

Charity Number: 1104848  
Company Registration Number: 5068116

**SOUTH NORTHANTS VOLUNTEER BUREAU**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2021**

**SOUTH NORTHANTS VOLUNTEER BUREAU**

**LIST OF OFFICERS AND PROFESSIONAL ADVISERS**

**PERIOD ENDED 31ST MARCH 2021**

**Charity Number:** 1104848

**Company Registration Number:** 5068116

**Directors/ Trustees:**

Michael Crouch  
Theodora Hayward  
Rosie Herring  
David Kidd (Chair)  
Alexander Lohman  
David Reed

**Company Secretary**

Robert Tracey

**Honorary Treasurer:**

David Reed

**Principal Address:**

The Volunteer Centre  
4 Whittons Lane  
Towcester  
NN12 6YZ

**Independent Examiners:**

CVS Northamptonshire  
32-36 Hazelwood Road  
Northampton  
NN1 1LN

**Bankers:**

Barclays Bank plc  
102 Watling Street  
Towcester  
NN12 7DZ

**SOUTH NORTHANTS VOLUNTEER BUREAU  
TRUSTEES REPORT  
FOR THE PERIOD ENDED 31 ST MARCH 2021**

The trustees, being the directors of the charitable company, present their report and the financial statements for the year ended 31st March 2021.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is a charitable company limited by guarantee and was incorporated on 9 March 2004. It is governed by the Memorandum and Articles of Association.

The trustees, being directors of the charitable company, are appointed by the Board of Trustees at the Annual General Meeting.

There must be a minimum of 3 trustees and a maximum number of 20 is prescribed.

The Board of Trustees actively seeks to recruit new Trustees from the community, and on appointment new Trustees receive a formal induction process covering the role and responsibilities of Trustees. Appropriate training is offered to all Trustees on a regular basis.

**MISSION STATEMENT**

To promote, encourage and support voluntary activity to meet community need across South Northamptonshire.

**OBJECTIVES AND ACTIVITIES**

The charitable objectives are to:

Provide a focus for voluntary organisations in the district and a forum for dialogue both within the sector and between voluntary and other sectors.

Recruit, place and support volunteers in the area, and promote good practice among volunteer using agencies.

Work in partnership with others to ensure the development of high quality services in the area.

Manage services which respond to local needs, where appropriate.

Support communities to respond to identified need.

Manage all our resources, including employing sufficient, appropriately-trained and/or experienced staff, to ensure that our activities are carried out effectively.

Principal activities have been:

Provision of infrastructure support to local voluntary and community organisations in South Northamptonshire including outreach infrastructure support work to enable local communities to develop services which meet needs they have identified.

Support to a voluntary sector forum and maintenance of an e-forum to enable local voluntary and community sector (vcs) groups to share views and the continuation of LinkUp which gives the opportunity for local workers from both statutory and voluntary sectors to discuss issues face to face.

Recruitment and placement of volunteers and support to user agencies, including the maintenance of high standards in the management of volunteers.

Continuing management of Brackley Area Volunteer Car Service.

Continuing management of the Garden Buddies project funded by the Big Lottery.

Continuing our work as a partner in the Northamptonshire Energy Saving Service funded by The Warm Homes Fund.

In setting our objectives and planning our activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit.

**SOUTH NORTHANTS VOLUNTEER BUREAU  
TRUSTEES REPORT  
FOR THE PERIOD ENDED 31 ST MARCH 2021**

**ACHIEVEMENTS AND PERFORMANCE**

Our core business is supporting other voluntary and community groups in South Northamptonshire. We are in receipt of grant funding from South Northamptonshire Council to provide some of this support, and we have continued to exceed the targets in that agreement during 2020/21. The newly formed West Northamptonshire Council have approved grant funding for a further year to 31 March 2022.

In addition to supporting local activity, the company made a significant contribution to the development of policy and practice across the county via its involvement in the South Northamptonshire Health and Wellbeing Forum.

This core work grew out of the company's original work of recruiting and placing volunteers in the district and that work has continued as part of the wider support now offered. In 2020/21 we worked in partnership with the Community Resilience Hub and the SNC Healthy Communities team to recruit and place volunteers to help residents suffering from COVID 19 restrictions.

The Brackley Area Volunteer Car Service was unable to offer the normal service during the year because of the COVID 19 pandemic. We were able to use our car service volunteers to collect and deliver medical prescriptions and also deliver food parcels including Christmas meals.

Our Community Transport minibus was similarly impacted by the pandemic preventing us from carrying passengers, so we removed many seats to be able to collect food parcels from storage and deliver to local centres from where volunteers delivered the food to residents in need.

Our Garden Buddies and Northamptonshire Energy Saving Service ( NESS ) projects were impacted by the pandemic and had to stop service for some periods but did manage to restart several times and deliver the support needed by residents.

We submit half yearly and annual reports to the BIG Lottery on all the projects we operate using their funding. On all of those projects we are exceeding the outcomes required.

In what was an extraordinary year our staff and volunteers delivered a very valuable contribution to our community helping people in need to combat loneliness, food poverty and social isolation.

**SOUTH NORTHANTS VOLUNTEER BUREAU  
TRUSTEES REPORT (CONTINUED)  
FOR THE PERIOD ENDED 31 ST MARCH 2021  
FINANCIAL REVIEW**

**Page 4**

**FINANCIAL REVIEW**

The company has generated a surplus of £1,875 on unrestricted activity for the year (2020:£5,574). The company continue to seek further income streams from projects and social enterprise activities , and have continued to be successful during the year with consultancy services.

**PUBLIC BENEFIT STATEMENT**

The beneficiaries of our work are the voluntary and community groups in South Northamptonshire , who receive support on volunteering, funding, governance, business development, training and personnel. In addition to this support, the company contributed to the development of policy and practice across the county as a partner in the South Northamptonshire Health and Wellbeing Forum , and our involvement in LION ( Local Infrastructure Organisations Northamptonshire) and our CEO joining the Board of the newly created Northamptonshire VCSE Assembly.

**RISK MANAGEMENT**

The trustees have considered the major business and operational risks which the charity faces and confirm that systems have been established so that the necessary steps can be taken to lessen these risks.

**RESERVES**

The charity needs reserves to ensure expenditure commitments can be met as they fall due. The trustees aim to retain unrestricted reserves equivalent to six months running costs to cover staff costs, rent and other costs that will need to be paid in advance of income being received. At 31 March 2021 , the Trustees noted that a sum of £75,135 was held in a General reserve to cover such costs.

**TRUSTEES**

The trustees, being the directors of the charitable company, are listed on page 1.



David Kidd Chair/Director

Signed on behalf of the Trustees

Date: 16 June 2021



# Northamptonshire

A member of



**Independent Examiner's Report to the Trustees of:  
SOUTH NORTHANTS VOLUNTEER BUREAU  
Registered Charity Number: 1104848**

We report on the accounts of the company for the year ended 31<sup>st</sup> March 2021, which are set out on the attached pages 5 to 10.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act:
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act,
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with 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 of the accounts and seeking 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 Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*B Peers-Ross*

Brenda Peers-Ross FMAAT, ACIE  
28<sup>th</sup> June 2021

**Statement of Financial Activities  
for the year ended 31 March 2021**

	Note	Unrestricted funds	Restricted funds	2021	Unrestricted funds	Restricted funds	2020
		£	£	£	£	£	£
<b>Income</b>							
Grants & Donations	2	88,791	5,435	94,226	83,764	10,346	94,110
Charitable activities	3	31,411	178,519	209,929	48,838	259,307	308,144
<b>Total income</b>		<b>120,202</b>	<b>183,954</b>	<b>304,156</b>	<b>132,602</b>	<b>269,653</b>	<b>402,254</b>
<b>Expenditure</b>							
Raising Funds							
Charitable Activities	5	101,583	164,255	265,838	110,655	249,448	360,103
Other	6	16,744		16,744	16,373	-	16,373
		<b>118,327</b>	<b>164,255</b>	<b>282,581</b>	<b>127,028</b>	<b>249,448</b>	<b>376,476</b>
<b>Net movement in funds</b>		<b>1,875</b>	<b>19,699</b>	<b>21,574</b>	<b>5,574</b>	<b>20,205</b>	<b>25,778</b>
<b>Reconciliation of funds</b>							
<b>Balances brought forward at 1 April 2020</b>		<b>194,638</b>	<b>86,634</b>	<b>281,272</b>	<b>189,064</b>	<b>66,429</b>	<b>255,493</b>
<b>Balances carried forward at 31 March 2021</b>	11&12	<b>196,513</b>	<b>106,333</b>	<b>302,846</b>	<b>194,638</b>	<b>86,634</b>	<b>281,272</b>

All income and expenditure derive from continuing activities.

This statement of financial activities includes all gains and losses recognised during the year.

## Balance Sheet at 31 March 2021

Company number: 5068116

	Unrestricted Note	Unrestricted funds	Restricted funds	2021	Unrestricted funds	Restricted funds	2020
		£	£	£	£	£	£
<b>Fixed assets</b>	7						-
<b>Current assets</b>							
Debtors	9	1,366	3,875	5,242	2,835	3,032	5,867
Cash at bank and in hand		196,858	103,654	300,512	193,084	84,529	277,613
<b>Total current assets</b>		<u>198,224</u>	<u>107,529</u>	<u>305,754</u>	<u>195,919</u>	<u>87,561</u>	<u>283,480</u>
<b>Current liabilities</b>							
Amounts falling due within 1 year	10	1,711	1,197	2,908	1,281	927	2,208
<b>Total current liabilities</b>		<u>1,711</u>	<u>1,197</u>	<u>2,908</u>	<u>1,281</u>	<u>927</u>	<u>2,208</u>
<b>Net assets</b>		196,513	106,333	302,846	194,638	86,634	281,272
<b>Charity Funds Unrestricted/Restricted</b>		<u>196,513</u>	<u>106,333</u>	<u>302,846</u>	<u>194,638</u>	<u>86,634</u>	<u>281,272</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

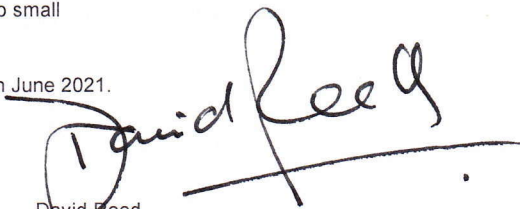
The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the special provisions relating to small companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

The financial statements were approved and authorised for issue by the Board on 16th June 2021.  
Signed on behalf of the board of trustees.

  
David Kidd  
Chair / Director

  
David Reed  
Treasurer / Director

## Notes to the Accounts for the year ended 31 March 2021

### 1 Accounting Policies

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act for Smaller Entities, and in accordance with SORP(FRS102) the new charities Financial Reporting standard for Small Entities (effective April 2015)

#### Format

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a statement of financial activities on the grounds that it enables the financial statements to show a true and fair view of the result for the period.

#### Incoming Resources

Incoming resources are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

#### Resources Expended

Expenditure is recognised when a liability is incurred.

2 Income from Grants & donations	Unrestricted funds	Restricted funds	2021 £	Unrestricted funds	Restricted funds	2020 £
Donations		5,435	5,435		10,346	10,346
South Northamptonshire Council	88,791		88,791	83,764		83,764
	<u>88,791</u>	<u>5,435</u>	<u>94,226</u>	<u>83,764</u>	<u>10,346</u>	<u>94,110</u>

3 Income from charitable activities:	Unrestricted funds	Restricted funds	2021 £	Unrestricted funds	Restricted funds	2020 £
BIG Lottery Fund	-	76,638	76,638	8,795	77,566	86,361
Norhamptonshire Community Foundation	1,617	13,986	15,603			-
Brackley Feoffee Charity		-	-			-
South Northamptonshire Council		18,122	18,122		98,830	98,830
Tesco bags for Life		-	-			-
Brackley Town Council		2,250	2,250		2,250	2,250
Warm Homes Fund		59,709	59,709		56,172	56,172
Northamptonshire County Council		2,652	2,652		5,304	5,304
Fees		5,162	5,162		5,862	5,862
Other activities see note 4	29,794		29,794	40,043	13,322	53,365
	<u>31,411</u>	<u>178,519</u>	<u>209,929</u>	<u>48,838</u>	<u>259,307</u>	<u>308,144</u>

### 4 Income from other activities

This income is generated from letting office space to advice agencies in both Towcester and Brackley Volunteer Centres, from hiring fees for the meeting room at Towcester Volunteer Centre, minibus income and from consultancy services provided.

**Notes to the Accounts  
for the year ended 31 March 2021**

**5 Expenditure charitable activities**

	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
Direct Costs	94,628	135,642	230,270	94,734	224,190	318,924
Project management charges	(28,613)	28,613	-	(25,258)	25,258	-
Premises	21,954		21,954	24,406		24,406
Office Running Costs	13,614		13,614	16,774		16,774
	<u>101,583</u>	<u>164,255</u>	<u>265,838</u>	<u>110,655</u>	<u>249,448</u>	<u>360,103</u>

**6 Expenditure Other**

Independent Examination	624		624	773		773
Governance	16,120		16,120	15,600		15,600
	<u>16,744</u>	<u>-</u>	<u>16,744</u>	<u>16,373</u>	<u>-</u>	<u>16,373</u>

**7 Tangible Fixed Assets**

	Leasehold Improvements £	Equipment £	Total £
<b>Cost</b>			
As at 1 April 2020 and 31 March 2021	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
<b>Depreciation</b>			
As at 1 April 2020 and 31 March 2021	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
<b>Net Book Value as at 31 March 2020 and 31 March 2021</b>	<u>-</u>	<u>-</u>	<u>-</u>

**8 Operating leases**

The leasing commitment on 5 Market House Courtyard, Brackley for the forthcoming year is £7,800. The lease is for a period of 5 years and expires in March 2023.

The Volunteer Centre in Whittons Lane, Towcester is on 15 year lease at an annual rent of £12,000 commencing on 1st December 2014.

**9 Debtors**

	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
Trade debtors		1,191	1,191	1,174	434	1,608
Prepayments	1,366	2,684	4,051	1,661	2,598	4,259
	<u>1,366</u>	<u>3,875</u>	<u>5,242</u>	<u>2,835</u>	<u>4,248</u>	<u>5,867</u>

10 Creditors	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
Trade creditors	636	1,042	1,677	178	540	718
Accruals	1,076	155	1,231	1,103	386	1,489
	1,711	1,197	2,908	1,281	926	2,208

11 Restricted Fund	Balance 31.03.20 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance 31.03.21 £
BAVCS	7,805	35,034	(21,355)	(6,500)	14,984
NESS	14,098	59,709	(29,385)	(8,023)	36,399
Garden Buddies	36,487	70,682	(50,021)	(9,590)	47,558
South Northants Community Minibus	7,879	15,529	(11,516)	(4,500)	7,391
Cooking Good	18,365	3,000	(21,365)		-
South Northants Older People's Forum	2,000	-		(2,000)	-
	86,634	183,954	(133,642)	(30,613)	106,333

Brackley Area Volunteer Service (BAVCS) provides transport to medically-related appointments for those in need, and several donors provide funds, specifically to support this work.

NESS is the Northamptonshire Energy Saving Service , a 3 year project funded by the Warm Homes Fund. SNVB is one of 4 partnering organisations delivering energy advice and support to reduce utility costs to residents in the county.

Garden Buddies is a 5 year Big Lottery funded project providing bespoke gardening services to vulnerable residents using local volunteers . The service will enable people to remain in their own homes and enjoy improved wellbeing from the befriending and companionship of the volunteers, who themselves will benefit from developing self esteem to improve employability potential.

Cooking Good is a project to promote healthier eating amongst families in South Northants partnering with Health-Works and Home Start Daventry & South Northants , funded by Public Health Northants with a grant through South Northants Council.

South Northants Older People's Forum is a collection of relevant organisations led by SNVB funded by South Northants Council to promote healthier life opportunities for older people to improve wellbeing.

12 Unrestricted Funds	As at 01.04.2020	Incoming Resources	Outgoing Resources	Transfers between funds	As at 31.03.2021
Free reserves	119,503	120,202	(118,327)		121,378
General reserve	75,135				75,135
	194,638	120,202	(118,327)	-	196,513

**Notes to the Accounts  
for the year ended 31 March 2021**

**13 Trustees and Employment**

	2021	2020
	£	£
Gross salaries	183,240	198,320
Employer's National Insurance	8,107	8,822
Employer's Pension Contributions	6,315	7,573
Training	1,177	1,177
	<u>198,840</u>	<u>215,892</u>

No employee earned in excess of £60,000 during the year.

During the year the trustees received no remuneration (2020: £nil). The total expenditure reimbursed to the trustees amounted to £50 (2020: £50).

**14 SHARE CAPITAL AND TRUSTEES LIABILITY**

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, every trustee, whilst a trustee and within one year of ceasing to be a trustee, undertakes to contribute a maximum of £1 to meet the liabilities of the company.

At 31 March 2021, there were 6 trustees. (2020:6)

**15 ULTIMATE CONTROLLING PARTY**

The company is under the joint control of its directors, the names of whom are shown on page 1 to the accounts.

**16 Contingent Liability**

The company pays pension contributions to The Pensions Trust. The Scheme Actuary has provided an annual update of the buy-out funding position of the Growth Plan as at 30 September 2019. The Scheme has a deficit on a buy-out basis. This means that if South Northants Volunteer Bureau were to withdraw from the Scheme, a withdrawal liability would arise. The estimated withdrawal liability for the company as at 30 September 2019 was calculated as £21,001 (2018 £19,881).

Should the company withdraw, the actual liability would be recalculated at the date of the withdrawal.

During the year £820 additional payment has been made to reduce this liability on the historical Pension Scheme, which closed in 2011.

This liability is not provided in the accounts as the debt liability will not crystallise as long as the organisation does not withdraw from the Growth Plan. An employer will only be deemed to have withdrawn if they have no active members remaining in the Plan and no eligible employees to whom to offer membership.

**17 Related Parties Transactions**

There were no Related Parties transactions in the year (2020 - none).