

COMPANY REGISTRATION NUMBER 06431882

HAMPTON & HAMPTON HILL VOLUNTARY CARE
FINANCIAL STATEMENTS
31 MARCH 2015

Charity Number 1140070



HAMPTON & HAMPTON HILL VOLUNTARY CARE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

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HAMPTON & HAMPTON HILL VOLUNTARY CARE
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name Hampton & Hampton Hill Voluntary Care

Charity number 1140070

Company registration number 06431882

Trustees Nigel Newby - Chairman
Revd Peter Vannozzi - Vice Chairman
Neil Ritchie – Treasurer

Carole Atkinson
Sophie Dale
Bernadette Hannigan
James Jewell

Auditor Penningtons Accountants Limited
Chartered Accountants
& Statutory Auditor
Wellington House
209-217 High Street
Hampton Hill, Middlesex
TW12 1NP

Bankers CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

HAMPTON & HAMPTON HILL VOLUNTARY CARE

CHAIRMAN'S STATEMENT

YEAR ENDED 31 MARCH 2015

It is a pleasure to have been involved with Hampton & Hampton Hill Voluntary Care for over 15 years. I have seen the organisation go from strength to strength. With a committed and experienced Board of Trustees, and under the strong leadership of the CEO, the charity is well prepared for the inevitable challenges ahead. We are keen to work closely to our initial aims and objectives and remain steadfast in our determination to serve the people of TW12. We continue to achieve our objectives by playing a key role in the voluntary sector. We make sure we are part of any decision making process involving the voluntary sector and we participate in Borough planning and consultation. We continue to improve and develop our projects which achieve Borough wide recognition and are used as models in other areas. The Community Transport Project and Befriending Project are extremely good examples. Both these projects were developed as a direct response to local need and aspiration, undertaken in partnership with other relevant local voluntary organisations.

In this Annual Report you will find summaries of the progress of our four key projects, Community Transport, The Community Centre, Befriending and Communications.

Our most sincere thanks to all those who fund us, including:

Hampton Fuel Allotment Charity

London Borough of Richmond upon Thames

Community Partnership Teddington & The Hamptons

Hampton Hill Nursery

Fulwell Golf Club

Curves Women's Gym

Strawberry Hill Golf Club

St James's Church, Hampton Hill

The Hampton Methodist Church

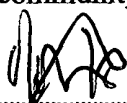
Willet House Vets

Thanks also to our partners in the community:

Jezzards Estate Agents, Robson's Butcher and Deli and Sainsbury's, Hampton Hill

All the local premises which have a collecting box for the charity and those businesses which have sponsored our events or have raised funds for us.

Our most valuable assets though are our volunteers who give their time freely and without whom we would not be able to offer the services so vital to the vulnerable and isolated in our community. These heroes deserve our full and unreserved thanks.



Nigel Newby - Chairman
19 August 2015

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2015.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the Annual Report.

THE TRUSTEES

The Trustees who served the charity during the year were as follows:

Nigel Newby - Chairman
Revd Peter Vannozzi - Vice Chairman
Neil Ritchie – Treasurer

Carole Atkinson
Sophie Dale
Bernadette Hannigan
James Jewell
James Woodford

James Woodford retired as a director on 15 October 2014.

The principal address of the charity is 1A School Road, Hampton Hill, Middlesex TW12 1QL.

The key member of staff responsible for the day-to-day management of the charity is:

Mrs Fiona Brennan – Chief Executive Officer

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company is a registered charity following the grant of charitable status by the Charity Commission on 27 January 2011. The governing document of the charitable company is its Memorandum and Articles of Association.

The principal objects of the charity are to promote and provide social services of a charitable nature for the benefit of our community with the aim of improving the conditions of life of the persons for whom the services are intended and of training them in the principles of good citizenship.

In the event of the charity being wound up, every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets for payment of the charity's debts and liabilities and the costs, charges and expenses of winding up; if a surplus remains after the charity is wound up, it shall be given to another charity or charities having similar objects including the prohibition of the distribution to its members.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

Recruitment and Appointment of Management Committee

The Trustees of the charity are known as members of the Management Committee. Under the requirements of the Articles of Association the number of Trustees (to include Chairman, Vice Chairman and Treasurer) shall not be less than three and shall not exceed fifteen.

At each Annual General Meeting one third of Trustees who are subject to retirement by rotation shall retire from office; the Trustees to retire shall be those who have been longest in office since their last appointment or re-appointment. If the charity at the meeting at which a Trustee retires by rotation does not fill the vacancy, the retiring Trustee shall in normal circumstances, if willing to act, be deemed to have been reappointed. The Management Committee seeks to ensure that the needs of the charity are appropriately reflected through the diversity of the Trustee body.

Trustee Induction and Training

Trustees are recruited, inducted and trained, and carry out their responsibilities guided by advice provided by a number of umbrella organisations, for example, Richmond Council for Voluntary Services.

The Board of Trustees is familiar with the practical work of the charity and Trustees have been inducted into their responsibilities by the Chairman and the Chief Executive Officer. The Board of Trustees is also encouraged to participate in the charity's objectives. Detailed financial and operational information is provided to the Trustees at each meeting and explanation of this is provided when a Trustee discloses that he/she does not understand the full implications of the information given. Trustees are aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

Risk assessment

The Trustees regularly assesses the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems, where practicable, are in place to mitigate exposure to the major risks.

Organisational Structure

The Board of Trustees is responsible for the strategic direction and policy of the charity. At present, the Board of Trustees comprises members from a variety of professional backgrounds and three members who are regularly involved in the activities of the charity.

The charity has one full time member of staff known as the Chief Executive Officer, who is responsible for the operational performance of the charity. Two other part time members are also employed to coordinate the Befriending Project and to assist in other projects. Caretakers are employed on a part time basis as required. A process of delegation is in place for volunteers and part time staff and the day-to-day responsibility of the services rests with the Chief Executive Officer.

The Trustees and the Chief Executive Officer are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Trustees meet formally on a quarterly basis and at least twice more on an ad hoc basis to consider finance and funding, personnel, policies and procedures as well as performance against the key activities of the charity. The Treasurer oversees the financial control and where possible, due to the size of the organisation, other duties are delegated between nominated members of staff who are paid employees and key volunteers.

The last Annual General Meeting was held on 15 October 2014.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

Related Parties

There are no related parties who have had influence with funders.

OBJECTIVES AND ACTIVITIES

The primary objective of Hampton & Hampton Hill Voluntary Care ("H&HHVC") within the framework of promoting health and well-being in the community is to provide a range of services of a charitable nature in accordance with the Memorandum of Association of the company.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity, as summarised in the following two paragraphs and as described more fully in the section of this Report under the heading "Achievements and Performance", constitute the proper provision of public benefit to those who make use of the support and services offered by the charity. The support and services offered are provided at minimal cost and there is therefore little financial burden placed on the users.

We reach out to those in need of help through ill health, poverty, mental or physical stress or any handicapped or underprivileged condition by improving the quality of their life through an outreach Neighbourhood Care Project, a Community Integrated Accessible Transport Project, a focused Information Service and our Community Centre, The Greenwood Centre.

We support them in their day-to-day living, complementing statutory services and those available from other providers. We aim to reduce the level of exclusion felt by many even in this relatively affluent area.

ACHIEVEMENTS AND PERFORMANCE

As detailed in the update of projects, three members of the staff team have retired and we welcome two new staff members who bring their own areas of expertise to our team. This has led to a review of our operations to ensure we continue to deliver our projects with confidence that we do so for the best interests of our clients.

Our main charitable activities are the befriending of the lonely and isolated members of our local community, the provision of transport for the isolated and less physically able, providing information on services available from other providers and a community centre offering many activities in support of these aims.

There have been two events once again this year especially for the people supported by regular telephone calls. These are residents who rarely go out and who really benefit from socialising and forming friendships with people facing similar challenges.

This project has provided training and ongoing support for the befrienders and gives them personal satisfaction as they can see the improvement in the clients' outlook and the opportunity to further support the client through our other projects.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

ACHIEVEMENTS AND PERFORMANCE (continued)

Community Integrated Accessible Transport Project (Hampton Enterprise)

This project supports our clients who have mobility problems and are unable to use public transport. We have a fully accessible transport project comprising two minibuses and around 45 volunteer car drivers. We take clients to health, social and recreational appointments. We have 18 shopping buses a month, taking passengers door to door shopping to the supermarket. An escort accompanies the driver on every shopping bus to assist passengers with their shopping. We publish a regular list of excursions which are distributed to our members. We take members to day centres, for example, Linden Hall, Elleray Hall, Homelink and Whitton Day Centre.

We work in partnership with RaKAT (Richmond and Kingston Accessible Transport). RaKAT provides buses for trips to the shops, day centres and places of interest and a full time paid driver, Fi MacGreggor. The escorts and volunteer drivers come from Hampton & Hampton Hill Voluntary Care and we manage the project on a day to day basis at The Greenwood Centre. Transport Co-ordinator, Frances Smith, retired from her position in July 2014 after a long career at The Greenwood Centre. She was instrumental in shaping the future of our transport project and built a committed team of volunteer drivers and escorts. Pauline Hollis is developing that work as our new Transport Co-ordinator. She comes from a financial background with vast experience of customer care.

Community Centre Project

This is based at The Greenwood Centre, and provides an excellent base for many local groups and organisations who share our aims in creating and supporting both young and old. We provide accessible and affordable space, encouraging and supporting groups in childcare, health and wellbeing, broadening of education and physical activity. The standard of facilities is high, well regarded and the cost of premises hire is at an affordable level. We are almost working at capacity and refer on to other halls in the community if we are unable to meet a request. The rental income covers our property operational expenses (other than exceptional and non recurring expenditure) and makes a significant contribution in meeting the overall expenses of the projects of the charity. John Dormer, Lettings Manager, has reviewed the project over the last year which has led to a significant increase in income generated.

Befriending Project

Our long standing Befriending Co-ordinator of over 10 years, retired in January. Tessa Trapmore played a key role in the launch of the Befriending Project, instigated by CEO, Fiona Brennan. The project now has a growing team of committed befrienders who support over 60 people through telephone and/or regular visits. We also provided practical support and signposting for over 80 clients. We work in partnership with Richmond Aid, through the Community Partnership Teddington & The Hamptons. This partnership provides part funding for our new befriending co-ordinator, Alice Maslen. Alice comes from a strong voluntary sector background and is a valuable addition to our team.

Communication Project

This provides information on the help available to local people. It is multi-faceted incorporating our quarterly publication - The Greenwood Post - our website (www.greenwoodcentre.co.uk) and information to people who call personally at The Greenwood Centre. The Greenwood Post, an attractive A4 publication, is delivered by hand to every residence in the TW12 postal area and is an important tool bringing news of community activities provided by this charity and other organisations. The editor for over 15 years, James Woodford, retired from the Board and The Greenwood Post in October 2014. He worked with the CEO to update the Charity's logo and branding as the organisation evolved and corporate identity became a key priority.

All projects are supported by Linda Harrison, Project Support Worker, who also manages the day to day administration of the office and supports office volunteer staff.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

ACHIEVEMENTS AND PERFORMANCE (continued)

Volunteers

Volunteers are the quintessential component of our charity. We recruit volunteers from all walks of life and every individual brings with him or her experience and knowledge to support our work. We offer ongoing training and support and organise social events to show our appreciation of their commitment to the charity and their community and regularly profile a volunteer's work in our community newsletter. Our volunteers vary in age and ethnicity and reflect the demographics of TW12.

FINANCIAL REVIEW

Although the charity's total income decreased by £7,135 from £193,605 to £186,470, the total income in the previous year included a special grant of £20,000 from Hampton Fuel Allotment Charity towards the cost of a new minibus - that grant was donated to Richmond and Kingston Accessible Transport and used towards the purchase of a new minibus by that charity.

If the above £20,000 grant is excluded from total income for the previous year, then the total income for that year becomes £173,605 compared with income of £186,470 for the current year, an increase of £12,865.

Unrestricted voluntary income decreased by £6,626 principally as a result of a decrease in general donations of £6,984, a decrease in fundraising income of £2,840 and the absence of legacy income of £1,000 as reduced by an increase in the Gift Aid reclaim of £498, and an increase in charity shop sales of £4,379. Other net decreases totalled £679. After deducting the running costs of the charity shop amounting to £18,767 from the sales of £25,504, a surplus of £6,737 was achieved, an excellent contribution to the funds of the charity.

Excluding the special grant of £20,000 from Hampton Fuel Allotment Charity in the previous year (see above), incoming resources from charitable activities increased by £19,461. Most of this increase was as a result of the special grant of £6,000 from Hampton Fuel Allotment Charity towards the cost of significant roof repairs and a grant of £13,333 from the Community Independent Living Scheme towards befriending costs.

Excluding the donation of £20,000 to Richmond and Kingston Accessible Transport in the previous year (see above), resources expended on charitable activities increased from £162,253 to £190,244 an increase of £27,991.

Staff costs increased by £8,739 principally as a result of payment for a full year of the salary of the lettings manager (additional £5,035) and the payment of a salary to the new staff member engaged in befriending (£8,516) as reduced by lower costs for caretakers (£3,845) and the Employment Allowance of £2,000 granted to us by HMRC.

Establishment costs increased by £12,744 principally as a result of expenditure of £12,494 on extensive repairs to the roof. Charity shop costs increased by £7,272 mainly because a full year's salary was paid to the charity shop manager, Newsletter costs increased by £914 and publicity and fundraising costs decreased by £3,096 caused mainly by the absence of a salary for the former staff member engaged on the production of the Greenwood Post. Other net increases in costs amounted to £1,418.

As explained above, there was an overall excess of expenditure over income for the year of £6,474 compared with an excess of income over expenditure of £8,952 in the previous financial year.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

FINANCIAL REVIEW (continued)

Restricted and unrestricted income funds

The restricted income from grants has been fully utilised during the year and there is a balance on one restricted fund amounting to £412 at 31 March 2015. Full details are shown in Note 16 to the financial statements. The balance of unrestricted funds decreased from £87,841 to £81,904.

RESERVES

As stated above, at 31 March 2015, the unrestricted reserves amounted to £81,904. Based on the reserves policy stated below of retaining sufficient reserves to meet essential expenses for a period of three months, and the budgeted expenditure for the current financial year of approximately £178,000, the reserves at the end of the financial year are sufficient. Certain grant income received in the year will cease in the current financial year and increasing costs and demands on the charity mean that there is no room for complacency. Strenuous efforts will be made to increase fundraising activities to ensure the continuity of operations of the charity.

Reserves Policy

H&HHVC operates a reserves policy which determines the level of unrestricted funds which we need to hold as reserves or working capital, to maintain the organisation's core activities and ensure continuity as a going concern in the event that funding from external sources for core or essential activities ceases or is seriously curtailed. This policy requires us to maintain sufficient General Funds to enable these essential activities to be continued for a period of three months whilst other funds are being sought or decisions made about the level of future activity. It is a principle of the policy that unrestricted funds not required as working capital or for other purposes should not be retained unnecessarily but should be invested in the future of the organisation and for the benefit of the local community.

PLANS FOR FUTURE PERIODS

Last year we reported our success in securing funding as a sub contractor. We are now subcontractors to Community Partnership Teddington & The Hamptons, led by RAID (Richmond Advice and Information on Disability). This contract has enabled us to extend our befriending project to Teddington and Hampton Wick. We continue to work under contract to Age UK to deliver telephone befriending. However this contract ends on 31 August 2015. Our aim is to find alternative funding to sustain this much needed work. We have also recognised that 22% of our membership is men and they are currently not taking up many opportunities to engage with our current projects. We have spoken to that group and they have responded very positively to the idea of a men's group. Our aim is to be able to fund this as a new initiative linked to our Befriending Project. We look forward to serving our clients in the year ahead and to be reactive to any new areas of unmet need, led by our Chief Executive Officer and supported by an excellent staff and an outstanding team of volunteers.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the directors of Hampton & Hampton Hill Voluntary Care for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

RESPONSIBILITIES OF THE TRUSTEES (continued)

Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether 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 charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is 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 auditor is aware of that information.

AUDITOR

A resolution to re-appoint Penningtons Accountants Limited as auditor for the ensuing year will be proposed at the Annual General Meeting.

Registered office:

The Greenwood Centre
School Road
Hampton Hill
Middlesex TW12 1QL

Signed on behalf of the Trustees:



.....
Nigel Newby
Chairman
19 August 2015

HAMPTON & HAMPTON HILL VOLUNTARY CARE
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAMPTON
& HAMPTON HILL VOLUNTARY CARE

YEAR ENDED 31 MARCH 2015

We have audited the financial statements of Hampton & Hampton Hill Voluntary Care for the year ended 31 March 2015 on pages 12 to 20. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities set out on pages 8 and 9, the Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

Opinion on other requirement of the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.


HAMPTON & HAMPTON HILL VOLUNTARY CARE
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAMPTON
& HAMPTON HILL VOLUNTARY CARE

YEAR ENDED 31 MARCH 2015

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charity has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Trustees' Annual Report.



.....
Mohan Kripalani (Senior Statutory Auditor)

For and on behalf of Penningtons Accountants Limited

Wellington House
209-217 High Street
Hampton Hill
Middlesex
TW12 1NP

Date: 19 August 2015

HAMPTON & HAMPTON HILL VOLUNTARY CARE
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	60,464	—	60,464	67,090
Investment income	3	145	—	145	115
Incoming resources from charitable activities	4	59,725	66,136	125,861	126,400
TOTAL INCOMING RESOURCES		<u>120,334</u>	<u>66,136</u>	<u>186,470</u>	<u>193,605</u>
RESOURCES EXPENDED					
Charitable activities	6/8	(123,571)	(66,673)	(190,244)	(182,253)
Governance costs	9	(2,700)	—	(2,700)	(2,400)
TOTAL RESOURCES EXPENDED		<u>(126,271)</u>	<u>(66,673)</u>	<u>(192,944)</u>	<u>(184,653)</u>
NET (OUTGOING) RESOURCES FOR THE YEAR	10	(5,937)	(537)	(6,474)	8,952
RECONCILIATION OF FUNDS					
Total funds brought forward		87,841	949	88,790	79,838
TOTAL FUNDS CARRIED FORWARD		<u>81,904</u>	<u>412</u>	<u>82,316</u>	<u>88,790</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 14 to 20 form part of these financial statements.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

BALANCE SHEET

31 MARCH 2015

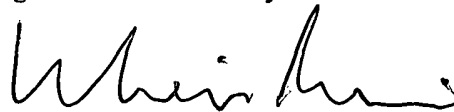
	Note	2015 £	2014 £
FIXED ASSETS			
Tangible assets	13	7,576	10,601
CURRENT ASSETS			
Debtors	14	18,360	31,512
Cash at bank and in hand		66,975	56,737
		<u>85,335</u>	<u>88,249</u>
CREDITORS: Amounts falling due within one year	15	<u>(10,595)</u>	<u>(10,060)</u>
NET CURRENT ASSETS		74,740	78,189
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>82,316</u>	<u>88,790</u>
NET ASSETS		<u>82,316</u>	<u>88,790</u>
 FUNDS			
Unrestricted income funds			
Designated Fund	17	6,000	8,000
General Funds	17	75,904	79,841
		<u>81,904</u>	<u>87,841</u>
Restricted income funds	16	412	949
 TOTAL FUNDS		<u>82,316</u>	<u>88,790</u>

The financial statements are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Trustees and are signed on their behalf by:



.....
Nigel Newby - Chairman
Date: 19 August 2015



.....
Neil Ritchie - Treasurer
Date: 19 August 2015

Company Registration Number: 06431882

The notes on pages 14 to 20 form part of these financial statements.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act.

Incoming Resources

Donations, grants and investment income are included when they are receivable.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accrual basis, inclusive of any VAT, which cannot be recovered.

Certain expenditure directly attributable to specific funding has been attributed to the proportion of the funding that is available.

Taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes.

Fund Accounting

Unrestricted General Funds are those funds which can be used in accordance with the charitable objects with the discretion of the Trustees.

Designated Funds are those funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

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

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fixed assets

All fixed assets are initially recorded at cost.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings 15% Computers 25% and 33.33%

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
General Donations	16,032	16,032	23,016
Transport Income	7,133	7,133	7,642
Gift Aid Refunds	2,376	2,376	1,878
Fundraising	5,160	5,160	8,000
Charity Shop Sales	25,504	25,504	21,125
Service User Registrations	4,259	4,259	4,429
Legacies Received	—	—	1,000
	<u>60,464</u>	<u>60,464</u>	<u>67,090</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Bank interest receivable	145	145	115

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Income from Lettings & Advertising	53,725	—	53,725	53,596
Grants - Operating Greenwood Centre	6,000	66,136	72,136	72,804
	<u>59,725</u>	<u>66,136</u>	<u>125,861</u>	<u>126,400</u>

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES BY TYPE

	Unrestricted Funds £	Restricted funds £	Total Funds £	Total Funds 2014 £
Income from Lettings & Advertising				
Income from the use of the Greenwood Centre	48,030	—	48,030	47,986
Income from advertising in Newsletter	5,695	—	5,695	5,610
	<u>53,725</u>	<u>—</u>	<u>53,725</u>	<u>53,596</u>
Operating the Greenwood Centre				
London Borough of Richmond upon Thames	—	16,803	16,803	16,804
Hampton Fuel Allotment Charity	—	30,000	30,000	50,000
Hampton Fuel Allotment Charity	6,000	—	6,000	—
Community Ind Living Scheme	—	13,333	13,333	—
Age UK / Live Well Richmond	—	6,000	6,000	6,000
	<u>6,000</u>	<u>66,136</u>	<u>72,136</u>	<u>72,804</u>

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Greenwood Centre Operation	113,103	66,136	179,239	173,565
Newsletter - Greenwood Post	7,260	—	7,260	6,346
Depreciation	3,208	537	3,745	2,342
	<u>123,571</u>	<u>66,673</u>	<u>190,244</u>	<u>182,253</u>

7. RESOURCES EXPENDED BY COST

	Total Funds £	Total Funds 2014 £
Salaries, National Insurance & Pension	95,248	86,509
Establishment Costs	38,600	25,856
Office Costs	13,336	13,434
Activities Expenditure	10,963	9,877
Newsletter	7,260	6,346
Other Costs	5,854	5,424
Publicity and Fundraising	216	3,312
Charity Shop Costs	18,767	11,495
Donations paid	—	20,000
	<u>190,244</u>	<u>182,253</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Total Funds 2015 £	Total Funds 2014 £
Greenwood Centre Operation	179,239	179,239	173,565
Newsletter - Greenwood Post	7,260	7,260	6,346
Depreciation	3,745	3,745	2,342
	<u>190,244</u>	<u>190,244</u>	<u>182,253</u>

9. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Audit fees	<u>2,700</u>	<u>2,700</u>	<u>2,400</u>

10. NET (OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2015 £	2014 £
Staff pension contributions	2,318	2,304
Depreciation	3,745	2,342
Auditors' remuneration: - audit of the financial statements	<u>2,700</u>	<u>2,400</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

Except as stated below, there were no Trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

As permitted by Section 185 of the Charities Act 2011, Neil Ritchie, a Trustee and the Treasurer, received fees for accountancy and payroll services of £3,600 in the financial year (2014: £3,100).

There were no Trustees' expenses paid for the year ended 31 March 2015 or for the year ended 31 March 2014.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

12. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2015	2014
	£	£
Wages and salaries	89,057	78,590
Social security costs	3,873	5,615
Other pension costs (see Note below)	2,318	2,304
	<u>95,248</u>	<u>86,509</u>

Note

The charity makes contributions to employee personal pension schemes (defined contribution schemes) in respect of two employees. The contributions are equal to 5% of the gross salaries of those employees. Outstanding contributions at 31 March 2015 amounted to £380.

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2015	2014
	No	No
Number of administrative staff	<u>5</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2014 - Nil).

13. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2014	73,597
Additions	720
At 31 March 2015	<u>74,317</u>
DEPRECIATION	
At 1 April 2014	62,996
Charge for the year	3,745
At 31 March 2015	<u>66,741</u>
NET BOOK VALUE	
At 31 March 2015	<u>7,576</u>
At 31 March 2014	<u>10,601</u>

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

14. DEBTORS

	2015 £	2014 £
Trade debtors	12,987	15,734
Other debtors	1,875	1,875
Prepayments	3,498	13,903
	<u>18,360</u>	<u>31,512</u>

15. CREDITORS: Amounts falling due within one year

	2015 £	2014 £
Trade creditors	2,687	82
Taxation and social security	2,071	2,131
Accruals	5,837	7,847
	<u>10,595</u>	<u>10,060</u>

16. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2015 £
Chief Executive Officer's and Principal Employees' salaries and management costs (see Note (a) below)	—	66,136	(66,136)	—
Grant for new chairs (see Note (b) below)	949	—	(537)	412
	<u>949</u>	<u>66,136</u>	<u>(66,673)</u>	<u>412</u>

Notes:

- (a) The donors have directed that the donations (shown above as incoming resources) are to be used to finance the salary and related management costs of the Chief Executive Officer, who is responsible for the day-to-day management of the charity, and of the principal employees who are, respectively, responsible mainly for the Befriending Project and for providing administrative assistance to the Chief Executive Officer in respect of various projects.
- (b) This grant from Hampton Fuel Allotment Charity was used for the purchase in July 2009 of 80 Kempton chairs. The chairs are being depreciated over their useful economic life and the depreciation charge is charged against the above restricted fund.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

17. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2015 £
Designated Fund – Building repairs and refurbishment (see Note below)	8,000	6,000	(12,494)	4,494	6,000
General Funds	79,841	114,334	(113,777)	(4,494)	75,904
	<u>87,841</u>	<u>120,334</u>	<u>(126,271)</u>	<u>–</u>	<u>81,904</u>

Note:

Since building repairs and refurbishment are becoming increasingly necessary, the Trustees set up out of Unrestricted Funds a designated fund so that these future charges may be met. Each year, the Trustees review the quantum of this designated fund and make any increase or reduction which they deem is required. During the year, expenditure of £12,494 was incurred on significant roof repairs and £6,000 of this cost was met by a very welcome grant from Hampton Fuel Allotment Charity. The Trustees have decided to replenish the Designated Fund from General Funds in the amount of £4,494 which will bring the balance on the Designated Fund to £6,000.

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds	412	–	412
Unrestricted Income Funds			
Designated Fund	–	6,000	6,000
General Funds	7,164	68,740	75,904
	<u>7,164</u>	<u>74,740</u>	<u>81,904</u>
Total Funds	<u>7,576</u>	<u>74,740</u>	<u>82,316</u>