

**Charity No:1011653**

**TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH 2025**

## **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 2025.

### **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 2025 - £98,569 (2024- £141,041 )

The total expenditure incurred was 2025 - £120,387 ( 2024- £118,330 )

### **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 2025, the charity had total unrestricted reserves of £125,257 (2024 - £147,075 )

## **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 2025 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 2025

	<u>Note</u>	Year ended 31 <sup>st</sup> March 2025			Year ended 31st March 2024		
		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	24,836	20,000	44,836	17,786	62,500	80,286
Incoming resources from charitable activities	4	52,326		52,326	59,598		59,598
Investment income		1,407	0	1,407	1,157	0	1,157
<b>Total Incoming Resources</b>		<b>78,569</b>	<b>20,000</b>	<b>98,569</b>	<b>78,541</b>	<b>62,500</b>	<b>141,041</b>
<b><u>Resources Expended</u></b>							
Charitable activities	5	120,387	0	120,387	63,810	54,520	118,330
Governance costs	6	0	0	0	0	0	0
<b>Total Resources Expended</b>		<b>120,387</b>	<b>0</b>	<b>120,387</b>	<b>63,810</b>	<b>54,520</b>	<b>118,330</b>
<b>Net incoming(outgoing) resources for the period</b>		<b>(41,818)</b>	<b>20,000</b>	<b>(21,818)</b>	<b>14,731</b>	<b>7,980</b>	<b>22,711</b>
<b>Balances brought forward at 1 April 2024</b>		<b>129,095</b>	<b>17,980</b>	<b>147,075</b>	<b>114,364</b>	<b>10,000</b>	<b>124,364</b>
<b>Balances carried forward at 31 March 2025</b>		<b>87,277</b>	<b>37,980</b>	<b>125,257</b>	<b>129,095</b>	<b>17,980</b>	<b>147,075</b>

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>2025</u>		<u>2024</u>	
		£	£	£	£
<b><u>Fixed Assets</u></b>	7		27,517		36,690
<b><u>Current Assets</u></b>					
Cash at Bank and in Hand		96,438		109,401	
Debtors	8	<u>5,092</u>		<u>4,391</u>	
		101,530		113,792	
<b><u>Current Liabilities</u></b>					
Amounts falling due within one year	9	<u>3,790</u>		<u>3,407</u>	
<b><u>Net Current Assets</u></b>			97,740		110,385
<b><u>Net Assets</u></b>			<u><u>125,257</u></u>		<u><u>147,075</u></u>
<b><u>Funds</u></b>					
Unrestricted	12		111,806		129,095
Restricted			13,451		17,980
			<u><u>125,257</u></u>		<u><u>147,075</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 2025**

### **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 5 salaried employees (2024 - 4).

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2025 (cont'd)

		Year ended 31 <sup>st</sup> March 2025			Year ended 31 <sup>st</sup> March 2024
		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>				
	Grant Income and Donations	15,600	20,000	35,600	80,286
	TW Lotto	462		462	517
	Involve	8,774		8,774	8,021
		<u>24,836</u>	<u>20,000</u>	<u>44,836</u>	<u>88,824</u>
<b>4</b>	<b><u>Incoming Resources from Charitable Activities</u></b>				
	Community car service	46,766		46,766	45,400
	New registration fees	5,560		5,560	5,660
		<u>52,326</u>	<u>0</u>	<u>52,326</u>	<u>51,060</u>
		£		£	£
<b>5</b>	<b><u>Charitable Activities</u></b>				
	<b><u>Community Car Service and Support Costs</u></b>				
	Driver's expenses	22,828		22,828	23,780
	Social inclusion expenses	6,549		6,549	6,597
	Travel and subsistence			0	0
	Telephone & Broadband	2,139		2,139	630
	Salaries and N.I. Costs	62,190		62,190	58,610
	Pension establishment costs	1,380		1,380	1,497
	Office Costs	10,014		10,014	8,305
	Printing, postage & stationery	1,301		1,301	1,228
	Computer costs	1,487		1,487	1,449
	Insurance	1,743		1,743	1,703
	Advertising	188		188	1,374
	Professional Fees	670		670	203
	Bad Debts written off	101		101	
	Bank charges	624		624	724
	Depreciation	9,173		9,173	12,230
		<u>120,387</u>	<u>0</u>	<u>120,387</u>	<u>118,330</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>

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## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025 (cont'd)

#### 7 Fixed Assets

	Office Equipment £	Motor Vehicles £	Fixtures & Fittings £	Total £
<b><u>Cost</u></b>				
At 1st April 2024	11,351	44,520	979	56,850
Additions	0	0	0	0
Disposals	0	0	0	0
At 31st March 2025	11,351	44,520	979	56,850
<b><u>Depreciation</u></b>				
At 1st April 2024	8,051	11,130	979	20,160
Charge for the year	825	8,348	0	9,173
Deleted on disposals	0		0	0
At 31st March 2025	8,876	19,478	979	29,333
Net book value at 31st March 2025	2,475	25,042	0	27,517
Net book value at 31st March 2024	3,300	33,390	0	36,690

#### 8 Debtors

	2025 £	2024 £
Transport service contributions	5,092	4,391
Prepayments	0	0
	5,092	4,391

## TUNBRIDGE WELLS & DISTRICT VOLUNTEER BUREAU

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025 (cont'd)

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

	<b>2025</b>	<b>2024</b>
	£	£
Driver's expenses	2,270	2,279
Income tax and Pension contribution	1,320	959
Other	200	169
	<b>3,790</b>	<b>3,407</b>

**10 Staff Costs**

	<b>2025</b>	<b>2024</b>
	£	£
Wages & Salaries	62,190	60,107
	<b>62,190</b>	<b>51,326</b>

The average number of employees analysed by function was:

	<b>2025</b>	<b>2024</b>
Management & administration	<b>5</b>	<b>4</b>

**11 Trustees remuneration**

The trustees received no remuneration during the year (2024- £nil) and were reimbursed for expenses of £ nil (2024 - £nil)

**12 Restricted & Unrestricted Funds**

	Balance 1st April 2024	Movement in Resources Outgoing	Transfers	Balance 31st March 2025
	£	£	£	£
Restricted Fund	17,980	20,000	(24,529)	13,451
Unrestricted Funds	129,095	78,569	120,387	24,529
Total	<b>147,075</b>	<b>98,569</b>	<b>120,387</b>	<b>0</b>

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

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

### **INCOME ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025**

	<b>2025</b>		<b>2024</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Community Car Service Income</u></b>				
Contributions		46,766		45,400
<b><u>Other Income</u></b>				
Donations	2,100		0	
Donations and Grant Income	33,500		80,286	
Tunbridge Wells Lotto	462		517	
Involve	8,774		8,021	
Investment Income	1,407		1,157	
New registration fees	5,560		5,660	
		51,803		95,641
<b><u>Total income</u></b>		<b><u>98,569</u></b>		<b><u>141,041</u></b>

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

### **EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b><u>Support Costs</u></b>		
Salaries & National Insurance	62190	58,610
Pension establishment costs	1380	1,497
Travel and subsistence		
HR Outsourcing costs	1290	1,290
Social inclusion costs	6549	6,597
Rent	4200	4,200
Rates	818	767
Light & Heat	2308	1,401
Insurance	1743	1,703
Printing postage & stationery	1301	1,228
Computer costs	1487	1,449
Telephone & fax	2139	630
Subscriptions	120	120
Advertising	188	1,374
Professional Fees	670	203
Depreciation	9173	12,230
Sundry expenses	668	127
Bank charges	624	724
Bad debts	101	400
Drivers expenses	22,828	23,780
Training	610	
<b><u>Total expenditure</u></b>	<b><u>120,387</u></b>	<b><u>118,330</u></b>