

REGISTERED COMPANY NUMBER: 07217319 (England and Wales)
REGISTERED CHARITY NUMBER: 1138897

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2020
for
Voluntary Action Reigate & Banstead Ltd

Voluntary Action Reigate & Banstead Ltd

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for the Year Ended 31 March 2020

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Voluntary Action Reigate & Banstead Ltd

Report of the Trustees
for the Year Ended 31 March 2020

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities'.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07217319 (England and Wales)

Registered Charity number

1138897

Registered office

Suite 1, 2nd floor
Tower House
3 Cromwell Road
Redhill
Surrey
RH1 1RT

Trustees

Mr A Browne
Mrs A Cotterell
Cllr J Essex
Mr S Matthew
Mr A Semple
Mr A Sonaiké
Mrs I Valent
Mr C R Williams appointed 12 November 2019

Company Secretary

Ms N Porter

Independent examiner

David Wheeler FCCA
Cheeld Wheeler & Co
Chartered Certified Accountants
Goodman House
13a West Street
Reigate
Surrey, RH2 9BL

Bank and Building Society

Skipton Building Society - Reigate
CAF Bank Ltd, West Malling, Kent

Core Funders

Reigate and Banstead Borough Council
Surrey County Council
CCG East Surrey

Voluntary Action Reigate & Banstead Ltd

Report of the Trustees **for the Year Ended 31 March 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Voluntary Action Reigate & Banstead Ltd is constituted as a company limited by guarantee and is governed by its articles of association. The company was incorporated in 2010 to take over an existing charity (Reigate & Banstead Council of Voluntary Service which was established in 1996). The company is registered as a charity with the Charity Commission.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Directors.

There is no maximum limit to the number of board members. Directors are elected by the charity's members at an annual general meeting. Elected Directors serve for a maximum of three years before standing down. They are eligible to stand for re-election. The directors may co-opt a person who is willing to act to be a director. Co-opted directors stand down at the following AGM but are eligible to be nominated for election.

The directors elect a chair, vice chair and treasurer at the first meeting of the board after the annual general meeting. The period of office normally runs until the end of the following annual general meeting.

Induction and training of new trustees

New directors undergo an induction session to brief them on their obligations under charity and company law, the decision making process and the various company policies. During this induction, they meet key employees who outline the areas of work they undertake.

Organisational structure

The Board of Directors have overall responsibility for direction, management and control of the charity. The board sets and agrees the broad strategy and policies for the company. The board regularly identifies risks to the charity, usually related to future funding, and devises strategies to manage them. The board meets 6 times a year.

The Manager and staff are responsible for the day to day running of the charity and the execution of the strategic policies as devised by the trustees/directors.

Membership

The charity is a membership organisation. Membership is open to any voluntary and charitable organisations and statutory authorities operating in the area of benefit and pursuing any of the charity's objects and such other persons who are invited from time to time by the directors to become members.

Risk management

The Board of Directors regularly review the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established and action plans devised to mitigate the risks.

Voluntary Action Reigate & Banstead Ltd

Report of the Trustees - continued for the Year Ended 31 March 2020

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity exists to promote a strong, sustainable voluntary sector working in partnership with statutory bodies for the benefit of the wider community in the Borough. The charity objects are:

- a) to promote any charitable purposes for the benefit of the community in the borough of Reigate and Banstead and the neighbourhood thereof (hereinafter called "the Area of Benefit") and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- b) to promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council, representatives of the voluntary organisations and statutory authorities within the Area of Benefit.

Significant activities

The charity's main activities are:

1. To provide support for voluntary, community and faith organisations in the Borough of Reigate and Banstead. This includes funding guidance, governance advice and training with the aim of making local groups fit for purpose in these financially challenging times.
2. To provide networking opportunities where local groups can share information and advice and support each other.
3. To disseminate information that may be relevant to them through regular newsletters and e-mail communications.
4. To support and develop volunteering in the borough.

Public Benefit

The Trustees have reviewed the outcomes and achievements of our objectives and activities for the year, to ensure they remain focused on our charitable aims, and continue to deliver benefits to the public. The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We continue to monitor our performance using the Surrey County Council Score Card. These are reported quarterly and published annually, taking into account information such as volunteers placed and the number of active volunteering opportunities. This information is used to look at overall performance and as a tool to strengthen the weak areas of work as well as recognising our strengths.

Voluntary Action Reigate & Banstead Ltd

Report of the Trustees - continued
for the Year Ended 31 March 2020

FINANCIAL REVIEW

Principal funding sources

The charity's unrestricted income for the year was £70,802 (2019 - £71,573) and the main contributors were £30,025 from Surrey County Council (2019 - £29,293), £20,044 from Clinical Commissioning Group East Surrey (2019 - £20,044) and £20,000 from Reigate & Banstead Borough Council (2019 - £21,150). The rest was from smaller grants and other services such as photocopying.

The trustees are committed to continue the monitoring of the activities of Voluntary Action Reigate and Banstead and to endeavour to ensure its continuing success.

At 31 March 2020 the charity had free reserves of £25,977 (2019: £26,113) and restricted funds of £19,755 (2019: £9,408).

Core funding from Surrey County Council and Reigate & Banstead Borough Council and the Clinical Commissioning Group is in place for the following year, and so the trustees are satisfied that the charity continues to operate a going concern.

Reserves policy

The Charity Commission recommends that any charity should have reserves of at least 3 months running expenditure plus an amount that is sufficient to end any longer-term contracts, such as property leases, and other commitments such as redundancy. VARB had sufficient funds in reserves to cover these commitments for the period 2019/20 and continue to hold these for the period 2020/21.

Approved by order of the board of trustees on *04 November* 2020 and signed on its behalf by:



Mr A Semple - Trustee

Independent Examiner's Report to the Trustees of
Voluntary Action Reigate & Banstead Ltd

I report to the trustees on my examination of the accounts of Voluntary Action Reigate and Banstead Ltd for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the Branch you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Branch's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I confirm that the accounts of the charitable company are not required to have an audit under part 16 of the Companies Act 2006.

Independent examiner's statement

I have completed my examination. I confirm that no 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 respect of the Branch as required by section 130 of the Act;
or
2. That the accounts do not accord with those records; or
3. That account do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

David Wheeler FCCA – Independent examiner
Cheeld Wheeler & Co
Chartered Certified Accountants
Goodman House
13a West Street
Reigate
Surrey
RH2 9BL

Dated:

Voluntary Action Reigate & Banstead Ltd

Statement of Financial Activities (Incorporating the Income and Expenditure Accounts)
for the Year Ended 31 March 2020

	Unrestricted Fund £	Restricted Funds £	2020 Totals £	Unrestricted Fund £	Restricted Funds £	2019 Totals £
INCOME AND ENDOWMENTS						
Charitable Activities (Note 2)	70,069	30,888	100,957	70,487	32,650	103,137
Investment income (Note 3)	101	-	101	77	-	77
Other trading activities	564	-	564	905	-	905
Other income	68	-	68	104	-	104
Transfer between funds (Note 9)	-	-	-	-	-	-
TOTAL INCOME	70,802	30,888	101,690	71,573	32,650	104,223
EXPENDITURE						
Expenditure on Charitable Activities (Note 4)	70,938	20,541	91,425	73,896	24,830	98,726
TOTAL EXPENDITURE	70,938	20,541	91,425	73,896	24,830	98,726
NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS FOR THE YEAR	(136)	10,347	10,265	(2,323)	7,820	5,497
RECONCILIATION OF FUNDS						
Funds brought forward 1 April	26,113	9,408	35,521	24,436	1,588	30,024
FUNDS CARRIED FORWARD 31 MARCH	25,977	19,755	45,732	26,113	9,408	35,521
Represented by:						
Net current assets	25,977	19,755	45,732	26,113	9,408	35,521
31 MARCH 2020	25,977	19,755	45,732	£26,113	£9,408	£35,521

The notes form part of these financial statements

Voluntary Action Reigate & Banstead Ltd

Balance Sheet
At 31 March 2020

	Notes	2020 £	2019 £
CURRENT ASSETS			
Debtors	7	757	837
Cash at bank and in hand		47,082	36,817
Total Current Assets		47,839	37,654
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	8	2,107	2,133
NET CURRENT ASSETS		45,732	35,521
NET ASSETS		45,732	35,521
THE FUNDS OF THE CHARITY			
Unrestricted Fund	9	25,977	26,113
Restricted Funds		19,755	9,408
TOTAL CHARITY FUNDS		45,732	£35,521

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 04 November 2020 and were signed on its behalf by:



Mr A Semple –Trustee

The notes form part of these financial statements

Voluntary Action Reigate & Banstead Ltd
Notes to the Financial Statements
for the Year Ended 31 March 2020

STATUTORY INFORMATION

The charitable company is registered in England and Wales as a company limited by guarantee. The registered office address and registration numbers are shown on page 1.

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charitable company constitutes a public benefit entity as defined by FRS 102.

Income

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
East Surrey Clinical Commissioning Group	20,044	20,044
Surrey County Council	30,025	29,293
Reigate & Banstead Borough Council	20,000	21,150
Reigate & Banstead Council – Covid 19	2,500	-
Surrey County Council – Covid 19	3,000	-
Travelsmart, – Aspire Project		
Santander Foundation - Volunteer Boost	-	4,800
Community Foundation for Surrey – Aspire Project	-	5,000
Office of the Police & Crime Commissioner - Ex Offenders Project	-	14,138
Community Foundation for Surrey – Youth Social Action Fund	-	4,994
Christmas Day Lunch donations	4,127	1,618
Gatwick Airport Community Trust - Older Volunteer	-	2,100
BUPA UK Foundation – Doing Good Project	11,270	-
Community Foundation for Surrey – Youth Social Action Fund	4,991	-
Community Foundation for Surrey – Young Volunteer Project	5,000	-
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	100,957	103,137
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Voluntary Action Reigate & Banstead Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	101	77

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	2020	2019
	£	£
Staff costs	47,647	52,280
Insurance	729	741
Telephone	794	916
Postage and stationery	110	77
Sundries	60	60
Events and meetings	533	45
Office expenses	122	200
Printing and photocopying	988	945
Rent and service charge	10,296	8,140
Staff expenses	3,384	2,049
Computer and internet	5,125	3,857
Information and publicity	-	-
Subscriptions (including Grant Finder in 2019)	217	3,793
Independent examiner's fees	630	600
Professional fees	303	193
Restricted Funds expenditure	20,541	24,830
	91,479	98,726

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

6. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	45,334	50,353
Pension costs	2,313	1,927
	47,647	52,280

The average monthly number of employees during the year was as follows:

	2020	2019
Office administration (full time equivalent) (includes 0.9 restricted funding post in 2019)	3	4

No employees received emoluments in excess of £60,000.

Voluntary Action Reigate & Banstead Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Other debtors	757	837
	757	837

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Other creditors and accrued expenses	2,107	2,133
	2,107	2,133

9. MOVEMENT IN FUNDS

	At 1 April 2019	Net Movement in funds	At 31 March 2020
	£	£	£
Unrestricted fund			
General fund	26,113	(136)	25,977
	26,113	(136)	25,977
Restricted funds			
Office of the Police & Crime Commissioner Ex Offender	3,561	(3,294)	267
Community Foundation for Surrey – Aspire	1,890	(1,505)	385
Santander Foundation – Volunteer Boost	1,342	(1,342)	-
Community Foundation for Surrey Youth Social Action Funds & Young Volunteer Project	1,815	4,861	6,676
Social Action Fund			
Christmas Day Lunch	471	-	471
Gatwick Airport Community Trust – Older Volunteers		(329)	-
BUPA UK Foundation Doing Good Project	329	7,029	7,029
Covid 19 – Surrey County Council and Reigate & Banstead Borough Council		4,927	4,927
	9,408	10,347	19,755
Total Restricted Funds	9,408	10,347	19,755
TOTAL FUNDS	£35,521	£10,211	£45,732

Voluntary Action Reigate & Banstead Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

Net movements in funds, included in the above, are as follows:

	Income and endowments	Expenditure	Movement in funds
	£	£	£
Unrestricted fund			
General fund	70,802	70,938	(136)
Restricted funds			
Office of the Police & Crime Commissioner - Ex Offender	-	3,294	(3,294)
Community Foundation for Surrey – Aspire	-	1,505	(1,505)
Santander Foundation -Volunteer Boost		1,342	(1,342)
Community Foundation for Surrey - -Youth Social Action Fund, Young Volunteer Project	9,991	5,130	4,861
Christmas Day Lunch	4,127	4,127	-
Gatwick Airport Community Trust - Older Volunteer	-	329	(329)
BUPA UK Foundation – Doing Good Project.	11,270	4,241	7,029
Covid 19 – Surrey County Council and Reigate & Banstead Borough Council	5,500	573	4,927
TOTAL FUNDS	<u>101,690</u>	<u>91,479</u>	<u>10,211</u>

10. RELATED PARTY TRANSACTIONS

The charity made use of the Three Central Venue in Redhill which is operated on a not for profit basis. Mr Semple (Chair of the Trustees) is an elder of the church which owns and manages the venue.

The charity receives grant funding from Surrey County Council and from Reigate & Banstead Borough Council. Jonathan Essex is a councillor of both councils.

