

COMPANY REGISTRATION NUMBER 06431882

**HAMPTON & HAMPTON HILL VOLUNTARY CARE
FINANCIAL STATEMENTS**

31 MARCH 2016

Charity Number 1140070

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COMPANIES HOUSE

HAMPTON & HAMPTON HILL VOLUNTARY CARE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

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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 Neil Ritchie - Treasurer Carole Atkinson James Jewell Jacqueline Cammidge Bernadette Hannigan
Auditor	Penningtons Accountants Limited Chartered Accountants & Statutory Auditor 73 High Street Hampton Hill, Middlesex TW12 1NH
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 2016

I have been working in partnership with Hampton & Hampton Hill Voluntary Care for over 16 years and have served on the Board of Trustees for 15 years. I have witnessed the organisation grow and develop as it responds to the needs of the most vulnerable people in our community.

With a committed and experienced Board of Trustees, and under the strong leadership of the CEO, the charity has achieved financial sustainability and continues to deliver our outreach projects while managing The Greenwood Centre, a vibrant community hub, used by residents, charities, community organisations, local businesses, counsellors, youth groups, health professionals and our local MP.

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 and we participated in The Village Plan Consultations. The Community Transport Project and Befriending Project are thriving and the newly formed Men's Club has been a great success. I would like to take this opportunity to thank the committed staff team and dedicated volunteers without whom our work would not be possible.

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

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

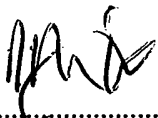
Strawberry Hill Golf Club

St James's Church, Hampton Hill

The Hampton Methodist Church

Willett House Vets

Thanks are also due to our partners in the community, in particular Sainsbury's, Hampton Hill and to all the local premises which have a collecting box for the charity and to those businesses which have sponsored our events or have raised funds for us.



.....
Nigel Newby - Chairman
17 August 2016

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2016

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 2016.

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
Neil Ritchie - Treasurer
Sophie Dale
Carole Atkinson
James Jewell
Jacqueline Cammidge
Bernadette Hannigan

Jacqueline Cammidge was appointed as a director on 14 October 2015.

Revd Peter Vannozzi retired as a director on 14 October 2015.

Sophie Dale retired as a director on 24 May 2016.

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 *(continued)*

YEAR ENDED 31 MARCH 2016

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 14 October 2015.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

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

This year Pauline Hollis joined us as Transport Co-ordinator and has extended the programme of excursions with a more varied timetable and an addition of themed meetings in the Stanton Hall. Our work with Homelink, St. Augustine's has increased and we have given a commitment to providing additional transport provision as required.

The Men's Club was officially launched in January and has proved a great success with 24 members meeting weekly.

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.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

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, Ellera 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 MacGregor. The escorts and volunteer drivers come from Hampton & Hampton Hill Voluntary Care and Pauline Hollis manages the project on a day to day basis at The Greenwood Centre.

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, administers the project and leads a team of caretakers and our cleaner to ensure we meet the expectations of residents and businesses in our community.

Befriending Project

Alice Maslen, Befriending Co-ordinator, has retired from her position and Pauline Hollis has replaced her. Pauline has been instrumental in assisting Fiona Brennan, CEO to establish a Men's Club which launched in January and has already attracted 24 members. Funding has been secured from the Community Partnership and Civic Pride Fund. The project has an established team of committed befrienders who support over 60 people through telephone and/or regular visits. We also provided practical support and signposting. We work in partnership with Richmond Aid, through the Community Partnership Teddington & The Hamptons.

Communication Project

This provides information on services 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. 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. Luke Gear, IT specialist and Webmaster, also supports volunteers and staff on all our projects.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

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. Our volunteers vary in age and ethnicity and reflect the demographics of TW12.

FINANCIAL REVIEW

The charity's total income decreased by £10,688 from £186,470 to £175,782.

Donations and legacies showed a small decrease of £197 principally as a result of a fall in fundraising income of £1,510 and a decrease of £508 in the Gift Aid claim, as reduced by an increase in service user registration income of £1,055 and the welcome receipt of a legacy of £1,000. Other net decreases totalled £234. Charity shop sales totalled £25,134 and, after deducting the costs of running the charity shop of £19,086, a surplus of £6,048 was achieved, an excellent contribution to the funds of the charity.

There was a reduction in income from charitable activities of £10,518. Lettings income decreased slightly by £2,100 and the Greenwood Post advertising income decreased by £4,085 as a result of fewer issues of the publication. There were reductions in the grants from Community Independent Living Scheme (£3,333), from Age (UK)/Live Well Richmond (£3,500) and the grant received in the previous year from Hampton Fuel Allotment Charity of £6,000 towards roof repairs was absent. On the plus side, a grant of £3,500 was received from the Inman Charity and a grant of £5,000 was received from Civic Pride Fund.

Expenditure charitable activities decreased from £192,944 to £172,560 a decrease of £20,384.

Staff costs decreased by £3,891 principally as a result of absence of the salary of £10,877 paid to Tessa Trapmore, Befriending Co-ordinator, who left in January 2015 as reduced by the salary paid for part of the year to the new Befriending Co-ordinator (£4,062) and a small salary increase of £1,735 for the CEO. Other total positive salary changes amounted to £1,189.

Establishment costs decreased by £11,395 principally as a result of reduced expenditure on premises insurance (£1,395), reduced costs of gas (£1,434), reduced expenditure on repairs and renewals of £8,940 (2015 costs included £12,494 on extensive roof repairs) as reduced by net increased expenditure of £374 on other costs. Office costs increased by £3,211 mainly as a result of the salary costs of the staff person engaged as IT consultant in place of the outside firm which was previously used. Activities costs decreased by £3,201 comprising principally the absence of production costs for a calendar (£1,330) and reduced costs of other activities (£1,411). Newsletter costs reduced by £5,460 due to the publication of fewer editions of the Greenwood Post.

As explained above, there was an overall excess of income over expenditure for the year of £3,222 compared with an excess of expenditure over income of £6,474 in the previous financial year.

Restricted and unrestricted income funds

The restricted income from grants has been fully utilised during the year and there are no balances on restricted funds 31 March 2016. Full details are shown in Note 15 to the financial statements. The balance of unrestricted funds increased from £81,904 to £85,538.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

RESERVES

As stated above, at 31 March 2016, the unrestricted reserves amounted to £85,538. 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 £175,000, the reserves at the end of the financial year are sufficient. However, 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 that our aim was to be able to fund The Men's Club as a new initiative linked to our Befriending Project. This has been achieved and we have secured the necessary funding required for the next year. The challenge now is to sustain the project by attracting future funding.

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 team and an outstanding team of volunteers.

TRUSTEES' RESPONSIBILITIES STATEMENT

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 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

TRUSTEES' RESPONSIBILITIES STATEMENT *(continued)*

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.

Each of the persons who is a Trustee at the date of approval of this report confirms that:

- so far as each Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- each has taken all steps that he/she ought to have taken as a Trustee to make himself/herself aware of any relevant audit information and to establish that the charity's 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
17 August 2016

HAMPTON & HAMPTON HILL VOLUNTARY CARE
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAMPTON
& HAMPTON HILL VOLUNTARY CARE
YEAR ENDED 31 MARCH 2016

We have audited the financial statements of Hampton & Hampton Hill Voluntary Care for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity'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 charity's Trustees 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 charity and the charity's Trustees 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 Trustees' Annual Report, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of 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 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 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY 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 *(continued)*

YEAR ENDED 31 MARCH 2016

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:

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; 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

73 High Street
Hampton Hill
Middlesex
TW12 1NH

Date: 17 August 2016

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

YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOME					
Donations and legacies	2	60,267	–	60,267	60,464
Income from charitable activities	3	47,540	67,803	115,343	125,861
Investment income	4	172	–	172	145
TOTAL INCOME		<u>107,979</u>	<u>67,803</u>	<u>175,782</u>	<u>186,470</u>
EXPENDITURE					
Expenditure on charitable activities	6/8	(104,345)	(68,215)	(172,560)	(192,944)
TOTAL EXPENDITURE		<u>(104,345)</u>	<u>(68,215)</u>	<u>(172,560)</u>	<u>(192,944)</u>
NET INCOME/ (EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR					
RECONCILIATION OF FUNDS	9	3,634	(412)	3,222	(6,474)
Total funds brought forward		<u>81,904</u>	<u>412</u>	<u>82,316</u>	<u>88,790</u>
TOTAL FUNDS CARRIED FORWARD		<u>85,538</u>	<u>–</u>	<u>85,538</u>	<u>82,316</u>

The Statement of Financial Activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 14 to 21 form part of these financial statements.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

BALANCE SHEET

31 MARCH 2016

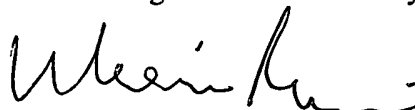
	Note	2016 £	2015 £
FIXED ASSETS			
Tangible assets	12	9,504	7,576
CURRENT ASSETS			
Debtors	13	17,480	18,360
Cash at bank and in hand		68,806	66,975
		<u>86,286</u>	<u>85,335</u>
CREDITORS: Amounts falling due within one year	14	<u>(10,252)</u>	<u>(10,595)</u>
NET CURRENT ASSETS		76,034	74,740
TOTAL ASSETS LESS CURRENT LIABILITIES		85,538	82,316
NET ASSETS		85,538	82,316
FUNDS OF THE CHARITY			
Restricted income funds	15	—	412
Unrestricted income funds	16	85,538	81,904
TOTAL CHARITY FUNDS		85,538	82,316

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: 17 August 2016



.....
Neil Ritchie - Treasurer
Date: 17 August 2016

Company Registration Number: 06431882

The notes on pages 14 to 21 form part of these financial statements.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015) and with the requirements of the Companies Act 2006 and the Charities Act 2011. The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

Income

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

Expenditure

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

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.

Fixed assets

All fixed assets are initially recorded at cost. Equipment costing £500 or less is not capitalised but is expensed in the year of purchase.

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%

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Donations				
General Donations	16,585	16,585	16,032	16,032
Transport Income	6,716	6,716	7,133	7,133
Gift Aid Refunds	1,868	1,868	2,376	2,376
Fundraising	3,650	3,650	5,160	5,160
Charity Shop Sales	25,134	25,134	25,504	25,504
Service User Registrations	5,314	5,314	4,259	4,259
Legacies				
Legacies Received	1,000	1,000	—	—
	<u>60,267</u>	<u>60,267</u>	<u>60,464</u>	<u>60,464</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Income from Lettings & Advertising	47,540	—	47,540
Grants - Operating Greenwood Centre	—	67,803	67,803
	<u>47,540</u>	<u>67,803</u>	<u>115,343</u>

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

4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Bank interest receivable	<u>172</u>	<u>172</u>	<u>145</u>	<u>145</u>

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

5. INCOME FROM CHARITABLE ACTIVITIES BY TYPE

	Unrestricted Funds £	Restricted funds £	Total Funds £
Income from Lettings & Advertising			
Income from the use of the Greenwood Centre	45,930	—	45,930
Income from advertising in Newsletter	1,610	—	1,610
	<u>47,540</u>	<u>—</u>	<u>47,540</u>
Operating the Greenwood Centre			
London Borough of Richmond upon Thames	—	16,803	16,803
Hampton Fuel Allotment Charity	—	30,000	30,000
Community Ind Living Scheme	—	10,000	10,000
Age UK / Live Well Richmond	—	2,500	2,500
Inman Charity - Befriending	—	3,500	3,500
Civic Pride Fund	—	5,000	5,000
	<u>—</u>	<u>67,803</u>	<u>67,803</u>

	Unrestricted Funds £	Restricted funds £	Total Funds 2015 £
Income from Lettings & Advertising			
Income from the use of the Greenwood Centre	48,030	—	48,030
Income from advertising in Newsletter	5,695	—	5,695
	<u>53,725</u>	<u>—</u>	<u>53,725</u>
Operating the Greenwood Centre			
London Borough of Richmond upon Thames	—	16,803	16,803
Hampton Fuel Allotment Charity	—	30,000	30,000
Community Ind Living Scheme	—	13,333	13,333
Age UK / Live Well Richmond	—	6,000	6,000
Hampton Fuel Allotment Charity	6,000	—	6,000
	<u>6,000</u>	<u>66,136</u>	<u>72,136</u>

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

6. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Greenwood Centre Operation	95,786	67,803	163,589
Newsletter - Greenwood Post	1,800	—	1,800
Depreciation	4,059	412	4,471
Governance costs	2,700	—	2,700
	<u>104,345</u>	<u>68,215</u>	<u>172,560</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Greenwood Centre Operation	113,103	66,136	179,239
Newsletter - Greenwood Post	7,260	—	7,260
Depreciation	3,208	537	3,745
Governance costs	2,700	—	2,700
	<u>126,271</u>	<u>66,673</u>	<u>192,944</u>

7. EXPENDITURE BY COST

	Total Funds £	Total Funds 2015 £
Salaries, National Insurance & Pension	91,357	95,248
Establishment Costs	27,205	38,600
Office Costs	16,547	13,336
Activities Expenditure	7,762	10,963
Newsletter	1,800	7,260
Other Costs	5,887	5,854
Publicity and Fundraising	216	216
Charity Shop Costs	19,086	18,767
Governance Costs	2,700	2,700
	<u>172,560</u>	<u>192,944</u>

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

8. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Total Funds 2016 £	Total Funds 2015 £
Greenwood Centre Operation	163,589	163,589	179,239
Newsletter - Greenwood Post	1,800	1,800	7,260
Depreciation	4,471	4,471	3,745
Governance costs	2,700	2,700	2,700
	<u>172,560</u>	<u>172,560</u>	<u>192,944</u>

9. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2016 £	2015 £
Staff pension contributions	2,412	2,318
Depreciation	4,471	3,745
Auditors' remuneration: - audit of the financial statements	<u>2,700</u>	<u>2,700</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

Except as stated below, there were no Trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

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 (2015: £3,600).

There were no Trustees' expenses paid for the year ended 31 March 2016 or for the year ended 31 March 2015.

11. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016 £	2015 £
Wages and salaries	85,073	89,057
Social security costs	3,872	3,873
Other pension costs (see Note below)	2,412	2,318
	<u>91,357</u>	<u>95,248</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.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

11. STAFF COSTS AND EMOLUMENTS *(continued)*

Particulars of employees:

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

	2016	2015
	No.	No.
Number of administrative staff	<u>5</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

12. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2015	74,317
Additions	<u>6,399</u>
At 31 March 2016	<u>80,716</u>
DEPRECIATION	
At 1 April 2015	66,741
Charge for the year	<u>4,471</u>
At 31 March 2016	<u>71,212</u>
NET BOOK VALUE	
At 31 March 2016	<u>9,504</u>
At 31 March 2015	<u>7,576</u>

13. DEBTORS

	2016	2015
	£	£
Trade debtors	10,691	12,987
Other debtors	4,563	1,875
Prepayments	<u>2,226</u>	<u>3,498</u>
	<u>17,480</u>	<u>18,360</u>

14. CREDITORS: Amounts falling due within one year

	2016	2015
	£	£
Trade creditors	2,139	2,687
Taxation and social security	1,972	2,071
Accruals and deferred income	<u>6,141</u>	<u>5,837</u>
	<u>10,252</u>	<u>10,595</u>

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

15. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Balance at 31 Mar 2016 £
Chief Executive Officer's and Principal employees' salaries and management costs (see Note (a) below)	–	67,803	(67,803)	–
Grant for new chairs (see Note (b) below)	412	–	(412)	–
	<u>412</u>	<u>67,803</u>	<u>(68,215)</u>	<u>–</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.

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2016 £
Designated Fund – Building repairs and refurbishment (see Note below)	6,000	–	–	2,000	8,000
General Funds	75,904	107,979	(104,345)	(2,000)	77,538
	<u>81,904</u>	<u>107,979</u>	<u>(104,345)</u>	<u>–</u>	<u>85,538</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. The Trustees have decided to replenish the Designated Fund from General Funds in the amount of £2,000 which will bring the balance on the Designated Fund to £8,000.

HAMPTON & HAMPTON HILL VOLUNTARY CARE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Unrestricted Income Funds:			
Designated Funds	–	8,000	8,000
General Funds	9,504	68,034	77,538
	<u>9,504</u>	<u>76,034</u>	<u>85,538</u>
Total Funds	<u>9,504</u>	<u>76,034</u>	<u>85,538</u>