



Registered Charity No: 274756

Guildford 566 635

www.careforguildford.org.uk

ANNUAL REPORT FOR 2019

TRUSTEES AND ORGANISING COMMITTEE

Officers: Chairman Peter Spragg
Vice Chairman Linda Smith
Treasurer David Pannell
Secretary Carol Gallacher

Trustees: Zita Delaney, Angela Logan, Paulene Lambert,
Rosanne Bond and Chris Kay

Those listed above were Trustees throughout 2019.

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

Signed on behalf of the charity's Trustees



Peter Spragg - Chairman

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>2019</u>	<u>2018</u>
Transport		
Hospitals within Guildford boundary	573	453
Hospitals outside Guildford boundary	81	106
Clinics, doctors, dentists, other medical	1,195	1,506
Clubs, day centres, etc.	686	581
Other	39	87
	<u>2,574</u>	<u>2,733</u>
Shopping		
Groceries	423	445
Prescriptions, Odd Jobs & Other	4	2
	<u>427</u>	<u>447</u>
Total Number Of Jobs	3,001	3,180
Clients		
New clients who joined Care within the year	132	125
Listed in our records at 31st December	487	512
Volunteers	139	142
Duty Officers at year end	20	21

CHAIRMAN'S REPORT 2019

This is the 44th AGM of Care for Guildford, and formally this report covers the activities of Care in 2019. A report updating members on our response to the Covid-19 epidemic will be distributed separately.

2019 was a solid, successful year in terms of our activities and we also gained useful practical experience of the various changes we made in 2018 to Care's documentation i.e. the revised Constitution and the updated policy, procedure and job description documents. We have identified the need for a further minor change to our Constitution for your approval today.

There was a slight reduction in the total number of jobs, but we gained 132 new clients who more than offset the clients de-listed at year end as inactive for 2 years. There was a very slight reduction in members over the year (142 to 139) but a very welcome increase in the numbers volunteering for training as Duty Officers.

In 2019 we tried some recruitment initiatives using social media rather than relying on Farmers' Markets and word of mouth. With the help of a number of members, recruitment adverts were posted with some success on local Nextdoor groups, Guildford Community Facebook pages and the Guildford Dragon News. We intend to continue using social media where appropriate.

I would like to thank our "specials" who set aside one day a week to carry out as many jobs as possible, and our shoppers who do far more than just shop. They act in many ways as carers for their clients, monitoring their wellbeing and notifying other authorities as necessary.

But in truth all our volunteers are 'special' and have the heartfelt thanks of myself and the Committee for all they do, always going the extra mile when required.

FINANCE

In 2019 we sustained a small deficit of just £18. This deficit is, of course, somewhat artificial since once again we made one-off grants, this time amounts of £5,500 to the Samson Centre for MS, and £2,500 to Talk Surrey.

Income for the year was £18,706 compared with £18,769 in 2018. Investment income in 2019 was virtually unchanged at £11,510. Client contributions totalled £7,195 compared with 2018's figure of £7,287. Volunteers' claimed expenses at £1,926 were somewhat less than the previous year's figure of £2,548.

The total expenditure in 2019 was £18,724, of which £8,000 reflected the one-off donations as mentioned above. The cost of insurance remained steady at £215, and the cost of telephone communications was again slightly up on the 2018 figure.

The cost of the administrator (£6,387) was considerably lower than the previous year whilst postage, stationery and printing, together with the cost of publicity, were all slightly increased in 2019 as compared with the previous year.

We started 2019 with £2,293 in our current account. Our bank balance at the end of the year was almost identical at £2,275.

The COIF income units are held at cost (£116,000) but had a value of £179,737 as at 31 December 2019, a marked increase during the 12 months of £27,288.

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 £142,337 at the year's end, showing an increase from the end of the previous year of £18,460.

David Pannell, Honorary Treasurer

8th April 2020

ACCOUNTS - For the year ending 31st December 2019

1. Receipts and Payments Account

<u>Receipts</u>	2019	2018	
Income from assets			
Net dividends received	11,510	11,284	
Deposit account interest	0	0	
Tax/gift aid recovered	0	0	
	11,510	11,284	11,284
Other income			
Client Contributions	7,195	7,287	
Miscellaneous	1	198	
	7,196	7,485	
Total Receipts	18,706	18,769	

Payments

Direct charitable expenses

Volunteers' claimed expenses	1,926	2,548
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Service delivery costs

Administrator	6,387	8,033
Insurance	215	211
Telephone/Website	942	796
	7,544	9,040

Governance costs

Post, stationery, printing	405	369
Publicity	260	73
Computer	0	0
Miscellaneous **	8,569	12,070
	9,254	12,512

Total Expenditure	18,724	24,100
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Surplus/(deficit) for the year	(£18)	(£5,331)
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*** The Miscellaneous figures include grants paid out: In 2018 grants totalling £10,000 were made to Normandy Therapy Garden (£5,000), AgeUK (£3,000) and Silver Line (£2,000). In 2019 provision was made for grants to Samson Centre for MS (£5,500) and Talk (£2,500)*

2. Statement of Assets as at 31st December

	2019	2018
Funds as at 1st January	200,029	205,360
Surplus for the year	(18)	(5,331)
	<hr/>	<hr/>
Funds as at 31st December	200,011	200,029
Comprising:		
Monetary assets		
Bank current account	2,275	2,293
<i>Balance at 31.12.19</i> £10,275	0	0
<i>Less provision for grants</i> £8,000		
£2,275		
Total Monetary Assets	<hr/> 2,275	<hr/> 2,293
Non-Monetary Assets		
COIF Charities Investment Fund	116,000	116,000
(Value as at 31st December 2019: £179,737)		
Other quoted securities at cost	81,736	81,736
(Value as at 31st December 2019: £142,337)		
Total Non-Monetary Assets	<hr/> 197,736	<hr/> 197,736
Total Funds as at 31st December	<hr/> 200,011	<hr/> 200,029

3. Notes

- a. The accounts are kept on a 'receipts and payments' basis.
- b. 2019 expenses claimed and contributions received after 31st December 2019 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

6th April, 2020

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 2019 and receipts and payments account for the year ended on that date have been correctly prepared therefrom.

A.G. Wilkie, CA

6th April, 2020

POLICY ON FINANCIAL RESERVES

In 2018 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.
