



## Trustees' Annual Report for the period

From 31<sup>st</sup> October 2018

To 31<sup>st</sup> December 2019

Charity name: **Elmbridge CAN**

Charity registration number: **1180489**

## Objectives and Activities

|   | SORP reference |   |
|---|----------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17      | <p>The objects of the CIO are:</p> <ol style="list-style-type: none"><li>1. The prevention or relief of hardship for the public benefit among refugees, asylum seekers and their dependants (the 'Beneficiaries') living in Surrey, in particular but not limited to the Borough of Elmbridge, through:<ol style="list-style-type: none"><li>a. promoting the inclusion, integration and welfare of refugees and asylum-seekers, by encouraging a public commitment to becoming a place of welcome, acceptance and safety,</li><li>b. the provision of grants and material donations provided to the Beneficiaries and/or other charities or organisations working to improve their conditions of life,</li><li>c. the provision of resettlement support services including activities that facilitate the cultural, social and economic integration of the Beneficiaries.</li></ol></li><li>2. The relief of hardship or distress among unaccompanied asylum-seeking children ('UASC') and young refugees (under the age of 25) living in Surrey through the provision of grants to enable them to participate in extra-curricular activities that build self-confidence, combat social isolation and improve their conditions of life.</li><li>3. To advance the education of the public in general about the issues relating to refugees, asylum seekers and their dependents.</li></ol> |

|  |                    |   |
|--|--------------------|---|
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | We have supported the Home Office, The UNHCR and Elmbridge Council in the re-settlement of four families from Syria under the auspices of the Syrian Vulnerable Persons Re-Settlement Scheme. We have also supported a number of refugee families who have independently arrived in the Borough of in a variety of ways, including the provision of English language classes and asylum application advice. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |     |
|--|----------------|-----|
| Policy on grant making   | Para 1.38      | n/a |
| Policy on social investment including program related investment | Para 1.38      | n/a |
| Contribution made by volunteers                                  | Para 1.38      | N/a |
| Other  |                | n/a |

## Achievements and Performance

|   | SORP reference |  |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>The support the charity has provided has enabled refugee families to begin to lead more independent lives: by the acquisition of basic household furniture and equipment; by improving English language skills; by gaining access to medical services and schools; and by participating in events and activities, such as cookery, sport/exercise and gardening to enable emotionally fragile individuals to gain self-confidence.</p> <p>Volunteers for the charity have gained great satisfaction from providing physical and emotional support for these vulnerable refugees and asylum seekers; and experienced a strong sense of a shared common humanity.</p> <p>Through holding meetings with a range of local organisations, at which local volunteers and refugee representatives have spoken, the charity has generated a greater awareness and understanding within the community of the challenges faced by refugees and the fortitude they have shown in dealing with these.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |     |
|--|-----------|-----|
| Achievements against objectives set                          | Para 1.41 | n/a |
| Performance of fundraising activities against objectives set | Para 1.41 | n/a |
| Investment performance against objectives                    | Para 1.41 | n/a |
| Other  |           | n/a |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The Charity had cash at bank and in hand of £14,180 at the year end which was more than adequate to meet its funding needs.              |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | No further reserves are held.  |
| Amount of reserves held  | Para 1.22 | Zero   |
| Reasons for holding zero reserves  | Para 1.22 | Reserves are not needed. The charity has no financial commitments. Funds and small grants are made with reference to the cash available. |
| Details of fund materially in deficit  | Para 1.24 | n/a  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | The charity is a going concern.  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |     |
|---|-----------|-----|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | n/a |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | n/a |
| A description of the principal risks facing the charity                         | Para 1.46 | n/a |
| Other   |           | n/a |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document (trust deed, royal charter)  | Para 1.25 | Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees ('Foundation' model constitution)  |
| How is the charity constituted? (e.g unincorporated association, CIO)   | Para 1.25 | Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees ('Foundation' model constitution)  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | (1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.<br>(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |     |
|---|-----------|-----|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | n/a |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | n/a |
| Relationship with any related parties   | Para 1.51 | n/a |
| Other   |           | n/a |

### Reference and Administrative details

|                             |               |
|-----------------------------|---------------|
| Charity name                | Elmbridge CAN |
| Other name the charity uses | n/a           |
| Registered charity number   | 1180489       |

|                             |   |
|-----------------------------|---|
| Charity's principal address | 18 HARE LANE<br>CLAYGATE<br>ESHER<br>KT10 9BS |
|                             |   |

### Names of the charity trustees who manage the charity

|   | Trustee name    | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|-----------------|-----------------|-----------------------------------|---|
| 1 | Steve Wells     | Chair           |                                   |   |
| 2 | Jeannie Tweedie | Secretary       |                                   |   |
| 3 | Sam Underwood   |                 |                                   |   |
| 4 | Joanna Parker   | Treasurer       |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
| n/a           |  |  |
|               |  |  |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
| n/a          |                                   |  |
|              |                                   |  |

### Funds held as custodian trustees on behalf of others

|   |     |
|---|-----|
| Description of the assets held in this capacity   | n/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | n/a |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | n/a |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 | n/a  |         |

#### Name of chief executive or names of senior staff members (Optional information)

|     |
|-----|
| n/a |
|-----|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

## Other optional information

n/a

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |                |               |
|--|----------------|---------------|
| <b>Signature(s)</b>                        |                |               |
| <b>Full name(s)</b>                        | Steve Wells    | Joanna Parker |
| <b>Position (eg Secretary, Chair, etc)</b> | Chair          | Treasurer     |
| <b>Date</b>                                | 6 October 2020 |               |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|                               |                        |
|-------------------------------|------------------------|
| Charity Name<br>Elmbridge CAN | No (if any)<br>1180489 |
|-------------------------------|------------------------|

CC16a

## Receipts and payments accounts

|                     |                                |    |                              |
|---------------------|--------------------------------|----|------------------------------|
| For the period from | Period start date<br>31-Oct-18 | To | Period end date<br>31-Dec-19 |
|---------------------|--------------------------------|----|------------------------------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Specific Donations                                    | -                                      | 875                                  | -                                   | 875                             |                               |
| General Donations                                     | 11,478                                 | -                                    | -                                   | 11,478                          |                               |
| Grants  | 3,400                                  | 5,000                                | -                                   | 8,400                           |                               |
| Sundry Income   | 25                                     | -                                    | -                                   | 25                              |                               |
| Gift Aid  | 851                                    | -                                    | -                                   | 851                             |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
| <b>Sub total (Gross income for AR)</b>                | <b>15,754</b>                          | <b>5,875</b>                         | <b>-</b>                            | <b>21,629</b>                   |                               |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        |                               |
| <b>Total receipts</b>                                 | <b>15,754</b>                          | <b>5,875</b>                         | <b>-</b>                            | <b>21,629</b>                   |                               |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Family Resettlement                                   | 2,634                                  | -                                    | -                                   | 2,634                           |                               |
| Young Person's Activities                             | -                                      | 4,750                                | -                                   | 4,750                           |                               |
| Grants (Refugees/Asylum Seekers)                      | 4,346                                  | -                                    | -                                   | 4,346                           |                               |
| Specific Projects (ESOL etc)                          | 4,375                                  | -                                    | -                                   | 4,375                           |                               |
| Events, Translation                                   | 652                                    | -                                    | -                                   | 652                             |                               |
| Core Costs  | 1,513                                  | -                                    | -                                   | 1,513                           |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
| <b>Sub total</b>                                      | <b>13,520</b>                          | <b>4,750</b>                         | <b>-</b>                            | <b>18,270</b>                   |                               |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
|   | -                                      | -                                    | -                                   | -                               |                               |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        |                               |
| <b>Total payments</b>                                 | <b>13,520</b>                          | <b>4,750</b>                         | <b>-</b>                            | <b>18,270</b>                   |                               |
| <b>Net of receipts/(payments)</b>                     | <b>2,234</b>                           | <b>1,125</b>                         | <b>-</b>                            | <b>3,359</b>                    |                               |
| A5 Transfers between funds                            | -                                      | -                                    | -                                   | -                               |                               |
| A6 Cash funds last year end                           | -                                      | -                                    | -                                   | -                               |                               |
| <b>Cash funds this year end</b>                       | <b>2,234</b>                           | <b>1,125</b>                         | <b>-</b>                            | <b>3,359</b>                    |                               |



## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details   | Unrestricted funds<br>to nearest £         | Restricted funds<br>to nearest £         |  |
|---|---|--|--|--|
| <b>B1 Cash funds</b>  | Cash at Bank (Triodos)  | 1,726                                      | 1,125                                    |  |
|   | Petty Cash  | 508  | -  |  |
|   |   | -  | -  |  |
|   | <b>Total cash funds</b>   | <b>2,234</b>                               | <b>1,125</b>                             |  |
|   | <small>(agree balances with receipts and payments account(s))</small> | OK   | OK                                       |  |
| <b>B2 Other monetary assets</b>                             | <b>Details</b>  | <b>Unrestricted funds<br/>to nearest £</b> | <b>Restricted funds<br/>to nearest £</b> |  |
|   | Cash injected on incorporation of CIO                                 | 10,819                                     | -  |  |
|   |   | -  | -  |  |
| <b>B3 Investment assets</b>                                 | <b>Details</b>  | <b>Fund to which<br/>asset belongs</b>     | <b>Cost (optional)</b>                   |  |
|   |   |  | -  |  |
|   |   |  | -  |  |
| <b>B4 Assets retained for the charity's own use</b>         | <b>Details</b>  | <b>Fund to which<br/>asset belongs</b>     | <b>Cost (optional)</b>                   |  |
|   |   |  | -  |  |
|   |   |  | -  |  |
| <b>B5 Liabilities</b>                                       | <b>Details</b>  | <b>Fund to which<br/>liability relates</b> | <b>Amount due<br/>(optional)</b>         |  |
|   |   |  | -  |  |
|   |   |  | -  |  |
| Signed by one or two trustees on behalf of all the trustees | Signature   | Print Name                                 | Date of approval                         |  |
|   |   | Steve Wells                                | 06-Oct-20                                |  |
|   |   | Joanna Parker                              | 06-Oct-20                                |  |