

Company Registration No. 09537026 (England and Wales)

**VOLUNTEER IT YOURSELF C.I.C.**  
**ANNUAL REPORT AND UNAUDITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2020**

**TWP Accounting LLP**  
**Chartered Accountants**  
**The Old Rectory**  
**Church Street**  
**Weybridge**  
**Surrey**  
**KT13 8DE**

# VOLUNTEER IT YOURSELF C.I.C.

## COMPANY INFORMATION

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<b>Directors</b>	T E Reading E Sellwood O Van Rossem
<b>Company number</b>	09537026
<b>Registered office</b>	The Old Rectory Church Street Weybridge Surrey KT13 8DE
<b>Accountants</b>	TWP Accounting LLP The Old Rectory Church Street Weybridge Surrey KT13 8DE

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# VOLUNTEER IT YOURSELF C.I.C.

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# VOLUNTEER IT YOURSELF C.I.C.

## DIRECTORS' REPORT

*FOR THE YEAR ENDED 31 MARCH 2020*

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The directors present their annual report and financial statements for the year ended 31 March 2020.

### **Directors**

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

T E Reading  
E Sellwood  
O Van Rossem

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

On behalf of the board

.....

T E Reading

**Director**

Date: .....

# **VOLUNTEER IT YOURSELF C.I.C.**

## **ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF VOLUNTEER IT YOURSELF C.I.C. FOR THE YEAR ENDED 31 MARCH 2020**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Volunteer it Yourself C.I.C. for the year ended 31 March 2020 which comprise the income and expenditure account, the balance sheet, the statement of changes in equity and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Volunteer it Yourself C.I.C., as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Volunteer it Yourself C.I.C. and state those matters that we have agreed to state to the Board of Directors of Volunteer it Yourself C.I.C., as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Volunteer it Yourself C.I.C. and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Volunteer it Yourself C.I.C. 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 surplus of Volunteer it Yourself C.I.C.. You consider that Volunteer it Yourself C.I.C. is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Volunteer it Yourself C.I.C.. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**TWP Accounting LLP**  
Chartered Accountants  
The Old Rectory  
Church Street  
Weybridge  
Surrey  
KT13 8DE

Date: .....

# VOLUNTEER IT YOURSELF C.I.C.

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

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	Year ended 31 March 2020 £	Year ended 31 March 2019 £
<b>Income</b>	988,892	978,202
Cost of sales	(599,297)	(648,846)
	<hr/>	<hr/>
<b>Gross surplus</b>	389,595	329,356
Administrative expenses	(279,618)	(264,105)
	<hr/>	<hr/>
<b>Operating surplus</b>	109,977	65,251
Interest receivable and similar income	8	4
	<hr/>	<hr/>
<b>Surplus before taxation</b>	109,985	65,255
Tax on surplus	(20,960)	(12,502)
	<hr/>	<hr/>
<b>Surplus for the financial year</b>	<u>89,025</u>	<u>52,753</u>

# VOLUNTEER IT YOURSELF C.I.C.

Company Registration No. 03016497

## BALANCE SHEET

AS AT 31 MARCH 2020

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	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Debtors	3	206,122		271,164	
Cash at bank and in hand		159,481		53,092	
		<u>365,603</u>		<u>324,256</u>	
<b>Creditors: amounts falling due within one year</b>	4	(197,738)		(245,416)	
<b>Net current assets</b>			167,865		78,840
			<u>167,865</u>		<u>78,840</u>
<b>Reserves</b>					
Income and expenditure account			167,865		78,840
			<u>167,865</u>		<u>78,840</u>
<b>Members' funds</b>			<u>167,865</u>		<u>78,840</u>

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

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

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.

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 directors and authorised for issue on ..... and are signed on its behalf by:

.....  
T E Reading  
Director

# VOLUNTEER IT YOURSELF C.I.C.

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 MARCH 2020

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	Income and expenditure £
<b>Balance at 1 April 2018</b>	26,087
<b>Period ended 31 March 2019:</b> Profit and total comprehensive income for the period	52,753
<b>Balance at 31 March 2019</b>	<u>78,840</u>
<b>Period ended 31 March 2020:</b> Profit and total comprehensive income for the period	89,025
<b>Balance at 31 March 2020</b>	<u><u>167,865</u></u>



# VOLUNTEER IT YOURSELF C.I.C.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2020

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#### 1 Accounting policies

##### **Company information**

Volunteer it Yourself C.I.C. is a private company without share capital. The registered office is The Old Rectory, Church Street, Weybridge, Surrey, KT13 8DE.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

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

#### 1.2 Going concern

The current COVID-19 pandemic has created uncertainty over the future financial implications to the worldwide economy. The directors are confident that the Company has adequate resources to continue in operational existence for the foreseeable future and meet its financial obligations. Therefore they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

#### 1.3 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for consultancy services provided in the normal course of business, and is shown net of VAT and other sales related taxes. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates.

#### 1.4 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.5 Financial instruments

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### 1.6 Taxation

The tax expense represents the sum of the tax currently payable.

# VOLUNTEER IT YOURSELF C.I.C.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### **Current tax**

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

### 1.7 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 1.8 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to profit or loss on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the leases asset are consumed.

## 2 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Total	6	7

## 3 Debtors

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Amounts falling due within one year:		
Trade debtors	62,117	123,460
Other debtors	144,005	147,704
	<u>206,122</u>	<u>271,164</u>

## 4 Creditors: amounts falling due within one year

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	133,570	102,270
Taxation and social security	35,956	53,902
Other creditors	28,212	89,244
	<u>197,738</u>	<u>245,416</u>

# **VOLUNTEER IT YOURSELF C.I.C.**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2020***

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### **5 Members' liability**

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

**VOLUNTEER IT YOURSELF C.I.C.**  
**MANAGEMENT INFORMATION**  
**FOR THE YEAR ENDED 31 MARCH 2020**

# VOLUNTEER IT YOURSELF C.I.C.

## DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

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		Year ended 31 March 2020		Year ended 31 March 2019
	£	£	£	£
<b>Income</b>				
Sales		988,892		978,202
<b>Cost of sales</b>				
Direct costs	219,626		236,015	
Training costs	379,671		412,831	
		<u>(599,297)</u>		<u>(648,846)</u>
<b>Gross surplus</b>	39.40%	389,595	33.67%	329,356
<b>Administrative expenses</b>				
Wages and salaries	170,964		144,972	
Social security costs	15,481		14,762	
Staff pension costs	4,384		2,814	
Directors' remuneration	14,667		32,842	
Rent	23,500		23,095	
Insurance	11,774		9,231	
Computer running costs	2,637		2,703	
Travelling expenses	5,800		8,394	
Legal and professional fees	495		-	
Consultancy fees	-		7,053	
Accountancy	22,056		14,027	
Charitable donations	-		30	
Bank charges	285		224	
Printing and stationery	1,748		1,637	
Advertising	-		450	
Telecommunications	3,581		-	
Entertaining	2,246		1,871	
		<u>(279,618)</u>		<u>(264,105)</u>
<b>Operating surplus</b>		109,977		65,251
<b>Interest receivable and similar income</b>				
Bank interest received	8		4	
		<u>8</u>		<u>4</u>
<b>Surplus before taxation</b>	11.12%	<u>109,985</u>	6.67%	<u>65,255</u>

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