

Registered charity number
1017496

Crickhowell Volunteer Bureau
Report and Unaudited Accounts
31 March 2024

**Crickhowell Volunteer Bureau
Report and accounts
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**Crickhowell Volunteer Bureau
Charity Information**

Trustees

Cyril Teasdale - Chair
Kathryn Silk
Judith Lynnette D'Anna
Ann Teasdale
John George Townsend
Kathleen Mary Tinsley
Gerwyn John Morris
Vaughan Ian Bennett
Mike Davies - Treasurer

Independent examiner

Catherine A Williams Ltd
The Old Bank
Beaufort Street
Crickhowell
Powys
NP8 1AD

Charity's principal address

Crickhowell Volunteer Bureau
Beaufort Street
Crickhowell
Powys
NP8 1BN

Registered charity number

1017496

Crickhowell Volunteer Bureau

Registered charity number: 1017496

Trustees' Report

The trustees present their report together with the externally examined financial statements for the year ended 31 March 2024. The financial statements comply with current statutory requirements and with the requirements of the charity's governing document. The reference and administration details shown on the preceding page form part of this report.

Structure, governance and management

Crickhowell Volunteer Bureau is an unincorporated charity, registered with the Charity Commissioners under registered number 1017496. It was registered as a charity on 19th February 1993 and is governed by its constitution adopted on 27th March 1992, which was amended most recently on 12th June 1997.

The Trustees who served the charity during the period were as follows:

Cyril Teasdale - Chair
Kathryn Silk
Judith Lynnette D'Anna
Ann Teasdale
John George Townsend
Kathleen Mary Tinsley
Tim Raikes
Gerwyn John Morris
Vaughan Ian Bennett
Mike Davies - Treasurer

Objects and activities

The charitable purposes for which the charity was formed, and the way in which it delivers public benefit, remain unchanged: to promote all or any purposes for the benefit of the community in Crickhowell and district deemed by law to be charitable and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.

Achievements and Performance

The trustees of Crickhowell Volunteer Bureau would like to express their sincere appreciation to all the groups and volunteers that have supported us over the last 12 months

During the year, Crickhowell Volunteer Bureau moved premises from its historic base at the CRIC centre to the new Atrium at The Clarence Hall, Crickhowell. We are grateful to members of CRIC for their support over the past 16 years, and for the trustees of The Clarence Hall for ensuring the move proceeded as smoothly as possible.

During the year, one of our long-standing trustees – Tim Raikes passed away. He will be sadly missed by all of those involved with the Volunteer Bureau.

The dedication and support of our team of volunteers and staff members has enabled us to undertake the following activities for the benefit of a wide cross section of the local community.

Below is a summary of what we do within the community:-

We successfully run the Community Car Scheme to provide patient transport to and from hospitals.

We run over 30 social groups a month, and offer 1:1 befriending.

We offer a prescription delivery service.

We manage the Duke of Edinburgh, 'Going for Gold', scheme in the area.

We manage 12 Defibrillators in the locality.

We operate an informal voluntary project – recruiting volunteers for one-off tasks or events for the benefit of the community.

We are a chosen charity for the Crickhowell Rotary Club annual duck race.

We recruit volunteers for inhouse and external projects.

We manage the Santa appeal in Crickhowell enabling Christmas gifts to be delivered to children under the Powys Children's services umbrella.

We organise Santa's visit to Crickhowell.

We manage the provision of Christmas Food hampers.

Crickhowell Volunteer Bureau

Registered charity number: 1017496

Trustees' Report

Over the years we have developed strong links with other local charities and organisations including:-

Dementia Friendly Crickhowell –
Cancer Research Wales (Crickhowell Branch) –
Crickhowell Rotary Club –
The Clarence Hall Crickhowell –
Local churches - Schools - Police, and Town councils –
Crickhowell Health Centre –
PAVO (Powys association of volunteer organisations) –
GAVO (Gwent association of Voluntary organisations) –
The National Lottery.
The Green Man festival.

We would like to express our sincere appreciation to the above organisations for their continued support and to those individuals who have donated to Crickhowell Volunteer Bureau.

Financial Review

Like many charities we are heavily reliant on grant income and donations in order to generate sufficient funds to ensure that we can continue to provide the much-needed services that we offer.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and for being satisfied that the financial statements give a true and fair view. The Trustees are also responsible for preparing the financial statements in accordance with UK Accounting Standards.

The Trustees are responsible for keeping adequate accounting records that show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity.

The trustees are responsible for safeguarding the charity's assets and taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the board on . . / . . /2024 and signed on its behalf.

Cyril Teasdale
Cyril Teasdale
Chair of the Trustees

Crickhowell Volunteer Bureau

Independent examiners' report to the board of trustees on the preparation of the unaudited accounts of Crickhowell Volunteer Bureau for the year ended 31 March 2024

We report on the examination of the accounts of Crickhowell Volunteer Bureau for the year ended 31 March 2024 which are set out on pages 1 to 11.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to;

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act ;and
- to state whether particular matters have come to our attention

Basis of the independent examiner's report

Our examination was carried out in accordance with the General directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required of an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of our examination, no matter has come to our attention;

(A) which gives us reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that;

- * proper accounting records are kept in accordance with section 130 of the 2011 Act; and
- * accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or

(B) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Catherine A Williams Ltd
Chartered Accountants
The Old Bank
Beaufort Street
Crickhowell
Powys
NP8 1AD

... /2024

**Crickhowell Volunteer Bureau
Statement of financial activities
for the year ended 31 March 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income					
Donations and legacies	2	57,647	27,403	85,050	65,907
Charitable activities		18,212	-	18,212	12,230
Other income		-	108	108	7
Total income		<u>75,859</u>	<u>27,511</u>	<u>103,370</u>	<u>78,144</u>
Expenditure					
Raising funds	3	881	-	881	933
Charitable activities		72,755	9,016	81,771	78,117
Other expenditure		2,169	-	2,169	1,889
Total expenditure		<u>75,805</u>	<u>9,016</u>	<u>84,821</u>	<u>80,939</u>
Net income/(net expenditure)		<u>54</u>	<u>18,495</u>	<u>18,549</u>	<u>(2,795)</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>54</u>	<u>18,495</u>	<u>18,549</u>	<u>(2,795)</u>
Reconciliation of funds: Total funds brought forward		22,497	1,612	24,109	26,904
Total funds carried forward		<u>22,551</u>	<u>20,107</u>	<u>42,658</u>	<u>24,109</u>

Crickhowell Volunteer Bureau
Registered charity number: 1017496
Balance Sheet
as at 31 March 2024

	Notes	Total funds 2024 £	Total funds 2023 £
Fixed assets			
Tangible assets	6	8,780	7,555
Current assets			
Debtors	7	-	4,272
Cash at bank and in hand		36,382	13,878
		<u>36,382</u>	<u>18,150</u>
Creditors: amounts falling due within one year	8	(2,504)	(1,596)
Net current assets		<u>33,878</u>	<u>16,554</u>
Net assets		<u>42,658</u>	<u>24,109</u>
Funds			
Unrestricted funds		22,551	22,497
Restricted funds		20,107	1,612
Total funds		<u>42,658</u>	<u>24,109</u>

The trustees are satisfied that the charity is entitled to exemption from the requirement to obtain an audit under the Charities Act 2011.

The trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

Cyril Teasdale

Approved on . . . / . . . /2024

Cyril Teasdale
Chair of the Trustees

Crickhowell Volunteer Bureau
Notes to the Accounts
for the year ended 31 March 2024

1 Accounting policies

Basis of preparation

The accounts have been prepared on the accruals basis under the historical cost convention and in accordance with the Charities SORP (FRS 102) 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 (effective 1 January 2019) and the Charities Act 2011.

Income

Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Gift Aid

The charity has not registered with HMRC for Gift Aid.

Expenditure

Expenditure is recognised in the period in which it is incurred.

Costs of charitable activities comprise of expenditure identified as wholly or mainly attributable to achieving the objectives of the charity.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Office equipment	20% reducing balance
Plant and machinery	20% reducing balance

Assets

Basic financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Liabilities

Basic financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

2 Analysis of income

	2024	2023
	£	£
Donations and legacies:		
Donations	20,809	14,227
Grants	43,462	19,668
	<u>64,271</u>	<u>33,895</u>
Charitable activities:		
Community Car Scheme	245	520
GAVO	14,000	10,000
Duke of Edinburgh membership fees	200	1,960
Welsh Ambulance Car service	1,418	(250)
Santas Grotto table hire	277	-
Line Dancing	1,413	-
Membership fees	390	-
Other income inc Panto Tickets	269	-
	<u>18,212</u>	<u>12,230</u>
	2024	2024
	£	£
Investment income:		

Crickhowell Volunteer Bureau
Notes to the Accounts
for the year ended 31 March 2024

Interest receivable	108	7
	<u>108</u>	<u>7</u>
Total income	<u>82,591</u>	<u>46,132</u>

3 Analysis of expenditure

	2024	2023
	£	£
Raising funds:		
Advertising and PR	320	240
Fundraising expenses	561	693
	<u>881</u>	<u>933</u>

Charitable activities:

Growth Project costs	25,958	22,773
Employee costs	39,964	39,738
Admin and running expenses	14,313	15,520
	<u>80,235</u>	<u>78,031</u>

	2024	2023
	£	£
Other expenditure:		
Admin and running expenses	1,413	1,169
Independent examiner's fees	756	720
	<u>2,169</u>	<u>1,889</u>

Total expenditure	<u>83,285</u>	<u>80,853</u>
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4 Independent examination fees

The independent examiners' fees for the year ending 31st March 2024 were £756.00 and were unpaid at the yearend.

5 Employees

	2024	2023
	Number	Number
Average number of persons employed by the charity	<u>2</u>	<u>2</u>

6 Tangible fixed assets

	Office equipment £	Plant and machinery £	Total £
Cost			
At 1 April 2023	9,223	10,132	19,355
At 31 March 2024	<u>9,223</u>	<u>10,132</u>	<u>19,355</u>
Depreciation			
At 1 April 2023	7,038	1,342	8,380
Charge for the year	437	1,758	2,195
At 31 March 2024	<u>7,475</u>	<u>3,100</u>	<u>10,575</u>
Net book value			
At 31 March 2024	<u>1,748</u>	<u>7,032</u>	<u>8,780</u>
At 31 March 2023	<u>2,185</u>	<u>8,790</u>	<u>10,975</u>

**Crickhowell Volunteer Bureau
Notes to the Accounts
for the year ended 31 March 2024**

Crickhowell Volunteer Bureau
Notes to the Accounts
for the year ended 31 March 2024

7 Debtors	2024	2023
	£	£
Other debtors	-	4,272

8 Creditors: amounts falling due within one year	2024	2023
	£	£
Trade creditors	1,116	703
Accruals	757	-
Taxation and social security costs	631	174
Other creditors	-	719
	<u>2,504</u>	<u>1,596</u>

9 Funds	Fund balances brought forward	Income	Expenditure	Transfers	Fund balance carried forward
	£	£	£	£	£
Unrestricted funds	22,497	75,859	(75,805)	-	22,551
Restricted Funds	1,612	27,511	(9,016)	-	20,107
	<u>24,109</u>	<u>103,370</u>	<u>(84,821)</u>	<u>-</u>	<u>42,658</u>

10 Analysis of net assets between funds	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed assets	8,780	-	8,780
Current assets	16,275	20,107	36,382
Current liabilities	(2,504)	-	(2,504)
Net assets as at 31st March 2024	<u>22,551</u>	<u>20,107</u>	<u>42,658</u>

11 Transactions with Trustees and related party transactions

No Trustee received remuneration or benefits from the charity during the year ending 31st March 2024 for their role as trustee (2023: £nil). A trustee was also a volunteer driver for the charity and was reimbursed at the approved HMRC mileage rate. A Trustee also provides training on a self employed basis

Crickhowell Volunteer Bureau
Detailed income and expenditure account
for the year ended 31 March 2024

This schedule does not form part of the statutory accounts

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations and legacies:				
Donations	20,809	-	20,809	14,227
Grants Award Scheme	1,340	-	1,340	-
Grants - Befriending	20,800	-	20,800	6,400
Grants - Bringing people together	-	7,681	7,681	-
Grants - Duke of Edinburgh Scheme	-	19,722	19,722	10,000
Grants - Flood Warden Scheme	-	-	-	1,612
Grants - Maesyfanen	-	-	-	6,000
Grants - Moondance Covid-19	-	-	-	8,000
Grants - P.A.V.O. - Core Funding	7,983	-	7,983	13,592
Grants - Powys County Council	5,736	-	5,736	4,716
Grants - Powys Teaching Health Board	(21)	-	(21)	1,360
Grants - Tesco	1,000	-	1,000	-
	57,647	27,403	85,050	65,907
Charitable activities:				
Community Car Scheme	245	-	245	520
Duke of Edinburgh membership fees	200	-	200	1,960
GAVO	14,000	-	14,000	10,000
Welsh Ambulance Car service	1,418	-	1,418	(250)
Santas Grotto table hire	277	-	277	-
Line Dancing	1,413	-	1,413	-
Membership fees	390	-	390	-
Other income inc Panto Tickets	269	-	269	-
	18,212	-	18,212	12,230
Investment income:				
Interest receivable	-	108	108	7
	-	108	108	7
Total income	75,859	27,511	103,370	78,144

Crickhowell Volunteer Bureau
Detailed income and expenditure account
for the year ended 31 March 2024

This schedule does not form part of the statutory accounts

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Expenditure on:				
Raising funds:				
Advertising and PR	320	-	320	240
Fundraising expenses	561	-	561	693
	<u>881</u>	<u>-</u>	<u>881</u>	<u>933</u>
Charitable activities:				
Growth Project costs - Befrienders	3,118	-	3,118	4,771
Growth Project costs - Santa appeal	176	-	176	2,660
Growth Project costs - Defibrillator project	729	-	729	140
Growth Project costs - Duke of Edinburgh Scheme	20,600	1,335	21,935	15,202
Growth Project Costs - Halloween Group Activity	-	-	-	86
Employee costs - Wages and salaries	31,008	7,681	38,689	38,712
Employee costs - Employer's NI	2,822	-	2,822	2,939
Employee costs - Employment Allowance	(2,822)	-	(2,822)	(2,939)
Employee costs - Pensions	980	-	980	1,026
Employee costs - Staff training and welfare	295	-	295	-
Volunteer Training Costs	1,536	-	1,536	-
Payroll support costs	633	-	633	267
Legal and professional costs	15	-	15	1,728
Rent	6,443	-	6,443	6,113
Telephone and fax	431	-	431	330
Stationery, printing and postage	2,047	-	2,047	2,663
Subscriptions	71	-	71	330
Repairs and maintenance	386	-	386	-
Depreciation	2,195	-	2,195	1,889
Group activity refreshments	531	-	531	365
Group activity coffees	683	-	683	769
Motor expenses	370	-	370	991
Software	316	-	316	-
Sundry expenses	192	-	192	75
	<u>72,755</u>	<u>9,016</u>	<u>81,771</u>	<u>78,117</u>

Crickhowell Volunteer Bureau
Detailed income and expenditure account
for the year ended 31 March 2024

This schedule does not form part of the statutory accounts

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Other expenditure:				
Insurance	1,079	-	1,079	936
Accountancy Software	334	-	334	233
Independent examiner's fees	756	-	756	720
	<u>2,169</u>	<u>-</u>	<u>2,169</u>	<u>1,889</u>
Total expenditure	<u>75,805</u>	<u>9,016</u>	<u>84,821</u>	<u>80,939</u>

