



Report of the Trustees and Financial Statements
for the Year Ended
31st of March 2018 for
UNA Exchange CIO

Registered Charity Number: 1158106



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Introduction from the Chair

“2017-18 has been another lively and successful year for UNA Exchange, as we have continued to promote our diverse programme of short- and long-term international volunteering opportunities to and from Wales.

It has, however, been a year of change for the charity, with the loss of a number of key members of staff. This includes former Director, MaryAnn Hale, who we wish well in her new appointment, after some 18 months of driving forward the charity. We welcome as her successor, Tara-Jane Sutcliffe, who joined us in August directly from the Welsh Centre for International Affairs.

We were greatly saddened by the death in May 2017 of Mike Jones, friend and fellow Board member. We also said good bye to a number of colleagues through the year who retired from the Board: to all we express our thanks for their service to the charity and the wider international volunteering movement.

This has also been a year of considerable uncertainty as our current round of core funding from Welsh Government came to a close in March 2018 and whilst Brexit negotiations are ongoing with long-term access to European funds under threat. I am delighted to confirm that a successful application to the National Voluntary Youth Organisations (NVYO) grant will provide a further two years of running costs and support the organisation in its commitment to financial sustainability. Meanwhile, we have received assurances from UK Government on the continuity of access to funds from the European Commission through a transition period following the UK’s exit from the European Union. For UNA Exchange this has significant impact as we draw considerable funding into Wales from Europe through the Erasmus+ programme of youth exchanges.

On behalf of the whole Board I should like to thank our community of staff, volunteers and donors, along with partners across the third sector in Wales.

We look forward to 2018-19 with renewed vigour and ambitious plans for growth as we enter our 45th operational year.”

Tracy Kearns, Chair of Trustees, May 2018.



Trustees' annual report

The trustees present their report and the unaudited financial statements of the charitable incorporated company for the period from 1 April 2017 to 31 March 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name: UNA Exchange CIO
Registered charity number: 1158106
Registered office: Temple of Peace
King Edward VII Avenue
Cathays Park
Cardiff
CF10 3AP

The trustees

The trustees who served the charity during the period were as follows:

Joni Alexander
Michael Jones
Rhian Owens
Hannah Pitt
Tegryn Jones
Tracy Kearns
Liz Rawlins

Joni Alexander was appointed as a trustee 23 April 2015, and retired on 22 November 2017.
Michael Jones was appointed as a trustee on 9 July 2015, and retired on 16 May 2017.
Rhian Owens was appointed as a trustee on 15 June 2016, and retired on 23 July 2018.
Hannah Pitt was appointed as a trustee 15 June 2016.
Tegryn Jones was appointed as a trustee on 03 August 2016, and retired on 9 January 2018.
Tracy Kearns was appointed as a trustee on 15 May 2017.
Liz Rawlins was appointed as a trustee on 3 August 2017.

Senior staff: Jane MaryAnn Hale, Director (19 February 2016–31 August 2017)
Tara-Jane Sutcliffe, Director (appointed 25 August 2017)

Independent examiner: Watts Gregory LLP
Elfed House
Oak Tree Court
Cardiff Gate Business Park
Cardiff, CF23 8RS

Bankers: Co-operative Bank plc
PO Box 101
1 Balloon Street
Manchester, M60 4EP

OBJECTIVES AND ACTIVITIES

UNA Exchange is a Cardiff-based international volunteering charity that supports Future Generations Well-being Goals across Wales and United Nations Sustainable Development Goals worldwide. The organisation was established in 1973 as the United Nations Association for International Voluntary Service (Wales) and became a Charitable Incorporated Organisation in 2014.

Driven by the mission of a globally responsible Wales, the aims of UNA Exchange are:

- To promote international understanding and good citizenship through voluntary service and to provide opportunities for the people of Wales to become aware of international issues.
- To provide opportunities for young people to develop valuable skills, capacities and capabilities including but not limited to: communication, confidence, problem solving, empathy, responsibility, team

work, decision making, compassion, commitment and leadership to enable young people to participate fully in local, national and international society as mature and responsible individuals.

- To enable young people to encounter and understand different cultures.
- To encourage the concept of voluntary service as a force in the search for peace, equality, democracy and international understanding.
- To assist in community development and enable young people to participate.

In pursuit of these aims the organisation works in partnership with community groups to develop services and provisions for and with local people in Wales. The activities of UNA Exchange bring together young people from across Wales and overseas to volunteer their time and energies on projects identified and managed by local communities.

The trustees confirm that they have complied with the duty in the Charities Act 2011 to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities of UNA Exchange.

ACHIEVEMENTS AND PERFORMANCE

Through 2017-18, UNA Exchange continued to deliver across a well-established portfolio of short- and long-term exchanges. This included placing 22 UK-residents on overseas volunteering projects spanning two to six weeks in duration. Of these two-thirds were located in Europe with additional projects with NGOs in India, Kenya, Uganda, Mexico, and the Philippines. This year hosting partners included the Rural Centre for Human Interests, the Great Himalayan National Park, the Uganda Voluntary Development Association and Bovigny Asylum Seeker Centre. Participants on volunteering abroad projects are largely young adults (aged 18–25) seeking self-improvement and new, intercultural experiences, strongly motivated to help others; some focus on specific occupational experience, such as working in healthcare or with children; others wish to improve language skills. Volunteering abroad has a formative effect and many participants have either taken part in previous overseas projects or go on to volunteer abroad again (and again); one return volunteer this year, as a result of his experience in India, has gone on to pursue an MSc in International Development.

“Uganda was one of the most incredible experiences of my life. Teaching in the school was so rewarding and the kids’ enthusiasm and desire to learn is inspiring. I taught Maths, English, Geography and Commerce (Economics and Business) to all of the four years. I gave the kids a rugby ball as a gift to expose them to a bit of English culture and they loved it we played every day after school. I also was able to experience a few football matches between the local villages and got to meet so many lovely people. It was a life changing experience, I’ll never forget it. I didn’t realise how much I took for granted such as running water, a loo, a shower, washing machine etc. Would recommend it to anyone to do at least once in their life, especially in Uganda the people were all so friendly.”

(Volunteer Abroad participant, Toby, aged 16)



For several years UNA Exchange has worked in partnership with the Global Opportunity Centre at Cardiff University to provide a programme of group volunteering with community and environmental development projects in South-East Asia. In summer 2017, 29 students took part in month-long projects across Japan and Vietnam. This included youth work with the Zao Ikoino Village in Yamagata, Japan; sustainable agriculture in Kuromatsunai and Yoichi on the island of Hokkaido, Japan; and environmental work in the national parks of Cat Ba and Ba Vi in Vietnam. Recognising the benefits to the participants in widening horizons and increasing employability, the University partially fund the programme through student bursaries.

"I had an amazing 4 weeks experiencing rural Japan on an island called Hokkaido. The friends and memories I've made will stay with me for a long time. I'm so thankful and happy to have been able to help local schools, farmers and communities to make life a little bit easier for them, and to share my culture with them and to embrace their culture also. People are so grateful for the help we can offer, and I encourage you to do it too!"

(Group volunteering participant, Remi, university student)



UNA Exchange is the coordinating organisation in Wales for European Voluntary Service (EVS), funded through the European Commission's Erasmus+ scheme. Through 2017-18 UNA Exchange supported 23 young people, aged 17-30 and from across Wales, to take part in fully funded, long-term placements for up to 12 months across Europe and in neighbouring states. The voluntary service placements were based with a range of international NGOs, including the Migrant Offshore Aid Station Foundation in Malta, SFERA Youth Movement in Russia, Homo Ecos environmental organisation in Latvia, Xena intercultural organisation in Italy and the International Organization for Migration Mission to Moldova.

UNA Exchange also facilitated 20 EVS placements hosted by not-for-profit organisations in Wales. This included supporting established hosts, such as Promo Cymru, Boys' and Girls' Clubs of Wales and ASH Wales, as well as developing a new partnership with National Trust Stackpole. UNA Exchange itself annually hosts two long-term EVS placements, this year welcoming volunteers from Italy and Estonia. The non-formal, on-the-job learning of all EVS participants continues to be accredited through Youthpass certification.

"Everyone's experience is different of course but for me it has been such a great opportunity to travel and live in a place that you wouldn't ordinarily opt for, live supported to EU funds which frees you to make different choices, learn a language and even gain relevant work experience. I don't think young people should rush into the world of work and this is a great way to explore your options and your interests beforehand!"

(Yazmin, EVS participant in Moldova)



A total of 36 individuals participated on five Wales-based work camps through 2017. These took place in Monmouthshire, Pembrokeshire, Swansea, Ceredigion and Blaenau Gwent, hosted by Urdd Gobaith Cymru, Grayhill Historical Farm, Caerhys Organic Community Agriculture (COCA), Valleys Kids and Tai Calon community mutual housing association. The work camps promoted the themes of peace, sustainable agriculture, community development and youth work. UNA Exchange partnered the Urdd (the Welsh League of Youth) to uncover the history of the Message of peace and Goodwill, which has been sent from the young people of Wales to the world since 1922. The international participants joined from 12 countries, predominantly within the EU as well as from Japan and Russia. Volunteering in Wales this year proved more popular with female participants, who outnumbered their male peers 2:1. The majority of participants were young adults aged 19-25.

"Right now I am still undecided what I want to do in my future. So I hope I can learn about different types of work and perhaps benefit from foreign cultures, people and work. Being abroad for a couple weeks and meeting new people will 'expand my horizon' and give me new impressions of life. Apart from this I am looking forward to improving my English skills. Volunteering is a good idea: working for the community and helping other projects to come to life. And thereby learning a lot about myself which might help to decide how my future will look like."

(Wales-based work camp participant, Max, aged 20, from Germany).



UNA Exchange also delivers a programme of supported volunteering to empower young people furthest from the labour market and most at risk of social exclusion. Beneficiaries include care leavers, young people not in education or employment (NEET) and those living with complex and often multiple mental health issues and learning difficulties. Delivered in partnership with youth-service agencies and third-sector organisations across Wales, the programme guides young people through a series of progressive steps from first-time volunteering, onto weekend and week-long residential and, for those for whom the step is appropriate, through to participation in international voluntary service camps. Participants develop skills and confidence to return to education and progress to employment, whilst the community-based volunteering completed by the young people delivers wider social benefit. Looking beyond the life of the programme, the young people are encouraged to continue to engage with the culture of volunteering and are empowered to take part in voluntary social action initiatives on global issues. Through 2017-18 a total of 65 young people engaged with the programme contributing some 1,200 volunteer hours. The programme is funded on an annual basis by Welsh Government through a Volunteering Wales grant administered by the Wales Council for Voluntary Action. UNA Exchange is grateful for the in-kind contributions made by partner organisations and donations of consumables and professional expertise from businesses and individuals: this included an inspirational talk by Olympic athlete, Jamie Baulch, in November 2017.

Training is an important element of the work undertaken by UNA Exchange, to ensure that participants on our international exchanges are able to make the most of their experiences, develop their intercultural awareness and stay safe whilst abroad. All volunteers are supported with 'pre-departure' or 'on-arrival' training, as relevant, delivered at the Temple of Peace in Cardiff or remotely via Skype. Committed to our own continuous improvement, across the whole UNA Exchange team training in safeguarding was renewed this year and DBS checks updated.

UNA Exchange took part in celebrations in November 2017 to mark the 30th anniversary of Erasmus+ with the Director and several volunteers making presentations to key stakeholders at the Welsh National Assembly. Earlier in the year, Labour AM for Blaenau Gwent, Alan Davies, showed his support by visiting an international volunteering project in his constituency.

In December 2017, UNA Exchange Young Ambassador, Georgia, featured in both the *Western Telegraph* and the *Tenby Observer*, sharing the story of her volunteering journey. She was also interviewed by BBC Radio Wales the prior month.

"Volunteering in another country was the scariest but most amazing thing that I've ever done. It was a great sense of achievement and I would recommend it to everyone, because you do only live once."

(Georgia, UNA Exchange Young Ambassador)



As ever it was a pleasure to welcome back our founder, Robert Davies, who made his annual visit to the Temple in October. Staff and trustees also wish to mark the contribution of long-term supporters, John Roberts and Anne Heeley, who have volunteered with UNA Exchange for 40+ and 28 years, respectively. This year we have also welcomed new volunteers to the UNA Exchange office as part of the Go Wales initiative, which offers work experience to support the employability of students at Welsh universities who have faced barriers in accessing opportunities.

FINANCIAL REVIEW

Financial position

During the year the charity had incoming resources of £226,585 (2017:£199,371) and expenditure of £209,094 (2017:£237,239) resulting in net income for the year of £17,491(2017: net expenditure of £37,868).

Reserves policy

At year end the charity held total reserves of £62,874 (2017: £45,383), of which £10,425 (2017: £NIL) were restricted.

It is the policy of UNA Exchange to work towards accumulating unrestricted cash funds representing between three and six months running costs, which equates to approximately £40,000.

FUTURE PLANS

The organisation has successfully delivered European youth mobility programmes since 1998 and will continue to do so for as long as the UK has access to the Erasmus+ programme. Assurances from UK Government and direction from the national Erasmus+ agency, Ecorys UK, indicate that funding should be open to UK applicants at least until December 2020. The European Solidarity Corps (ESC) is in the process of being introduced as a successor to EVS. In cooperation with fellow members of the Alliance of European Voluntary Service Organisations, UNA Exchange wrote to MEPs (those representing Wales) to welcome introduction of ESC and raise concerns over some of the proposed delivery points. The details of ESC are due to be finalised in June 2018 and UNA Exchange will maintain a watching brief. The charity intends to engage with European Year of Cultural Heritage, which is designated for 2018.

UNA Exchange is working with Cardiff University to offer additional group volunteering opportunities in Thailand from summer 2019. The charity is also endeavouring to become an Approved Activity Provider for the Duke of Edinburgh's Award and deliver international opportunities as part of the Welsh Baccalaureate volunteering requirement. UNA Exchange is continuing to work towards achievement of the Bronze National Quality Mark in Youth Work.

The organisation has provided supported volunteering since 2008 and has secured a further grant from the Volunteering Wales fund administered by WCVA. This will provide for an extension of the current programme until 30 September 2018. The Director is scoping alternative funds for a successor programme as part of a broader funding strategy for financial sustainability. To this end the charity proposes to develop a Theory of Change and leverage additional support by recruiting a number of high-profile ambassadors.

STRUCTURE, GOVERNANCE AND MANAGEMENT

UNA Exchange CIO is a Registered Charitable Incorporated Organisation. It is an autonomous organisation with its own constitution, first adopted 04 August 2014.

UNA Exchange trustees are recruited from within the organisations beneficiaries, partner organisations and interested individuals. The constitution requires a minimum of four trustees. In selecting individuals for appointment as charity trustees, regard is made to the skills, knowledge and experience needed for the effective administration of the CIO.

The Board of Trustees of UNA Exchange is the only body with the power to elect trustees. Trustees are automatically members of UNA Exchange: the only members of UNA Exchange are its trustees. A Resolution of Members of UNA Exchange is required to amend the constitution of the CIO, amalgamate the CIO, wind up or dissolve the CIO or to reappoint trustees. Trustees must hold an Annual General Meeting of Members to present the accounts and activity of UNA Exchange to stakeholders.

Responsibility for decision making is given by the constitution to the Board of Trustees. Sub-committees of the Board of Trustees may be delegated the authority to make decisions on specific issues, with full Board approval being sought where appropriate. Sub-committees must contain one appointed trustee of UNA Exchange. The Board of Trustees delegates day-to-day responsibilities to the paid Director of UNA Exchange and its staff.

Partnership working is at the heart of the UNA Exchange delivery model and the organisation is a member of the following networks:

- Wales Council for Voluntary Action (WCVA): WCVA represents, supports and campaigns for voluntary organisations in Wales. It is a valuable source of information on policy, funding and other issues of importance to the sector.

- Council for Wales of Voluntary Youth Services (CWVYS). CWVYS represents, supports and advocates for the voluntary youth sector in Wales. It provides an important function and service in relation to government and is an important source of information.
- VINE UK: the network of UK charities offering international volunteer exchange programmes. There are many shared interests and concerns for the members.
- Alliance of European Voluntary Service Organisations: UNA Exchange is a founding member of the Alliance, which was established in 1982. The Alliance represents national voluntary service organisations that promote intercultural understanding, peace, democratic participation and equality, in the spirit of respect for universal human rights.
- Coordinating Committee for International Voluntary Service (CCIVS). UNA Exchange is also a member of CCIVS, which is affiliated to UNESCO. Membership of the Alliance and CCIVS allows UNA Exchange to partner with 100s of not-for-profit organisations around the world that work to develop and empower local communities.
- Bond: the UK network for organisations working in international development.
- Welsh Centre for International Affairs (WCIA): UNA Exchange frequently collaborates with the WCIA, the umbrella body in the Temple of Peace where the UNA Exchange office is located. The WCIA aims to inspire learning and action on global issues and supports a number of like-minded organisations.
- Wales International Cross Party Group: the Director represents UNA Exchange on the cross party interest group on international affairs that is chaired by Rhun ap Iorwerth AM and coordinated by British Council Wales.

Approved by order of the Board of Trustees on and signed on its behalf by:

.....
 Tracy Kearns – Chair of Trustees

Independent examiner's report to the trustees

Independent examiner's report to the trustees of UNA Exchange

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Julia Mortimer FCCA
Watts Gregory LLP
Chartered Accountants
Elfed House
Oak Tree Court
Cardiff Gate Business Park
CARDIFF
County of Cardiff
CF23 8RS

Date:

Statement of Financial Activities

	Note	Unrestricted Funds	Restricted Funds	Total Funds for the year ending 31st of March 2018	Unrestricted Funds	Restricted Funds	Total Funds for the year ending 31st of March 2017
		£	£	£	£	£	£
Income and Endowments from							
Donations and legacies	3	65,926	20,000	85,926	65,833	-	65,833
Charitable activities	4	36,277	104,382	140,659	53,004	79,683	132,687
Other trading activities	5	-	-	-	52	-	52
Investments	6	-	-	-	74	-	74
Other	6	-	-	-	725	-	725
Total Income		102,203	124,382	226,585	119,688	79,683	199,371
Expenditure							
Expenditure on charitable activities	7	(95,137)	(113,957)	(209,094)	(114,553)	(122,686)	(237,239)
Total Expenditure		(95,137)	(113,957)	(209,094)	(114,553)	(122,686)	(237,239)
Net Income/(Expenditure)		7,066	10,425	17,491	5,135	(43,003)	(37,868)
Transfers between funds		-	-	-	35,710	(35,710)	-
Net movement in funds		7,066	10,425	17,491	40,845	(78,713)	(37,868)
Reconciliation of funds							
Total funds brought forward		45,383	-	45,383	4,538	78,713	83,251
Total funds carried forward		52,449	10,425	62,874	45,383	-	45,383

All of the income and expenditure amounts relate to continuing activities.
The notes form part of these financial statements.

Balance Sheet

	Note	Total Funds for the year ending 31st of March 2018	Total Funds for the year ending 31st of March 2017
		£	£
Fixed Assets			
Tangible fixed assets	9	75	1,364
Intangible fixed assets	10	1,080	2,520
		1,155	3,884
Current Assets			
Debtors	11	11,512	14,538
Cash at bank and in hand	12	134,178	86,887
		145,690	101,425
Total Assets		146,845	105,309
Current Liabilities			
Creditors	13	(83,971)	(58,567)
		(83,971)	(58,567)
Net current assets		61,719	42,858
Total assets less current liabilities		62,874	46,742
Provisions for liabilities	14	-	(1,359)
Total net assets		62,874	45,383
Total restricted funds	15	10,425	-
Total unrestricted funds		52,449	45,383
Total funds of the charity		62,874	45,383

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

.....
Tracy Kearns – Chair of Trustees

Notes to the financial statements

1. Statutory Information

UNA Exchange is a charitable incorporated organisation, registered in Wales in the United Kingdom. The principal address is UNA Exchange, Temple of Peace, King Edward VII Avenue, Cardiff, CF10 3AP. The nature of the charity's operations and principal activities are disclosed within the Report of the Trustees.

The financial statements are presented in Sterling (£), the charity's functional currency, and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. Accounting Policies

Basis of preparing the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) '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).

Under the recommendations made by The SORP Committee (an expert committee advising the Charity Commission for England and Wales and the Office of the Scottish Charity Regulator, in their role as the joint SORP-making body recognized by the Financial Reporting Council) the Charity considers itself to be a smaller entity allowing it to take advantage of the exemption from the FRS102 requirement to publish a Statement of Cash Flows, which the trustees do not consider as providing additional information of value to the users of these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations and legacies income

Donations and legacies income includes donations and gifts that provide core funding or are of a general nature and are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies it must be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activities

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. This income is recognised as the related services are provided and there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Income is deferred when the amounts received are in advance of the performance of the service or event to which they relate.

Income from other trading activities

Income from other trading activities is recognised as the related services are provided and there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Income is deferred when the amounts received are in advance of the delivery of the service or event to which it relates.

Investment income

Investment income is recognised on a receivable basis.

Other income

Other income is recognised on a receivable basis.

It is not the policy of the charity to show income net of expenditure.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure on charitable activities 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.

Support costs are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. This includes governance costs which are those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity as well as a proportion of salaries based on an approximation of time spent in this area.

Tangible and intangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - Over 3 to 5 years

Intangible assets - Over 3 to 5 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Income Statement in the period to which they relate.

Deferred income

Deferred income represents income received but not earned as of the year end. Deferred income primarily consists of income for EVS charitable activities where the grant has been received in advance of the placement.

2. Accounting Policies - continued

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.

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

3. Income from donations and legacies

	Unrestricted income	Restricted income	Total Funds 2018	Unrestricted income	Restricted income	Total Funds 2017
	£	£	£	£	£	£
Donations	926	-	926	833	-	833
Grants receivable	65,000	20,000	85,000	65,000	-	65,000
	65,926	20,000	85,926	65,833	-	65,833

Grants receivable relates to core funding from NVYO, £65,000 (2017: £65,000) and WCVA, £20,000 (2017: Nil). As in prior years the NVYO grant was treated as unrestricted as it is funding for the core activities of the charity and so it is appropriate to recognise it as unrestricted grant income.

4. Income from charitable activities

	Unrestricted income	Restricted income	Total Funds 2018	Unrestricted income	Restricted income	Total Funds 2017
	£	£	£	£	£	£
European Voluntary Service (EVS) grants	8,594	104,382	112,976	-	70,183	70,183
Volunteer projects delivered in Wales	2,642	-	2,642	16,787	9,500	26,287
Volunteer abroad charitable activities	6,439	-	6,439	4,900	-	4,900
Grwpvol charitable activities	24,145	-	24,145	25,403	-	25,403
Step-by-step volunteering	(5,543)	-	(5,543)	5,734	-	5,734
Volunteering training activities	-	-	-	180	-	180
	36,277	104,382	140,659	53,004	79,683	132,687

Step-by-step volunteering income is showing as a negative due to a refund to the British Council for a Grant dated 8th September 2017 for £6,335.

5. Other trading activities

	Unrestricted income	Restricted income	Total Funds 2018	Unrestricted income	Restricted income	Total Funds 2017
	£	£	£	£	£	£
Fundraising	-	-	-	52	-	52

6. Investment and other income

	Unrestricted income	Restricted income	Total Funds 2017	Unrestricted income	Restricted income	Total Funds 2017
	£	£	£	£	£	£
Bank interest receivable	-	-	-	74	-	74
Other income	-	-	-	725	-	725
	-	-	-	799	-	799

7a. Expenditure on charitable activities

	Unrestricted 2018	Restricted 2018	Total 2018	Unrestricted 2017	Restricted 2017	Total 2017
	£	£	£	£	£	£
Promotion of international voluntary service	13,902	80,229	94,131	18,775	108,158	126,933
Staff costs	52,769	33,287	86,056	69,238	14,528	83,766
Support costs	25,830	109	25,939	21,731	-	21,731
Depreciation	2,728	-	2,728	2,790	-	2,790
Exchange (gains) / losses	(92)	332	240	2,019	-	2,019
	95,137	113,957	209,094	114,553	122,686	237,239

Support costs above include governance costs of £1,800 in respect of the fee for the independent examination of the accounts.

7b. Staff costs

	2018	2017
	£	£
Wages and salaries	82,327	86,082
Social security costs	2,513	4,772
Pensions	1,216	1,745
Movement in defined benefit pension liability	-	(8,833)
	86,056	83,766

The average number of full time equivalent employees during the year was 5 (2017: 5).

Total remuneration paid to key management personnel in the year was £26,661 (2017: £26,435).

No employees received emoluments in excess of £60,000.

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 or for the period ended 31 March 2017.

There were no trustees' expenses paid for the year ended 31 March 2018 or for the period ended 31 March 2017.

9. Tangible Fixed Assets

	2018
	£
Cost:	
Brought forward	4,014
Additions	-
Carried forward	<u>4,014</u>
Depreciation:	
Brought forward	2,647
Charge for year	<u>1,292</u>
Carried forward	<u>3,939</u>
Net book value:	<u>75</u>

10. Intangible Assets

	2018
	£
Cost:	
Brought forward	4,320
Additions	-
Carried forward	<u>4,320</u>
Amortisation:	
Brought forward	1,800
Charge for year	<u>1,440</u>
Carried forward	<u>3,240</u>
Net book value:	<u>1,080</u>

11. Debtors

	2018	2017
	£	£
Other debtors	3,668	8,755
Prepayments and accrued income	<u>7,844</u>	<u>5,783</u>
	<u>11,512</u>	<u>14,538</u>

12. Cash at bank and in hand

	2018	2017
	£	£
Cash at bank	134,178	86,887
Total	134,178	86,887

13. Creditors amounts falling due within one year

	2018	2017
	£	£
Other creditors	4,536	3,201
Credit card	-	2,120
Accruals and deferred income	77,574	52,026
Annual leave accrual	1,861	1,220
Total	83,971	58,567

Accruals and deferred income above includes deferred income of £74,295 (2017: £50,226) in relation to amounts received in advance of project delivery. All deferred income brought forward has been released in the year except for an amount of £5,675 which relates to the 2019 financial year.

14. Provisions for liabilities

	2018	2017
	£	£
Pension provision	-	1,359

15. Movement in funds

	B/F £	Income £	Expenditure £	Transfers £	C/F £
Unrestricted funds					
General fund	45,383	102,203	(95,137)	-	52,449
Restricted funds					
EVS	-	104,382	(93,957)	-	10,425
WCVA	-	20,000	(20,000)	-	-
	-	124,382	(113,957)	-	10,425
Total funds	45,383	226,585	(209,094)	-	62,874

Comparatives for movement in funds

	B/F £	Income £	Expenditure £	Transfers £	C/F £
Unrestricted funds					
General fund	4,538	119,688	(114,553)	35,710	45,383
Restricted funds					
EVS	37,975	70,183	(108,158)	-	-
Step-by-step	35,710	-	-	(35,710)	-
GwirVol	5,028	9,500	(14,528)	-	-
	78,713	79,683	(122,686)	(35,710)	-
Total funds	83,251	199,371	(237,239)	-	45,383

EVS relates to several grants awarded by the EU's Erasmus+ European Voluntary Service (EVS) programme, administered in the UK by the British Council. These are for the sending of long-term EVS volunteers from Wales to other countries and to host long-term volunteers (2-12 months) from EU member and partner states on a range of community projects in Wales.

The WCVA 'Volunteering Wales' grant was received for the Supported Volunteering programme and included funding for staff costs, volunteer training and travel costs.

Restricted funds in prior period

Step-by-step related to the hosting of group projects in Wales with young people from other countries with fewer opportunities, volunteering in Wales. Step-by-step income was largely in respect of contributions from participants, which were not considered to be restricted, and so the brought forward fund balance was transferred to unrestricted funds in the year.

GwirVol grants were awarded to fund a variety of short-term volunteering activities for young people with fewer opportunities, living in Wales.

16. Lease commitment

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2018	2017
	£	£
Within one year	10,521	7,731
Due after more than one year	-	-
	<hr/>	<hr/>

Total operating lease payments charged to the statement of financial activities in the year amounted to £26,094 (2017 - £30,764).

17. Related party disclosures

During the year the company received donations totaling £50 (2017: £nil) from trustees.