



Registered Charity No: 274756

Guildford 566 635

www.careforguildford.org.uk

ANNUAL REPORT FOR 2022

TRUSTEES AND ORGANISING COMMITTEE

Officers:	Chairman	Linda Smith
	Vice Chairman	Vacant
	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 2022.

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

Signed on behalf of the charity's Trustees

Linda J Smith

Linda Smith – Chairman

ORGANISATION AND GOVERNANCE

Care for Guildford undertakes voluntary work and associated 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 eight 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>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Transport				
Hospitals within Guildford boundary	446	479	284	573
Hospitals outside Guildford boundary	67	53	50	81
Clinics, doctors, dentists, other medical	1467	1083	654	1,195
Clubs, day centres, etc.	186	30	157	686
Other	15	14	15	39
Odd Jobs	2	2	2	4
	2,183	1,661	1,162	2,578
Shopping				
Groceries	478	409	396	423
Total Number Of Jobs	2,661	2,070	1,558	3,001
Clients				
New clients who joined within the year	155	137	98	132
Listed in our records at 31st December	467	419	435	487
Volunteers	110	107	134	139
Duty Officers at year end	20	20	20	20

CHAIRMAN'S REPORT 2022

This report is for the 47th AGM of Care for Guildford

On the 22nd February 2022 remaining COVID restrictions were lifted in England and we saw the return of drivers who had been advised to be cautious. We continued to provide PPE if required and advised our drivers and shoppers to continue to take care and take the government advice to have safe behaviours and practices.

We recruited 17 drivers from the Farmers Markets during the year and 7 drivers from our website, VASWS the volunteer bureau, and people calling in to DOs. It felt perhaps things were returning to a new normal. We still needed to recruit more volunteers, drivers, shoppers and committee members in particular; these to replace those volunteers who have selflessly given years of volunteering with Care for Guildford and would like to retire.

In the Autumn we held a workshop run by a professional advisor which was attended by a group of 14 which included trustees, drivers, shoppers and duty officers. The remit was to explore the way ahead with successful recruitment, using technology and social media to assist us in finding the right demographic to target. We intend to implement our findings in 2023.

We were able to hold a regular Duty Officer meeting which was welcomed to be able to share ideas, experiences and to discuss best practice as well as enjoying a social interaction with tea and cake again.

Our Duty Officers, shoppers and drivers have given their time generously to offer the care and support to our clients when it is needed despite us having come through difficult, hectic times.

The Trustees and I thank all our volunteers for a year that has on occasion been challenging for us to provide the service we are proud of.

We are hopeful that, with everyone's efforts, we increase our volunteer numbers in 2023 to ease the pressure. Please tell your family, friends and community about what you do as a Care volunteer and invite them to join us.

FINANCE

In 2022 we recorded a surplus of £6,645. Income for the year was £21,642 compared with £18,398 in 2021. Investment income in 2022 was slightly higher at £12,807. Client contributions totalled £8,835 compared with 2021's figure of £6,059. Volunteers' claimed expenses at £2,895 were considerably higher than the previous year's figure of £476.

The total expenditure in 2022 was £14,997, compared with 2021's figure of £9,294. This increase in expenditure reflected the cost of the Strategy Workshop in November 2022 (£1,274) together with a donation of £1,000 made to Pewley Down Volunteers. The sum of £548 was spent on replacement computers during 2022.

We started 2022 with £8,670 in our current account. Our bank balance at the end of the year was £10,315.

The COIF income units are held at cost (£124,166) but had a value of £199,481 as at 31 December 2022, a decrease during the 12 months of some £20,000. 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 £133,688 at the year's end, showing a more modest decrease from the end of the previous year of around £3,000.

David Pannell, Hon Treasurer

29th March 2023

POLICY ON FINANCIAL RESERVES

In 2022 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 2022

1. Receipts and Payments Account

	2022	2021
<u>Receipts</u>		
Income from assets		
Net dividends received	12,807	12,339
Deposit account interest	0	0
Tax/gift aid recovered	0	0
	12,807	12,339
Other income		
Client Contributions	8,835	6,059
Miscellaneous	0	0
	8,835	6,059
Total Receipts	21,642	18,398
<u>Payments</u>		
<i>Direct charitable expenses</i>		
Volunteers' claimed expenses	2,895	476
<i>Service delivery costs</i>		
Administrator	6,648	6,700
Insurance	215	211
Telephone/Website	923	872
	7,786	7,783
<i>Governance costs</i>		
Post, stationery, printing	509	252
Publicity	660	437
Computers	548	0
Miscellaneous **	2,599	346
	4,316	1,035
Total Expenditure	14,997	9,294
Surplus for the year	£6,645	£9,104

** The Miscellaneous figure includes a grant of £1,000 paid to the Pewley Down Volunteers and costs of £1,274.40 in connection with the Strategy Workshop held on 10th November, 2022.

2. Statement of Assets as at 31st December

	2022	2021
Funds as at 1st January	209,572	200,468
Surplus (deficit) for the year	6,645	9,104
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Funds as at 31st December	<u>216,217</u>	<u>209,572</u>
Comprising:		
<i>Monetary assets</i>		
Bank current account	10,315	8,670
	<hr/>	<hr/>
Total Monetary Assets	<u>10,315</u>	<u>8,670</u>
<i>Non-Monetary Assets</i>		
COIF Charities Investment Fund	124,166	119,166
(Value as at 31st December 2022: £199,481)		
Other quoted securities at cost	81,736	81,736
(Value as at 31st December 2022: £133,688)		
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Total Non-Monetary Assets	<u>205,902</u>	<u>200,902</u>
	<hr/>	<hr/>
Total Funds as at 31st December	<u>216,217</u>	<u>209,572</u>

3. Notes

- a. The accounts are kept on a 'receipts and payments' basis.
- b. 2022 expenses claimed and contributions received after 31st December 2022 are not included.
- c. There are no restricted funds.
- d. The Trustees confirm that the accounts comply with the appropriate legal requirements.
- e. The Trustees approved the accounts on 20th March 2023

David Pannell, Honorary Treasurer

29th March 2023

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 2022.

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.

Disclosure: During the year a donation of £1,000 was paid to Pewley Down Volunteers, a nature conservancy group. This payment does not come within the charitable objects of Care for Guildford which are "to undertake voluntary work and similar charitable activities amongst those people in need..."

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

29th March 2023