

Maidenhead Care

Annual Report and Financial Statements  
1 January to 31 December 2015

Charity number: 1134263  
Company number: 6996751

## **Trustees' report Year ended 31 December 2015**

The Board of Trustees of Maidenhead Care presents its annual report for the year ended 31 December 2015, together with the financial statements for that year, under the Charities Act 2011, the statement of Recommended Practice: Accounting by Charities issued in 2005 and revised in March 2008 (the "charities SORP") and applicable accounting standards.

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 46 Castle Hill, Maidenhead SL6 4JW. The charity is governed by the Articles of Association the current version of which were registered at Companies House on 15 August 2009.

### **Purposes**

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.

### **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**

We referred to the Charity Commission's general guidance on public benefit in the process of starting the charity in 2009. 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 2015 and received reports from the treasurer as well as reports on the charity's ongoing activities. The AGM was held as usual in March.

### **Activities during the financial year**

Donations from clients who used the charity's transport services were the main source of income during the year. In addition, there was a street collection in June and funds were also raised through the annual charities fair and at the summer party. Several one-off donations were also received.

Volunteer drivers made almost 3,400 journeys, primarily taking people to hospital and other medical appointments and to the shops. In addition, volunteers visited people at home and undertook small maintenance jobs. On several occasions Social Services contacted the charity for assistance and this was undertaken whenever practical, however the charity does not have sufficient volunteer resources to meet all the demands made by potential users.

A new website was launched which is attracting interest from prospective Volunteers. Progress has been made to encourage volunteers who use internet banking to transfer donations received direct to the Maidenhead Care bank account. This has already generated some reduction in bank charges and a saving in postage for volunteers who use the service.

### **Priorities for 2016**

Maidenhead Care will continue to provide a good neighbour service within Maidenhead. Priorities include recruiting more volunteer duty officers and drivers. Steps will be taken to use internet banking to settle expenses claims where requested by volunteers. This has the potential to further reduce both bank and postage charges. Email will be used for communication with volunteers wherever possible with further potential to reduce both postage and printing charges.

### **Financial review**

The balance sheet shows that at the year end the charity held funds of £75354 of unrestricted funds to carry over for work in 2016. Maidenhead Care's income sources were largely donations received via collecting boxes and a street collection. 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 a Christmas party.

### **Investment Policy**

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

### **Reserves policy**

The trustees have maintained a level of reserves that 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.

### **Trustees**

The following trustees served throughout the year ended 31 December 2015;

Elaine Clews	Secretary
Mary Forrest	Deputy Chair

Since December 2014 the following changes have taken place:

Alison Napier and Judy Holland retired on 11 March 2015.

Mike Moss was appointed Treasurer effective from 11 March 2015.

Colin Jackson was appointed a trustee on 1 October 2015.

The trustees as charity trustees have control of the charity, its property and funds.

The trustees consist of at least 2 and not more than 6 individuals,

There is a vacancy for the office of Chair. Mary Forrest has been Acting Chair until a new chair is appointed.

### **Responsibilities of the trustees to comply with UK law**

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 charitable company as at the balance sheet date and of its incoming

resources and application of resources, including income and expenditure, for the financial year. In preparing those statements, the trustees follow best practice and:

select suitable accounting policies and then apply them consistently

observe the methods and principles set out in the charities' SORP

make judgements and estimates that are reasonable and prudent to state whether the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company 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 Examiner has been made aware that HMRC has not yet made an adjudication on any Corporation Tax liability for 2014. No provision has been made in these accounts for Corporation Tax liability in the current year or prior year.

Approved by the Maidenhead Care trustees on 2 April 2016 and signed on their behalf by:

Signed by order of the trustees

Elaine Clews

Company Secretary

Registered office: 46 Castle Hill, Maidenhead SL6 4JW

### **Independent Examiner's report to the Trustees of Maidenhead Care Year ended 31 December 2015**

I report on the accounts of the company for the year ended 31 December 2015, which are set out on pages 6 to 10.

#### **Respective Responsibilities of the Trustees and Examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the "2011 Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison with the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met: or

[2] to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ann Ruth Cooke, ACA  
High Oaks  
East Paddock  
Maidenhead SL6 9UP  
30 March 2016

**Statement of Financial Activities  
(including income and expenditure account )  
Year ended 31 December 2015**

	<u>Note</u>	<b>Total funds Year ended 31 Dec 15</b>	<b>Total funds Year ended 31 Dec 14</b>
<b><u>Incoming resources</u></b>			
Donations from supporters	2	18,822	16,512
Income from events		1,097	584
Interest received		920	1,071
<b>Total incoming resources</b>		<b><u>20,839</u></b>	<b><u>18,167</u></b>
<b>Resources expended</b>			
Charitable activities	3	12,903	14,409
Administrative costs		2,782	2,892
Governance costs		360	560
<b>Total resources expended</b>		<b><u>16,045</u></b>	<b><u>17,861</u></b>
Net incoming resources		4,794	306
Total funds at start of period		70,560	70,254
Total funds at end of period		75,354	70,560

The charity has no recognised gains or losses other than the results for the period set out above.

The charity has no restricted funds.

All of the activities of the charity are classed as continuing.

**Balance Sheet**  
**Year ended 31 December 2015**

	Note	2015	2014
<b>Investments</b>	6	<u><u>38,630</u></u>	<u><u>38,630</u></u>
Current assets			
Debtors	7	1,496	
Cash at bank		35,253	32,030
Cash in hand		0	0
<b>Total</b>		<u><u>36,749</u></u>	<u><u>32,030</u></u>
<b>Creditors due within one year</b>	7	25	100
<b>Net current assets</b>		<u><u>36,724</u></u>	<u><u>31,930</u></u>
<b>Net Assets</b>		75,354	70,560
<b>Funds</b>			
<b>Restricted funds</b>		0	0
<b>Unrestricted funds</b>		0	0
<b>General Fund</b>	8	75,354	70,560
<b>Total</b>		<u><u>75,354</u></u>	<u><u>70,560</u></u>

**Cash Flow Statement  
for the year ended 31 December 2015**

	<b>Note</b>	<b>2015</b>	<b>2014</b>
		£	£
<b>Cash flows from operating activities</b>			
Net movement in funds as per the statement of financial activities		4,794	306
Adjustments for:			
Dividends, Interest and Rent from Investments		920	1,071
(increase)/decrease in debtors		1,496	0
increase/(decrease) in creditors		75	100
<b>Net cash provided (used in) operating activities</b>		<b><u>2,303</u></b>	<b><u>-665</u></b>
Cash flows from investing activities:			
Interest from investments		920	1,071
Acquisition of financial assts	6		11,040
<b>Net cash used in/(generated by) investing activities</b>		<b><u>920</u></b>	<b><u>-9,969</u></b>
Net increase/(decrease) in cash		3,223	-10,634
Cash at bank and in hand at 1 January		32,030	42,664
<b>Cash at bank and in hand at 31 December</b>		<b><u>35,253</u></b>	<b><u>32,030</u></b>

These financial statements were approved by the trustees on 2 April 2016 and are signed on their behalf by:

Mary Forrest  
Vice Chair

**Notes to the financial statements**

forming part of the financial statements.

**1. Accounting policies**

a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005.

b) Income from donations is included in incoming resources when these are received.

c) Resources expended are recognised in the period in which they are incurred.

d) Resources expended on charitable activities are primarily vehicle running costs and the cost of the charity's mobile phone.

e) Administrative costs comprise the cost of website hosting, postage, insurance, bank charges, printing and stationery.

f) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

g) Any fixed assets purchased for more than £1000 will be capitalised at cost. The charity held no fixed assets at the period end.

h) Investments are held at market valuation.

i) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees. At the period end the charity held no restricted funds.

**2. Donations Received**

Donations from supporters represent all donations to the charity by its supporters. No Gift Aid was reclaimed.

**3. Charitable Activities**

	Year ended 31 Dec 15
Vehicle running costs	12,116
Telephone calls	787
	<b>12,903</b>

**4. Staff costs and Trustees' expenses**

The charity does not employ any paid staff. No salary costs were incurred in connection with the administration of the charity, which was carried out by the trustees on a voluntary basis. Trustees were reimbursed for out of pocket expenses.

## 5. Taxation

The charity is exempt from Corporation Tax on its charitable activities.

## 6. Investments

Investments at valuation

At 1 January 2015	<b>38,630</b>
Additions	
Disposals	
Investment gain	

At 31 December 2015	<b>38,630</b>
Investments represent fixed interest rate bonds.	

<b>7. Debtors</b>	<b>1,496</b>
-------------------	--------------

## 8. Creditors: amounts falling due within one year

Creditors for administration expenses:	<b>25</b>
--	-----------

## 9. Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.