

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 JULY 2021 FOR**

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**



**Swansea University  
Prifysgol Abertawe**



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*



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

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

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FOR THE YEAR ENDED 31 JULY 2021**

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Caring Together  
Western Bay  
Health and Social Care Programme  
Gofalu Gyda'n Gilydd  
Bae'r Gorllewin  
Prifeglen Iechyd a Gofal Cymdeithasol



Swansea University  
Prifysgol Abertawe






Discovery


# Discovery Our Year In Pictures



## **DISCOVERY STUDENT VOLUNTEERING SWANSEA**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021**

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#### **MESSAGE FROM THE DIRECTOR Eleanor Norton**

This has been another remarkable year. We knew it would bring challenges but did not expect to spend the whole year working from home with the majority of our projects virtual, online via phone or post or outdoors. As ever, the commitment and determination of our student volunteers to be of use to the community around them has been incredibly impressive. Our staff team have innovated massively and worked incredibly hard to ensure that a wide range of opportunities have remained available and that our students can still offer their time and skills to the community. This has meant taking on brand new areas of work as well as adapting many we already do. We have been consulting with our partners and student volunteers throughout the year to ensure that we are doing the best we can with our resources.

Feedback from students has told us that this year more than ever, the mental health benefits, sense of connection, purpose and chance to meet and work with others that volunteering with us provides, has been incredibly valuable and important to them. We are so grateful that they have stuck with us and risen to this challenge.

We were delighted to receive a Navy plaque celebrating the journeys of two of our dedicated volunteers, both of whom used their Discovery experiences to go on to careers in public service. I hope that the next academic year will allow us to move back to our usual way of working but I know that we will take many lessons and new practices with us as well as the certainty that our organisation is resilient and adaptable, whatever faces us.

#### **MESSAGE FROM THE STUDENT PRESIDENT**

##### **Emma Burton**

Starting my Discovery journey as a service user and then a volunteer 3 years ago, I was able to work myself up through leadership roles and became student president this year. It has been a trialling year due to Covid-19, but Discovery has adapted and continued to provide support to those in need and I personally wouldn't have got through lockdown without it. I have always felt at home in Discovery, accepted for who I am, and the support and encouragement from staff and other volunteers has been phenomenal.

Discovery has allowed me to build my confidence and other personal skills, which has benefited me in all aspects of my life. I have undertaken training and gained experience, which has significantly improved my employability, and the opportunity to undertake leadership roles and develop these skills has helped me in my post-graduate application and made my dream career prospects a reality.

Being student president has meant I was involved in managing a team, learning about and running the charity, and helping to run interviews and recruit new staff members. This is truly a unique experience as a university student that I know will aid me through the rest of my life.

Fulfilling the role as Discovery SVS Student President in 2021 has been a once in a lifetime opportunity that I will never forget. I have had the privilege of working alongside some amazing staff members as well as the Board of Trustees and I couldn't thank them more for all their hard work and support throughout this uncertain time.

To all Discovery staff, trustees, and volunteers, thank you so much for all your dedication and for welcoming me into the Discovery family. I have made friendships and memories for life and can't imagine my time at university without it. Discovery SVS is at the heart of the community and university life, and I couldn't be prouder to be a part of its history.

## **DISCOVERY STUDENT VOLUNTEERING SWANSEA**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021**

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The trustees present their report with the financial statements of the charity for the year ended 31<sup>st</sup> July 2021. 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, 556 student volunteers logged 9,368 hours of support to the community, we estimate the financial value of this support at £97,192 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.

## **DISCOVERY STUDENT VOLUNTEERING SWANSEA**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021**

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#### **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 31<sup>st</sup> July 2021 were as follows:

Director: Eleanor Norton

Supported Volunteering Scheme Project Manager: Kirsty Rowles

Volunteering Projects Manager: Vixie Barker-Williams and Rebecca Hoskins

Volunteer Recruitment and Office Support Worker Sian Davies

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 [www.frsb.org.uk](http://www.frsb.org.uk).

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2021**

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**Financial Review**

Our total income has increased to £173,256 (2020 - £156,162). Our main source of funding are grants, which were slightly higher than last year, at £168,719 (2020 - £145,724). 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 Swansea Air Show did not take place in 2021 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.

Our running costs have decreased this year by an overall £12,716. There have been cost savings in various areas as a result of the pandemic and restrictions; for example, travel costs have reduced by £2,702 and the costs relating to the Siavonga project reduced by £7,498.

By the end of the year, we had reported a surplus of £1,018, compared to a deficit of £28,792 last year.

At 31<sup>st</sup> July 2021, we had total net assets of £142,873 (2020 - £141,855) and £133,831 held as cash in the bank and in hand. Our restricted funds were £15,808 (2020 - £11,798).

**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, approximately. £130,000. 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 2021 unrestricted funds were £127,065, representing a shortfall of targeted reserve levels of £2,935.

## DISCOVERY STUDENT VOLUNTEERING SWANSEA

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021

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#### Our year in quotes

I was initially drawn to Discovery's PC roles as they provided an opportunity to enhance my CV whilst giving back to the community. Though I did not feel confident in my abilities at first, with the help and encouragement of the team, I was able to step out of my comfort zone to take on a leadership role – a feat that seemed impossible at the start of my journey! Acting as a PC was such a valuable experience to me as it gave me first-hand experience of co-ordinating a project, as well as a direct insight into the charity sector. Using the skills and experience gained from my PC role, I have since gone on to gain employment as a Volunteer Co-ordinator with a local charity. I would encourage anyone interested in applying to get involved!

**He smiled when he got the pack – the fact it was hand-delivered and was covered in stickers was so thoughtful! The information included was really helpful and relevant – I particularly found this useful and there were links to things I wasn't aware of. The activities were lovely and we used them as a family which was lovely. The scratch art in particular was a big hit. The instructions were great and easy to follow too.**

I just thought it was amazing that students wanted to take the time to support people in this way voluntarily. It has been such a difficult year for everyone and to see people reaching out to each other is so lovely. It's too easy to focus on yourself sometimes.

**I'm passionate about kindness. The little things people do that can make a huge difference to someone else. Sometimes you may never know just how big a difference you made to someone writing to my boy, such a warm, engaging and positive letter meant the world to us and to him. Seeing him smile (we don't see this often) was just beautiful. I strongly suspect he spends most of his life being ignored at best, and verbally put down at worst, by the majority of the people he encounters due to his ASD and the difficulties he has.**

I'm so grateful that there are groups of people that care enough to help families like us. The monthly packs, the ideas for things to do, the letters...all these things, and the thought behind them, will make the world a little less lonely for us, as well as him.

**Throughout the time Discovery has been involved with Vetch Community Garden, we have achieved so much, the building of new raised beds/assisting our older members to maintain their growing space/painting garden furniture and the list goes on! We hope the volunteers in turn benefit from their time with us, I was pleased to discover as a Governor for our local primary school, a past volunteer had recently joined our teaching staff. We have also transformed a small area into our Rainbow Garden, where members will be able to have a quiet space to sit and relax.**

We absolutely loved this book!! Beautiful story and beautiful pictures. From a grown up/parent's point of view; it's a lovely opportunity to talk with children about how we have felt through the pandemic good and bad. As well as a welcome reminder of the positives like extra family time, especially the time with our animals. Amazing, it's so cute and well thought about. Thank you! (She gave it 6/5 stars)

**I have enjoyed every part of being a Building Blocks volunteer and would love to be involved again! Being able to provide children in need with materials and guidance on how they can use their creativity was a great project to be involved with in these hard times. Seeing the end product was very rewarding and also the smiles on the children's faces when they received the packages was such a lovely experience. It showed that all our hard work was for a good cause and made a difference. Can't wait for all the exciting things Building Blocks has planned in the future! It was also lovely getting to know everyone on the team and making new friends!**

We wanted to say a huge thank you for the pack that was delivered a few weeks ago. We are working through it slowly as a family...but the contents were perfect. We loved the bird feeder, volcano and game the very best and we are looking forward to a frisbee session in the park when the weather improves!



## DISCOVERY STUDENT VOLUNTEERING SWANSEA

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021

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#### Our year in quotes, continued

We were having a really difficult time as a family when it was delivered and I must admit I broke down when I saw it. Just knowing that someone out there cares enough to take the time to put such a thoughtful gift together and then deliver it to us made such an impact. Please pass on my deepest thanks to all involved in the project. The impact of what you are doing goes beyond what I can express in words.

**The things I have gained through volunteering with Discovery SVS had surpassed all my hopes and expectations. However, the most important thing I gained through this experience was that I discovered my passion in life, which has shaped the direction of my career path. I'm so grateful I found out about Discovery SVS and am amazed at how a comparatively small charity makes such a big difference to the community and lives of students at Swansea University.**

Volunteering at Discovery massively shaped my university experience. Prior to volunteering I felt quite lost at uni with a few friends. Discovery created a second family and introduced me to a wide range of people who are now some of my closest friends. The lessons I've learnt from being a part of Discovery have improved my well-being, increased my employability and helped me identify what I want to achieve in both my personal and professional life.

#### Our year in numbers

At least <b>9368</b> hours of volunteering
<b>556</b> active volunteers
<b>23</b> Student Project coordinators trained and leading projects
<b>67</b> Different project meetings or socials
<b>111</b> activities have taken place on projects with volunteers (includes virtual lounges, fundraising campaign, chilli planting competition, digital support sessions, zoom sessions, building challenge weeks, volunteer packing days, diary archiving and 1-2-1 support from volunteers)
<b>59</b> Building challenges and virtual activities for children made by volunteers and sent out to families
<b>31</b> videos made for community members (story time, children's activities and digital support videos)
<b>3</b> newsletters produced (Digital Media community newsletter, GO! Team international students' newsletter & Surfability volunteer newsletter)
<b>96</b> treat and activity packs, reading packs and NHS pack
<b>80</b> Penpal letters exchanged
<b>150</b> positive postcards for NHS workers
<b>93</b> new referrals from the community to our student led projects
<b>226</b> community member contacts across projects
<b>14</b> Age Cymru befrienders doing phone calls
<b>42</b> staff and student volunteers offering Covid support to isolating or shielding students
<b>120</b> Personalised care packages sent to disabled adults
<b>187</b> Phone call/Zoom support sessions with disabled adults
<b>60</b> treat packs and books delivered to children
<b>20</b> Ambassadors trained to promote Discovery to other students and support our induction process
<b>19</b> pairs on regular weekly supported volunteering phone or video calls

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## DISCOVERY STUDENT VOLUNTEERING SWANSEA

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021

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#### Our Projects 2020 to 2021

##### Involve

Supported by Western Bay Health and Social Care Programme Via Swansea Council for Voluntary Service, Volunteering in Wales Fund and Voluntary Services Emergency Fund, Welsh Government, via Welsh Council for Voluntary Action. Austin Bailey Foundation and Community@Campus life Community Fund.

##### Active18

Weekly social activities for adults with additional needs held over zoom

##### Supported Volunteering Scheme

Provide one to one support to a disabled adult to enable them to volunteers, via zoom and the phone during lockdowns

##### Food Swansea

Creating wellbeing activity packs for isolated adults

##### Gadget Explorers

Provide support to local carers to practice basic online tasks such as video calling a friend or ordering their food shop

##### Interact including One offs and Litter picks

Supported by Austin Bailey foundation, Alpkit, Community@Campus life Community Fund

##### Digital Media

Write community newsletters, working with the Local area co-ordinators and support and enhance Discovery media with articles, vlogs, blogs and social media content

##### Fundraising

Fundraising activities for Discovery and its partners

##### Penpal

Share positivity and connect with others through writing a one-off message or be part of an ongoing letter exchange with an adult or young person

##### 20 different one-off volunteering events and activities

Some taking place outside and others virtually, over 250 engagements with this type of volunteering. Funding from Community@Campus life and Alpkit enabled us to send litter picks to individual students and community members, meaning that they were able to undertake picks even in the strictest lockdowns as part of their permitted daily exercise.

##### Inspire

Supported by Children in Need

##### Buddied Reading

Supporting children with their literacy during lockdown by sending out personalised reading packs

##### Inspire Packs

Creating weekly digital activities and monthly wellbeing activity packs for children aged 8-12 years old

##### Building Blocks

Monthly creative building activities, created by volunteers for children shared via social media

##### Partner projects

**Connect** in partnership with the Wellbeing Service

Provide peer support around mental health to students, phone calls and zoom calls then face to face meetings

**Covid student support** in partnership with the Wellbeing Service and Mi UNi Hub

## **DISCOVERY STUDENT VOLUNTEERING SWANSEA**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021**

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#### **Our Projects 2020 to 2021, continued**

One off shopping or prescription collection and drop offs to students who are shielding or self-isolating (students and staff were also signposted to the Local Area co-ordination networks to participate in community support)

**Wellbeing Champions** in partnership with the Wellbeing Service

Lead and support awareness events and activities that promote positive wellbeing and run listening services for other students

**Egypt Centre** Support school trips and community visits to Egypt Centre online and in person

**ELTS - English Language Training Services**

Support English language classes within the University

**EYST**

Provide online homework support through 1-2-1's on Zoom

**Vetch Project**

Support a local allotment and community garden with maintenance, planting and building, during lockdown this group took part in growing challenges

**GO! Team**

Provide peer support for international students through events and socials

**Surfability**

Support local surf lessons for children with and without disabilities

**Age Cymru - Befriender Project**

Support a vulnerable older person by having a 30-minute phone call each week

#### **Training programme**

Once again, we offered a comprehensive training programme, ensuring that our volunteers could undertake their roles safely but also develop their skills and strengths and understanding of the world.

#### **One off volunteering**

24 one off opportunities were offered throughout the year and 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 2020, 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 and 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.

## **DISCOVERY STUDENT VOLUNTEERING SWANSEA**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021**

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#### **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
- Alpkit
- Individual supporters

#### **Future Developments**

Once again, we look ahead to a very different year. We expect to continue to offer a blended approach, building up face to face activities where it is safe to do so. We expect to return to in school volunteering as well as our outdoor projects. We will continue a focus on one off out door volunteering as we are aware of the massive mental health benefits of this kind of volunteering. We expect our projects where student's offer peer support to continue to grow.

We are also aware the volunteering that does not require face to face attendance can be much more accessible to some student's so we will continue to offer this type of volunteering. We have been able of include students with complex health conditions and students who have been unable to return to the UK, this level of inclusion is important to us so we expect that this type of volunteering will remain part of our offer.

Certainly, for this year we are not assuming that we are out of the wood in terms of Covid restrictions so we intend to remain agile and responsive, keeping a range of opportunities that can move between face to face and virtual as needed.

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2021**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

256146

**Principal address**

Fulton House  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP

**Student Trustees**

**President**

Jarren Coates (To December 2020)  
Emma Burton (From December 2020)

**Vice President**

Caitlin McCall (To December 2020)  
Megan Griffiths (To December 2020)  
Owain Brooks (From December 2020)

**Treasurer**

Arjun Mahalingham (To December 2020)  
Jasmine Clark (From December 2020)

**Secretary**

Caitlin Jones (To December 2020)  
Ilze Cimdina (From December 2020)

**Non Portfolio**

Amana Baig (From December 2020)  
Arjun Mahalingham (From December 2020)  
Caitlin Jones (From December 2020)  
Devarshi Ravel (From December 2020)  
Felicity McKee (From December 2020)  
Andrew Barnes (To December 2020)  
Owain Brooks (To December 2020)  
Bethan Hughes (To December 2020)  
Emma Burton (To December 2020)  
Carys Jones (To December 2020)

**Non-Student Trustees**

**Chair**

Phil Brophy

**Treasurer**

Mike Buckle

**Non Portfolio**

Gemma Bevan  
Nanele Denle (From December 2018)  
Sian Impey (From December 2018)

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2021**

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**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 signed on its behalf by:

Phil Brophy - Trustee

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

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I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2021.

## **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 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

Date:

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	2	130,464	40,017	170,481
Charitable activities	3	625	180	805
Other trading activities	4	44	1,402	1,446
Investment income	5	524	-	524
<b>Total</b>		<b>131,657</b>	<b>41,599</b>	<b>173,256</b>
<b>EXPENDITURE ON Charitable activities</b>				
Charitable activity costs	6	134,649	37,589	172,238
<b>Total</b>		<b>134,649</b>	<b>37,589</b>	<b>172,238</b>
<b>NET INCOME</b>		<b>(2,992)</b>	<b>4,010</b>	<b>1,018</b>
Net transfers between funds		-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(2,992)</b>	<b>4,010</b>	<b>1,018</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>		<b>130,057</b>	<b>11,798</b>	<b>141,855</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	14	<b>127,065</b>	<b>15,808</b>	<b>142,873</b>

The notes form part of these financial statements



**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2021**

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

The notes form part of these financial statements

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**BALANCE SHEET  
AT 31 JULY 2021**

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	Notes	2021 Total funds £	2020 Total funds £
<b>CURRENT ASSETS</b>			
Debtors	12	16,942	176
Cash at bank and in hand		<u>133,831</u>	<u>153,403</u>
		150,773	153,579
<b>CREDITORS</b>			
Amounts falling due within one year	13	<u>(7,900)</u>	<u>(11,724)</u>
<b>NET CURRENT ASSETS</b>			
		<u>142,873</u>	<u>141,855</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>142,873</u>	<u>141,855</u>
<b>NET ASSETS</b>			
		142,873	141,855
<b>FUNDS</b>			
Unrestricted funds	14	127,065	130,057
Restricted funds		<u>15,808</u>	<u>11,798</u>
<b>TOTAL FUNDS</b>			
		<u>142,873</u>	<u>141,855</u>

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

P Brophy - Trustee

The notes form part of these financial statements

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**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2021**

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**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 (£) and balances are rounded to the nearest £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.

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2021**

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**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.

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2021**

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**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

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2021**

**2 DONATIONS AND LEGACIES**

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Donations	637	298	935	2,922
Gift Aid	827	-	827	1,400
Grants	129,000	39,719	168,719	145,724
	<u>130,464</u>	<u>40,017</u>	<u>170,481</u>	<u>150,046</u>

<b>Grants</b>	Unrestricted £	Restricted £	2021 Total Fund £	2020 Total Fund £
BBC Children In Need	-	10,000	10,000	-
Swansea University	129,000	-	129,000	127,200
Volunteering in Wales	-	16,694	16,694	9,214
Changing for the Better	-	9,392	9,392	-
SEA WOW	-	1,333	1,333	-
Austin Bailey Foundation	-	2,000	2,000	2,000
Alpkit Foundation	-	300	300	-
Swansea Siavonga Partnership	-	-	-	7,310
	<u>129,000</u>	<u>39,719</u>	<u>168,719</u>	<u>145,724</u>

**3 CHARITABLE ACTIVITIES**

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Fund raising	625	-	625	346
SSP Scholarship	-	180	180	250
	<u>625</u>	<u>180</u>	<u>805</u>	<u>596</u>

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2021**

**4 OTHER TRADING ACTIVITIES**

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Student Volunteering Activities	44	-	44	4,970
Non Project Specific Income	-	1,402	1,402	-
	<u>44</u>	<u>1,402</u>	<u>1,446</u>	<u>4,970</u>

**5 INVESTMENT INCOME**

	2021	2020
	£	£
Deposit account interest	<u>524</u>	<u>550</u>

**6 CHARITABLE ACTIVITIES COSTS**

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Salaries, NI & pensions	113,964	25,391	139,355	144,382
Reimbursed expenditure	-	2,819	2,819	10,586
Activities	3,582	5,984	9,566	2,655
Travel and subsistence	469	(26)	443	3,145
Dues and subscriptions	2,428	-	2,428	2,414
Printing and reproduction	283	951	1,234	1,504
Staff training	1,210	-	1,210	3,527
Resources	355	71	426	1,528
Refreshments	114	290	404	1,080
Telephone	386	90	476	354
Other costs	5,575	1,868	7,443	6,971
Total	<u>128,365</u>	<u>37,438</u>	<u>165,803</u>	<u>178,146</u>
Support costs	810	-	810	1,479
Governance costs	5,474	151	5,625	5,329
	<u>134,649</u>	<u>37,589</u>	<u>172,238</u>	<u>184,954</u>

**7 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2021**

**7 TRUSTEES' REMUNERATION AND BENEFITS, continued**

**Trustees' expenses**

	2021 £	2020 £
Trustees' expenses	<u>65</u>	<u>390</u>

Trustees' expenses reimbursed related to 1 trustee within the year. The reimbursed expenses related to postage costs.

**8 GOVERNANCE COSTS**

	Unrestricted funds £	Restricted funds £	2021 £	2020 £
Accountancy & payroll fees	3,228	151	3,379	3,410
Insurance	2,181	-	2,181	1,859
Bank charges	<u>64</u>	<u>-</u>	<u>64</u>	<u>60</u>
Total	<u>5,474</u>	<u>151</u>	<u>5,625</u>	<u>5,329</u>

**9 STAFF COSTS**

	2021 £	2020 £
Salaries and social security	133,494	138,136
Pension scheme contributions	<u>5,861</u>	<u>6,246</u>
	139,355	144,382

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

2021	2020
<u>8</u>	<u>7</u>

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

**Key management personnel**

Key management personnel are considered to be those personnel who are not trustees but sit within key operational and strategic roles. The total costs of the key management personnel were £37,672 (2020: £36,995).

**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 £97,192 (2020: £99,686), given that 9,368 (2020: 9,608) hours were recorded. This amount has not been recognised in the accounts.



**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2021**

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**11 ACCOUNTANT'S REMUNERATION**

Accountancy fees in relation to the independent examination, included within charitable activity costs, were £2,500 (2020: £2,500).

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

	2021	2020
	£	£
Trade debtors	16,942	176
Other debtors	-	-
	<u>16,942</u>	<u>176</u>

**13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Trade creditors	254	-
Taxation and social security	463	(3,683)
Accruals	2,736	2,734
Deferred income	<u>4,447</u>	<u>12,673</u>
	<u>7,900</u>	<u>11,724</u>

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2021**

**14 MOVEMENT IN FUNDS**

	At 1/08/20 £	Income £	Expenditure £	Transfers £	At 31/07/21 £
<b>Unrestricted funds</b>					
General fund	130,057	131,657	(134,649)	-	127,065
	<u>130,057</u>	<u>131,657</u>	<u>(134,649)</u>	<u>-</u>	<u>127,065</u>
<b>Restricted funds</b>					
Inspire	-	10,667	(9,044)	-	1,623
International	5,736	220	(2,930)	-	3,026
Involve	4,942	26,086	(22,444)	-	8,584
Interact	-	966	(1,002)	-	(36)
Non-Project Specific	<u>1,120</u>	<u>3,660</u>	<u>(2,169)</u>	<u>-</u>	<u>2,611</u>
Total restricted funds	<u>11,798</u>	<u>41,599</u>	<u>(37,589)</u>	<u>-</u>	<u>15,808</u>
<b>Total funds</b>	<u><u>141,855</u></u>	<u><u>173,256</u></u>	<u><u>(172,238)</u></u>	<u><u>-</u></u>	<u><u>142,873</u></u>

**DISCOVERY STUDENT VOLUNTEERING  
SWANSEA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2021**

**14 MOVEMENT IN FUNDS - continued**

	At 1/08/19 £	Income £	Expenditure £	Transfers £	At 31/07/20 £
<b>Unrestricted funds</b>					
General fund	121,248	133,004	(126,170)	1,975	130,057
	<u>121,248</u>	<u>133,004</u>	<u>(126,170)</u>	<u>1,975</u>	<u>130,057</u>
<b>Restricted funds</b>					
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)	-	-
Non-Project Specific	2,001	2,000	(2,881)		1,120
Total restricted funds	<u>49,399</u>	<u>23,158</u>	<u>(58,784)</u>	<u>(1,975)</u>	<u>11,798</u>
<b>Total funds</b>	<u>170,647</u>	<u>156,152</u>	<u>(184,954)</u>	<u>-</u>	<u>141,855</u>

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	134,077	16,696	150,773
Current liabilities	<u>(3,453)</u>	<u>(4,447)</u>	<u>(7,900)</u>
Total net assets	<u>130,624</u>	<u>12,249</u>	<u>142,873</u>