

CHARITY REGISTERED NUMBER : 1104848
COMPANY REGISTERED NUMBER : 5068116

SOUTH NORTHANTS VOLUNTEER BUREAU

ANNUAL REPORT AND

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2024

Tove Accountancy Ltd
Office 6, Town Hall
86 Watling Street East
Towcester
Northants
NN12 6BS

SOUTH NORTHANTS VOLUNTEER BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity No.	1104848	
Company number	5068116	
Directors/Trustees	Michael Crouch Elizabeth Crussell Theodora Hayward Rosie Herring David Kidd (Chair) Alexander Lohman (Chair) David Reed Joy Flanagan (Vice Chair) Peter Rawlinson Alan Jones	Resigned as Chair 07.06.23 Appointed as Chair 11.10.23 Appointed as Vice Chair 11.10.23 Appointed 11.10.23 Appointed 11.10.23
Company Secretary	Robert Tracey Helen Barrett	Resigned 07.06.23 Appointed 07.06.23
Honorary Treasurer	David Reed	
Principal Address	The Volunteer Centre 4 Whittons Lane Towcester NN12 6YZ	
Independent Examiners	Tove Accountancy Office 6, Town Hall 86 Watling Street East Towcester NN12 6BS	
Bankers	Barclays Bank plc 102 Watling Street Towcester NN12 7DZ	

SOUTH NORTHANTS VOLUNTEER BUREAU REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2024

The trustees, being the directors of the charitable company, present their report and the financial statements for the year ended 31st March 2024.

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 three 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 volunteers 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.

Principle 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 the needs they have identified.
- Support a voluntary sector forum to enable local voluntary and community sector (VCS) groups to share views and discuss issues.
- Recruitment and placement of volunteers and support to user agencies, including the maintenance of high standards in the management of volunteers.
- Continuing management of the Garden Buddies project.

- Continuing management of Brackley Area Volunteer Car Service.
- Continuing our management of a Community Food Larder project to prevent food going to landfill and enabling distribution to local people in need of support with food provision.
- Commencing our Community Connect service, funded by the National Lottery, giving support and advice to residents in West Northants.

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

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 2023-24, generating over £800,000 worth of social value for local residents.

The West Northamptonshire Council have removed the Direct Grant paid to each to each Local Infrastructure Organisation for Local Infrastructure Services in 2024-2025. The funds previously received from WNC are now paid to VIN as the WNC LIO contract holder.

The core local infrastructure work has evolved from the work of recruiting and placing volunteers in the local area, although that work has continued as part of the wider support now offered by SNVB.

The Brackley Area Volunteer Car Service has continued to grow during the year with over 450 members now benefiting from this very valuable voluntary car service with our loyal volunteer drivers covering more than 40,000 miles in the year.

Our Community Transport minibus is now completely dedicated to our Community Food Larder project collecting food parcels from storage and delivering to local centres from where volunteers provide the food to residents in need. We have supplemented this transport with a hired chiller van, which keeps surplus food fresh during transport.

Aligned to our Community Food Larder, we provide support and advice to residents through our two Welfare Workers who provide advice and guidance to residents who are facing a range of issues and require support. Our Senior Welfare Worker has distributed over 100 Household Support Fund Vouchers to residents in financial need, to help support them during the current cost of living crisis.

Our Garden Buddies project reached the end of its period of funding from the National Lottery, and a small amount of funding was secured via 'Awards for All' to organise social events to encourage inclusion and reduce social isolation for Garden Buddy members.

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

In what was another 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.

**INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF SOUTH NORTHANTS VOLUNTEER BUREAU**

I report to the trustees on my examination of the accounts of South Northants Volunteer Bureau for the year ended 31st March 2024.

Respective responsibilities of trustees and examiner

The trustees (who are also 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 Part 16 of the Companies Act 2006 (the Act) and that an Independent Examination is needed. Having satisfied myself that the company 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 45 of the Charities Act 2011
- 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 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in accordance with the companies section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102).

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.

Donna Rowan Gold

13th August 2024

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Donna Rowan Gold

Date

For and on behalf of:

Tove Accountancy Ltd

Office 6, Town Hall, 86 Watling Street East, Towcester, Northants, NN12 6BS

**Statement of Financial Activities
for the year ended 31 March 2024**

	Note	Unrestricted funds	Restricted funds	2024	Unrestricted funds	Restricted funds	2023
		£	£	£	£	£	£
Income							
Grants & Donations	2	87,995	11,075	99,070	83,000	5,723	88,723
Charitable activities	3	67,865	417,407	485,272	32,373	248,312	280,685
Total income		155,860	428,482	584,342	115,373	254,035	369,408
Expenditure							
Raising Funds							
Charitable Activities	5	119,826	369,169	488,995	113,289	324,330	437,619
Other	6	25,185		25,185	17,650		17,650
		145,011	369,169	514,180	130,939	324,330	455,269
Net movement in funds		10,849	59,313	70,162	(15,566)	(70,295)	(85,861)
Reconciliation of funds							
Balances brought forward at 1 April 2023		176,134	122,995	299,129	191,700	193,290	384,990
Balances carried forward at 31 March 2024	11&12	186,983	182,308	369,291	176,134	122,995	299,129

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 2024

Company number: 5068116

	Note	Unrestricted funds	Restricted funds	2024	Unrestricted funds	Restricted funds	2023
		£	£	£	£	£	£
Fixed assets	7						-
Current assets							
Debtors	9	11,395	2,004	13,399	4,673	3,561	8,234
Cash at bank and in hand		179,231	184,573	363,803	174,140	127,741	301,881
Total current assets		190,626	186,577	377,203	178,813	131,302	310,115
Current liabilities							
Amounts falling due within 1 year	10	3,643	4,268	7,911	2,679	8,307	10,986
Total current liabilities		3,643	4,268	7,911	2,679	8,307	10,986
Net assets		186,983	182,309	369,291	176,134	122,995	299,129
Charity Funds Unrestricted/Restricted		186,983	182,309	369,291	176,134	122,995	299,129

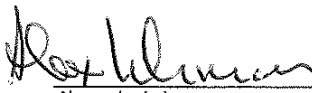
For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

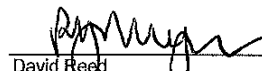
- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of 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 25/09/24
Signed on behalf of the board of trustees.


Alexander Lohman
Chair / Director

25/09/24
Date


David Reed
Treasurer / Director

25/9/24
Date

PP JOY FLANNAGAN

Notes to the Accounts for the year ended 31 March 2024

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	2024	Unrestricted	Restricted	2023
	funds	funds		£	funds	
Donations		11,075	11,075		5,723	5,723
West Northamptonshire Council	87,995		87,995	83,000		83,000
	<u>87,995</u>	<u>11,075</u>	<u>99,070</u>	<u>83,000</u>	<u>5,723</u>	<u>88,723</u>

3 Income from charitable activities:	Unrestricted	Restricted	2024	Unrestricted	Restricted	2023
	funds	funds		£	funds	
National Lottery		83,390	83,390	-	56,102	56,102
Nortamptonshire Community Foundation		10,967	10,967	-	4,716	4,716
HS2 BAVCS Grant		20,200	20,200			
West Northamptonshire Council		55,777	55,777		58,762	58,762
Brackley Town Council		2,000	2,000		2,000	2,000
Warm Homes Fund		9,500	9,500		-	-
Road Feoffee charity		4,200	4,200		6,142	6,142
NFUM			-		3,190	3,190
Road Parish Council			-		2,000	2,000
SEGRO			-		5,000	5,000
Welfare Grant		5,444	5,444			
Local Giving		2,836	2,836		2,968	2,968
Miscellaneous Income		166,744	166,744			
HSF Fund		48,414	48,414		16,215	16,215
Fees		7,935	7,935		91,217	91,217
Other activities see note 4	67,865		67,865	32,373		32,373
	<u>67,865</u>	<u>417,407</u>	<u>485,272</u>	<u>32,373</u>	<u>248,312</u>	<u>280,685</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 2024**

5 Expenditure charitable activities

	Unrestricted	Restricted	2024	Unrestricted	Restricted	2023
	£	£	£	£	£	£
Direct Costs	117,435	338,508	455,943	105,328	288,899	394,227
Project management charges	(30,661)	30,661	-	(35,431)	35,431	-
Premises	16,816		16,816	22,671		22,671
Office Running Costs	16,236		16,236	20,721		20,721
	<u>119,826</u>	<u>369,169</u>	<u>488,995</u>	<u>113,289</u>	<u>324,330</u>	<u>437,619</u>

6 Expenditure Other

Independent Examination	1,213		1,213	750		750
Governance	23,972		23,972	16,900		16,900
	<u>25,185</u>	<u>-</u>	<u>25,185</u>	<u>17,650</u>	<u>-</u>	<u>17,650</u>

7 Tangible Fixed Assets

	Leasehold Improvements	Equipment	Total
	£	£	£
Cost			
As at 1 April 2023 and 31 March 2024	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
Depreciation			
As at 1 April 2023 and 31 March 2024	<u>48,703</u>	<u>20,120</u>	<u>68,823</u>
Net Book Value as at 31 March 2023 and 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>

8 Operating leases

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	2024	Unrestricted	Restricted	2023
	£	£	£	£	£	£
9 Debtors						
Trade debtors	5,749	1,098	6,847	36	1,673	1,709
Prepayments	5,645	906	6,552	4,637	1,888	6,525
	<u>11,395</u>	<u>2,004</u>	<u>13,399</u>	<u>4,673</u>	<u>3,561</u>	<u>8,234</u>

10 Creditors	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Trade creditors	554	2,311	2,865	97	922	1,019
Accruals	2,934	1,957	4,891	2,582	7,385	9,967
Pension	155		155			
	<u>3,643</u>	<u>4,268</u>	<u>7,911</u>	<u>2,679</u>	<u>8,307</u>	<u>10,986</u>

11 Restricted Fund

	Balance 31.03.23 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance 31.03.24 £
BAVCS	2,141	53,301	(35,750)	(6,504)	13,188
NESS	4,163	9,500	(11,268)	(2,827)	432
Garden Buddies	16,661	85,494	(44,474)	(8,230)	49,452
Community Connect	-	29,238	(2,697)	-	26,541
Men into Extra time	1,904	-	(1,904)	-	0
Rural Welfare	-	8,627	(6,964)	-	1,663
SNVBFood	67,224	182,358	(200,088)	(9,600)	39,894
Young Northants	-	39,925	(7,071)	-	32,854
Garden Buddies Plus	-	20,000	(852)	-	19,148
FAAWN welfare support	30,902	39	(27,441)	(3,500)	-
	<u>122,995</u>	<u>428,482</u>	<u>(338,508)</u>	<u>(30,661)</u>	<u>182,308</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 have issues in addition to food poverty to signpost them to appropriate help.

12 Unrestricted Funds

	As at 01.04.2023	Incoming Resources	Outgoing Resources	Transfers between funds	As at 31.03.2024
Free reserves	100,999	155,860	(145,011)		111,848
General reserve	75,135				75,135
	<u>176,134</u>	<u>155,860</u>	<u>(145,011)</u>	<u>-</u>	<u>186,983</u>

**Notes to the Accounts
for the year ended 31 March 2024**

13 Trustees and Employment

	2024	2023
	£	£
Gross salaries	243,584	263,734
Employer's National Insurance	10,723	11,856
Employer's Pension Contributions	8,946	7,762
	<u>263,253</u>	<u>283,352</u>

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

During the year the trustees received no remuneration (2023: £nil). The total expenditure reimbursed to the trustees amounted to £nil (2023: £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 2024, there were 9 trustees. (2023:7)

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 2023. 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 2023 was calculated as £5,524 (2023 £6,291).

Should the company withdraw, the actual liability would be recalculated at the date of the withdrawal. During the year £767.10 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 (2023 - none).