



FRIENDS FOR LIFE BEDFORD

Annual Report 2020 / 2021

It has been an extraordinary year for Friends For Life.

At this time last year, we began to see the care homes we support overcoming many of the myriad challenges brought on by the arrival of the pandemic six months before and, in a few cases, being able to organise garden visits allowing our volunteers to visit their residents in a well controlled environment. The rapid development of the pandemic's second wave last autumn and the subsequent lockdown through the winter cut off once again our ability to visit our care home residents. We returned to our adapted service, writing 'lockdown letters', sending in cards and reaching out to our residents through phone and video calls. We saw how some care homes struggled more than others with the fresh challenge of the second wave.

Whilst our ability to provide a full volunteer-visiting service was curtailed during last winter, the FFL team turned to other work. Using the new video technology, the team met frequently to discuss and decide on new priorities, embarking on a review and renewal of our policies and procedures, adapting our service to our care home residents still further and repositioning our fund-raising efforts, all to great success.

The Trustees increased their cycle of meetings from every three months to every six weeks so that we could better respond to the fast changing environments that the pandemic brought upon us all.

All these efforts - from our team and the Trustees - began to bear fruit as we moved into the New Year.

We received tremendous support from grant funders during this period. Many funders with whom we have a relationship approached us to ask if we needed extra funds, others who we applied to, some for the first time, responded positively and generously. As a result, this year we have raised more money than in any previous year. While some of this was COVID related grants and will not repeat itself, other funds came from existing and new funders seeing what, as a small charity, we were doing for residents in care homes and responded warmly. Today, we have a greater stability to our funding base than we have seen before.

Charlie Fay, who looks after our media and marketing, has led the expansion of our profile in the Bedford community, among the schools and colleges, with the corporate community and in the care homes themselves. A recent success has been the introduction of 'Robo-cats' which are gifted to a resident. These have proved very popular indeed. We have raised funds specifically for these electronic cats and donors have been enthusiastic in their support for the cats which provide comfort and joy to our residents.



Friends for Life
— Bedford —

Pauline Carter, who leads our volunteer team, has been very busy. As in any organisation, we have turnover in our volunteer team throughout any year. As volunteers leave us, others join. But, during lockdown, we had to find a way to train them without meeting in one place. So, Pauline developed a Zoom based meeting on Saturday mornings where new volunteers in small groups could be trained. This proved to be a great success, attracting a number of young people, including school leavers to join our Volunteer team. With the easing of conditions now, Pauline is due shortly to run the first in-room training session for 18 months.

Paul Huggins joined us in April as our Administrator and works closely with Pauline. He has begun to strengthen our database and co-ordinate the development and refreshment of our policies and procedures. We are glad to have him on our team.

Michael Elliott, our Treasurer, has managed the charity's money through the pandemic with efficiency, keeping the Trustees advised of upcoming challenges and reporting frequently on our financial position with clarity and good guidance.

Kathryn Hughes, who looks after our fund raising efforts, has had a busy year. Our early concerns that the onset of the pandemic might restrict our ability to raise funds was something that challenged us in the first few months. Our response, guided by Kathryn, was to increase the number and breadth of our grant applications. This proved to be successful and is due, in large part, to the effort put in by Kathryn to research for and write these additional applications. She also put herself (and me!) into various training courses on charity fund raising. Today, our funding position is strong and stable. We can now begin to plan our expansion into more care homes and take on more volunteers.

I am stepping down as the Chair of Friends For Life after a short tenure as I have moved away from Bedford. I am delighted to welcome Lorraine Gunther as our new Chair. Lorraine joins us with a wealth of experience in the Bedfordshire care sector having worked at Relate and Citizens Advice Bureau for many years.

On your behalf, I thank our team for their energy, commitment and hard work, especially during the past 18 months. Our charity is in a strong position thanks to each of them. And my thanks to our Trustees who have similarly worked hard in these most trying of circumstances to ensure Friends for Life is able to prosper and grow.

Brian Belcher
Chair of the Trustees Friends For Life

11/10/21



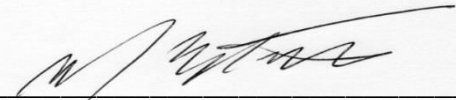
Friends for Life
Bedford

Patrons

The Rt. Reverend Dr Alan Smith, Bishop of St. Albans
The Rt Reverend Richard Atkinson, OBE, Bishop of Bedford
Mrs Helen Nellis, HM Lord Lieutenant of Bedfordshire

NOTES TO THE ACCOUNTS – 2020/21

- 1) Friends for Life Bedfordshire is a Company Limited by Guarantee with a Board of Trustees/Directors and a Management Committee and is also a Registered Charity.
- 2) March 31st is the agreed Year-End of this the seventh year of the Company's operation. Assets from the Company's forerunner (an Anglican/Methodist joint project) were transferred to the new Company in April 1st 2012
- 3) The Accounts have been drawn up on an Accruals basis. This is a requirement of Companies House and is applied regardless of turnover.
- 4) The accounts are examined at the end of each year by an Independent Examiner. Being classed as a 'Micro Entity' no audit is required (Section 477 of the Companies Act 2006) unless requested by the members. The accounts need to be filed with Companies House by 31st.Dec 2021. As our income exceeded £25,000 there is a requirement to also file the accounts with the Charity Commission by January 31st. 2022.
- 5) The Company is registered with HMRC as a charity for Gift-Aid purposes.
- 6) We have been exempt from filing accounts with HMRC for the last 4 financial years but these accounts, for FY 2020/21, will need to be filed by March 31st.2022.
- 7) The Company's liquid assets are held in an HSBC Business style account which is free of charges. An additional savings account is linked to the current account to separately hold the Reserves Fund. A small amount of interest is paid on this latter account.
- 8) Major office equipment, furniture, software and computers having a value of over £250 are declared as assets on the balance sheet and depreciated linearly. Any smaller resource or training materials acquired during the year are written off in that year.
- 9) Friends for Life has an account with Virgin Money Giving which enables supporters to donate to sponsored events online. FFL is also registered with CAF and Donorfy.
- 10) The Company has no Employees though certain tasks are 'bought-in' by means of 'Contracts for Services' agreements. Invoices arising from these are settled monthly. Since 2019 a 2nd floor office has been rented in the CVS building at 43 Bromham Road, Bedford, MK40 2AA.
- 11) The Company Directors, Secretary and Treasurer receive no remuneration as result of their office.
- 12) All income was derived through Grants, Donations, Membership Fees and fund-raising events. We are especially grateful for the support of Independent Age, The Allen Lane Foundation, Bedford Borough Council, BLCF, Gale Family Trust, St John's Hospital, Butterfield Trust, House of Industry, Municipal Charities plus generous individuals and organisations.


Michael Elliott

Hon. Treasurer – Friends for Life Bedfordshire.

Balance Sheet for the year ended 31st. March 2021

Note: Debit balances are shown in parenthesis.

	<u>2020/21</u>		<u>2019/2020</u>	
	£	£	£	£
Tangible Assets				
Office Equipment		4011.1		772.65
Non-Tangible Assets				
Cash in hand.		0.00		0.00
HSBC Business current a/c Mch. 31st.		16,611.93		10,354.24
HSBC Bus. Money Manager a/c Mch. 31st.		16,289.28		10,031.17
Other Assets		0.00		0.00
		<u>36,912.31</u>		<u>21,158.06</u>
Add debtors, loans and prepayments		0.00		0.00
Less: creditors and provisions		(2,349.62)		(1,661.74)
		<u><u>34,562.69</u></u>		<u><u>19,496.32</u></u>
Represented by:				
Brought forward from previous year.		19,496.32		13,626.27
Plus: excess of Income over Expenditure		15,066.37		5,870.05
		<u><u>34,562.69</u></u>		<u><u>19,496.32</u></u>

Audit Exemption Statement

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors Responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476

The directors acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the special provision for small companies under part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The accounts were approved by the directors and authorised for issue at the AGM on 11 th October 2021 and were signed on their behalf by : -

Signed  Date 11/10/21

Friends for Life Bedfordshire



Income & Expenditure Account **for the year ended 31st March 2021**

	2020/21 £ Examined (Accruals Acct.)	2019/20 £ Examined (Accruals Acct.)
<u>Income</u>		
Membership Fees (1)	270.00	325.00
Grants (2)	38,934.87	23,298.99
Donations (3)	2,502.58	4,163.50
Fund Raising Events (4)	1,362.71	947.31
Interest on Reserve Account	5.11	17.25
Other Income (5)	-	159.22
Total Incoming Resources	<u>43,075.27</u>	<u>28,911.27</u>
<u>Expenditure</u>		
Fundraising Lead	5,060.00	3,287.50
Volunteers Trainer	120.00	900.00
Volunteers Coordinator	6,870.00	6,706.25
Media & Marketing Lead	5,872.50	3,887.50
Office Admin. Asst.	1,835.00	491.50
DBS & Misc training costs(6)	403.70	456.53
Website Support & Phone	385.39	136.88
Publicity & Events	234.95	1,410.80
Insurance & Legal	847.86	736.88
All Travel	29.50	352.20
Printing/Post/Staionery	150.56	413.48
Resources & Misc. Expenses (7)(8)	670.91	1,596.52
Office Rent	4,142.04	2,334.05
Depreciation of Assets	1,386.49	331.13
Total Resources Expended	<u>28,008.90</u>	<u>23,041.22</u>
Income less Expenditure	15,066.37	5,870.05
	<u>43,075.27</u>	<u>28,911.27</u>

Notes

- 1 Comprised 5 Individual, 4 Church and 1 Corporate Memberships.
- 2 i.e.Funds from a Grant making body following an application process
- 3 Usually from individuals, companies, voluntary groups etc.
- 4 Includes 2.6 Challenge, 'Give as You Live' and misc.
- 5 n/a
- 6 Excludes the Vol. Coordinator & Trainer Fees.
- 7 Includes - Strategy Review Fee, Grants Directory, Course Fees, Badges and Fee to Co. House.
- 8 Excludes Capitalised Items

Friends for Life Bedfordshire



Reserve Account - Balance & Transfers

for the year ended 31st March 2021

(This account is classed as Designated but Unrestricted)

	2020/21	2019/20
	£	£
	Examined	Examined
	(Accruals Acct.)	(Accruals Acct.)
<u>Income</u>		
Transfers from General Acct.	6,253.00	5,000.00
Interest Added (1)	5.11	17.25
Other income.	0.00	0.00
Total Incoming Resources	<u>6,258.11</u>	<u>5,017.25</u>
<u>Expenditure</u>		
Transfer to General Acct.	0.00	0.00
Total Resources Expended	<u>0.00</u>	<u>0.00</u>
Income less Expenditure	6,258.11	5,017.25
Previous Balance Brought Forward	10,031.17	5,013.92
Total Reserves (2)	<u>16,289.28</u>	<u>10,031.17</u>

Notes

- 1 Currently 0.01%
- 2 Current Reserves Policy is to hold 6mths expenditure or at least £10k.

Friends for Life Bedfordshire



Friends for Life

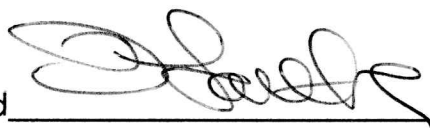
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Independent Examiner's Report

I have examined the books of the Company and agree that the Income and Expenditure Account for the year and the Balance Sheet presented above give a true and fair representation of the financial position.

Signed 

Mr. Ian Farthing

Dated 24-8-21