



# **Friends For Families**

## **Sevenoaks**

### **Trustees' Annual Report**

2019-20

Registered charity number 1178499

**Section A:****Administration Details**

This report covers the period from 6 April 2019 to 5 April 2020.

Friends For Families (Sevenoaks) was established in January 2018 and became a registered charity on 23 May 2018. The registered charity number is 1178499 and the address the charity is registered to is 10 Pinewood Avenue, Sevenoaks TN14 5AF

The charity's name is Friends For Families (Sevenoaks) and it is not known by any other name, though it is often abbreviated to Friends For Families or F4F.

**Names of the charity trustees who manage the charity**

Shona Campbell (Chair), first charity trustee.

Deborah Griffin (Treasurer), first charity trustee.

Hannah Gwyther: Hannah was appointed as a trustee in February 2019.

Hayley Hansford: Hayley was appointed as a trustee in February 2020

Kelly Barlow: Kelly was appointed as a trustee in February 2020

There are at present no other trustees, and there are no staff members.

**Section B:****Structure, Governance and Management**

The charity is governed by its constitution, and is a Foundation Charitable Incorporated Organisation. Apart from the first charity trustees, all trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

The charity is managed and run by the trustees, and there are no paid staff members. There are several volunteers who work with the trustees on an ad hoc basis.

## Section C:

### Objectives and activities

The objects of the charity are

To relieve the poverty of families with children who are living within the Sevenoaks district and Dartford or are otherwise clients of West Kent Children's Services at Kent County Council, specifically families who do not have the resources to provide themselves with the normal things of life which most people take for granted, by

- providing items including but not limited to furniture, bedding, clothing, food, fuel, heating appliances, washing machines and fridges or by providing grants to purchase these items.
- payment for services including but not limited to essential repairs, hairdressing or outings and entertainment for children.
- providing facilities including but not limited to the supply of equipment, books, and travelling expenses to attend school, and equipment and funds for recreational pursuits intended to bring the quality of life of the beneficiaries to a reasonable standard
- financing any other items, services or facilities that the trustees agree should be provided to bring the quality of life of the beneficiaries to a reasonable standard.

The main activities undertaken for the public benefit in relation to these objects are

- The purchase of beds and bedding, basic furniture and white goods, whether new or second hand. Where appropriate donated second hand items are also provided.
- The purchase of clothing, nappies, basic baby equipment, cleaning equipment and products. Where appropriate donated second hand items are also provided.
- The purchase of food. Much of the non-perishable food we supply is donated, and we fund the rest and specifically perishable foods.
- Payment for children's groups and classes, particularly where these are therapeutic and/or prevent a child being isolated on grounds of poverty.
- Payment for school uniform, shoes, bags and equipment and travelling costs to school where no alternative is available that can be funded by the family or statutory services.

In all cases the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The charity does not give cash grants to families, and all activities are undertaken in conjunction with and through the intermediary of West Kent Children's Services.

The charity benefits greatly from the support of the local community, both in volunteering their time and making financial donations, but also in supplying the charity with second hand items and ensuring they are in a good condition to be donated, purchasing food supplies, and providing the charity with advice and support on a range of issues.

## Section D

### Achievements and performance

The charity was first established by the people who became the first trustees as a source of informal support to Children's Social Work Services client families in January 2018, so the 2019-20 financial year was the second full financial year that the charity has been in operation.

The trustees had to seek funding for the work to be undertaken: they successfully applied for and received several small grants, more than tripling the grant income compared to 2018-2019. The trustees also worked to raise awareness within the local community, resulting in many individual donations to the charity. Further financial details may be found in the annual accounts.

Two further trustees were recruited to share the responsibilities of running the charity with the three existing trustees, and all trustees worked to develop the pool of volunteers willing to assist with the workload (particularly important as the charity has no paid staff). This included building relations with local businesses and community groups.

In January 2020 the charity expanded its workload by initiating a relationship with the Early Help teams within Children's Social Work Services and establishing referral processes so that Early Help workers would be able to refer cases just as the social workers do. In the period end January to end March 2020 the charity fulfilled 11 referrals from Early Help on top of the referrals from the social work teams. Trustees work to ensure rigorous scrutiny of referrals so that assistance is only provided to families whose needs are consistent with the charity's objects.

The charity met 79 referrals in 2018-19, at a cost of £21 302. In 2019-20 the charity funded 211 referrals at a cost of £45 370.

In addition to these individual case referrals, the charity also provided 300 Christmas gifts for children identified by the social work teams, and 61 Christmas food parcels for their families.

In mid-March 2020, in response to the first national lockdown, the charity began supplying food for a pop-up food bank within Children's Services to deal with the immediate crisis for vulnerable families.

**Section E:** **Financial review**

The charity has no reserves and no funds in deficit.

The charity's principal sources of funds are grants from grant-making bodies and businesses and individual donations. The charity also organises fundraising events and raffles.

The charity has been fortunate enough to raise enough funds from these sources to enable it to meet all the referrals made to it that were found to be consistent with its objects.

The charity does not have sufficient funds to make investments and does not anticipate this situation changing in the foreseeable future, and therefore has no investment policy.

**Section F:** **Other optional information**

None.

**Section G:** **Declaration**

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

Signed on behalf of the charity's trustees:

Signature *Shona A B Campbell*

Full Name Shona Agnes Brown Campbell

Position Chair of Trustees

Date 27 January 2020



**Friends For Families**  
**Sevenoaks**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

1178499

## Receipts and payments accounts

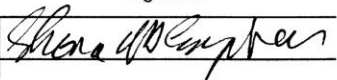
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For the period from	9th April 2019	To	9th April 2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	41,914	-	-	41,914	25,327
Standing orders	7,442	-	-	7,442	1,090
Grants	12,000	-	-	12,000	3,495
Fundraised income	4,855	-	-	4,855	1,950
Donated gift cards	275	-	-	275	100
Donated items received	8,925	-	-	8,925	8,300
Bank interest	-	-	-	-	42
<i>Sub total (Gross income for AR)</i>	75,411	-	-	75,411	40,304
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total receipts</b>	<b>75,411</b>	<b>-</b>	<b>-</b>	<b>75,411</b>	<b>40,304</b>
<b>A3 Payments</b>					
Clothing & shoes	1,549	-	-	1,549	569
Furniture	16,477	-	-	16,477	5,363
Electrical appliances	7,295	-	-	7,295	3,161
Food and drink	4,785	-	-	4,785	96
Baby supplies	2,247	-	-	2,247	237
Home furnishings/improvements	3,751	-	-	3,751	1,232
Toys and crafts	1,609	-	-	1,609	
Sports and activities	1,008	-	-	1,008	
Wellbeing	700	-	-	700	
Nursery fees	1,728	-	-	1,728	
Transport	1,641	-	-	1,641	
Vouchers	1,380	-	-	1,380	420
Other	1,200	-	-	1,200	1,924
Admin costs	557	-	-	557	665
Donated items passed on	8,925	-	-	8,925	8,300
<i>Sub total</i>	54,852	-	-	54,852	21,967
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total payments</b>	<b>54,852</b>	<b>-</b>	<b>-</b>	<b>54,852</b>	<b>21,967</b>
<b>Net of receipts/(payments)</b>	<b>20,559</b>	<b>-</b>	<b>-</b>	<b>20,559</b>	<b>18,337</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>18,337</b>	<b>-</b>	<b>-</b>	<b>18,337</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,896</b>	<b>-</b>	<b>-</b>	<b>38,896</b>	<b>18,337</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	38,896	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	38,896	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>			Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		SHONA CAMPBELL	27-1-21	



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Friends for Families

**On accounts for the year  
ended**

2019/20

**Charity no  
(if any)**

**Set out on pages**

182

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **05 / 04 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust'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.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

Emily Chandler

**Date:** 25/01/21

**Name:**

Emily Chandler

**Relevant professional  
qualification(s) or body  
(if any):**

MICB – Institute of Certified Bookkeepers

**Address:**

16 White Friars

Sevenoaks

Kent TN13 1QG

Emily Chandler 25/01/21

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.