

Company registration number: 07096574
Charity registration number: 1133530

Volunteer Link-Up (West Oxfordshire)

(a company limited by guarantee)

Reports and Financial Statements

for the year ended 31 March 2020

Volunteer Link-Up (West Oxfordshire)

Financial Statements

For the year ended 31 March 2020

Index	Page
Reference and administrative information	2
Trustees' annual report	3
Manager's report	6
Chairman's report	8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report Reference and administrative information

For the year ended 31 March 2020

Charity registration number: 1133530

Company registration number: 07096574

**Registered Office/
Principal Address:** Methodist Church Centre
10 Wesley Walk
Witney, OX28 6ZJ

Telephone/Fax: 01993 776277
E-mail: office@vlu.org.uk
Web site: www.vlu.org.uk

Trustees:

Keith Blois	(Chairman)
Bill Darbon	(Vice Chairman)
Richard Stocking	(Treasurer)
Mike Alexander	
Shaun Bennett	
Richard Dossett Davies	
Carol Frost	
Jim King	
Brenda Churchill	(appointed 17.09.2019)
Richard Donoghue	(appointed 02.07.2019)
David Harding	(appointed 10.03.2020)
Meryl Smith	(appointed 17.09.2019)
Rev'd Mark Thomas	(appointed 02.07.2019)

Minute Secretary: Patricia Chirgwin

Bankers: National Westminster Bank plc
23 High Street
Witney, OX28 6HU

COIF Charity Deposit Fund
80 Cheapside
London, EC2Y 5AQ

Independent Examiner: Dale Mitchell FCCA
Baldwins
Accountants
9 Thorney Leys Park
Witney, OX28 4GE

Senior Management Team:

Patricia Chirgwin	Manager
Ruth Lapworth	Deputy Manager & Volunteer Co-ordinator
Rosie White	Good Neighbour Scheme Co-ordinator
Catherine Sager	Office Administrator & Transport Coordinator

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report

For the year ended 31 March 2020

The Trustees' are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2020.

The reference and administrative information set out on page 2 forms part of this report.

Structure, Governance and Management **Governing document**

The charitable company is governed by a memorandum and articles of association.

Objectives

Volunteer Link-Up is the Volunteer Centre for West Oxfordshire, linking people who have time to spare with opportunities to help local residents and charitable organisations who need their services. Details of how these objectives were fulfilled during 2019-20 are given in the reports of the Manager and the Chairman.

The Trustees take into account the Charity Commission guidance on public benefit and believe that the activities of VLU are in line with that guidance.

Organisational structure

VLU has employed four members of staff; a Manager, Deputy Manager/Volunteer Co-ordinator, Good Neighbour Scheme Co-ordinator, and Office Administrator who run the office, match volunteers with opportunities, etc. They are accountable to the Trustee Board.

The Trustee Board is made up entirely of the Charity's Trustees. They meet at least four times a year at times determined by themselves. Trustees' are elected at the Annual General Meeting. The Trustee Board provides for the administration, management and control of the affairs and property of VLU. It seconds three or four members of the Trustee Board to determine staff remuneration, duties, and conditions of service.

Connected charities

VLU is accredited by the NCVO (National Council for Voluntary Organisations).

Objectives and activities

VLU is a volunteer centre serving Witney, Carterton, and surrounding areas. It aims to link people who have some time to spare with people who need help in our community.

VLU aims to co-operate and collaborate with voluntary bodies and statutory authorities operating in similar charitable fields and exchange information and advice. VLU responds to requests from Social and Community Services, the Health Authority and NHS Trusts, other statutory services, charities, local voluntary groups, and individuals who need help. The following gives some idea of our activities.

- **Transport** for those who are unable to use public transport, or for those living in rural areas where it is not available, to hospitals, day centres, health centres, clinics, and other activities.
- **Visiting and support** for elderly people, people with special needs, those suffering with depression, agoraphobia, heart disease, strokes, arthritis, visual impairment, or other difficulties. Taking elderly or disabled people shopping or on outings in their wheelchairs.

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report (*continued*)

For the year ended 31 March 2020

Objectives and activities *Continued..*

- **Practical help** with garden tidying, lawn mowing, basic decorating for elderly and disabled people on low incomes. Conservation work.
- **Befriending** work with families, single parents, teenagers with behavioural and emotional problems and children and adults with learning disabilities.
- **Regular assistance** at Family Centres, day centres and clubs for elderly people and those with special needs, mental health problems or physical disabilities, classes for adult basic education and reading help in schools, riding for disabled people, crèches and sports and leisure activities for those with special needs.
- **Support for Good Neighbour Schemes in Oxfordshire**
- **Committee work and support for local charities**

Achievements and performances

The charity has continued providing services and activities in line with the objectives as stated in its Constitution. Achievement and performances of the charity are disclosed in Manager's and Chairman's report on pages 6 – 8.

Financial review

VLU is entirely dependent upon its funders for its continuance. Its main sources of funds are grants from Oxfordshire County Council, West Oxfordshire District Council and Age UK.

The overall result for the year was net expenditure of £6,124, this balance was made up of net expenditure of £15,314 in the unrestricted fund and net income of £9,180 in the restricted fund. At 31 March 2020 general reserves stood at £111,367, this was split as £102,187 in unrestricted funds and £9,180 in restricted funds. Details of income and expenditure are given in the statement of financial activities.

Reserves policy

The essential principle stated in the Reserves Policy agreed by the Trustees is that the reserves should be sufficient to enable the organisation to continue to operate for up to nine months if it were to suffer a significant fall in its funding that could not be replaced from other sources.

Action necessary in order to maintain Reserves at the requisite level:

- 1 Regular monitoring of the finances of VLU is needed to ensure that any necessary corrective action can be taken promptly if the level of reserves becomes significantly depleted.
- 2 Attempts should be made to achieve an increase in the level of funding for the activities of VLU which is at least commensurate with the increases in costs which it necessarily incurs. The main costs are likely to continue to be staff salaries and there may be times when these rise by more than the prevailing rate of inflation, e.g. due to "incremental creep".

Risk review

The Trustees believe that risks are well managed within the charity's operations. The nature of the operations requires appropriate risk assessments and health and safety policies to cover the range of different activities. The charity has relevant policies providing employers' and public liability insurance.

The Trustees are not aware of any other material financial risks affecting the charity.

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report (*continued*)

For the year ended 31 March 2020

Trustees' responsibilities for the financial statements

The Trustees (who are also Directors of Volunteer Link-Up (West Oxfordshire) for the purposes of company law) are responsible for preparing the Trustees' 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 the year. 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate 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 and other irregularities.

Our grateful thanks are expressed to National Westminster Bank for its continued services, as well as those who have sent donations to us, who are listed in the notes to the Financial Statements.

Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, and the small companies' regime under the Companies Act 2006.

On behalf of the Trustees

Keith Blois
Chairman

Date:

Volunteer Link-Up (West Oxfordshire)

Manager's report

For the year ended 31 March 2020

This past year has continued to be a challenging one for Volunteer Link Up. While the number of residents of West Oxfordshire needing our services has continued to grow, we have found it, like most charities, increasingly difficult to find sufficient funding to allow the organisation to expand to meet the growing need. At the end of March 2020, Volunteer Link Up was providing services for more than 950 clients, using our 212 volunteers. The majority of the requests continued to be for transport; which is not unusual, given the ageing population and the lack of public transportation, particularly in rural areas. We have seen an increase in the need for befrienders, partly due to loneliness and isolation in older West Oxfordshire residents, and the popularity of our DIY and gardening (Practical Task) team continues, as it allows people to continue to live independently in their own homes.

Our wonderful team of drivers provided transport for 780 people in West Oxfordshire; some only occasionally, but increasingly, many used it on a regular basis. Our team provided 2718 journeys in 2019-20, which is 5436 single journeys. The great advantage of having a volunteer driver is that the person who collects the resident from their home and helps them into the car, drives the client to their appointment, ensuring they get to the clinic or venue they need to go to, waits for them and takes them back to their home, ensuring that they are happy and safe. Having a driver to talk to on the journey, an unbiased ear to listen and empathise with them, is only one of the reasons that clients want to use our service. On one occasion, the driver took the client home, only to find that they had not brought out their key. Instead of leaving them on the doorstep, the driver found a someone with a key and waited until the person was safely inside their home. This is the added value of having a volunteer. To say nothing of the savings; the current journey in a taxi would cost four or five times the cost of Volunteer transport. The number of transport journeys provided by Volunteer Link Up saw an increase of 20% in 2019-20 over 2018-19. And it might have been greater, but the last two weeks of March were lost as appointments were cancelled due to lockdown. It is a very popular service and we are very grateful to our driving team!

Our team of Practical Taskers provided services to 56 clients. Quite often, the request is simple and is something that most people could "do it themselves". However, if you are elderly, frail or disabled, you simply cannot do it. Things like changing lightbulbs, smoke detector batteries, et cetera, are just not possible. And if you have been living in your own home, with a previously well cared-for garden that you can no longer look after, having someone to come around to mow your lawn, or tend your flower beds, can help with your personal well-being. Our amazing team makes a real difference to West Oxfordshire residents.

Our team of befrienders have continued to provide a much-needed service to the people of West Oxfordshire. In 2019-20, our team provided services for 102 people in the district. As many people live away from close family and could become isolated, our team of befrienders help in many ways. Some people need help sorting the piles of junk mail that comes through the door and others need someone to read to them as they have problems with eyesight. Others with simply want to go out for a walk safely in the company of a befriender, so they needn't worry should they have difficulties. Some befrienders pick up prescriptions and groceries and others take the client to choose their own groceries. For others it might be an outing to the local garden centre or local shops. Or people might simply want someone to pop in and have a chat and a cup of tea and put the world to rights, to give them a reason for getting up in the morning. Each request for these services is bespoke to the client and we do our best to match the client's needs with an appropriate volunteer.

I have calculated that if all our volunteers were paid the national minimum wage, without considering pensions, national insurance contributions or other "on costs", the cost to the West Oxfordshire community would be £349,416.32 for their estimated 40,070 hours of service to local residents. We are incredibly grateful to our outstanding volunteers!

Each year, we survey our clients and volunteers to ensure that the support and service we provide is what is needed. We give responses three options: good, satisfactory, or poor. Of the 94.74% of clients who responded, 100% responded that the planned arrangement took place and their rating was "good" and in the 94.74% of volunteer responses, the overall result was also "Good", although one volunteer changed their response to 'excellent'. In addition to responding to the questions, many clients and volunteers commented on how much they appreciate the service that is provided. The excellent work that Volunteer Link Up has been recognised; we received the WOBAs charity award in 2018-19, which led to a donation of approximately £3,500 in 2019.

Volunteer Link-Up (West Oxfordshire)

Manager's report (*continued*)

For the year ended 31 March 2020

We have continued our work in partnership with AgeUK Oxfordshire, to support and develop Good Neighbour Schemes in towns and villages across the county. We entered into the seventh year of the project, and the number of communities that have decided to embrace the need for the work continues to grow. There are currently 78 Good Neighbour Schemes operating and we were recently told that the contract for the work will continue into the maximum eighth year, so will carry on until at least the autumn of 2021. The development work involved in setting up a Good Neighbour Scheme is very arduous, as we are working with willing volunteers, who have to be convinced of the need for the best practice advice we give. Some schemes develop quickly, but the majority take several months from the initial plan to their launch. Having said that, many communities are very grateful for our help and continuing support. We have also started a project within our GNS work to specifically set up a number of schemes in the Cherwell district, and at the specific request of Cherwell District Council. We made a presentation at the meeting of Town and Parish Clerks from the district in November 2019, which was very well received; we will continue working on this project into 2020.

I have continued to represent Volunteer Link-Up at mainly district and county-level meetings. We are members of the Witney Dementia Action Alliance, and we also work with OCVA, Community First Oxfordshire, and the Oxfordshire Association of Local Councils on a project called the Rural Oxfordshire Network, which particularly addresses needs, such as transport, mental health, youth, and environmental issues in rural parts of the county. We are also members of OSCA, the Oxfordshire Stronger Community Alliance, chaired by the Bishop of Dorchester, which works to ensure that the county has a thriving voluntary sector. And the Good Neighbour Scheme coordinator and I also participate in the semi-annual Community Information Network locality meetings, as well as hosting four GNS Networking Meetings.

Thankfully, there were no changes in the staffing at Volunteer Link Up in 2019-20. My job as Manager has remained the same; Ruth Lapworth has continued as Deputy Manager and Volunteer Coordinator and Catherine Sager has continued her work as Administrator and Transport Coordinator. Rosie White has continued to work as the Good Neighbour Scheme Support Co-ordinator. We are very grateful to our Volunteer, Elaine Carpenter, who regularly helps in the office with a variety of jobs, including making up of Volunteer packs, stuffing envelopes, and the many other things that we need help with. She is an invaluable asset to our team.

Ruth Lapworth once again edited two very valuable editions of the Volunteer Link Up newsletter, "The Link". We are always congratulated on the value of the newsletter; its purpose is to inform and update volunteers and provide guidance about their volunteering, as well as allowing local organisations to raise awareness of their projects and services.

I would once again like to thank our Trustees for their continued support and encouragement. I value their guidance and assistance. It has been a very challenging year and I especially appreciate and would like to thank our chairman, Keith Blois, our Vice Chairman, Bill Darbon and our Treasurer, Richard Stocking, for their continued support and advice. As the year ended, as everyone knows, the coronavirus pandemic hit the UK and like everyone and every organisation, Volunteer Link-Up was affected. I am extremely grateful for the work of the staff, who had to leave the office and work from home, while at the same time, reassure volunteers and local authorities of our continuing work during these incredible difficult times. The work continues and we hope that the virus will leave us and allow us to continue to support the residents of West Oxfordshire and the wider Oxfordshire community in 2020-2021.

Patricia Chirgwin
Manager

Volunteer Link-Up (West Oxfordshire)

Chairman's Report

For the year ended 31 March 2020

In the twelve months covered by this Report VLU has continued to successfully fulfil its mission of "linking people who have some time to spare with people who need help in our community". Indeed, as the Manager's Report makes clear, its activity has increased in response to the growing needs of the local community. The fact that VLU has been able, not just, to deal with this increase but to do so while maintaining its very high quality of service (as is indicated by the results of the annual quality survey which is also referred to in the Manager's Report) is a remarkable achievement.

VLU's ability to continue to provide such a good service to the community is dependent upon the tremendous dedication of the Volunteers who so generously give their time and personal commitment to VLU's clients. The demand upon our volunteer drivers has been particularly challenging because of the increase in the number of occasions that our clients have had changes made to their medical appointments very frequently at very short notice. Remarkably, though it must often inconvenience them, our drivers' response to such pressures has been very helpful.

Of course, the increased demand for VLU's services has placed extra pressure on VLU's staff. However, their tremendous commitment to VLU's mission has meant that these new demands have been handled in such a manner that the clients have been very satisfied.

As the Treasurer's Report shows VLU's financial situation remains satisfactory and we are most grateful for the financial and other support of in particular: OCC; WODC; Witney Town Council; and, other local authorities including a number of parish councils. As a result of our fund-raisers' activities we have received some generous donations from Charitable Trusts and these are much appreciated. However, looking ahead, we must assume that, as a result of the economic consequences of the Corona Virus Pandemic, fund raising will become substantially more challenging.

At the AGM last year a number of Trustees stepped down but we have been fortunate to find replacements for them and the commitment of these new Trustees together with the existing ones has been important to the continued ability of VLU to operate effectively.

So this has been a successful year for which thanks have to be given to: our Volunteers; our Staff; and, the Trustees – all of whose efforts have been supportive to me in my role as Chair of Trustees. Unfortunately, though we end the year on a down note as in the last few weeks of the year the Corona Virus situation began to impact on our operations – many medical appointments were being cancelled and some of our volunteers were understandably reluctant to continue to offer their services at this time. In the very last week of this year the Corona Virus Lock-Down began and VLU's physical office was closed and the staff began working from home. The Lock-Down presents major challenges to everything that VLU does. However, and the 2020-21 report will give a fuller report, VLU has so far been able to provide a modified service to our clients.

Keith Blois
Chair of Trustees

Volunteer Link-Up (West Oxfordshire)

Independent Examiner's report to the Trustees of Volunteer Link-Up (West Oxfordshire)

For the year ended 31 March 2020

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2020, which are set out on pages 10 to 15.

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 financial statements in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements 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 Charities 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 given me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- (2) the financial statements do not accord with those records; or
- (3) the financial statements 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 financial statements 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.

.....
Dale Mitchell FCCA
Baldwins
Accountants

Date:

9 Thorney Leys Park
Witney
Oxfordshire
OX28 4GE

Volunteer Link-Up (West Oxfordshire)

Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2020

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income and Endowments from:					
Donations and legacies:					
- Oxfordshire County Council		5,470	-	5,470	7,850
- West Oxfordshire District Council		12,000	-	12,000	10,000
- OCVA – Good Neighbour Scheme		-	-	-	5,000
- Cherwell – Good Neighbour Scheme		2,000	-	2,000	-
- Good Neighbour Scheme – Start Up Costs		-	-	-	700
- Donations and Gifts – General	2	14,933	-	14,933	16,152
- Donation from Bernard Butler Trust		-	10,000	10,000	-
- Generated from Fundraising Activities		8,600	-	8,600	17,950
- Witney Town Council		500	-	500	500
- Age UK		12,500	-	12,500	37,500
Investments:					
- COIF charities deposit account		283	-	283	220
Charitable activities:					
-Transport receipts		24	-	24	25
Total		56,310	10,000	66,310	95,897
Expenditure on:					
Charitable activities:					
Salaries	3	54,395	-	54,395	52,563
Staff pension contributions	7	2,196	-	2,196	2,196
Legal and professional fees – GDPR Advice		-	-	-	300
Publicity, membership and recruitment		-	-	-	1,875
Website design and hosting		132	-	132	894
Stationery, printing and postage		3,419	-	3,419	3,082
Telephone		3,457	-	3,457	3,338
Depreciation		699	-	699	931
Good Neighbour Scheme expenses		774	-	774	475
Volunteer travel expenses		1,312	820	2,132	48
Rent		2,009	-	2,009	3,800
Fundraising development		1,570	-	1,570	3,413
BHSF occupational health assessment		461	-	461	-
Governance costs:					
Accountants' fee		1,200	-	1,200	1,200
Total expenditure		71,624	820	72,444	74,115
Net income / (expenditure)		(15,314)	9,180	(6,134)	21,782
Transfers between funds		-	-	-	-
Net movement in funds		(15,314)	9,180	(6,134)	21,782
Reconciliation of funds:					
Total funds brought forward		117,501	-	117,501	95,719
Total funds carried forward		102,187	9,180	111,367	117,501

The notes set out on pages 12 to 15 form part of these financial statements.

Volunteer Link-Up (West Oxfordshire)

Company registration number: 07096574

Balance sheet

At 31 March 2020

	Notes	2020		2019
		£	£	£
Fixed assets				
Tangible assets	5		2,094	2,793
Current assets				
COIF deposit account		46,383		46,100
Bank current account		64,429		69,808
		<u>110,812</u>		<u>115,908</u>
Creditors: amounts falling due within one year	6	<u>1,539</u>		<u>1,200</u>
Net current assets			109,273	114,708
Net assets			<u>111,367</u>	<u>117,501</u>
Funds of the charity:				
Restricted Income Funds			9,180	-
Unrestricted Funds			102,187	117,501
Total charity funds			<u>111,367</u>	<u>117,501</u>

For the financial year ended 31 March 2020, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

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

Keith Blois - Chairman

Richard Stocking - Treasurer

The notes set out on pages 12 to 15 form part of these financial statements.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

1. Accounting policies

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 (FRS102) (as amended for accounting periods commencing from 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Volunteer Link-Up (West Oxfordshire) 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(s).

The charity has taken the advantage of the provision in the SORP for the charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required. No such restatement was found to be necessary.

Incoming and endowments

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income received by way of grants, donations and gifts is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these financial statements.
- Investment income is included when receivable.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred, and includes irrecoverable VAT.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Pension provision

The charity operates a defined contribution pension scheme for employees. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

1. Accounting policies (continued)

Tangible fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rate for all fixed assets held for use by the charity is 25% on the reducing balance method.

Fund accounting

Unrestricted funds are donations and other incoming resources which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. 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.

2. Donations and Gifts - General

	2020	2019
	£	£
Parish and Town Councils, and Schools	1,980	1,555
Private individuals and trusts	12,953	14,597
	<u>14,933</u>	<u>16,152</u>

3. Employees

The average number of paid staff for the year was 4 (2019: 5); they worked part-time in administering the charity. The number of employees in terms of full-time equivalents was 2 (2019: 2).

No employee earned £60,000 per annum or more in the current or preceding accounting period.

4. Trustees' remuneration and expenses

No monies were reimbursed to Trustees for expenses in the year. Trustees received no other expenses as agents. No Trustee, nor any person connected with them, has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

5. Tangible fixed assets

	Furniture & Fittings £
Cost	
At 1 April 2019	11,867
Additions	-
Disposals	-
At 31 March 2020	<u>11,867</u>
Depreciation	
At 1 April 2019	9,074
Disposals	-
Charge for the year	699
At 31 March 2020	<u>9,773</u>
Net book value at 31 March 2020	<u><u>2,094</u></u>

All tangible fixed assets were used for charitable purposes.

6. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	339	-
Accruals and deferred income	1,200	1,200
	<u>1,539</u>	<u>1,200</u>

7. Pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £2,196 (2019: £2,196). Outstanding pension contributions at the end of the financial year were Nil (2019: £Nil).

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

8 Analysis of net assets between funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fixed assets	2,793	-	2,793
Cash and current investments	115,908	-	115,908
Other current assets / liabilities	(1,200)	-	(1,200)
Total	<u>117,501</u>	<u>-</u>	<u>117,501</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fixed assets	2,094	-	2,094
Cash and current investments	101,632	9,180	110,812
Other current assets / liabilities	(1,539)	-	(1,539)
Total	<u>102,187</u>	<u>9,180</u>	<u>111,367</u>