

Registered Charity No. NIC100222
Company number NI027452

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Trustees' report and financial statements

for the year ended 31 March 2023

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Directors' Report and Financial Statements for the year ended 31 March 2023

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THE CHURCHES' VOLUNTARY WORK BUREAU
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Legal & administrative information

Directors	Rev Colum Clerkin Mrs Marion Hamilton Rev Philip Boyd Houston Rev John Nigel Cairns Mrs Dawn Cairns Rev Craig Munro Wilson Mr Thomas Howard McConnell Mr Robert Kenneth Doherty Mr Peter Columba Boucher Mr George Walker Ms Charlotte Maye Mr Danny Blee	Resigned 30th April 2023 Chairperson Appointed 15th November 2022 Appointed 15th November 2022 Resigned 10th April 2023
Centre Manager	Jacqueline Garnon	
Secretary	Mr Thomas Howard McConnell	
Company number	NI027452	
Charity number	NIC100222	
Registered office	22 Bishop Street Derry BT48 6PP	
Auditors	McDaid McCullough Moore Chartered Accountants and Statutory Auditor 28/32 Clarendon Street Derry BT48 7HD	
Business address	22 Bishop Street Londonderry BT48 6PP	
Bankers	Ulster Bank Da Vinci Complex Culmore Road Derry BT48 8JB	

THE CHURCHES' VOLUNTARY WORK BUREAU
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Trustees' report
for the year ended 31 March 2023

The trustees, who are also the directors of the charity for the purposes of the Companies Act 2006, present their report and the financial statements of The Churches' Voluntary Work Bureau for the year ended 31 March 2023. The trustees who served during the year and up to the date of this report are set out on the Legal & Administrative page. This report is prepared in accordance with 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 (FRS 102) (effective 1 January 2019).

Structure, Governance and Management

Governing Document

The Churches' Voluntary Work Bureau is a charitable company, (company registration number NI027452), limited by guarantee (with no share capital) and its governing document is its Memorandum and Articles of Association. Its charitable status is recognised by HM Revenue & Customs under reference XT22559. The registration of The Churches' Voluntary Work Bureau with the Charities Commission of Northern Ireland was completed on 29 July 2014. The company's Northern Ireland Charity Number is NIC100222.

Organisational Structure

The Churches' Voluntary Work Bureau was set up in 1983 by the four main line churches in the North West of Ireland (the Trustees) to improve training and employment opportunities for young people. It is currently managed by elected representatives from each of the four main churches in order to contribute to social and economic renewal across all communities. The Trustees meet regularly to review performance, determine strategies, assess risk and plan future policies.

The Churches' Voluntary Work Bureau is managed daily by Jacqueline Garnon, the Centre Manager. The Centre Manager is responsible for overseeing all the operations in the Derry and Strabane offices. Her responsibilities include the management of all staff and their duties, the provision of a range of administrative and clerical duties and for the preparation of financial reports to the Board of Directors and Funding Bodies.

Appointment and training of Trustees

The charity Trustees are also directors of the company. New trustees are nominated by current trustees. The induction and training of new trustees is provided by existing trustees and by the Centre Manager. Most trustees, due to their experience and backgrounds, are already familiar with the work of The Churches' Voluntary Work Bureau.

Key management remuneration policy

The key management personnel of the charitable company are the directors (trustees) and senior management. The trustees are not remunerated for their services and did not receive and were not reimbursed for expenses during the year. The remuneration of senior management is set by the trustees and reviewed annually and is normally increased in line with inflation. The benchmark used in setting remuneration is based on the remuneration of other key management personnel in similar comparable organisations.

THE CHURCHES' VOLUNTARY WORK BUREAU
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Trustees' report
for the year ended 31 March 2023

..... continued

Risk Management, Governance and Internal Control

Management have conducted and documented a review of the major risks to which The Churches' Voluntary Work Bureau is exposed and systems have been established to mitigate those risks. The trustees continually monitor their exposure to financial risk. Given the size of the company, the trustees have not delegated the responsibility of monitoring financial risk to a sub committee.

Risks identified, such as the financial viability and sustainability of the charitable company, have been reviewed to ensure that a level of funding is maintained that is necessary for the charitable company to continue to meet its objectives. Management continually strive to source additional or new funding sources.

Business and financial risk is managed by ensuring the company has appropriate staff, with the necessary experience and that an established IT system is in place.

Internal risks are minimised by the implementation of company policies such as the policy on financial controls, which requires the authorisation of all transactions and segregation of duties.

Objectives and Activities (and how they deliver public benefit)

Charitable Objects

The Churches' Voluntary Work Bureau was established to:

- promote and provide volunteering opportunities and activities for the benefit of individuals and communities within the North West of Ireland;
- support and develop the work of community and voluntary groups and organisations in charitable activity which seeks to improve the quality of life of the inhabitants of the area of benefit;
- advance education & training.

The Trustees considered guidance from the Charity Commission for Northern Ireland in relation to public benefit statement.

Public Benefit

The Churches Voluntary Work Bureau strives to ensure that they provide public benefit. Public benefit is at the heart of what it means to be a charity. To achieve this objective The Churches' Voluntary Work Bureau provides the following services:

- Supporting of volunteers and local organisations to ensure that volunteers have a positive experience, to develop new and exciting volunteer opportunities that compliments and adds value to the local organisations and to provide ongoing developmental support to low capacity groups;
- Provision of a range of training programmes designed to enhance the experience and knowledge that volunteers offer, including the provision of accredited SafeCert level 2 Award Safeguarding and Protecting Children and Young People, SafeCert Level 2 Award in Safeguarding Adults in Health and Social Care, SafeCert Level 2 Award in Health and Safety in the Workplace, SafeCert Level 3 Award Emergency First Aid at Work, SafeCert Food Safety in Catering, An Introduction to Emergency First Aid, Safeguarding and Promoting the Welfare of Children, Safeguarding Adults, and Defibrillator Training;
- Provision of the Access NI vetting service, as a registered Umbrella Body with Access NI and a responsible body providing basic, standard and advanced checks mainly in the Derry City and Strabane District Council area but also throughout Northern Ireland as required- promoting advice and creating an awareness of Access NI services to volunteers and paid staff and providing Access NI clinics in rural areas of the council for volunteer involving organisations.

THE CHURCHES' VOLUNTARY WORK BUREAU
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Trustees' report
for the year ended 31 March 2023

..... continued

Achievements and performances

The results for the year are set out on page 10. During the year, The Churches' Voluntary Work Bureau successfully obtained funding from the Department for Communities Northern Ireland, Derry City and Strabane District Council, BBC Children In Need and from other charitable donations. This funding has enabled the charitable company to continue to provide volunteering opportunities, training programmes, small grants to small locally based organisations and to provide other important services for the benefit of individuals and communities in the North West of Ireland.

The Directors are satisfied with the results of the company in light of current economic conditions and decreasing levels of public funding. The Centre Manager and employees deserve great credit for their endeavours over the past year.

Financial Review

Total incoming resources for the year were £135,771, of which approximately 65% was generated from contracts and grants and 35% from donations, contributions to overheads and other incoming resources.

Total resources expended by the charity were £150,041. Approximately 57% of this was expended on charitable activities, 40% on generating funds and 3% on governance costs.

Net incoming resources decreased during the year to a deficit of £14,269 at 31 March 2023 from a surplus of £7,667 at 31 March 2022. This is mainly due to a decrease in incoming resources from £152,655 in 2022 to £135,771 in 2023, a decrease of approximately 11%, however resources expended also increased from £144,988 to £150,041, an increase of approximately 3%. Net assets have decreased from £59,307 to £45,038 of which £1,675 were restricted in nature and £43,363 were unrestricted. The directors are satisfied with the performance and results of the charitable company during the year.

Principle funding sources

The principle funding sources of the Churches' Voluntary Work Bureau are twofold: 1. Grant income (included in restricted income funding) from the Department for Communities Northern Ireland, Derry City and Strabane District Council and BBC Children in Need. 2. Charitable donations, training revenue and contributions to overheads from Churches In Co-operation (included in unrestricted income).

Reserves policy

The trustees consider it prudent to hold monies in reserve in the event that unforeseen circumstances may arise that could lead to financial difficulties which might put the future of its employment capacity and general charitable work in jeopardy. The trustees have examined the charity's requirements for reserves taking into account the risks that The Churches' Voluntary Work Bureau has recognised. The reserves policy requires that reserves are maintained at a level which ensures that the core activity of the company could continue during a period of unforeseen difficulty. It also requires that a proportion of the reserves are maintained in a readily realisable form in order to meet contractual liabilities in the event of closure, to meet unexpected costs such as legal costs and staff cover, and to provide working capital when funding is paid in arrears, which can be up to 3-4 months.

Current annual revenue expenditure of The Churches' Voluntary Work Bureau is approximately £150,000 equating to monthly expenditure of approximately £12,500. Unrestricted reserves at 31 March 2023 amount to £43,363. The charitable company intends to try and continue to increase reserves when future opportunities arise.

The actual reserves at 31 March 2023 fall slightly short of the desired level and the trustees intend to continue to try and gradually increase it over time.

Plans for the future

THE CHURCHES' VOLUNTARY WORK BUREAU
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Trustees' report
for the year ended 31 March 2023

..... continued

The trustees, are satisfied with the performance of The Churches' Voluntary Work Bureau during these difficult times. The charitable company continues to receive funding from The Department for Communities Northern Ireland, and Derry City and Strabane District Council towards running costs and expects to increase other revenue streams through greater promotion.

For the year ahead, the objectives of The Churches' Voluntary Work Bureau include increasing public awareness of The Churches' Voluntary Work Bureau and promoting the benefits of volunteering, diversification of their range of volunteering opportunities, and increasing the number of volunteers recruited. They aim to achieve these objectives through increased marketing and promotional activities throughout the year.

Statement of disclosure of information to auditors

We, the trustees of the company who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware, that;

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- we have taken all steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Statement of Trustees' responsibilities

The trustees (who are also the directors of The Churches Voluntary Work Bureau for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors (trustees) to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, of the charitable company for that period. In preparing these financial statements, the directors (trustees) are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors (trustees) are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution proposing that McDaid McCullough Moore be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

Small company provisions

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Trustees' report
for the year ended 31 March 2023

..... continued

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved and authorised for issue by the Directors on 5 September 2023 and signed below on its behalf by



Mr Thomas Howard McConnell
Director and Company Secretary

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Independent auditors' report to the members of
THE CHURCHES' VOLUNTARY WORK BUREAU

We have audited the financial statements of THE CHURCHES' VOLUNTARY WORK BUREAU (the charitable company) for the year ended 31 March 2023 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

As explained more fully in the Directors Responsibilities Statement, set out on page 4, the Directors (who are also the Trustees of the charitable company) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Directors; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of the charitable company's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been properly prepared in accordance with the requirements of the Companies Act 2006.

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Independent auditors' report to the members of
THE CHURCHES' VOLUNTARY WORK BUREAU continued

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you, if in our opinion:

- the charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all of the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.



Kevin McCullough (Senior Statutory Auditor)
For and on behalf of McDaid McCullough Moore
Chartered Accountants and
Statutory Auditor
28/32 Clarendon Street
Derry
N. Ireland
BT48 7HD

5 September 2023

THE CHURCHES' VOLUNTARY WORK BUREAU
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STATEMENT OF FINANCIAL ACTIVITIES
(including Income and Expenditure Account)
for the year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	Unrestricted funds £	Restricted funds £	2022 Total £
Income							
Donations and Legacies	2	8,060	-	8,060	7,829	-	7,829
Income from Charitable Activities	2	26,901	81,255	108,156	24,418	96,804	121,222
Income from Trading Activities	2	19,555	-	19,555	23,604	-	23,604
Total income		<u>54,516</u>	<u>81,255</u>	<u>135,771</u>	<u>55,851</u>	<u>96,804</u>	<u>152,655</u>
Expenditure							
Expenditure on Charitable activities	3	51,266	81,712	132,978	30,188	97,261	127,449
Other	4	17,062	-	17,062	17,539	-	17,539
Total Expenditure		<u>68,328</u>	<u>81,712</u>	<u>150,040</u>	<u>47,727</u>	<u>97,261</u>	<u>144,988</u>
Net Income/(Expenditure) for the year		(13,812)	(457)	(14,269)	8,124	(457)	7,667
Total funds brought forward	18 / 19	57,175	2,132	59,307	49,051	2,589	51,640
Total funds carried forward	18 / 19	<u>43,363</u>	<u>1,675</u>	<u>45,038</u>	<u>57,175</u>	<u>2,132</u>	<u>59,307</u>

There are no recognised gains or losses other than the deficits for the above two financial years.
All of the above amounts relate to continuing activities.

The notes on pages 13 to 27 form an integral part of these financial statements.

THE CHURCHES' VOLUNTARY WORK BUREAU

Company limited by guarantee

Company No. NI027452

**Statement of Financial Position
as at 31 March 2023**

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	13		1,830		2,106
Current assets					
Debtors	14	7,121		16,801	
Cash at bank and in hand		88,666		91,010	
		<u>95,787</u>		<u>107,811</u>	
Creditors: amounts falling due within one year	16	<u>(13,189)</u>		<u>(17,089)</u>	
Net current assets			<u>82,598</u>		<u>90,722</u>
Total assets less current liabilities			84,428		92,828
Provisions for liabilities	17		<u>(39,390)</u>		<u>(33,521)</u>
Net assets			<u>45,038</u>		<u>59,307</u>
Funds					
Restricted funds	19		1,676		2,133
Unrestricted funds	18		43,362		57,174
Total Charity funds			<u>45,038</u>		<u>59,307</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved and authorised for issue by the Directors on 5 September 2023 and signed below on its behalf by

Mr George Walker
Director



Mrs Marion Hamilton
Director



The notes on pages 13 to 27 form an integral part of these financial statements.

THE CHURCHES' VOLUNTARY WORK BUREAU
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Statement of Cash Flows
for the year ended 31 March 2023

	Notes	2023 £	2022 £
Cash flows from operating activities			
Net (outgoing)/ incoming resources		(14,269)	7,666
<i>Adjustments for:</i>			
Depreciation		516	627
<i>Changes in:</i>			
Trade and Other Debtors		9,680	226
Trade and Other Creditors		750	(7,863)
Redundancy provisions		5,869	2,156
Cash used in operating activities		<u>2,546</u>	<u>2,812</u>
Capital expenditure		(240)	-
Net (decrease)/Increase in Cash and Cash Equivalents		<u>2,306</u>	<u>2,812</u>
Net (decrease)/Increase in Cash and Cash Equivalents		2,306	2,812
Cash and Cash Equivalents at 1 April 2022	15	<u>80,803</u>	<u>77,991</u>
Cash and Cash Equivalents at 31 March 2023	15	<u>83,109</u>	<u>80,803</u>

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

1. Accounting policies

1.1. Accounting convention and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The Churches' Voluntary Work Bureau is a private company limited by guarantee, registered in Northern Ireland. The address of the registered office is 22 Bishop Street, Derry, BT48 6PP.

The financial statements have been prepared under the historical cost convention, in accordance with 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 (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2. Fund Accounting

The funds of the charitable company consist of restricted funds and unrestricted funds.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3. Going concern

The financial statements have been prepared on the going concern basis as the trustees believe that no material uncertainty exists. They have considered the level of funds held and the expected level of income and expenditure for twelve months from the date of authorising these financial statements and have a reasonable expectation that there are adequate resources in place to continue in operational existence for the foreseeable future. The main factors underlying this judgement are maintaining the current level of income from donations, training and Access NI work, the continuing support of funders and expected revenues from other sources.

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

..... continued

1.4. Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably. Incoming resources represents restricted grant income from the Department for Communities Northern Ireland, Derry City and Strabane District Council and BBC Children in Need and unrestricted income from donations, training and contributions to overheads from Churches in Co-operation. The following specific policies are applied to particular categories of income:

(i) Income from Charitable Activities

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Grants, where entitlement is not conditional on the delivery of a specific performance, are recognised when the charity becomes unconditionally entitled to the grant.

(ii) Income from Generated Funds

Voluntary income is received by way of fundraising activities, donations, training and small grants and is included in full in the Statement of Financial Activities when receivable.

(iii) Other Incoming Resources

This includes all other income during the year and is included in the Statement of Financial Activities when receivable.

(iv) Capital Grants

Capital Grants are recognised in the year of receipt in the Statement of Financial Activities and are treated as restricted funds with the related depreciation of the assets charged against the same fund.

1.5. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure is included in the financial statements inclusive of value added tax which cannot be recovered and is reported as part of the expenditure to which it relates. Resources expended are split between restricted and unrestricted expenses. Unrestricted expenses relate to the management and general administration of the charity. Restricted expenses are as set out in the letters of offer.

Charitable activities expenditure comprises those costs incurred by the charity in the deliverance of its charitable activities. It includes the support costs necessary to provide the charitable services and activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include general management and administration costs and depreciation. Staff costs and overhead expenses support costs are allocated to activities on the basis of staff time spent on those activities.

THE CHURCHES' VOLUNTARY WORK BUREAU

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Notes to the financial statements for the year ended 31 March 2023

..... continued

1.6. Tangible fixed assets and depreciation

Tangible fixed assets are initially stated at cost and subsequently measured at cost less accumulated depreciation and any provision for impairment. Cost includes all costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 10% Straight Line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Impairment of fixed assets

At each reporting date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss.

1.7 Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid after taking account of any trade discounts offered.

1.8 Creditors

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in a payment to a third party and the amount can be reliably measured or estimated. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9. Financial instruments

A financial asset or liability is recognised only when the company becomes a party to the contractual provisions of the arrangement.

1.10. Employee Benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution pension scheme for the benefit of its employees. The pension costs charged in the financial statements represent the contribution payable by the company during the year. The assets of the scheme are held separately from the charitable company.

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

..... continued

1.11. Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Useful economic life and carrying value of tangible fixed assets

The depreciation charge in respect of tangible fixed assets is based on an estimate of the useful economic life of each asset. Revision of useful economic life will affect the estimates charged in the Statement of Financial Activities.

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

..... continued

2. Income

2.1 Donations

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Donations	8,060	-	8,060	7,829

2.2 Analysis of Income from Charitable Activities

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Revenue grant income				
Department for Communities - Volunteering Infrastructure Support Project	-	61,889	61,889	59,634
Derry City and Strabane District Council - Community Support Fund Clear Project	-	4,000	4,000	3,999
BBC Children in Need	-	10,366	10,366	9,866
Inner City Trust	5,000	-	5,000	5,000
Community Foundation for Northern Ireland	-	-	-	3,000
Department for Communities Volunteer Recognition	-	2,000	2,000	-
Department for Communities - Energy Costs Grant	-	1,500	1,500	-
Department for Communities - Cost of Living Grant	-	1,500	1,500	-
HMRC JRS Grant	-	-	-	8,798
Generated Income				
Churches In Co-operation	2,195	-	2,195	6,966
Training Income	19,706	-	19,706	12,452
	<u>26,901</u>	<u>81,255</u>	<u>108,156</u>	<u>121,222</u>

2.3 Analysis of Income from Trading Activities

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Access NI	19,555	-	19,555	23,604

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

..... continued

3. Costs of charitable activities - by fund

	Derry City and District Council CSF		BBC Children In Need Project		DFC Energy Grant		DFC Cost of Living Grant		Sundry Capital Grants (Note 19)		Churches In Co-operations/ Donations/ Training		2022 Total		2023 Total	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Wages & Salaries	54,281	-	-	3,627	-	-	-	-	-	31,673	-	89,581	84,776	-	-	-
Other Staffing Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff Pension Costs	1,480	-	-	-	-	-	-	-	-	388	-	1,868	1,656	-	-	-
Staff Training	-	1,000	-	-	-	-	-	-	-	773	-	1,773	1,680	-	-	-
Associate Trainer Costs	-	-	-	1,525	-	-	-	-	-	2,416	-	3,941	-	-	-	-
Redundancy Provision	-	-	-	-	-	-	-	-	-	5,869	-	5,869	2,155	-	-	-
Rent Payable	3,000	2,000	-	-	-	-	-	-	-	-	-	5,000	5,058	-	-	-
Water Rates	-	-	-	-	-	-	-	-	-	400	-	400	378	-	-	-
Insurance	-	500	-	250	-	-	-	500	-	186	-	1,436	1,207	-	-	-
Training Resources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity	-	-	-	-	-	1,500	-	-	-	1,110	-	2,610	2,491	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	1,917	-	1,917	1,106	-	-	-
Stationery	-	100	-	250	-	-	-	-	-	294	-	1,058	1,902	-	-	-
Postage	-	-	-	184	-	-	-	-	-	-	-	184	183	-	-	-
Advertising & Promotion	-	-	-	-	-	-	-	-	-	200	-	536	1,117	-	-	-
Telephone	940	400	-	300	-	-	-	-	-	125	-	1,765	1,772	-	-	-
Website & Development	-	-	-	-	-	-	-	-	-	105	-	105	551	-	-	-
Travel & Entertainment	688	-	-	-	-	-	-	-	-	1,892	-	2,580	2,198	-	-	-
Volunteer Costs	-	-	-	850	-	-	-	-	-	166	-	2,266	3,390	-	-	-
Activities & Sundries	-	-	-	769	-	-	-	-	-	225	-	994	1,865	-	-	-
Volunteer Travel	-	-	-	711	-	-	-	-	-	85	-	796	4,520	-	-	-
Professional Fees	-	-	-	1,500	-	-	-	-	-	-	-	1,500	1,500	-	-	-
Governance Costs (Note 7)	1,500	-	-	250	-	-	-	1,000	-	814	-	3,564	3,366	-	-	-

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

..... continued

Cleaning & Household	-	-	-	-	1,034	1,034	2,048
Bank Charges & Interest	-	-	-	-	562	562	851
General Expenses	-	150	-	-	973	1,123	1,052
Depreciation on FF & Equipment	-	-	-	457	59	516	627
	<u>61,889</u>	<u>4,000</u>	<u>10,366</u>	<u>2,000</u>	<u>1,500</u>	<u>1,500</u>	<u>457</u>
						<u>51,266</u>	<u>127,449</u>
						<u>132,978</u>	<u>127,449</u>

£51,266 (2022 - £30,645) of the above costs were attributable to unrestricted funds and £81,712 (2022 - £96,804) of the above costs were attributable to restricted funds.

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

..... continued

4. Other Expenditure

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Access NI	<u>17,062</u>	<u>-</u>	<u>17,062</u>	<u>17,539</u>

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

..... continued

5. Analysis of Support Costs	2023	2022
	£	£
Wages and Salaries	30,154	31,691
Staff Pension Costs	599	595
Redundancy Provision	5,869	2,155
Rent Payable	2,000	2,000
Water Rates	400	378
Insurance	1,436	1,207
Electricity	2,610	2,491
Repairs and Maintenance	1,917	1,106
Stationery	1,058	1,902
Postage	184	183
Telephone	1,765	1,772
Travel and Entertainment	1,892	1,038
Website Development	105	551
Audit Fees (Governance Costs)	3,564	3,366
Cleaning and Household	1,034	2,048
Bank Charges	562	851
General Expenses	1,123	1,052
Depreciation	516	627
	<u>56,788</u>	<u>55,013</u>
Allocation of Support Costs to Projects	£	£
Promoting Volunteering Infrastructure	2,440	2,300
Volunteering - Promotion and Training	17,026	23,094
Volunteer Training - DEA Strabane Town	3,000	3,999
Provision of Training	21,152	19,704
Summer Scheme	1,234	733
Provision of Access NI Checks	8,522	5,183
Volunteer Recognition Grant	414	-
DFC Energy Grant	1,500	-
DFC Cost of Living Grant	1,500	-
	<u>56,788</u>	<u>55,013</u>

THE CHURCHES' VOLUNTARY WORK BUREAU
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Notes to the financial statements for the year ended 31 March 2023

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6.	Net Incoming/(Outgoing) Resources for the year		2023	2022
			£	£
	Net Incoming/(Outgoing) Resources are stated after charging:			
	Depreciation of tangible assets		516	627
	Auditors' remuneration (Note 7)		3,564	3,366
			<u> </u>	<u> </u>
7.	Auditors' remuneration (Governance Costs)	Unrestricted funds	Restricted funds	2023 Total
		£	£	£
	Auditors' Remuneration	814	2,750	3,564
		<u> </u>	<u> </u>	<u> </u>
8.	Interest payable and similar charges		2023	2022
			£	£
	On bank loans and overdrafts		66	30
			<u> </u>	<u> </u>

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

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9. Employees

Number of employees	2023	2022
The average monthly numbers of employees (including the directors) during the year were:		
Centre Manager	1	1
Administrator	1	1
Volunteer Co-ordinators	1	1
Volunteer Support Worker	1	1
	4	4
	4	4

Employment costs	2023	2022
	£	£
Wages and salaries	87,228	82,748
Employers N.I	2,353	2,029
Pension costs	1,868	1,656
	91,449	86,433
	91,449	86,433

No employee received emoluments of more than £60,000 (2022 : NIL).

Key management personnel

Key management included the directors and members of senior management. The total compensation (including social security costs) of key management personnel for the year totalled £35,245 (2022 - £30,708).

10.1. Trustees remuneration and expenses

The Trustees were not remunerated for their services during the year ended 31 March 2023 (2022 - £NIL) nor did they receive any payments in respect of expenses (2022 - £NIL).

11. Pension costs

The company operates a defined pension scheme in respect of its staff. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £1,868 (2022: £1,656).

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

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12. Tax on (loss)/profit on ordinary activities

No charge to corporation tax arises in the year ended 31 March 2023 (2022 : £NIL). The Churches' Voluntary Work Bureau is a registered charity and is recognised as such by HM Revenue and Customs for taxation purposes. As a result no corporation tax liability arises.

13. Tangible fixed assets	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2022	26,649	26,649
Additions	240	240
At 31 March 2023	<u>26,889</u>	<u>26,889</u>
Depreciation		
At 1 April 2022	24,543	24,543
Charge for the year	516	516
At 31 March 2023	<u>25,059</u>	<u>25,059</u>
Net book values		
At 31 March 2023	<u>1,830</u>	<u>1,830</u>
At 31 March 2022	<u>2,106</u>	<u>2,106</u>
14. Debtors	2023	2022
	£	£
Other debtors	6,076	15,839
Prepayments	1,045	961
	<u>7,121</u>	<u>16,800</u>
15. Cash and Cash Equivalents	2023	2022
	£	£
Cash at Bank and On Hand	88,666	91,010
Bank Loans and Overdrafts	(5,557)	(10,207)
	<u>83,109</u>	<u>80,803</u>

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

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16.	Creditors: amounts falling due within one year	2023	2022
		£	£
	Bank overdraft	5,557	10,207
	Other creditors	1,134	633
	Accruals and deferred income	6,498	6,249
		<u>13,189</u>	<u>17,089</u>

17. Provisions for liabilities

	Other provisions	Total
	£	£
Redundancy Provision		
At 1 April 2022	33,521	33,521
Charge for the year	5,869	5,869
At 31 March 2023	<u>39,390</u>	<u>39,390</u>

The company operates a defined pension scheme in respect of its staff. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £1,868 (2022: £1,656).

18. Unrestricted funds

	2022	Incoming resources	Outgoing resources	2023
	£	£	£	£
Unrestricted funds	<u>57,174</u>	<u>54,516</u>	<u>(68,327)</u>	<u>43,363</u>

Purpose of unrestricted funds

Unrestricted funds are funds that are utilised at the discretion of the Directors in furtherance of the objectives of the charitable company. Included in unrestricted funds are contributions towards overheads from Churches In Co-operation, donations, income from training and any other unrestricted income that may arise from time to time.

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

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19. Restricted funds

	2022	Incoming resources	Outgoing resources	2023
	£	£	£	£
Department for Communities - Volunteering Infrastructure Support Project	-	61,889	(61,889)	-
Derry City and Strabane District Council - Community Support Fund	-	4,000	(4,000)	-
BBC Children In Need	-	10,366	(10,366)	-
Volunteer Recognition Grant		2,000	(2,000)	-
Department for Communities - Energy Grant		1,500	(1,500)	-
Department for Communities - Cost of Living Grant		1,500	(1,500)	
<u>Capital Grants</u>				
Derry City Council - Capital Grant	532	-	(152)	380
Halifax Foundation (formerly Lloyds TSB Foundation) - Capital Grant	257	-	(138)	119
Co-operation Ireland - VCSE Covid Recovery Fund -Capital Grant	1,341	-	(168)	1,173
	2,130	81,255	(81,713)	1,672

Purpose of restricted funds

The Department for Communities Northern Ireland- Volunteering Infrastructure Support Project and Derry City and Strabane District Council - Community Support Fund grants are annual operating grants contributing towards the operating costs of The Churches' Voluntary Work Bureau. These grants are fully utilised in the year.

The grant received from the Department for Communities Northern Ireland - Volunteers Recognition is to fund the costs of Volunteers during 2022. The grant was fully utilised in the year.

The grant received from the Department for Communities Northern Ireland - Energy grant is to help fund the costs of energy during the year. The grant was fully utilised in the year.

The grant from BBC Children In Need is to fund the costs of a Volunteer Co-ordinator and a Community Learning Disability Nurse, together with contributions towards costs for volunteers within the programme. This grant was fully utilised in the year.

THE CHURCHES' VOLUNTARY WORK BUREAU
Company limited by guarantee

Notes to the financial statements for the year ended 31 March 2023

..... continued

20. Analysis of net assets between funds for the charitable company

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Fund balances at 31 March 2023				
Fixed assets	-	1,830	1,830	2,106
Current assets	95,787	-	95,787	107,811
Current liabilities	(13,190)	-	(13,190)	(17,088)
Redundancy provision	(39,390)	-	(39,390)	(33,521)
	<u>43,207</u>	<u>1,830</u>	<u>45,037</u>	<u>59,308</u>

21. Contingent liabilities

A contingent liability exists in respect of grants received which may become reclaimable by funders should certain conditions under which they were awarded fail to be met.

22. Charitable Company limited by guarantee

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

Every member of the charitable company undertakes to contribute to the assets/liabilities of the company in the event of the same being wound up while he/she is a member, or within one year after he/she ceases to be a member, for payments of the debts and liabilities of the charitable company contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors amongst themselves, such amount as may be required, not exceeding one pound.

23. Controlling interest

The Directors are collectively considered to be the controlling party of the charitable company.

24. Going concern

The financial statements have been prepared on a going concern basis as the directors believe that no material uncertainty exists. The directors have considered the level of funds and the expected level of income and expenditure for twelve months from the date of authorising these financial statements.