**

	<u>Note</u>	Year ended 31 <sup>st</sup> March 2021			Year ended 31 <sup>st</sup> March 2020		
		Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £
<b><u>Income and expenditure</u></b>							
<b><u>Incoming Resources</u></b>							
Voluntary income	3	77,859	23,884	101,743	41,300	12,790	54,090
Incoming resources from charitable activities	4	24,184	0	24,184	71,566	0	71,566
Investment income		32	0	32	0	0	0
<b>Total Incoming Resources</b>		<b>102,075</b>	<b>23,884</b>	<b>125,959</b>	<b>112,866</b>	<b>12,790</b>	<b>125,656</b>
<b><u>Resources Expended</u></b>							
Charitable activities	5	52,120	23,884	76,004	82,746	19,790	102,536
Governance costs	6	0	0	0	0	0	0
<b>Total Resources Expended</b>		<b>52,120</b>	<b>23,884</b>	<b>76,004</b>	<b>82,746</b>	<b>19,790</b>	<b>102,536</b>
<b>Net incoming(outgoing) resources for the period</b>		<b>49,955</b>	<b>0</b>	<b>49,955</b>	<b>30,120</b>	<b>(7,000)</b>	<b>23,120</b>
<b>Balances brought forward at 1 April 2020</b>		<b>56,965</b>	<b>0</b>	<b>56,965</b>	<b>26,845</b>	<b>7,000</b>	<b>33,845</b>
<b>Balances carried forward at 31 March 2021</b>		<b>106,920</b>	<b>0</b>	<b>106,920</b>	<b>56,965</b>	<b>0</b>	<b>56,965</b>

The notes on pages 7 to 10 form part of these accounts

**TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

**BALANCE SHEET AT 31ST MARCH 2021**

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		£	£	£	£
<b><u>Fixed Assets</u></b>	7		0		0
<b><u>Current Assets</u></b>					
Cash at Bank and in Hand		109,141		57,143	
Debtors	8	<u>2,016</u>		<u>2,860</u>	
		111,157		60,003	
<b><u>Current Liabilities</u></b>					
Amounts falling due within one year	9	<u>4,237</u>		<u>3,038</u>	
<b><u>Net Current Assets</u></b>			106,920		56,965
<b><u>Net Assets</u></b>			<u>106,920</u>		<u>56,965</u>
<b><u>Funds</u></b>					
Unrestricted	12		106,920		56,965
Restricted					
			<u>106,920</u>		<u>56,965</u>

Approved by the Trustees on  
and signed on their behalf

.....

Adrian Danby Trustee  
24th January 2022

# **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

## **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31ST MARCH 2021**

### **1** **Basis of accounting**

The accounts have been prepared under the historical cost convention.  
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with FRS102 and with the Charities Act 2011.

### **2** **Accounting policies**

#### **Recognition of Incoming Resources**

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources.

#### **Expenditure and Liabilities**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

#### **Cash Flow Statement**

The Charity is exempt from including a cash flow statement as part of its financial statements due to its size.

#### **Taxation**

The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act is exempt from taxation on its charitable activities.

#### **Fixed Assets**

Fixed assets are capitalised if they can be used for more than one year. They are valued at cost and are depreciated on a straight line basis over the estimated useful lives as follows:

Furniture & Fittings	25% per annum
Office Equipment	25% per annum

#### **Fund Accounting**

The Charity has various funds for which it is responsible:  
Unrestricted funds - these are charitable activities of the charity.  
Restricted funds - these funds are for use as directed by the donor.

During the year there were 5 salaried employees (2020 - 4).

## **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

### **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31ST MARCH 2021 (cont'd)**

	Year ended 31 <sup>st</sup> March 2021			Year ended 31 <sup>st</sup> March 2020
	Unrestricted Funds for period £	Restricted Funds for period £	Total Funds for period £	Total Funds for period £
<b>3</b>				
<b><u>Voluntary Income</u></b>				
Donations			0	2,500
Grant Income	57,300	23,884	81,184	54,090
<b><u>Job Retention Scheme</u></b>	20,559		20,559	
	<u>57,300</u>	<u>23,884</u>	<u>101,743</u>	<u>56,590</u>
<b>4</b>				
<b><u>Incoming Resources from Charitable Activities</u></b>				
Community car service	21,634		21,634	64,566
New registration fees	2,550		2,550	4,500
	<u>24,184</u>	<u>0</u>	<u>24,184</u>	<u>69,066</u>
	£		£	£
<b>5</b>				
<b><u>Charitable Activities</u></b>				
<b><u>Community Car Service and Support Costs</u></b>				
Driver's expenses		7,308	7,308	40,535
Social inclusion expenses		1,567	1,567	3,726
Travel and subsistence			0	583
Telephone & Fax		1,358	1,358	932
Salaries and N.I. Costs	38,982	1,727	40,709	43,145
Pension establishment costs	929		929	1,208
Office Costs		10,377	10,377	8,148
Printing, postage & stationery		1,547	1,547	832
Computer costs	9,380		9,380	163
Advertising	355		355	834
Professional Fees	1,214		1,214	0
Bank charges	1,260		1,260	706
Bad debts			0	1,724
	<u>52,120</u>	<u>23,884</u>	<u>76,004</u>	<u>102,536</u>
<b>6</b>				
<b><u>Governance costs</u></b>				
Independent examiners fee	0		0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021 (cont'd)

7	<u>Fixed Assets</u>	Office Equipment £	Fixtures & Fittings £	Total £
	<b><u>Cost</u></b>			
	At 1st April 2020	6,321	979	7,300
	Additions	0	0	0
	Disposals	0	0	0
	At 31st March 2021	6,321	979	7,300
	<b><u>Depreciation</u></b>			
	At 1st April 2020	6,321	979	7,300
	Charge for the year	0	0	0
	Deleted on disposals	0	0	0
	At 31st March 2021	6,321	979	7,300
	Net book value at 31st March 2020	0	0	0
	Net book value at 31st March 2021	0	0	0
8	<b><u>Debtors</u></b>		<b>2021</b> £	<b>2020</b> £
	Transport service contributions		2,016	2,860
	Prepayments		0	0
			2,016	2,860

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021 (cont'd)

#### 9 Creditors: Amounts falling due within one year

	2021 £	2020 £
Driver's expenses	846	1,780
Income tax	1,120	791
Other	2,271	467
	<u>4,237</u>	<u>3,038</u>

#### 10 Staff Costs

	2021 £	2020 £
Wages & Salaries	41,638	43,145
	<u>41,638</u>	<u>43,145</u>

The average number of employees analysed by function was:

	2021	2020
Management & administration	<u>5</u>	<u>4</u>

#### 11 Trustees remuneration

The trustees received no remuneration during the year (2020 - £nil) and were reimbursed for expenses of £ nil (2020 - £nil)

#### 12 Restricted & Unrestricted Funds

	Balance 1st April 2020 £	Movement in Resources £	Transfers £	Balance 31st March 2021 £
Restricted Fund	0	23,884	23,884	0
Unrestricted General Fund	56,965	102,075	52,120	106,920
Total Unrestricted Funds	<u>56,965</u>	<u>125,959</u>	<u>76,004</u>	<u>106,920</u>