

Company Number: 01452482  
CC Charity Number: 278837  
OSCR Charity Number: SC041623

**REACH VOLUNTEERING  
(Limited by Guarantee)**

**Report and Financial Statements  
31 December 2019**

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# **REACH VOLUNTEERING**

(Limited by Guarantee)

**Financial statements for the year ended 31 December 2019**

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# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended  
31 December 2019

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>Status</b>	Company limited by guarantee Registered in England and Wales Registered charity
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<b>Company number</b>	01452482
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<b>CC Charity Number</b>	278837
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<b>OSCR Charity Number</b>	SC041623
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### Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law.

The following were members of the Council of Management during the year.

Andrew Dent	(Chair)
Jon Edwards	
Rachell Fox	
Alice Memminger	
Mary Selfe	
Christine Shaw	
Dominic Tinley	
Graham Warner	(Treasurer)

### Key management personnel

Janet Thorne	Chief Executive Officer
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### Registered Office

17 Oval Way  
London  
SE11 5RR

### Independent Examiners

BDO LLP  
55 Baker Street  
London  
W1U 7EU

### Bankers

Lloyds TSB Bank plc  
Victoria House  
Southampton Row  
London  
WC1B 5HR

# **REACH VOLUNTEERING**

**(Limited by Guarantee)**

**Report of the trustees (incorporating the Report of the directors) for the year ended 31 December 2019**

The trustees are pleased to present their Annual Report together with the audited financial statements of the charitable company for the year ended 31 December 2019 which are also prepared to meet the requirements for a Directors' Report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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 2019).

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

### **Charity Governance Code**

The trustees have adopted the Charity Governance Code and are working towards fulfilling its recommendations. Every year, the trustees review their governance against the Code's recommended practices and use this review to prioritise areas for further development.

### **Governing Document**

Reach (registered as Reach Volunteering) is a charitable company limited by guarantee.

Originally incorporated on 5 October 1979, the name was changed to Reach Volunteering by registration at Companies House on 10 September 2003. The company was registered as a charity on 6 November 1979. It was established under a Memorandum of Association, establishing the objects and powers of the charitable company, and is governed under its Articles of Association which were revised in June 2009.

In 2010 Reach completed its formal registration with the Office of the Scottish Regulator (OSCR) and was registered on 21 June 2010.

### **Appointment of Council Members (Trustees)**

The directors of Reach are also charity trustees for the purposes of charity law and under the company's articles are also known as 'Members of the Council'.

Under the requirements of its Memorandum and its Articles of Association Members of the Council are elected to serve a period of three years, renewable after the first and second period of three years.

Trustees are recruited to ensure that the Council contains the correct mix and balance of skills and experiences. Open recruitment practices are well established within the charity and have extended from use of the Reach register and national advertising to use of online media and other channels depending on the need. Skills requirements are identified through a regular review of skills, experience and future needs of the organisation. Succession planning for trustees stepping down from office is incorporated into the process. All prospective trustees complete a formal application and the selection process is carried out by a committee comprising at least two trustees, the Chief Executive and, where appropriate, an external reviewer.

All Members of the Council give their time voluntarily and receive no benefits from the charity.

In 2019, the Council met 5 times. Additionally, all trustees were involved in other events or meetings at or on Reach's behalf in the year.

New trustees undergo an induction programme including visits to the Reach office, meeting with key staff and representatives from the volunteer teams. An induction pack including key information relating to trustee duties and responsibilities, charity law, Reach's Memorandum and its Articles of Association and latest financial statements is provided, supplemented with information on the organisation's history, current strategy and annual plans. A regular programme to keep trustees updated with developments in the charity's services and activities has been established.

# **REACH VOLUNTEERING**

**(Limited by Guarantee)**

**Report of the trustees (incorporating the Report of the directors) for the year ended 31 December 2019**

## **Organisational Structure**

The Council is responsible for setting and overseeing the strategy for the organisation. Day to day management of the charity and its activities is delegated to the Chief Executive and a small staff and volunteer team based mainly at its London office.

## **Related Parties**

The charity has a wholly owned subsidiary, Reach Consulting Limited, which is presently not trading.

None of the trustees receive remuneration or other benefit from their work with the charity.

## **Risk Management**

The Council has a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The Council, working with the Chief Executive and senior management team, manage risks for the charity through a regularly updated Risk Register, which is reviewed during the year and updated at least annually. The process includes an assessment of risks facing the charity and, where required, action to mitigate these risks and a regular review process to ensure that appropriate systems, procedures and controls are in place to manage these risks. The most significant risks are reviewed at each Board meeting.

The outbreak of Covid-19 and consequent slowdown in economic activity has the potential to adversely impact Reach's income from providing support and services to charities. The Trustees are closely monitoring the effect on Reach's operations and cash flow and taking mitigating action as required.

The Council members have approved systems of internal controls that are designed to provide reasonable (although not absolute) assurance against material misstatement or loss.

## **Reserves Policy**

A key element in the management of financial risk is the setting of a reserves policy which is reviewed regularly by the Council. In order to maintain Reach's operational capability, the Trustees aim to have at all times sufficient liquidity and unrestricted reserves equivalent to at least three months expected expenditure. In 2019 this target was approximately £120,000 and the unrestricted reserves at the year-end were £170,533.

A designated unrestricted fund of £10,000 was held to cover the potential cost of any dilapidations on expiry of Reach's premises lease. There were no restricted funds at the year end.

## **Fund Raising**

Reach performs its own fund raising activities, seeking donations predominantly from large companies and charitable trusts. It does not subcontract these activities to other organisations, nor does it seek donations directly from the general public. In carrying out fund raising, Reach takes account of the requirements of the Fundraising Regulator's Code of Fundraising Practice in this regard.

# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended  
31 December 2019

## OBJECTIVES AND ACTIVITIES

### Vision

Reach's vision is of a society where all voluntary organisations can easily access the skills and support they need to succeed.

### Mission and Public Benefit

In shaping our objectives and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit and believes its activities qualify in that respect.

Reach helps charities to find people who want to volunteer their professional expertise, and professionals to find volunteering opportunities in the charity sector. We are the UK's leading skills-based volunteering charity. With over 40 years' experience of brokering these skills-based volunteering placements, we have developed a method which works.

Volunteers help charities to do *more* of what they do –increasing capacity – and to do it *better* –by bringing in new skills and experience. Reach believes volunteering is a meaningful, indispensable part of a functioning voluntary sector.

We are unique in that we work with the whole sector – from small, community groups to large national charities – with a focus on skills-based volunteering: that means, we find people who have the skills and experience that charities need to succeed. Rather than offering more pairs of hands to deliver a service, this sort of volunteering usually relates to strengthening the backbone of an organisation, such as financial stability, marketing and communications or governance (trustees). These are the areas where charities can often have skills gaps and where proficiency is essential if charities are to be sustainable.

Reach is genuinely user-led in the development of our services: we carry out a continual process of service improvement, based on the feedback and input from the people and organisations we are here to help. We are nimble, flexible and responsive to the changing needs of the sector.

# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended  
31 December 2019

## REVIEW OF ACHIEVEMENTS AND PERFORMANCE

Our year at a glance:



**882**

Trustee  
placements



**743**

Small business  
and  
start-ups

**1,927**

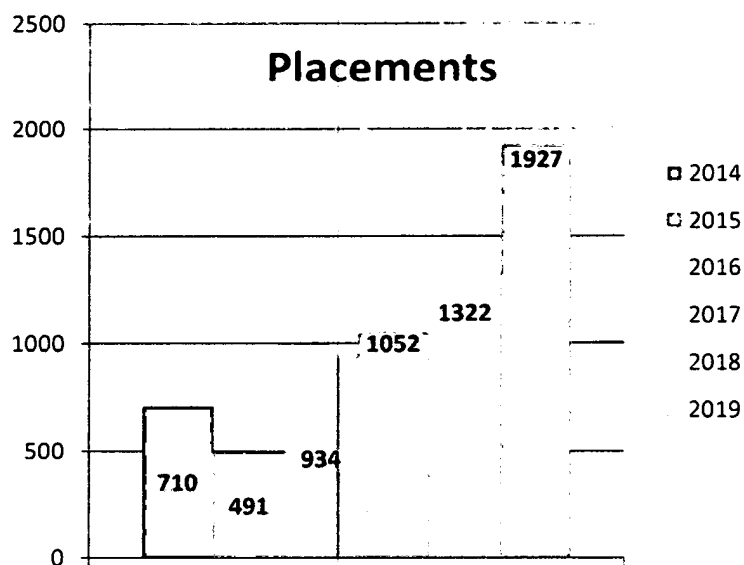
Total  
placements



**£27m**

Estimated value  
to good causes

Reach achieved record results in 2019. We continued to build on previous years' growth and achieved 1,927 placements – a 46% increase on 2018, and doubling our impact in three years.



# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended 31 December 2019

## Self-service

### 2019 results in detail

	2019	2018
Placements	1,927	1,322
Volunteer registrations	4,662	3,663
Roles registered	3,830	3169

Placements by category			
Ongoing roles	751		
Short term projects	314		
Trustee roles	882	Of which: Treasurers	102
		Chairs	58
		Marketing & Comms trustees	33
		Finance trustees	29
		Business development / income	31
		School Governor	63
		HR	28
		Digital	21
		Other	517

We have continued to work in collaboration with some great partners including:

- LinkedIn, who stream all our volunteer and trustee roles to LinkedIn members free of charge, vastly increasing the size of audience who see our opportunities
- Professional associations such as the Royal Statistical Society
- Community Impact Bucks and Team London
- Legal and General and British Council – whose staff we support to find trustee positions
- Lloyds Bank Foundation – whose grantees we support to recruit trustees through their Enhance programme

We have continued to develop our online service, embarking on a new design cycle including undertaking some extensive user research. We designed and implemented some key improvements during the year, including the facility for people to apply for roles without joining Reach first. This generated a large upsurge in applications for roles.

We have supported and encouraged charities to recruit trustees and volunteers in a purposeful, inclusive and effective way - for example, by producing a series of videos encouraging boards to use open recruitment for trustees, and to consider diversity. We have promoted trusteeship to new audiences in a range of ways including:

- Workshops run in collaboration with Team London at City Hall
- Webinars run in collaboration with recruitment agencies

## Income generating services

We have consolidated most of our income generating activity under Reach's TrusteeWorks team. The team are able to provide a depth of expertise, supporting charities large and small, to strengthen their boards by recruiting the trustees that they need.

The team offer a suite of services:

- Executive search for charities seeking trustees
- Extended advertising for trustee recruitment
- A 'funder plus' service to funders seeking to support their grantees in recruiting trustees
- Board placement service for employees of companies



# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended  
31 December 2019

The team generated £167,183 in 2019, significantly outperforming all previous years. This income is crucial for Reach's sustainability as it reduces our reliance on grant income.

## Impact

### Trustees

We survey charities one year after they have appointed trustees to find out the difference that the trustee has made to the charity.

The responses we received in 2019 were as follows:

- 72% of appointees were still trustees
- 18% had joined the board but subsequently left
- 3% took on a different role within the organization instead
- 7% never actually became a trustee.

The most common reason given for trustees leaving was a change in their circumstances (eg new caring responsibilities or job) and they were no longer able to commit to the role. Some still managed to make a useful contribution before leaving. For example:

'Offered particular support with the Treasurer role as we transitioned from a CIC to a CIO, and supported finance manager to sort out year-end accounts. They also found a pro-bono volunteer for us, who has continued to offer high end tech advice.'

Trustees who stayed in post made a **significant contribution** to their board:

- 91% of recruiting boards thought that the new trustee had strengthened their governance
- 97% thought that the new trustee was helping their organization become more effective
- 96% thought that the new trustee increased the diversity of skills and expertise on their board. (63% of charities rated this as "a lot")

On an individual level, most new trustees make a unique difference. Charities' responses provide rich sights into the impact a new trustee can have on a board. Below is a short sample.

We ask charities: 'In your own words, what difference has the trustee made to your board?'

- Nick brings a wealth of experience and knowledge in HR as well as wider understanding for the third sector that has addressed a gap in the Board's skills enabling them to feel confident in decisions taken about the Charity's strategic direction and future.
- Made our board more diverse in terms of skills available to support the organisation. Also more diverse in terms of gender.
- Alan has challenged us to think about elements of our financial management/reporting differently and has helped us change our approach to risk.
- Guy is a motivated, engaged, and thoughtful Chair. He understands the organisation completely and advocates for us at every opportunity.
- Di has brought rigour and challenge to the Board and has brought significant experience of NHS commissioning. She has helped steer the board through some challenging times and has demonstrated commitment above and beyond to our charity
- David has brought a dynamic mix of financial acumen, business experience and practical management know-how to our organisation. He works tirelessly and his contribution has been invaluable in moving forward with our work.
- Energy and digital experience

# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended 31 December 2019

## Skills-based volunteering

65% of volunteers recruited through our service were still in post (or had completed the project) six months after appointment. The balance had left the role or not completed the project – in almost all cases because of a change in circumstances such as a new job. Happily, 50% of those who left early were still deemed to have made a useful contribution before they left.

Those who remained in post made a very positive contribution to the charities they joined: 100% were reported as making their charity more effective, and 87% of charities said that this was by 'a lot'.

On an individual level, most volunteers make a tangible difference to their charities. This is illustrated by charities' responses to the question: "Please describe in your own words the difference the volunteer has made to your organisation". Below is a sample of these responses:

- A highly professional finance person who has also brought us up to date financial technology!
- Andrew has made our very first video about volunteering.
- Ann has been amazing and has help build a stronger governance and HR system
- Chris has helped develop our website to become an effective tool for recruiting new volunteers and paid staff and sharing information about the service. We are currently working on how to use the website to take donations to help with our fundraising.
- Has identified a simpler approach to our fundraising. Is creating a data base of information previously unrecorded. Has a methodical approach to everything
- From chaos to structure of our finances. The confidence that brings.
- Barry was an independent voice. This helped to focus on the issues and his recommendations helped us move forward. Without his help and guidance I doubt we would have carried out the necessary work as we simply didn't have the budget.
- A huge help! Steph is helping us again this year which is wonderful for us. The work she produces helps us gain sponsorship and donations. She is a huge asset to our small team.
- Sheila is helping us to develop our supporter journey as well as offering a critical friend to our fundraising & PR strategy.

# **REACH VOLUNTEERING**

(Limited by Guarantee)

**Report of the trustees (incorporating the Report of the directors) for the year ended  
31 December 2019**

## **Financial Review**

Reach recorded an operating surplus of £45,834 for the year (2018: surplus of £39,169) with net funds increasing to £180,533 (2018: £134,699). The better than expected surplus was largely due to the receipt of a grant for £60,000 intended to cover both 2019 and 2020 but which the Charities SORP required to be fully accounted for in 2019.

Total income in 2019 of £499,004 (2018: £469,826) was boosted by the grant referred to above. Of particular note was the more than doubling of income from the Trusteeworks team to £167,183 (2018: £74,628). Coupled with income from the Core service and Employee Supported Volunteering activities, this meant that approximately 40% of total income came from service provision, thus furthering Reach's objective of reducing its reliance on grants and donations. Total expenditure increased by around 5% to £453,170 (2018: £430,657). This was mostly due to costs incurred in respect of specific projects fully funded by grants received.

Further details of income and expenditure for the year can be seen in the notes to these financial statements.

## **Outlook and Future Plans**

Reach has relatively little forward visibility on the level of earned income and grant funding it receives. Covid-19 has reduced the level of trustee and other recruitment by charities so far in 2020 and this in turn has adversely affected Reach's earned income from this source, although we are now beginning to see a recovery in activity. We have also been able to secure additional funding from trusts and other organisations to mitigate the effect Covid-19 has had on Reach's income. At this stage the financial outcome for the current year cannot be predicted with any certainty, but it presently seems likely that Reach will break even / register a small deficit.

However, Reach entered 2020 with a healthy reserves position, which gives the Trustees confidence in our continued viability. In 2020 we have continued to:

- support charities in the recruitment of trustees and skills based volunteers inspire more people to volunteer their skills
- continue to enhance and develop our digital service
- seek to further extend our online presence and attract new audiences,
- launch a new online resource, supporting boards to adopt a more inclusive and effective approach to trustee recruitment, in collaboration with partners
- Undertake research to establish the principles that underpin the impactful skills based volunteering

# REACH VOLUNTEERING

(Limited by Guarantee)

Report of the trustees (incorporating the Report of the directors) for the year ended  
31 December 2019

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees (who are also directors of Reach Volunteering for the purposes of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 the financial statements, the trustees are required to:

- select suitable accounting policies and 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 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 business.

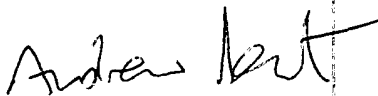
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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.

### **Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

By order of the Council of Management:



Andrew Dent  
Chair

10/9/2020

# REACH VOLUNTEERING

(Limited by Guarantee)

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF REACH VOLUNTEERING

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2019.

### Responsibilities and basis of report

As the 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 Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

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 the Company's accounts carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the Company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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 as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
2. the accounts do not accord with those records with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; 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.

*Heather Wheelhouse*

Heather Wheelhouse ICAEW  
55 Baker Street, London, W1U 7EU  
Date: 16 October 2020

# REACH VOLUNTEERING

(Limited by Guarantee)

Statement of financial activities (incorporating an income and expenditure account) for the year ended 31 December 2019

	Notes	Unrestricted Funds 2019 £	Unrestricted Funds 2018 £	Restricted Funds 2019 £	Restricted Funds 2018 £	Total Funds 2019 £	Total Funds 2018 £
<b>Income from:</b>							
Donations and legacies	2	116,276	186,089	188,200	158,609	304,476	344,698
Charitable activities	4	194,528	125,128	-	-	194,528	125,128
<b>Total</b>		<b>310,804</b>	<b>311,217</b>	<b>188,200</b>	<b>158,609</b>	<b>499,004</b>	<b>469,826</b>
<b>Expenditure on:</b>							
Raising funds	5	30,816	50,045	-	-	30,816	50,045
Charitable activities	6	234,154	222,657	188,200	158,609	422,354	380,612
<b>Total</b>		<b>264,970</b>	<b>272,702</b>	<b>188,200</b>	<b>158,609</b>	<b>453,170</b>	<b>430,657</b>
<b>Net income</b>		<b>45,834</b>	<b>38,515</b>	<b>-</b>	<b>-</b>	<b>45,834</b>	<b>39,169</b>
<b>Net movement in funds</b>		<b>45,834</b>	<b>38,515</b>	<b>-</b>	<b>-</b>	<b>45,834</b>	<b>39,169</b>
<b>Total funds brought forward</b>		<b>134,699</b>	<b>95,530</b>	<b>-</b>	<b>-</b>	<b>134,699</b>	<b>95,530</b>
<b>Total funds carried forward</b>		<b>180,533</b>	<b>134,699</b>	<b>-</b>	<b>-</b>	<b>180,533</b>	<b>134,699</b>

All income and expenditure derives from continuing activities.

The notes on pages 14 to 19 form part of these financial statements.

**REACH VOLUNTEERING**  
**(Limited by Guarantee)**

Balance sheet as at 31 December 2019

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Tangible Fixed Assets	8	-	682
Investments	3	1	1
		<u>1</u>	<u>683</u>
<b>Current assets</b>			
Debtors	9	32,954	26,668
Cash at bank and in hand		221,310	192,521
		<u>254,264</u>	<u>219,189</u>
<b>Creditors: amounts falling due within one year</b>	10	(73,732)	(85,174)
<b>Total assets</b>		<u><u>180,533</u></u>	<u><u>134,699</u></u>
<b>Funds</b>			
Unrestricted:			
Designated	13	10,000	10,000
General	13	170,533	124,699
Restricted	14	-	-
		<u><u>180,533</u></u>	<u><u>134,699</u></u>

The Council of Management consider that the charity is entitled to exemption from the requirement to have an audit under provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Approved by the Council of Management, and authorised for issue, on 10 September, 2020 and signed on its behalf by:



Andrew Dent  
Chair



Graham Warner  
Treasurer

The notes on pages 14 to 19 form part of these financial statements.

**1 Accounting policies**

Reach Volunteering is a charitable company (01452482), limited by guarantee, domiciled in England and Wales.

The registered office is as detailed on page 1.

**Principal activity**

Reach's principal activity is to assist voluntary organisations in accessing skilled volunteers to support their maintenance and development.

**Basis of accounting**

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 2019) – (Charities SORP (FRS 102)) and the Companies Act 2006.

Reach Volunteering meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The presentation currency is GBP and rounded to the nearest pound.

**Going Concern**

The Trustees have considered the financial resources of the Charity for the foreseeable future and, in particular, the possible effects of Covid-19 on the Charity's financial position. Whilst Covid-19 is expected to have an adverse effect on Reach's earned income, the Trustees believe that in view of existing reserves, together with funding commitments already in place, continuing fund raising activities and remedial actions taken, the Charity will have sufficient funds to continue to meet its liabilities as they fall due for at least twelve months from the date of approval of the financial statements. Therefore, the Trustees have concluded that the going concern basis of accounting continues to be appropriate. At the date of this report, Reach had cash at bank of approximately £336,000.

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

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.

**Fund accounting**

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

**Expenditure**

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.

Expenditure is classified under the following activity headings:

Cost of raising funds comprise the costs incurred in encouraging people and organisations to contribute financially to the charity's work.



# REACH VOLUNTEERING

(Limited by guarantee)

## Notes to the financial statements for the year ended 31 December 2019

Expenditure on charitable activities includes the costs of activities undertaken to further the purposes of the charity and their associated support costs.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

### Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

### 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:

Equipment and software - 3 years

### Debtors

Debtors are recognised initially at fair value. Trade and other debtors are recognised at the amount due on the day they arise. Prepayments are amounts paid in advance and are stated at the actual amount that has been prepaid.

### Cash and Cash Equivalents

Cash and cash equivalents represents amounts held within current or deposit bank accounts.

### 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.

### Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### Critical accounting estimates and assumptions

There are no accounting estimates or assumptions which have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

## 2 Donations and legacies

	Unrestricted £	Restricted £	Restricted £	Total £	2018 £
Donations from charitable trusts	101,202	93,675	94,525	289,402	303,559
Corporate donations	2,305	-	-	2,305	4,556
Other income	12,769	-	-	12,769	36,583
	<b>116,276</b>	<b>93,675</b>	<b>94,525</b>	<b>304,476</b>	<b>344,698</b>

# REACH VOLUNTEERING

(Limited by guarantee)

Notes to the financial statements for the year ended 31 December 2019

## 3 Investments

The charity's investment represents 100% of the issued ordinary share capital of the charity's subsidiary company, Reach

## 4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
TrusteeWorks	157,183	-	157,183	74,628
Core service fees / Employer supported volunteering	37,345	-	37,345	50,500
	<u>194,528</u>	<u>-</u>	<u>194,528</u>	<u>125,128</u>

## 5 Raising funds

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Direct staff costs	30,106	-	30,106	49,336
Support costs	710	-	710	709
	<u>30,816</u>	<u>-</u>	<u>30,816</u>	<u>50,045</u>

## 6 Charitable activities

	Unrestricted Funds £	Restricted Fund Big Lottery Fund Grant £	Restricted Funds £	Total 2019 £	Total 2018 £
Placement of volunteers					
Direct staff costs	86,178	77,983	86,975	251,136	235,456
Premises expenses	66,525	-	-	66,525	63,741
IT and communications	17,964	-	-	17,964	15,966
Other overhead costs	56,839	15,692	7,550	80,081	59,760
Legal and professional fees	1,832	-	-	1,832	1,890
Independent Examiners fees	4,153	-	-	4,153	3,000
Finance costs	663	-	-	663	799
	<u>234,154</u>	<u>93,675</u>	<u>94,525</u>	<u>422,354</u>	<u>380,612</u>

## 7 Staff costs

	2019 £	2018 £
Wages and salaries	270,512	256,210
Social security costs	18,885	18,510
Pension contributions	11,104	10,545
	<u>300,501</u>	<u>285,265</u>
Other staff costs	732	181
	<u>301,233</u>	<u>285,446</u>

# REACH VOLUNTEERING

(Limited by guarantee)

## Notes to the financial statements for the year ended 31 December 2019

The average monthly number of employees during the year were:

9 8

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

The charity trustees were not paid or in receipt of any other benefits from employment with the charity in the year (2018: £Nil) and no trustee (2018: Nil) was reimbursed expenses during the year (2018: £Nil).

No charity trustee received payment for professional or other services supplied to the charity (2018: £Nil).

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and the Head of Fundraising. The total employee benefits of the key management personnel of the charity were £75,813 (2018: £86,700).

### 8 Fixed Assets

#### Cost

At 1 January 2019

Additions

At 31 December 2019

#### £ Equipment and software

89,821

-

89,821

#### Depreciation

At 1 January 2019

Charge for the year

At 31 December 2019

89,139

682

89,821

#### Net Book Value

At 31 December 2019

At 31 December 2018

-

682

### 9 Debtors

Trade debtors

Other debtors and prepayments

Due from subsidiary undertaking

2019 2018

£ £

13,569

8,256

18,647

17,754

738

658

32,954

26,668

### 10 Creditors - amounts falling due within one year

Trade creditors

Other creditors and accruals

Accruals

Pension Scheme Liability

Taxation and social security costs

2019 2018

£ £

3,665

1,137

12,838

4,264

7,264

12,300

36,021

54,187

13,944

13,286

73,732

85,174

# REACH VOLUNTEERING

(Limited by guarantee)

## Notes to the financial statements for the year ended 31 December 2019

### 11 Operating leases

The charity had minimum lease payments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2019	2018	2019	2018
	£	£	£	£
Within one year	9,456	37,825	-	-
In two to five years	-	9,456	-	-
	<u>9,456</u>	<u>47,281</u>	<u>-</u>	<u>-</u>

The amount of non-cancellable operating lease payments recognised as an expense during the year was £37,825 (2018: £37,825).

### 12 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Net assets 2019	Net assets 2018
	£	£	£	£
Unrestricted funds:				
Designated	-	10,000	10,000	10,000
General	-	170,533	170,533	124,699
Restricted funds	-	-	-	-
	<u>-</u>	<u>180,533</u>	<u>180,533</u>	<u>134,699</u>

### 13 Analysis of movements in unrestricted funds

	General fund	Designated dilapidations fund	Total 2019	Total 2018
	£	£	£	£
At 1 January 2019	124,699	10,000	134,699	95,530
Income	310,804	-	310,804	469,826
Expenditure	(264,970)	-	(264,970)	(430,657)
At 31 December 2019	<u>170,533</u>	<u>10,000</u>	<u>180,533</u>	<u>134,699</u>

#### Designated funds:

The purpose of the designated fund is to contribute towards the cost of repairing any dilapidations to the charity's offices at the expiry of the lease in 2020.

### 14 Analysis of movements in restricted funds

	Trusts	Total 2019	Total 2018
	£	£	£
At 1 January 2019	-	-	-
Income	188,200	188,200	158,609
Expenditure	(188,200)	(188,200)	(158,609)
At 31 December 2019	<u>-</u>	<u>-</u>	<u>-</u>

#### Restricted funds:

The purpose of the restricted funds is to support the TrusteeWorks activities and Reach's activities to strengthen charity governance through better trustee recruitment.

### 15 Related party transactions

There were no related party transactions undertaken during the year other than with Reach's wholly owned subsidiary, Reach Consulting Limited. Reach paid expenses on behalf of the subsidiary amounting to £78 and at the year end the amount to due to Reach from Reach Consulting Limited was £738.

# REACH VOLUNTEERING

(Limited by guarantee)

## Notes to the financial statements for the year ended 31 December 2019

### 16 Pensions

The charitable company participates in The TPT Retirement Solutions Growth Plan (formerly The Pensions Trust Growth Plan) ('the Plan') which is a multi-employer defined benefit scheme as described by FRS 102 - Section 28.

A full actuarial valuation of the plan at 30 September 2017 showed the market value of the scheme assets to be £795 million, liabilities of £926 million and a deficit of £131 million.

The present value of Reach Volunteering's portion of this deficit is £36,022 at the balance sheet date (2018: £54,188). To eliminate this funding shortfall, the charity is required to make additional contributions to the Plan increasing at an annual compound rate of 3% with the aim of eliminating the deficit over a 10 year period. The cost of the deficit contributions included in these accounts was £6,941 (2017: £7,582).

#### Reconciliation of opening and closing provisions

	2019 £	2018 £
Provision at start of period	54,842	61,625
Unwinding of the discount factor (interest expense)	663	799
Deficit contribution paid	(6,941)	(7,582)
Remeasurements - impact of any change in assumptions	-	-
Remeasurements - amendments to the contribution schedule	(11,335)	-
Provision at end of period	37,229	54,842

#### Income and expenditure impact

	2019 £	2018 £
Interest expense	663	799
Remeasurements - impact of any change in assumptions	-	-
Remeasurements - amendments to the contribution schedule	(11,335)	-
	(10,672)	799

### 17 Post balance sheet event

On 11 March 2020, the World Health Organisation declared the Coronavirus COVID-19 outbreak to be a pandemic in recognition of its rapid spread across the globe and on 23 March the UK Government introduced social distancing measures and restrictions on movement. The slowdown in UK economic activity is expected to have a significant impact on Reach's ability in particular to provide paid for services to charities.

The size of this impact cannot be fully quantified at this stage and will depend on how quickly the outbreak fades and normal conditions resume. The situation is being closely monitored and Reach will take appropriate actions to mitigate the effects of this as

There were no other material events after the reporting period, which have a bearing on the understanding of the financial statements as at 31 December 2019