



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2019		31	March	2020

## Section A Reference and administration details

Charity name

Caring Hands Charity

Other names charity is known by

Registered charity number (if any)

1039527

Charity's principal address

34 Wretham Place

Shieldfield

Newcastle upon Tyne

Postcode

NE2 1XU

### 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	Sheila Brown	Treasurer		
2	Rev. Robert Langley	Chair		
3	Geoffrey Kell	Secretary		
4	Anthony Edward Gray	Trustee		
5	Nancy Humphrey MBE	Trustee	Up to June 2019	
6	Linsley Lunt	Trustee		
7	Mark Butcher	Trustee		
8	Miriam Abdullah	Trustee	(December 2020 joined)	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed and Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by existing trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Our latest Trustees Audit was completed in March 20

Any vacancies on the committee will be advertised locally normally with the Volunteer Centre, N.C.V.S and Community Foundation, further advertising will be placed in charitable organisations publications.

We encourage collaboration with similar organisations which will support our beneficiaries.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To support the independence and quality of life of elderly and physically impaired people living predominately but not exclusively in the East End of Newcastle upon Tyne.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Provision of several support services supported by Volunteers and employees, including:

**Better Daily Living:**

Bottle in the Fridge, Handyman, Laundry Collection & Delivery Service, Small Aids Equipment

**Wellbeing:**

Aromatherapy Massage, Befriending, Counselling, Lunch Club

**Advice & Advocacy**

Welfare Benefits Advice, General Advice and Signposting

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We benefit by substantial contributions from volunteers in terms of physical support.

We do not have any financial investments at this time.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Covid has had an impact on the regular services offered. The Lunch Club stopped operating in November 2019 and other services have been accessed using remote methods where possible.

Working with other Organisations has increased during this period and benefitted our client group.

Referrals from health care professionals and social teams has increased and we have made continuous efforts to improve this joint working.

We celebrated our 25<sup>th</sup> anniversary prior to the 'lock down' guidance was introduced.

We are still working on the PQASSO now changed to the Charity Mark.

Client feedback 100% positive. Monitoring carried out by independent person and using Survey Monkey.  
Beneficiaries gave us an overall 5 star rating for our general support.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has a policy of holding 3-6 months running costs in reserves. This is based upon the expenditure for the year to 31<sup>st</sup> March 2020, the Trustees consider £54,000 to be held to 'future proof' the charity against a fall in donations and revenue to allow it to continue for this period and a further £18,000 to be required to cover redundancy costs of staff in the event of the charity ceasing to operate. This leaves a balance of £21,000 considered as free reserves.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income is held in reserve account to generate interest, finances are transferred to the current account as and when necessary to cover any running costs.

Generated income increased and accounted for approximately 35% of all income.

Principle source of funds are from grant applications to trusts and foundations plus generated income.

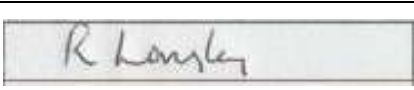
**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Langley	
Position (eg Secretary, Chair, etc)	Chair	
Date	29/03/21	



Charity Name Caring Hands Charity	No (if any) 1039527
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## Receipts and payments accounts

For the period from	Period start date 01/04/2019	To	Period end date 31/03/2020
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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>					
Grants	88,116	-	-	88,116	91,555
Donations & Gift Aid	5,315	-	-	5,315	4,473
Services	18,031	-	-	18,031	21,347
Launderette	33,950	-	-	33,950	28,300
Hire of Premises	1,200	-	-	1,200	1,490
Interest Reserve Account	228	-	-	228	81
Handyman Fees	445	-	-	445	442
Parking refund	249	-	-	249	-
<b>Sub total (Gross income for AR)</b>	<b>147,535</b>	<b>-</b>	<b>-</b>	<b>147,535</b>	<b>147,688</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>147,535</b>	<b>-</b>	<b>-</b>	<b>147,535</b>	<b>147,688</b>
<b>A3 Payments</b>					
Salaries and on costs	63,094	-	-	63,094	63,710
Volunteer Expenses	11,826	-	-	11,826	27,268
Service Costs	21,958	-	-	21,958	25,208
Equipment/repairs	10,175	-	-	10,175	10,048
Audit	400	-	-	400	400
Overheads	15,594	-	-	15,594	17,516
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>123,048</b>	<b>-</b>	<b>-</b>	<b>123,048</b>	<b>144,150</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>123,048</b>	<b>-</b>	<b>-</b>	<b>123,048</b>	<b>144,150</b>
<b>Net of receipts/(payments)</b>	<b>24,487</b>	<b>-</b>	<b>-</b>	<b>24,487</b>	<b>3,538</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>24,487</b>	<b>-</b>	<b>-</b>	<b>24,487</b>	<b>3,538</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>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details			
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		SHEILA BROWN	28/01/2020	

# **CARING HANDS**

**(Registered Charity No. 1039527)**



## **STATEMENT OF ACCOUNTS**

### **FOR THE YEAR ENDED**

**31<sup>ST</sup> MARCH 2020**



# **CARING HANDS**

(Registered Charity No. 1039527)

## **ACCOUNTS FOR THE YEAR** **1<sup>st</sup> APRIL 2019 TO 31<sup>st</sup> MARCH 2020**

### **STATEMENT OF RECEIPTS AND PAYMENTS**

#### **RECEIPTS**

##### **2018/2019**

9,873.90	Laundry/Lunch Club
28,300.23	Community Launderette
4,472.77	Donations and Gift Aid
120.00	Aromatherapy
63.47	Photocopying
80.61	Interest on Reserve Account
11,289.60	Disclosure & Barring Service
1,490.00	Hire of Premises
442.00	Handyman Fees
-	Other

56,132.58

##### **2019/2020**

8,801.00
33,949.84
5,315.34
-
136.82
227.91
9,093.67
1,200.00
445.00
249.00

59,418.58

#### **GRANTS**

23,385.00	Newcastle City Council - Newcastle Fund	-
24,700.00	Henry Smith Charity at the Comm. Foundation	-
5,000.00	Community Foundation Grants Award	-
38,470.00	National Lottery Fund	88,116.00

88,116.00

**£147,687.58**

**£147,534.58**

## **PAYMENTS**

### **2018/2019**

63,709.80	Employment Costs
1,790.04	Volunteers Expenses
1,921.92	Small Aids
4,169.00	Meals
5,457.76	Transport costs
1,350.00	Hire of Premises
1,807.59	Telephone charges
1,371.50	Insurances
1,881.41	Water Rates
7,991.22	Electricity and Gas
10,048.12	Office Furniture, Equipment and Repairs
1,386.53	Office Expenses and Sundries
400.00	Audit
2,923.76	Stationery, Publications, Subscriptions, Adverts etc.
-	Handyman/Garden Equipment
153.60	Trade Waste
9,563.99	Welfare Rights / Benefits Advice
15,049.11	Launderette Equipment & Volunteers Expenses
7,928.00	Disclosure and Barring Service
1,021.19	Training
865.00	Counselling Service
-	Bottle in the Fridge
-	Befriending Services
3,360.00	Capability Review

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**£144,149.54**

### **2019/2020**

63,093.60
1,330.84
967.16
3,671.00
5,417.09
1,230.00
2,329.06
1,019.79
2,068.44
6,871.67
11,169.15
633.76
400.00
2,536.38
-
166.14
8,740.00
2,179.15
6,571.00
147.97
824.00
190.00
130.00
2,360.49

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**£124,046.69**



**2018/2019****2019/2020**

3,538.04	<b>Surplus / (Deficiency) for the Year 2019/ 2020</b>	23,487.89
<u>66,249.28</u>	Balance (In Hand) Brought Forward 1 <sup>st</sup> April 2019	<u>69,787.32</u>
<b><u>£69,787.32</u></b>	<b><u>Balance (In Hand) Carried Forward 31<sup>st</sup> March 2020</u></b>	<b><u>£93,275.21</u></b>

**REPRESENTED BY**

6,827.98	NatWest Bank - Current Account	12,026.72
<u>62,959.34</u>	NatWest Bank - Reserve Account	<u>81,248.49</u>
<b><u>£69,787.32</u></b>		<b><u>£93,275.21</u></b>

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**RECONCILIATION**Balances as per Bank Statements at 31<sup>st</sup> March, 2020

Current Account	13,159.55	
Less: Unpresented Cheques (4)	1,132.83	
	<hr/>	12,026.72
Reserve Account		<u>81,248.49</u>
<b><u>BALANCE AS PER CASH BOOK</u></b>		<b><u>£93,275.21</u></b>

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**(1) Independent Examiner's Certificate**

I have examined the foregoing Statement of Receipts and Payments of Caring Hands in respect of the year ended 31<sup>st</sup> March 2020 and find it to be in accordance with the Books of Account, Documents, Vouchers and other records provided, or explanations given, to me during the course of my examination.

**(2) Independent Examiner's Report to the Trustees of CARING HANDS  
(Registered Charity No. 1039527)**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2020.

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison 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**

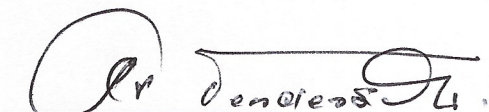
In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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



**(John T Henderson)**

**Retired Local Authority Treasurer**

**31<sup>st</sup> October 2020**



# **CARING HANDS**

(Registered Charity No. 1039527)

**34 Wretham Place  
Shieldfield  
Newcastle upon Tyne  
NE2 1XU**

(Tel. 0191 261 5234)

(Fax. 0191 261 5251)

(Email - [contact@caringhandscharity.org.uk](mailto:contact@caringhandscharity.org.uk))

(Website - [www.caringhandscharity.org.uk](http://www.caringhandscharity.org.uk))

**Chair of Trustees – Canon Bob Langley**

**Hon. Treasurer - Sheila Brown**

**Patron - The Bishop of Newcastle  
The Rt Revd Christine Hardman**