

Company number: 4666277

Charity Number: 1097655

# New Mills and District Volunteer Centre

Report and financial statements  
For the year ended 31 March 2019

New Mills and District Volunteer Centre  
Reference and administrative information  
for the year ended 31 March 2019

**Company number** 4666277

**Charity number** 1097655

**Registered office and operational address** 33/35 Union Road, New Mills, High Peak, SK22 3EL

**Trustees** The Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Dorothy Scapens	Acting Chair
Kevin Scott	Resigned August 2018 Chair
Ann Hallam	Acting Vice Chair
Michelle Simpson	Resigned August 2018 Vice Chair
Doris Higginbotham	Treasurer
Carol Evans	Resigned January 2019
Tony Ashton	
Nigel Caldwell	Resigned at AGM July 2018
Gill Christian	
Richard Hubble	
David King	
Derenda Wright	
Alan Scapens	Co-opted January 2019
Keith Leigh	Co-opted February 2019

<b>Staff</b>	Ed Mountifield	Retired December 2018 Centre Manager/Company Secretary
	Adele Gould	Office Manager/Centre Manager from January 2019
	Hannah Kitson	Community Transport Coordinator
	Sandra Oates	Volunteer and Social Groups Coordinator
	Lorna Young	Group Development Coordinator
	Anne-Louise Black	Home from Hospital Coordinator
	Janet Goulding	Caretaker/Cleaner

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Trustees' annual report  
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**Bankers**

The Co-operative Bank, Delph House, Skelmersdale, WN8 6WT  
Cambridge & Counties Bank, Charnwood Court, Leicester, LE1 6TE  
Redwood Bank, The Base, Dallam Lane, Warrington WA2 7NG

**Independent Examiner**

Jennifer Daniel FCCA DChA, Slade & Cooper Limited  
Greenfish Resource Centre, 46-50 Oldham St, Manchester, M4 1LE

New Mills and District Volunteer Centre  
Trustees' annual report  
for the year ended 31 March 2019

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2019. Included within the Trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice (SORP)- Accounting and Reporting by Charities: applicable to charities preparing their accounts in accordance with FRS 102.

## **Objectives and activities**

The objective of the Volunteer Centre is to promote charitable purposes for the benefit of the residents of New Mills and district by associating together volunteers in a common effort to relieve poverty, sickness and distress through:

1. Promoting volunteering
2. The provision of a volunteer centre
3. Giving advice and support to volunteers.

We review our aims, objectives and activities each year. This report looks at what we have achieved and the outcomes over the previous year. The review looks at the success of each key activity and the benefits that have been brought to the residents of New Mills and district. The review also helps to ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, we consider how planned activities will contribute to the aims and objectives set.

The Trustees are responsible for maintaining the Volunteer Centre and employing a team of staff which is sufficient to deliver the services to our volunteers and clients. During the past year, we have ensured a high quality service for volunteers, clients, and socially isolated people in New Mills and district. The Volunteer Centre has offered advice and support to volunteers and we continue to use our resources carefully to ensure that we can continue to provide a focal point within our community as well as adapting our activities to meet the ever changing needs of our clients.

## **Achievements and performance**

The charity's main activities and who it tries to help are described below. All its charitable activities focus on the local community and are undertaken to further our charitable purposes for the public benefit.

The main activities of the Volunteer Centre are.

- Car Scheme - Volunteers use their own cars to take people to hospital appointments.
- Shopping - We shop and deliver for housebound people.
- Shoparound - People are escorted on minibus trips to local shopping centres.
- Minibus trips - Trips are organised to nearby attractions.
- Befriending - We visit or telephone people who are isolated or live on their own.
- IT Training - We give IT skills to help people lead a more independent lifestyle.
- Groups - Weekly sessions including stroke support, handicraft and over 60's.
- Gardening/DIY - We help people who struggle to maintain their garden or home.
- Chair based Exercise - It is beneficial with coordination and flexibility to help prevent falls.

# New Mills and District Volunteer Centre

## Trustees' annual report

for the year ended 31 March 2019

### Financial review

The Charity made a surplus for 2018/2019 of £11,374 (2017/2018 surplus of £10,306) . The value of the COIF Charities Investment Fund Units increased by £5,352, therefore the units held are worth £73,113. We were granted continuation funding by Derbyshire County Council, this was at the same rate as the previous year , £21,763.00 and although North Derbyshire Clinical Commissioning Group had advised us that we would only receive a grant for six months we did in fact also receive the full twelve months grant of £25,250.00, also the same amount as the previous year.

The total income of 2018/2019 was £157,600 (2017/2018 was 149,279). The total expenditure for 2018/2109 was £151,578, (2017/2018 was £140,362).

Our main funders were Derbyshire County Council, North Derbyshire Clinical Commissioning Group, the Big Lottery for our Community Transport, Foundation Derbyshire and The Co-op.

### Balance Sheet

Restricted funds of £177,023 (2018 £198,899) represents grants received for specific projects not yet spent, plus the funds for improvements not yet expended by depreciation.

Unrestricted funds at the year-end were £189,997 (2018 £156,747) representing approximately 12 months operating costs based on the predicted 2019/2020 budget.

### Reserves policy

The Trustees have, as required of them, considered the risks faced and the steps needed to mitigate them. The level of reserves is kept under review and the Trustees believe we need to keep enough to cover the following: £50,292 being the monies that is still owed on the remaining years of the lease, £12,024 under the District Nurses Fund, (this is ring fenced) and the sum of £1,147.03 for the High Peak Kids Council. We feel a minimum of between 3 and 6 months of normal operating costs is desirable. Based on the budget for the year ending 31 March 2019, this policy would require general reserves of between £40,000 and £80,000. The amount held on Deposit is £154,815 which provides a contingency for restructuring if required.

### Plans for the future

We start this financial year knowing that we are to receive our grants from Derbyshire County Council, this is at the same rate as last year and North Derbyshire Clinical Commissioning Group, this will be 17% less than last year. We thank them for their continued support.

The Home from Hospital Scheme has been cut back this year to just 24 hours of paid staff time per week, to cover the whole of the High Peak and the staff member will be employed by Buxton(Connex) and works occasionally in our office. Because of the decreased hours she/he will be out on the road a lot more.

# New Mills and District Volunteer Centre

## Trustees' annual report

for the year ended 31 March 2019

We are still working with VCS Peaks and Dales, the Glossop Volunteer Bureau and Bakewell and Eyam Community Travel on the Connect Active Travel project. This is working well and is continuing until 2020. Once again we are able to keep our Car Scheme charges at the same rates.

Going forward the Board now have a Regular Funding Group, who are concentrating on raising our profile with Local Businesses and encouraging them to donate regular amounts. This is with the aim of making us less reliant on Grants which are becoming increasingly difficult to obtain.

### **Structure, governance and management**

The Volunteer Centre is a charitable company limited by guarantee, incorporated on 13 February 2003 and registered as a charity on 22 May 2003.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the Volunteer Centre in the event of winding up. The total number of such guarantees at 31 March 2019 was 56 (2018:52). Members have voting rights at general meetings. Trustees must be members of the charity and have no beneficial interest in the charity.

All Trustees give their time voluntarily and receive no financial, or in any kind benefits from the charity. Any expenses reclaimed from the charity are set out in note 12 to the accounts.

The Trustees have a policy on Trustee recruitment and new Trustees are encouraged to receive relevant training. This year the Trustees, because of all the changes within the Board, have decided instead of having the Finance and Strategy Committee to split it into Working Groups. These are to be called Finance & Strategy, Fundraising, Publicity & Marketing, and NMVC Centre(HR, Health & Safety, Groups, Building are all under this heading), all of the Trustees will have roles relating to their applicable experience within the groups and will meet as necessary and be responsible for reporting back to the Board.

### **Risk management**

The Trustees have identified key risks associated with running the Volunteer Centre and have created a Risk Register which is reviewed regularly with remedial action being taken as appropriate. Written procedures have been prepared for the Company's policies covering employees, volunteers, clients, visitors and financial systems and procedures.

New Mills and District Volunteer Centre  
Trustees' annual report  
for the year ended 31 March 2019

## **Manager's Report 2018/19**

It has been another successful year for us in terms of the services we provide and support from our core funders. Both Derbyshire County Council (DCC) and North Derbyshire Clinical Commissioning Group continued to be our two main core funders.

The Big Lottery funded Community Transport project continues to thrive. We are now part of a DCC funded High Peak-wide project - Derbyshire Connect Active Travel - whereby we are contracted to supply this service alongside our partners in this venture, Connex Community Support, The Bureau at Glossop and Bakewell & Eyam Community Travel. Our Big Lottery-funded minibus continues to be a great resource for the community bringing in our social group clients to the Volunteer Centre and taking them out on day trips.

Our 60 Not Out has now been revamped and is called the Monday Catch Up Group. The Monday Catch Up, Stroke Support and Handicraft Groups continue to thrive and are invaluable for local people to meet up and have a chat or a sing song, play games, watch a film show, listen to a speaker or go out on a trip in our minibus together.

We now offer 3 chair-based exercise classes, 2 in New Mills and 1 in Hayfield which has been a great success. Chair-based exercises are proven to be highly beneficial to physical and mental wellbeing. We recently received funding for the chair-based exercise class from the Derbyshire 5 ways to wellbeing grants, this also helped us to purchase a new television so the groups can watch films and see better quality pictures from volunteers travels around the World.

Shop around continue to use our minibus to take the group to local markets. The Friday Lunch Club, which is held each week at the Volunteer Centre has been set up for Carer's and those they care for and Men. It is going from strength to strength with numbers increasing each week and I would like to thank Lorna for all her hard work in promoting and running this group.

We offer the home and telephone befriending service which helps to alleviate social isolation. This service is also increasing with more referrals than ever before. We also offer Our gardening, DIY and grocery shopping services and they continue to help local people remain independent in their own homes which is vital.

The Social and Fundraising group have had an exceptionally busy year and continue to raise invaluable funds for the Volunteer Centre and this is much appreciated. We have attracted several new members recently and have a full calendar of events planned for the year ahead. I thank all the volunteers who give up their time to organize, hold and support the fundraising events.

We are also fortunate in having a committed staff team. Hannah our transport coordinator running the very busy transport scheme, helping clients get to medical appointments. Lorna our marketing and groups development coordinator and Sandra was our volunteer and groups co-ordinator. The staff are very fortunate to have the strong support from our Board of Trustees.

New Mills and District Volunteer Centre  
Trustees' annual report  
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We have been pleased to welcome 47 new Volunteers during the year which brings us up to a total of 185. I cannot thank the volunteers enough for everything they do. They all bring different skills and use them for the benefit of the people of New Mills and the surrounding areas. They make a wonderful team and we are eternally grateful to them all.

In all we are well prepared for the coming year and look forward to continue meeting the needs of the community.

Adele Gould

Centre Manager

New Mills and District Volunteer Centre

Trustees' annual report

for the year ended 31 March 2019

**Statistics**

<b><u>VOLUNTARY WORK</u></b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b><u>Transport Jobs</u></b>				
Local	355	508	621	1042
Long Distance	294	194	290	244
Medium Distance	185	226	620	843
Stepping Hill	392	473	596	694
Social Only	72	193	0	0
New Mills	363	782	1192	996
Groups (Cars)	975	748	855	1381
Groups (Minibus)	699	1510	1598	1087
Shoparound	367	384	0	0
Trips	68			
Minibus bookings	8			
	<b>3778</b>	<b>5018</b>	<b>5772</b>	<b>6287</b>
<b><u>VOLUNTEER HOURS</u></b>				
Transport Jobs	2025	2255	2684	2662
Minibus Driving	769	823	1048	520
Escorting	897	814	693	905
Group Work	1157	1616	1798	1751
Home Befriending	1616	1097	1649	2499
Shopping	1305	1330	1299	1371
Gardening	319	232	298	321
Reception/Office/Admin/Committee	2902	2935	3053	2851
Trustee Activities	446	382	398	443
Fundraising Events	2537	1874	1999	2260
DIY	59	49	71	89
Miscellaneous & IT	53	11	59	123
Publicity & Marketing	153	768	64	34
Training	90	63	61	80
Telephone Befriending	298	423	668	784
Computer Training	176	330	423	655
Allotment	112	83	131	183
Home From Hospital	164	4	47	0
<b><u>Total Volunteer Hours:</u></b>	<b>15078</b>	<b>15089</b>	<b>16443</b>	<b>17531</b>

New Mills and District Volunteer Centre

Trustees' annual report

for the year ended 31 March 2019

<b><u>GROUP ACTIVITIES (No of Sessions)</u></b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Friday Luncheon Club	49	46	n/a	n/a
Handicraft	48	50	49	51
Shoparound	44	47	51	47
Stroke Support Group - Sessions	42	39	46	43
Stroke Support Group - Trips	3	8	5	3
60 Not Out' Group - Sessions	32	34	37	40
60 Not out Group - Trips	4	9	3	2
Chair Based Exercise - Hayfield & New Mills	107	88	20	0
<b><u>Total Group Sessions:</u></b>	<b>329</b>	<b>321</b>	<b>233</b>	<b>206</b>
<b><u>TRAINING COURSES</u></b>				
<b><u>Volunteers Training</u></b>				
First Aid	44			
New Volunteer Training	40			
Home from hospital	14			
<b><u>Training for Volunteers (Hours)</u></b>	<b>98</b>	<b>50</b>	<b>133</b>	<b>55</b>
<b><u>Staff Training</u></b>				
First Aid	22			
Bid writing	8			
Food Hygiene	12			
<b><u>Training for Staff (Hours)</u></b>	<b>42</b>	<b>56</b>	<b>104</b>	<b>30</b>
<b><u>Organisations Hiring Rooms</u></b>	<b>14</b>	<b>17</b>	<b>20</b>	<b>13</b>
<b><u>National Volunteer Database Enquiries</u></b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>

New Mills and District Volunteer Centre  
Trustees' annual report  
for the year ended 31 March 2019

## Statement of responsibilities of the Trustees

The Trustees (who are also directors of New Mills and District Volunteer Centre for the purposes of company law) are responsible for preparing the Trustees' 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 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, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The 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 or other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## Independent Examiner

Jennifer Daniel of Slade & Cooper Ltd was re-appointed as the charitable company's Independent Examiner during the year and has expressed her willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The Trustees' annual report has been approved by the Trustees on ..... and signed on their behalf by

Dorothy Scapens

Independent examiner's report  
to the members of  
New Mills and District Volunteer Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2019 which are set out on pages 12 to 27.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Jennifer Daniel FCCA DChA  
Slade & Cooper Limited  
Green Fish Resource Centre, 46-50 Oldham Street  
Manchester, M4 1LE  
Date.....

New Mills and District Volunteer Centre  
Statement of Financial Activities  
(including Income and Expenditure account)  
for the year ended 31 March 2019

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
<b>Income from:</b>					
Donations and legacies	3	22,512	5,923	28,435	28,933
Charitable activities: Volunteer Centre	4	49,513	43,157	92,670	81,847
Other trading activities	5	32,278	-	32,278	34,877
Investments	6	1,813	2,404	4,217	3,622
<b>Total income</b>		<b>106,116</b>	<b>51,484</b>	<b>157,600</b>	<b>149,279</b>
<b>Expenditure on:</b>					
Raising funds	7	2,384	-	2,384	1,487
Charitable activities: Volunteer Centre	8	73,054	76,140	149,194	138,875
<b>Total expenditure</b>		<b>75,438</b>	<b>76,140</b>	<b>151,578</b>	<b>140,362</b>
<b>Net income/(expenditure) before net gains/(losses) on investments</b>					
		30,678	(24,656)	6,022	8,917
Realised gains/(losses) on investments		-	-	-	-
Unrealised gains/(losses) on investments		-	5,352	5,352	1,389
<b>Net income/(expenditure) for the year</b>	10	<b>30,678</b>	<b>(19,304)</b>	<b>11,374</b>	<b>10,306</b>
Transfer between funds		2,572	(2,572)	-	-
<b>Net movement in funds for the year</b>		<b>33,250</b>	<b>(21,876)</b>	<b>11,374</b>	<b>10,306</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		156,747	198,899	355,646	345,340
<b>Total funds carried forward</b>		<b>189,997</b>	<b>177,023</b>	<b>367,020</b>	<b>355,646</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

New Mills and District Volunteer Centre  
Company number 41666277

Balance sheet as at 31 March 2019

	Note	2019		2018	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	15		97,973		114,238
Investments	16		73,113		67,761
<b>Total fixed assets</b>			<b>171,086</b>		<b>181,999</b>
<b>Current assets</b>					
Debtors	17	3,382		3,167	
Cash at bank and in hand	18	205,652		175,632	
<b>Total current assets</b>		<b>209,034</b>		<b>178,799</b>	
<b>Liabilities</b>					
Creditors: amounts falling due in less than one year	19	(13,100)		(5,152)	
<b>Net current assets</b>			<b>195,934</b>		<b>173,647</b>
<b>Total assets less current liabilities</b>			<b>367,020</b>		<b>355,646</b>
<b>Net assets</b>			<b>367,020</b>		<b>355,646</b>
<b>The funds of the charity:</b>					
Restricted income funds	20		177,023		198,899
Unrestricted income funds	21		189,997		156,747
<b>Total charity funds</b>			<b>367,020</b>		<b>355,646</b>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 28 form part of these accounts.

Approved by the Trustees on ..... and signed on their behalf by:

\_\_\_\_\_  
Dorothy Scapens (Acting Chair)

\_\_\_\_\_  
Doris Higginbotham (Treasurer)

New Mills and District Volunteer Centre  
Statement of Cash Flows  
for the year ending 31 March 2019

	Note	2019 £	2018 £
<b>Cash provided by/(used in) operating activities</b>	24	<b>25,803</b>	<b>20,986</b>
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		4,217	3,622
<b>Cash provided by/(used in) investing activities</b>		<b>4,217</b>	<b>3,622</b>
Increase/(decrease) in cash and cash equivalents in the year		30,020	24,608
Cash and cash equivalents at the beginning of the year		175,632	151,024
<b>Cash and cash equivalents at the end of the year</b>		<b>205,652</b>	<b>175,632</b>

# New Mills and District Volunteer Centre

## Notes to the accounts for the year ended 31 March 2019

### **1 Accounting policies**

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **a Basis of preparation**

The financial statements have been 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

New Mills and District Volunteer Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

#### **b Preparation of the accounts on a going concern basis**

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The Trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

#### **c Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

#### **d Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the Trustees' annual report for more information about their contribution.

## New Mills and District Volunteer Centre

### Notes to the accounts for the year ended 31 March 2019 (continued)

#### **e Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **f Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

#### **g Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **h Operating leases**

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

#### **i Tangible fixed assets**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold building improvements	25 years	(period of the lease)
Office furniture and equipment	5 years	
Computer equipment	1 Year	
Minibus	5 years	

# New Mills and District Volunteer Centre

## Notes to the accounts for the year ended 31 March 2019 (continued)

### **j Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

### **k Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **l Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **m Creditors and provisions**

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

### **n Pensions**

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 11. There were no outstanding contributions at the year end. The costs of the defined contribution scheme are included within staff costs.

The money purchase plan is managed by NEST and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan a pension fund which is then converted into a pension upon the employee's normal retirement year age when eligible for a state pension. The total expense ratio of the plan is 0.48% and this is deducted from the investment fund annually. The trust has no liability beyond making its contributions and paying across the deductions for the employee's contributions. There were no contributions outstanding at the year-end.

## **2 Legal status of the charity**

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2019 £
Donations	7,614	5,923	13,537
Fund raising income	11,853	-	11,853
Gift Aid	3,045	-	3,045
<b>Total</b>	<b>22,512</b>	<b>5,923</b>	<b>28,435</b>
<b>Previous reporting period</b>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2018</i>
	<i>£</i>	<i>£</i>	<i>£</i>
<i>Donations</i>	<i>9,399</i>	<i>9,094</i>	<i>18,493</i>
<i>Fund raising income</i>	<i>7,416</i>	<i>-</i>	<i>7,416</i>
<i>Gift Aid</i>	<i>3,024</i>	<i>-</i>	<i>3,024</i>
<b>Total</b>	<b>19,839</b>	<b>9,094</b>	<b>28,933</b>

### 4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2019 £
North Derbyshire CCG	25,250	-	25,250
Derbyshire County Council	21,763	-	21,763
High Peak Borough Council	2,500	-	2,500
The Big Lottery - Community Transport	-	15,766	15,766
Foundation Derbyshire	-	25,191	25,191
Equilibrium Foundation	-	2,200	2,200
<b>Total</b>	<b>49,513</b>	<b>43,157</b>	<b>92,670</b>
<b>Previous reporting period</b>	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2018</i>
	<i>£</i>	<i>£</i>	<i>£</i>
<i>North Derbyshire CCG</i>	<i>25,250</i>	<i>-</i>	<i>25,250</i>
<i>Derbyshire County Council</i>	<i>21,763</i>	<i>-</i>	<i>21,763</i>
<i>High Peak Borough Council</i>	<i>2,500</i>	<i>-</i>	<i>2,500</i>
<i>The Big Lottery - Volunteer Friends</i>	<i>-</i>	<i>12,248</i>	<i>12,248</i>
<i>The Big Lottery - Community Transport</i>	<i>-</i>	<i>17,186</i>	<i>17,186</i>
<i>Equilibrium Foundation</i>	<i>-</i>	<i>2,400</i>	<i>2,400</i>
<i>S.Derbyshire CVS</i>	<i>500</i>	<i>-</i>	<i>500</i>
<b>Total</b>	<b>50,013</b>	<b>31,834</b>	<b>81,847</b>

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 5 Income from other trading activities

	2019 £	2018 £
Room Hire	7,495	5,998
Groups' Income	23,903	25,257
Miscellaneous Income	880	3,622
	32,278	34,877
	32,278	34,877

All income from other trading activities is unrestricted.

### 6 Investment income

	Unrestricted £	Restricted £	2019 £
Income from bank deposits	1,813	-	1,813
Income from investments	-	2,404	2,404
	1,813	2,404	4,217
	1,813	2,404	4,217

#### *Previous reporting period*

	Unrestricted £	Restricted £	2018 £
<i>Income from bank deposits</i>	<i>1,266</i>	<i>-</i>	<i>1,266</i>
<i>Income from investments</i>	<i>-</i>	<i>2,356</i>	<i>2,356</i>
	<i>1,266</i>	<i>2,356</i>	<i>3,622</i>
	<i>1,266</i>	<i>2,356</i>	<i>3,622</i>

### 7 Cost of raising funds

	2019 £	2018 £
Costs of raising funds	2,384	1,487
	2,384	1,487
	2,384	1,487

All expenditure on cost of raising funds is unrestricted.

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 8 Analysis of expenditure on charitable activities

	Total 2019 £	Total 2018 £
Staff costs	85,792	75,080
Premises	10,237	11,092
Administration	7,081	10,121
Gas, Water, Electricity	2,933	3,117
Project costs	24,218	18,766
Professional fees	650	702
Volunteer costs	483	524
Depreciation	16,265	17,945
Governance costs (see note 9)	1,535	1,528
	149,194	138,875
	2019 £	2018 £
Restricted expenditure	76,140	63,348
Unrestricted expenditure	73,054	75,527
	149,194	138,875

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 9 Analysis of governance and support costs

	Basis of apportionment	<i>Total 2019</i> £
Administration	Governance	65
Independent Examiner's fee	Governance	570
Accountancy services	Governance	900
		1,535
		1,535

### 10 Net income/(expenditure) for the year

	2019 £	2018 £
This is stated after charging/(crediting):		
Depreciation	16,265	17,945
Operating lease rentals:		
Property	6,286	6,286
Ind. examiner remuneration - Accountancy fees	900	900
Ind. examiner remuneration - payroll bureau fees	650	702
Independent examiner's fee	600	600

## New Mills and District Volunteer Centre

### Notes to the accounts for the year ended 31 March 2019 (continued)

#### 11 Staff costs

Staff costs during the year were as follows:

	2019 £	2018 £
Wages and salaries	80,015	70,114
Social security costs	1,290	969
Pension costs	3,380	2,241
Other staff costs	1,107	1,756
	<hr/>	<hr/>
	85,792	75,080
	<hr/> <hr/>	<hr/> <hr/>

No employees has employee benefits in excess of £60,000 (2018: Nil).

The average number of staff employed during the period was 7 (2018: 6).

The key management personnel of the charity comprise the trustees, Centre Manager and Office Manager. The total employee benefits of the key management personnel of the charity were £34,503 (2018: £36,608).

#### 12 Trustee remuneration and expenses, and related party transactions

Neither the Trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2018: Nil).

7 Trustees received travel and subsistence expenses during the year of £1,884 (2018:£197).

Aggregate donations from related parties were £749 (2018: £180).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No Trustee had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2018: nil).

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 13 Government grants

The government grants recognised in the accounts were as follows:

	2019 £	2018 £
High Peak Borough Council	2,500	2,500
North Derbyshire CCG	25,250	25,250
Derbyshire County Council	21,763	21,763
	49,513	49,513
	49,513	49,513

### 14 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 15 Fixed assets: tangible assets

	Leasehold improvements £	Office furniture & equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2018	234,566	26,739	38,413	299,718
Additions	-	-	-	-
Disposals	-	-	-	-
	234,566	26,739	38,413	299,718
At 31 March 2019	234,566	26,739	38,413	299,718
<b>Depreciation</b>				
At 1 April 2018	131,348	26,739	27,393	185,480
Charge for the year	9,382	-	6,883	16,265
Disposals	-	-	-	-
	140,730	26,739	34,276	201,745
At 31 March 2019	140,730	26,739	34,276	201,745
<b>Net book value</b>				
At 31 March 2019	93,836	-	4,137	97,973
At 31 March 2018	103,218	-	11,020	114,238

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 16 Investments

	2019 £	2018 £
Market value at the start of the year	67,761	66,372
Add: additions to investments at cost	-	-
Disposals at carrying value	-	-
Add net gain/(loss) on revaluation	5,352	1,389
	67,761	66,372
Market value at the end of the year	73,113	67,761
Investments at fair value comprised: COIF Charities Investment Fund Units	73,113	67,761
	73,113	67,761

Investments are all carried at fair value and are all traded in quoted public markets.

### 17 Debtors

	2019 £	2018 £
Trade debtors	1,513	1,358
Prepayments and accrued income	1,869	1,809
	3,382	3,167
	3,382	3,167

### 18 Cash at bank and in hand

	2019 £	2018 £
Short term deposits	154,815	98,002
Cash at bank and on hand	50,837	77,630
	205,652	175,632
	205,652	175,632

### 19 Creditors: amounts falling due within one year

	2019 £	2018 £
Other creditors and accruals	12,046	4,088
Taxation and social security costs	1,054	1,064
	13,100	5,152
	13,100	5,152

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 20 Analysis of movements in restricted funds

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
<b>Volunteer Centre</b>					
District Nurses' Fund	85,883	7,756	(1,110)	(8,392)	84,137
Relocation Project	103,218	-	(9,382)	-	93,836
Community Transport	3,831	15,766	(29,740)	5,563	(4,580)
Volunteer Friends	750	-	(220)	-	530
DCC Capacity Building	362	-	(262)	-	100
Friday Luncheon Club	4,855	2,200	(7,312)	257	-
Home from Hospital	-	18,416	(16,170)	-	2,246
Active Travel	-	6,775	(6,147)	-	628
Groups	-	5,923	(5,797)	-	126
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	198,899	56,836	(76,140)	(2,572)	177,023
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	<i>Balance at 1</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at</i>
<b>Previous reporting period</b>	<i>April 2017</i>				<i>31 March</i>
					<i>2018</i>
<b>Volunteer Centre</b>					
District Nurses' Fund	82,668	3,745	(530)	-	85,883
Relocation Project	112,600	-	(9,382)	-	103,218
Community Transport	(1,339)	17,186	(30,248)	18,232	3,831
Volunteer Friends	4,399	12,248	(9,747)	(6,150)	750
Volunteer Co-ordinator	5,920	-	(5,900)	(20)	-
DCC Capacity Building	983	-	(621)	-	362
Friday Luncheon Club	-	11,494	(6,920)	281	4,855
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	205,231	44,673	(63,348)	12,343	198,899
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## New Mills and District Volunteer Centre

### Notes to the accounts for the year ended 31 March 2019 (continued)

<b>Name of fund</b>	<b>Description, nature and purposes of the fund</b>
District Nurses' Fund	Income from dividends and increase in market value. Expenditure included £1,000 transferred to general funds
Relocation Project	The relocation Project fund was created in 2003 and refers to the move to the current premises on Union Road. The project was substantially funded by the Big Lottery and outgoing resources represent the depreciation charge on the improvements to the premises.
Community Transport	The Community Transport is funded by the Big Lottery and runs to May 2020. It provided for the purchase of the mini bus, its running costs and the Community Transport Co-ordinator post.
Volunteer Friends	The Volunteer Friends Project is funded by the Big Lottery and ran to September 2017. It provides for befriending and computer training.
DCC Capacity Builders	Grant from Derbyshire County Council for a capacity building project.
Friday Luncheon Club	Funding from the Equilibrium Foundation and the Co-op towards the group Development Co-ordinator's post and providing the lunches for the group.
Homes from Hospital	Grant from DCC covering salary & expenses for the Home from Hospital scheme
Active Travel	Grant from DCC to go towards the cost of travel for Medical appointments.
Groups	Money received from the Co-op towards running of the Groups.
Transfers	Transfers in respect of donations from participants, and administration and management costs agreed with funders.

#### 21 Analysis of movement in unrestricted funds

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	As at 31 March 2019 £
General fund	155,781	106,116	(75,346)	2,572	189,123
Designated funds: Hayfield Over 60s	966		(92)	-	874
	156,747	106,116	(75,438)	2,572	189,997
	156,747	106,116	(75,438)	2,572	189,997
<b>Previous reporting period</b>	<i>Balance at 1 April 2016</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at 1 April 2018</i>
General fund	139,003	105,995	(76,874)	(12,343)	155,781
Hayfield Over 60s	1,106	-	(140)	-	966
	140,109	105,995	(77,014)	(12,343)	156,747
	140,109	105,995	(77,014)	(12,343)	156,747

<b>Name of unrestricted fund</b>	<b>Description, nature and purposes of the fund</b>
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General fund	The free reserves after allowing for all designated funds
Hayfield Over 60s	to fund the activities of the Hayfield over 60s club.

## New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

### 22 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	97,973	-	-	97,973
Fixed asset investments	73,113			73,113
Net current assets/(liabilities)	18,037	874	177,023	195,934
Total	189,123	874	177,023	367,020

#### *Previous reporting period*

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	114,238	-	-	114,238
Fixed asset investments	67,761			67,761
Net current assets/(liabilities)	(26,218)	966	198,899	173,647
Total	155,781	966	198,899	355,646

### 23 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property	
	2019	2018
	£	£
Over five years	50,292	56,577
	50,292	56,577

New Mills and District Volunteer Centre

Notes to the accounts for the year ended 31 March 2019 (continued)

**24 Reconciliation of net movement in funds to net cash flow from operating activities**

	2019 £	2018 £
<b>Net income/(expenditure) for the year</b>	11,374	10,306
<b>Adjustments for:</b>		
Depreciation charge	16,265	17,945
Loss/(profit) on sale of fixed assets	-	-
(Gains)/losses on investments	(5,352)	(1,389)
Dividends, interest and rents from investments	(4,217)	(3,622)
Decrease/(increase) in debtors	(215)	(939)
Increase/(decrease) in creditors	7,948	(1,315)
	<hr/>	<hr/>
<b>Net cash provided by/(used in) operating</b>	25,803	20,986
	<hr/> <hr/>	<hr/> <hr/>