

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

**31 MARCH 2013**



**Charity Number 1140070**

# **HAMPTON & HAMPTON HILL VOLUNTARY CARE**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

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

<b>Registered charity name</b>	Hampton & Hampton Hill Voluntary Care
<b>Charity number</b>	1140070
<b>Company registration number</b>	06431882
<b>Trustees</b>	Nigel Newby - Chairman Bernadette Hannigan - Vice Chairman Neil Ritchie – Treasurer  Sophie Dale Carole Atkinson Revd Peter Vannozzi James Woodford
<b>Auditor</b>	Penningtons Accountants Limited Chartered Accountants & Registered Auditors Wellington House 209-217 High Street Hampton Hill, Middlesex TW12 1NP
<b>Bankers</b>	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 2013**

I would like to congratulate the volunteers, Chief Executive, Trustees and Greenwood Centre staff for another successful year. The dedication and commitment shown by everyone involved has been outstanding. This has resulted in the efficient delivery of our four projects benefiting our community with the support of local people and local businesses, and funded by local individuals and funders.

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

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

Hampton Fuel Allotment Charity

Hampton Hill Traders Association

London Borough of Richmond upon Thames

Hampton Hill Nursery

Inspired Women

Susan Green, Greenacres Nurseries

Fulwell Golf Club

Strawberry Hill Golf Club

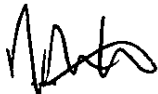
The Clandestine Café

The Calendar Girls

St James's Church, Hampton Hill

The Masons – Cole Court

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.



Nigel Newby  
Chairman

13 August 2013

**HAMPTON & HAMPTON HILL VOLUNTARY CARE**  
**TRUSTEES' ANNUAL REPORT**  
**YEAR ENDED 31 MARCH 2013**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2013.

**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 - Chair  
Bernadette Hannigan - Vice Chair  
Neil Ritchie – Treasurer

Catherine Burgess (resigned 31 July 2013)  
Sophie Dale (appointed 23 October 2012)  
Carole Atkinson  
Adrian Sumption (resigned 19 April 2013)  
Margaret Taylor (resigned 23 October 2012)  
Revd Peter Vannozzi  
James Woodford

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 2013**

### **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 assess 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 four 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 Scheme, part of the Neighbourhood Care 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 23 October 2012.

# **HAMPTON & HAMPTON HILL VOLUNTARY CARE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2013**

### **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**

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

#### **Neighbourhood Care Project (NCP)**

This project supports our clients who may not be eligible for statutory assistance or have been referred by social services, health professionals, family or even self-referred. Our aim is to reduce levels of loneliness and depression through our face to face and telephone befriending

We have befriended over 100 isolated residents in the last year. We are working in partnership with Age UK Richmond to deliver telephone befriending and there have been two events especially for the people supported by regular telephone calls. These are residents who rarely go out and who really benefit from socialising with friends 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

In addition to all of the above, there are many cases of help being offered through Neighbourhood Care on a daily basis

# **HAMPTON & HAMPTON HILL VOLUNTARY CARE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2013**

### **ACHIEVEMENTS AND PERFORMANCE (Continued)**

#### **Community Integrated Accessible Transport Project (Hampton Enterprise)**

This project complements the Neighbourhood Care Project and, as people feel more supported, they are encouraged to travel with us on shopping trips and excursions. The project comprises our minibus, people carrier and around 45 volunteer car drivers. We work in partnership with RaKAT (Richmond and Kingston Accessible Transport)

In meeting the needs of those who have restricted mobility, we look for the best solution from the different options including trips to doctors, hospitals, day centres, for example Linden Hall, Elleray Hall, Homelink, St Augustine's and shopping buses to local supermarkets,

RaKAT provides buses for the trips to the shops, day centres and places of interest. The escorts and volunteer drivers come from H&HHVC and we manage 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.

We have budgeted for an upgrade of the kitchen to maximise rental income of that area.

#### **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](http://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 website, which has been operational for 8 years, has been revised with experience and will continue to provide on-line information with links to many other sources of help in the community.



**HAMPTON & HAMPTON HILL VOLUNTARY CARE**  
**TRUSTEES' ANNUAL REPORT**  
**YEAR ENDED 31 MARCH 2013**

**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 demographic of TW12.

**FINANCIAL REVIEW**

The charity's total income increased significantly by £19,557 from £160,399 to £179,956. Unrestricted voluntary income increased by £7,175 principally as a result of £4,412 raised by the new Anniversary/Regular Giving Appeal, the £4,470 proceeds of the calendar sponsorship and sales, the increase in the charity shop sales (having traded for a full year) of £6,404 as reduced by the absence of legacy income of £6,609. After deducting the running costs of the charity shop amounting to £8,791 from the sales of £15,976, a surplus of £7,185 was achieved, an excellent contribution to the funds of the charity.

Incoming resources from charitable activities increased by £12,367. This increase represents a net increase of income from lettings (£4,957) as reduced by a small decrease in income from advertising in the Greenwood Post (£1,090) and an increase in grant income of £8,500. We are most grateful for the special grant from Hampton Fuel Allotment Charity of £8,000 towards the cost of the new doors and the security system.

Resources expended on charitable activities increased from £137,523 to £167,833, an increase of £30,310. The main reason for the large increase was the cost of essential internal improvements to the building including the upgrading of the security system, new doors, replacement of the fire alarm system and replacement of the old telephone system – the total cost of those improvements was £17,753. Since the charity shop traded for a full year, the increase in running costs compared with the previous year was £3,950. In addition, the costs of production of the calendar, which yielded sales and sponsorship of £4,470 (see above), amounted to £1,750. Donations of £2,921 were made (2012 Nil) including a donation of £2,721 to Richmond and Kingston Accessible Transport which will be put towards the cost of a new bus. Heating and lighting costs have also shown significant increases as a result of price increases and the unseasonal weather. Further details of expenditure are given in Notes 6, 7 and 8 to the financial statements.

There was an overall excess of income over expenditure for the year of £9,870 compared with an excess of income over expenditure of £21,234 in the previous financial year.

**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 £1,486 at 31 March 2013. Full details are shown in Note 17 to the financial statements. The balance of unrestricted funds increased from £67,945 to £78,352.

# **HAMPTON & HAMPTON HILL VOLUNTARY CARE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2013**

### **RESERVES**

As stated above, at 31 March 2013, the unrestricted reserves amounted to £78,352. 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. The Trustees are pleased that funding from The London Borough of Richmond upon Thames, which was to have ceased, will continue as before but increasing costs and demands on the charity mean that there is no room for complacency and 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 on our commitment to partnership working and we are almost a year into working with Age UK to deliver befriending. We have exceeded targets and feedback from Livewell, the commissioner, is favourable. We are pleased that the Council has taken the decision to keep the Neighbourhood Care Groups grant-aided and we will also be looking at forming new partnerships and may well enter the commissioning process.

We anticipate challenging times ahead, but we are confident that we can meet those challenges, led by our Chief Executive, 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, the Chairman's statement 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 charitable company and the income and expenditure of the charitable company for that period.

# **HAMPTON & HAMPTON HILL VOLUNTARY CARE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2013**

### **RESPONSIBILITIES OF THE TRUSTEES (Continued)**

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 charitable company will continue in operation

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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

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  
13 August 2013

**HAMPTON & HAMPTON HILL VOLUNTARY CARE**  
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAMPTON**  
**& HAMPTON HILL VOLUNTARY CARE**  
**YEAR ENDED 31 MARCH 2013**

We have audited the financial statements of Hampton & Hampton Hill Voluntary Care for the year ended 31 March 2013 on pages 12 to 21. 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](http://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 2013 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 2013**

**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 13 August 2013

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

**YEAR ENDED 31 MARCH 2013**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds					
Voluntary income	2	59,184	–	59,184	52,009
Investment income	3	149	–	149	134
Incoming resources from charitable activities	4	51,320	69,303	120,623	108,256
<b>TOTAL INCOMING RESOURCES</b>		<u>110,653</u>	<u>69,303</u>	<u>179,956</u>	<u>160,399</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	6/8	(97,993)	(69,840)	(167,833)	(137,523)
Governance costs	9	(2,253)	–	(2,253)	(1,554)
Other resources expended	10	–	–	–	(88)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(100,246)</u>	<u>(69,840)</u>	<u>(170,086)</u>	<u>(139,165)</u>
<b>NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR</b>					
<b>RECONCILIATION OF FUNDS</b>	11	10,407	(537)	9,870	21,234
Total funds brought forward		<u>67,945</u>	<u>2,023</u>	<u>69,968</u>	<u>48,734</u>
<b>TOTAL FUNDS CARRIED FORWARD (See Note below)</b>		<u>78,352</u>	<u>1,486</u>	<u>79,838</u>	<u>69,968</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

**Note:**

As at 31 March 2013, an amount of £8,000 was allocated by the Trustees from general unrestricted income funds to a designated unrestricted income fund for interior building repairs and refurbishment (see Note 18 to the financial statements)

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

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## BALANCE SHEET

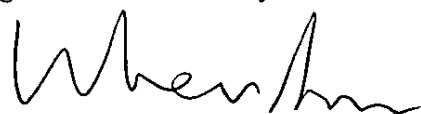
31 MARCH 2013

	Note	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	14	3,547	3,926
<b>CURRENT ASSETS</b>			
Debtors	15	20,579	12,207
Cash at bank		68,957	60,144
		<u>89,536</u>	<u>72,351</u>
<b>CREDITORS: Amounts falling due within one year</b>	16	<u>(13,245)</u>	<u>(6,309)</u>
<b>NET CURRENT ASSETS</b>		<b>76,291</b>	<b>66,042</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>79,838</b>	<b>69,968</b>
<b>NET ASSETS</b>		<b>79,838</b>	<b>69,968</b>
<b>FUNDS</b>			
<b>Unrestricted income funds</b>			
Designated Fund	18	8,000	-
General Funds	18	70,352	67,945
		<u>78,352</u>	<u>67,945</u>
<b>Restricted income funds</b>	17	1,486	2,023
<b>TOTAL FUNDS</b>		<b>79,838</b>	<b>69,968</b>

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



Nigel Newby - Chairman  
Date 13 August 2013



Neil Ritchie - Treasurer  
Date 13 August 2013

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 2013**

### **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, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

#### **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 company 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 2013

### 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 2013 £	Total Funds 2012 £
General Donations	20,347	20,347	12,721
Transport Income	7,132	7,132	7,433
Gift Aid Refunds	1,326	1,326	1,416
Fundraising	10,283	10,283	9,970
Charity Shop Sales	15,976	15,976	9,572
Service User Registrations	4,120	4,120	4,288
Legacies received	—	—	6,609
	<u>59,184</u>	<u>59,184</u>	<u>52,009</u>

### 3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Bank interest receivable	149	149	134

### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Income from Lettings & Advertising	51,320	—	51,320	47,453
Grants - Operating Greenwood Centre	—	69,303	69,303	60,803
	<u>51,320</u>	<u>69,303</u>	<u>120,623</u>	<u>108,256</u>

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES BY TYPE

	Unrestricted Funds £	Restricted funds £	Total Funds £	Total Funds 2012 £
<b>Income from Lettings &amp; Advertising</b>				
Income from the use of the Greenwood Centre	45,380		45,380	40,423
Income from advertising in Newsletter	5,940		5,940	7,030
	<u>51,320</u>	<u>-</u>	<u>51,320</u>	<u>47,453</u>
<b>Operating the Greenwood Centre</b>				
London Borough of Richmond upon Thames	-	16,803	16,803	16,803
Hampton Fuel Allotment Charity	-	48,000	48,000	44,000
Age UK / Live Well Richmond	-	4,500	4,500	-
	<u>-</u>	<u>69,303</u>	<u>69,303</u>	<u>60,803</u>

### 6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Greenwood Centre Operation	91,179	69,303	160,482	129,978
Newsletter - Greenwood Post	5,982	-	5,982	6,210
Depreciation	832	537	1,369	1,335
	<u>97,993</u>	<u>69,840</u>	<u>167,833</u>	<u>137,523</u>

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 7 RESOURCES EXPENDED BY COST

	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Salaries, National Insurance & Pension	72,941	71,016
Establishment Costs	43,945	22,343
Office Costs	12,088	11,876
Activities Expenditure	11,012	9,604
Newsletter	5,982	6,210
Other Costs	2,971	3,711
Publicity and Fundraising	6,657	7,922
Charity Shop Costs	8,791	4,841
Donations	2,921	-
Paid to Teddington and Hampton Wick Voluntary Care Group for Befriending	525	-
	<u>167,833</u>	<u>137,523</u>

### 8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	<b>Activities undertaken directly</b>	<b>Total Funds 2013</b>	<b>Total Funds 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Greenwood Centre Operation	160,482	160,482	129,978
Newsletter - Greenwood Post	5,982	5,982	6,210
Depreciation	1,369	1,369	1,335
	<u>167,833</u>	<u>167,833</u>	<u>137,523</u>

### 9 GOVERNANCE COSTS

	<b>Unrestricted Funds</b>	<b>Total Funds 2013</b>	<b>Total Funds 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Audit fees	2,253	2,253	1,554

### 10. OTHER RESOURCES EXPENDED

	<b>Total Funds 2013</b>	<b>Total Funds 2012</b>
	<b>£</b>	<b>£</b>
Loss on disposal of tangible fixed assets	-	88

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 11. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging

	2013	2012
	£	£
Staff pension contributions	1,653	1,627
Depreciation	1,369	1,335
Auditors' remuneration - audit of the financial statements	<u>2,253</u>	<u>1,554</u>

### 12. TRUSTEES' REMUNERATION AND BENEFITS

Except as stated below, there were no Trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

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 £3,000 in the financial year (2012 £3,000)

There were no Trustees' expenses paid for the year ended 31 March 2013 or for the year ended 31 March 2012

### 13. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2013	2012
	£	£
Wages and salaries	66,724	64,807
Social security costs	4,564	4,582
Other pension costs	1,653	1,627
	<u>72,941</u>	<u>71,016</u>

#### Particulars of employees:

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

	2013	2012
	No	No
Number of administrative staff	<u>3</u>	<u>3</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil)

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 14. TANGIBLE FIXED ASSETS

	Equipment £
<b>COST</b>	
At 1 April 2012	63,211
Additions	990
<b>At 31 March 2013</b>	<b><u>64,201</u></b>
<b>DEPRECIATION</b>	
At 1 April 2012	59,285
Charge for the year	1,369
<b>At 31 March 2013</b>	<b><u>60,654</u></b>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2013</b>	<b><u>3,547</u></b>
At 31 March 2012	<u>3,926</u>

### 15. DEBTORS

	2013 £	2012 £
Trade debtors	11,579	10,237
Charity Shop lease deposit	1,875	938
Prepayments and grant receivable	7,125	1,032
	<u>20,579</u>	<u>12,207</u>

### 16. CREDITORS: Amounts falling due within one year

	2013 £	2012 £
Trade creditors	413	14
Taxation and social security	1,527	1,636
Accruals	11,305	4,659
	<u>13,245</u>	<u>6,309</u>

# HAMPTON & HAMPTON HILL VOLUNTARY CARE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

### 17. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2013 £
Chief Executive Officer's and Principal Employees' salaries and management costs (see Note (a) below)	–	69,303	(69,303)	–
Grant for new chairs (see Note (b) below)	2,023	–	(537)	1,486
	<u>2,023</u>	<u>69,303</u>	<u>(69,840)</u>	<u>1,486</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

### 18. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2013 £
Designated Fund – Interior building repairs and refurbishment (see Note below)	–	–	–	8,000	8,000
General Funds	67,945	110,653	(100,246)	(8,000)	70,352
	<u>67,945</u>	<u>110,653</u>	<u>(100,246)</u>	<u>–</u>	<u>78,352</u>

#### Note

Since interior building repairs and refurbishment are becoming increasingly necessary, the Trustees have decided to set up out of Unrestricted Funds a designated fund so that these future charges may be met. Each year, the Trustees will review the quantum of this designated fund and make any increases or reductions which they deem are required.

# **HAMPTON & HAMPTON HILL VOLUNTARY CARE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **19. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
<b>Restricted Income Funds</b>	<b>1,486</b>	<b>–</b>	<b>1,486</b>
<b>Unrestricted Income Funds</b>			
Designated Fund	–	<b>8,000</b>	<b>8,000</b>
General Funds	<b>2,061</b>	<b>68,291</b>	<b>70,352</b>
	<b>2,061</b>	<b>76,291</b>	<b>78,352</b>
<b>Total Funds</b>	<b>3,547</b>	<b>76,291</b>	<b>79,838</b>