

Charity No:1011653

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2024

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
Mrs Jill Johnson
David Bennet
Philip Parkin
Robert Cross

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 2024

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 2024 - £141,041 (2023- £100,672)

The total expenditure incurred was 2024 - £118,330 (2023 - £100,750)

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 2024, the charity had total unrestricted reserves of £147,075 (2023 - £124,364)

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:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

I report on the accounts of the Charity for the year ended 31st March 2024 which are set out on pages 5 to 10 appended to this report.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

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

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

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

Signed:

Date:

Name: Monika King FCCA & MIPA

Relevant Professional Qualification: Association of Chartered Certified Accountants

Address: 29 Wren Close, Heathfield, East Sussex TN21 8HG

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2024

| | <u>Note</u> | Year ended 31 st March 2024 | | | Year ended 31st March 2023 | | |
|--|-------------|--|--|-----------------------------------|--|--|-----------------------------------|
| | | Unrestricted Funds for period £ | Restricted Funds for period £ | Total Funds for period £ | Unrestricted Funds for period £ | Restricted Funds for period £ | Total Funds for period £ |
| <u>Income and expenditure</u> | | | | | | | |
| <u>Incoming Resources</u> | | | | | | | |
| Voluntary income | 3 | 17,786 | 62,500 | 80,286 | 34,451 | | 34,451 |
| Incoming resources from charitable activities | 4 | 59,598 | | 59,598 | 66,052 | | 66,052 |
| Investment income | | 1,157 | 0 | 1,157 | 169 | 0 | 169 |
| Total Incoming Resources | | <u>78,541</u> | <u>62,500</u> | <u>141,041</u> | <u>100,672</u> | <u>0</u> | <u>100,672</u> |
| <u>Resources Expended</u> | | | | | | | |
| Charitable activities | 5 | 63,810 | 54,520 | 118,330 | 100,750 | | 100,750 |
| Governance costs | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Resources Expended | | <u>63,810</u> | <u>54,520</u> | <u>118,330</u> | <u>100,750</u> | <u>0</u> | <u>100,750</u> |
| Net incoming(outgoing) resources for the period | | 14,731 | 7,980 | 22,711 | (78) | 0 | (78) |
| Balances brought forward at 1 April 2023 | | 114,364 | 10,000 | 124,364 | 114,364 | 10,000 | 124,364 |
| Balances carried forward at 31 March 2024 | | <u>129,095</u> | <u>17,980</u> | <u>147,075</u> | <u>114,364</u> | <u>10,000</u> | <u>124,364</u> |

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

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

BALANCE SHEET AT 31ST MARCH 2024

| | <u>Note</u> | <u>2024</u> | | <u>2023</u> | |
|-------------------------------------|-------------|--------------|-----------------------|--------------|-----------------------|
| | | £ | £ | £ | £ |
| <u>Fixed Assets</u> | 7 | | 36,690 | | 1,271 |
| <u>Current Assets</u> | | | | | |
| Cash at Bank and in Hand | | 109,401 | | 122,922 | |
| Debtors | 8 | <u>4,391</u> | | <u>3,184</u> | |
| | | | 113,792 | | 126,106 |
| <u>Current Liabilities</u> | | | | | |
| Amounts falling due within one year | 9 | <u>3,407</u> | | <u>3,013</u> | |
| <u>Net Current Assets</u> | | | 110,385 | | 123,093 |
| <u>Net Assets</u> | | | <u><u>147,075</u></u> | | <u><u>124,364</u></u> |
| <u>Funds</u> | | | | | |
| Unrestricted | 12 | | 129,095 | | 114,364 |
| Restricted | | | 17,980 | | 10,000 |
| | | | <u><u>147,075</u></u> | | <u><u>124,364</u></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 2024**

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 |
| Motor Vehicles | 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 4 salaried employees (2023 - 4).

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024 (cont'd)

| | | Year ended 31 st March 2024 | | | Year ended 31 st March 2023 |
|----------|---|--|--|-----------------------------------|--|
| | | Unrestricted Funds for period £ | Restricted Funds for period £ | Total Funds for period £ | Total Funds for period £ |
| 3 | <u>Voluntary Income</u> | | | | |
| | Grant Income and Donations | 17786 | 62,500 | 80,286 | 33,766 |
| | <u>TW Lotto</u> | 517 | | 517 | 685 |
| | Involve | 8,021 | | 8,021 | 10,848 |
| | | <u>26,324</u> | <u>62,500</u> | <u>88,824</u> | <u>34,451</u> |
| 4 | <u>Incoming Resources from Charitable Activities</u> | | | | |
| | Community car service | 45,400 | | 45,400 | 51,289 |
| | New registration fees | 5,660 | | 5,660 | 3,915 |
| | | <u>51,060</u> | <u>0</u> | <u>51,060</u> | <u>66,052</u> |
| | | £ | | £ | £ |
| 5 | <u>Charitable Activities</u> | | | | |
| | <u>Community Car Service and Support Costs</u> | | | | |
| | Driver's expenses | 23,780 | | 23,780 | 26,598 |
| | Social inclusion expenses | 6597 | | 6,597 | 5,751 |
| | Travel and subsistence | | | 0 | 0 |
| | Telephone & Broadband | 630 | | 630 | 1,159 |
| | Salaries and N.I. Costs | 58,610 | | 58,610 | 51,326 |
| | Pension establishment costs | 1,497 | | 1,497 | 1,044 |
| | Office Costs | 10008 | | 10,008 | 8,139 |
| | Printing, postage & stationery | 1228 | | 1,228 | 1,763 |
| | Computer costs | 1,449 | | 1,449 | 712 |
| | Advertising | 1,374 | | 1,374 | 325 |
| | Professional Fees | 203 | | 203 | 2,807 |
| | Bank charges | 724 | | 724 | 702 |
| | Depreciation | 12,230 | | 12,230 | 424 |
| | | <u>118,330</u> | <u>0</u> | <u>118,330</u> | <u>100,750</u> |
| 6 | <u>Governance costs</u> | | | | |
| | 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 2024 (cont'd)

| 7 | <u>Fixed Assets</u> | Office Equipment £ | Motor Vehicles £ | Fixtures & Fittings £ | Total £ |
|---|-----------------------------------|--------------------------|------------------------|-----------------------------|------------------|
| | <u>Cost</u> | | | | |
| | At 1st April 2023 | 8,222 | | 979 | 9,201 |
| | Additions | 3,129 | 44,520 | 0 | 47,649 |
| | Disposals | 0 | | 0 | 0 |
| | At 31st March 2024 | 11,351 | 44,520 | 979 | 56,850 |
| | <u>Depreciation</u> | | | | |
| | At 1st April 2023 | 6,951 | 0 | 979 | 7,930 |
| | Charge for the year | 1,100 | 11,130 | 0 | 12,230 |
| | Deleted on disposals | 0 | | 0 | 0 |
| | At 31st March 2024 | 8,051 | 11,130 | 979 | 20,160 |
| | Net book value at 31st March 2024 | 3,300 | 33,390 | 0 | 36,690 |
| | Net book value at 31st March 2023 | 1,271 | 0 | 0 | 1,271 |
| 8 | <u>Debtors</u> | | | 2024 £ | 2023 £ |
| | Transport service contributions | | | 4,391 | 3,184 |
| | Prepayments | | | 0 | 0 |
| | | | | 4,391 | 3,184 |

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024 (cont'd)

9 Creditors: Amounts falling due within one year

| | 2024 | 2023 |
|-------------------|--------------|--------------|
| | £ | £ |
| Driver's expenses | 2,279 | 2,297 |
| Income tax | 360 | 360 |
| Other | 768 | 356 |
| | 3,407 | 3,013 |

10 Staff Costs

| | 2024 | 2023 |
|------------------|---------------|---------------|
| | £ | £ |
| Wages & Salaries | 60,107 | 51,326 |
| | 60,107 | 51,326 |

The average number of employees analysed by function was:

| | 2024 | 2023 |
|-----------------------------|-------------|-------------|
| Management & administration | 4 | 4 |

11 Trustees remuneration

The trustees received no remuneration during the year (2023 - £nil) and were reimbursed for expenses of £ nil (2023 - £nil)

12 Restricted & Unrestricted Funds

| | Balance 1st April 2023 | Movement in Resources Outgoing | Transfers | Balance 31st March 2024 |
|--------------------|---------------------------|-----------------------------------|---------------|----------------------------|
| | £ | £ | £ | £ |
| Restricted Fund | 10,000 | 62,500 | (10,000) | 17,980 |
| Unrestricted Funds | 114,364 | 17,786 | 10,000 | 129,095 |
| Total | 124,364 | 80,286 | 57,575 | 147,075 |

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

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2024

| | 2024 | | 2023 | |
|--|-------------|-----------------------|-------------|-----------------------|
| | £ | £ | £ | £ |
| <u>Community Car Service Income</u> | | | | |
| Contributions | | 45,400 | | 51,289 |
| <u>Other Income</u> | | | | |
| Donations | | 0 | | |
| Donations and Grant Income | 80,286 | | 33,766 | |
| Tunbridge Wells Lotto | 517 | | 685 | |
| Involve | 8,021 | | 10,848 | |
| Investment Income | 1,157 | | 169 | |
| New registration fees | 5,660 | | 3,915 | |
| | | 95,641 | | 49,383 |
| <u>Total income</u> | | <u>141,041</u> | | <u>100,672</u> |

TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2024

| | 2024 | | 2023 | |
|---|---------------|-----------------------|---------------|-----------------------|
| | £ | £ | £ | £ |
| <u>Support Costs</u> | | | | |
| Salaries & National Insurance | 58,610 | | 51,326 | |
| Pension establishment costs | 1,497 | | 1,044 | |
| Travel and subsistence | | | 0 | |
| HR Outsourcing costs | 1,290 | | 1,290 | |
| Social inclusion costs | 6,597 | | 5,751 | |
| Rent | 4,200 | | 4,854 | |
| Rates | 767 | | 727 | |
| Light & Heat | 1,401 | | 2,120 | |
| Insurance | 1,703 | | -146 | |
| Printing postage & stationery | 1,228 | | 1,763 | |
| Computer costs | 1,449 | | 919 | |
| Telephone & fax | 630 | | 1,159 | |
| Subscriptions | 120 | | 0 | |
| Advertising | 1,374 | | 325 | |
| Professional Fees | 203 | | 1,310 | |
| Depreciation | 12,230 | | 424 | |
| Sundry expenses | 127 | | | |
| Bank charges | 724 | | 702 | |
| Bad debts | 400 | | 584 | |
| Training | | | 0 | |
| | <u>94,550</u> | 94,550 | <u>74,152</u> | 74,152 |
| <u>Community car service costs</u> | | | | |
| Drivers expenses | 23,780 | | 26,598 | |
| Volunteer travel expenses | 0 | | 0 | |
| | <u>23,780</u> | 23,780 | <u>26,598</u> | 26,598 |
| <u>Total expenditure</u> | | <u><u>118,330</u></u> | | <u><u>100,750</u></u> |