

Charity registration number: 1013514

## **Blackdown Support Group**

(An unincorporated charity)

Annual Report and Financial Statements

for the year ended 31 March 2019

# **Blackdown Support Group**

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## **Blackdown Support Group**

### **Reference and Administrative details**

<b>Charity name</b>	Blackdown Support Group
<b>Charity registration number</b>	1013514
<b>Charity office</b>	The Surgery Station Road Hemyock Cullompton Devon EX15 3SF
<b>Trustees</b>	Victoria Norton (Chairman)  Sarah Folland (Vice Chairman)  Heather Stallard  Doreen Perrott  Jacqueline Cave  David Major  Alice Hodges  David Corden  Jocelyn Pritchard (until 22/01/19)  Carol Gill  William Morris (from 31/07/18)
<b>Independent Examiner</b>	Robert Cadwallader FCA
<b>Charity Officers</b>	
Co-Ordinator	Elizabeth McNabb
Minutes Secretary	Rosalyn Channon
Hon Treasurer	Nicola Summerfield

## **Blackdown Support Group**

### **Trustees' Report for the year ended 31 March 2019**

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

The Blackdown Support Group is a registered charity, an unincorporated association. The Committee may have 12 members who are 'Trustees' of the charity. The Trustees are elected / re-elected at the AGM. The Treasurer and Secretary are also elected at the AGM. The Chairman and Vice Chairman are elected at the next committee meeting following the AGM. The Trustees are responsible for the strategic direction and services delivered by the charity. The Committee has regular meetings and allows co-option of relevant professionals, currently a local GP. We employ three part-time staff: our charity co-ordinator and two admin clerks who maintain the day-to-day running of the office and bookings for clients. Our co-ordinator is responsible for the day-to-day activities of the charity together with the recruitment, training and support of volunteers and developing close links with local stakeholders to ensure co-operative working to enhance the service delivery. Volunteers contribute their time and skills in many different ways.

#### **Governing Document**

The charity's Constitution sets out the objectives and area of benefit of the Blackdown Support Group. The charity works according to the Constitution's guidance.

#### **Recruitment and appointment of new Trustees**

New Trustees are recruited by the Trustees and co-ordinator and receive induction. We consider the skills, expertise and interests that may be beneficial to the charity. Trustees can be co-opted until their election at the next AGM.

#### **Trustee Induction and Training**

The Trustees are all involved with the work of the charity. New Trustees are offered training to familiarise themselves with the charity, its objectives and the context within which it operates.

#### **Risk Management**

The Trustees have conducted a review of the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate any risks the Charity might face. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

#### **Objectives and Activities**

The object of the Support Group is to relieve sickness and preserve and protect good health among persons permanently resident in the area of benefit by providing or assisting in services not normally provided by the statutory authorities.

The following services are provided by the Blackdown Support Group:

- Transport to health appointments, social activities and prescription deliveries. Escorts may be available for medical appointments.
- Befriending, visiting, help with shopping and respite for carers.
- Mentoring: trained volunteers provide a structured support system for those who may need help following a bereavement, accident, or following a period of physical or mental health.
- Advocacy and assistance with form filling and benefit advice are provided

Social groups continue to offer monthly lunch clubs in four different locations, in others a coffee morning and tea club as well as a support group for those in caring roles. There is a regular footcare clinic. Wheel chairs are available for loan and a vehicle, with disabled access, is available to hire.

The day to day administration and leadership is undertaken by our charity co-ordinator who is supported by our office and booking clerks who work flexibly to maintain our services. Our small staff team co-ordinate the needs of our clients and the charity activities and supervise and support the large number of volunteers who generously contribute their time and skills.

Training needs of staff and volunteers are provided according to changes in legislation and policy. The charity is working with other local organisations to ensure updating and training is provided in a consistent and cost effective way.

## **Blackdown Support Group**

### **Trustees' Report for the year ended 31 March 2019**

#### **Financial Review**

The charity's income for the year ending 31 March 2019 totalled £56,088. Resources expended in the year totalled £46,078. Funds brought forward at the beginning of the year totalled £358,533 and those carried forward at 31 March 2019 are £382,285.

#### **Reserves Policy**

Our policy states: In view of the uncertainty regarding public sector funding, the charity should have a minimum level of reserve to cover a complete year of continuing operation. In addition the charity should build reserves over the applicable time period to cater for replacement of its operational assets. As an aspiration, without compromising current levels of activity, the charity should seek to build sufficient reserve to allow it to be self-supporting in the event of cessation of public sector grant funding. To meet this objective, significant donations and legacies may be earmarked as 'designated funds'

#### **Investment Policy**

Our policy states: The charity will continue to hold six months turnover in cash or its equivalent. In view of the uncertainty in financial markets and on continuing public sector funding, the charity will hold a reserve for a possible five years need in fixed bonds with staggered maturity dates to meet potential funding needs. The bonds will be of no more than three years duration, and preferably not more than two years. Not more than £85,000 will be placed with any one institution. Assets exceeding these requirements will be placed in longer term equity based investments using collective vehicles, as may be agreed by the Trustees from time to time.

#### **Website**

The website gives details of our staff team and Trustees. The website also allows access to the charity's Constitution and its policies. Our website, [blackdownsupportgroup.org.uk](http://blackdownsupportgroup.org.uk) is regularly updated giving details of the charity's activities and fundraising events.

#### **Requests for Support**

Our Trustees are kept aware of guidance and advice from the Charity Commission. We work closely with other local charities and organisations who may share in the delivery of services within the Blackdown Hills. We are granted the use of an office on the premises of the Blackdown Medical Practice which promotes close and co-operative working. We have sought professional advice and services from local businesses regarding accounting systems and payroll services.

#### **Future Prospects**

There are likely to be further cuts and reduction in funding from statutory bodies in the next few years. The Trustees will consider alternative avenues for raising funds and to promote the charity.

The Trustees will work to ensure the continuation of services as far as is possible and to work with other stakeholders to strive to enhance and bring the optimum level of benefit to those residing in our catchment area.

Approved by the Trustees and signed on its behalf by:

Chairman: V. Norton

Date: 10 September 2019

Charity registration number: 1013514

## **Blackdown Support Group**

(An unincorporated charity)

Financial statements

for the year ended 31 March 2019

# **Blackdown Support Group**

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## **Blackdown Support Group**

### **Reference and administrative details**

<b>Charity name</b>	Blackdown Support Group
<b>Charity registration number</b>	1013514
<b>Charity office</b>	The Surgery Station Road Hemyock Cullompton Devon EX15 3SF
<b>Trustees</b>	V Norton  S Folland  H Stallard  D Perrott  J Cave  D Major  A Hodges  D Corden  B Morris  C Gill
<b>Independent examiner</b>	Robert Cadwallader FCA



## **Blackdown Support Group**

### **Independent Examiner's Report to the Trustees of Blackdown Support Group**

I report on the accounts of the charity for the year ended 31 March 2019, which are set out on pages 3 to 9.

#### **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 s. 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 s. 144 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under s. 152(5) of the 2011 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 Charity Commission's Directions. 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 s. 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.

RJ Cadwallader

Robert Cadwallader F.C.A.

14 June 2019

## Blackdown Support Group

### Statement of financial activities (including income and expenditure account and statement of comprehensive income) for the year ended 31 March 2019

		2019 £	2018 £
<b>Income</b>			
Donations and legacies	2	8,593	5,649
Grants	3	20,319	20,358
Subscriptions and contributions	4	14,570	12,831
Fundraising	5	1,766	923
Investment income		10,091	9,834
Other income		749	
		-----	-----
<b>Total income</b>		<b>56,088</b>	<b>49,595</b>
<b>Expenditure</b>			
Staff costs	6	29,151	32,204
Volunteers costs		8,009	6,310
Office costs	7	3,966	2,584
Service delivery costs	8	837	1,746
Sundry expenses		2,250	1,851
Depreciation		1,865	
		-----	-----
<b>Total expenditure</b>		<b>46,078</b>	<b>44,695</b>
Net gains/(losses) on investments		13,742	(1,015)
<b>Net income and net movement on funds</b>		<b>23,752</b>	<b>3,885</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		358,533	354,648
Total funds carried forward		382,285	358,533

**Blackdown Support Group**  
**Balance Sheet as at 31 March 2019**

		<b>2019</b>		<b>2018</b>	
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Tangible fixed assets			7,461		500
Investments	7		277,757		264,015
<b>Current assets</b>					
Prepayments		1,987		2,459	
Cash at bank and in hand		100,362		92,273	
		-----		-----	
<b>Creditors: Amounts falling due within one year</b>	8	(5,282)		(714)	
		-----		-----	
Net current assets/(liabilities)			97,067		94,018
			-----		-----
<b>Net assets</b>			382,285		358,533
			-----		-----
<b>The funds of the Trust:</b>					
<b>Restricted funds</b>			2,000		2,000
<b>Unrestricted funds</b>					
Designated funds			334,810		334,810
General funds			45,475		21,723
			-----		-----
<b>Total Trust funds</b>			382,285		358,533
			-----		-----

Approved by the Trustees on 14 June 2019 and signed on its behalf by:

V Norton

Trustee

The notes on pages 5 to 9 form an integral part of these financial statements

## **Blackdown Support Group**

### **Notes to the financial statements for the year ended 31 March 2019**

#### **1 Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Income and endowments**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### **Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured. No gifts in kind were received during the year (2018 – £nil).

##### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the Charity has unconditional entitlement.

##### **Investment income**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### **Raising funds**

These are costs incurred in attracting voluntary income and the management of investments.

## **Blackdown Support Group**

### **Notes to the financial statements for the year ended 31 March 2019**

.....continued

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Grants offered subject to conditions which have not been met at the year-end date are noted as a commitment but not accrued as expenditure.

Governance costs include the costs of the preparation and examination of the statutory accounts, the costs of Trustee meetings and the cost of any legal advice to the Trustees on governance or constitutional matters. These costs are included within charitable expenditure.

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.

#### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the Charity, and which have not been designated for other purposes.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Designated funds are unrestricted funds set aside at the discretion of the Trustees for specific purposes.

Further details of each fund are disclosed in note 13.

#### **Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the Charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

#### **Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### **Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

# Blackdown Support Group

## Notes to the financial statements for the year ended 31 March 2019

.....continued

### Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### 2 Donations and legacies

	2019	2018
General donations	7,809	4,595
Footcare services	569	925
Wheelchairs	215	129
	-----	-----
	8,593	5,649

### 3 Grants

Grants from local authorities	5,635	19,858
Local parishes and community funds	1,852	500
Devon CC transport	12,832	-
	-----	-----
	20,319	20,358

### 4 Subscriptions and contributions

Involve	1,479	5,897
Courier receipts from Blackdown Practice	5,400	5,400
Westbank	5,897	-
Hire charges for Kangoo transport	1,250	1,014
Subscriptions	544	520
	-----	-----
	14,570	12,831

### 5 Fundraising

Saturday markets	285	325
Other	1,271	277
Lunch and tea clubs – net surplus	210	321
	-----	-----
	1,766	923

### 6 Staff costs

Wages and salaries	28,308	31,014
Travel costs and mileage claims	145	1,100
Training	698	90
	-----	-----
	29,151	32,204

# Blackdown Support Group

## Notes to the financial statements for the year ended 31 March 2019

.....continued

	2019	2018
<b>7 Office costs</b>		
Stationery, postage, telephone etc	2,767	2,268
Insurances	1,199	316
	-----	-----
	3,966	2,584
<b>8 Service delivery costs</b>		
Vehicle running costs	348	1,035
Footcare costs	331	326
Wheelchair maintenance	158	33
Booking system	-	352
	-----	-----
	837	1,746

### 9 Related party transactions

No remuneration was paid to any of the Trustees for the year ended 31 March 2019 nor the year ended 31 March 2018.

### 10 Taxation

No tax charges have arisen in the Charity.

### 11 Investments held as fixed assets

	Investments £
<b>Market value</b>	
As at 1 April 2018	264,015
Unrealised gains	13,742
	-----
As at 31 March 2019	277,757
	-----
<b>Net book value</b>	
As at 31 March 2018	264,015
	-----
As at 31 March 2019	277,757
	-----

All investment assets were held in the UK

## Blackdown Support Group

### Notes to the financial statements for the year ended 31 March 2019

#### 12 Creditors: amounts falling due within one year

Accruals and deferred income	5,282	714
	-----	-----

#### 13 Funds Reconciliation

	At 1 April 2018 £	Incoming resources £	Resources expended	Other recognised Gains/ (losses) £	At 31 Mar 2019 £
<b>Restricted Funds</b>					
Charity stewards, UK Trust grant	2,000		-		2,000
<b>Unrestricted Funds</b>					
Designated funds					
Equipment replacement	22,000	-			22,000
Emergency operating fund	71,000	-		-	71,000
Major legacies	241,810	-		-	241,810
General funds	21,723	56,088	(46,078)	13,742	45,475
	-----	-----	-----	-----	-----
	358,533	56,088	46,078	13,742	382,285
	-----	-----	-----	-----	-----