



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2016		31	March	2017

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	Nancy Humphrey MBE	Chair		
3	Geoffrey Kell	Secretary		
4	Barry Noble	Vice Chair		
5	Rev. Robert Langley	Trustee		
6	Anthony Edward Gray	Trustee		
7				
8				
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 2016

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.

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.

Additional details of objectives and activities (Optional information)

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

	No. Services	No. Individuals
<i>Better Daily Living Services:</i>		
Bottle in the fridge	0	0
Handyman	149	47
Laundry Collection& Delivery	1289	56
Small Aids Equipment	757	332
<i>Wellbeing Services:</i>		
Aromatherapy	343	18
Befriending	393	24
Counselling	144	7
Lunch Club	466	20
<i>Advice & Advocacy Services:</i>		
W/Benefits Advice	627	145
<i>Community Services (available to general public):</i>		
Credit Union	162	
DBS	439	439
TOTAL:	5013	1108

We are currently working towards the PQASSO

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 31st March 2017, 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 £13,000 to be required to cover redundancy costs of staff in the event of the charity ceasing to operate. This leaves a balance of £8,708 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

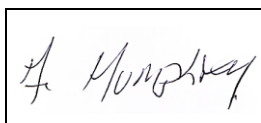
Section G

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)

Nancy Humphrey MBE

Position (eg Secretary, Chair, etc)

Chair

Date

20/11/2017

CARING HANDS

(Registered Charity No. 1039527)



STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2017

CARING HANDS

(Registered Charity No. 1039527)

ACCOUNTS FOR THE YEAR **1st APRIL 2016 TO 31st MARCH 2017**

STATEMENT OF RECEIPTS AND PAYMENTS

RECEIPTS

2015/2016

8,158.40	Laundry/Lunch Club
16,488.81	Community Launderette
11,659.13	Donations and Gift Aid
258.33	Aromatherapy
59.50	Photocopying
31.00	Interest on Reserve Account
-	H. M. Revenue and Customs - Tax Repayment
9,427.10	Disclosure & Barring Service
300.00	Hire of Premises
900.00	Pilot Light - Travel Expenses

47,282.27

2016/2017

9,893.70
19,592.63
10,997.59
514.71
50.68
22.30
-
9,321.00
1,200.00
-

51,592.61

GRANTS

33,793.16 (SP))		
10,150.00 (OW)) Newcastle City Council - Newcastle Fund	22,728.15	
3,500.00 (SHW))		
3,000.00	Christ's Hospital in Sherburn (Adv. Wks. Costs)	-	
5,000.00	Sir James Knott Trust	-	
3,000.00	Garfield Weston Foundation	20,000.00	
-	Henry Smith Charity at the Comm. Foundation	22,800.00	
-	Community Foundation Grant Award	5,590.00	71,118.15

£105,725.43

£122,710.76

PAYMENTS

2015/2016

61,872.40	Employment Costs
1,870.50	Volunteers Expenses
2,582.52	Small Aids
3,051.00	Meals
2,403.19	Transport costs
1,150.00	Hire of Premises
2,218.71	Telephone charges
1,424.27	Insurances
1,321.30	Water Rates
5,309.87	Electricity and Gas
5,927.32	Office Furniture, Equipment and Repairs
728.25	Office Expenses and Sundries
300.00	Audit
1,020.71	Stationery, Publications, Subscriptions, Adverts etc.
49.98	Handyman/Garden Equipment
150.00	Trade Waste
9,584.00	Welfare Rights / Benefits Advice
1,702.82	Laundrette Equipment & Volunteers Expenses
7,379.00	Disclosure & Barring Service
418.00	Training
2,765.00	Counselling Service
708.00	Adviser Net User Licence
336.82	Aromatherapy Equipment
59.90	Befriending Services

£114,333.56

2016/2017

70,460.40
1,952.05
2,518.42
3,886.50
3,736.68
1,175.00
2,806.70
2,020.56
1,668.37
6,104.61
2,961.92
825.61
400.00
1,605.66
-
156.00
9,449.00
2,624.80
6,520.00
-
2,585.00
-
-
122.50

£123,579.78

2015/2016

(8,608.13)
85,185.94

£76,577.81

Surplus / (Deficiency) for the Year 2016/ 2017
Balance (In Hand) Brought Forward 1st April, 2016

Balance (In Hand) Carried Forward 31st March, 2017

2016/2017

(869.02)
76,577.81

£75,708.79

REPRESENTED BY NATWEST BANK

16,547.33
60,030.48

£76,577.81

Current Account
Reserve Account

12,266.01
63,442.78

£75,708.79

RECONCILIATION

Balances as per Bank Statements at 31st March, 2017

Current Account 12,266.01

Less: Unpresnted Cheques -

-
_____ 12,266.01

Reserve Account

63,442.78

BALANCE AS PER CASH BOOK

£75,708.79

(1) Independent Examiner's Certificate

I have examined the foregoing Statement of Receipts and Payments of Caring Hands in respect of the year ended 31st March, 2017 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 31st March 2017.

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

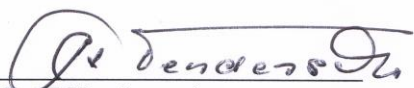
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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
13th May 2017

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)

(Website - www.caringhandscharity.org.uk)

Chair of Trustees - Nancy Humphrey MBE

Treasurer - Sheila Brown

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

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	CARING HANDS		
On accounts for the year ended	31 st MARCH 2017	Charity no (if any)	1089827
Set out on pages	1 AND 2 <small>(remember to include the page numbers of additional sheets)</small>		

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 statement

My examination was carried out in accordance with 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 ~~(other than that disclosed below*)~~

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.

* Please delete the words in the brackets if they do not apply.

Signed:

John Thurlbeck Henderson

Date:

13th May 2017

Name:

JOHN THURLBECK HENDERSON

Relevant professional qualification(s) or body (if any):

RETIRED LOCAL AUTHORITY TREASURER

Address:

8 CAMDEN SQUARE

NORTH SHIELDS

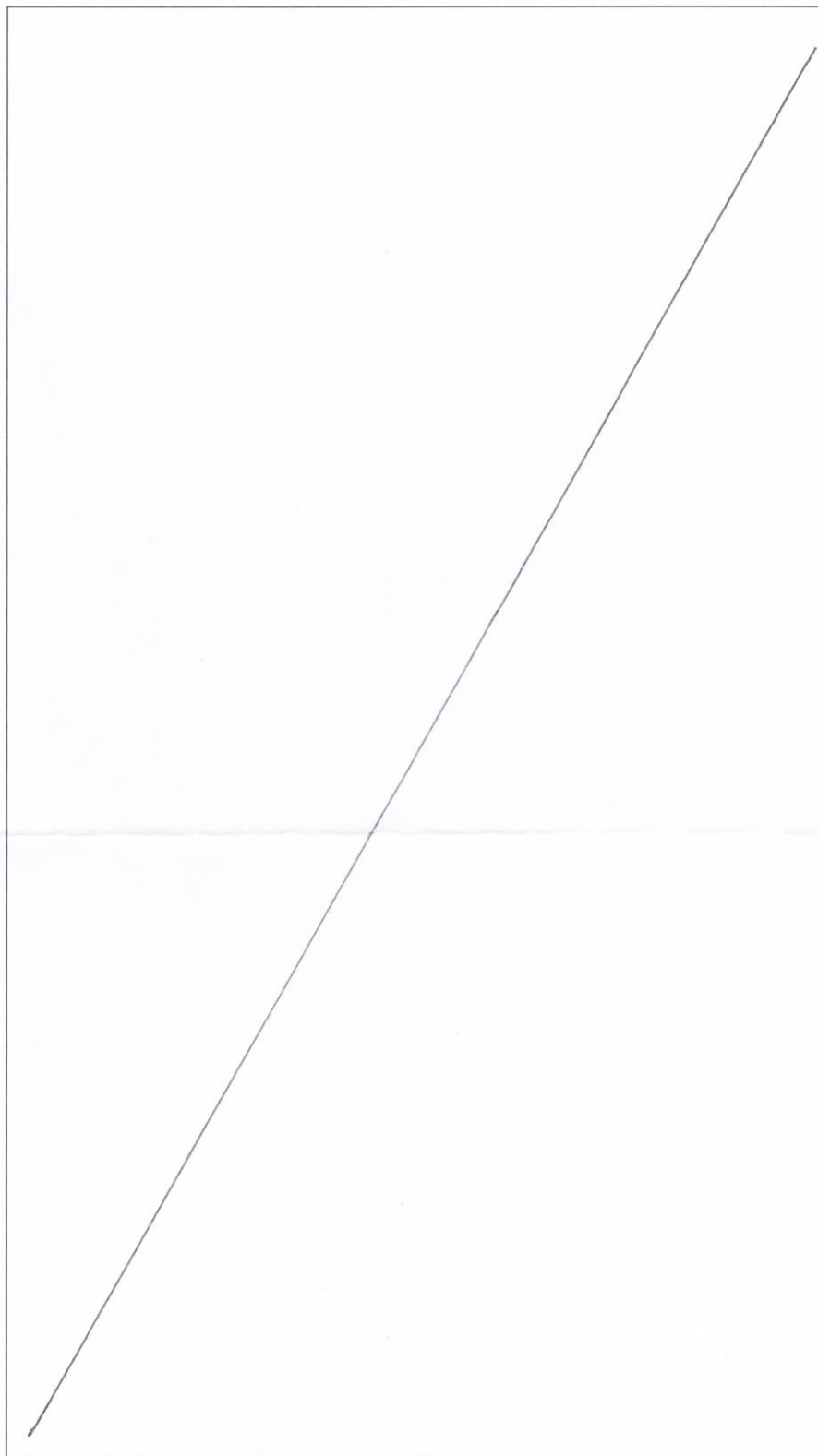
TYNE AND WEAR NE30 1NR

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.





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


CC16a

For the period from	Period start date 01/04/2016	To	Period end date 31/03/2017
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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 £
A1 Receipts					
Grants	71,118	-	-	71,118	59,343
Donations & Gift Aid	10,998	-	-	10,998	11,659
Services	19,780	-	-	19,780	17,903
Launderette	19,593	-	-	19,593	16,489
Hire of Premises	1,200	-	-	1,200	300
Interest Reserve Account	22	-	-	22	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	122,711	-	-	122,711	105,694
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	122,711	-	-	122,711	105,694
A3 Payments					
Salaries and on costs	70,460	-	-	70,460	61,872
Volunteer Expenses	16,611	-	-	16,611	15,922
Service Costs	17,959	-	-	17,959	17,430
Equipment/repairs	2,962	-	-	2,962	5,927
Audit	400	-	-	400	300
Overheads	15,188	-	-	15,188	12,881
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	123,580	-	-	123,580	114,334
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	123,580	-	-	123,580	114,334
Net of receipts/(payments)	- 869	-	-	- 869	- 8,640
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 869	-	-	- 869	- 8,640

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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			SHEILA BROWN	20/11/2017