

**CAUSEWAY VOLUNTEER BUREAU**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023**

(Registered with Charity Commission for Northern Ireland – NIC102586)

**CAUSEWAY VOLUNTEER BUREAU  
CONTENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**CAUSEWAY VOLUNTEER BUREAU  
INFORMATION  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**TRUSTEES**

|                     |               |
|---------------------|---------------|
| Ciara Forsythe      | (Chairperson) |
| Hannah Graham       | (Secretary)   |
| Anthony Hegarty     | (Treasurer)   |
| Ann McNickle        |               |
| Catherine Farrimond |               |
| Ita McErlean        |               |
| Alan McConaghie     |               |
| Emma Cunningham     |               |
| Deirdre Bradley     |               |
| Heather Logan       |               |
| Lisa McCaughan      |               |
| Rosie Clyde         |               |

**REGISTERED OFFICE**

Causeway Volunteer Bureau  
3<sup>rd</sup> Floor River House  
Castle Lane  
Coleraine  
BT51 3DR

**INDEPENDENT EXAMINER**

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

**BANKERS**

Northern Bank  
22 The Diamond  
Coleraine  
BT52 1DA

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE TRUSTEES  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Causeway Volunteer Bureau was founded in 1997 and is governed by its Trustees.

**FINANCIAL REVIEW**

The centre works across the Causeway area covering Coleraine, Ballymoney and Moyle.

**PUBLIC BENEFIT STATEMENT**

The charity has complied with its duty to have due regard to the guidance on public benefit published by the Charity Commission for Northern Ireland in exercising its powers and duties.

**OBJECTIVES AND ACTIVITIES**

Our business is the promotion, development and support of volunteering. We undertake the following activities:

- Research, develop and promote local volunteer opportunities,
- Provide appropriate support to enable volunteers to find suitable placements,
- Provide ongoing support to volunteers and placement organisations,
- Organise volunteer recognition events,
- Deliver child protection and safeguarding vulnerable adults training,
- Carry out Access NI checks,
- Circulate pertinent information to community and voluntary organisations within our service area,
- Provide advice and training on all aspects of involving and managing volunteers,
- Volunteer recognition through EPIC Awards (Empowering People In Communities); Volunteer recognition for volunteers of all ages.

**ACHIEVEMENTS AND PERFORMANCE**

A positive and satisfactory financial performance has been recorded for the current financial year.

  
.....  
Ciara Forsythe (On behalf of the Trustees)

18/10/23  
.....  
Date

**CAUSEWAY VOLUNTEER BUREAU  
REPORT OF THE INDEPENDENT EXAMINER  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**To the Trustees of Causeway Volunteer Bureau  
(Registered with the Charity Commission for Northern Ireland NIC102586)**

We report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2023, which are set out on pages 4 to 12.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the Charities Act) and that an independent examination is required.

It is our responsibility to:

- a. Examine the accounts under section 65 of the Charities Act (Northern Ireland) 2008.
- b. To follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.
- c. To state whether particular matters have come to our attention.

**Basis of Independent Examiner's report**

We have examined the accounts as required under section 65 of the Charities Act and in accordance with the general directions given by the Charities Commission for Northern Ireland. Our examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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 next statement.

**Independent Examiner's statement**

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

1. Which gives us reasonable cause to believe that in any material respect the requirements:
  - a) To keep accounting records in accordance with section 63 of the Charities Act and section 44(1)(a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations, and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2008 and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations 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.

C D Diamond & Co  
46 Hill St  
Belfast  
BT1 2LB

Date ..... 18/10/2023

**CAUSEWAY VOLUNTEER BUREAU  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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|   | Note | 2023<br>£      | 2022<br>£       |
|---|------|----------------|-----------------|
| <b>Incoming Resources</b>                     |      |                |                 |
| Grants Receivable                             | 2    | 47,068         | 47,869          |
| Other Income                                  | 3    | 2,455          | 28,388          |
| Bank Interest Receivable                      |      | 107            | 143             |
| <b>Total Incoming Resources</b>               |      | <b>49,630</b>  | <b>76,400</b>   |
| <b>Resources Expended</b>                     |      |                |                 |
| Support Costs                                 | 4    | 5,939          | 14,302          |
| Management and Administration                 | 5    | 51,567         | 77,768          |
| Other Costs                                   | 6    | 770            | 772             |
| <b>Total Resources Expended</b>               |      | <b>58,276</b>  | <b>92,842</b>   |
| <b>Net Incoming/(Outgoing) Resources</b>      |      | <b>(8,646)</b> | <b>(16,442)</b> |
| <b>Total Funds 1<sup>st</sup> April 2022</b>  |      | <b>41,183</b>  | <b>57,625</b>   |
| <b>Total Funds 31<sup>st</sup> March 2023</b> |      | <b>32,537</b>  | <b>41,183</b>   |

CAUSEWAY VOLUNTEER BUREAU  
BALANCE SHEET  
YEAR ENDED 31<sup>st</sup> MARCH 2023

Balance Sheet

|                                  | Note | 2023<br>£     | 2022<br>£     |
|----------------------------------|------|---------------|---------------|
| <b>Fixed Assets</b>              | 7    | 530           | 623           |
| <b>Current Assets</b>            |      |               |               |
| Debtors                          | 8    | 3,756         | 8,134         |
| Cash & Bank                      |      | 35,403        | 36,425        |
|                                  |      | <u>39,159</u> | <u>44,559</u> |
| <b>Current Liabilities</b>       |      |               |               |
| Creditors & Accruals             | 9    | 7,152         | 3,999         |
|                                  |      | <u>7,152</u>  | <u>3,999</u>  |
|                                  |      | 32,007        | 40,560        |
|                                  |      | <u>32,537</u> | <u>41,183</u> |
| <b>Creditors</b>                 |      |               |               |
| Amounts falling due after 1 year |      | 0             | 0             |
|                                  |      | <u>0</u>      | <u>0</u>      |
| <b>NET ASSETS</b>                |      | <b>32,537</b> | <b>41,183</b> |
| <b>FUNDS</b>                     | 10   | <b>32,537</b> | <b>41,183</b> |

These financial statements were approved by the trustees' on 18 OCTOBER 2023  
And are signed on their behalf by:

ANTHONY HEGGARTY  
HANNAH GRAHAM  
( Anthony Heggarty  
( H. Graham

The notes on pages 6-12 form part of these financial statements and should be read in conjunction therewith.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**NOTE 1. ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the organisations financial statements.

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

**Depreciation**

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

Office Equipment - 15% Reducing Balance  
Improvements - 15% Reducing Balance

**Revenue Grants**

Revenue grants received are credited to the income and expenditure account in the period in which the expenditure to which they relate has been incurred.

**Capital Grants**

Capital grants received are credited to a capital grants reserve and are written off at rates equivalent to depreciation rates charged on the assets on which grants have been claimed.

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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| NOTE 2  |               |              | 2023          | 2022          |
|---|---------------|--------------|---------------|---------------|
|   |               |              | £             | £             |
| <b>Grants Receivable</b>                          | Restricted    | UnRestricted |               |               |
| DFC (Volunteering Infrastructure Support Project) | 46,469        |              | 46,469        | 43,300        |
| DFC (VISP Fair Funding)                           |               |              | -             | 4,569         |
| DFC (Volunteers Week)                             |               |              | -             | -             |
| CRUN Small Grants                                 | 599           | -            | 599           | -             |
|   | <b>47,068</b> |              | <b>47,068</b> | <b>47,869</b> |

NOTE 3

**Other Income**

|  |            |              |              |               |
|--|------------|--------------|--------------|---------------|
| Training   | -          | 520          | 520          | 3,130         |
| Counselling  | -          |              |              |               |
| Sundry   | -          | 1,435        | 1,435        | 4,235         |
| HMRC (JRS Furlough Income)                         | -          |              |              |               |
| Causeway Coast & Glens (Volunteering Support Fund) | 500        | -            | 500          | 21,023        |
|  | <b>500</b> | <b>1,955</b> | <b>2,455</b> | <b>28,388</b> |

**CAUSEWAY VOLUNTEER BUREAU  
 NOTES TO THE FINANCIAL STATEMENTS  
 YEAR ENDED 31<sup>st</sup> MARCH 2023**

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| NOTE 4                  |              |              | <b>2023</b>  | <b>2022</b>   |
|-------------------------|--------------|--------------|--------------|---------------|
|                         |              |              | <b>£</b>     | <b>£</b>      |
| <b>Support Costs</b>    | Restricted   | Unrestricted |              |               |
| Printing and Stationery |              | 124          | 124          | 413           |
| Volunteer Expenses      |              |              |              | 22            |
| Training Expenses       |              |              |              | 1,680         |
| IT Support              | 214          | -            | 214          | 727           |
| Rent                    | 5,073        | -            | 5,073        | 4,680         |
| Miscellaneous           | -            | 521          | 521          | 2,838         |
| Promotional/Recognition |              | 7            | 7            | 3,942         |
|                         | <b>5,287</b> | <b>652</b>   | <b>5,939</b> | <b>14,302</b> |

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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|   |               |              | <b>2023</b>   | <b>2022</b>   |
|---|---------------|--------------|---------------|---------------|
|   |               |              | <b>£</b>      | <b>£</b>      |
| <b>NOTE 5</b>   |               |              |               |               |
| <b>Management and Administration</b>                        | Restricted    | Unrestricted |               |               |
| Staff Costs   | 49,499        | -            | 49,499        | 54,299        |
| Small Grants on Behalf of<br>Causeway Coast & Glens Council | -             | -            | -             | 22,136        |
| Counselling   | -             | -            | -             | -             |
| Staff Travel and Expenses                                   | -             | 1,060        | 1,060         | 430           |
| Telephone and Fax   | 250           |              | 250           | 221           |
| Insurance   | 758           | -            | 758           | 682           |
|   | <b>50,507</b> | <b>1,060</b> | <b>51,567</b> | <b>77,768</b> |
| <b>NOTE 6</b>   |               |              |               |               |
| <b>Other Costs</b>  |               |              |               |               |
| Audit Fee   | 575           | -            | 575           | 575           |
| Depreciation  | -             | 93           | 93            | 110           |
| Bank Interest and Charges                                   | -             | 102          | 102           | 87            |
|   | <b>575</b>    | <b>195</b>   | <b>770</b>    | <b>772</b>    |

**CAUSEWAY VOLUNTEER BUREAU  
 NOTES TO THE FINANCIAL STATEMENTS  
 YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**NOTE 7**

**Fixed Assets**

|                       | <b>Opening<br/>Balance<br/>1.04.22</b> | <b>Addns</b> | <b>Charge</b> | <b>Closing<br/>Balance<br/>31.03.23</b> |
|-----------------------|--|--------------|---------------|---|
| <b>Cost</b>           |  |              |               |   |
| Office Equipment      | 24,905                                 |              |               | 24,905                                  |
|                       | <u>24,905</u>                          |              |               | <u>24,905</u>                           |
| <b>Depreciation</b>   |  |              |               |   |
| Office Equipment      | 24,282                                 |              | 93            | 24,375                                  |
|                       | <u>24,282</u>                          |              |               | <u>24,375</u>                           |
| <b>Net Book Value</b> |  |              |               |   |
| Office Equipment      | 623                                    |              |               | 530                                     |
|                       | <u>623</u>                             |              |               | <u>530</u>                              |

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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|                                | 2023<br>£    | 2022<br>£    |
|--------------------------------|--------------|--------------|
| <b>NOTE 8</b>                  |              |              |
| <b>Debtors and Prepayments</b> |              |              |
| DFC                            | 3,756        | 8,134        |
|                                | <u>3,756</u> | <u>1,755</u> |

|                               |              |              |
|-------------------------------|--------------|--------------|
| <b>NOTE 9</b>                 |              |              |
| <b>Creditors and Accruals</b> |              |              |
| Audit Fee                     | 585          | 585          |
| HMRC                          | 6,567        | 3,414        |
|                               | <u>7,152</u> | <u>3,999</u> |

**CAUSEWAY VOLUNTEER BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MARCH 2023**

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**NOTE 10**

**Reserves**

|   |               |                             |
|---|---------------|-----------------------------|
| Opening Balance 1 <sup>st</sup> April 2022  | 41,183        |                             |
| Deficit for Year                            | (8,646)       |                             |
| Closing Balance 31 <sup>st</sup> March 2023 | <u>32,537</u> | <b>Unrestricted £32,537</b> |

**NOTE 11**

Expenditure in respect of the VISIP (funded by DFC) totalled £47,068.