

Maidenhead Care

(A company limited by guarantee)

Annual Report and Financial Statements

1 January to 31 December 2018

Charity number : 1134263

Company number: 6996751

Trustees' Report Year ended 31 December 2018

The Board of Trustees of Maidenhead Care presents its annual report for the year ended 31 December 2018, 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 2018 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

We have continued to provide almost all transport services requested of us as well as continuing our activities in providing help with shopping and home visiting. However, there has been a decline in the number of requests received from clients.

We ensured total compliance with legal requirements of the General Data Protection Act (GDPR) by its implementation date. One of the consequences of this work has been removing from our database volunteers and some supporters who are no longer actively involved in our operations. This has exposed a material decline in active drivers, but, as mentioned above, there has been a decline in the demand for our services. Duty Officers have typically had to spend more time to find an available volunteer to satisfy client requests.

Our web site is constantly updated and is becoming a major factor in attracting potential volunteers.

The transition in responsibility for the Transport Section has worked seamlessly.

Our standing in the community was recognised and enhanced by two significant events; we were chosen by CAMRA to be their charity partners at their Maidenhead Beer Festival and The Kevin Cruise Foundation offered free tickets for our volunteers to the annual pantomimes in both Windsor and Maidenhead.

Governance and Management

The charity took steps in 2017 to recruit a Chairman with wide experience of charities and their effective operation. This has exposed vulnerability to the depth of specific knowledge embedded in the experience of several individuals who have been long term Officers of the charity. This concerns succession planning and workloads. Active steps will be taken in 2019 to progress these matters.

Financial controls

The primary income of the charity is from the voluntary donations made by clients. This is supplemented from time to time by gifts in memory of clients who have died. The primary expenses of the charity are the reimbursement of mileage claims from our volunteers. We are therefore a demand led operation.

Donations collected by our volunteers are increasingly sent to our bank on a periodic basis by internet banking. This helps cashflow efficiency and reduces bank charges.

Summarised accounts are presented and discussed at each Board Meeting and at Management Committee with a commentary.

All payments made by the charity are under dual control.

Environmental Impact

All contact with our clients is by telephone and all details entered directly into a database. Paper records are negligible. Arrangements with our volunteers are also discussed and confirmed by telephone. Periodic general communication is now nearly 100% electronic.

Compliance with laws and regulations

The charity is dependent upon external advice in keeping abreast of changes. Significant areas of impact are the processing and control of DBS certification of our volunteers. We have adopted the appropriate policies specified by the agency that we use: Vulnerable Adults, Recruitment and Employment of Ex-Offenders and Records Storage policies.

We are reactive to financial regulatory change as advised by Companies House, the Charity Commission and our Independent Examiner.

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 2019

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

As always, our major priority is to attract more volunteers. As longevity increases, care in the community becomes more vital and the NHS relies increasingly on the volunteer sector, particularly for transport. Medical referrals to London hospitals are increasing and we have difficulty in meeting demand for such visits.

Priority will be given to succession planning and the distribution of workloads amongst our directors and section heads.

Financial review

The balance sheet shows that at the year end the charity held funds of £100,119 (2017 £84,888) of unrestricted funds to carry over for work in 2019. 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 both a Summer and Christmas party.

An excess of £15,231 (2017 £3,921) 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 £87,291 (2017 £66,143) The increase since last year is attributed to receipt of a major legacy and the transfer from current account of surplus deposits. 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.

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 regarding the changing world of charity law, company law and administration.

Trustees

The following trustees served throughout the year ended 31 December 2018:

John Robertson MBE	Chair
Elaine Clews	Secretary
Mary Forrest	Deputy Chair
Mike Moss	Treasurer

In addition, Colin Jackson, Transport, retired at the AGM and Stan Webb was

appointed to replace him.

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 observing 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.

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 3 May 2019 and signed on their behalf by:

Elaine Clews
Company Secretary
Registered office:
46 Castle Hill,
Maidenhead SL6 4JW

Independent examiner's report to the trustees of Maidenhead Care

I report on the accounts of the company for the year ended 31 December 2018, 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
- 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

15 April 2019
High Oaks, East Paddock
Maidenhead SL6 9UP

Statement of Financial Activities
(including income and expenditure account)
Year ended 31 December 2018

	<i>Note</i>	Total funds year ended 31 Dec 18 £	Year ended 31 Dec 17 £
Incoming resources			
Donations from supporters	2	24,325	18,769
Income from events		813	489
Interest received		1,350	1,106
Total incoming resources		<u>26,488</u>	<u>20,364</u>
Resources expended			
Charitable activities	3	9,076	11,926
Administrative costs		1,840	4,281
Governance costs		341	236
Total resources expended		<u>11,257</u>	<u>16,443</u>
Net incoming resources		<u>15,231</u>	<u>3,921</u>
Total funds at start of period		<u>84,888</u>	<u>80,967</u>
Total funds at end of period		<u>100,119</u>	<u>84,888</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.

Balance Sheet

Year ended 31 December 2018

	<i>Note</i>	2018 £	2017 £
Investments	6	87,291	66,143
Current assets			
Debtors	7	713	590
Cash at bank		12,116	18,155
Cash in hand		-	-
		12,829	18,745
Creditors: amounts due within one year	8	-	-
Net current assets		12,829	18,745
Net Assets		100,119	84,888
Funds			
Restricted funds		-	-
Unrestricted funds		100,119	84,888
		100,119	84,888

For the period ending 31 December 2018, 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 3 May 2019 and are signed on their behalf by:

John Robertson
Chair

Mike Moss
Treasurer

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 18 £	Year ended 31 Dec 17 £
Vehicle running costs	8,812	11,706
Telephone calls	264	220
	<u>9,076</u>	<u>11,926</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.

Notes to the financial statements

6. Investments

	2018	2017
	£	£
At 1 January	66,143	65,077
Additions	46,865	26,066
Disposals	(25,718)	(25,000)
At 31 December	<u>87,291</u>	<u>66,143</u>

Investments represent fixed interest rate bonds.

7. Debtors

	2018	2017
	£	£
Prepayments and accrued income	<u>713</u>	<u>590</u>

8. Creditors: amounts falling due within one year

	2018	2017
	£	£
	<u>0</u>	<u>0</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.