

**SWAG**  
**SWAY WELFARE AID GROUP**

**Annual Report and Accounts**  
**For the Year Ending**  
**30<sup>th</sup> September 2016**

**Registered Charity Number 261220**

## SWAY WELFARE AID GROUP

### Reference and Administrative Details

<b>Name of Charity:</b>	Sway Welfare Aid Group
<b>Alternative Name:</b>	SWAG
<b>Charity Registration Number:</b>	261220
<b>Contact Address:</b>	Mr J R Stevens Driftway Mead End Road Sway Lymington Hampshire SO41 6EH
<b>Trustees:</b>	David Golby (Organiser) Jonathan Hartley (Chairman) Jeremy Stevens (Treasurer) Pat Fleat (from 25/1/16)
<b>Bankers:</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Independent Examiner:</b>	Raymond Champion 2 The Ferns New Milton BH25 5WW

## **SWAY WELFARE AID GROUP**

### **Structure, Governance and Management**

The Sway Welfare Aid Group was established by constitution dated 28th October 1970, to serve the needs of the civil parish of Sway and its immediate neighbourhood.

The trustees manage the charity on behalf of all the residents of Sway to whom they report annually at a general meeting in October. Other public meetings are held to review progress during the year.

Trustees, and other officers, are appointed by election at the annual general meeting and serve for one year, renewable annually. All new trustees are made aware of their responsibilities under the Charities Act.

During the year the trustees take all executive decisions. At any of the public meetings during the year residents of Sway are entitled to propose possible areas of benefit for the trustees to consider.

The trustees serving during the year under review were David Golby (Organiser), Jonathan Hartley (Chairman), Jeremy Stevens (Treasurer) and Pat Fleat. Pat Fleat was elected a trustee on 25<sup>th</sup> January 2016.

Sway Welfare Aid Group is affiliated to the Good Neighbours Support Service (GNSS) operated by Hampshire County Council and local clinical commissioning groups. SWAG benefits from central public and employer's liability and personal accident insurance policies taken out by GNSS on behalf of all affiliated groups.

### **Objectives and Activities**

The objectives of the Sway Welfare Aid Group (SWAG) are the relief of the sick, needy, disabled or aged within Sway and its immediate neighbourhood. The charity makes grants to both individuals and local organisations within these constraints. In this connection SWAG works closely with many local organisations to ensure that it reaches out to as many people as possible in meeting its objectives.

The charity also organises a free transport service, manned by volunteer drivers, to take sick, elderly or infirm people to attend hospital and other medical appointments where they cannot provide or are not capable of using their own transport. Expenses of the drivers are met by the charity.

In addition, the charity runs a twice-monthly lunch club service for the elderly living alone. Volunteers cook the meal and the participants pay only a nominal charge for the food, all other expenses are met by the charity.

The trustees have paid due regard to the Charity Commission's guidance on public benefit and consider that the activities of the Sway Welfare Aid Group during the year are fully in accord with the objectives of the charity and are to the public benefit.

SWAG runs an annual Christmas appeal within the village of Sway to raise funds for its activities and also benefits from the proceeds of an annual village Boule competition.

SWAG is grateful to its volunteer officers who organise much of the charity's work.

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### **Achievements and Performance – Organiser's Report**

Overall, 2015-2016 can be characterised as a year of satisfactory development and growth. A number of new clients were identified, and there was a notable trend for younger individuals and families to turn to the charity for assistance. Due to the generosity of the people of Sway, the charity received donations and legacies amounting to £17,311, and our charitable activities together resulted in grants amounting to £25,936 having been disbursed, which taking into account improved income from investments resulted in a far closer alignment of monies raised and monies expended on charitable activities than the previous year. As is recounted in further detail below, SWAG was able to help twenty-eight individuals or families financially. We also served nearly 600 meals at our Lunch Club and our volunteer drivers drove approximately 3900 miles taking clients to their medical appointments.

#### *Fund Raising*

The charity remains indebted to a local charitable trust that has again sponsored our heating grants for the third consecutive year. This has enabled us to maintain the amount of the annual grant per household at the level of £450.

The village response to our 2015 Christmas appeal this year was again most gratifying while falling well short of the record set in 2014. In total the appeal raised £3771, including Gift Aid. This represented a 37% decrease over the record sum collected in 2014. Trustees attribute this reduction to the record surplus reported by the charity in our 2014-2015 accounts. The trustees would also like to thank all of those who contributed, as well as the many village shops and retailers who took our collection boxes.

The charity benefited from a £501 share of the net funds raised from the 42nd Annual Boule event organised by the Boule Club in conjunction with Sway Scouts, to whom our thanks are due.

During the year under review, SWAG was pleased to receive a donation of £656, being funds remaining in the community bank account of the now wound-up Sway Neighbourhood Watch. Trustees decided to allocate a portion of these funds to purchase energy-efficient light bulbs, to be distributed to the charity's heating grant clients.

The trustees have continued to invest the charity's endowment funds to seek to maximise income whilst protecting the capital investment. Despite a very volatile market over the last 12 months we gained income from these investments of £7936, a 9.5% increase over last year.

#### *Charitable Activities*

During the year, the charity helped twenty-eight individuals or families with heating grants or other forms of financial support. There has been a rising trend of young people and families requiring the support of the charity, and also of cases where SWAG has co-operated with other charities operating in the New Forest area to bring joint resources and expertise to support residents of Sway.

Our medical transport service continues to provide an invaluable service to people who need help in getting to their hospital and doctors' appointments. In February, the charity's Driver Coordinator retired following eleven years of outstanding service. We were extremely fortunate that a new Coordinator stepped forward, supported by two other volunteers, ensuring continuity of this highly regarded service. Ten new volunteer drivers were recruited during the year, and one driver retired, leaving our volunteer driver roster currently numbering forty.

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The charity continues to promote to our volunteer drivers participation in the Hampshire County Council Road Safety unit “Driver Skills Scheme 60 Plus”. Additionally, all volunteer drivers receive Disclosure and Barring Service clearance before starting with the charity.

A significant piece of work was undertaken by trustees to move our medical drive reservation information on to a shared platform. Additionally, our 681500 Help Line number was switched to a new provider, the new arrangement enabling ready transfer of call handling responsibilities between volunteers, as well as introducing a voice mail message alert system, ensuring that clients requiring either medical drives or financial assistance receive prompt attention.

SWAG’s twice-monthly lunch club had another very successful year, increasing both meals and clients served. Over the last 12 months the lunch club served close to 600 meals to an average of 26 clients per meeting. This is only achievable by the hard work and dedication of our lunch club team of Coordinators, volunteer cooks, helpers and greeters. Several of our clients provide help with transport to get their less able friends to these lunches. In addition, our volunteer drivers provide door-to-door transport for a small number of our less mobile clients.

### *New Forest Basics Bank*

SWAG continues to be the appointed “agent” for Sway for the New Forest Basics Bank, for whom the charity distributed six parcels over the Christmas period. During 2015-2016, in common with previous years, SWAG made a grant to the NFBB to support them in their valuable work in the local area.

### *Future Outlook*

The year under review has provided confirmation for trustees that the charity continues to provide relevant and timely services to residents of the village who are in need of practical and financial assistance. The trustees believe that they are witnessing early signs that the age profile of the charity’s clients, particularly those requiring financial assistance, is reducing, with an increasing tendency to receive requests for assistance from young families who are struggling with the effects of unemployment, reduced income on maternity (or incomes which have “flat-lined” in recent years, while household costs have continued to rise), and excessive consumer debt. We are also witnessing more referrals from charities operating in the local area who offer re-housing or debt management services, and who have observed SWAG’s ability to offer quick solutions to clients encountering a financial crisis.

The trustees attach great importance to the successful continuation of the services in which we have an established record of success, and where demand in our local community for these services continues to be strong.

The trustees will also look open-mindedly at possible new areas of activity, which correspond to the charity’s charitable objects, and where we feel that the charity can intervene without compromising its favourable reputation for timely and effective assistance to clients in need of our support.

Finally, the trustees wish to extend a truly deserved thank you to our volunteer drivers and cooks, our many supporters and donors without whose help our services would not exist.

David Golby  
Organiser

## SWAY WELFARE AID GROUP

### Financial Review

#### *Funds*

SWAG has three funds, an Unrestricted Fund that provides for all the charity's activities, an expendable Endowment Fund that is invested to provide interest and dividend income for the Unrestricted Fund and a Restricted Lunch Club Fund, the income for which comes from the subscriptions paid by lunch club members for their meals. During the second half of the year the charity opened a special restricted fund to collect donations towards an adapted wheelchair for a disabled person. This Wheelchair Fund is not shown separately in these accounts as it is now closed and the money spent on its intended purpose.

#### *Donations and Fundraising*

Donations in general were disappointing this year. The Christmas appeal raised £3771, 37% down on last year. Donations from clients of our transport service were 13% down at £2678, whereas donations from all other sources were 76% up on last year after discounting the £10,000 legacy that we received in that year. However "other" donations include £4100 from the special Wheelchair Fund mentioned above. If this were removed the result for other donations would also be 16% down. The appeal performance was probably influenced by the high surplus that we showed on last year's accounts, which may have discouraged some donors. Other principal donations received during the year were £656 from the wind up of the old Sway Neighbourhood Watch scheme, £525 from Open House Coffee Mornings and £508 from our drivers, several of whom donated their mileage payments.

Our only fundraising event is the annual village Boule competition and this raised £501 after deduction of the costs of the event.

#### *Charitable Activities*

There has been a substantial increase in demand for hardship grants this year with spending on this area nearly four times more than last year at £12,502. This does however include a one-off figure of £4962 for the special wheelchair. When this is excluded the hardship grant spending has still more than doubled. We have been able to help several Sway families facing severe financial difficulties.

Due to the continuing support of our heating grant sponsor we were able to maintain our heating grants at £450 per family. We are grateful to the local charitable trust that provides this sponsorship. We gave heating grants to sixteen families this year but have recently added two more to our list so expenditure in this area will rise next year.

The mileage payments made to our drivers fell this year by 4.6% but overall transport costs increased by 9% due to significantly higher support costs in this area. This was largely caused by the changeover of the telephone system from BT to a cloud based system provided by Office Answers. During the proving period we were running the two systems in parallel, which led to higher rental charges. The one-off costs of the Office Answers setup and the BT cancellation charge have been divided between transport and grant-making on a 50:50 basis. The trustees expect the Office Answers system to be cheaper than BT in a normal year as well as giving us the flexibility to switch direction for incoming calls on our helpline from our desks. Extra costs were also incurred to provide ten new drivers and the remainder of our existing drivers with ID cards. All our drivers now have SWAG ID cards.

Lunch Club members pay a nominal £3 per session subscription for their food. The charity continues to meet the room hire and other support costs from unrestricted funds and a transfer of £626 from the Unrestricted Fund to the Lunch Club Fund has been made for this. Costs have increased by 11% this year

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and this is due to one extra session (one had to be cancelled in 2014/15 owing to building work) and an increased number of meals served.

Grants made to other organisations this year were £380 to Sway Over Sixties Club to cover the hire of the room for their meetings and £500 to New Forest Basics Bank.

Overall support costs fell this year by 7.2% mainly because last year's figure absorbed the costs of setting up the new website.

### *Investments*

We have seen outstanding growth in the value of our investments this year of 11.2% for the Endowment Fund and 6.9% in the fixed interest investment part of the Unrestricted Fund. There are two factors at play here. Firstly the spot valuation at 30<sup>th</sup> September last year came at a time when the market was temporarily depressed. It quickly recovered from this, resulting in a first quarter growth for the Endowment Fund of 3.6%. The remainder of the growth in this fund came in the final quarter and is largely due to the fall in the value of the pound following the vote to leave the European Union in June. This fall has increased the Sterling valuation of the overseas element of our investments. Apart from a small fall in the first quarter the fixed interest investments in the Unrestricted Fund have shown steady growth throughout the year.

The yield on the Endowment Fund was 4%, slightly up from 3.9% last year. The yield on the Unrestricted Fund investments was 4.2%, slightly down from 4.3% last year. The overall growth in income from our investments was 9.5%, but this figure has been enhanced by the further investment of £5000 into the fixed interest part of the Unrestricted Fund towards the end of the last financial year, and so this is the first year that we have seen the full benefit of this.

### *Overall Position*

The overall position at the end of the year shows an 11% increase in our funds at £228,036. Income exceeded expenditure resulting in a surplus of £1514. At the end of the year the total reserves in the Unrestricted Fund were £20,693 after accrued liabilities. The trustees are confident that this is sufficient to meet the needs of the coming year.

## **Approval**

This report and the associated accounts were approved by the trustees on 31st October 2016 and signed on their behalf.

(signed)

Jonathan Hartley  
Chairman

(signed)

Jeremy Stevens  
Treasurer

## SWAY WELFARE AID GROUP

### Independent Examiners Report

I report on the accounts of the Sway Welfare Aid Group for the year ended 30<sup>th</sup> September 2016, which are set out on pages 9 to 12.

#### *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 although an independent examination is not formally needed one should be carried out.

It is my responsibility to:

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

#### *Basis of independent examiner's statement*

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 the 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.

(signed)

Raymond Champion  
Independent Examiner

Date: 25<sup>th</sup> October 2016



# SWAY WELFARE AID GROUP

## Statement of Financial Activities for the year ended 30<sup>th</sup> September 2016

	Notes	Unrestricted Fund	Restricted Lunch Club Fund	Endowment Fund	2016 Total Funds	2015 Total Funds Last Year
		£	£	£	£	£
<b>Income and Endowments from:</b>						
Donations and legacies	2	17,281	30		17,311	26,571
Charitable activities			1,800		1,800	1,676
Investments		7,936			7,936	7,245
Fund raising activities		1,206			1,206	1,326
<b>Total</b>		<u>26,423</u>	<u>1,830</u>		<u>28,253</u>	<u>36,817</u>
<b>Expenditure on:</b>						
Raising funds	3	743			743	760
Charitable activities	4	23,421	2,515		25,936	17,456
Other	5	60			60	60
<b>Total</b>		<u>24,224</u>	<u>2,515</u>		<u>26,739</u>	<u>18,276</u>
<b>Net income/(expenditure)</b>		<u>2,200</u>	<u>(685)</u>		<u>1,514</u>	<u>18,541</u>
<b>Transfers between funds</b>		<u>(626)</u>	<u>626</u>		<u>0</u>	
<b>Other recognised gains/(losses):</b>						
Gains/(losses) on investment assets		773		20,885	21,658	(1,310)
<b>Net movement in funds</b>		<u>2,346</u>	<u>(59)</u>	<u>20,885</u>	<u>23,172</u>	<u>17,231</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward		18,347	381	186,136	204,864	187,633
<b>Total funds carried forward</b>		<u>20,693</u>	<u>323</u>	<u>207,021</u>	<u>228,036</u>	<u>204,864</u>

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## Balance Sheet at 30<sup>th</sup> September 2016

	Note	2016 £	2015 £
<b>Fixed assets:</b>			
Investments - Endowment	6	207,021	186,136
Investments - Unrestricted funds	7	12,022	11,249
<b>Current assets:</b>			
Debtors	8	758	1,056
Deposit account		7,367	6,028
Cash at bank and in hand		1,342	755
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	9	(474)	(371)
<b>Net assets or liabilities</b>		<u>228,036</u>	<u>204,854</u>
<b>The funds of the charity:</b>			
Endowment fund		207,021	186,136
Unrestricted fund		20,693	18,347
Lunch Club fund		323	381
<b>Total charity funds</b>		<u>228,036</u>	<u>204,864</u>

## SWAY WELFARE AID GROUP

### Notes to the Financial Statements for the year ended 30<sup>th</sup> September 2016

#### 1. Accounting policies:

- a) The financial statements have been prepared in accordance with SORP2015, the Financial Reporting Standards for Smaller Entities (FRSSE) and the Charities Act 2011.
- b) Donations are credited to income when received.
- c) Income from investments is credited to income when received.
- d) Investments are stated at their market value at the balance sheet date.

#### 2. Donations:

	Appeal	Transport	Lunch Club	Heating	Other	2016 Total	2015
	£	£	£	£	£	£	£
Donations received	3,082	2,221	30	3,000	7,429	15,763	13,573
In memoriam					100	100	800
Legacy							10,000
Gift Aid tax recovery	663	212			303	1,178	1,949
GASD recovery	26	245			0	270	249
	<u>3,771</u>	<u>2,678</u>	<u>30</u>	<u>3,000</u>	<u>7,832</u>	<u>17,311</u>	<u>26,571</u>

Note: Of the other donations listed above £4,100 was given specifically for a wheelchair for a disabled person.

#### 3. Costs of fundraising:

	2016	2015
	£	£
Appeal	38	80
Boule and Draw	476	476
Scouts for help with Boule event	230	204
	<u>743</u>	<u>760</u>

#### 4. Charitable activities:

	Direct	Support	2016 Total	2015
	£	£	£	£
Hardship grants to individuals	12,324	179	12,502	3,386
Heating grants to individuals	7,200		7,200	8,100
Grants made to organisations	880		880	1,110
Transport service	1,945	893	2,838	2,602
Lunch Club	2,510	5	2,515	2,257
Total costs of charitable activities	<u>24,859</u>	<u>1,077</u>	<u>25,936</u>	<u>17,456</u>

Note: Hardship grants above include £4962 for a wheelchair for a disabled person

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## Notes to the Financial Statements (continued)

<b>5. Other costs:</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Room hire for public meetings	60	60
	<u>60</u>	<u>60</u>
<b>6. Investments - Endowment:</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Carrying value at start of period	186,136	177,500
Additions at cost		10,000
Unrealised gain/(loss) on investments	20,885	(1,364)
Carrying value at end of period	<u>207,021</u>	<u>186,136</u>
<b>7. Investments - Unrestricted Fund:</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Carrying value at start of period	11,249	6,195
Additions at cost		5,000
Unrealised gain/(loss) on investments	773	54
Carrying value at end of period	<u>12,022</u>	<u>11,249</u>
<b>8. Debtors:</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Gift Aid/GASD refund due	438	579
Un-credited cheques	85	242
Pre-payments:		
Room hire for Lunch Club	135	135
Room hire for Over Sixties Club	80	80
Room hire for AGM	20	20
	<u>758</u>	<u>1,056</u>
<b>9. Creditors:</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Accrued mileage costs	444	361
Un-presented cheques		10
Driver Appraisal Charges Due	30	
	<u>474</u>	<u>371</u>