

**REGISTERED COMPANY NUMBER: 3767533 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1078721**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31 March 2020**  
**for**  
**Guildford Action for Community Care**

**Bennewith 2018 Limited (Statutory Auditors)**  
**3 Wey Court**  
**Mary Road**  
**Guildford**  
**Surrey**  
**GU1 4QU**

**Guildford Action for Community Care**

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for the Year Ended 31 March 2020**

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## Guildford Action for Community Care

### Chairman's Report for the Year Ended 31 March 2020

Thinking back to last year is almost like going to an alien world; so much has changed since the start of 2019. For most of the year it was business as usual. We developed a new fundraising plan and employed a part time fundraiser who started in August to help bring in the much-needed funds to supplement our grant income. Our CEO, Jo Tester, had been very successful with applying for grants and we were awarded a Reaching Communities Big Lottery Grant and one from the Nationwide.

In July Guildford Action partnered with Riverside Housing, Experience Guildford and Voluntary Action South West Surrey to launch Real Change an initiative to raise funds to provide grants direct to people rough sleeping or in imminent danger of becoming homeless so that they can make a 'real change' to their lives. This fund has been extremely successful raising over £20,000 since its launch; money that has been used to help Guildford Action clients with things such as rent deposits, clothes for work, ID - essential for claiming benefits and other essential items.

In November, Stuart our new fundraiser did a repeat of our highly successful sleepout at the Spectrum Leisure Centre raising a total of £10,202.50

Then of course came February this year we started to hear about a new virus that might possibly become a threat. We discussed a risk assessment and started to think about what seemed like a slim chance that we might have to close for a while. Come March of course everything changed, the day service had to close its doors and the GAF team had to work by giving telephone support. But although our door may have been closed the service certainly wasn't and staff have been busier than ever providing outreach support to our vulnerable clients. Thanks to Guildford Borough Council many of our homeless clients were found temporary accommodation and staff have been visiting them and checking on their welfare. The GAF team had to switch to offering telephone support. Staff have done amazingly well coping with what has been an extremely stressful time and the Board of Trustees would like to congratulate them on the dedication they have shown to continuing to work during this crisis.

We said goodbye in this year to two trustees; Bob Crooks who stood down at our last AGM, Bob was Chair of Guildford Action for many years and the driving force behind the organisation's inception and development; without him it is quite likely there would not be a Guildford Action. I don't know what the figure is for the total number of people the charity has assisted over the years, it must be huge and Guildford would be a poorer and harsher place without the support provided by Guildford Action to our most vulnerable residents. We are all greatly indebted to Bob for the time and dedication to leading the organisation for so many years.

We also said goodbye to Fran Everist. While Fran may not have been a trustee as long as Bob, she was a valuable member of our Board and oversaw the implementation of our new fundraising and communication strategy. We were sorry when other work commitments meant she had to stand down from the Board and are grateful for her valuable contribution.

And I too will be standing down at this year's AGM. My term of being Chair has come to an end and while I will stay on for a short while as trustee I will not be continuing as Chair. I have been a trustee of Guildford Action now for 11 years and feel it is time to make room for new people to come on board. It has been a complete privilege to be part of Guildford Action, and the amazing work they do enhancing lives and supporting some of the most vulnerable in Guildford.

I'd like to thank my fellow Board members for their hard work, our funders for their continued support and of course the staff and volunteers who put so much into providing such an excellent service.

C Dunnett - Chairman

## **Guildford Action for Community Care**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

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 March 2020. The trustees have adopted the provisions of 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) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

Our charity's Aim is set out in our objects contained in the Company's memorandum of association and is

'to help and assist people in Surrey and the adjoining areas, who are in conditions of need, hardship or distress, by providing them with appropriate services and support'.

To reach this aim our mission is

'to enhance the lives of all we come into contact'

Our Objectives are to:

- a) provide advice, friendship and appropriate services for such persons in order to help them maintain and develop their independence whilst living in their community;
- b) provide educational and recreational activities and facilities to enhance social and self well-being, and to facilitate the establishment of mutually supportive friendship networks for such persons;
- c) where and when appropriate help such persons prepare themselves for suitable work both paid and voluntary and to enable them to manage their lives more effectively;
- d) facilitate the establishment of self-help groups, providing support and encouragement;
- e) bring to the attention of the public and statutory and other relevant agencies the needs of such persons in order to stimulate and to maximise the practical response of the public to their plight;
- f) support and promote the development of children growing up in low income families.
- g) co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them;

##### **Ensuring we work to meet our aim, mission and objectives**

We review our aims, objectives and activities throughout the year by measuring performance against our business development plan. The plan is updated and monitored regularly by our Chief Executive and Trustees.

The board operates various sub-groups; each with a particular focus area. Each group meets outside of the regular board meetings reporting back, and making recommendations, to the Board for approval.

## **Guildford Action for Community Care**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

#### **OBJECTIVES AND ACTIVITIES**

##### **Public benefit**

The Trustees recognise the duty imposed upon them by the Charities Act 2011, Section 17 and also the requirement to have due regard to the general guidance provided by the Charity Commission in connection with Public Benefit.

Our main activities and who we try to help are described below. All our activities are charitable and in one form or other deliver public benefit. We focus on proactive and preventative intervention to help those who are disadvantaged and in need to re-start their lives and re-engage with their communities, friends, partners, families, supporting agencies as and when appropriate

**Report of the Trustees**  
**for the Year Ended 31 March 2020**

**ACHIEVEMENT AND PERFORMANCE**

**CEO Annual Report April 2019 – March 2020**

This year has been one of building and adding value to what we already do. The Needle Exchange started at the end of last year and we have now had a full year to embed this into our services.

For various reasons, some people cannot access needle exchange from pharmacists so we assertively targeted those people. The take up has been amazing and it soon became clear we also needed hepatitis support and drug and alcohol treatment services on board so we could offer a holistic approach to those with opiate dependency. The Royal Surrey County Hospital have partnered with us and now offer a weekly clinic from our building. It also became apparent that treatment services for people addicted to alcohol and substances was a lengthy process and that many fall out of treatment before they even start. With L-access, we now offer a weekly drop-in from Guildford Action to help engage people with specialist services at the earliest opportunity. Our staff are now trained in using Madoxone, which is an antidote to an opiate overdose and this particular project will be commissioned from next year by Public Health.

The winter months saw us host SWEP (Severe Weather Emergency Provision). This is a statutory requirement of all local authorities to ensure rough sleepers have shelter during spells of severe weather. This was run from Beverley Hall and meant we could stay open 24 hours a day with people having a warm and safe place to sleep.

Our People's Health Trust funding came to an end which has left a huge gap in our services. Many people enjoyed the gym and swimming and it allowed us to offer more social inclusion groups and helped our clients access other community resources. It is a priority to secure funds so this can continue.

A successful lottery bid has meant we can offer more targeted work to families with the emphasis on attachment. Structured group work for families has already started in the bid to give children the best possible start in life.

Our community fundraising has really started to take off and we have managed to build some good links with local businesses and our online exposure is starting to bear fruit. Ensuring we have a cross section of funding streams remains imperative for us as the current landscape is seeing more charities making redundancies or closing projects once the funding stops. It is also important for us to keep our independence and have the luxury to fill gaps and meet needs as we see fit without going through a lengthy and uncertain commissioning process.

Carol Simpson, our cook, retired after 19 years and it is testament to her and Guildford Action that we continue to retain staff after so many years and are fortunate to attract those with a huge passion and sense of loyalty. Liz Feather moved on from The GAF team to undertake a managerial role with a domestic abuse charity and we welcomed Vicky Coppinger into the fold who already has demonstrated huge strengths and commitment.

Next year we hope to continue to build upon the huge achievements from this year. There are plans to develop a mentoring scheme for young people and run more evening groups and pilot a housing project.

Of course, the year ended with Covid and so we know the next year will be a huge challenge. Many of our community fundraising activities have had to be cancelled and we have had to adjust our services. I have huge pride in the way the staff team responded during this time and instead of reducing services we opted to run 7 days a week in a risky and difficult environment.

The year ahead is full of unknowns. We do know Guildford has had a huge increase in Universal credit claims which is up by 148%, with 33% of residents now claiming. For a town like Guildford which sees such high rents, this could be catastrophic in terms of increased poverty and people being made homeless. The need for our services will be greater than ever. The local picture is mirroring that of 1981 when we started as a charity. But, as always, we respond to the local picture and we will remain flexible and hardworking to ensure everyone who comes into contact with Guildford Action has a high quality of service and their lives enhanced.

Jo Tester  
CEO

## Guildford Action for Community Care

### Report of the Trustees for the Year Ended 31 March 2020

#### **ACHIEVEMENT AND PERFORMANCE**

CEO Annual Report April 2019 – March 2020

#### **FINANCIAL REVIEW**

Our funds come from three separate sources;

1. statutory sources
2. grants for which we normally apply, eg the People's Health Trust and the National Lottery
3. community fundraising, eg donations received from individuals, local churches and businesses
4. income from leasing Beverley Hall, our base, to community groups

Income from statutory sources has steadily declined as a proportion of total income over the past few years. Five years ago income from these sources comprised a little over 80% of our income. In the year to March 2020, income from statutory sources made up just below 60% of our income. This reduction has been driven by a reduction of funding streams as well as reductions to those remaining.

Grants income is difficult to secure and is usually only short term in nature, perhaps covering a two year period. In comparison with our previous financial year this source of income reduced by some 17% reflecting the fact that the funding secured through the People's Health Trust came to an end.

I am pleased to be able to say that income from community fundraising increased by 20% and income from Beverley Hall lettings also increased by 15%. Despite these positive signs, our overall income was some 2% lower than the previous year although our costs were approximately 5% higher. The consequence of this was that we returned a deficit for the year.

We've not employed a community fundraiser for a few years and I am pleased that Stuart Alexander joined us in this role during the year. This appointment reflects part of the increase in costs although I believe represents a sound investment for the future. I am delighted to already see the improvements to our community fundraising activity as a result of Stuart's contribution.

Unfortunately our financial year ended just as the COVID-19 pandemic and associated lockdown took effect. This will undoubtedly have an impact on our operations and fundraising over the coming months which means we close a challenging financial year with some anxiousness for the future.

#### **Beverley Hall**

The management of Beverley Hall as a community asset meant the Charity was, and continues to be, responsible for the general upkeep of the Hall. The Charity is also responsible for marketing the Hall and managing lettings.

The income generated from the Hall is ring-fenced from the charity's income. Our agreement with Guildford Borough Council permits us to off-set certain costs against the income generated. For example, a portion of utilities (water, gas and electricity) and staff costs incurred when managing the Hall. We were able to cross-charge £35k of costs at the end of the year; an increase on the previous year. This is as a direct result of our continually successful efforts to market the hall resulting in increased bookings.

#### **Reserves policy**

During the year we reviewed and confirmed our policy concerning our financial reserves; namely that we seek to hold three months' operating costs in reserve. This equates to a requirement to hold £80k in reserve. This is slightly up on the previous year reflecting a slight increase in cost as discussed above..

We opened the year with £131k in the bank and closed with £197k. However, whilst our cash position is strong our underlying reserves have been weakened as a result of the deficit we returned. We will need to monitor this situation closely over the coming months to ensure the uncertainty caused by the pandemic doesn't have a material impact on our reserves position.

## **Guildford Action for Community Care**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

#### **FINANCIAL REVIEW**

**Matthew Johnson**  
**Treasurer**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Guildford Action is a charitable company limited by guarantee registered with Companies House on 10th May 1999 and registered with the Charity Commission as a charity on 22nd December 1999. It is governed by a Memorandum of Association, which sets out objects and powers for the charity and the Articles of Association that define its governance procedures. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

##### **Recruitment and appointment of new trustees**

The Directors of the Company are also the Trustees of the Charity and meet as a Board of Trustees. In meeting the requirements of the Memorandum of Association, prior to the AGM the Directors reviewed their roles; each Director provided a report of their work for the Charity over the previous year. All existing directors were retired at the AGM and all were re-appointed.

At the AGM a new approach to the appointments of directors was adopted. Moving forwards, directors will be appointed for a period of three years without the need for re-appointment at each AGM. Directors will be able to stand for two blocks of three years following which they will be required to stand down from the board, thereby ensuring the rotation of the board's composition.

##### **Organisational structure**

Guildford Action is governed by a Board of Trustees of up to 12 who typically meet bi-monthly and are responsible for the strategic direction and policy of the charity as well as being custodians of the Constitution.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

##### **Induction and training of new trustees**

Induction of new Trustees consists of each being invited to observe a Board prior to appointment and visiting the Day Centre, to familiarise themselves with the charity and the context within which it operates. A set of papers is provided covering our constitution and ways of working as well as the relevant CC guidance notes ensuring that they were aware of :

- The obligations of Board of Trustees members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- The Business Plan' covering future plans and objectives

Each new Trustee is appointed a 'buddy' from the existing Board to help them get up to speed with our work. All Trustees are expected to visit the projects at least once each year, to refresh their understanding of the front-line work and the challenges experienced by our staff. In addition to the Office roles each Trustee has been appointed to lead / co-ordinate our work in a specific operational area including Health and Safety, Marketing, HR, Communications and Contracts.



## **Guildford Action for Community Care**

### **Report of the Trustees** **for the Year Ended 31 March 2020**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Related parties**

In pursuing its aims and objectives the work of the charity is impacted by national and local policy. Much of our work relates to homelessness where National Strategy seeks to eradicate rough sleeping and the local homelessness plan which are now working in a way that promotes and supports homeless people to reconnect with the area and authority which has a duty to them.

With the introduction of the Clinical Commissioning Group (CCG) we are working alongside and building partnerships with other agencies to influence and feed in to the set priorities which in turn will hopefully provide improved health equality for our clients.

The Surrey Police Crime Commissioner (PCC) has set out clear aims, which present us with a number of challenges for which we will need to have further engagements with him and the local constabulary to ensure we share our experiences and expertise of dealing with a client group that may often be complex to authorities.

Surrey County Council's Children and Young People Plan sets out a clear vision on safety, well-being and directions of travel for local agencies. We continue to assist in evaluating its impact as well as delivering services in line with its goals.

Guildford Action is well placed across the boroughs in which we work to highlight need and identify gaps in provision. We sit on partnership groups in each of the boroughs and as a key partner we are able to share resources, assist smaller voluntary organisations and join together to develop a voluntary sector response to the issues faced by disadvantaged and vulnerable people.

We are represented on local homelessness groups and provide information that other services may not have regarding individuals with due regard to Data Protection requirements. We are often asked to lead as key speakers for community meetings and have developed a solid reputation which emphasises the good standing we have within the communities we work.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Company number  
3767533 (England and Wales)

Registered Charity number  
1078721

Registered office  
Beverley Hall  
71 Haydon Place  
Guildford  
Surrey  
GU1 4ND

**Guildford Action for Community Care**

**Report of the Trustees**  
**for the Year Ended 31 March 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

<b>C Dunnett</b>	<b>- Chair for the Board of Trustees</b>
<b>E Fry</b>	
<b>M Johnson</b>	<b>- Treasurer</b>
<b>Cllr C Reeves</b>	
<b>E Robinson</b>	
<b>A Taylor</b>	
<b>N Wilkinson</b>	
<b>V Nkwocha</b>	
<b>A Creese</b>	<b>- Appointed 11 December 2019</b>
<b>M Froggatt</b>	<b>- Appointed 3 November 2020</b>
<b>R Crooks</b>	<b>- Resigned 11 December 2019</b>
<b>F Everist</b>	<b>- Resigned 23 January 2020</b>

**Company Secretary**

**A Taylor**

**Auditors**

**Bennewith 2018 Limited (Statutory Auditors)**

**3 Wey Court**

**Mary Road**

**Guildford**

**Surrey**

**GU1 4QU**

**Bankers**

**Royal Bank of Scotland**

**10 North Street**

**Guildford**

**Surrey**

**GU1 4AF**

## Guildford Action for Community Care

### Report of the Trustees for the Year Ended 31 March 2020

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Guildford Action for Community Care for the purposes of company law) are responsible for preparing 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **AUDITORS**

The auditors, Bennewith 2018 Limited (Statutory Auditors), will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 27 Nov 2020 and signed on its behalf by:



M Johnson - Trustee

**Report of the Independent Auditors to the Trustees of**  
**Guildford Action for Community Care**

**Opinion**

We have audited the financial statements of Guildford Action for Community Care (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Material uncertainty related to going concern**

We draw attention to note 14 in the financial statements. This indicates that the charity has yet to receive confirmation from a key supporter of the amount of grant funding it will provide for the financial year ended 31 March 2022. As stated in note 14, this circumstance indicates that a material uncertainty exists that may cast significant doubt on the charity's ability to continue as a going concern.

Our opinion is not modified in respect of this matter.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Report of the Independent Auditors to the Trustees of**  
**Guildford Action for Community Care**

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Bennewith 2018 Limited (Statutory Auditors)**

**Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006**

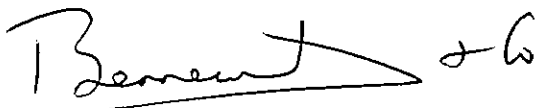
**3 Wey Court**

**Mary Road**

**Guildford**

**Surrey**

**GU1 4QU**



Date: 7 January 2021

**Statement of Financial Activities**  
**for the Year Ended 31 March 2020**

	Notes	Unrestricted fund £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	53,999	225,420	279,419	285,811
Charitable activities					
Catering		-	944	944	2,246
Investment income	3	250	-	250	160
Other income		23,995	-	23,995	30,960
<b>Total</b>		<b>78,244</b>	<b>226,364</b>	<b>304,608</b>	<b>319,177</b>
<b>EXPENDITURE ON</b>					
Charitable activities					
Catering		-	5,658	5,658	6,411
Day Service		51,231	134,951	186,182	161,686
GA for Families		14,676	105,592	120,268	128,602
<b>Total</b>		<b>65,907</b>	<b>246,201</b>	<b>312,108</b>	<b>296,699</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>12,337</b>	<b>(19,837)</b>	<b>(7,500)</b>	<b>22,478</b>
Transfers between funds	12	(13,804)	13,804	-	-
<b>Net movement in funds</b>		<b>(1,467)</b>	<b>(6,033)</b>	<b>(7,500)</b>	<b>22,478</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		92,737	41,565	134,302	111,824
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>91,270</b>	<b>35,532</b>	<b>126,802</b>	<b>134,302</b>

The notes form part of these financial statements

**Guildford Action for Community Care**

**Balance Sheet  
At 31 March 2020**

	Notes	Unrestricted fund £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	1,235	274	1,509	2,030
<b>CURRENT ASSETS</b>					
Debtors	10	1,152	6,093	7,245	12,302
Cash at bank		111,129	86,270	197,399	131,483
		<u>112,281</u>	<u>92,363</u>	<u>204,644</u>	<u>143,785</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(22,245)	(57,106)	(79,351)	(11,513)
<b>NET CURRENT ASSETS</b>		<u>90,036</u>	<u>35,257</u>	<u>125,293</u>	<u>132,272</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>91,271</u>	<u>35,531</u>	<u>126,802</u>	<u>134,302</u>
<b>NET ASSETS</b>		<u>91,271</u>	<u>35,531</u>	<u>126,802</u>	<u>134,302</u>
<b>FUNDS</b>	12				
Unrestricted funds				91,271	92,737
Restricted funds				35,531	41,565
<b>TOTAL FUNDS</b>				<u>126,802</u>	<u>134,302</u>

The notes form part of these financial statements



**Guildford Action for Community Care**

**Balance Sheet - continued**  
**At 31 March 2020**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

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

The financial statements were approved by the Board of Trustees on 29 Nov 2020 and were signed on its behalf by:



M Johnson - Trustee

The notes form part of these financial statements



**Notes to the Financial Statements**  
**for the Year Ended 31 March 2020**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared under the historical cost convention, the revised Statement of Recommended Practice: 'Accounting and Reporting by Charities' (SORP 2005), the Financial Reporting Standard for Smaller Entities (effective March 2000) and the Charities and Companies Acts.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Treatment room	- 33% on reducing balance
Office Equipment	- 33% on reducing balance
Laundry equipment	- 33% on reducing balance
Computer equipment	- 25% on reducing balance

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**2. DONATIONS AND LEGACIES**

	31.3.20	31.3.19
	£	£
Donations & gifts	58,523	45,743
Grants & contracts	220,896	240,068
	<u>279,419</u>	<u>285,811</u>

**3. INVESTMENT INCOME**

	31.3.20	31.3.19
	£	£
Deposit account interest	250	160
	<u>250</u>	<u>160</u>

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.20	31.3.19
	£	£
Auditors' remuneration	5,400	5,400
Auditors' remuneration for non audit work	7,680	5,640
Depreciation - owned assets	521	699
	<u>13,601</u>	<u>11,739</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

No trustees' expenses were paid in the year ended 31 March 2020.

During the year ended 31 March 2019, one Trustee was reimbursed for travel expenses totalling £31.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.20	31.3.19
Management and administration	2	2
Direct charitable activities	9	9
	<u>11</u>	<u>11</u>

No employees received emoluments in excess of £60,000.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	44,731	241,080	285,811
Charitable activities			
Catering	-	2,246	2,246
Investment income	160	-	160
Other income	30,960	-	30,960
<b>Total</b>	<b>75,851</b>	<b>243,326</b>	<b>319,177</b>
<b>EXPENDITURE ON</b>			
Charitable activities			
Catering	-	6,411	6,411
Day Service	29,103	132,583	161,686
GA for Families	26,654	101,948	128,602
<b>Total</b>	<b>55,757</b>	<b>240,942</b>	<b>296,699</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>20,094</b>	<b>2,384</b>	<b>22,478</b>
Transfers between funds	(5,939)	5,939	-
<b>Net movement in funds</b>	<b>14,155</b>	<b>8,323</b>	<b>22,478</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	78,582	33,242	111,824
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>92,737</b>	<b>41,565</b>	<b>134,302</b>

**8. LEGAL STATUS**

The company is limited by guarantee. The maximum contribution required by members of the company is an amount not exceeding £10 in the event of the company being wound up. Under the Memorandum and Articles of Association, any surplus of assets over liabilities on winding-up cannot, under any circumstances, be distributed to the trustees, but shall be given or transferred to some other charity or charities with similar objects to those of Guildford Action.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**9. TANGIBLE FIXED ASSETS**

	Treatment room £	Office Equipment £	Laundry equipment £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2019 and 31 March 2020	12,678	33,255	6,827	5,722	58,482
<b>DEPRECIATION</b>					
At 1 April 2019	12,648	33,220	6,757	3,827	56,452
Charge for year	-	23	24	474	521
At 31 March 2020	12,648	33,243	6,781	4,301	56,973
<b>NET BOOK VALUE</b>					
At 31 March 2020	30	12	46	1,421	1,509
At 31 March 2019	30	35	70	1,895	2,030

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.20 £	31.3.19 £
Other debtors	6,093	11,150
Prepayments	1,152	1,152
	<u>7,245</u>	<u>12,302</u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.20 £	31.3.19 £
Social security and other taxes	5,296	-
Other creditors	14,387	473
Deferred income	48,723	-
Accrued expenses	10,945	11,040
	<u>79,351</u>	<u>11,513</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**12. MOVEMENT IN FUNDS**

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	92,737	12,338	(13,804)	91,271
<b>Restricted funds</b>				
Day Service	41,250	(24,376)	-	16,874
Connexions	315	-	-	315
GAF Family Centre	-	(13,804)	13,804	-
Big Lottery Fund - Reaching Communities	-	18,342	-	18,342
	<u>41,565</u>	<u>(19,838)</u>	<u>13,804</u>	<u>35,531</u>
<b>TOTAL FUNDS</b>	<u><u>134,302</u></u>	<u><u>(7,500)</u></u>	<u><u>-</u></u>	<u><u>126,802</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	78,244	(65,906)	12,338
<b>Restricted funds</b>			
Day Service	116,202	(140,578)	(24,376)
GAF Family Centre	74,114	(87,918)	(13,804)
Big Lottery Fund - Reaching Communities	36,048	(17,706)	18,342
	<u>226,364</u>	<u>(246,202)</u>	<u>(19,838)</u>
<b>TOTAL FUNDS</b>	<u><u>304,608</u></u>	<u><u>(312,108)</u></u>	<u><u>(7,500)</u></u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**12. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted Funds</b>				
General fund	78,582	20,094	(5,939)	92,737
<b>Restricted Funds</b>				
Day Service	31,926	9,324	-	41,250
Connexions	315	-	-	315
GAF Family Centre	1,001	(6,940)	5,939	-
	<u>33,242</u>	<u>2,384</u>	<u>5,939</u>	<u>41,565</u>
<b>TOTAL FUNDS</b>	<u>111,824</u>	<u>22,478</u>	<u>-</u>	<u>134,302</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	75,851	(55,757)	20,094
<b>Restricted funds</b>			
Day Service	148,318	(138,994)	9,324
GAF Family Centre	95,008	(101,948)	(6,940)
	<u>243,326</u>	<u>(240,942)</u>	<u>2,384</u>
<b>TOTAL FUNDS</b>	<u>319,177</u>	<u>(296,699)</u>	<u>22,478</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**12. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	78,582	32,432	(19,743)	91,271
<b>Restricted funds</b>				
Day Service	31,926	(15,052)	-	16,874
Connexions	315	-	-	315
GAF Family Centre	1,001	(20,744)	19,743	-
Big Lottery Fund - Reaching Communities	-	18,342	-	18,342
	<u>33,242</u>	<u>(17,454)</u>	<u>19,743</u>	<u>35,531</u>
<b>TOTAL FUNDS</b>	<u>111,824</u>	<u>14,978</u>	<u>-</u>	<u>126,802</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	154,095	(121,663)	32,432
<b>Restricted funds</b>			
Day Service	264,520	(279,572)	(15,052)
GAF Family Centre	169,122	(189,866)	(20,744)
Big Lottery Fund - Reaching Communities	36,048	(17,706)	18,342
	<u>469,690</u>	<u>(487,144)</u>	<u>(17,454)</u>
<b>TOTAL FUNDS</b>	<u>623,785</u>	<u>(608,807)</u>	<u>14,978</u>



**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**12. MOVEMENT IN FUNDS - continued**

Reserves held at the year-end relate to the need to provide at least 3 months of run-down if the charity should for any reason be unable to obtain sufficient funds to allow each service to continue. The aims of each of the services for which reserves are held and the main provider(s) of funding are as follows:

**Day Service**

To provide support for people over 16 years of age on low incomes who are resident in Guildford and are suffering need, hardship or distress. The service aims to provide a support network which is complementary to statutory service provisions. The Guildford Voluntary Grants Panel is the chief source of funds, with Surrey County Council Mental Health Services providing additional funds to assist in our work with clients who have mental health issues.

**GAF Family Centre**

To support families facing disadvantage or other difficulties as determined by the referring agency by providing day centre and outreach services. The Guildford Voluntary Grants Panel is the chief source of funds, with Surrey CC Mental Health Services providing additional funds to assist in our work with clients who have mental health issues.

**Big Lottery Community Outreach**

Grant received from Big Lottery Fund to fund a new project reaching out to vulnerable families with complex and entrenched needs. Through home visits, support and advice will be provided in whatever aspect is needed, commonly around care orders, evictions, benefits, debt management, court summons and general support to help better equip families who are struggling to cope. To complement current outreach/home-visit services, this 4 year project will deliver "pop-up" groups/events in two communities in the Guildford area to provide spaces that bring families together to reduce isolation and build relationships in shared activities and learning.

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020.

**14. MATERIAL UNCERTAINTY RELATED TO GOING CONCERN**

The Guildford and Waverley Voluntary Grants Panel has yet to confirm the amount of the grant funding the charity will receive in the financial year ended 31 March 2022. Funding from this body represented 40% of the charity's total income during the current period. A significant reduction or total loss of this funding would call the adoption of the going concern basis into question.

The grants panel has been a significant financial supporter of the charity for many years and has given no indication their support will not continue. Additionally, the charity has been developing its fundraising in recent years to become less reliant on local government grants. These efforts have been increasingly successful and would help mitigate any reduction in grant panel funding.

The Trustees considering the above, continue to adopt the going concern basis in preparing the financial statements.



**Guildford Action for Community Care****Detailed Statement of Financial Activities  
for the Year Ended 31 March 2020**

	31.3.20 £	31.3.19 £
<b>INCOME AND ENDOWMENTS</b>		
Donations and legacies		
Donations & gifts	58,523	45,743
Grants & contracts	220,896	240,068
	<hr/> 279,419	<hr/> 285,811
Investment income		
Deposit account interest	250	160
Charitable activities		
Catering	944	2,246
Other income		
Beverley Hall income	23,995	30,400
Sundry income	-	560
	<hr/> 23,995	<hr/> 30,960
Total incoming resources	<hr/> 304,608	<hr/> 319,177
<b>EXPENDITURE</b>		
Charitable activities		
Wages	212,148	216,303
Pensions	11,204	6,110
Staff recruitment, training & agency fees	90	420
Insurance	-	56
Telephone	3,476	3,175
Postage and stationery	482	450
Sundries	395	10
Catering costs	5,658	6,411
Materials & equipment	6,934	2,253
Special events	7,438	6,521
Transport, travel & subsistence	3,391	2,846
Premises	11,459	11,791
Professional fees	-	11
Volunteer expenses	2,077	2,530
Website	-	686
Depn of Treatment room	10	15
Depn of office equipment	13	17
Depn of laundry equipment	24	35
Carried forward	<hr/> 264,799	<hr/> 259,640

This page does not form part of the statutory financial statements

**Guildford Action for Community Care****Detailed Statement of Financial Activities  
for the Year Ended 31 March 2020**

	31.3.20 £	31.3.19 £
<b>Charitable activities</b>		
Brought forward	264,799	259,640
Depn of computer equipment	474	632
	<hr/> 265,273	<hr/> 260,272
<b>Support costs</b>		
Management		
Wages	23,176	17,629
Pensions	1,065	758
Insurance	3,908	3,652
Telephone	227	357
Postage and stationery	183	195
Staff training	145	1,800
Equipment	1,430	268
Professional fees	3,135	474
	<hr/> 33,269	<hr/> 25,133
<b>Finance</b>		
Bank charges	190	254
Other		
Sundries	296	-
<b>Governance costs</b>		
Auditors' remuneration	5,400	5,400
Auditors' remuneration for non audit work	7,680	5,640
	<hr/> 13,080	<hr/> 11,040
<b>Total resources expended</b>	<hr/> 312,108	<hr/> 296,699
<b>Net (expenditure)/income</b>	<hr/> <hr/> (7,500)	<hr/> <hr/> 22,478

**This page does not form part of the statutory financial statements**