

**VOLUNTEER FRIENDS**  
(A company limited by guarantee)

---

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH, 2018**

**Charity Number 1098366**  
**Company Number 4609837**

SATURDAY



A22

\*A7A60UAY\*

14/07/2018

#254

COMPANIES HOUSE

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**CONTENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

	Page
Report of the Trustees	1 - 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 - 11
Notes to the Accounts	12 - 20

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

The trustees, who are also directors of the Charity for the purposes of the Companies Act, submit their report and accounts for the year ended 31<sup>st</sup> March, 2018.

**Reference and administrative information**

<b>Charity Name</b>	Volunteer Friends (formerly known as Volunteer Centre – Nuneaton & Bedworth)	
<b>Charity Registration Number</b>	1098366	
<b>Company Registration Number</b>	4609837	
<b>Registered Office and Operational Address</b>	Darlaston House 4 School Road Bulkington Warwickshire CV12 9JB	
<b>Trustees</b>	J. L. Cole                      Chair R. T. Smith                  Vice Chair A. Cox (resigned 31 December 2017) L. S. Parker (resigned 11 February 2018) D. W. Pannell L. R. Hayley R. T. Smith P. Robinson (appointed 8 February 2018) N. Panesar (appointed 8 February 2018)	
<b>Lead Officer</b>	M. Kalsi	
<b>Company Secretary</b>	R. T. Smith	
<b>Bankers</b>	NatWest Bank plc 1 Market Place Nuneaton Warwickshire CV11 4YY	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling, Kent ME19 4JQ
<b>Accountants</b>	Bishop Simmons Ltd Chartered Accountants Mitre House School Road Bulkington Warwickshire CV12 9JB	

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018 continued**

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 5<sup>th</sup> December 2002 and registered as a charity on 4<sup>th</sup> July 2003. It is governed by the Memorandum and Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.00.

**Statement of Public Benefit**

**Objects of the charity, principal activities and organisation of the work**

The Charity's objects and principal activities are to be performed for those within the Borough of Nuneaton & Bedworth and its surrounding districts.

The objects are to:

- benefit the general population of Nuneaton & Bedworth and surrounding areas by providing services and community recreation and to encourage community action and social cohesion within the locality.
- inspire and facilitate the support and training of people of all ages, abilities and interests to serve and engage with their community by providing , friendship and community recreation as deemed fit and necessary to fulfil and enhance the lives and wellbeing of residents in the Area of Benefit.
- for the public benefit,encouraging social inclusion in all our activities by promoting voluntary service and community action for all people including those not in full time employment or unwaged individuals, people from diverse background and cultures through the continued development of their individual capabilities, competences , skills and understanding in social cohesion.
- to hold forums, produce exhibitions, talks and other public events, as deemed appropriate.
- to promote social inclusion for the public benefit by challenging discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown and poor housing.

**Developments, activities and achievements this year**

• **Medicar**

It has been another busy year on Medicar. Our Co-ordinators and Drivers have done such a fantastic job with coordinating journeys for our service users. The demand for this lifeline service is so high, we have had to turn many service users away due to the fact that we simply don't have enough volunteer drivers. We lose drivers due to personal commitments, however we have gained a few drivers this year so we welcome those drivers on board.

The volunteer drivers' undertook journeys in 2017/18 covering over 59,827 miles and contributing 6,263 hours of their time.

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018 continued**

- **Ambulance Service – Renal Trips**

We have been undertaking renal journeys on behalf of the West Midlands Ambulance Service for the last three years. We have 6 regular drivers who pick up from Tamworth, Polesworth, Atherstone and Nuneaton to transport patients to George Eliot Hospital in Nuneaton for Dialysis treatment. Our drivers have undertaken a whopping 28,486 miles over the year and a big thank you for the early starts, especially on those cold, winter mornings!

A total of 28,486 miles was covered by our volunteer drivers and 1,045 hours of their time.

- **Supported Shopping Service**

We had some new service users on board the bus this year, and they can't stop thanking us for the fabulous service that we provide. This door to door pick up allows the service users to remain independent and get out to do their own shopping. I ask the clients "What do you like about this service?" One of the most common responses is that it gets them out of the house and gives them the opportunity to meet the other service users and have a cuppa and natter after they have finished their shopping.

In total, we took our shoppers to ASDA in Nuneaton 632 times. Our volunteers gave 3,585 hours of their time to help us deliver this valuable service.

- **Minibus Hire**

Aside from using our two minibuses for the Supported Shopping Service, we also hire our minibuses out to other charities and community groups. Some of the groups using our buses this year were; Good Friends, Willowbrook, British Gas Retirement Club, Headway Coventry & Warwickshire, Alms Houses Bedworth, Nuneaton & North Warwickshire Equestrian Centre, Drayton Court and Nuneaton Museum.

- **Social Transport Service**

Funded by Heart of England Community Foundation – Young at Heart Fund, this service has been popular, giving people aged 65 and over the opportunity and transport to get out and about, to socialise and provide them with a distraction from their daily experience of loneliness and isolation. We continue to undertake a small number of social journeys.

- **Awards for All – Wider Horizons**

In July 2015, we were awarded a grant from Awards for All to run a project called Cooking Confidence and Skills. Working closely with VISION Warwickshire, we engaged with 10 individuals who have visual impairments to teach them how to do basic food preparations and learn how to cook 5 fresh and healthy meals and 5 puddings. This project was completed in August 2016.

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018 continued**

- **Heart of England Community Foundation**

This funding was also to initiate a social transport scheme to enable people in our locality to be more mobile and to partake more fully in our community and to recruit volunteers to support the project.

- **Disclosure and Barring Service**

We have continued to provide a DBS guidance and processing service for a number of organisations and community groups. This year saw an increase in applications from previous years.

- **Coventry and Warwickshire Co-operative Development Agency - Accelerate**

We are a partner organisation alongside 22 other local organisations working collectively to provide free employment support service that can help to build confidence, give training, improve skills and provide valuable work experience – all geared towards helping individuals to get a job that suits them.

Throughout this project, we have provided participants with food hygiene courses, cooking and baking, I.T. courses, and administration experience. Our participants are learning new skills and gaining confidence with the help of this project.

- **Groundwork UK – Tesco Bags for Life**

We received £2,000 for the “Bags for Life Scheme” which has enabled us to run pilot Friendship Group activities. So far, we have arranged a pub lunch and an afternoon tea for a group of people to socialise and form friendships and in the upcoming weeks, we have planned a quiz, a trip to Dobbies Garden Centre and a specialist talk.

- **Other services**

We have a new MiDAS Trainer who has been training our new drivers to drive our two minibuses. Our room hire and catering facilities have also been used on a regular basis this year.

It goes without saying that current trends and financial constraints continue to have a significant impact upon our current work and developing plans, particularly in view of the fact that we have a leaner and more pared-back staff; but alongside the frustrations come opportunities for proactive and innovative thinking.

The ethos of voluntarism and the efforts of our volunteers mean that a high quality, professional and valuable contribution continues to be made to our community. On the one hand that doesn't come at no cost but on the other its effects are invaluable and beyond price.

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018 continued**

**Transactions and financial position**

- The Statement of Financial Activities shows net income of £60 and reserves of £45,222.
- Transfers between funds were in accordance with financial standing orders

**Funds**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the objects of the Charity and which are not designated for particular purposes.

Designated funds are unrestricted funds that have been set aside by the trustees for particular purposes. The Exit Costs reserve has been designated by the directors to provide for 3 months running costs to enable the Charity to cease its activities in the event of a significant drop in funding.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or which have been raised by the Charity for specific purposes. Details of the aims and use of each restricted fund are set out in note 14 and note 16 to the accounts.

**Allocation of Costs**

The Statement of Financial Activities shows costs allocated according to the purpose of the expenditure:-

Costs of generating voluntary income represents the staff time spent making funding applications and reporting to funders.

Charitable activities are the core and project activities of the Centre.

Governance Costs are expenditure on governance arrangements which relate to the general running of the Charity. These activities provide the governance infrastructure which allows the Charity to operate and to generate the information required for public accountability. They include the strategic planning processes that contribute to future development of the Charity.

**Investment powers**

In accordance with the Memorandum, the company invests monies, not immediately required, in short-term Bank and Building Society deposits.

**Donations and grants**

Details of grants and donations received in the year are set out in note 2 to the accounts.

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018 continued**

**Reserves policy**

The Management Committee has established a policy of setting aside 3 months running costs in reserve fund, as exit costs, to enable the Charity to cease its activities in the event of a significant drop in funding. Equipment purchased which is fully funded by project grants is not capitalised but a sum equivalent to the cost is transferred to the Fixed Asset Replacement fund. For Motor Vehicles which are fully funded, the grants received for their purchase are treated as Restricted Funds and the annual depreciation charge is taken from that Restricted Fund until the vehicle is fully written down.

**Risk Management**

The charity aims to manage risk at all levels of the organisation and has written policies on Health and Safety, Child Protection and Volunteers. Risk management is actively carried out in relation to governance, finance, health and safety, equal opportunities and volunteer and staff safety.

**Future Development**

The charity is now seeking to identify gaps in its service and develop new projects to meet the needs of its clients. Existing projects are also being evaluated to determine the future strategy.

**Directors and Trustees**

Members of the Management Committee, who are directors of the Charity for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out in the Reference and Administrative Information of this report. One third of board members are subject to retirement by rotation at each Annual General Meeting.

Potential new Directors/Trustees are identified on the basis of interest shown in volunteering and on the basis of relevant skills. Candidates are given the opportunity to find out in detail about the work of the Centre before being formally appointed by the Trustees. Newly appointed Trustees are supported in becoming familiar with the policies and detailed working of the organisation.



**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018 continued**

**Statement of Directors' and Trustees' responsibilities**

The directors and trustees are required by law 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 the year. In preparing those financial statements, the Directors and Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in existence.

The directors and trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

**Approval**

This report was approved by the directors and trustees on 28 June 2018 and signed on their behalf.

A handwritten signature in black ink, appearing to read 'J. Cole', written in a cursive style.

J. Cole, Chairperson

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
VOLUNTEER FRIENDS  
(A company limited by guarantee)**

I report on the accounts of the company for the year ended 31 March 2018 which are set out on pages 9 to 20.

**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.



Jane Biggs  
Chartered Certified Accountant  
Bishop Simmons Limited  
Chartered Accountants  
Mitre House, School Road  
Bulkington, Bedworth  
Warwickshire  
CV12 9JB

28 June 2018

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018**

	Note	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
<b>Income and endowments from:</b>					
Donations and grants	2	4,544	45,756	50,300	35,529
Activities for Raising funds	2	17,233	-	17,233	17,575
Income from investments	2	4	-	4	40
Income from Charitable activities	2	347	66,899	67,246	70,816
Other income	2	-	-	-	818
<b>Total income and endowments</b>		<u>22,128</u>	<u>112,655</u>	<u>134,783</u>	<u>124,778</u>
<b>Expenditure on:</b>					
Expenditure on Raising funds	3	845	3,565	4,410	3,869
Expenditure on Charitable activities	4	18,715	101,915	120,630	120,024
Governance costs	5	<u>2,792</u>	<u>6,891</u>	<u>9,683</u>	<u>8,773</u>
<b>Total expenditure</b>		<u>22,352</u>	<u>112,371</u>	<u>134,723</u>	<u>132,666</u>
<b>Net income/(expenditure)</b>		(224)	284	60	(7,888)
<b>Transfers between funds</b>		<u>(4,113)</u>	<u>4,113</u>	-	-
<b>Net movement in funds</b>		(4,337)	4,397	60	(7,888)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>42,280</u>	<u>2,882</u>	<u>45,162</u>	<u>53,050</u>
<b>Total funds carried forward</b>		<u>37,943</u>	<u>7,279</u>	<u>45,222</u>	<u>45,162</u>

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**BALANCE SHEET AT 31<sup>ST</sup> MARCH, 2018**

	<b>Note</b>	<b>2018</b>	<b>2017</b>
<b>Fixed Assets</b>		<b>£</b>	<b>£</b>
Tangible Assets	10	-	4,475
<b>Current Assets</b>			
Debtors	11	9,626	10,490
Short-term deposits		-	8,989
Cash at bank and in hand		<u>42,569</u>	<u>28,513</u>
		52,195	47,992
Creditors: amounts falling due within one year	12	<u>(6,973)</u>	<u>(7,305)</u>
<b>Net Current Assets</b>		<u>45,222</u>	<u>40,687</u>
<b>Net Assets</b>	13	<u>45,222</u>	<u>45,162</u>
<b>Funds of the Charity</b>			
<b>Unrestricted funds</b>			
General funds		8,943	13,280
Designated funds		<u>29,000</u>	<u>29,000</u>
		37,943	42,280
<b>Restricted funds</b>		<u>7,279</u>	<u>2,882</u>
<b>Total Funds</b>	14	<u>45,222</u>	<u>45,162</u>

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**BALANCE SHEET AT 31<sup>ST</sup> MARCH, 2018- continued**

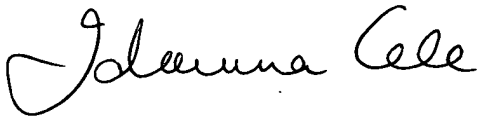
For the year ended 31 March 2018, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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;
- 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 have been prepared in accordance with the provisions applicable to small companies subject to the small company's regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board on 28 June 2018 and signed on its behalf by:



- J. Cole, Chairperson



- R. T. Smith, Vice Chairperson

Company Registration No 04609837

The notes on pages 12 to 20 form part of these accounts.

**VOLUNTEER FRIENDS**  
(A company limited by guarantee)

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**1. Accounting Policies**

- a) The charity constitutes a public benefit entity as defined by FRS 102. 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 (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.  
The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.  
The significant accounting policies applied in the preparation of the financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

- b) The charity is a company limited by guarantee in England. 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 is given in the charity information on page 1 of these financial statements.
- c) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- d) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the period in which they are receivable.
- e) Incoming resources from fundraising and from investments is included when receivable.
- f) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.
- g) Expenditure on governance of the charity includes all expenditure not directly relating to the charitable activity.
- h) Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Office & Workshop Equipment -	25% Straight Line
Computer Equipment -	33.3% Straight Line
Building Refurbishment -	Over the remainder of the lease
Vehicles (New)/(Second Hand) -	25%/33.3% Straight Line

The purchase of Office, Workshop and Computer equipment from project grants is written off in the year of purchase against the relevant restricted fund and not subjected to depreciation. Depreciation of the Minibuses is charged against the grants received with the balance of grants being carried forward to cover future depreciation charges.

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**1. Accounting Policies (continued)**

- i) Where funds are received which apply to subsequent accounting periods, these are shown in the balance sheet as deferred income until the date at which they are classed as income, at which time they are transferred to income.
- j) The cost of providing pension and related benefits is charged to the SOFA as incurred.
- k) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- l) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.
- m) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- n) Rentals under operating leases are charged to the Statement of Financial Activities as they fall due.

**2. Analysis of income**

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
<b>Income from donations</b>				
Donations	4,544	-	4,544	4,234
<b>Grants</b>				
Volunteer Centre Core Funding (WCC, NBBC(WCAVA))	-	-	-	5,185
Medicar (WCC)	-	4,050	4,050	4,450
Supported Shopping Service (WCC)	-	4,345	4,345	4,331
Cooking Confidence and Skills (Awards for All)	-	-	-	3,262
Wider Horizons (Awards for All)	-	9,855	9,855	-
Young at Heart (Heart of England Community Foundation)	-	4,902	4,902	-
Training Volunteers (Heart of England Community Foundation)	-	-	-	500
Training (WCC Councillor's Grant)	-	1,080	1,080	-
Office Equipment (Coventry & District Charitable Trust)	-	-	-	1,017
Accelerate (Coventry & Warwickshire Co-operative Development Agency Limited)	-	19,524	19,524	12,550
Groundwork UK Tesco Bags for Life	-	2,000	2,000	-
	<u>4,544</u>	<u>45,756</u>	<u>50,300</u>	<u>35,529</u>

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**2. Analysis of income (continued)**

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
<b>Activities for Raising funds</b>				
Fundraising events	235	-	235	143
Project management charges	5,600	-	5,600	4,500
Disclosure & Barring Service checks	8,350	-	8,350	7,972
Reimbursed expenses	16	-	16	2,714
Room hire	<u>3,032</u>	<u>-</u>	<u>3,032</u>	<u>2,246</u>
	<u>17,233</u>	<u>-</u>	<u>17,233</u>	<u>17,575</u>
<b>Income from investments</b>				
Bank and Building Society Interest received	<u>4</u>	<u>-</u>	<u>4</u>	<u>40</u>
<b>Income from Charitable activities</b>				
Medicar charges	-	34,799	34,799	34,633
Ambulance charges	-	22,350	22,350	22,138
Supported Shopping service contributions	-	8,734	8,734	13,895
The Friendship Group	347	-	347	-
Training fees	<u>-</u>	<u>1,016</u>	<u>1,016</u>	<u>150</u>
	<u>347</u>	<u>66,899</u>	<u>67,246</u>	<u>70,816</u>
<b>Other income</b>				
Sundry income	-	-	-	18
Gain on disposal of fixed asset	<u>-</u>	<u>-</u>	<u>-</u>	<u>800</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>818</u>



**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**3. Expenditure on raising funds**

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
Salaries, national insurance and pension Contributions	<u>845</u>	<u>3,565</u>	<u>4,410</u>	<u>3,869</u>

**4. Expenditure on Charitable activities**

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
Volunteer expenses	-	43,825	43,825	45,781
Salaries, national insurance and pension Contributions	6,798	28,675	35,473	31,056
Staff expenses	-	25	25	73
Rent and room hire	4,095	4,905	9,000	9,000
Telephone and internet	20	1,395	1,415	1,658
Office expenses and equipment maintenance	1,166	1,564	2,730	2,350
Utilities	1,220	1,845	3,065	3,614
Training expenses	-	1,116	1,116	647
Insurance	466	1,013	1,479	1,356
Project costs	47	9,455	9,502	9,831
Advertising and promotion	7	262	269	703
Event and meeting costs	373	-	373	312
DBS checks	4,400	-	4,400	5,205
Subscriptions	123	-	123	-
DWP expenses	-	-	-	163
Bad debts	-	-	-	(81)
Management charges	-	3,360	3,360	2,700
Computer equipment	-	-	-	1,181
Depreciation	-	4,475	4,475	4,475
	<u>18,715</u>	<u>101,915</u>	<u>120,630</u>	<u>120,024</u>

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**5. Governance costs**

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
Staff salaries, national insurance and pension contributions	808	3,410	4,218	3,770
Rent and room hire	455	545	1,000	1,000
Telephone and internet	2	155	157	189
Office expenses	129	174	303	261
Utilities	136	205	341	402
Insurance	52	112	164	151
Professional fees - Accountancy	1,150	50	1,200	1,200
Bank charges	60	-	60	-
Management charges	-	2,240	2,240	1,800
	<u>2,792</u>	<u>6,891</u>	<u>9,683</u>	<u>8,773</u>

**6. Staff costs and numbers**

	2018 £	2017 £
Staff costs were as follows:		
Salaries and wages	42,306	37,708
Employers National Insurance	-	-
Employers Pension costs	<u>1,795</u>	<u>987</u>
	<u>44,101</u>	<u>38,695</u>

No employee received emoluments of more than £60,000.

Average monthly number of full time equivalent employees in the year.

	2018	2017
Fundraising	0.2	0.2
Charitable activities	1.8	1.8
Governance	<u>0.1</u>	<u>0.1</u>
	<u>2.1</u>	<u>2.1</u>

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**7. Taxation**

As a Charity, Volunteer Friends is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

**8. Trustees remuneration and expenses**

No remuneration was paid to trustees in the year. £Nil (2017 £Nil) was reimbursed for trustee expenses.

**9. Fees for examination of the accounts**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Independent examiner's fees for reporting on the accounts	<u>1,200</u>	<u>1,200</u>

**10. Fixed Assets**

Cost	Office & Workshop Equipment	Unrestricted Computer Equipment	Building Refurbishment	Vehicles	Total
	£	£	£	£	£
At 1 <sup>st</sup> April 2017	1,808	710	17,382	17,900	37,800
Additions in the year	-	-	-	-	-
Disposals	-	-	-	-	-
At 31st March 2018	<u>1,808</u>	<u>710</u>	<u>17,382</u>	<u>17,900</u>	<u>37,800</u>
Depreciation					
At 1st April 2017	1,808	710	17,382	13,425	33,325
Provided in the year	-	-	-	4,475	4,475
Disposals	-	-	-	-	-
At 31st March 2018	<u>1,808</u>	<u>710</u>	<u>17,382</u>	<u>17,900</u>	<u>37,800</u>
Net Book Value					
At 31st March 2017	-	-	-	4,475	4,475
At 31st March 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**11. Debtors**

	2018 £	2017 £
Other debtors	8,053	10,139
Prepayments	<u>1,573</u>	<u>351</u>
	<u>9,626</u>	<u>10,490</u>

**12. Creditors and Accruals**

	2018 £	2017 £
Other taxes and social security	759	-
Accruals and deferred income	<u>6,214</u>	<u>7,305</u>
	<u>6,973</u>	<u>7,305</u>

**13. Analysis of Net Assets by Fund**

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	-	-	-
Current Assets	40,187	12,008	52,195
Current Liabilities	<u>(2,244)</u>	<u>(4,729)</u>	<u>(6,973)</u>
Funds Balance	<u>37,943</u>	<u>7,279</u>	<u>45,222</u>

The purpose of the designated funds (included in unrestricted funds above) is outlined in the trustees report.

**VOLUNTEER FRIENDS**  
**(A company limited by guarantee)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**14. Statement of Funds**

	As at 1 <sup>st</sup> April 2017 £	Income £	Expenditure £	Transfer £	As at 31 <sup>st</sup> March 2018 £
Unrestricted Funds:					
General Fund	13,280	22,128	22,352	(4,113)	8,943
Designated Fund:					
Exit Costs Reserve	20,500	-	-	-	20,500
Redundancy Reserve	<u>8,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,500</u>
Total Unrestricted Funds	<u>42,280</u>	<u>22,128</u>	<u>22,352</u>	<u>(4,113)</u>	<u>37,943</u>
Restricted Funds:					
Projects:-					
Medicar	147	38,849	39,369	373	-
Ambulance Service	137	22,350	22,113	-	374
Supported Shopping	-	13,079	16,481	3,402	-
Training	1,090	2,096	1,109	-	2,077
Wider Horizons – Awards for All	-	9,855	6,973	-	2,882
Young at Heart – Heart of England Foundation	-	4,902	4,714	-	188
Groundwork UK - Tesco					
Bags for Life	-	2,000	242	-	1,758
Office Equipment	135	-	307	172	-
Accelerate	<u>1,373</u>	<u>19,524</u>	<u>21,063</u>	<u>166</u>	<u>-</u>
Total Restricted Funds	<u>2,882</u>	<u>112,655</u>	<u>112,371</u>	<u>4,113</u>	<u>7,279</u>
Total Funds	<u>45,162</u>	<u>134,783</u>	<u>134,723</u>	<u>-</u>	<u>45,222</u>

The projects financed by the restricted funds help to meet the objects of the Charity as outlined in the Trustees report.

**15. Pension Scheme**

The Charity operates a Stakeholder Pension Scheme, i.e. defined contribution, for the benefit of the employees. The pension charge for the year was £1,795 (2017 £987). At 31<sup>st</sup> March 2018 £759 (2017 £nil) was outstanding.

**VOLUNTEER FRIENDS**  
(A company limited by guarantee)

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

**16. Purposes of Restricted Funds**

<b>Project</b>	<b>Purpose</b>	<b>Funders</b>
Medi-car	Transport to medical appointments.	Warwickshire CC £4,050,
Ambulance Service	To transport renal patients for their treatment.	West Midlands Ambulance Service, NHS Foundation Trust £22,350
Supported Shopping Service	Supported shopping for elderly and disabled people.	Warwickshire CC £3,800, Dept. of Transport £545
Training	To train a Midas trainer.	WCC Councillor's grant £1,080
Wider Horizons	To initiate a social transport scheme.	Awards for All £9,855
Young at Heart	To provide a social transport service for people aged 65 and over.	Heart of England Foundation £4,902
Groundwork UK	To run pilot friendship Group activities.	Tesco Bags for Life £2,000
Equipment	To purchase new office equipment to help run our project services	Coventry & District Charitable Trust balance b/f £135
Accelerate	To provide employment support to people who are at a disadvantage when looking for work	Coventry & Warwickshire Co-operative Development Agency Limited £19,524

**17. Lease Commitments**

The Charity has non-cancellable operating leases with an annual commitment expiring:

	<b>Buildings £</b>	<b>Office Equipment £</b>
Within one year	12,000	<u>Nil</u>
Within two to five years	<u>Nil</u>	<u>Nil</u>