

Charity registration number 1056380

VOCATIONAL REHABILITATION ASSOCIATION
UNAUDITED FINANCIAL ACCOUNTS
YEAR ENDED 31 DECEMBER 2024

LEVICKS
Chartered Accountants and Business Advisers
61 London Road
Maidstone
Kent ME16 8TX

VOCATIONAL REHABILITATION ASSOCIATION
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**VOCATIONAL REHABILITATION ASSOCIATION
TRUSTEES ANNUAL REPORT
YEAR ENDED 31 DECEMBER 2024**

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Charity information

Name Vocational Rehabilitation Association (VRA)

Charity number 1056380

Address 8E Old Bakery
5-9 St Andrews Street South
Bury St Edmunds
IP33 3PH

Trustees J L Denning (Chair)
S Patmore (Deputy Chair)
B Knops
T Leopold
K Stobbs
M Finn
A L Collin
M Garcia

Treasurer B Knops

Constitution

The charity is governed by its constitution adopted 12 June 1996 as amended on 19 November 2019.

Activities and objectives

The objects of the charity are:

- To promote the professional knowledge, attitudes and skills of people practising in the field of vocational rehabilitation.
- To contribute towards the development of quality standards and training in vocational rehabilitation practice.
- To promote equal opportunities within the field of vocational rehabilitation.
- To increase awareness and recognition of vocational rehabilitation.

The VRA is a membership organisation which offers support and training to its members via resources on our members only section of the website, online webinars, in-person events and 1:1 advice and support as required. Non-members have access to general information on the website, information shared via our social media accounts and via a newsletter. Our mailing list is free to join. The trustees provide input into national conversations related to Vocational Rehabilitation when opportunities arise and work alongside partner organisations to review and contribute to standards of practise, for example, CMSUK, BABICAM, SOM. We review our equal opportunities policy at every trustee meeting to ensure we continue to promote equal opportunities within the field.

Achievements and performance

The charity provided and achieved the following in the year:

- Provision of webinar services (approximately monthly).
- In-person conferences, held once during the year.
- Monthly newsletters sent.
- Weekly social media posts.
- Delivery of education sessions in HW@W conference.

The VRA performed according to its constitution and main objectives.

Achievements and performance (continued)

The charity actively promotes Vocational Rehabilitation. Through supporting our members in the development of their skills we are indirectly ensuring the public have access to high quality interventions via our members. As noted above, many of our resources are available to the general public.

The trustees have complied with their duty to have due regard to the guidance on public benefit published by The Charity Commission in exercising their powers and duties.

Financial review

The charity does not hold any long-term debts.

The charity's reserves policy is that one year's running costs will be kept in the savings account. This has been set at £25,000. We also aim to keep at least one year's running costs in the current account.

We use the FreeAgent accounting system that comes free with our NatWest account. Invoices are raised and processed, and banking transactions are married up within the system. This is valuable in terms of time spent on the accounts and reporting, and in terms of accuracy.

During 2024, the investment in a new website was completed and the website was launched. The final cost of this remained within our budget. We also maintained our administration support. No significant changes in costs are planned for 2025.

B Knops - Trustee

3 November 2025

**INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF VOCATIONAL
REHABILITATION ASSOCIATION**

YEAR ENDED 31 DECEMBER 2024

I report on the accounts of Vocational Rehabilitation Association for the year ended 31 December 2024, which comprise the Receipts and Payments Account and Statement of Assets and Liabilities set out on pages 6 and 7.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF VOCATIONAL
REHABILITATION ASSOCIATION
YEAR ENDED 31 DECEMBER 2024**

Independent examiner's statement

In connection with my examination no material matters have come to my attention which give 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 the independent examination.

I 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.

61 London Road
Maidstone
Kent
ME16 8TX

J A Griggs FCA
LEVICKS
Chartered Accountants & Business Advisers

4 November 2025

VOCATIONAL REHABILITATION ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT – UNRESTRICTED
YEAR ENDED 31 DECMEBER 2024

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	2024		2023	
	£	£	£	£
Membership		51,422		40,431
Other		<u>4,852</u>		<u>4,588</u>
		56,274		45,019
Expenses				
Virtual assistant	11,237		18,500	
Software	934		1,203	
Operations	-		6,983	
Online presence	5,125		707	
Website costs	11,472		-	
Accommodation and subsistence	5,303		-	
IRCM	-		2,000	
Events	642		408	
Trustee expenses	-		224	
Consultancy fees	3,039		-	
Staff welfare	31		-	
Legal and professional	410		450	
Insurance	399		-	
Subscriptions	116		-	
Stripe fees	4		-	
Gifts	183		-	
Other costs	-		<u>44</u>	
		<u>38,895</u>		<u>30,519</u>
Surplus/(deficit)		17,379		14,500
Bank accounts 1 January 2024		<u>65,310</u>		<u>50,810</u>
Bank accounts 31 December 2024		<u>82,689</u>		<u>65,310</u>

VOCATIONAL REHABILITATION ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 DECMEBER 2024

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	2024	2023
	£	£
Cash Funds (unrestricted funds)		
Cash at bank	<u>82,689</u>	<u>65,310</u>
Debtors (unrestricted funds)		
Membership and projects invoiced	<u>1,925</u>	<u>11,630</u>
Liabilities (unrestricted funds)		
Website costs	-	11,472
Trustee expenses	-	112
Accommodation and subsistence	410	-
Consultancy fees	826	-
Independent examiners fees	<u>366</u>	<u>280</u>
	<u>1,602</u>	<u>11,864</u>

Notes:

1. The financial statements of the charity have been prepared on the receipts and payments basis.
2. Expenses paid to trustees are detailed in the receipts and payments account.

B Knops - Trustee

3 November 2025