

Charity Registration 1167780

(England & Wales)

Unincorporated Charity

**HEALS OF MALMESBURY**  
**DIRECTORS REPORT AND AUDITED ACCOUNTS**  
**FOR THE PERIOD 2<sup>nd</sup> APRIL 2019 to 1<sup>ST</sup> APRIL 2020**

**HEALS OF MALMESBURY**  
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**FOR THE PERIOD ENDED 1st APRIL 2020**

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**HEALS OF MALMESBURY**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE PERIOD**  
**ENDED 1st APRIL 2020**

The trustees present their annual report with the financial statements for the charity for the year ended 1<sup>st</sup> April 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published 16/7/14.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity Number 1167780

**PRINCIPAL ADDRESS**

Town Hall  
Malmesbury  
Wiltshire  
SN16 9BZ

**TRUSTEES**

Gavin Grant – Chair of Trustees  
Guy Davies – Trustee and Treasurer  
Richard Dodridge – Trustee and Secretary  
Liz Cook – Trustee  
Karen Franklin – Trustee  
Paul Overton - Trustee

**INDEPENDENT EXAMINER**

Simon Nuttall FCA  
Partner  
McGill's Chartered Accountants Ltd  
14A The High Street  
Malmesbury  
Wiltshire  
SN16 9AU

**STRUCTURE GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity. The HEALS Constitution was adopted on 6 May 2016.

**Principal Activities of the Charity**

HEALS provides signposting and advice to residents who need it. We do this online and via our Advice Centre in Malmesbury Town Hall. The Centre is predominantly staffed by trained volunteers. We provide advocacy support to those service users that need help. In addition we retain the pro-bono services of a number of professionally qualified local individuals and firms.

HEALS organises several public activity programmes to support vulnerable young people, families and elderly people in the school summer and Christmas holidays.

#### **Summary of Activities during the Year**

HEALS provided a wide range of advice and advocacy support for our service users during the year. This work included assisting in the completion of various benefit forms, attendance in support of service users at benefit hearings and assessments.

In addition HEALS organised and delivered its third and extended programme of cultural, environmental and sporting activities for vulnerable young people aged between 8 and 16 years throughout the school summer holidays. In general these activities were provided on a pro-bono basis by local clubs, societies and organisations in the Malmesbury Area. A number of young people were also able to attend a week long, residential summer camps run by Christian organisation Falcon Camps.

During the school Christmas holiday HEALS organised and delivered a trip by coach to the Christmas Pantomime at the Wyvern Theatre in Swindon for vulnerable young people and one of their parents/guardians.

For the sixth year running, HEALS organised and delivered a Christmas Community Lunch in Malmesbury Town Hall attended by 90 guests comprising mainly elderly vulnerable and isolated individuals and a number of vulnerable families.

We are very grateful to the 40+ volunteers who have supported our work and activities throughout the year.

We also hugely appreciate the financial and practical support for these programmes and activities provided by among others:

- Malmesbury Area Board of Wiltshire Council
- Malmesbury Town Council
- Malmesbury Carnival Committee
- Malmesbury Bonfire Committee
- Wiltshire Community Foundation
- Malmesbury Area Community Trust
- St James' Place Foundation
- Warden and Freemen of Malmesbury
- Numerous local businesses and individuals

**HEALS OF MALMESBURY**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE PERIOD ENDED 1st APRIL 2020**

**Financial Review and Management**

The trustees regularly review the key strategic, business and operational risks to which the charity is exposed. The charity aims to generate income from a broad base of interests and a varied portfolio of work. The charity's intention is to deliver programmes with key partners to effectively engage communities, signpost and provide services which protect and empower vulnerable people.

**Reserves Policy**

The trustees have established a policy whereby unrestricted funds held on deposit which are not committed can be used to cover up to six months expenditure on support and management costs. The charity's fixed overheads have been reduced to almost nil and so the small amount of cash remaining in the charity is considered sufficient to cover the charity's current position.

**Investment Policy**

The trustees have considered the most appropriate policy for investing surplus funds and they have determined that funds will be held in secure deposit based accounts only. The trustees advocate the use of ethical or socially responsible banks provided that the charity is not financially disadvantaged.

**KEY MANAGEMENT PERSONNEL REMUNERATION**

All trustees give their time freely. No trustees were paid remuneration during the year. Details of trustee expenses are disclosed in note 5 of the accounts. The charity employs and remunerates a General Manager for 21 hours per week.

**TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The charity's trustees are responsible for preparing the Trustees Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the charity's affairs and of the incoming and application of resources of the charity for the period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable 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 charity will continue in business.


**HEALS OF MALMESBURY**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE PERIOD ENDED 1st APRIL 2020**

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**APPROVED BY THE TRUSTEES AND SIGNED BY**

Gavin Grant, Chair of Trustees

  
Date: TBC 2021 28<sup>th</sup> January 2021

## HEALS OF MALMESBURY

### INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 1st APRIL 2020

I report on the accounts of the company for the period ended 1<sup>st</sup> April 2020, which are set out on pages 8 to 11.

#### Respective responsibilities of 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- 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 of 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. which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Simon Nuttall FCA  
Partner  
McGill's Chartered Accountants Ltd  
Oakley House  
Tetbury Road  
Cirencester  
GL7 1US



Date: 21.1.21

**HEALS OF MALMESBURY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE PERIOD 2<sup>nd</sup> April 2019 TO 1st APRIL 2020**

	<b>2019/20</b>	<b>2018/19</b>
<b>Income</b>	<b>£</b>	
Opening Funds	11,289	3,585
Donations /		
Fundraising	5,082	5,235
Grant Income	14,059	21,567
<b>Total Income</b>	<b><u>30,430</u></b>	<b><u>26,802</u></b>
 <b>Expenses</b>		
Project Expenses	6,731	6,748
Administration	17,839	12,254
Fundraising Costs	228	96
<b>Total Expenses</b>	<b><u>24,798</u></b>	<b><u>19,098</u></b>
 <b>Net Income for Period</b>	<b><u>5,632</u></b>	<b><u>7,704</u></b>
 <b>Total Funds Carried Forward</b>	<b><u>5,633</u></b>	<b><u>11,289</u></b>

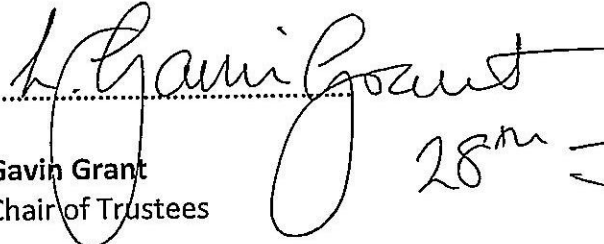


# HEALS OF MALMESBURY

## BALANCE SHEET AS AT 1ST APRIL 2020

	2019/20	2018/19
	£	
<b>Current Assets</b>		
Bank	5,633	11,289
<b>Total Current Assets</b>	<u>5,633</u>	<u>11,289</u>
<b>Current Liabilities</b>	0	0
<b>Net Current Assets</b>	5,633	11,289
<b>Total Charity Funds as at 1<sup>st</sup> April 2020</b>	<u>5,633</u>	<u>11,289</u>

The financial statements were approved by the Board of Trustees on TBC

  
Gavin Grant  
Chair of Trustees

28<sup>th</sup> January 2021

Date: TBC

**HEALS OF MALMESBURY**  
**NOTES TO THE ACCOUNTS FOR THE PERIOD 2<sup>ND</sup> APRIL 2019 TO 1<sup>ST</sup> APRIL 2020**

## **Accounting Policies**

### **Basis of Preparation**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies 2006.

### **Depreciation of Fixed Assets**

The fixed assets are computer equipment which are shown at cost and reduced by 25% per annum on a reducing balance basis.

### **Incoming Resources**

Income from donations and grants, including capital grants is included in incoming resources when receivable except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.
- Gifts and services in kind are included at their estimated open market valuation.

### **Resources expended**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies 2006.

Income from donations and grants, including capital grants is included in incoming resources when receivable except as follows:

- Expenditure is included when incurred.
- Costs which are identified as relating to restricted activities are allocated directly to those activities.
- Costs which relate to the general running of the charity are allocated against unrestricted funds. Where costs have been allocated, this has been done on a basis of staff time spent on each activity.
- Governance costs are those relating to the charity's compliance with constitutional and statutory requirements.
- Irrecoverable VAT is allocated to the expenditure heading to which it relates.

**HEALS OF MALMESBURY**  
**NOTES TO THE ACCOUNTS FOR THE PERIOD 2<sup>ND</sup> APRIL 2019 TO 1<sup>ST</sup> APRIL 2020**

**2) Voluntary Income**

	<b>2019/20</b>	<b>2018/19</b>
	<b>£</b>	
Opening Funds	£11,289	£3,584
Gifts/Donations/Grants	£19,141	£26,802
<b>Total</b>	<b><u>£30,430</u></b>	<b><u>£30,386</u></b>

**3) Project Costs**

	<b>2019/20</b>	<b>2018/19</b>
	<b>£</b>	
<b>Project Costs</b>		
Rent & rates	4,805	6,000
Travel	0	0
Staff	10,039	3,764
Service User Support	0	0
Other Project Expenses	6,731	6,748
<b>Total</b>	<b><u>21,575</u></b>	<b><u>16,512</u></b>

**4) Administration Costs**

<b>2</b>		<b>2019/20</b>	<b>2018/19</b>
	<b>Administration Costs</b>	<b>£</b>	
	Office	1,269	1,482
	General Admin costs	1,953	1,008
	<b>Total</b>	<b><u>3,222</u></b>	<b><u>2,490</u></b>

**Note 5 – Trustees Expenses**

**None**

**Note 6 – Employees**

Paul Buckley (General Manage) 21 hours per week