

**Maidenhead Care**  
(A company limited by guarantee)

**Annual Report and Financial Statements**

**1 January to 31 December 2017**

Charity number : 1134263

Company number: 6996751

## **Maidenhead Care**

(A company limited by guarantee)

### **Trustees' Report Year ended 31 December 2017**

The Board of Trustees of Maidenhead Care presents its annual report for the year ended 31 December 2017, together with the financial statements for that year, under the Charities Act 2011, the statement of Recommended Practice: Accounting by Charities issued in 2005 and revised in March 2008 (the "Charities SORP") and applicable accounting standards.

Maidenhead Care is a company limited by guarantee incorporated on 20 August 2009 and registered as a charity on 11 February 2010. Its UK registered charity number is 1134263 and it is registered in England and Wales under company number 6996751. The registered office is 46 Castle Hill, Maidenhead SL6 4JW. The charity is governed by the Articles of Association the current version of which were registered at Companies House on 15 August 2009.

#### **Purposes**

Maidenhead Care's purposes, as set out in the objects contained in the Company's Memorandum of Association, are set out below:

- to undertake voluntary work for people in need in Maidenhead, through organising and administering a neighbourhood care scheme; and
- such other purposes as are charitable according to the laws of England and Wales for the benefit of the public.

#### **The aims of Maidenhead Care**

To provide a neighbourhood care scheme for people in need in Maidenhead by providing transport to appointments, shopping and visits to the lonely.

#### **Ensuring our work delivers our aims and governance**

We referred to the Charity Commission's general guidance on public benefit in the process of starting the charity in 2009. We consider public benefit in planning the activities of the charity to achieve our aims. We need to bear in mind our size both financially and in terms of human resources and accordingly undertake appropriate activities. In order to fulfil its duties of ensuring financial integrity and good stewardship, the trustees met four times in 2017 and received reports from the treasurer as well as reports on the charity's ongoing activities. The AGM was held in April.

#### **Activities during the financial year**

Donations from clients who used the charity's transport services were the main source of income during the year. In addition, funds were also raised through the annual charities fair and at the summer party. Several one-off donations were also received. Volunteers undertook 2,541 jobs; primarily taking people to hospital and other medical appointments and to the shops. In addition, volunteers visited people at home and undertook small maintenance jobs. On several occasions, Social Services contacted the charity for assistance and this was undertaken whenever practical, however the charity does not have sufficient volunteer resources to meet all the demands made by potential users.

Progress has continued to be made to encourage volunteers who use internet banking to transfer donations received direct to the Maidenhead Care bank account. This has significantly reduced bank charges and a saving in postage for volunteers who use the service. The full impact of a reduction in telephone costs through a change of contract has now been realised.

We were fortunate to attract two strong candidates for the vacant Chairman of Trustees position and successfully made the appointment of John Robertson MBE in September 2017. This outcome was supported by a marketing campaign promoting Maidenhead Care.

## **Maidenhead Care**

(A company limited by guarantee)

### **Operational Risks**

The trustees are of the opinion that the principal risk to the operational effectiveness of Maidenhead Care would be an irrecoverable computer failure. This could arise if the Duty Officer laptop failed between back up to the main computer. This procedure normally happens weekly. The main computer is backed up to a remote secure server. The Trustees are of a view that the risk is limited to a manageable number of new jobs where a volunteer has not been matched to a Client request.

### **Priorities for 2018**

Maidenhead Care will continue to provide a good neighbour service within Maidenhead.

The overriding operational priority for 2018 is to be compliant with The General Data Protection Regulation (GDPR). We will have a Trustee vacancy arising in early 2018 and scope for recruiting an additional Trustee. The potential to harness computing more fully will be explored with probable changes to some of the Management Committee role specifications.

New Duty Officers are always required to cover retirements and moves away from the area and to build up coverage throughout the month.

The unknown challenge is the developing national impact of caring for the elderly in the community and the extent to which voluntary organisations such as Maidenhead Care will be expected to be part of the solution. Experience since 2015 has been disturbing with the holistic needs of vulnerable individuals subordinated to generic care packages. The resulting gap is tending to go beyond the boundaries of being a 'good neighbour'.

### **Financial review**

The balance sheet shows that at the year end the charity held funds of £84,888 (2016 £80,967) of unrestricted funds to carry over for work in 2018. Maidenhead Care's income sources were largely donations received via collecting boxes and some gifts in memory of loved ones who used the services of Care. The work of the charity relies entirely on time given to the charity by volunteers. To encourage and thank these volunteers for their time and effort the charity invited volunteers to attend a Christmas party.

A non-recurring cost of £1,546 (2016 £0) associated with the marketing campaign was incurred but an excess of £3,921 (2016 £5,613) over total expenditure was achieved.

### **Reserves policy**

The trustees have invested unrestricted funds that are beyond the normal cashflow requirements of the charity into interest bearing term deposits; currently one year and three years' duration. The total invested is £66,143 (2016 £65,077) The increase since last year is a result of reinvested interest. The Trustees do not have a policy to increase reserves other than in the prudent management of cash assets. The reserves will ensure the charitable work of Maidenhead Care will be able to continue even if there is a fall in the level of incoming resources. The charity has no designated funds.

### **Investment Policy**

As a matter of prudence, the reserves are spread across bank accounts with Lloyds Bank, and monies not required in the immediate future are invested in one year or three year bonds with United Trust Bank.

## **Maidenhead Care**

(A company limited by guarantee)

### **Method of Recruitment, Election, Induction and Training of Trustees**

The trustees will keep under continuous review the question of recruitment, appointment, election, induction and training of trustees and ensure that we keep up to date in regard to the changing world of charity law, company law and administration.

### **Trustees**

The following trustees served throughout the year ended 31 December 2017:

Elaine Clews	Secretary
Mary Forrest	Deputy Chair
Mike Moss	Treasurer
Colin Jackson	Trustee

John Robertson was appointed Chair on 25 September 2017.

The trustees as charity trustees have control of the charity, its property and funds.

The trustees consist of at least 2 and not more than 6 individuals.

### **Responsibilities of the trustees to comply with UK law**

Company law 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 charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those statements, the trustees follow best practice and:

- select suitable accounting policies and then apply them consistently observe the methods and principles set out in the Charities SORP
- make judgements and estimates that are reasonable and prudent to state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

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

**Maidenhead Care**

(A company limited by guarantee)

**Statement as to Disclosure of information to the Independent Examiner**

The trustees who were in office at the date of approval of these financial statements have confirmed that, as far as they are aware, there is no relevant information of which the examiner is unaware. Each of the trustees have confirmed that they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant information and to establish that it has been communicated to the examiner.

Approved by the Maidenhead Care trustees on 25 April 2018 and signed on their behalf by:

Elaine Clews

Company Secretary

Registered office: 46 Castle Hill, Maidenhead SL6 4JW

## **Maidenhead Care**

(A company limited by guarantee)

### **Independent examiner's report to the trustees of Maidenhead Care**

I report on the accounts of the company for the year ended 31 December 2017, which are set out on pages 7 to 10.

#### **Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the "Charities Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

#### **Basis of the independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison with the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.



Ann Ruth Cooke, ACA  
26 March 2018  
High Oaks, East Paddock  
Maidenhead SL6 9UP

**Statement of Financial Activities**  
(including income and expenditure account)  
Year ended 31 December 2017

---

	<i>Note</i>	<b>Total funds year ended 31 Dec 17 £</b>	<b>Year ended 31 Dec 16 £</b>
<b>Incoming resources</b>			
Donations from supporters	2	18,769	19,567
Income from events		489	762
Interest received		1,106	863
<b>Total incoming resources</b>		<u><u>20,364</u></u>	<u><u>21,192</u></u>
<b>Resources expended</b>			
Charitable activities	3	11,926	12,478
Administrative costs		4,281	2,630
Governance costs		236	471
<b>Total resources expended</b>		<u><u>16,443</u></u>	<u><u>15,579</u></u>
<b>Net incoming resources</b>		<u><u>3,921</u></u>	<u><u>5,613</u></u>
<b>Total funds at start of period</b>		<u><u>80,967</u></u>	<u><u>75,354</u></u>
<b>Total funds at end of period</b>		<u><u>84,888</u></u>	<u><u>80,967</u></u>

The charity has no recognised gains or losses other than the results for the period set out above.  
The charity has no restricted funds.  
All of the activities of the charity are classed as continuing.

**Maidenhead Care**  
(a company limited by guarantee)

**Balance Sheet**

Year ended 31 December 2017

	<i>Note</i>	<b>2017</b> £	<b>2016</b> £
<b>Investments</b>	<b>6</b>	<u><b>66,143</b></u>	<u><b>65,077</b></u>
<b>Current assets</b>			
Debtors	7	590	545
Cash at bank		18,155	15,620
Cash in hand		-	-
		<u><b>18,745</b></u>	<u><b>16,165</b></u>
<b>Creditors: amounts due within one year</b>	<b>8</b>	-	( 275)
<b>Net current assets</b>		<u><b>18,745</b></u>	<u><b>15,890</b></u>
<b>Net Assets</b>		<u><b>84,888</b></u>	<u><b>80,967</b></u>
<b>Funds</b>			
Restricted funds		-	-
Unrestricted funds		84,888	80,967
		<u><b>84,888</b></u>	<u><b>80,967</b></u>

For the period ending 31 December 2017, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the charitable company to obtain an audit of its accounts for the period in question in accordance with section 476.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the trustees on 25 April 2018 and are signed on their behalf by:

.....  
John Robertson  
Chair

.....  
Mike Moss  
Treasurer



## Maidenhead Care

(a company limited by guarantee)

### Notes

(forming part of the financial statements)

#### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005.
- b) Income from donations is included in incoming resources when these are received.
- c) Resources expended are recognised in the period in which they are incurred.
- d) Resources expended on charitable activities are primarily vehicle running costs and the cost of the charity's mobile phone.
- e) Administrative costs comprise the cost of website hosting, publicity, postage, insurance, bank charges, printing and stationery.
- f) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.
- g) Any fixed assets purchased for more than £1,000 will be capitalised at cost. The charity held no fixed assets at the period end.
- h) Investments are held at market valuation.
- i) Unrestricted funds can be used at the discretion of the trustees in furtherance of the activities of the charity. At the period end the charity held no restricted funds.
- j) The company has taken the exemption in the Charities SORP (FRS102) from preparing a cash flow statement on the grounds that the company is small.

#### 2. Donations Received

Donations from supporters represent all donations to the charity by its supporters. No Gift Aid was reclaimed.

#### 3. Charitable Activities

	Year ended 31 Dec 17	Year ended 31 Dec 16
	£	£
Vehicle running costs	11,706	12,016
Telephone calls	220	462
	<u>11,926</u>	<u>12,478</u>

#### 4. Staff costs and Trustees' expenses

The charity does not employ any paid staff. No salary costs were incurred in connection with the administration of the charity, which was carried out by the trustees on a voluntary basis. Trustees were reimbursed for out of pocket expenses.

#### 5. Taxation

The charity is exempt from Corporation Tax on its charitable activities.

**Maidenhead Care**

(a company limited by guarantee)

**Notes to the financial statements****6. Investments**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
At 1 January	<b>65,077</b>	<b>38,630</b>
Additions	<b>26,066</b>	<b>65,077</b>
Disposals	<b>( 25,000)</b>	<b>( 38,630)</b>
At 31 December	<u><u><b>66,143</b></u></u>	<u><u><b>65,077</b></u></u>

Investments represent fixed interest rate bonds.

**7. Debtors**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<u><u><b>590</b></u></u>	<u><u><b>544</b></u></u>

**8. Creditors: amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Creditors for administration expenses:	<u><u><b>0</b></u></u>	<u><u><b>275</b></u></u>

**9. Company limited by guarantee**

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.