

CAUSEWAY VOLUNTEER BUREAU
TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

(Registered with Charity Commission for Northern Ireland – NIC102586)

**CAUSEWAY VOLUNTEER BUREAU
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YEAR ENDED 31st MARCH 2024**

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**CAUSEWAY VOLUNTEER BUREAU
INFORMATION
YEAR ENDED 31st MARCH 2024**

TRUSTEES

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

REGISTERED OFFICE

Causeway Volunteer Bureau
3rd 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 31st MARCH 2024**

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.

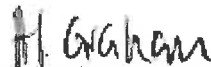
OBJECTIVES AND ACTIVITIES

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.



.....
Hannah Graham (On behalf of the Trustees)

19/06/24

.....
Date

**CAUSEWAY VOLUNTEER BUREAU
REPORT OF THE INDEPENDENT EXAMINER
YEAR ENDED 31st MARCH 2024**

**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 31st March 2024, 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

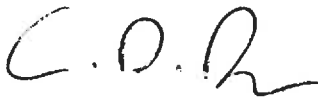
We have examined the accounts as required under section 65 of the Charities Act and in accordance with the general directions given by the Charities Commission for Northern Ireland. Our examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented 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 ... 19/06/2024

**CAUSEWAY VOLUNTEER BUREAU
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st MARCH 2024**

	Note	2024 £	2023 £
Incoming Resources			
Grants Receivable	2	55,884	47,068
Other Income	3	7,510	2,455
Bank Interest Receivable		120	107
Total Incoming Resources		63,514	49,630
Resources Expended			
Support Costs	4	19,424	5,939
Management and Administration	5	37,420	51,567
Other Costs	6	828	770
Total Resources Expended		57,672	58,276
Net Incoming/(Outgoing) Resources		5,842	(8,646)
Total Funds 1st April 2023		32,537	41,183
Total Funds 31st March 2024		38,379	32,537

**CAUSEWAY VOLUNTEER BUREAU
BALANCE SHEET
YEAR ENDED 31st MARCH 2024**

Balance Sheet

	Note	2024 £	2023 £
Fixed Assets	7	450	530
Current Assets			
Debtors	8	4,756	3,756
Cash & Bank		34,374	35,403
		39,130	39,159
Current Liabilities			
Creditors & Accruals	9	1,201	7,152
		1,201	7,152
		37,929	32,007
		38,379	32,537
Creditors			
Amounts falling due after 1 year		0	0
NET ASSETS		38,379	32,537
FUNDS	10	38,379	32,537

These financial statements were approved by the trustees' on...19/06/2024
And are signed on their behalf by:

ANTHONY HEGARTY
HANNAH GRAHAM

(*Anthony Hegarty*
(*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 31st MARCH 2024**

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 31st MARCH 2024**

NOTE 2			2024	2023
			£	£
Grants Receivable	Restricted	UnRestricted		
DFC (Volunteering Infrastructure Support Project)	43,884		43,884	46,469
NI Community Development grant	12,000		12,000	-
DFC (Volunteers Week)			-	-
CRUN Small Grants	-	-	-	599
	55,884		55,884	47,068

NOTE 3

Other Income

Training	-	-	-	520
Counselling	-			
Sundry	-	7,010	7,010	1,435
HMRC (JRS Furlough Income)	-			
Causeway Coast & Glens (Volunteering Support Fund)	500	-	500	500
	500	7,010	7,510	2,455

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2024**

NOTE 4			2024	2023
			£	£
Support Costs	Restricted	Unrestricted		
Printing and Stationery		4,280	4,280	124
Volunteer Expenses		1,018	1,018	
Training Expenses		5,301	5,301	
IT Support	700	-	700	214
Rent	4,942	-	4,942	5,073
Miscellaneous	-	390	390	521
Promotional/Recognition		2,793	2,793	7
	5,642	13,782	19,424	5,939

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2024**

			2024	2023
			£	£
NOTE 5				
Management and Administration	Restricted	Unrestricted		
Staff Costs	34,329	-	34,329	49,499
Small Grants on Behalf of Causeway Coast & Glens Council	-	-	-	-
Counselling	-	-	-	-
Staff Travel and Expenses	-	1,967	1,967	1,060
Telephone and Fax	277		277	250
Insurance	847	-	847	758
	35,453	1,967	37,420	51,567
NOTE 6				
Other Costs				
Audit Fee	650	-	650	575
Depreciation	-	80	80	93
Bank Interest and Charges	-	98	98	102
	650	178	828	770

**CAUSEWAY VOLUNTEER BUREAU
 NOTES TO THE FINANCIAL STATEMENTS
 YEAR ENDED 31st MARCH 2024**

NOTE 7

Fixed Assets

	Opening Balance 1.04.23	Addns	Charge	Closing Balance 31.03.24
Cost				
Office Equipment	24,905			24,905
	<u>24,905</u>			<u>24,905</u>
Depreciation				
Office Equipment	24,375		80	24,455
	<u>24,375</u>			<u>24,455</u>
Net Book Value				
Office Equipment	530			450
	<u>530</u>			<u>450</u>

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2024**

	2024	2023
	£	£
NOTE 8		
Debtors and Prepayments		
DFC	4,756	3,756
	<u>4,756</u>	<u>3,756</u>

NOTE 9		
Creditors and Accruals		
Audit Fee	635	585
HMRC	566	6,567
	<u>1,201</u>	<u>7,152</u>

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2024**

NOTE 10

Reserves

Opening Balance 1 st April 2023	32,537	
Surplus for Year	5,842	
Closing Balance 31 st March 2024	<u>38,379</u>	Unrestricted £38,379

NOTE 11

Expenditure in respect of the VISIP (funded by DFC) totalled £43,884.