# REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020 FOR

# DISCOVERY STUDENT VOLUNTEERING SWANSEA







The MBE for volunteer groups



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Active 18 provides social activities and day trips for a group of adults with additional needs. This year the activities have had a theme of health and wellbeing.

42 volunteers have logged 180 hours!





50% of the people who attended yoga classes tried it for the first time.

60 places were provided for adults with additional needs to attend 10 activities including yoga, fitness and bowling.

One volunteer said: "I like being able tot take part in yoga, it allows me to work 1:1 with the attendees whilst learning and taking part myself."









choir and craft

sessions.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

### MESSAGE FROM THE DIRECTOR Eleanor Norton

The 2019 / 2020 academic year has been an exceptional and extraordinary one. I have been overwhelmed to see the dedication and commitment of all our volunteers and the staff team to keep volunteering and supporting the community around us throughout this incredibly difficult time.

Before the Coronavirus Pandemic we had a strong six months, building on successes and relationships, continuing to offer valuable and valued support to the community and exciting, challenging opportunities to students to build their skills while making a positive difference. We introduced new projects and secured external funding.

When it became apparent that Coronavirus was going to have a significant and long term impact, we were able to adapt rapidly, finding ways to maintain contact with many of the people we had supported previously through a range of methods. The staff team shifted to working from home and went to extraordinary length to ensure that our volunteers felt connected and supported. We may have initially expected volunteering to dwindle while everyone faced personal challenges but we found that students were still very keen to engage and do what they could. Through partnership and our own projects, we were able to offer Covid support opportunities as well as volunteering that was completely unrelated to give people a welcome distraction. This year has demanded innovation and creativity across the board and I am very proud of the whole organisation for achieving this so well, despite numerous personal challenges.

This year we were unable to travel to Zambia for our usual summer programme but we were able to secure Welsh Government funding for the partnership, meaning that our Zambian partners were able to provide some vital Covid relief support for the community there. We have also worked with a Masters Student who is carrying out an evaluation of the 10 years of the project. We were deeply saddened to learn of the illness and then death of our lead partner and dear friend in Zambia, Geoffrey Phiri. Geoffrey has been a key part of the partnership since it begun and has welcomed and supported every student and staff member who travelled to Zambia. He will be greatly missed.

#### MESSAGE FROM THE STUDENT PRESIDENT

#### **Jarren Coates**

It has been an honour to have served as the student president for Discovery SVS for the 2019 and 2020 academic year. I have had an amazing two and a half years volunteering with Discovery, and having the opportunity to take on this leadership position and be a part of the Discovery family has been amazing.

As an international student I never imagined I would find a family away from home. When I walked into the Discovery office in first year, I immediately knew that this was exactly where I wanted to be. At that stage I never thought that I would one day have the opportunity to be the president for such an incredible organisation.

Discovery has made my time in Wales unforgettable and I feel so privileged to have been able to be part of the trustee team. Not only have I thoroughly enjoyed my time at Discovery and met my family away from home, but I have also gained many employability skills that are part of many career building experiences. These skills and experiences have helped me to reach my dream career and vastly improve myself and my abilities.

As the student president, I have been able to contribute to decisions made for the benefit of Discovery and all its volunteers and service users. The staff, volunteers, trustees, and service users have all made my time with Discovery great and I am continually amazed at the work that Discovery does for the community.

A massive thank you to everyone that has been involved with Discovery this year.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

The trustees present their report with the financial statements of the charity for the year ended 31<sup>st</sup> July 2020. The trustees have adopted the provisions of the statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities'.

#### Who we are

Discovery is a registered charity that has been established since 1966. This year, 340 student volunteers logged 9,608 hours of support to the community and we estimate the financial value of this support at £99,686 but recognise that the impacts, connections and relationships far exceed this value. We also recognise that the huge range of skills and experiences gained by our student volunteers are of huge value and will stand them in excellent stead in their future lives as well as greatly enhancing their student experience. Our organisation envisages a community where people are treated like equals and are not discriminated against or disadvantaged by society.

Discovery focuses on providing the best possible service to the people who we work with in Swansea, so we need skilled, trained, and enthusiastic volunteers.

#### Discovery aims to:

- Enrich the lives of the people in Swansea in order to fulfil their potential as empowered individuals and as members of groups and communities.
- Offer new experiences and opportunities through a broad range of student-led activities in the community, leading to increased mutual understanding and equality.
- Actively support students to be aware of their personal development and the impact upon themselves and the lives of others through their involvement in the community-based activities.

#### Structure, Governance and Management

#### **Governing document**

Discovery is a registered charity and is governed by a constitution adopted on the 13<sup>th</sup> June 1969, amended on the 6<sup>th</sup> December 1979, 4<sup>th</sup> May, 15<sup>th</sup> June 1993, 16<sup>th</sup> February 1998, 15<sup>th</sup> February 2001, 8<sup>th</sup> June 2005, Feb 2007, March 2011, March 2015 and December 2019. The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### Objectives and aims

To promote any charitable purposes for the benefit of the community in the City and County of Swansea and surrounding areas, in particular the advancement of education, the furtherance of health and the relief of poverty, distress, and sickness.

Within the limitation of the above, to promote the following main areas:

- To encourage co-operation between voluntary groups, the statutory authorities, and individuals in the service of the community.
- To foster the ideal of voluntary/community service particularly amongst young people, by providing guidance and opportunities for personal development; learning and developing skills as well as participation in wide aspects of voluntary/community in wide aspects of voluntary/community involvement.
- To focus the attention of individuals connected with, as well as the institution of Swansea University and the community at large, onto social problems, with a view to creating a sense of individual responsibility and personal participation in remedying those problems.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### Organisational structure

The Board of Trustees, made up of Student Trustees and Non-Student Trustees, appoints the staff of the organisation and oversees the operation of the organisation.

Discovery's staff members for the year ended 31st July 2020 were as follows:

Director: Eleanor Norton

Supported Volunteering Scheme Project Manager: Kirsty Rowles

Volunteering Projects Manager: Vixie Barker-Williams

Volunteer Recruitment and Office Support Worker Sian Davies and Lizzie Alcock

Project Worker: Ben Hyde Finance Officer: Merlot Huyen

#### Recruitment and appointment of new Trustees

- Non-Student Trustees shall be elected at the AGM for a three-year period, in accordance with the procedure for the AGM. They may stand for re-election.
- Student Trustees are elected each year at the AGM by members of the organisation, in accordance with the procedure for the AGM, they may also stand for re-election.

#### Induction and training of new Trustees

Trustees are invited to a weekend of training. This training includes roles and responsibilities, team building, sub groups work and strategic planning sessions. On-going support is offered through regular meetings. Trustee training opportunities provided by Swansea Council for Voluntary Service and Wales Council for Voluntary Action are routinely offered to our trustees.

#### **Public benefit**

The Trustees have complied with their duty in relation to section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in relation to public benefit when reviewing our aims and objectives and planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

#### **Risk Management**

The Trustees have carried out a review of the major risks to the organisation and believe that the level of reserves policy is sufficient to cover adverse conditions that the organisation may face. The organisation has in place financial, personnel, and health and safety controls to limit the likelihood and impact of risks. All events and activities are risk assessed prior to commencement. Disclosure and Barring Service (DBS) checks are carried out on all appropriate staff and volunteer roles. The Board of Trustees actively monitor the financial position.

#### Our fundraising promise

Discovery is a member of the Fundraising Standards Board self-regulatory scheme. The Fundraising Standards Board works to ensure that organisations raising money from the public do so honestly and properly. As a member of the scheme, we follow the Institute and Fundraiser's Codes of Fundraising Practice, and comply with the key principles embodied in the Codes and in the Promise. Further details can be found at <a href="https://www.frsb.org.uk">www.frsb.org.uk</a>.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### **Financial Review**

Our total income has decreased to £156,162 (2019 - £217,034). Our main source of funding are grants, which were slightly lower than last year, at £145,724 (2019 - £159,588). Our main grant provider is Swansea University, but we also receive significant support from WCVA and Volunteering in Wales. Our Children in Need grant ended but we have been successful in retendering for a new grant, with the related project starting in January 2021.

The main reduction in other income streams related to donations (down by £12,075) and the Siavonga project (down by £26,959). Donations in 2019 included a £5.5k one off donation from Swansea University and two donations totalling £4.1k from the Swansea Air Show. The Air Show did not take place in 2020 due to the restrictions arising from the Coronavirus pandemic. The pandemic also restricted our Siavonga project, so no travel to Siavonga was possible this year. We were successful in obtaining a WCVA Covid grant to enable our partners in Siavonga to set up a Covid secure food distribution project.

Our running costs have decreased this year by an overall £5,218. There have been cost savings in various areas as a result of the pandemic and restrictions; for example, travel costs have reduced by £4,219 and the costs relating to the Siavonga project reduced by £14,705. We did invest in staff costs, as was planned at the end of the last financial year. Our total staff costs therefore increased by £18,619.

By the end of the year, we had reported a deficit of £28,792, compared to a surplus of £26,862 last year.

At  $31^{st}$  July 2020, we had total net assets of £141,855 (2019 - £170,647) and £153,403 held as cash in the bank and in hand. Our restricted funds were £11,798 (2019 - £49,399).

#### Reserves policy

The reserves policy addresses the difficulty of securing unrestricted funds in the current climate and over the coming year we will aim to keep sufficient reserves to cover 9 months of expenditure, i.e. £138,750. The reserves are maintained to cover unplanned expenditure and/or a shortfall in planned income.

At the end of the financial year ended 31 July 2020 unrestricted funds were £130,057, representing a shortfall of targeted reserve levels of £8,693.

#### Volunteer reflections

#### Student volunteer

The Discovery Office is the place that defines my time at Swansea University. I met so many amazing people there, from the dedicated staff and volunteers to the wonderful people we helped to support. Being there shaped my career path and changed my attitude towards work into a positive one. It made me realise that it is possible to love what you do.

December 2nd, 2016 was the date my university experience took a massive turn. I had just become a volunteer and volunteer project coordinator with a friend. As project coordinators we ran a project to organise outings for vulnerable young people. I enjoyed every single trip and the staff were so supportive every step of the way. It gave me a real sense of purpose and fulfilment and I developed so many skills and met so many people that I will never forget.

Before volunteering I never knew that there was a career path in the charity sector but my time with Discovery was really eye opening. From 2017 - 2018 I worked as their Finance Officer. The job was full of opportunities and challenges and gave me so many skills and practical experience that I draw upon today in my current job. I also met so many like-minded and wonderful people here and I can say with certainty that I made some of my life-long friends.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### Student volunteer continued

As a staff member working behind the scenes, I could see that all the volunteers really cared about the things we were doing together as a charity. This sense of shared purpose of helping others made me feel even more passionate about my work. This was significant to me because up until that year I thought I would just get a 9-5 finance job after uni that I didn't personally care about, in an organisation that didn't care about us. But there was never a day I didn't look forward to working in the Discovery Office.

After finishing university, I went straight into work in finance for a sick children's charity. I am so grateful I found out about Discovery because without them I wouldn't be working in a job and sector that I am truly passionate about.

#### Student volunteer reflection

Discovery was a really important part of my undergraduate and postgraduate life, and provided me with my first graduate level job as a Volunteer Recruitment Officer.

As I entered the third year of my Psychology degree, I was looking for more from my university experience, and had very little work experience, so I undertook a 3 day internship with Discovery.

This ended up leading to 2 and a half years of volunteering on Discovery's projects, managing a project supporting disabled adults and 3 further internships. I was also able to connect with likeminded people, who have become lifelong friends.

Being part of the Discovery community as a student benefitted my mental health, allowed me to develop leadership skills by becoming a Project Coordinator and student president on their board of trustees, and boosted my confidence, amongst other transferable skills. Discovery were a huge influence in me undertaking my MSc from 2018-2019 so that I could continue volunteering, whilst putting my learning into practice.

I can't find the words to express how much Discovery added to my time at University, and encourage other students to get in touch with them if they are interested in volunteering:

#### **Our Achievements**

Discovery Student volunteering Swansea has had another strong year. Our projects have grown and developed and once again we have had a brilliant team of project co-ordinators and volunteers making it all happen. The Coronavirus pandemic hit after two successful terms and while our volunteering projects and offer to the community had to change significantly and rapidly, we were able to continue to offer a wide range of support. We were incredibly impressed by the number of student volunteers who, despite dealing with massive challenges and stresses themselves wanted to continue to volunteer and even take on new and additional responsibilities.

We have been incredibly proud to see our student volunteers grow in confidence as they take on new challenges and explore new experiences. All our projects are volunteer led meaning that an integral part of our volunteer experience is the opportunity to build leadership, co-ordination and planning skills as well as the hands on skills the projects and activities provide.

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### **Projects**

Our projects are split into 4 key areas,

Involve; working with older people and adults with disabilities.

Project	Supported	What about	Attendances	Hours	Feedback
Active 18	Western Bay Health, Social Care & Wellbeing Grant	Provides social activities, wellbeing activities and day trips for a group of adults with additional needs.	60 Attendees 42 Volunteers	180 Hours over 10 sessions	"I like being able to take part in yoga, it allows me to work on-to-one with the attendees whilst also learning and taking part myself."
Age Exchange	Austin Bailey Foundation	Visits local residential homes to enjoy fun and social activities like crafts, board games and quizzes with residents.	52 users 35 Volunteers	58 hours over 8 sessions	"it was so lovely to see how excited they were to see us and see the smile on their face while we played and chatted, and they were excited for us to come again the following week."
Coffee Mates	N/A	Monthly coffee mornings for people with Autistic Spectrum Disorders to socialise and discuss topics like films and books.	19 Users 9 Volunteers	16 hours over 3 sessions	"There was lots of good communication about people idea's and what they wanted to see during the session."
Gadget Explorers	N/A	Deliver teaching sessions to adults with additional needs on how to navigate and use technology and the internet.	69 Users 17 Volunteers	80 hours over 6 sessions	"P mentioned he was interested in photography and took a lovely picture of R and even added a caption to go with it, using the computer."
Supported Volunteer Scheme	Volunteering in Wales & Welsh Council for Voluntary Action (WCVA)	To provide regular office volunteering opportunities for adults with additional needs, pairing them with volunteers.	19 Volunteers	N/A	N/A
Wellbeing Champions	University Wellbeing Service	To help raise awareness about positive wellbeing across both University Campuses. Also, to provide a listening service and run the virtual "The Lounge" event.	19 Volunteers	101 hours over 15 sessions and 5 training sessions	N/A

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

**Inspire**; working with children and young people.

Project	Supported	What about	Attendances	Hours	Feedback
Buddied Reading Scheme		Supports children in local primary schools with their literacy skills through listening to and helping them read.	63 Children 42 volunteers	68 hours over 12 sessions	"The children appeared more open and confident with the volunteers and they said they couldn't wait for us to come back."  93% felt they did well with their reading and learnt new words.  97% enjoyed reading with the volunteers.  83% felt more confident with their reading during our sessions.
Building Blocks	Children in Need	LEGO based skills: A 4 week LEGO therapy programme in primary schools to help children with teamwork and social skills.	87 Children 45 Volunteers	100 hours within 3 Primary schools	"My favourite part of the LEGO club has been the team-work because it's helped me."
Inside Out	Children in Need	Monthly trips and activities for children with ASC and their siblings.	19 Children's places 16 Volunteers	42 hours over 4 sessions	"One child first arrived and did not want to give eye contact with the volunteers and was only answering one work answers to questions, however, when we started speaking about pets (something he was really interested in) he joined in the conversation, laughing and asking questions about our favourite animals."
RASCALS	Youth Bank	Monthly trips for children from a refugee and asylum seeker background.	37 Children's places 14 Volunteers	53 hours over 4 sessions	N/A

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

Project	Supported	What about	Attendances	Hours	Feedback
Kids Away	Children in	Monthly trips and	37 Children	103 hours	"K is an amazing
	Need	activities for children	27 Volunteers	over 4	strong girl who can do
		identified as needing		sessions	absolutely anything
		some extra support			she puts her mind too
		to encourage			and I have seen her
		positive behaviour			benefit from this
		and participation in			project too but in a
		group activities.			different, more subtle
					way. The first time I
					talked to K she told me
					that she LOVED sports
					and that she is very smart but doesn't
					know if she wanted to
					go to university. When
					I asked her why she
					told me because it
					costs too much
					money. K is very
					mature for her age and
					understands a lot more
					than some of her
					peers. I told her that
					when most people go
					to university, they don't
					have to worry about
					money as they get
					money from the
					government to go to
					university. K wants to
					study history or science as they are
					her favourite subjects
					and wants to be 'a
					doctor or something
					like that probably'."
					mito triatini probably i
School	N/a	To help international	17 Volunteers	235 hours	"The teachers in
Daze		children settle into		over 22	Nursery and Reception
		school life in		sessions	were very pleased with
		Swansea and			the volunteer and it
		provides general			was great that they
		and 1:1 classroom			came to let me know
		support.			how she will be a great
					asset to them. She
					showed initiative, enthusiasm and had a
					good rapport with the
					pupils."

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

Attendances Project Supported What about Hours Feedback Rainbow Children in The Club is for 97 Young 235 hours "I'm excited for next Thursday!" "A new Youth Need over 22 children aged 8-16 people Club in Penlan and 24 Volunteers sessions volunteer was very organised many nervous at first but activities like crafts then warmed up to the games and sports other volunteers and as well as provided had fun." "Many a space for young excited children people to express attended donning their themselves and Halloween costumes. build friendships. They all had fun and were very pleased with the activities we had set up. They made Halloween masks, decorated balloons. and played many games of football."

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### Interact community and environment focused projects

Project	Supported	What about	Attendances	Hours	Feedback
Share Necessities	N/A	Runs food collections and period poverty campaigns for schools and local food banks.	N/A	40 hours	N/A
Food Swansea	Austin Bailey Foundation	Runs monthly community meals made from donations and surplus food for isolated members of the Swansea community including older adults and refugee and asylum seeker families.	N/A	215 hours and 160 meals served	"You've changed my opinion of students, it's been great seeing young people making a difference."  "You're the first person I've spoken to in 3 weeks."
Gardening & Decorating	Austin Bailey Foundation	Provides gardening and DIY support for local people who are unable to do the work themselves.	5 people 10 Volunteers	46 hours over 4 sessions	N/A
Tidy Towns	N/A	Runs monthly beach cleans and litter picks and Swansea Bay and parks to keep the local community tidy.	N/A	20 hours. The weather and COVID halted activities after Christmas 2019	N/A

**International** working closely with the Siavonga Nutrition Group as part of the Swansea Siavonga partnership.

The Swansea-Siavonga partnership wasn't able to run as normal this year but we were able to apply for funding from WCVA Africa Covid support fund to help the Siavonga communities whose food supply had been impacted by the coronavirus pandemic.

PPE and emergency food was delivered to over 700 people by a team of local workers and volunteers, many of whom had previously volunteered on our summer programme.

We also worked with a Master's degree student to evaluate the impact of the project over the last 10 years, this report will be available in January 2021.

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### **Partner Projects**

Project	Supported	What about	Attendances	Hours	Feedback
Brynmill Buddies	N/A	Supports a drop-in session for community members to socialise with each other through board games, table tennis and many cups of tea.	145 Community members	183 hours and 20 bus applications over 13 sessions.	"As part of the 50 year as a city celebration, Brynmill Buddies were invited to meet the mayor. The group met at the mansion House and had a small meal. The volunteers and I took a photo with the Mayor which was exciting!"
Circus Eruption	N/A	A youth group that uses circus skills to help self-confidence, teamwork and social skills in young people.	175 Attendees 14 Volunteers	37 hours over 10 sessions	N/A
COP project	N/A	Works with South Wales Police to deliver community safety campaigns as well as provide support to vulnerable people on Wind Street through Help Point.	N/A	581 hours over 34 help point sessions, 14 community engagement operations and 3 Patrols.	N/A
Discovery Dragons	N/A	Collaborated with Swansea Council, Freedom Leisure, Welsh National Pool and Ospreys to provide coaching and sports leadership opportunities to get children and older people more active.	175 Children and older adults 14 Volunteers	4 Sessions	N/A
Egypt Centre	N/A	To work with the Egypt Museum on Singleton Campus to help provide tours for school groups.	N/A	27 hours	N/A
EYST	N/A	Supports children from an ethnic minority background with their schoolwork and homework	71 Attendees 22 Volunteers	50 hours over 18 sessions covering 8 subjects	N/A

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

Project	Supported	What about	Attendances	Hours	Feedback
Go! Team	N/A	Helps international students settle into life at Swansea University through day trips and social activities.	115 Students 4 Volunteers	131 hours over 2 trips	N/A
Hospital Reading Scheme	N/A	Helps reduce isolation and boredom of patients in Singleton Hospital through reading and talking with patients.	50 patients 57 Volunteers	90 hours over 45 sessions	"It has built my desire to pursue a career in medicine and developed my skills which are necessary for a healthcare professional."  "Volunteering put a huge smile on my heart today, knowing I made a difference for someone was very special. She was not having a particularly good day - but when I sat down and we got to chatting we were laughing, telling stories and time flew by!" An interview about the scheme was featured in The Times Christmas Appeal.
Remember Me	N/A	Supports a local community group running crafts sessions and community choir for people living with dementia.	613 community members 40 Volunteers	117 hours over 18 sessions	"We were treated to a live performance from a singer! She played the guitar and sang songs everyone knew, and we all had a singalong for about 45 minutes which put everyone in a really lively mood."
Sufability	N/A	Helps deliver accessible surfing sessions for young people with disabilities with an aim to build self-confidence.	172 opportunities for children to surf 36 volunteers	72 hours over 15 lessons	N/A

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

Project	Supported	What about	Attendances	Hours	Feedback
Talking Hands	N/A	helps run a youth group for children with hearing impairments and their siblings.	52 Children 14 Volunteers	21 hours over 6 sessions	"One of the girls told me at the end of the session that she didn't really like me at the start, but now she doesn't want me to leave as she will miss me. I had to make a special promise with our pinkies that I will come again next week. <3"
Tecnocamps	N/A	supports children to develop confidence and problem-solving skills through using technology, coding and the internet.	275 Attendees 20 Volunteers	46 hours over 10 sessions	N/A
Unity in Diversity	N/A	Provides support at a drop-in session for refugee and asylum seekers with English classes and a community dinner.	440 points of contact 24 Volunteers	144 hours over 7 sessions	N/A
The Vetch	N/A	Gives volunteers the opportunity to be outdoors and help maintain a local community garden and allotment.	33 volunteers	97 hours over 12 sessions	N/A

#### One off volunteering

24 one off opportunities were offered throughout the year, 47 individual students got involved.

#### Staff volunteering

Swansea University's staff volunteering scheme, has grown this year with more individual and teams contacting us to arrange session. This year has seen the Staff Volunteering Scheme continue to grow, with two staff teams taking part in volunteering-based team building days. Staff volunteers have been involved in a wide variety of our projects, including Active 18, Age Exchange, Food Swansea and Tidy Towns.

#### **The Coronavirus Pandemic**

In March the Coronavirus Pandemic brought our projects to a dramatic stop. Our first focus was to ensure everyone's safety which meant closing our lovely, vibrant office.

We were then able to quickly regroup and work out how we could continue to engage student volunteers and to offer services to the community. Most of our partner projects paused their operations, our international trip was cancelled.

We were keen to ensure that students and staff volunteers could offer Covid specific support to the communities around them in the most effective and direct way so we partnered with Swansea Council's network of Local Area Co-ordinators, signposting student and staff volunteers to join their street networks.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

We also shared Swansea Council for Voluntary Service information and calls for support.

We worked with For the Love of Scrubs to create a dedicated team of sewers, knitters and delivery drivers. We created a Penpals Project, enabling students to write comforting and cheering letters to young people, this was so popular that we quickly expanded it to older people and disabled adults. We were able to transition a range of our own projects to become Covid secure, we focussed on the areas where we knew we were the main or only support available. Our Supported volunteering project became a phone or video call project with student and disabled adult pairs doing online volunteering, wellbeing activities or just having a good chat.

We offered phone calls to older people engaged in our work and created activities to be sent out to children and young people.

We also gathered a comprehensive list of citizen research and other online volunteering opportunities to share with student volunteers so that they could use their extra spare time to continue to make a difference. We created whole new ways of engaging with our volunteers, especially our project co-ordinators (lead volunteers) including online training, zoom socials (notably Ben's Bar on a Friday) and even more use of our social media channels.

By March, we had completed most of the requirements for our funded projects. Where there were unfulfilled targets we consulted with funders and reached agreements that they were happy with and we were able to fulfil.

#### **Funders**

We are incredibly grateful to all our funders for continuing to support us:

- Swansea University
- Children in Need
- WCVA
- Welsh Government
- The Austin Bailey Foundation
- Western Bay Health and Social Care Programme
- Swansea University pay roll giving
- Urban Tango
- Swansea University Women's Society
- Swansea University Union Branch
- Swansea Employability Academy
- Individual supporters

#### **Future Developments**

Looking ahead to the 2020 – 2021 academic year, we expect to see a very different volunteering experience and a different offer of support to our community. It is unlikely that we will be able to move back to our usual structure at any point this academic year.

The staff team have done an incredible amount of work since March, setting up entirely new projects, adapting existing projects, finding new partners to work with and learning to work in an entirely new system and structure.

All of this combined with our brilliantly flexible and adaptable team of volunteer, means that we are in a very strong positive to offer useful, positive, Covid secure volunteering opportunities.

We expect to be able to offer a small amount of outdoor activities, when rules and safety considerations allow. This will include litter picks, supporting the Vetch Community allotments and Surfability. We may also take on suitable Gardening and Decorating projects if circumstances allow. We will keep this under review and add or expand projects where we can.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

We will offer a range of projects that enable students to offer meaningful one to one support via phone and video calls or letters. We will also continue to create packs and online activities for people who are isolated at home of missing group activities.

We know that the pandemic will create significant challenges for students and therefore we will ensure that we continue to provide support to the wider student community. We know that peer support is uniquely beneficial and student volunteers have lots of offer other students because of their shared experience. We will continue to work with the Wellbeing Service to offer Wellbeing Champions events and activities. We are also working with them on a new Project, Connect which will enable students to provide more one to one support to each other. We will work closely with Swansea University to identify and respond to any other opportunities for student volunteers to support their peers. We are already doing this by setting up a student Covid support mechanism where students who are self-isolating can request a volunteer to deliver shopping, prescriptions or other essentials.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Charity number** 

256146

**Principal address** 

Fulton House Swansea University Singleton Park Swansea SA2 8PP

**Student Trustees** 

**President** 

Archie Castelldine (To December 2019)
Jarren Coates (From December 2019)

**Vice President** 

Archie Castelline (To December 2019)
Caitlin McCall (From December 2019)
Iola Megan Griffiths (From December 2019)

**Treasurer** 

Caitlin McCall (To December 2019)
Arjun Mahalingham (From December 2019)

Secretary

Megan Frost (To December 2019)
Caitlin Jones (From December 2019)

**Non Portfolio** 

Andrew Barnes

Owain Brooks (From December 2019)
Bethan Hughes (From December 2019)
Emma Burton (From December 2019)
Carys Jones (From December 2019)
Sophie Hocking (To December 2019)
Jean Louis Button (To December 2019)
Natasha Cole (To October 2019)

**Non-Student Trustees** 

**Chair** Phil Brophy

Treasurer Mike Buckle

Non Portfolio

Gemma Bevan

Nanelle Lewis (From December 2018) Sian Impey (From December 2018)

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

#### Independent examiner

Gerald Thomas Chartered Accountants 3 New Mill Court Swansea Enterprise Park Swansea SA7 9FG

#### **Bankers**

Lloyds TSB Bank PLC Oxford Street Swansea SA1 3AP

Santander Bank 1 Union Street Swansea SA1 3EE

#### TRUSTEES RESPONSIBILITIES

The Charities Act requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the statement of financial activities of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the statements on a going-concern basis unless it is inappropriate to assume that the charity will continue in operation;
- state whether the financial reporting standards have been followed, subject to any material departures disclosed unexplained in the accounts, and
- observe the methods and principles in the Charities Statement of Recommended Practice.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act. 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 charity and financial information included on the charity's website.

Insofar as the trustees are aware:

- there is no relevant accounting information of which the charity's Accountants and Independent Examiners are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the independent examiners are aware of that information.

Approved by order of the board of trustees on	. and sign	ed on its b	ehalf by:
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Phil Brophy - Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DISCOVERY STUDENT VOLUNTEERING SWANSEA

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2020.

#### 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.

I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### Independent examiner's statement

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

accounting records were not kept in accordance with section 130 of the Charities Act; or

the accounts did not accord with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities Act (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 refer attention to the true and fair override statement included within the trustees' report and the accounting policies in the notes to the charity's accounts.

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.

Rachel Doyle ACA FCCA for and on behalf of Gerald Thomas Chartered Accountants and Statutory Auditors Gerald Thomas 3 New Mill Court Swansea Enterprise Park Swansea SA7 9FG

D-4			
Date:	 	 	 

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2020

		Unrestricted funds	Restricted funds	2020 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	Notes 2	130,680	19,366	150,046
Charitable activities Other trading activities Investment income	3 4 5	296 1,478 550	300 3,492	596 4,970 550
Total		133,004	23,158	156,162
EXPENDITURE ON Charitable activities				
Charitable activity costs	6	126,170	58,784	184,954
Total		126,170	58,784	184,954
NET INCOME		6,834	(35,626)	(28,792)
Gross transfers between funds		1,975	(1,975)	-
NET MOVEMENT IN FUNDS		8,809	(37,601)	(28,792)
RECONCILIATION OF FUNDS				
Total funds brought forward		121,248	49,399	170,647
TOTAL FUNDS CARRIED FORWARD	14	130,057	11,798	141,855

The notes form part of these financial statements

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies Charitable activities Other trading activities Investment income	2 3 4 5	140,670 1,457 6,406 976	35,588 4,770 27,167	176,258 6,227 33,573 976
Total		149,509	67,525	217,034
EXPENDITURE ON Charitable activities Charitable activity costs	6	124,663	65,509	190,172
Total		124,663	65,509	190,172
NET INCOME		24,846	2,016	26,862
Gross transfers between funds		(327)	327	-
NET MOVEMENT IN FUNDS		24,519	2,343	26,862
RECONCILIATION OF FUNDS				
Total funds brought forward		96,729	47,056	143,785
TOTAL FUNDS CARRIED FORWARD	14	121,248	49,399	170,647

The notes form part of these financial statements

# **BALANCE SHEET** AT 31 JULY 2020

	Notes	2020 Total funds £	2019 Total funds £
CURRENT ASSETS Debtors Cash at bank and in hand	12	176 153,403 153,579	14,118 159,834 173,952
CREDITORS Amounts falling due within one year	13	(11,724)	(3,305)
NET CURRENT ASSETS		141,855	170,647
TOTAL ASSETS LESS CURRENT LIABILITIES NET ASSETS		141,855 141,855	<u>170,647</u> 170,647
FUNDS		,	,
Unrestricted funds Restricted funds	14	130,057 11,798	121,248 49,399
TOTAL FUNDS		141,855	170,647

P Brophy - Trustee

The notes form part of these financial statements

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

#### 1 ACCOUNTING POLICIES.

#### Statutory information

Discovery Student Volunteering Swansea is an unincorporated trust, registered with the Charity Commission for England and Wales. The registered number is 256146 and principal address is as Fulton House, Swansea University, Singleton Park, Swansea, SA2 8PP.

The functional and presentation currency of the financial statements is the Pound Sterling  $(\mathfrak{L})$  and balances are rounded to the nearest  $\mathfrak{L}1$ .

#### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### Going concern

A significant proportion of the charity's income is by way of grant funding. The charity is reliant upon the continuing support of its grant funders. The trustees have responded to this risk by ensuring that cash reserves are maintained in order to cover a sufficient period so that the charity can meet ongoing running costs and any staff redundancy costs.

The trustees have a reasonable expectation that the charity will have adequate resources to continue in operational existence for the foreseeable future and accordingly adopt the going concern basis in preparing the financial statements.

#### Income

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

#### **Grants and donations**

Grants and donations are recognised when the charity has unconditional entitlement to the resource. In the event that grant income is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised in full until either those conditions are fully met or the fulfilment of those conditions is wholly within the control of the charity.

#### Gift Aid reclaims

Income from tax reclaims are recognised in the same period as the gift or donation to which they relate.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

#### 1 ACCOUNTING POLICIES. Continued

#### Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised, if such gifts are subsequently disposed of or realised.

#### Donated services or facilities

Such amounts are recognised as incoming resources and resources expended when the benefit to the charity can be reasonably quantified or measured and is considered material to the charity except in the case of volunteers where these have been disclosed in a note to the accounts.

#### Investment income

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 by the bank.

#### **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 is allocated between expenditure incurred directly in an effort to raise funds, expenditure incurred directly in the fulfilment of the charity's objectives and expenditure incurred in the management and administration of the charity (governance costs and support costs).

#### Allocation of support and governance costs

Governance costs comprise of all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees together with support costs. Due to the nature of the operations of the charity it was not considered appropriate to allocate expenditure on activities.

#### Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity.

#### Tangible fixed assets

Tangible fixed assets are only capitalised if they have a value exceeding £1,000 and can be used by the charity for more than one year. Motor vehicles will always be capitalised. Depreciation is provided at the following annual rates in order to write off their cost less any residual value over their estimated useful life.

Motor vehicles

- 15% on reducing balance

#### **Taxation**

The charity is exempt from tax on its charitable activities. Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Unrestricted funds include designated funds where the trustees, at their discretion, wish to create a fund for a specific purpose.

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.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

#### 1 ACCOUNTING POLICIES. Continued

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### **Financial instruments**

The charity has financial assets and 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

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# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 JULY 2020

2	DONATIONS AND LEGACIES				
		Unrestricted	Restricted	2020	2019
	Donations Gift Aid Grants	£ 2,080 1,400 127,200 130,680	£ 842 - 18,524 19,366	£ 2,922 1,400 145,724 150,046	£ 14,997 1,673 159,588 176,258
	Grants	Unrestricted £	Restricted £	2020 Total Fund £	2019 Total Fund £
	BBC Children In Need Swansea University Volunteering in Wales Changing for the Better Community Investment Swansea Youth Bank Austin Bailey Foundation Awards For All Swansea Siavonga Partnership	127,200	9,214 - 2,000 - 7,310 - 18,524	127,200 9,214 - 2,000 - 7,310	10,000 124,000 7,482 6,748 600 2,000 8,758
3	CHARITABLE ACTIVITIES				
		Unrestricted	Restricted	2020	2019
	Fund raising SSP Scholarship	£ 286 10 296	£ 60 240 300	£ 346 250 596	1,752 4,475 6,227

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 JULY 2020

4	OTHER TRADING ACTIVITIES					
		Unrestricted	Restricted	2020	2019	
	Student Volunteering Activities	£ 1,478	£ 3,492	£ 4,970	£ 33,573	
	INIVECTMENT INCOME					
5	INVESTMENT INCOME					
				2020 £	2019 £	
	Deposit account interest			<u>550</u>	976	
6	CHARITABLE ACTIVITIES COS	STS				
		U	Inrestricted	Restricted	2020	2019
			£	£	£	,
	Salaries, NI & pensions		110,360	34,022	144,382	125,76
	Reimbursed expenditure		309	10,277	10,586	27,840
	Activities		-	2,655	2,655	3,33
	Travel and subsistence		1,573	1,572	3,145	7,36
	Dues and subscriptions		2,414	-	2,414	84
	Printing and reproduction		907	597	1,504	1,606
	Staff training		2,161	1,366	3,527	4,544
	Resources		400	1,528	1,528	1,750
	Refreshments		466 275	614 79	1,080 354	1,02 <sup>4</sup> 603
	Telephone Other costs		897	6,074	6,971	8,71
	Total	- -	110.000	E0 704	170 140	100.00
	Total Support costs		119,362 1,479	58,784	178,146 1,479	183,387 878
	Governance costs		5,329		5,329	5,907
		_ 	126,170	58,784	184,954	190,172

#### 7 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2020 nor for the year ended 31 July 2019.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 JULY 2020

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7	TRUSTEES' REMUNERATION AND BENEFITS, co	ntinued		
	Trustees' expenses			
	Trustees' expenses		2020 £ 390	2019 £ 510
	Trustees' expenses reimbursed related to 2 truste related to training and travelling costs.	es within the year.	The reimbursed	expenses
8	GOVERNANCE COSTS			
	Unrestricted	Restricted		
	funds	funds	2020	2019
	£	£	£	£

9	STAFF COSTS		2020	2019
			£	£

5.329

3,410

1,859

60

Salaries and social security Pension scheme contributions	138,136 6,246	119,523 6,240
	144,382	125,763

The average monthly number of employees during the year was as follows:

2020	2019
7	7

3,410

1,859

5.329

60

3,320

2,527

5.907

60

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

#### Key management personnel

Accountancy & payroll fees

Insurance

Total

Bank charges

Key management personnel are considered to be those personnel who are not trustees but sit within key operational and strategic roles. The total employee benefits of the key management personnel were £36,995 (2019: £30,893).

#### 10 VOLUNTEERS

The value of volunteers' time given within the year is estimated with reference to the recorded number of volunteer hours multiplied by the estimated hourly rate that an employee would have been paid for carrying out the service. The quantified benefit to the charity for volunteers' time was £99,686 (2019: £170,821), given that 9,608 (2019: 17,298) hours were recorded. This amount has not been recognised in the accounts.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 JULY 2020

11 AC	COUNTANT'	S REMUNE	RATION
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13

Accountancy fees in relation to the independent examination, included within charitable activity costs, were £2,500 (2019: £2,500).

#### 12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade debtors Other debtors	2020 £ 176 	2019 £ 14,064 54
	<u>176</u>	14,118
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2020	2019
	£	£
Trade creditors	- (0.000)	603
Taxation and social security	(3,683)	
Accruals	2,734	2,702
Deferred income	12,673	

3,305

11,724

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 JULY 2020

#### 14 MOVEMENT IN FUNDS

Have etviete d fron de	At 1/08/19 £	Income £	Expenditure £	Transfers £	At 31/07/20 £
Unrestricted funds General fund	121,248	133,004	(126,170)	1,975	130,057
	121,248	133,004	(126,170)	1,975	130,057
Restricted funds					
Inspire	12,648	3,492	(14,471)	(1,669)	-
International	8,086	8,392	(10,742)	-	5,736
Involve	25,519	9,274	(29,545)	(306)	4,942
Interact	1,145	-	(1,145)	-	-
Austin Bailey	2,001	2,000	(2,881)		1,120
Total restricted funds	49,399	23,158	(58,784)	(1,975)	11,798
Total funds	170,647	156,162	(184,954)		141,855
	170,017	.00,.02	(101,001)		1 11,000

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 JULY 2020

#### 14 MOVEMENT IN FUNDS - continued

Unrestricted funds	At 1/08/18 £	Income £	Expenditure £	Transfers £	At 31/07/19 £
General fund	96,729	149,509	(124,663)	(327)	121,248
	96,729	149,509	(124,663)	(327)	121,248
Restricted funds					
Inspire	11,256	14,786	(13,394)	_	12,648
International	9,731	23,475	(25,120)	-	8,086
Involve	25,585	23,078	(23,144)	-	25,519
Interact	-	4,186	(3,041)	-	1,145
People Places & Big Lottery	(11)	-	-	11	-
Greggs	(3 <sup>25</sup> )	-	-	325	-
Carmarthen Water Safety	(493)	-	-	493	-
Austin Bailey	`81Í	2,000	(810)		2,001
POW	54	, -	-	(54)	-
St Thomas Project	448	-	-	(448)	
Total restricted funds	47,056	67,525	(65,509)	327	49,399
Total funds	143,785	217,034	(190,172)	-	170,647

The purpose for which the above restricted funds are held are described in detail in the trustees report.

#### 15 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total funds £
Current assets Current liabilities	153,579 949	(12,673)	153,579 (11,724)
Total net assets	154,528	(12,673)	141,855