

SHEFFIELD FAMILY HOLIDAY FUND

Charity No. 505590

NOTICE of 42nd ANNUAL GENERAL MEETING

**To be held on 15th MARCH 2018 AT 12.30pm
at the offices of Investec Wealth & Investment
Beech House, 61 Napier Street, Sheffield S11 8HA**

AGENDA

1. Apologies for absence.
2. Minutes of the last AGM held on 15th March 2017.
3. Annual Accounts and Annual Report, 2017.
4. Appointment of Independent Examiner
5. Election of Trustees. James Beddingfield, Nick Bolton and Liz Murray retire by rotation and offer themselves for re-election.
6. Short Address by Mr Peter Jackson. Peter enjoyed a successful business career with the Dutch heavy vehicle company, DAF, where he rose to become Bus, Military and Government Sales Director. After 25 years there he started his own business and currently spends much of his time trying to get heavy vehicle drivers to save fuel.
A few years ago, and away from business, Peter became Chairman of Stumperlowe Probus Club and was responsible for injecting new life into a club which was on its last legs. Today it is a thriving organisation with 60 members.
7. John McDonald, of the Family Holiday Association, based in London will update us on the latest national developments in providing holidays for the underprivileged.

**Minutes of the 2016 Annual General Meeting
held on 16th March 2017 at
the offices of Investec Wealth & Investment**

Present: Alex Ritchie, John McDonald, Chief Executive, FHA and 12 others.

Apologies for absence: Sue Smith, Liz Murray, June Blower, Sile Burns.

The minutes of the last AGM were approved and signed.

The Chairman took the meeting through the salient points in his annual Report for 2016. It was noted that Sheffield's leading charities had given us £21,350, compared with £21,950 the previous year. The contributions from other sources, however, increased from £5,040 to £11,366 and it was hoped that this upward trend would increase in the current year. The early signs are good.

The Chairman asked for any comments on the accounts following which Stephen Allen proposed they be accepted and Julia Massey seconded the motion which was carried unanimously.

Susan Smith had intimated that she was happy to carry on as Independent Examiner and the Chairman expressed his appreciation of her continuing to act in this role. David Meadows proposed that she be re-appointed and Sara Gowen seconded the motion which was carried unanimously.

David Meadows and Stephen Allen are the Trustees retiring by rotation and offer themselves for re-election. This was proposed by James Beddingfield and seconded by Jim Fulton and the motion was carried unanimously.

In addition Sara Gowen, who was appointed as a Trustee on 16th February 2017 was required to retire by rotation and offered herself for re-election. Rachel Hopkins proposed that she be re-elected and this was seconded by Stephen Allen. The motion was carried unanimously.

Our guest speaker Mr Alex Ritchie, a former Director General of Sheffield Passenger Transport Executive, gave us a very interesting talk on his childhood memories of holidays taken as a young boy. He was not from a privileged background but through living in Edinburgh he had a good education. As a young boy he went for a week to Portobello, only a few miles from Edinburgh which has a lovely sandy beach. When he was a little older he spent time in late August on a farm in Boat of Garten helping with the harvest. It was not until he was 14 or 15 years old that he ventured south to Morecambe in Lancashire and he was 22 years before making his first trip abroad – France. He praised the work that SFHF did for young children and families from disadvantaged backgrounds and presented the Chairman with a cheque for £300 from Abbeydale Rotary Club, of which he has been a member for many years.

John McDonald of FHA then spoke updating us on the latest activities in London. He told us that FHA had liaised with the organisation Visit Kent who had generously donated free days out to various historical places of interest in the county. FHA were opening channels in a similar vein in the City of York and it was anticipated that over the coming years our local Sheffield families will reap the benefit of these outings. He reported that FHA had helped 5,000 families to have a holiday or daybreak in 2016.

The Chairman then asked Mr Ritchie to present John with a cheque for £10,000 being the first contribution from SFHF for 2017.

This brought the meeting to an end and a buffet lunch, provided by Investec, was enjoyed by all present.

SHEFFIELD FAMILY HOLIDAY FUND
Charity Number 505590

Annual Report for 2017

I am delighted to welcome our chief guest today, Mr Peter Jackson. Peter is a Sheffield lad born and bred. After schooling he went into light engineering based in Birmingham. Following his apprenticeship over two years he was moved to Scotland as the area technical representative. As he built the business there, he became Area Manager and enjoyed his travels. When he felt that he had proved to his parents that the money spent on his education had not been wasted he left what his father thought was a very promising career and followed his long held interest in lorries – or trucks as they are now known.

He joined the Dutch company – DAF – and in his own words started as tea boy and rose through the ranks to the Board where he held the position of Bus, Military and Government Sales Director. After 25 years he started his own business and today spends much of his time trying to get drivers to save fuel! A few years ago he became Chairman of Stumperlowe Probus Club, which is where I first met him, and was largely responsible for injecting new life into a Club which was on its last legs. He will certainly put a spark into our AGM.

2017, our 41st Year of existence, turned out to be even more successful in terms of funds raised than 2016, our 40th Anniversary Year, which received considerable publicity. 2017 undoubtedly benefited from the momentum factor engendered in 2016.

In the accompanying sheet, headed Other Donors, you will see the many substantial individual donations of a one-off nature received by us during the year. We appreciate greatly the support we continue to receive from our Core Supporters. They are also listed at the head of the Donors page accompanying these Accounts. My fellow Trustees and I fully appreciate their support which forms the bedrock by which the Trust is able to continue.

We cannot rest on our laurels as we move forward. 2018 will be a tough year for fundraising coming on the back of the highly successful 2017. To this end we have formed a small “fundraising sub committee” who will be networking generally with our known supporters from the past as well as looking for support from potentially new sources.

Those of you and who attended the AGM last year will remember the excellent address given by Mr Alex Ritchie, a former Director General of The Sheffield Passenger Transport Executive who masterminded the launching of Supertram in the city in 1995. Born in Edinburgh and living there in the early years of his life he had happy memories of childhood holidays spent nearby in Portobello, on a farm in Boat of Garten in the north of Scotland until venturing south to Morecambe on the Lancashire coast.

We could not exist in an efficient and effective way if it weren't for the wholehearted support we continue to receive from the FHA in London. Over the last 18 years we have built a longstanding and strong relationship with their Chief Executive, John McDonald, and his professional team headed up by John Kinnear. I visit them periodically, swapping thoughts on, inter alia, latest ideas for fundraising events and venues for days out for our holiday recipients.

You will note that in 2016 we raised a record £32,716. Much of this came in just before our Financial Year End after we had briefed the FHA toward the end of the year on how much they could conservatively spend in 2017.

At this stage, it is important to draw to your attention the final two pages of our set of accounts. You will note that in 2017 we funded holidays and day breaks for referrals from 26 different Sheffield organisations costing £25,885. We also show in a separate schedule the postal districts in which recipients of our holidays and daybreaks reside.

I am sorry to report that a long serving Trustee, Sile Burns, has retired from the Committee. Sile remembers one of our four founder trustees and has regaled us recently with many interesting stories from the early stages of the charity's existence. She remarked how much SFHF had changed over the years and its growth has been outstanding and beyond the wildest dreams of the original founders. Her wise counsel will be sorely missed.

Finally, I must thank Investec Wealth & Investment for again making their boardroom available to us both for this meeting and for periodic Trustee meetings throughout the year. They generously supply the refreshments too. A final thank you must go to Nick Bolton for organising the typing of the accounts and putting this package together for our AGM, copies of which will be sent to all our beneficiaries who have been unable to attend the meeting. Congratulations and very grateful thanks are also due to Nick for his incredible achievement in completing an extremely arduous Half Ironman triathlon event in Italy in June 2017 in the amazing time of 5hrs 52mins and raising for SFHF the sum of £940 which was supplemented with an extra £500 by Investec who support exceptional fund raising efforts by their staff. We are indeed fortunate to have people of Nick's calibre as Trustees.

John Hopkins
Chairman of Trustees
20th February 2018

SHEFFIELD FAMILY HOLIDAY FUND

Charity No 505590

INCOME AND EXPENDITURE ACCOUNT – YEAR ENDED 31ST DECEMBER 2017

INCOME	2017	2016
	£	£
Donations from Charitable Trusts, Organisations and Individuals	37,092	32,716
Dividend Income	1,318	1,233
Bank Interest	3	7
Total Income	38,413	33,956
Less Sundry expenses	970	3,595
NET INCOME FOR THE YEAR	37,443	30,361

BALANCE SHEET AT 31ST DECEMBER 2017

	2017	2016
	£	£
FIXED ASSETS		
Quoted Investment at cost (Note 2)	12,810	12,810
Capital Fund cash balance (Note 3)	2,000	-
CURRENT ASSETS		
Cash at Bank	15,424	14,981
Debtors	1,000	1,000
	16,424	15,981
NET ASSETS	31,234	28,791
Represented by:		
ACCUMULATED FUND		
Balanced B/fwd	28,791	28,430
Add: Excess of Income over Expenditure	37,443	30,361
	66,234	58,791
Add: Increase in Capital Fund	2,000	-
	68,234	58,791
Excess of Income over Expenditure	37,000	30,000
ACCUMULATED FUND at 31.12.2017 (2016)	31,234	28,791

SHEFFIELD FAMILY HOLIDAY FUND
Charity No. 505590

DONORS 2017

2017
£

TRUST CORE DONORS:	
Freshgate Trust	4,000
Zachary Merton & Geo Woodfin Conv Trust	3,000
Church Burgesses Trust	3,000
JG Graves Charitable Trust	3,000
Town Trustees of Sheffield	2,000
Queen Victoria and Johnson Memorial Trust	2,000
Talbot Trusts	1,000
Cutlers Company Charitable Trust	1,000
Hyman Winstone Foundation	500
Dixon Pitchfork Charitable Trust	500
Sheffield General Benevolent Society	400
Whitecourt Charitable Trust	100
Harry Bottom Charitable Trust	-
20,500	

OTHER DONORS:

Sheffield Girls High School	3,678
Abbeydale and Millhouses Churches Lent Collection	2,553
Anonymous Donation	2,000
Nether Edge Neighbourhood Group	1,800
Sheffield Cricket Lovers Charity Lunch	1,700
Nick Bolton (Trustee) Ironman Donation	940
St Maries Activity Group	850
Sarah Lynch and Roger Purkiss	800
Investec	500
St John's Church Rannoor	475
Rotary Club of Abbeydale	300
Barber Harrison & Platt	250
Heatherfield Club	200
Fyfe Financial	200
HMRC Gift Aid Tax Refunds	230
Miscellaneous Donations	116
16,592	
37,092	

Capital Fund

Balance	14,810
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SHEFFIELD FAMILY HOLIDAY FUND
Charity No. 505590
DONORS 2016

2016	£	
TRUST CORE DONORS:		
4,000		Freshgate Trust
3,000		Zachary Merton & Geo Woofindin Conv Trust
3,000		Church Burgesses Trust
3,000		JG Graves Charitable Trust
2,000		Town Trustees of Sheffield
1,850		Talbot Trusts
-		Harry Bottom Charitable Trust
2,000		Queen Victoria and Johnson Memorial Trust
1,000		Cutlers Company Charitable Trust
500		Hyman Winstone Foundation
500		Dixon Pitchfork Charitable Trust
400		Sheffield General Benevolent Society
100		Whitecourt Charitable Trust
OTHER DONORS:		
1,696		Sheffield Girls High School
1,545		Anonymous
500		N Bolton
500		Mrs J Downing
500		South Yorkshire Community Foundation
500		DLA Piper Charitable Trust
500		John McGee
500		Sarah Lynch and Roger Purkiss
500		Investec
500		Westfield Health
400		Henry Boot Charitable Trust
280		Waitrose Green Disc Collection
270		St Marie's Friday Lunch Club
250		Dr D Holdsworth
250		Kieran Saunders
245		Mrs Molly St Leger - Donations in her memory
220		St John's Rannmoor PCC
175		John Hopkins Cycling Group
125		Sheffield Diocese Fund
120		Peter Gannon
100		Freemasoury in the Community
100		Mr A Farkas
100		Mr M Archer
100		Mrs Peter Allen
100		Julia Massey
1,290		Various donations under £100 and Gift Aid receivable
		Monica Walker
11,366		Capital Fund
32,716		
12,810		Balance

SHEFFIELD FAMILY HOLIDAY FUND

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NOTE 1

HOLIDAY ARRANGEMENTS FOR 2018

The Sheffield Family Holiday Fund (SFHF) has agreed with the Family Holiday Association (FHA) that the direct arrangements for holidays in 2018 for Sheffield disadvantaged families will be continued by the FHA. SFHF will continue to raise funds for the provision of holidays and has agreed to transfer money to FHA in advance to finance the holidays.

NOTE 2

The Quoted Investment had a market value of £14,663 at 31st December 2017 (£13,560 - 2016).

NOTE 3

Capital Fund

During the year an anonymous donation of £2,000 was made to the Capital Fund.

NOTE 4

SUMMARY OF FUNDS TRANSFERRED TO FAMILY HOLIDAY FUND

2016	£	
2017	£	
	2,458	Funds held by FHA b/fwd
	37,000	Payments made for 2017/2018 holidays
	39,458	
	31,805	
	25,885	Cost of holidays in 2017 (2016) as per attached
	29,347	Sheffield Referrals Sheet
	13,573	Funds held by FHA c/fwd to 2018
	2,458	

THE SHEFFIELD FAMILY HOLIDAY FUND

Charity No 5055590

Independent Inspection

My inspection of the records and the preparation of the accounts is undertaken on a voluntary basis, and not intended to be treated by the committee or members as being an audit for the purposes of the Charities Act, nor as an independent examination by a reporting accountant as defined by the Charities Act.

My inspection is undertaken at the voluntary discretion of the Trustees with the sole purpose of assisting in the preparation of a fair statement of the Fund and subject to the foregoing, I am satisfied that the statements are in accordance with the records and explanations received, and further subject to those records, are free from material misstatement

20th February 2018

S M Smith

Accountant