

CAUSEWAY VOLUNTEER BUREAU
TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

(Registered with Charity Commission for Northern Ireland – NIC102586)

**CAUSEWAY VOLUNTEER BUREAU
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YEAR ENDED 31st MARCH 2025**

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**CAUSEWAY VOLUNTEER BUREAU
INFORMATION
YEAR ENDED 31st MARCH 2025**

TRUSTEES

Hannah Graham	(Chairperson)
Anthony Hegarty	(Treasurer)
Ann McNickle	(Secretary)
Catherine Farrimond	
Alan McConaghie	
Deirdre Bradley	
Heather Logan	
Catherine Lagan	
Trevor McKeown	
Rhonda Dempsie	

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 2025**

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.

H. Graham

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

30.09.25

.....
Date

**CAUSEWAY VOLUNTEER BUREAU
REPORT OF THE INDEPENDENT EXAMINER
YEAR ENDED 31st MARCH 2025**

**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 2025, 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 08/10/2025

**CAUSEWAY VOLUNTEER BUREAU
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st MARCH 2025**

	Note	2025 £	2024 £
Incoming Resources			
Grants Receivable	2	56,635	55,884
Other Income	3	6,475	7,510
Bank Interest Receivable		135	120
Total Incoming Resources		63,245	63,514
Resources Expended			
Support Costs	4	10,049	19,424
Management and Administration	5	39,266	37,420
Other Costs	6	842	828
Total Resources Expended		50,157	57,672
Net Incoming/(Outgoing) Resources		13,088	5,842
Total Funds 1st April 2024		38,379	32,537
Total Funds 31st March 2025		51,467	38,379

**CAUSEWAY VOLUNTEER BUREAU
BALANCE SHEET
YEAR ENDED 31st MARCH 2025**

Balance Sheet

	Note	2025 £	2024 £
Fixed Assets	7	383	450
Current Assets			
Debtors	8	6,156	4,756
Cash & Bank		46,182	34,374
		<u>52,338</u>	<u>39,130</u>
Current Liabilities			
Creditors & Accruals	9	1,254	1,201
		<u>1,254</u>	<u>1,201</u>
		51,084	37,929
		<u>51,467</u>	<u>38,379</u>
Creditors			
Amounts falling due after 1 year		0	0
		<u>0</u>	<u>0</u>
NET ASSETS		51,467	38,379
FUNDS	10	51,467	38,379

These financial statements were approved by the trustees' on 30/09/2025
And are signed on their behalf by:

Anthony Heywood
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 2025**

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 2025**

			2025	2024
			£	£
NOTE 2				
Grants Receivable	Restricted	UnRestricted		
DFC (Volunteering Infrastructure Support Project)	42,527	2,108	44,635	43,884
NI Community Development grant	12,000		12,000	12,000
DFC (Volunteers Week)			-	-
CRUN Small Grants	-	-	-	-
	54,527	2,108	56,635	55,884
NOTE 3				
Other Income				
Training	-	1,185	1,185	-
Counselling	-			
Sundry	-	3,929	3,929	7,010
HMRC (JRS Furlough Income)	-			
Causeway Coast & Glens (Volunteering Support Fund)	228	-	228	500
Merchandise		573	573	-
Desk Hire	-	560	560	-
	228	6,247	6,475	7,510

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2025**

NOTE 4			2025	2024
			£	£
Support Costs	Restricted	Unrestricted		
Printing and Stationery		-	-	4,280
Volunteer Expenses		731	731	1,018
Training Expenses		3,661	3,661	5,301
IT Support		-	-	700
Rent	5,354	-	5,354	4,942
Miscellaneous	-	110	110	390
Promotional/Recognition		193	193	2,793
	5,354	4,695	10,049	19,424

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2025**

			2025	2024
			£	£
NOTE 5				
Management and Administration	Restricted	Unrestricted		
Staff Costs	36,247	-	36,247	34,629
Small Grants on Behalf of Causeway Coast & Glens Council	-	-	-	-
Counselling	-	1,050	1,050	-
Staff Travel and Expenses	-	700	700	1,967
Telephone and Fax	348		348	277
Insurance	921	-	921	847
	37,516	1,750	39,266	37,420
NOTE 6				
Other Costs				
Audit Fee	680	-	680	650
Depreciation	-	68	68	80
Bank Interest and Charges	-	94	94	98
	680	162	842	828

**CAUSEWAY VOLUNTEER BUREAU
 NOTES TO THE FINANCIAL STATEMENTS
 YEAR ENDED 31st MARCH 2025**

NOTE 7

Fixed Assets

	Opening Balance 1.04.24	Addns	Charge	Closing Balance 31.03.25
Cost				
Office Equipment	24,905			24,905
	<u>24,905</u>			<u>24,905</u>
Depreciation				
Office Equipment	24,455		67	24,522
	<u>24,455</u>			<u>24,522</u>
Net Book Value				
Office Equipment	450			383
	<u>450</u>			<u>383</u>

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2025**

	2025	2024
	£	£
NOTE 8		
Debtors and Prepayments		
DFC	3,256	4,756
NI Community Development grant	2,400	-
Chatty Carriage	500	
	<u>6,156</u>	<u>4,756</u>

NOTE 9

Creditors and Accruals

Audit Fee	685	635
HMRC	569	566
	<u>1,254</u>	<u>1,201</u>

**CAUSEWAY VOLUNTEER BUREAU
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2025**

NOTE 10

Reserves

Opening Balance 1 st April 2024	38,379	
Surplus for Year	13,088	
Closing Balance 31 st March 2025	<u>51,467</u>	Unrestricted £51,467

NOTE 11

Expenditure in respect of the VISIP (funded by DFC) totalled £44,635.