



Registered Charity No: 274756

Guildford 566 635

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

**ANNUAL REPORT FOR 2021**

## **TRUSTEES AND ORGANISING COMMITTEE**

|                  |               |                 |
|------------------|---------------|-----------------|
| <b>Officers:</b> | Chairman      | Vacant          |
|                  | Vice Chairman | Linda Smith     |
|                  | Treasurer     | David Pannell   |
|                  | Secretary     | Carol Gallacher |

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

**Committee Member:** Andrea Wright

The Officers and Trustees listed above were Trustees throughout 2021.

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

Signed on behalf of the charity's Trustees

*Linda J Smith*

Linda Smith – Acting 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

|   | <b><u>2021</u></b>  | <b><u>2020</u></b>  | <b><u>2019</u></b>  |
|---|---------------------|---------------------|---------------------|
| <b>Transport</b>                            |                     |                     |                     |
| Hospitals within Guildford boundary         | 479                 | 284                 | 573                 |
| Hospitals outside Guildford boundary        | 53                  | 50                  | 81                  |
| Clinics, doctors, dentists, other medical   | 1083                | 654                 | 1,195               |
| Clubs, day centres, etc.                    | 30                  | 157                 | 686                 |
| Other                                       | 14                  | 15                  | 39                  |
|   | <b><u>1,659</u></b> | <b><u>1,160</u></b> | <b><u>2,574</u></b> |
| <b>Shopping</b>                             |                     |                     |                     |
| Groceries                                   | 409                 | 396                 | 423                 |
| Prescriptions, Odd Jobs & Other             | 12                  | 2                   | 4                   |
|   | <b><u>2,080</u></b> | <b><u>1,558</u></b> | <b><u>3,001</u></b> |
| <b>Total Number Of Jobs</b>                 | <b>2,080</b>        | <b>1,558</b>        | <b>3,001</b>        |
| <b>Clients</b>                              |                     |                     |                     |
| New clients who joined Care within the year | 137                 | 98                  | 132                 |
| Listed in our records at 31st December      | <b>419</b>          | <b>435</b>          | <b>487</b>          |
| <b>Volunteers</b>                           | <b>107</b>          | <b>134</b>          | <b>139</b>          |
| <b>Duty Officers at year end</b>            | <b>20</b>           | <b>20</b>           | <b>20</b>           |

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## **ACTING CHAIRMAN'S REPORT 2021**

This report is for the 46th AGM of Care for Guildford

In late March 2021 our Chairman resigned. I, Linda Smith, Vice Chairman of Care for Guildford, took over the role of Acting Chairman until the role was filled.

The pandemic state for all of us continued. I am pleased to say we were able to offer our services for the vaccination programme, other medical appointments and shopping for our clients many of whom were isolated and relied on the social contact.

Care for Guildford was offered early vaccines for drivers and shoppers who were waiting to be eligible.

Overall the number of jobs this year was 2080, considerably higher than the previous year.

The booster programme saw the return of some of our over 70s drivers. We did not have to refuse jobs and using Whatsapp helped our busy Duty Officers find drivers for short notice requests.

We have 105 volunteers, 76 are drivers. We clearly need more drivers.

In July we were offered help to give us wider social media exposure. Care for Guildford now has a presence on Facebook. This is a developing area, thanks to the help and guidance of a local business woman Jo Hayland.

We were able in July to have a long-awaited Duty Officers meeting outside on a sunny afternoon. It was well attended and it felt good to once more meet in person, to discuss best practice and to be sociable.

Without all of you, our administrators, shoppers, drivers and Duty Officers, Care for Guildford would not be able to offer the service to the community that we have been offering for 46 years.

Thank you from me and the Trustees for your endless, loyal support to our clients and the community especially in the difficult times we have come through and still live with.

## **FINANCE**

In 2021 we recorded a healthy surplus of £9,104. Income for the year was £18,398 compared with £16,311 in 2020. Investment income in 2021 was virtually unchanged at £12,339. Client contributions totalled £6,059 compared with 2020's figure of £4,238.

Volunteers' claimed expenses at £476 were almost identical to the previous year's figure of £435. This is a very low figure and drivers are again encouraged to submit mileage claims.

The total expenditure in 2021 was £9,294 - the previous year's figure was much higher at £17,020 some £8,000 of which reflected a second successive year's donations made to other organisations.

We started 2021 with £4,566 in our current account. Our bank balance at the end of the year was £8,869.

The COIF income units are held at cost (£119,000) - a further £5,000 worth were purchased during the year - and had a value of £220,479 as at 31 December 2021, a marked increase during the 12 months of some £32,000. 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 £138,728 at the year's end, showing a more modest increase of around £12,500.

*David Pannell, Hon Treasurer*

*28th February 2022*

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## **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.

## ACCOUNTS - For the year ending 31st December 2021

### 1. Receipts and Payments Account

|  | 2021          | 2020          |
|--|---------------|---------------|
| <b><u>Receipts</u></b>                   |               |               |
| <b>Income from assets</b>                |               |               |
| Net dividends received                   | 12,339        | 12,073        |
| Deposit account interest                 | 0             | 0             |
| Tax/gift aid recovered                   | 0             | 0             |
|  | 12,339        | 12,073        |
| <b>Other income</b>                      |               |               |
| Client Contributions                     | 6,059         | 4,238         |
| Miscellaneous                            | 0             | 0             |
|  | 6,059         | 4,238         |
| <b>Total Receipts</b>                    | <b>18,398</b> | <b>16,311</b> |
| <b><u>Payments</u></b>                   |               |               |
| <b><i>Direct charitable expenses</i></b> |               |               |
| Volunteers' claimed expenses             | 476           | 435           |
| <b><i>Service delivery costs</i></b>     |               |               |
| Administrator                            | 6,700         | 6,790         |
| Insurance                                | 211           | 211           |
| Telephone/Website                        | 872           | 972           |
|  | 7,783         | 7,973         |
| <b><i>Governance costs</i></b>           |               |               |
| Post, stationery, printing               | 252           | 246           |
| Publicity                                | 437           | 0             |
| Miscellaneous **                         | 346           | 8,366         |
|  | 1,035         | 8,612         |
| <b>Total Expenditure</b>                 | <b>9,294</b>  | <b>17,020</b> |
| Surplus/(deficit) on activities          | 9,104         | (709)         |
| Surplus on sale of investments           | 0             | 1,166         |
| <b>Surplus/(deficit) for the year</b>    | <b>£9,104</b> | <b>£457</b>   |

\*\* The Miscellaneous figures include grants paid out: In 2020 grants totalling £8,000 were made to the Samson Centre for MS (£5,000), The Canterbury Centre (£1,500) and Guildford Action (£1,500)

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

|   | <b>2021</b>    | <b>2020</b>    |
|---|----------------|----------------|
| Funds as at 1st January   | 200,468        | 200,011        |
| Surplus (deficit) for the year  | 9,104          | 457            |
|   | <hr/>          | <hr/>          |
| Funds as at 31st December   | 209,572        | 200,468        |
| Comprising:   |                |                |
| <b><i>Monetary assets</i></b>   |                |                |
| Bank current account  | 8,670          | 4,566          |
|   | <hr/>          | <hr/>          |
| <b>Total Monetary Assets</b>  | 8,670          | 4,566          |
| <b><i>Non-Monetary Assets</i></b>   |                |                |
| COIF Charities Investment Fund<br>(Value as at 31st December 2021: £220,479)  | 119,166        | 114,166        |
| Other quoted securities at cost<br>(Value as at 31st December 2021: £138,728) | 81,736         | 81,736         |
|   | <hr/>          | <hr/>          |
| <b>Total Non-Monetary Assets</b>  | 200,902        | 195,902        |
|   | <hr/>          | <hr/>          |
| <b>Total Funds as at 31st December</b>  | <b>209,572</b> | <b>200,468</b> |

## 3. Notes

- a. The accounts are kept on a 'receipts and payments' basis.
- b. 2021 expenses claimed and contributions received after 31st December 2021 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*

*28th February 2022*

## **INDEPENDENT EXAMINER'S REPORT**

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

I report to the Trustees on my examination of the accounts of the above Charity for the year ended 31 December 2021.

### **Responsibilities and basis of report**

As the Charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

### **Independent Examiner's statement**

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*M L Hammond, FCA*

*28 February 2022*

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