

COMPANY REGISTRATION NUMBER: NI031409

CHARITY REGISTRATION NUMBER: NIC101712

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Unaudited Financial Statements

Year ended

31 March 2019

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2019

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CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2019 .

Reference and administrative details

Registered charity name	CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE
Charity registration number	NIC101712
Company registration number	NI031409
Principal office and registered office	OFFICE 2 LEGAHORY CENTRE BROWNLOW CRAIGAVON BT65 5BE

The trustees

Mr J MCGUINNESS

Ms JANIS GEARY

Mr DAVID JAMES GINESI

Ms BERNADETTE MARY BURNS

(Served from 15 October 2010 to 30
July 2018)

(Served from 15 October 2010 to 30
July 2018)

Ms CLAIRE MARY PATIENCE

Ms CLARE McCANN

(Appointed 1 August 2018)

Company secretary

D STEWART

Accountant

K JENNINGS & CO

Chartered accountants

40 GREENAN ROAD

NEWRY

CO DOWN

BT34 2PZ

Structure, governance and management

The organisation is run by board of trustees

Objectives and activities

The purpose of the charity is to recruit train and place volunteers in the voluntary sector.

Achievements and performance

The Board believe that they are achieving their objectives even though they are operating in this difficult time for funding.

Financial review

The Board acknowledge that these are difficult times for all organisations and are thankful to all those funding agencies who have supported them. The organisation operates on a very tight budget which allows them to still provide the services required in this sector.

Plans for future periods

The charity plans continuing the activities provided in the forthcoming years subject to satisfactory funding arrangements.

Small company provisions

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

The trustees' annual report was approved on 18 September 2019 and signed on behalf of the board of trustees by:

Mr J MCGUINNESS

Ms JANIS GEARY

Trustee

Trustee

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Statement of Financial Activities

(including income and expenditure account)

Year ended 31 March 2019

		2019			2018
		Unrestricted	Restricted	Total funds	Total funds
	Note	funds	funds		
		£	£	£	£
Income and endowments					
Donations and legacies	5	—	101,578	101,578	59,565
Investment income	6	38	—	38	33
Other income	7	2,711	—	2,711	7,168
		-----	-----	-----	-----
Total income		2,749	101,578	104,327	66,766
		-----	-----	-----	-----
Expenditure					
Expenditure on charitable activities	8,9	1,737	82,440	84,177	86,361
		-----	-----	-----	-----
Total expenditure		1,737	82,440	84,177	86,361
		-----	-----	-----	-----
Net income/(expenditure) and net movement in funds					
		1,012	19,138	20,150	(19,595)
		-----	-----	-----	-----
Reconciliation of funds					
Total funds brought forward		1,316	3,364	4,680	24,275
		-----	-----	-----	-----
Total funds carried forward		2,328	22,502	24,830	4,680
		-----	-----	-----	-----

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Statement of Financial Position

31 March 2019

		2019	2018
	Note	£	£
Current assets			
Debtors	13	681	—
Cash at bank and in hand		30,497	13,146
		-----	-----
		31,178	13,146
Creditors: amounts falling due within one year	14	6,348	8,466
		-----	-----
Net current assets		24,830	4,680
		-----	-----
Total assets less current liabilities		24,830	4,680
		-----	-----
Net assets		24,830	4,680
		-----	-----
Funds of the charity			
Restricted funds		22,502	(29,496)
Unrestricted funds		2,328	34,176
		-----	-----
Total charity funds	15	24,830	4,680
		-----	-----

For the year ending 31 March 2019 the charity 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 financial statements 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 financial statements .

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

These financial statements were approved by the board of trustees and authorised for issue on 18 September 2019 , and are signed on behalf of the board by:

Mr J MCGUINNESS

Trustee

Ms JANIS GEARY

Trustee

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2019

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in N IRELAND and a registered charity in Northern Ireland. The address of the registered office is OFFICE 2, LEGAHORY CENTRE, BROWNLOW, CRAIGAVON, BT65 5BE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income: - income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. - legacy income is recognised when receipt is probable and entitlement is established. - income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers. - income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates: - expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods. - expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. - other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings	-	25% straight line
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Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date. For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets. For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted. Debt instruments are subsequently measured at amortised cost. Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment. Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised. For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics. Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Limited by guarantee

The Liability of Members is limited to an amount not exceeding one pound sterling.

5. Donations and legacies

	Restricted Funds £	Total Funds 2019 £	Restricted Funds £	Total Funds 2018 £
Grants				
DFC/DSD	36,571	36,571	36,320	36,320
ABC	7,000	7,000	7,820	7,820
SHSCT	18,226	18,226	12,376	12,376
Small Grants	1,000	1,000	—	—
The Big Lottery Fund	33,830	33,830	—	—
Halifax	4,951	4,951	3,049	3,049
	-----	-----	-----	-----
	101,578	101,578	59,565	59,565
	-----	-----	-----	-----

6. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest received	38	38	33	33
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7. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Miscellaneous Income	2,711	—	2,711
	-----	----	-----
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Miscellaneous Income	5,725	1,442	7,168
	-----	-----	-----

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Activity type 1	1,737	82,440	84,177
	-----	-----	-----
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Activity type 1	6,358	80,002	86,361
	-----	-----	-----

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2019 £	Total fund 2018 £
Activity type 1	84,177	84,177	86,361
	-----	-----	-----

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

2019 £	2018 £
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Wages and salaries

58,834

67,076

The average head count of employees during the year was 3 (2018: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2019	2018
	No.	No.
Number of staff	3	3
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No employee received employee benefits of more than £60,000 during the year (2018: Nil).

11. Trustee remuneration and expenses

No Remuneration or Other benefits from employment with the charity were received by the trustees.

12. Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At 1 April 2018 and 31 March 2019	56,772	56,772
	-----	-----
Depreciation		
At 1 April 2018 and 31 March 2019	56,772	56,772
	-----	-----
Carrying amount		
At 31 March 2019	—	—
	-----	-----
At 31 March 2018	—	—
	-----	-----

13. Debtors

	2019	2018
	£	£
Other debtors	681	—
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14. Creditors: amounts falling due within one year

	2019	2018
	£	£
Accruals and deferred income	6,348	8,466
	-----	-----

15. Analysis of charitable funds

Unrestricted funds

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
General funds	1,316	2,749	(1,737)	2,328
	-----	-----	-----	-----
	At 1 April 2017	Income	Expenditure	At 31 March 2018
	£	£	£	£
General funds	34,776	5,758	(6,358)	34,176
	-----	-----	-----	-----

Restricted funds

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
Restricted Fund 1 - desc in a/cs	—	101,578	(82,440)	19,138
Restricted Fund -Other Funds	3,364	—	—	3,364
	3,364	101,578	(82,440)	22,502

	At 1 April 2017	Income	Expenditure	At 31 March 2018
	£	£	£	£
Restricted Fund 1 - desc in a/cs	—	61,007	(80,002)	(18,995)
Restricted Fund -Other Funds	(10,501)	—	—	(10,501)
	(10,501)	61,007	(80,002)	(29,496)

16. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	£
Tangible fixed assets	1	1

	Unrestricted Funds	Total Funds
	£	£
Tangible fixed assets	1	1

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Management Information

Year ended 31 March 2019

The following pages do not form part of the financial statements.

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Report to the Board of Trustees on the Preparation of the Unaudited Statutory Financial Statements of CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Year ended 31 March 2019

In order to assist you to fulfil your duties under the Companies Act 2006, I have prepared for your approval the financial statements of CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE for the year ended 31 March 2019, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes from the charity's accounting records and from information and explanations you have given me.

As a practising member of Chartered Accountants Ireland, I am subject to its ethical and other professional requirements which are detailed at www.charteredaccountants.ie.

This report is made solely to the board of trustees of CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE, as a body, in accordance with the terms of my engagement letter dated 7 May 2009. My work has been undertaken solely to prepare for your approval the financial statements of CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE and state those matters that I have agreed to state to you, as a body, in this report in accordance with the requirements of Chartered Accountants Ireland as detailed at www.charteredaccountants.ie. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE and its board of trustees, as a body, for my work or for this report.

It is your duty to ensure that CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE. You consider that CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE is exempt from the statutory audit requirement for the year.

I have not been instructed to carry out an audit or a review of the financial statements of CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE. For this reason, I have not verified the accuracy or completeness of the accounting records or information and explanations you have given to me and I do not, therefore, express any opinion on the statutory financial statements.

K JENNINGS & CO Chartered accountants

40 GREENAN ROAD NEWRY CO DOWN BT34 2PZ

18 September 2019

CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 March 2019

	2019	2018
	£	£
Income and endowments		
Donations and legacies		
DFC/DSD	36,571	36,320
ABC	7,000	7,820
SHSCT	18,226	12,376
Small Grants	1,000	—
The Big Lottery Fund	33,830	—
Halifax	4,951	3,049
	-----	-----
	101,578	59,565
	-----	-----
Investment income		
Bank interest received	38	33
	---	---
Other income		
Miscellaneous Income	2,711	7,168
	-----	-----
	-----	-----
Total income	104,327	66,766
	-----	-----
Expenditure		
Expenditure on charitable activities		
Wages and salaries	58,834	67,076
Rent	7,996	9,557
Rates and water	271	—
Light and heat	2,225	2,016
Repairs and maintenance	701	1,393
Insurance	830	819
Other establishment	6,720	1,201
Vehicle leasing/hire	1,000	—
Other motor/travel costs	844	191
Legal and professional fees	1,200	1,200
Telephone	2,193	2,538
Other office costs	1,363	370
	-----	-----
	84,177	86,361
	-----	-----
Total expenditure	84,177	86,361
	-----	-----
	-----	-----
Net income/(expenditure)	20,150	(19,595)
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CRAIGAVON & BANBRIDGE VOLUNTEER CENTRE

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2019

	2019	2018
	£	£
Expenditure on charitable activities		
Activity type 1		
<i>Activities undertaken directly</i>		
Wages/salaries	58,834	67,076
Rent	7,996	9,557
Rates & water	271	—
Light & heat	2,225	2,016
Repairs & maintenance	701	1,393
Insurance	830	819
Other establishment	6,720	1,201
Small Grants	1,000	—
Travel and Subsistence	844	191
Accountancy fees	1,200	1,200
Telephone	2,193	2,538
Printing, Stationery and Postage	1,363	370
	-----	-----
	84,177	86,361
	-----	-----
Expenditure on charitable activities	84,177	86,361
	-----	-----

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.