



Registered Charity No: 274756

Guildford 566 635

[www.careforguildford.org.uk](http://www.careforguildford.org.uk)

**ANNUAL REPORT FOR 2017**

## **TRUSTEES AND ORGANISING COMMITTEE**

**Officers:** Chairman Paulene Lambert  
Vice Chairman Linda Smith  
Treasurer David Pannell  
Secretary Carol Gallacher

**Trustees:** Zita Delaney, Brenda Hill, Angela Logan, Rosanne Bond and Peter Spragg

Those listed above were Trustees throughout 2017, apart from Brenda Hill who resigned in January 2017, and Peter Spragg who was co-opted as a trustee in June 2017.

The Trustees declare that they have approved this Trustees' report.

Signed on behalf of the charity's Trustees



Paulene Lambert - Chairman

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## **ORGANISATION AND GOVERNANCE**

Care for Guildford undertakes social care voluntary work and similar charitable activities for the benefit of people living within the area of the old Guildford borough, principally providing transport to medical appointments and shopping for housebound clients.

Care for Guildford is an unincorporated association. In accordance with its Constitution it is managed by an Organising Committee of Trustees. The Committee has four officers, who are each elected for a period of one year, and up to twelve other members each elected for a period of three years.

Elections are held at the Annual General Meeting. Individuals are eligible for re-election. The Committee may co-opt up to six non-elected members for a period expiring at the next AGM.

Day to day operations are managed by Section Leaders who may, but need not, be members of the Committee.

For Charity Commission purposes the principal address of Care for Guildford is: 14 Wykeham Road, Guildford, Surrey, GU1 2SE

## SUMMARY OF MAIN ACHIEVEMENTS DURING THE YEAR

	<u>2017</u>	<u>2016</u>
<b>Transport</b>		
Hospitals within Guildford boundary	641	624
Hospitals outside Guildford boundary	74	49
Clinics, doctors, dentists, other medical	1,940	2,013
Clubs, day centres, etc.	752	553
Other	113	71
	<u>3,520</u>	<u>3,310</u>
<b>Shopping</b>		
Groceries	473	322
Prescriptions, Odd Jobs & Other	2	1
	<u>          </u>	<u>          </u>
<b>Total Number Of Jobs</b>	<b>3,995</b>	<b>3,633</b>
<b>Clients</b>		
New clients who joined Care within the year	120	166
Listed in our records at 31st December	<b>557</b>	<b>522</b>
<b>Volunteers</b>	<b>174</b>	<b>120</b>
<b>Duty Officers at year end</b>	<b>19</b>	<b>19</b>

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## **CHAIRMAN'S REPORT 2017**

So much has changed since Care was set up in 1976, and yet so very much has stayed the same. There is still a huge need and our clients are still helped by a group of very caring and wonderful volunteers; the change is really just the way we manage the charity on a day to day basis. With that in mind we are in the process of introducing new policies and procedures including a new one for 'safeguarding'. We are also updating our Data Protection Policy in line with the national amendments due in May 2018.

Our Vice Chairman Linda Smith also deals with recruitment of new volunteers. Since the 2017 AGM she has welcomed and inducted twenty new Volunteers, mainly drivers but also two Duty Officers. Interestingly we have had increased interest shown through the website and we have recruited several recently this way.

Most volunteers are recruited through our stand at various Farmers Markets held in Guildford High Street throughout the year. New Trustee Peter Spragg has taken over from Zita Delaney in choosing which markets to attend through the year as it is a balancing act trying to avoid the flood of visitors from outside the area in the good weather, and the potential floods and skid pans in the bad weather.

Rosanne Bond was appointed as a new Trustee and the Shopping Section Leader on 1st January 2017 following the retirement of Rosemary Mills. The number of shopping clients fluctuated during 2017 but averaged around eleven. The frequency of shopping required varied from weekly to fortnightly or just on an ad hoc basis. Thanks are due to the volunteers who shopped regularly but also to the occasional shoppers who provided cover, when necessary. Due to the low number of clients requiring shopping it was decided that this could be coordinated by just one person.

We no longer have a Transport Section Leader and ask if anyone might be prepared to take on the role, or indeed to be a 'special', giving up a day (or half day) a week to drive on a regular basis. Occasionally they may only get one or two jobs, especially as so many clients choose between 10.00 am and 11.00 am for their appointments.

So then, another successful year as you will see from the statistics, and as always with very grateful thanks to the Trustees, the Volunteers and our administrator Graham Jump.

## **FINANCE**

In 2017 we achieved a surplus of £2,046. This surplus would have been greater had we not made one-off grants of £5000 each to local charities Headway and Talk.

Income for the year was £25,629 compared with £17,638 in 2016. The 2017 figure did, however, include a legacy received in the sum of £5,000. Investment income in 2017 was more or less steady at £11,286, but this was boosted by a gift aid recovery of £811. Client contributions totalled £8,532 compared with 2016's figure of £7,400. However, volunteers' claimed expenses showed a slight increase standing at £2,547 in the year as compared with £2,356 in 2016.

The total expenditure in 2017 was £23,583, of which £10,000 reflected the one-off donations to Headway and Talk. As mentioned above volunteers' claimed expenses of £2,547 showed an increase on the previous year, but the cost of insurance (via yet another new provider), and the cost of telephone communications again showed a marked reduction. The cost of the administrator (£8,085) was identical to the previous year whilst postage, stationery and printing also cost less in 2017 than in 2016.

Particular emphasis has recently been placed on increasing the profile of the organisation and this is reflected in the amount of £408 expended on publicity during the year.

We started 2017 with £5,578 in our current account. Our bank balance at the end of the year was £7,623.

The COIF income units are held at cost (£116,000) but had a value of £147,943 as at 31 December 2017, a modest increase during the past 12 months of £3,961. Our other shares and unit trusts (with Aviva, Merchants Trust, Henderson, M&G, and Barclays Wealth) are also held at cost (£81,736) and had a market value of £157,016 at the year's end, showing a marked increase from the end of the previous year of £23,520.

*David Pannell, Honorary Treasurer*

*4th March 2018*

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## ACCOUNTS - For the year ending 31st December 2017

### 1. Receipts and Payments Account

<b><u>Receipts</u></b>	<b>2017</b>		<b>2016</b>	
<b>Income from assets</b>				
Net dividends received	11,286		10,238	
Deposit account interest	0		0	
Tax/gift aid recovered	811		0	
		12,097		10,238
<b>Other income</b>				
Client Contributions	8,532		7,400	
Miscellaneous (legacy)	5,000		0	
		13,532		7,400
<b>Total Receipts</b>		<b><u>25,629</u></b>		<b><u>17,638</u></b>

### **Payments**

#### ***Direct charitable expenses***

Volunteers' claimed expenses	2,547	2,356
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#### ***Service delivery costs***

Administrator	8,085	8,085
Insurance	295	551
Telephone/Website	746	1,227
	9,126	9,863

#### ***Governance costs***

Post, stationery, printing	466	1,005
Publicity	408	0
Computer	31	65
Miscellaneous **	11,005	6,314
	11,910	7,384

Total Expenditure	<b><u>23,583</u></b>	<b><u>19,603</u></b>
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<b>Surplus/(deficit) for the year</b>	<b><u>£2,046</u></b>	<b><u>(£1,965)</u></b>
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*\*\* The Miscellaneous figures include grants paid out: In 2017 grants were made to Headway (£5000) and Talk (£5000). In 2016 a grant of £5000 was made to Weysight.*

## 2. Statement of Assets as at 31st December

	<b>2017</b>	<b>2016</b>
Funds as at 1st January	203,314	205,279
Surplus for the year	2,046	(1,965)
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Funds as at 31st December	205,360	203,314
Comprising:		
<b><i>Monetary assets</i></b>		
Bank current account	7,623	5,578
Deposit account	0	0
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<b>Total Monetary Assets</b>	7,623	5,578
	<hr/>	<hr/>
<b><i>Non-Monetary Assets</i></b>		
COIF Charities Investment Fund	116,000	116,000
(Value as at 31st December 2017: £147,943)		
Other quoted securities at cost	81,736	81,736
(Value as at 31st December 2017: £157,016)		
	<hr/>	<hr/>
<b>Total Non-Monetary Assets</b>	197,736	197,736
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<b>Total Funds as at 31st December</b>	<b>205,359</b>	<b>203,314</b>

## 3. Notes

- a. The accounts are kept on a 'receipts and payments' basis.
- b. 2017 expenses claimed and contributions received after 31st December 2017 are not included.
- c. There are no restricted funds.
- d. The Trustees confirm that the accounts comply with the appropriate legal requirements.

*David Pannell, Honorary Treasurer*

*2nd March 2018*

## **INDEPENDENT EXAMINER'S REPORT**

### **To the Members of Care for Guildford**

I have examined the books and records and have received such explanations, as I considered necessary for the purpose of such examination.

In my opinion the above funds statement as at 31 December 2017 and receipts and payments account for the year ended on that date have been correctly prepared therefrom.

*A.G. Wilkie, CA*                      *2nd March 2018*

### **POLICY ON FINANCIAL RESERVES**

In 2016 the Committee reviewed its policy in respect of Care for Guildford's reserves, and decided that the policy, as set out below, continued to meet the charity's needs.

1. To establish and maintain investments at a level to provide income to meet routine expenditure
2. To keep money on deposit to bridge cash flow problems and enable non-routine expenditure
3. Thereafter, to make donations to local charities with similar objectives to Care for Guildford from surplus income
4. To monitor this policy tri-annually, or more frequently when stock market conditions require it

There are no material commitments or planned expenditure which have not been provided for in the balance sheet which have been deducted from the assets in the unrestricted fund of the charity in calculating the amount of reserves, and therefore no policy has been adopted in respect of such items.