

REGISTERED COMPANY NUMBER: 3767533 (England and Wales)
REGISTERED CHARITY NUMBER: 1078721

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2019
for
Guildford Action for Community Care

Bennewith 2018 Limited (Statutory Auditors)
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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for the Year Ended 31 March 2019

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Guildford Action for Community Care

Chairman's Report for the Year Ended 31 March 2019

I am very pleased to present this year's annual report for Guildford Action. The charity exists to support and enhance the lives of some of the most vulnerable people residing in Guildford; we do this through our day service which provides a place that people in difficulty can go to access practical help including food, showers, clothes and access to health care, and through our family service which provides support for families who are struggling with issues such as domestic abuse, mental health and poverty. In the day service helping people with basic needs though is just the beginning; most of the work of the charity is to help people rebuild their lives and move on. That work includes supporting people to get off the streets and into housing, helping them access treatment for addictions, helping people claim benefits and supporting them to make positive changes in their lives. Thanks to a grant from the People's Health Trust we have also increased the number and variety of social inclusion activities which help people feel more involved in their community and help enhance wellbeing.

This year we have seen an increase in the number of rough sleepers using our service and in the number of families in severe need and it seems that sadly the service provided by Guildford Action is needed more than ever.

Finances are as with most charities always a concern but thanks to the careful oversight of the budget by our treasurer Matthew Johnson and the fundraising undertaken by our CEO we have once again managed to balance the books. One particularly successful fundraising initiative undertaken this year was a sponsored sleep-out. Around 40 people spent the night sleeping out in the carpark at the Spectrum Leisure Centre and between them raised approximately £15,000 in donations, which was an absolutely fantastic result. Sleeping out for one rainy night in late November was a pretty unpleasant experience, it was cold, noisy, the ground was hard and uncomfortable, but all the people taking part had access to hot drinks and toilets throughout the night and in the morning we had pastries from Waitrose and Tesco's delivered to us before we went back to our warm comfortable homes. It was a far cry from what is the daily experience of many Guildford Action clients for whom sleeping out is their daily reality.

Going forward the trustees have approved the appointment of a part time fundraiser so we can broaden and diversify our funding sources and put on more events such as the sleep-out.

I'd like to thank my fellow trustees for all the work they put into making sure the charity is properly governed, I'd like to thank our funders and donors for providing us with the resources to do our work and most of all I would of course like to thank our staff and volunteers for their hard work and dedication in providing an outstanding service for those in need in Guildford.

C Dunnett - Chairman

Report of the Trustees
for the Year Ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charity's Aim is set out in our objects contained in the Company's memorandum of association and is

'to help and assist people in Surrey and the adjoining areas, who are in conditions of need, hardship or distress, by providing them with appropriate services and support'.

To reach this aim our mission is

'to enhance the lives of all we come into contact'

Our Objectives are to:

- a) provide advice, friendship and appropriate services for such persons in order to help them maintain and develop their independence whilst living in their community;
- b) provide educational and recreational activities and facilities to enhance social and self well-being, and to facilitate the establishment of mutually supportive friendship networks for such persons;
- c) where and when appropriate help such persons prepare themselves for suitable work both paid and voluntary and to enable them to manage their lives more effectively;
- d) facilitate the establishment of self-help groups, providing support and encouragement;
- e) bring to the attention of the public and statutory and other relevant agencies the needs of such persons in order to stimulate and to maximise the practical response of the public to their plight;
- f) support and promote the development of children growing up in low income families.
- g) co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them;

Ensuring we work to meet our aim, mission and objectives

We review our aims, objectives and activities throughout the year by measuring performance against our business development plan. The plan is updated and monitored regularly by our Chief Executive and Trustees.

The board operates various sub-groups; each with a particular focus area. Each group meets outside of the regular board meetings reporting back, and making recommendations, to the Board for approval.

Public benefit

The Trustees recognise the duty imposed upon them by the Charities Act 2011, Section 17 and also the requirement to have due regard to the general guidance provided by the Charity Commission in connection with Public Benefit.

Our main activities and who we try to help are described below. All our activities are charitable and in one form or other deliver public benefit. We focus on proactive and preventative intervention to help those who are disadvantaged and in need to re-start their lives and re-engage with their communities, friends, partners, families, supporting agencies as and when appropriate

Report of the Trustees
for the Year Ended 31 March 2019

ACHIEVEMENT AND PERFORMANCE

CEO Annual Report April 2018 to March 2019

It's been a full year in terms of service delivery and planning for the coming years ahead.

Homelessness has been on the national agenda for some time, but it is now a common sight in most towns to see an increase in rough sleeping, Guildford being no different. Begging and homelessness often goes hand in hand but we are seeing more accommodated people who simply have such a low income that they cannot make ends meet. We have played an active role in a multi-agency group to try to resolve some of these issues that have impacted the town, but more importantly, placed our most vulnerable people at huge risk.

Our work in this area has highlighted an increasing number of class A drug users who are without appropriate treatment support. Alongside the council and public health, we are proud to be piloting our own needle exchange which targets those who are most unlikely to engage with other agencies. To date, the impact has been considerable with nearly everyone now in treatment of some sort.

Universal Credit continues to have a detrimental effect on so many. Having to apply and update everything online has meant that for those who don't have daily access to the internet, their claims are stopped, and they have weeks and weeks without money. This no doubt links in to the increase in begging. Within our family project we are also seeing a massive increase in their reliance on foodbanks and handouts. This is not a good start in life for the children we support.

At Guildford Action, we take pride in not just getting hung up on raising awareness of the challenges being faced, but by actually doing something to relieve the poverty and lessen the impact. After a lot of work, we secured a lottery grant that will focus purely on families and enhancing their attachment and providing opportunities. Our HYPA programme, (Helping Young People Participate in Activities) will enable us to sponsor disadvantaged children to access out of school activities and have a real chance of being part of their community and gaining life skills and friendships.

We are aware that we are still in lean times and have been fortunate to have had two years funding from Peoples Health Trust which has allowed us to offer more community-based activities such as swimming, fishing and the gym. Seeing people engage so enthusiastically despite the daily struggles they face has been wonderful to see.

We have joined in a partnership with Voluntary Action South West Surrey who are now advertising and filtering our volunteers. We are mindful that Guildford Action can be a tough place for volunteers and over the year we have been able to attract more people with skills who have really enhanced our work. We are hoping to continue this work into the coming year.

After years of searching we have now found a chiropodist who is being funded through an individual donor. With numerous cases of trench foot and one of gangrene this year, this service is invaluable to the well-being of our people.

On a cold December night we held our first Sleep Out event. With over 50 people braving the cold, we raised much needed funds and awareness of our work. The support we received from the public was immense and we plan to make this an annual event from hereon.

A refreshed logo was designed for us, ready for our new website which is now modern looking, easy to navigate and up to date.

The board of trustees have spent time looking at their role and reviewing our governance and financial arrangements which will help us as an organisation move forward.

The coming year, as always, will give many new challenges with regards to funding. We will start the year with a significant fundraising target and have opted to employ a community fundraiser to assist with this. For charities our size it's always a tough call to take these decisions during financially oppressive times, but for the future of Guildford Action it is paramount we do all we can.

Report of the Trustees
for the Year Ended 31 March 2019

ACHIEVEMENT AND PERFORMANCE

CEO Annual Report April 2018 to March 2019

In my many years of working at Guildford Action I am not sure I have ever seen such desperation and poverty. Statutory services are not as responsive as we need them to be and there are far too many people in 'limbo' between services. Over the next year we plan to raise much more awareness of gaps in services and particularly some of the health inequalities that face our service user groups.

Many thanks to our sponsors throughout the year who are always enthusiastic and responsive to our needs.

The board have worked hard and remain a dedicated and diverse team who are passionate about the work we do and do an awful lot behind the scenes with little recognition or thanks. Thank you to them.

And lastly the amazing staff team and volunteers, who only by working with them day in day out will give a real flavour of their dedication, humour and passion for what they do.

Joanne Tester
Chief Executive Officer

FINANCIAL REVIEW

Funding

Our funds come from three separate sources;

- statutory funding - grants from our local authority
- direct fundraising - the funds we generate ourselves
- rental income from Beverley Hall

The year saw a much greater focus on fundraising activity than in recent years. As part of this we arranged a very successful fundraising event; a sponsored 'sleep out' which generated £15k of income. As a consequence of this success we are re-assessing whether to appoint a dedicated fundraiser and this is something we will carry forward.

Beverley Hall

The management of Beverley Hall as a community asset meant the Charity was, and continues to be, responsible for the general upkeep of the Hall. The Charity is also responsible for marketing the Hall and managing lettings.

The income generated from the Hall is ring-fenced from the charity's income. Our agreement with Guildford Borough Council permits us to off-set certain costs against the income generated. For example, a portion of utilities (water, gas and electricity) and staff costs incurred when managing the Hall. We were able to cross-charge £30k of costs at the end of the year; an increase on the previous year. This is as a direct result of our continually successful efforts to market the hall resulting in increased bookings.

Fundraising

I am pleased to note that we secured a third year of funding that enabled the ongoing employment of an assistant to support the Day Service's project workers. This is an incredibly important role; freeing up the project workers to provide the care, focus and support that our clients require.

It was especially pleasing to note that the income from community fundraising increased significantly as noted above. It is hard work, and often time consuming, to generate these funds but this goes to show what we can achieve with added focus. I think it is especially noteworthy given the continued absence of a fundraiser.

Report of the Trustees
for the Year Ended 31 March 2019

FINANCIAL REVIEW

Reserves policy

During the year we reviewed and confirmed our policy concerning our financial reserves; namely that we seek to hold three months' operating costs in reserve. This equates to a requirement to hold £75k in reserve. This is slightly up on the previous year reflecting a marginal increase in cost compared with the previous year.

We opened the year with £120k in the bank and closed with pretty much the same. We continue to comfortably meet our reserve policy. Overall we returned a surplus on the year of £20k in large part because of the added focus on fundraising.

Future outlook

Despite the positives of this year the future continues to look uncertain. We are aware of pressure to reduce the value of the grant from Guildford Borough Council. This grant accounts for approximately 50% of our total income so any reduction will be of concern. The grant from the People's Health Trust expires in the next financial year and that will result in a significant reduction to our income also. It is for these reasons that we will need to continue to ensure the fundraising focus and success we've seen this year is maintained.

Matthew Johnson
Treasurer

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Guildford Action is a charitable company limited by guarantee registered with Companies House on 10th May 1999 and registered with the Charity Commission as a charity on 22nd December 1999. It is governed by a Memorandum of Association, which sets out objects and powers for the charity and the Articles of Association that define its governance procedures. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The Directors of the Company are also the Trustees of the Charity and meet as a Board of Trustees. In meeting the requirements of the Memorandum of Association, prior to the AGM the Directors reviewed their roles; each Director provided a report of their work for the Charity over the previous year. All existing directors were retired at the AGM and all were re-appointed.

At the AGM a new approach to the appointments of directors was adopted. Moving forwards, directors will be appointed for a period of three years without the need for re-appointment at each AGM. Directors will be able to stand for two blocks of three years following which they will be required to stand down from the board, thereby ensuring the rotation of the board's composition.

Organisational structure

Guildford Action is governed by a Board of Trustees of up to 12 who typically meet bi-monthly and are responsible for the strategic direction and policy of the charity as well as being custodians of the Constitution.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

Report of the Trustees
for the Year Ended 31 March 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Induction of new Trustees consists of each being invited to observe a Board prior to appointment and visiting the Day Centre, to familiarise themselves with the charity and the context within which it operates. A set of papers is provided covering our constitution and ways of working as well as the relevant CC guidance notes ensuring that they were aware of:

- The obligations of Board of Trustees members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- The Business Plan' covering future plans and objectives

Each new Trustee is appointed a 'buddy' from the existing Board to help them get up to speed with our work. All Trustees are expected to visit the projects at least once each year, to refresh their understanding of the front-line work and the challenges experienced by our staff. In addition to the Office roles each Trustee has been appointed to lead / co-ordinate our work in a specific operational area including Health and Safety, Marketing, HR, Communications and Contracts.

Related parties

In pursuing its aims and objectives the work of the charity is impacted by national and local policy. Much of our work relates to homelessness where National Strategy seeks to eradicate rough sleeping and the local homelessness plan which are now working in a way that promotes and supports homeless people to reconnect with the area and authority which has a duty to them.

With the introduction of the Clinical Commissioning Group (CCG) we are working alongside and building partnerships with other agencies to influence and feed in to the set priorities which in turn will hopefully provide improved health equality for our clients.

The Surrey Police Crime Commissioner (PCC) has set out clear aims, which present us with a number of challenges for which we will need to have further engagements with him and the local constabulary to ensure we share our experiences and expertise of dealing with a client group that may often be complex to authorities.

Surrey County Council's Children and Young People Plan sets out a clear vision on safety, well-being and directions of travel for local agencies. We continue to assist in evaluating its impact as well as delivering services in line with its goals.

Guildford Action is well placed across the boroughs in which we work to highlight need and identify gaps in provision. We sit on partnership groups in each of the boroughs and as a key partner we are able to share resources, assist smaller voluntary organisations and join together to develop a voluntary sector response to the issues faced by disadvantaged and vulnerable people.

We are represented on local homelessness groups and provide information that other services may not have regarding individuals with due regard to Data Protection requirements. We are often asked to lead as key speakers for community meetings and have developed a solid reputation which emphasises the good standing we have within the communities we work.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3767533 (England and Wales)

Registered Charity number

1078721

Guildford Action for Community Care

Report of the Trustees
for the Year Ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

Beverley Hall
71 Haydon Place
Guildford
Surrey
GU1 4ND

Trustees

R Crooks	- Vice Chair of the Board of Trustees
C Dunnett	- Chair for the Board of Trustees
E Fry	
M Johnson	- Treasurer
Cllr C Reeves	
E Robinson	
A Taylor	
N Wilkinson	
V Nkwocha	
F Everist	

Company Secretary

A Taylor

Auditors

Bennewith 2018 Limited (Statutory Auditors)
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Bankers

Royal Bank of Scotland
10 North Street
Guildford
Surrey
GU1 4AF

Report of the Trustees
for the Year Ended 31 March 2019

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Guildford Action for Community Care for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

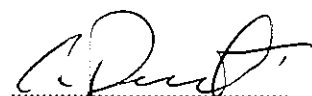
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Bennewith 2018 Limited (Statutory Auditors), will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 11 December 2019 and signed on its behalf by:



C Dunnett - Trustee

Report of the Independent Auditors to the Trustees of
Guildford Action for Community Care

Opinion

We have audited the financial statements of Guildford Action for Community Care (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Report of the Independent Auditors to the Trustees of
Guildford Action for Community Care

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Bennewith 2018 Limited (Statutory Auditors)
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 20 December 2019

**Statement of Financial Activities
for the Year Ended 31 March 2019**

	Notes	Unrestricted fund £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	44,731	241,080	285,811	259,043
Charitable activities					
Catering		-	2,246	2,246	2,656
Investment income	3	160	-	160	72
Other income		30,960	-	30,960	24,427
Total		<u>75,851</u>	<u>243,326</u>	<u>319,177</u>	<u>286,198</u>
EXPENDITURE ON					
Charitable activities					
Catering		-	6,411	6,411	5,911
Day Service		29,103	132,583	161,686	173,367
GA for Families		26,654	101,948	128,602	110,090
Total		<u>55,757</u>	<u>240,942</u>	<u>296,699</u>	<u>289,368</u>
NET INCOME/(EXPENDITURE)		<u>20,094</u>	<u>2,384</u>	<u>22,478</u>	<u>(3,170)</u>
Transfers between funds	12	<u>(5,939)</u>	<u>5,939</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>14,155</u>	<u>8,323</u>	<u>22,478</u>	<u>(3,170)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>78,582</u>	<u>33,242</u>	<u>111,824</u>	<u>114,994</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>92,737</u></u>	<u><u>41,565</u></u>	<u><u>134,302</u></u>	<u><u>111,824</u></u>

The notes form part of these financial statements

Guildford Action for Community Care

Balance Sheet
At 31 March 2019

	Notes	Unrestricted fund £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
FIXED ASSETS					
Tangible assets	9	1,678	352	2,030	2,729
CURRENT ASSETS					
Debtors	10	11,152	1,150	12,302	31,588
Cash at bank		83,348	48,135	131,483	105,678
		<u>94,500</u>	<u>49,285</u>	<u>143,785</u>	<u>137,266</u>
CREDITORS					
Amounts falling due within one year	11	(3,441)	(8,072)	(11,513)	(28,171)
NET CURRENT ASSETS		<u>91,059</u>	<u>41,213</u>	<u>132,272</u>	<u>109,095</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>92,737</u>	<u>41,565</u>	<u>134,302</u>	<u>111,824</u>
NET ASSETS		<u>92,737</u>	<u>41,565</u>	<u>134,302</u>	<u>111,824</u>
FUNDS	12				
Unrestricted funds				92,737	78,582
Restricted funds				41,565	33,242
TOTAL FUNDS				<u>134,302</u>	<u>111,824</u>

The notes form part of these financial statements

Guildford Action for Community Care

Balance Sheet - continued

At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 11 DECEMBER 2019 and were signed on its behalf by:



M Johnson -Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared under the historical cost convention, the revised Statement of Recommended Practice: 'Accounting and Reporting by Charities' (SORP 2005), the Financial Reporting Standard for Smaller Entities (effective March 2000) and the Charities and Companies Acts.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Treatment room	- 33% on reducing balance
Office Equipment	- 33% on reducing balance
Laundry equipment	- 33% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

2. DONATIONS AND LEGACIES

	31.3.19	31.3.18
	£	£
Donations & gifts	45,743	27,724
Grants & contracts	240,068	231,319
	<u>285,811</u>	<u>259,043</u>

3. INVESTMENT INCOME

	31.3.19	31.3.18
	£	£
Deposit account interest	160	72
	<u>160</u>	<u>72</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.19	31.3.18
	£	£
Auditors' remuneration	5,400	5,420
Auditors' remuneration for non audit work	5,640	7,660
Depreciation - owned assets	699	943
	<u>11,739</u>	<u>13,993</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

During the year ended 31 March 2019, one Trustee was reimbursed for travel expenses totalling £31.

No trustees' expenses were paid in the year ended 31 March 2018.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.19	31.3.18
Management and administration	2	2
Direct charitable activities	9	8
	<u>11</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	68,994	190,049	259,043
Charitable activities			
Catering	-	2,656	2,656
Investment income	72	-	72
Other income	24,427	-	24,427
Total	93,493	192,705	286,198
 EXPENDITURE ON			
Charitable activities			
Catering	-	5,911	5,911
Day Service	31,918	141,449	173,367
GA for Families	20,408	89,682	110,090
Total	52,326	237,042	289,368
 NET INCOME/(EXPENDITURE)	41,167	(44,337)	(3,170)
 Transfers between funds	(35,472)	35,472	-
 Net movement in funds	5,695	(8,865)	(3,170)
 RECONCILIATION OF FUNDS			
Total funds brought forward	72,888	42,106	114,994
 TOTAL FUNDS CARRIED FORWARD	78,583	33,241	111,824

8. LEGAL STATUS

The company is limited by guarantee. The maximum contribution required by members of the company is an amount not exceeding £10 in the event of the company being wound up. Under the Memorandum and Articles of Association, any surplus of assets over liabilities on winding-up cannot, under any circumstances, be distributed to the trustees, but shall be given or transferred to some other charity or charities with similar objects to those of Guildford Action.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

9. TANGIBLE FIXED ASSETS

	Treatment room £	Office Equipment £	Laundry equipment £	Computer equipment £	Totals £
COST					
At 1 April 2018 and 31 March 2019	12,678	33,255	6,827	5,722	58,482
DEPRECIATION					
At 1 April 2018	12,633	33,203	6,722	3,195	55,753
Charge for year	15	17	35	632	699
At 31 March 2019	12,648	33,220	6,757	3,827	56,452
NET BOOK VALUE					
At 31 March 2019	30	35	70	1,895	2,030
At 31 March 2018	45	52	105	2,527	2,729

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19 £	31.3.18 £
Other debtors	11,150	30,454
Prepayments	1,152	1,134
	12,302	31,588

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19 £	31.3.18 £
Other creditors	473	12,318
Accrued expenses	11,040	15,853
	11,513	28,171

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

12. MOVEMENT IN FUNDS

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	78,582	20,094	(5,939)	92,737
Restricted funds				
Day Service	31,926	9,324	-	41,250
Connexions	315	-	-	315
GAF Family Centre	1,001	(6,940)	5,939	-
	<u>33,242</u>	<u>2,384</u>	<u>5,939</u>	<u>41,565</u>
TOTAL FUNDS	<u>111,824</u>	<u>22,478</u>	<u>-</u>	<u>134,302</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	75,851	(55,757)	20,094
Restricted funds			
Day Service	148,318	(138,994)	9,324
GAF Family Centre	95,008	(101,948)	(6,940)
	<u>243,326</u>	<u>(240,942)</u>	<u>2,384</u>
TOTAL FUNDS	<u>319,177</u>	<u>(296,699)</u>	<u>22,478</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted Funds				
General fund	72,888	41,166	(35,472)	78,582
Restricted Funds				
Day Service	24,803	7,123	-	31,926
Connexions	315	-	-	315
GAF Family Centre	16,851	(51,301)	35,451	1,001
Community Fund	137	(158)	21	-
	<u>42,106</u>	<u>(44,336)</u>	<u>35,472</u>	<u>33,242</u>
TOTAL FUNDS	<u>114,994</u>	<u>(3,170)</u>	<u>-</u>	<u>111,824</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	93,493	(52,327)	41,166
Restricted funds			
Day Service	155,413	(148,290)	7,123
GAF Family Centre	37,292	(88,593)	(51,301)
Community Fund	-	(158)	(158)
	<u>192,705</u>	<u>(237,041)</u>	<u>(44,336)</u>
TOTAL FUNDS	<u>286,198</u>	<u>(289,368)</u>	<u>(3,170)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	72,888	61,260	(41,411)	92,737
Restricted funds				
Day Service	24,803	16,447	-	41,250
Connexions	315	-	-	315
GAF Family Centre	16,851	(58,241)	41,390	-
Community Fund	137	(158)	21	-
	<u>42,106</u>	<u>(41,952)</u>	<u>41,411</u>	<u>41,565</u>
TOTAL FUNDS	<u>114,994</u>	<u>19,308</u>	<u>-</u>	<u>134,302</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	169,344	(108,084)	61,260
Restricted funds			
Day Service	303,731	(287,284)	16,447
GAF Family Centre	132,300	(190,541)	(58,241)
Community Fund	-	(158)	(158)
	<u>436,031</u>	<u>(477,983)</u>	<u>(41,952)</u>
TOTAL FUNDS	<u>605,375</u>	<u>(586,067)</u>	<u>19,308</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

12. MOVEMENT IN FUNDS - continued

Reserves held at the year-end relate to the need to provide at least 3 months of run-down if the charity should for any reason be unable to obtain sufficient funds to allow each service to continue. The aims of each of the services for which reserves are held and the main provider(s) of funding are as follows:

Day Service

To provide support for people over 16 years of age on low incomes who are resident in Guildford and are suffering need, hardship or distress. The service aims to provide a support network which is complementary to statutory service provisions. The Guildford Voluntary Grants Panel is the chief source of funds, with Surrey County Council Mental Health Services providing additional funds to assist in our work with clients who have mental health issues.

GAF Family Centre

To support families facing disadvantage or other difficulties as determined by the referring agency by providing day centre and outreach services. The Guildford Voluntary Grants Panel is the chief source of funds, with Surrey CC Mental Health Services providing additional funds to assist in our work with clients who have mental health issues.

Community Fund

Grant received specifically to purchase IT equipment.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.