

Charity Registration No. 1134263

Company Registration No. 6996751 (England and Wales)

MAIDENHEAD CARE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

MAIDENHEAD CARE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr J Robertson MBE Mr M R Moss Mr R M Burdett Mrs E Clews Mrs M Forrest Mr S Webb	(Appointed 21 May 2019) (Resigned 10 August 2020)
Charity number	1134263	
Company number	6996751	
Registered office	30 Mallow Park MAIDENHEAD SL6 6SQ	
Independent examiner	Craufurd Hale Audit Services Limited Ground Floor, Belmont Place Belmont Road MAIDENHEAD SL6 6TB	

MAIDENHEAD CARE

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MAIDENHEAD CARE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2019. The financial statements comply with the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), which incorporates the report of the directors for the purposes of company law.

Maidenhead Care is a company limited by guarantee incorporated on 20 August 2009 and registered as a charity on 11 February 2010. Its UK registered charity number is 1134263 and it is registered in England and Wales under company number 6996751. The registered office is 30 Mallow Park Maidenhead SL6 6SQ. The charity is governed by the Articles of Association the current version of which were registered at Companies House on 15 August 2009.

Objectives and activities

Maidenhead Care's objects are to undertake voluntary work for people in need in Maidenhead, through organising and administering a neighbourhood care scheme. The policies adopted in furtherance of these objects are charitable according to the laws of England and Wales for the benefit of the public.

The aims of Maidenhead Care

To provide a neighbourhood care scheme for people in need in Maidenhead by providing transport to appointments, shopping and visits to the lonely.

Ensuring our work delivers our aims and governance

The trustees have considered the guidance offered by the Charity Commission on public benefit and are confident that the objectives of the charity, as described above, fall under the purposes defined by section 17 of the Charities Act 2011. We consider public benefit in planning the activities of the charity to achieve our aims. We need to bear in mind our size both financially and in terms of human resources and accordingly undertake appropriate activities. In order to fulfil its duties of ensuring financial integrity and good stewardship, the trustees met four times in 2019 and received reports from the treasurer as well as reports on the charity's ongoing activities. The AGM was held in April 2019.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

Achievements and performance

Activities during the financial year

We have continued to provide almost all transport services requested of us as well as continuing our activities in providing help with shopping and home visiting. In 2018 there was a decline in the number of requests received from clients, but this has been reversed in 2019.

We are pleased to report that there has been a steady improvement in recruitment during 2019; offset to some extent by retirement of long-serving volunteers.

Our website is regularly updated and is becoming a major factor in attracting potential volunteers.

Our standing in the community was recognised by a generous donation from the Shanly Foundation. This gift helped to finance an advertising campaign to find new volunteers using the back of carpark tickets in Maidenhead. The impact of the investment in the advertising campaign for new volunteers will continue into early 2020.

MAIDENHEAD CARE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2019

Financial review

The balance sheet shows that at the year end the charity held funds of £107,118 (2018: £100,120) of unrestricted funds to carry over for work in 2020. Maidenhead Care's income sources were largely donations received via collecting boxes and some gifts in memory of loved ones who used the services of Care, together with a major donation. The work of the charity relies entirely on time given to the charity by volunteers. To encourage and thank these volunteers for their time and effort the charity invited volunteers to attend both a Summer and Christmas party.

An excess of £6,998 (2018: £15,232) over total expenditure was achieved.

Financial controls

The primary income of the charity is from the voluntary donations made by clients. This is supplemented from time to time by gifts in memory of clients who have died. The primary expenses of the charity are the reimbursement of mileage claims from our volunteers. We are therefore a demand led operation.

Summarised accounts are presented and discussed at each Board Meeting and at Management Committee with attention drawn to unexpected variation in income and expenditure.

The systems and controls in place, in the view of the trustees, are adequate for the size and nature of this charity.

All payments made by the charity are authorised under dual control by two trustees.

Environmental impact

All contact with our clients is by telephone and all details are entered directly into the charities database. Paper records are negligible. Arrangements with our volunteers are also discussed and confirmed by telephone. Periodic general communication is now nearly 100% electronic.

Compliance with laws and regulations

The charity is dependent upon external advice in keeping abreast of changes. Significant areas of impact are the processing and control of DBS certification of our volunteers. We have adopted the appropriate policies specified by the agency that we use: Vulnerable Adults, Recruitment and Employment of Ex-Offenders and Records Storage policies.

We are reactive to financial regulatory change as advised by Companies House, the Charity Commission and our Independent Examiner.

Risk management

In compliance with good practice for charities with a gross income below the statutory audit threshold but also following the guidance in the Charities (Accounts and Reports) Regulations 2008 the trustees have given due consideration to the major risks to which the charity is exposed. The trustees have satisfied themselves that they have identified appropriate systems and/or procedures in order to control or manage future risks effectively.

The trustees have considered the levels of risk with which they are comfortable and the charity's risk profile of 'cautious' reflects the current financial status of the charity as well as its overall character and objectives. As a charity providing services for vulnerable and lonely people, attention must be paid to mitigating any safeguarding risks. New Volunteers are interviewed, enhanced DBS obtained where they undertake a regulated activity and a reference obtained.

The trustees are of the opinion that the principal risk to the operational effectiveness of Maidenhead Care would be a computer failure. This could arise if the Duty Officer laptop failed between back-ups to the main computer. This procedure normally happens weekly. The main computer is backed up to a remote secure server. The Trustees are of a view that the risk is limited to a manageable number of new jobs where a volunteer has not been matched to a Client request.

MAIDENHEAD CARE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2019

Priorities for 2020

The trustees will undertake a formal Risk Management review in 2020.

Succession planning will be a priority for intended changes in 2021 in at least one key Trustee position.

Structure, governance and management

a) Governing documents

Maidenhead Care's purposes, as set out in the objects contained in the Company's Memorandum of Association, are set out below:

- to undertake voluntary work for people in need in Maidenhead, through organising and administering a neighbourhood care scheme; and
- such other purposes as are charitable according to the laws of England and Wales for the benefit of the public.

b) Organisational structure

The Charity organisational structure consists of:

- The Board of Trustees (of the Charity).
- The Management Committee chaired by a Trustee.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J Robertson MBE

Mr M R Moss

Mr R M Burdett (Appointed 21 May 2019)

Mrs E Clews

Mrs M Forrest

Mr S Webb (Resigned 10 August 2020)

The trustees have control of the charity, its property and funds. The Board of Trustees must consist of at least two and not more than six individuals.

Method of recruitment, election, induction and training of trustees

All trustees give their time voluntarily and receive no benefits from the charity. The trustees are highly motivated to ensure that the Board has the necessary spread of skills and expertise to ensure good governance. They look to fill any gaps in knowledge through contacts and advertising. Applicants are interviewed by way of an informal discussion between the nominee and a trustee accompanied by the charity's Chair or Deputy. The nominee then presents him/herself to the Board of Trustees and if successful is elected to the Board by simple majority, subject to satisfactory references. There is an induction process in place for new trustees and ongoing training to enable all trustees to keep up to date with changes in regulation and/or good practice.

MAIDENHEAD CARE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2019

Reserves policy

The trustees have invested unrestricted funds that are beyond the normal cashflow requirements of the charity into interest bearing term deposits; currently one, two and three-years' duration. The total invested is £83,663 (2018: £87,291). However, the trustees have agreed to invest a further £13,000 with a different fund manager in early 2020. This is to stay within Financial Services Compensation Scheme limits. The trustees do not have a policy to increase reserves other than in the prudent management of cash assets. The reserves will ensure the charitable work of Maidenhead Care will be able to continue even if there is a fall in the level of incoming resources. The charity has no designated funds.

Investment policy

As a matter of prudence, the reserves are spread across bank accounts with Lloyds Bank, and monies not required in the immediate future are invested in one, two and three-year bonds with United Trust Bank.

Statement of responsibilities

The Trustees, who are also the directors of Maidenhead Care for the purpose of company law, are responsible for preparing the Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to the independent examiner

The trustees who were in office at the date of approval of these financial statements have confirmed that, as far as they are aware, there is no relevant information of which the examiner is unaware. Each of the trustees have confirmed that they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant information and to establish that it has been communicated to the examiner.

The report was approved by the Board of Trustees.



.....
Mr R M Burdett

Dated: 6th October 2020
.....

MAIDENHEAD CARE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MAIDENHEAD CARE

I report to the Trustees on my examination of the financial statements of Maidenhead Care (the Charity) for the year ended 31 December 2019.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Christopher Rayner FCA
for and on behalf of Craufurd Hale Audit Services Limited

Ground Floor, Belmont Place
Belmont Road
MAIDENHEAD
SL6 6TB

Dated: 15 October 2020

MAIDENHEAD CARE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<u>Income from:</u>					
Donations and legacies	2	19,472	-	19,472	24,326
Charitable activities	3	300	-	300	813
Investments	4	1,626	-	1,626	1,350
Total income		<u>21,398</u>	<u>-</u>	<u>21,398</u>	<u>26,489</u>
<u>Expenditure on:</u>					
Charitable activities	5	14,400	-	14,400	11,257
Net income for the year/ Net movement in funds		6,998	-	6,998	15,232
Fund balances at 1 January 2019		100,120	-	100,120	84,888
Fund balances at 31 December 2019		<u>107,118</u>	<u>-</u>	<u>107,118</u>	<u>100,120</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

MAIDENHEAD CARE

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Investments	9		83,663		87,291
Current assets					
Debtors	10	810		713	
Cash at bank and in hand		23,545		12,116	
		<u>24,355</u>		<u>12,829</u>	
Creditors: amounts falling due within one year	11	(900)		-	
Net current assets			<u>23,455</u>		<u>12,829</u>
Total assets less current liabilities			<u>107,118</u>		<u>100,120</u>
Income funds					
Unrestricted funds			<u>107,118</u>		<u>100,120</u>
			<u>107,118</u>		<u>100,120</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2019.


The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6 October 2020


.....
Mr J Robertson MBE
Trustee


.....
Mr M R Moss
Trustee

Company Registration No. 6996751

MAIDENHEAD CARE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

Charity information

Maidenhead Care is a private company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The charity is registered in England and Wales. The registered office is 30 Mallow Park, Maidenhead, England, SL6 6SQ.

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. No gift aid is reclaimed on donations received.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

MAIDENHEAD CARE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds comprise the costs of fundraising, training and other sundry costs and their associated support costs.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its charitable activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Other expenditure represents those items not falling into any other heading.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

Support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include personnel, payroll, governance and computer costs which support the Charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which these support costs have been apportioned on an appropriate basis are set out in note 6.

1.6 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.7 Cash and cash equivalents

Cash and cash equivalents represents cash in hand.

1.8 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs.

Basic financial liabilities

Basic financial liabilities are recognised at transaction price.

MAIDENHEAD CARE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies (Continued)

1.9 Taxation

The charity is not liable to tax on its income and gains to the extent that they are applied to its charitable objectives.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	16,122	-	16,122	13,626
Legacies receivable	3,350	-	3,350	10,700
	<u>19,472</u>	<u>-</u>	<u>19,472</u>	<u>24,326</u>
For the year ended 31 December 2018	<u><u>24,326</u></u>	<u><u>-</u></u>	<u><u>24,326</u></u>	<u><u>24,326</u></u>

3 Charitable activities

	2019 £	2018 £
Seasonal events	<u>300</u>	<u>813</u>
Analysis by fund Unrestricted funds	<u>300</u>	<u>813</u>

4 Investments

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Interest receivable	<u>1,626</u>	<u>-</u>	<u>1,626</u>	<u>1,350</u>
For the year ended 31 December 2018	<u><u>1,350</u></u>	<u><u>-</u></u>	<u><u>1,350</u></u>	<u><u>1,350</u></u>

MAIDENHEAD CARE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

5 Charitable activities

	Total 2019 £	Total 2018 £
Mileage	10,364	8,812
Telephone calls	180	264
Expenses and special events	743	454
Publicity	1,019	533
	<u>12,306</u>	<u>10,063</u>
Share of support costs (see note 6)	927	853
Share of governance costs (see note 6)	1,167	341
	<u>14,400</u>	<u>11,257</u>
	<u><u>14,400</u></u>	<u><u>11,257</u></u>
Analysis by fund		
Unrestricted funds	14,400	11,257
	<u><u>14,400</u></u>	<u><u>11,257</u></u>

6 Support costs

	Support costs £	Governance costs £	2019 £	2018 £
Postage	250	-	250	235
Bank charges	235	-	235	222
Postage	250	-	250	125
Insurance	192	-	192	271
Independent examination fees	-	750	750	-
Other sundry governance costs	-	267	267	341
Irrecoverable VAT	-	150	150	-
	<u>927</u>	<u>1,167</u>	<u>2,094</u>	<u>1,194</u>
	<u><u>927</u></u>	<u><u>1,167</u></u>	<u><u>2,094</u></u>	<u><u>1,194</u></u>
Analysed between				
Charitable activities	927	1,167	2,094	1,194
	<u><u>927</u></u>	<u><u>1,167</u></u>	<u><u>2,094</u></u>	<u><u>1,194</u></u>

All costs have been allocated to charitable activities.

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from Charity during the year.

MAIDENHEAD CARE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

8 Employees

The charity does not employ any paid staff. No salary costs were incurred in connection with the administration of the charity.

9 Fixed asset investments

	Total £
Cost or valuation	
At 1 January 2019	87,291
Interest	1,529
Transfers	(5,157)
	<hr/>
At 31 December 2019	83,663
	<hr/>
Carrying amount	
At 31 December 2019	83,663
	<hr/> <hr/>
At 31 December 2018	87,291
	<hr/> <hr/>

10 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	810	713
	<hr/> <hr/>	<hr/> <hr/>

11 Creditors: amounts falling due within one year

	2019	2018
	£	£
Accruals	900	-
	<hr/> <hr/>	<hr/> <hr/>

12 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).