

**THE WILTSHIRE BOBBY VAN TRUST**  
**(a Charitable Incorporated Organisation)**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

**Charity Number:- 1153790**

**J S Weeks & Co**  
**Accountants**  
**Devizes**

# **THE WILTSHIRE BOBBY VAN TRUST**

## **Contents**

	<b>Pages</b>
Charity Information	1
Trustees' Report	2 - 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Accounts	7 - 13

**THE WILTSHIRE BOBBY VAN TRUST**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**Charity Information**

<b>Organisation Type</b>	Charitable Incorporated Organisation	
<b>Patron</b>	HRH The Duchess of Cornwall	
<b>Vice Patrons</b>	The Marchioness of Lansdowne Mrs Annette Lynton Mason Claire Perry MP	
<b>Trustees</b>	Robert Hiscox DL – Chairman Deputy Chief Fire Officer John Aldridge Mark Cann Sara Jones CBE DL Jeremy Major – Treasurer Dame Elizabeth Neville DBE DL John Nokes Col. Robert Richardson-Aitken Lucinda Stafford-Deitsch Chief Constable Mike Veale	
<b>Director</b>	Jennie Shaw	
<b>Operators</b>	Ruth Entwistle Paula Evans Kathleen Williams Doug Batchelor Rod Law Mick Leighfield	Co-ordinator (resigned March 2017) Co-ordinator (appointed March 2017) Co-ordinator (appointed March 2015) Van operator (appointed May 2016) Van operator (resigned May 2016) Van operator
<b>Charity Number</b>	1153790	
<b>Charity Office</b>	Hazeland Mill Bremhill Calne Wiltshire SN11 9LJ	
<b>Operation Office</b>	Devizes Police Station New Park Street Devizes Wiltshire SN10 1DZ Tel:- 01380 861155      Email:- bobbyvan@wiltshire.police.uk	
<b>Accountants</b>	J S Weeks & Co 41 St Johns Street Devizes Wiltshire SN10 1BL	
<b>Bankers</b>	Lloyds Bank Plc 38 Market Place Devizes Wiltshire SN10 1JD	

**THE WILTSHIRE BOBBY VAN TRUST**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2017**

The Trustees present their report and the accounts for the year ended 31 March 2017.

**Reference and Administration Details**

The charity information and list of trustees who have served during the year are detailed on page 1.

**Structure, Governance and Management**

The appointment of trustees is governed by the Trust Deed of the charity. The Board of Trustees is authorised to fill vacancies arising through the resignation or death of an existing trustee or to strengthen the committee.

On 1 April 2014 the charity changed to a Charitable Incorporated Organisation (CIO). This had no impact on the day to day running of the charity.

**Objectives and Activities**

The objects of the charity are to promote for the public benefit the protection of people and property, the prevention of criminal acts and the reduction of the fear of crime.

The Trust protects the most vulnerable people in Wiltshire and Swindon by securing homes of the elderly (over 60), and the vulnerable and disadvantaged (through mental or physical disability) who have become, or are at risk of becoming, victims of house crime or domestic abuse. The 'Bobby' operators carry out full home security and fire risk assessments before fitting the appropriate hardware for each client. This service and the equipment are provided free to all eligible clients.

The Bobby operators secures approximately 1,200 homes each year. The service reduces the fear of crime, reduces the incidence or re-victimisation and allows people to live without fear in their own home.

A new service we have been developing this year has been the provision of advice to the elderly or disadvantaged on cyber-crime. The use of computers is often essential to our clients and they are very vulnerable to exploitation by theft and by deceit from unscrupulous fraudsters.

The Trustees, in reviewing the Charity's aim and objectives and in planning activities, have considered the Charity Commission's guidance on public benefit. The Trustees are content with the degree and scope of public benefit the Charity provides.

**Achievements and Performance**

The Bobby operators have visited 1,160 homes in the past financial year. 360 of these were in response to a crime being committed; 203 domestic abuse victims were visited and 597 homes were secured on proactive visits to elderly and vulnerable people who didn't feel they had adequate security to feel safe.

The team have talked at 76 different community groups attended by over 1,800 people to promote our services and give advice on home and personal safety.

**Financial Reserves Policy**

The Trust's reserve policy is one of maintaining a capital reserve to be able to meet and respond to the needs of the community it serves; this means that it must be prepared to vary its method of operation to meet new challenges. Changes may include the purchase of capital equipment and the employment of additional staff. We are aware that the new cyber advice service could need considerable resources.

**THE WILTSHIRE BOBBY VAN TRUST**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

**Investment Policy**

The trustees have the power to invest in such assets as they see fit. All investment opportunities are chosen with due regard to the level of risk and ethical considerations.

The current aim is preservation of capital with an overall return balanced between capital growth and income. The trustees delegate the management to the Finance Committee consisting of Robert Hiscox, Jeremy Major and Mark Cann, and the portfolio is discussed at each meeting of trustees.

**Risk Management**

The Trustees have assessed the risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and are satisfied that proper systems and controls are in place to mitigate exposure to foreseeable risks.

**Approval**

This report was approved by the trustees on 23 June 2017 and signed on their behalf by:



.....  
Jeremy Major  
Trustee/ Treasurer



.....  
Robert Hiscox  
Chairman of Trustees

# THE WILTSHIRE BOBBY VAN TRUST

## **Report of the Independent Examiner To The Trustees of The Wiltshire Bobby Van Trust**

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 5 to 13.

### **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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether any 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 Commissioners. 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 of 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**

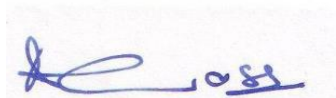
In connection with my examination, no matter has come to my attention:

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 2011 Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



.....  
Mrs A M Cross FCCA  
J S Weeks & Co  
41 St John's Street  
Devizes  
Wiltshire

23 June 2017

**THE WILTSHIRE BOBBY VAN TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>Incoming Resources</b>					
<b>Incoming Resources from Generated Funds:-</b>					
<i>Voluntary Income:</i>					
Donations and Gifts	2	190,452	106,463	296,915	289,509
<i>Activities for Generating Funds:</i>					
Fundraising Events		51,574	-	51,574	68,473
Investment Income	3	21,986	-	21,986	15,965
<b>Total Incoming Resources</b>		<u>264,012</u>	<u>106,463</u>	<u>370,475</u>	<u>373,947</u>
<b>Resources Expended:-</b>					
<i>Costs of Generating Funds:</i>					
Investment Management Costs	4	1,237	-	1,237	888
Charitable Activities	4	<u>35,715</u>	<u>157,215</u>	<u>192,930</u>	<u>187,226</u>
<b>Total Charitable Expenditure</b>		<u>36,952</u>	<u>157,215</u>	<u>194,167</u>	<u>188,114</u>
Governance Costs	4	<u>4,949</u>	<u>1,290</u>	<u>6,239</u>	<u>6,019</u>
<b>Total Resources Expended</b>		<u>41,901</u>	<u>158,505</u>	<u>200,406</u>	<u>194,133</u>
<b>Net Incoming/(Outgoing) Resources before Other Recognised Gains and Losses</b>		222,111	(52,042)	170,069	179,814
Other Recognised Gains and (Losses)	5	<u>80,734</u>	<u>-</u>	<u>80,734</u>	<u>(12,552)</u>
<b>Net Movement in Funds</b>		<u>302,845</u>	<u>(52,042)</u>	<u>250,803</u>	<u>167,262</u>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		<u>522,281</u>	<u>145,206</u>	<u>667,487</u>	<u>500,225</u>
<b>Total Funds Carried Forward</b>		<u><u>825,126</u></u>	<u><u>93,164</u></u>	<u><u>918,290</u></u>	<u><u>667,487</u></u>

The notes on pages 7 to 13 form an integral part of the accounts

# THE WILTSHIRE BOBBY VAN TRUST

## BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	2016 £
<b>Fixed Assets</b>			
Investments	8	738,898	559,574
<b>Current Assets</b>			
Stock		28,257	25,426
Debtors and Prepayments	9	11,144	12,342
Cash at Bank and in Hand		202,686	73,248
		<u>242,087</u>	<u>111,016</u>
<b>Creditors: Amounts Falling Due Within One Year</b>	10	<u>(62,695)</u>	<u>(3,103)</u>
<b>Net Current Assets</b>		179,392	107,913
<b>Net Assets</b>		<u>918,290</u>	<u>667,487</u>
<b>Represented by:-</b>			
<b>Unrestricted Income Funds:-</b>			
General Fund		365,793	243,682
Designated Revaluation Fund		159,333	78,599
Designated Contingency Reserve		300,000	200,000
		<u>825,126</u>	<u>522,281</u>
<b>Restricted Income Funds</b>		93,164	145,206
<b>Total Funds</b>	11	<u>918,290</u>	<u>667,487</u>

The accounts were approved by the Trustees on 23 June 2017 and signed on their behalf by:



.....  
Robert Hiscox  
Chairman of Trustees

The notes on pages 7 to 13 form an integral part of the accounts



**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**1.1. Basis of Accounting**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

**1.2. Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

**1.3. Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

**1.4. Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**1.5. Fixed Assets**

Investments held as fixed assets are revalued at the balance sheet date with any gain or loss being taken to the Statement of Financial Activities.

**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

**2. Donations and Gifts**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Personal	29,386	38,098
Trusts	139,763	222,670
Business and Sponsorship	102,493	4,490
Clubs and Societies	3,740	2,102
Parish Councils	2,388	2,460
County, Town and District Councils	6,620	5,350
Gift Aid Tax Refunds	6,005	8,279
Fire and Rescue	6,520	5,560
Legacy	-	500
	<hr/>	<hr/>
	<b>296,915</b>	<b>289,509</b>
	<hr/> <hr/>	<hr/> <hr/>

**3. Investment Income**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Interest receivable	8,397	6,010
Dividends receivable	13,589	9,955
	<hr/>	<hr/>
	<b>21,986</b>	<b>15,965</b>
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**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

**4. Total Resources Expended**

	<b>Charitable Activities £</b>	<b>Governance £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>Costs Directly Allocated To Activities</b>				
Security Hardware:-				
Opening Stock	25,426	-	25,426	25,791
Purchases in the Year	31,008	-	31,008	32,390
Closing Stock	(28,257)	-	(28,257)	(25,426)
	<u>28,177</u>	<u>-</u>	<u>28,177</u>	<u>32,755</u>
Salaries and Pensions (Including Employer's National Insurance)	106,521	-	106,521	99,494
Van Leasing and Expenses	17,359	-	17,359	17,691
<b>Support Costs Allocated to Activities</b>				
Sundry Expenses	1,909	-	1,909	1,496
Publicity, Promotions and Event Costs	16,619	-	16,619	14,093
Accountancy	-	1,080	1,080	1,020
Insurance	508	-	508	500
Consultancy Fees and Expenses	20,637	5,159	25,796	24,996
Computer Consumables	1,200	-	1,200	1,200
Investment Management Fees	1,237	-	1,237	888
	<u>194,167</u>	<u>6,239</u>	<u>200,406</u>	<u>194,133</u>

**5. Other Recognised Gains and (Losses)**

	<b>2017 £</b>	<b>2016 £</b>
Gains/(Losses) on Revaluation of Investments	80,734	(12,552)
	<u>80,734</u>	<u>(12,552)</u>

**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

6. The Wiltshire Police Authority met the following costs on behalf of the trust:

Insurance  
Uniforms  
Co-ordinators Travel Expenses  
Staff Training, Supervision and Support  
Office Accommodation  
Heating and Lighting  
Telephone  
Printing, Postage and Stationery  
Office Equipment Repairs and Renewals  
Vehicle Running Costs

7. **Staff Costs and Numbers**

All staff are employees of Wiltshire Police, they are line managed by Wiltshire Police and adhere to Police procedures and policies.

Staff costs were as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Salaries and Pensions (including employer's national insurance)	106,521	99,494
	<u>          </u>	<u>          </u>

The average number of employees during the year was four (2016 – four).

**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

**8. Fixed Asset Investments**

	<b>Listed Investments £</b>	
<b>Cost or Valuation</b>		
As at 1 April 2016	559,574	
Additions at Cost	98,590	
Gains on Revaluation	80,734	
	<u>738,898</u>	
As at 31 March 2017	<u>738,898</u>	
 <b>Historical cost:</b>		
As at 31 March 2017	<u>579,565</u>	
 As at 31 March 2016	<u>480,975</u>	
 <b>Net Book Value as at 31 March</b>	<b>2017 £</b>	<b>2016 £</b>
Smith & Williamson investment portfolio	<u>738,898</u>	<u>559,574</u>

**9. Debtors and Prepayments**

	<b>2017 £</b>	<b>2016 £</b>
Trade Debtors	3,914	5,133
Prepayments	7,230	7,209
	<u>11,144</u>	<u>12,342</u>

**10. Creditors: Amounts Falling Due Within One Year**

	<b>2017 £</b>	<b>2016 £</b>
Trade Creditors	61,615	2,083
Accruals	1,080	1,020
	<u>62,695</u>	<u>3,103</u>

**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

**11. Movement in Funds**

	Balance at 1 April 2016 £	Incoming Resources £	Resources Expended £	Other Gains & Losses £	Transfers £	Balance at 31 March 2017 £
<b>Unrestricted Funds:-</b>						
General Fund	243,682	264,012	(41,901)	-	(100,000)	365,793
<i>Designated funds:</i>						
Revaluation Reserve	78,599	-	-	80,734	-	159,333
Contingency Reserve	200,000	-	-	-	100,000	300,000
<b>Restricted Funds:-</b>						
Van Operating Fund	145,206	106,463	(158,505)	-	-	93,164
<b>Total Funds</b>	<u>667,487</u>	<u>370,475</u>	<u>(200,406)</u>	<u>80,734</u>	<u>-</u>	<u>918,290</u>

**Purpose of Designated Funds**

Revaluation Reserve

The revaluation reserve fund represents the amount by which the investments exceed their historical cost.

Contingency Reserve

The trustees have designated sufficient funds in the contingency reserve to cover redundancy and other costs in the event that the charity has to be discontinued through lack of funding.

**Purpose of Restricted Funds**

Van Operating Fund

This restricted income fund comprises money donated specifically towards the costs of operating the vans.

**12. Analysis of Net Assets between Funds**

	General Fund £	Designated Funds £	Restricted Funds £	Total £
Investments	186,401	459,333	93,164	738,898
Current Assets	242,087	-	-	242,087
Current Liabilities	(62,695)	-	-	(62,695)
	<u>365,793</u>	<u>459,333</u>	<u>93,164</u>	<u>918,290</u>

**THE WILTSHIRE BOBBY VAN TRUST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

.....Continued

**13. Trustee Remuneration and Related Party Transactions**

None of the trustees received any remuneration or reimbursement of expenses during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.