

**Charity Number: 1104848**  
**Company Registration Number: 5068116**

**SOUTH NORTHANTS VOLUNTEER BUREAU**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2022**

**SOUTH NORTHANTS VOLUNTEER BUREAU**

**LIST OF OFFICERS AND PROFESSIONAL ADVISERS**

**PERIOD ENDED 31ST MARCH 2022**

**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 2022**

The trustees, being the directors of the charitable company, present their report and the financial statements for the year ended 31st March 2022.

### **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.

Commencing the management of a Food larder project to prevent food going to landfill and enabling distribution to local people in need of support with food provision.

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 2022**

**ACHIEVEMENTS AND PERFORMANCE**

Our core business is supporting other voluntary and community groups in South Northamptonshire. We are in receipt of grant funding from West Northamptonshire Council to provide some of this support, and we have continued to exceed the targets in that agreement during 2021/22. The West Northamptonshire Council have approved grant funding for a further year to 31 March 2023.

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 Northamptonshire VCSE Assembly.

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 2021/22 we worked in partnership with the Community Resilience Hub and the WNC Healthy Communities team to recruit and place volunteers to help residents suffering from COVID 19 restrictions.

The Brackley Area Volunteer Car Service was able to offer the normal service during the year. 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 able to operate at full commitment as COVID 19 restrictions were lifted.

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 2022**  
**FINANCIAL REVIEW**

**Page 4**

**FINANCIAL REVIEW**

The company has incurred a deficit of £(4,813) on unrestricted activity for the year (2021 surplus:£1,875). 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 Northamptonshire VCSE Assembly , and our involvement in Community Action Northants.

**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 2022 , 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:8 June 2022



# Northamptonshire

A member of



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

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2022, 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 of the Charities Act 2006 (the 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(1) of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act, as amended; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My 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 the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements 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 my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT, ACIE  
10<sup>th</sup> June 2022

**Statement of Financial Activities  
for the year ended 31 March 2022**

	Note	Unrestricted funds	Restricted funds	2022	Unrestricted funds	Restricted funds	2021
		£	£	£	£	£	£
<b>Income</b>							
Grants & Donations	2	83,000	1,435	84,435	88,791	5,435	94,226
Charitable activities	3	33,571	302,496	336,067	31,411	178,519	209,930
<b>Total Income</b>		<b>116,571</b>	<b>303,931</b>	<b>420,502</b>	<b>120,202</b>	<b>183,954</b>	<b>304,156</b>
<b>Expenditure</b>							
Raising Funds							
Charitable Activities	5	103,944	216,974	320,918	101,583	164,255	265,838
Other	6	17,440		17,440	16,744		16,744
		<b>121,384</b>	<b>216,974</b>	<b>338,358</b>	<b>118,327</b>	<b>164,255</b>	<b>282,582</b>
<b>Net movement in funds</b>		<b>(4,813)</b>	<b>86,957</b>	<b>82,144</b>	<b>1,875</b>	<b>19,699</b>	<b>21,574</b>
<b>Reconciliation of funds</b>							
<b>Balances brought forward at 1 April 2021</b>		<b>196,513</b>	<b>106,333</b>	<b>302,846</b>	<b>194,638</b>	<b>86,634</b>	<b>281,272</b>
<b>Balances carried forward at 31 March 2022</b>	11&12	<b>191,700</b>	<b>193,290</b>	<b>384,990</b>	<b>196,513</b>	<b>106,333</b>	<b>302,846</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 2022

Company number: 5068116

	Note	Unrestricted funds	Restricted funds	2022	Unrestricted funds	Restricted funds	2021
		£	£	£	£	£	£
<b>Fixed assets</b>	7						-
<b>Current assets</b>							
Debtors	9	2,341	3,591	5,932	1,366	3,875	5,242
Cash at bank and in hand		190,825	190,939	381,764	196,858	103,654	300,512
<b>Total current assets</b>		193,166	194,530	387,696	198,224	107,529	305,754
<b>Current liabilities</b>							
Amounts falling due within 1 year	10	1,466	1,240	2,706	1,711	1,197	2,908
<b>Total current liabilities</b>		1,466	1,240	2,706	1,711	1,197	2,908
<b>Net assets</b>		191,700	193,290	384,990	196,513	106,332	302,846
<b>Charity Funds Unrestricted/Restricted</b>		191,700	193,290	384,990	196,513	106,332	302,846

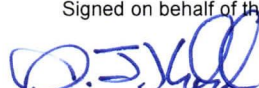
For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

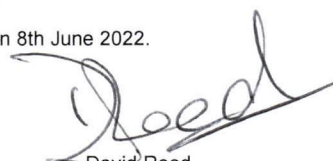
- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of 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 8th June 2022.  
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 2022

### 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	Restricted	2022	Unrestricted	Restricted	2021
	funds	funds		funds	funds	
			£			£
Donations		1,435	1,435		5,435	5,435
West Northamptonshire Council	83,000		83,000	88,791		88,791
	<u>83,000</u>	<u>1,435</u>	<u>84,435</u>	<u>88,791</u>	<u>5,435</u>	<u>94,226</u>

3 Income from charitable activities:	Unrestricted	Restricted	2022	Unrestricted	Restricted	2021
	funds	funds		funds	funds	
			£			£
BIG Lottery Fund	-	84,919	84,919		76,638	76,638
Norhamptonshire Community Foundation	-	-	-	1,617	13,986	15,603
West Northamptonshire Council		132,193	132,193		18,122	18,122
Northamptonshire County Council		-	-		2,652	2,652
Brackley Town Council		2,250	2,250		2,250	2,250
Warm Homes Fund		34,588	34,588		59,709	59,709
Fees		48,547	48,547		5,162	5,162
Other activities see note 4	33,571		33,571	29,794		29,794
	<u>33,571</u>	<u>302,496</u>	<u>336,067</u>	<u>31,411</u>	<u>178,519</u>	<u>209,929</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 2022**
**5 Expenditure charitable activities**

	Unrestricted £	Restricted £	2022 £	Unrestricted £	Restricted £	2021 £
Direct Costs	90,116	182,991	273,107	94,628	135,642	230,270
Project management charges	(30,056)	33,983	3,927	(28,613)	28,613	-
Premises	27,479		27,479	21,954		21,954
Office Running Costs	16,405		16,405	13,614		13,614
	<u>103,944</u>	<u>216,974</u>	<u>320,918</u>	<u>101,583</u>	<u>164,255</u>	<u>265,838</u>

**6 Expenditure Other**

Independent Examination	800		800	624		624
Governance	16,640		16,640	16,120		16,120
	<u>17,440</u>	<u>-</u>	<u>17,440</u>	<u>16,744</u>	<u>-</u>	<u>16,744</u>

**7 Tangible Fixed Assets**

	Leasehold Improvements £	Equipment £	Total £
<b>Cost</b>			
As at 1 April 2021 and 31 March 2022	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
<b>Depreciation</b>			
As at 1 April 2021 and 31 March 2022	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
<b>Net Book Value as at 31 March 2021 and 31 March 2022</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.

	Unrestricted £	Restricted £	2022 £	Unrestricted £	Restricted £	2021 £
<b>9 Debtors</b>						
Trade debtors		659	659		1,191	1,191
Prepayments	2,341	2,932	5,273	1,366	2,684	4,050
	<u>2,341</u>	<u>3,591</u>	<u>5,932</u>	<u>1,366</u>	<u>3,875</u>	<u>5,241</u>

<b>10 Creditors</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade creditors	170	562	732	636	1,042	1,677
Accruals	1,296	678	1,974	1,076	155	1,231
	<u>1,466</u>	<u>1,240</u>	<u>2,706</u>	<u>1,712</u>	<u>1,197</u>	<u>2,908</u>

**11 Restricted Fund**

	<b>Balance</b>	<b>Incoming</b>	<b>Resources</b>	<b>Transfers</b>	<b>Balance</b>
	<b>31.03.21</b>	<b>Resources</b>	<b>Expended</b>	<b>between funds</b>	<b>31.03.22</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
BAVCS	14,984	24,882	(25,035)	(6,500)	8,331
NESS	36,398	34,588	(48,594)	(10,164)	12,228
Garden Buddies	47,558	81,975	(68,587)	(9,590)	51,356
South Northants Community Minibus	7,392	5,221	(11,329)	(1,284)	-
Men into Extra time	-	9,958	(4,445)	(518)	4,995
SNVBFood	-	67,933	(28,008)	(2,000)	37,925
FAAWN welfare support	-	79,375	(920)	0	78,455
	<u>106,333</u>	<u>303,932</u>	<u>(186,918)</u>	<u>(30,056)</u>	<u>193,290</u>

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 4 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.

men into Extra Time is a pilot scheme to help older lonely men to enjoy a healthier lifestyle as part of a group partaking in activities with similar men. It is funded by an Awards for All grant from the National Lottery.

SNVBFood is a community food project saving 2 tonnes of food per week from going to landfill by collecting the food from supermarkets and Fareshare warehouses and distributing to local people through Food Larders.

FAAWN is Food Aid Alliance West Northants and this project supports people visiting FAAWN members foodbanks and food larders who may issues in addition to food poverty to signpost them to appropriate help.

**12 Unrestricted Funds**

	<b>As at</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>As at</b>
	<b>01.04.2021</b>	<b>Resources</b>	<b>Resources</b>	<b>between</b>	<b>31.03.2022</b>
				<b>funds</b>	
Free reserves	121,378	116,571	(121,384)		116,565
General reserve	75,135				75,135
	<u>196,513</u>	<u>116,571</u>	<u>(121,384)</u>	<u>-</u>	<u>191,700</u>

**Notes to the Accounts  
for the year ended 31 March 2022**

**13 Trustees and Employment**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Gross salaries	197,226	183,240
Employer's National Insurance	7,867	8,107
Employer's Pension Contributions	4,984	6,315
Training	718	1,177
	<u>210,795</u>	<u>198,839</u>

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

During the year the trustees received no remuneration (2021: £nil). The total expenditure reimbursed to the trustees amounted to £50 (2021: £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 2022, there were 7 trustees. (2021:6)

**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 2020 was calculated as £18,449 (2019 £21,001).

Should the company withdraw, the actual liability would be recalculated at the date of the withdrawal. During the year £896 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 (2021 - none).