

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2022

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

<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
Trustees and Advisors	3
Trustees' Report	4-5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8-11
Additional Information for the Trustees	
Income & Expenditure Account	13-14

## **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  
Philip Parkin

#### **BANKERS:**

CAF Bank 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 2022

### **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 2022 - £101,252 (2021 - £125,959 )

The total expenditure incurred was 2022 - £83,387 ( 2021. - £76,004 )

### **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 £45,000. As at 31st March 2022, the charity had total unrestricted reserves of £114,442 (2021 - £106,920 )

## **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 it's 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:

**Adrian Danby**

Date:

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022

	<u>Note</u>	Year ended 31 <sup>st</sup> March 2022			Year ended 31 <sup>st</sup> March 2021		
		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	18,856	15,000	33,856	77,859	23,884	101,743
Incoming resources from charitable activities	4	67,396	0	67,396	24,184	0	24,184
Investment income			0	0	32	0	32
Total Incoming Resources		<u>86,252</u>	<u>15,000</u>	<u>101,252</u>	<u>102,075</u>	<u>23,884</u>	<u>125,959</u>
<b><u>Resources Expended</u></b>							
Charitable activities	5	78,387	5,000	83,387	52,120	23,884	76,004
Governance costs	6	0	0	0	0	0	0
Total Resources Expended		<u>78,387</u>	<u>5,000</u>	<u>83,387</u>	<u>52,120</u>	<u>23,884</u>	<u>76,004</u>
<b>Net incoming(outgoing) resources for the period</b>		7,865	10,000	17,865	49,955	0	49,955
<b>Balances brought forward at 1 April 2021</b>		106,920	0	106,920	56,965	0	56,965
<b>Balances carried forward at 31 March 2022</b>		<u>114,785</u>	<u>10,000</u>	<u>124,785</u>	<u>106,920</u>	<u>0</u>	<u>106,920</u>

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

# **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

## **BALANCE SHEET AT 31ST MARCH 2022**

	<b>Note</b>	<b>2022</b>		<b>2021</b>	
		£	£	£	£
<b><u>Fixed Assets</u></b>	7		617		0
<b><u>Current Assets</u></b>					
Cash at Bank and in Hand		123,060		109,141	
Debtors	8	<u>4,622</u>		<u>2,016</u>	
		127,682		111,157	
<b><u>Current Liabilities</u></b>					
Amounts falling due within one year	9	<u>3,857</u>		<u>4,237</u>	
<b><u>Net Current Assets</u></b>			123,825		106,920
<b><u>Net Assets</u></b>			<u>124,442</u>		<u>106,920</u>
<b><u>Funds</u></b>					
Unrestricted	12		114,442		106,920
Restricted			10,000		
			<u>124,442</u>		<u>106,920</u>

Approved by the Trustees on  
and signed on their behalf

.....

Date:

# **TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

## **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31ST MARCH 2022**

### **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.

During the year there were 8 salaried employees (2021 - 5).

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31ST MARCH 2022 (cont'd)

	Year ended 31 <sup>st</sup> March 2022			Year ended 31 <sup>st</sup> March 2021
	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	2,600		2,600	0
Grant Income	8000	15,000	23,000	81,184
TW Lotto	767		767	
Job Retention Scheme	7,489		7,489	20,559
	<u>18,856</u>	<u>15,000</u>	<u>33,856</u>	<u>101,743</u>
<b>4</b>				
<b><u>Incoming Resources from Charitable Activities</u></b>				
Community car service	62,521		62,521	21,634
New registration fees	4,875		4,875	2,550
	<u>67,396</u>	<u>0</u>	<u>67,396</u>	<u>24,184</u>
	£		£	£
<b>5</b>				
<b><u>Charitable Activities</u></b>				
<b><u>Community Car Service and Support Costs</u></b>				
Driver's expenses	14,759	2,416	17,175	7,308
Social inclusion expenses	6940		6,940	1,567
Travel and subsistence			0	0
Telephone & Broadband	1670		1,670	1,358
Salaries and N.I. Costs	42,447	2,411	44,858	40,709
Pension establishment costs	1,030		1,030	929
Office Costs	5951		5,951	10,377
Printing, postage & stationery	1188		1,188	1,547
Computer costs	1,980		1,980	9,380
Advertising	540		540	355
Professional Fees	1,386		1,386	1,214
Bank charges	669		669	1,260
	<u>78,560</u>	<u>4,827</u>	<u>83,387</u>	<u>76,004</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 2022 (cont'd)

7	<b><u>Fixed Assets</u></b>			
		Office Equipment £	Fixtures & Fittings £	Total £
	<b><u>Cost</u></b>			
	At 1st April 2021	6,321	979	7,300
	Additions	823	0	823
	Disposals	0	0	0
	At 31st March 2022	7,144	979	8,123
	<b><u>Depreciation</u></b>			
	At 1st April 2021	6,321	979	7,300
	Charge for the year	206	0	206
	Deleted on disposals	0	0	0
	At 31st March 2022	6,527	979	7,506
	Net book value at 31st March 2022	617	0	617
	Net book value at 31st March 2021	0	0	0
8	<b><u>Debtors</u></b>		<b>2022</b> £	<b>2021</b> £
	Transport service contributions		4,622	2,016
	Prepayments		0	0
			4,622	2,016

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022 (cont'd)

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

	<b>2022</b>	<b>2021</b>
	£	£
Driver's expenses	2,020	846
Income tax	1,065	1,120
Other	772	2,271
	<u>3,857</u>	<u>4,237</u>

#### 10 Staff Costs

	<b>2022</b>	<b>2021</b>
	£	£
Wages & Salaries	44,858	41,638
	<u>44,858</u>	<u>41,638</u>

The average number of employees analysed by function was:

	<b>2022</b>	<b>2021</b>
Management & administration	<u>4</u>	<u>5</u>

#### 11 Trustees remuneration

The trustees received no remuneration during the year (2021 - £nil) and were reimbursed for expenses of £ nil (2021 - £nil)

#### 12 Restricted & Unrestricted Funds

	<b>Balance</b>	<b>Movement in Resources</b>		<b>Transfers</b>	<b>Balance</b>
	<b>1st April 2021</b>		<b>Outgoing</b>		<b>31st March 2022</b>
	£	£	£	£	£
Restricted Fund	0	15,000	5,000		10,000
Unrestricted Funds	106,920	7,522			114,442
Total	<u>106,920</u>	<u>22,522</u>	<u>5,000</u>	<u>0</u>	<u>124,442</u>

**THE FOLLOWING PAGES ARE FOR THE INFORMATION  
OF THE TRUSTEES ONLY**

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

### **INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2022**

	2022		2021	
	£	£	£	£
<b><u>Community Car Service Income</u></b>				
Contributions		43,969		21,634
<b><u>Other Income</u></b>				
Donations	2,600		0	
Grant Income	23,000		81,184	
Job Retention Scheme	7,489		20,559	
Tunbridge Wells Lotto	767			
Involve	18,552			
Investment Income	0		32	
New registration fees	4,875		2,550	
		57,283		104,325
<b><u>Total income</u></b>		<b><u>101,252</u></b>		<b><u>125,959</u></b>

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

### **EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2022**

	2022		2021	
	£	£	£	£
<b><u>Support Costs</u></b>				
Salaries & National Insurance	44,858		41,814	
Pension establishment costs	1,030		929	
Travel and subsistence	0		0	
HR Outsourcing costs	1,358		2,280	
Social inclusion costs	6,940		1,567	
Rent	3,850		4,154	
Rates	727		874	
Light & Heat	1,169		1,086	
Insurance	0		50	
Printing postage & stationery	1,188		1,547	
Computer costs	1,980		9,380	
Telephone & fax	1,670		1,358	
Subscriptions	30		120	
Advertising	540		355	
Professional Fees	0		1,214	
Depreciation	206			
Sundry expenses	203		86	
Bank charges	669		1,260	
Bad debts	137			
Training	0		622	
	<u>          </u>	66,555	<u>          </u>	68,696
<b><u>Community car service costs</u></b>				
Drivers expenses	17,175		7,308	
Volunteer travel expenses	0		0	
	<u>          </u>	17,175	<u>          </u>	7,308
<b><u>Total expenditure</u></b>		<u>          </u> <u>          </u>		<u>          </u> <u>          </u>
		83,730		76,004