

# NEIGHBOURCARE ANDOVER

England & Wales · Charity number 1037052

## Details

---

**Other names** ANDOVER NEIGHBOURCARE

**Status** Registered

**Legal form** Other

**Registered** 1994-05-03

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 14 Union Street  
Andover  
Hampshire  
SP10 1PA

**Phone** 01264339899

**Email** [neighbourcare@andover.co.uk](mailto:neighbourcare@andover.co.uk)

**Website** [www.andoverneighbourcare.co.uk](http://www.andoverneighbourcare.co.uk)

## Activities

---

**Objects:** TO RELIEVE PERSONS RESIDENT IN THE AREA OF BENEFIT WHO ARE IN NEED BY REASON OF THEIR AGE , DISABILITY, SICKNESS OR POVERTY BY THE PROVISION OF SUCH VOLUNTARY CARE WORK AS MAY BE CHARITABLE.

**Activities:** Neighbourcare gives assistance to the community in variety of ways: Transport to doctors and hospitals; Shopping; cleaning; gardening; relieving carers; visiting the housebound; sitting service; Home from Hospital Help; Fetching prescriptions; Pop in Service; Filling forms; meals on wheels referrals; Lunch Club, Community Shop and a Silver Surfer Internet Cafe to teach IT skills to the over 50s.

## Classification

---

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

---

- Hampshire

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£165,275	£162,279	-	-
2024-03-31	£164,000	£163,000	-	-
2023-03-31	£154,000	£156,000	-	-
2022-03-31	£150,000	£144,000	-	-
2021-03-31	£129,570	£144,790	-	-

## Trustees

---

Name	Role	Appointed
Judie Tighe		2019-04-04
Julie Johnson		2016-12-01

**NEIGHBOUR CARE ANDOVER**

England & Wales - Charity number 1037052

---

# Accounts

---

Registered Charity Number 1037052

**NEIGHBOURCARE ANDOVER  
REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2024**

# NEIGHBOURCARE ANDOVER

## ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

<b>CONTENTS</b>	<b>PAGE</b>
Report of the Independent Examiners	1
Report of the Committee	2 - 4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 - 10
Appendix to the Financial Statements	
Reserve Policy	11

# **INDEPENDENT EXAMINERS' REPORT TO THE COMMITTEE OF NEIGHBOURCARE ANDOVER**

I report to the trustees on my examination of the accounts of the above named charity for the year ended 31 March 2024, which are set out on pages 7 to 14 appended to this report.

## **Responsibilities and basis of the report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**BARTON-KNOTT ACCOUNTANCY SERVICES  
ACCOUNTANTS**



**16 Moneyer Road  
Andover  
Hampshire  
SP10 4NG**

Date: 28th October 2024

## **NEIGHBOURCARE ANDOVER**

### **REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2024**

#### **Charity Details**

Neighbourcare Andover is a registered charity number 1037052

#### **Principal Address**

14 Union Street  
Andover  
Hampshire  
SP10 1PA

#### **Objects of the Charity**

The purpose of the charity is to relieve persons in the area, who are in need by reason of their age, sickness or poverty, by provision of such voluntary care work as may be charitable.

#### **Support and Activity**

The charity now has no secured funding and will be running on their reserves until future funding can be sourced.

The level of activities has remained the same as previous years but expected to reduce in the future as they are now all self-funding.

The charity provides the following services from our principal address in Union Street:

- Voluntary drivers that transport the sick and elderly to hospital appointments and visits to doctors
- Transport to clubs, shopping and any reasonable request
- Transport for other local charities
- Cleaning, gardening and sitting service
- Community Charity Shop and Book Shop
- Information Point
- Bus Trips
- Buddy Scheme

We also get visitors to the office in Union Street, who are just lonely and need someone to talk to.

In addition to future plans, we are trying to secure other sources of funding. Provision in the accounts has been made to cover all running costs for the following year as the charity has no guaranteed funding.

The charity will continue with all the activities they already deliver by implementing a charging policy, membership and use of the reserves.

**NEIGHBOUR CARE ANDOVER**  
**REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2024 (Continued)**

The charity will continue to deliver these services to those in need as defined in the Objects of the Charity.

**Statement of Responsibilities of the Committee**

Charity Law requires the Committee to prepare statements of accounts for each financial year. In preparing those financial statements, the Committee is required to:

- Select suitable accounting policies and apply them consistently
- Make judgement and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with (accounts and reports) regulations 2008.

**Management Committee**

President: Dame Mary Fagan

The charity is run by a management committee. This is charged by proxy of agency to pursue the running of the charity on behalf of the Committee and in accordance with the primary interests of the charity itself. At the end of the year under review the management committee was made up of the following:

Chairman: Judie Tighe  
Secretary: Rosemary Grover  
Treasurer: Jim Johnson

Other Committee Members:  
David Mayo  
Julie Johnson  
Elaine Fakes  
Peter Villiard

Bookkeeper: Gemma Coombs

**NEIGHBOUR CARE ANDOVER**  
**REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2024 (Continued)**

Where management committee members also sit as public representatives of council bodies or are employees of governmental departments, and where a contractual relationship exists between their bodies and the charity giving rise to a potential conflict of interests, committee members have reviewed the governance procedures and have formulated the following safeguards and measures to reduce the risk of conflict of interest occurring –

- Register of members interests in bodies with whom the charity has contractual obligation
- A statement of confidentiality regarding charity matters discussed
- The removal from any discussion during committee meetings of members with duplications of interests where matters discussed are in relation to those external interests.
- Continuous review of member’s viability as a management committee member in the light of the effectiveness of the measures may prohibit the effectiveness of the measures in preventing a potential conflict of interests arising, and the extent that the exercising of the measures may prohibit the effective of duties by that member as a member of the management committee.

We are aware that failure of the management committee to properly monitor these measures may result in prosecution of the charity and its Committee under the Public Interest Disclosure Act 1998.

We have also further steps to ensure that members are not placed on the management committee at the request of funding bodies as a condition of received that funding and monitoring how it is spent.

We are satisfied that the measures we have put in place will ensure any potential conflicts of interest will be quickly identified and dealt with in such a fashion as not to prejudice the management committee’s effective management of the charity and maintain the privacy of the charity’s interests in their activities.

**Fixed Assets**

Movements in fixed assets are disclosed in the financial statements.

Approved by the management committee on .....

And signed on its behalf by:

Judie Tighe  
Chairperson

Julie Johnson

## NEIGHBOUR CARE ANDOVER

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2024 Total</u> <u>Funds</u> <u>£</u>	<u>2023 Total</u> <u>Funds</u> <u>£</u>
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Shop Sales		57,190	-	57,190	52,825
Book Sales		26,308	-	26,308	20,698
Membership		18,650	-	18,650	15,742
Silver Surfers Income		-	-	-	-
Donations and Gifts		5,270	-	5,270	14,693
TVBC Funding		-	-	-	-
Other Income		10,185	-	10,185	8,447
Dementia Club		-	-	-	-
Home Help		-	-	-	-
Petrol and Trips receipts		46,634	-	46,634	41,898
Connexions		-	-	-	-
Government grants and furlough paymer	2	-	-	-	-
<b>Total Incoming Resources</b>		<u>164,236</u>	<u>-</u>	<u>164,236</u>	<u>154,302</u>
<b>Resources Expended</b>					
Direct Charitable Expenditure					
Helpers	3	25,327	-	25,327	21,767
Support Expenditure					
Administration	4	137,533	-	137,533	134,638
<b>Total Resources Expended</b>	5	<u>162,860</u>	<u>-</u>	<u>162,860</u>	<u>156,406</u>
Net Income Resources for the Year		1,376	-	1,376	(2,104)
Balance Brought Forward					
1 April 2023		220,487	-	220,487	222,591
Balance Carried Forward					
31 March 2024		<u>221,863</u>	<u>-</u>	<u>221,863</u>	<u>220,487</u>

**NEIGHBOURCARE ANDOVER**  
BALANCE SHEET AS AT 31 MARCH 2024

		<u>2024</u>	<u>2023</u>
	Note	£	£
<b>Fixed Assets</b>			
Tangible Assets	6	4,988	1,496
<b>Current Asset</b>			
Cash at Bank		<u>220,221</u>	<u>215,676</u>
		220,221	215,676
<b>Creditors</b>			
Amounts falling due within 12 months	7	(5,523)	1,138
		<u>214,698</u>	<u>216,814</u>
Amounts falling due in more than 12 months		-	-
<b>Total Net Assets</b>		<u><u>219,686</u></u>	<u><u>218,310</u></u>
<b>Income Funds</b>			
Non-distributable funds			
Unrestricted: Designated	8	217,300	217,300
Unrestricted: General	9	<u>2,387</u>	<u>1,011</u>
		<u><u>219,686</u></u>	<u><u>218,310</u></u>

The notes and appendices on pages 9 to 14 form part of these financial statements.

Approved by the committee on.....2024 and signed on its behalf by:

Judie Tighe

**NEIGHBOUR CARE ANDOVER**  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024

**1. Accounting Policies**

The principal accounting policies adopted by the charity are as follows:

**a Basis of Accounting**

The accounts have been prepared in accordance with applicable accounting standards and on the basis of historical costs.

**b Accounting policies**

In accordance with recommendations by the Charity Commission to allow for the impact of COVID related effects, the accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent to provide a true and fair view.

**c Income**

Income is represented by grants, donations and other income shown gross.

**d Grants**

Grants are accounted for on a receivable basis. General revenue grants are apportioned over the period to which they relate.

Fixed assets grants are capitalised and amortised on the same basis as the asset it relates to is depreciated.

**e Tangible Fixed Assets**

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated to write off the cost of fixed assets to their estimated residual value over their expected useful lives to the charity. The annual depreciation rates and methods of calculation are as follows:

Motor Vehicles	20% Straight Line
Office Equipment	33% Straight Line

**NEIGHBOUR CARE ANDOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**2. Direct Charity Expenditure**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2024 Total</u> <u>Funds</u>	<u>2023 Total</u> <u>Funds</u>
Payments to helpers	-	-	-	-
Payment for Petrol	23,925	-	23,925	20,366
Bus Trips	1,401	-	1,401	1,401
	<u>25,327</u>	<u>-</u>	<u>25,327</u>	<u>21,767</u>

**3. Administrative Expenditure**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2024 Total</u> <u>Funds</u>	<u>2023 Total</u> <u>Funds</u>
Printing Postage and Stationery	1,189	-	1,189	334
Repairs of Equipment	-	-	-	370
Lease of Photocopier	30	-	30	1,067
Insurance	5,255	-	5,255	1,563
Wages & Pension Contribution	43,361	-	43,361	53,325
Wages - Casual	39,975	-	39,975	37,768
Cleaning and refreshment	754	-	754	1,127
Accommodation costs	33,251	-	33,251	29,410
Sundry Expenses	9,293	-	9,293	6,710
Advertising	724	-	724	756
Transport Money	-	-	-	-
Accountancy Costs	2,253	-	2,253	1,792
Depreciation	1,448	-	1,448	417
	<u>137,533</u>	<u>-</u>	<u>137,533</u>	<u>134,638</u>

**ANDOVER NEIGHBOUR CARE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**4. Total Resources Expended**

	<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>2024 Total</u>	<u>2023 Total</u>
Charitable	-	-	25,327	25,327	21,767
Administration	83,336	1,448	52,749	137,533	134,638
	<u>83,336</u>	<u>1,448</u>	<u>78,075</u>	<u>162,860</u>	<u>156,406</u>

**5. Tangible Fixed Assets**

	Office Equipment	Motor Vehicles	Total
<b>Cost</b>			
As at 31 March 2023	53,143	30,386	82,213
Additions	4,284	657	4,940
As at 31 March 2024	<u>57,427</u>	<u>31,043</u>	<u>87,153</u>
<b>Depreciation</b>			
As at 31 March 2023	51,821	30,212	82,033
Charged during the year	1,088	360	1,448
As at 31 March 2024	<u>52,909</u>	<u>30,572</u>	<u>83,482</u>
<b>Net Book Value</b>			
As at 31 March 2024	<u>4,517</u>	<u>470</u>	<u>4,988</u>
As at 31 March 2023	<u>-</u>	<u>174</u>	<u>174</u>

**6. Creditors**

Amounts falling due for payment within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2024 Total Funds</u>	<u>2023 Total Funds</u>
Accounts Payable	-	-	-	-
Accruals & Deferred Income	(5,523)	-	(5,523)	1,138
Amounts falling due within 12 months	<u>(5,523)</u>	<u>-</u>	<u>(5,523)</u>	<u>1,138</u>

**NEIGHBOURCARE ANDOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**7. Designated Funds**

The income funds of the charity include the following designated funds that are to meet any future events that may impact funding and other revenues, including a further wave of disruption caused by Covid-19, and set aside by the management committee for specific purposes:

	<u>Balance at 31</u> <u>March 2023</u>	<u>New</u>	<u>Utilised/</u> <u>Realised</u>	<u>Balance at</u> <u>31 March</u> <u>2024</u>
Emergency Repair Contingency	47,300	-	-	47,300
Contingency planning reserve	80,000	-	-	80,000
Termination of services contingency	40,000	-	-	40,000
Future Staff Costs and Pensions	50,000	-	-	50,000
	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>

**8. Unrestricted Funds**

	<u>Balance at 31</u> <u>March 2023</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance at</u> <u>31 March</u> <u>2024</u>
Unrestricted Funds	1,011	164,236	162,860	2,387
Designated Funds (Note 9)	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>
	<u>218,311</u>	<u>164,236</u>	<u>162,860</u>	<u>219,687</u>

**NEIGHBOUR CARE ANDOVER**  
APPENDIX TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024

**RESERVE POLICY**

The policy is written in the light of the Charities Commissions Guidance “Charities Reserves” (CC10, May 1997) which states “to justify their holding of reserves, trustees should have a reserve policy, based on a realistic assessment of their reserve needs”.

Reserves are defined as “income which becomes available to the charity and is to be expended at the trustees’ discretion in the furtherance of any charity’s objects (sometimes referred to as “general purpose income”) but what is not yet spent, committed or designated.

The definition of reserves therefore excludes: permanent endowment, restricted funds, designated fund and income funds which could only be realised by disposing of fixed assets held for charity use.

The reserve policy should cover as a minimum:

- The reason for the charity holding the reserves
- The level of reserves believed by the Committee as being necessary
- The steps to be taken by the charity to establish or maintain reserves at the agreed level, and the arrangements put in place by the management committee for monitoring and reviewing the policy.

**Why Andover Neighbourcare needs reserves**

- To demonstrate the commitment by the trustees to act in the best interests of the charity and its beneficiaries
- By identifying and planning for the maintenance of essential services for beneficiaries, the trustees need to demonstrate prudent contingency planning. This not only includes the ongoing costs of providing services in line with the charitable objectives but should also include other costs associated with the winding up of the charity. The charity has assessed that in addition to the designated amounts below, it should maintain £80,000 in reserve.
- Maintenance and general upkeep of premises. All of Andover Neighbourcare’s premises are leased on a full repairing basis. To mitigate against the risks of unplanned closures and other financial liabilities associated with any unforeseen events, the charity has assessed it should continue to maintain £60,000 to fund emergency repairs in order to ensure continuity of its services from these buildings.
- Fees incurred in the event of a winding up of the charity. In the event of the organisation being wound up, the charity considers it should be required to cover three months running costs to a total of £40,000. This will ensure proper running

down of the services and for the transfer of those services to other agencies in order to maintain the provision of services to the beneficiaries of the charity.

- To cover possible future redundancy costs. The charity believes that £50,000 will cover the staff costs for employees associated with the company for ten years in the event of redundancies being made.

### **Establishing and maintaining reserves at the agreed level**

- The Committee has agreed that the target for reserves to be maintained at £230,000. The level of reserves currently stands at £219,686 (2023: £218,310). This includes all cash and readily realisable assets at 31 MARCH 2024.

### **Exit Strategy**

The exit strategy had been formulated given the absence of any secured funding from either Hampshire County Council or Test Valley Borough Council (annually assessable). If future fund raising and income generating activities are unsuccessful, and based upon no other long-term source being found, the following strategy would be adopted to minimise the impact on the provision of services and to ensure the continuation of as much work within the charity's constitution being undertaken as possible.

The time scale upon which the strategy has been developed is three months.

- **New Referrals for care provisions would cease.** All referring agencies (Social Services, Health Visitors, Community Mental Health Team, GPs) would be advised of the impending cessation of service provisions.
- **Reassessment by volunteers.** This would be needed for the volunteers to support for the scheme in the future. Alternative sources of management for the element of the project would be sought.
- **Support Worker funding.** Support for workers would be sought from alternative agencies in the area and from local council agencies.
- **The status of the building.** The status of the buildings is on a repairing lease basis.

**NEIGHBOUR CARE ANDOVER**

England & Wales - Charity number 1037052

---

# Accounts

---

Registered Charity Number 1037052

**NEIGHBOURCARE ANDOVER  
REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2023**

# NEIGHBOURCARE ANDOVER

## ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

<b>CONTENTS</b>	<b>PAGE</b>
Report of the Independent Examiners	1
Report of the Committee	2 - 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 - 11
Appendix to the Financial Statements	
Reserve Policy	12

## **INDEPENDENT EXAMINERS' REPORT TO THE COMMITTEE OF NEIGHBOUR CARE ANDOVER**

We report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 7 to 14 appended to this report.

### **RESPECTIVE RESPONSIBILITIES OF COMMITTEE MEMBERS AND EXAMINERS**

The Charity Committee is responsible for the preparation of accounts; they consider it that the audit requirement of s145 of the Charities Act 2011 (the Act) does not apply. It is our responsibility, without performing an audit, to carry out an examination of the accounts and report to you.

### **BASIS OF EXAMINERS' REPORT**

This independent examination has been carried out in accordance with s145 of the Act and complies with Directions given by the Charities Commission (CC32 – Independent Examination of Charity Accounts). The accounts have been prepared on a Receipts and Payments basis.

Our report is in respect of an examination carried out under s43 of the Act and in accordance with the directions given by the Charity Commissioners under ss7(b) of that section. An examination includes a review of the accounting records kept by the charity Committee and a comparison of the accounts presented with those records. It also includes a review of the accounts, which is primarily limited to analytical procedures and to making of such enquiries of the charity Committee as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

### **EXAMINERS' STATEMENT**

Based on our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect accounting records have not been kept in accordance with s41 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to our attention in connection with our examination that which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**BARTON-KNOTT ACCOUNTANCY SERVICES  
ACCOUNTANTS**

**16 Moneyer Road  
Andover  
Hampshire  
SP10 4NG**

Date:

20/09/23

## **NEIGHBOURCARE ANDOVER**

### **REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023**

#### **Charity Details**

Neighbourcare Andover is a registered charity number 1037052

#### **Principal Address**

14 Union Street  
Andover  
Hampshire  
SP10 1PA

#### **Objects of the Charity**

The purpose of the charity is to relieve persons in the area, who are in need by reason of their age, sickness or poverty, by provision of such voluntary care work as may be charitable.

#### **Support and Activity**

The charity now has no secured funding and will be running on their reserves until future funding can be sourced.

The level of activities has remained the same as previous years but expected to reduce in the future as they are now all self funding.

The charity provides the following services from our principal address in Union Street:

- Voluntary drivers that transport the sick and elderly to hospital appointments and visits to doctors
- Transport to clubs, shopping and any reasonable request
- Transport for other local charities for example the Visually Impaired Group, Lunch Clubs and Day Centre, to name a few.
- Cleaning, gardening and sitting service
- Community Charity Shop and Book Shop
- Information Point
- Home from Hospital Scheme
- Buddy Scheme

We also get visitors to the office in Union Street, who are just lonely and need someone to talk to.

In addition to future plans, we are trying to secure other sources of funding. Provision in the accounts has been made to cover all running costs for the following year as the charity has no guaranteed funding.

The charity will continue with all the activities they already deliver by implementing a charging policy, membership and use of the reserves.

**NEIGHBOURCARE ANDOVER**  
**REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023 (Continued)**

The charity will continue to deliver these services to those in need as defined in the Objects of the Charity.

**Statement of Responsibilities of the Committee**

Charity Law requires the Committee to prepare statements of accounts for each financial year. In preparing those financial statements, the Committee is required to:

- Select suitable accounting policies and apply them consistently
- Make judgement and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with (accounts and reports) regulations 2008.

**Management Committee**

President: Dame Mary Fagan

The charity is run by a management committee. This is charged by proxy of agency to pursue the running of the charity on behalf of the Committee and in accordance with the primary interests of the charity itself. At the end of the year under review the management committee was made up of the following:

Chairman: Judie Tighe  
Secretary: Rosemary Grover  
Treasurer: Jim Johnson

Other Committee Members:  
Anita Gregory  
Julie Johnson  
Elaine Fakes  
Jean Roberts  
Peter Villiard

Bookkeeper: Gemma Coombs

**NEIGHBOUR CARE ANDOVER**  
**REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023 (Continued)**

Where management committee members also sit as public representatives of council bodies or are employees of governmental departments, and where a contractual relationship exists between their bodies and the charity giving rise to a potential conflict of interests, committee members have reviewed the governance procedures and have formulated the following safeguards and measures to reduce the risk of conflict of interest occurring –

- Register of members interests in bodies with whom the charity has contractual obligation
- A statement of confidentiality regarding charity matters discussed
- The removal from any discussion during committee meetings of members with duplications of interests where matters discussed are in relation to those external interests.
- Continuous review of member's viability as a management committee member in the light of the effectiveness of the measures may prohibit the effectiveness of the measures in preventing a potential conflict of interests arising, and the extent that the exercising of the measures may prohibit the effective of duties by that member as a member of the management committee.

We are aware that failure of the management committee to properly monitor these measures may result in prosecution of the charity and its Committee under the Public Interest Disclosure Act 1998.

We have also further steps to ensure that members are not placed on the management committee at the request of funding bodies as a condition of received that funding and monitoring how it is spent.

We are satisfied that the measures we have put in place will ensure any potential conflicts of interest will be quickly identified and dealt with in such a fashion as not to prejudice the management committee's effective management of the charity and maintain the privacy of the charity's interests in their activities.

**Impact of Covid-19**

Management (including the management committee members) regularly prepares and reviews financial forecasts to manage the Charity and make decisions around ongoing operations. During the COVID-19 pandemic, management has used these practices to take proactive actions to conserve resources during the various stages of the pandemic, including implementing furloughs, temporary salary reductions, restricting travel and related expenses, and obtaining more flexible payment terms with vendors.

Based upon information that is currently available, management prepared a forecast for the next 12 months that provides a reasonable expectation that the Charity has adequate resources to continue as a going concern. Management also prepared potential adverse scenarios, including modelling a potential second wave of COVID-19 that has the same severity and impact on the Charity as the first wave, which caused a significant decline in revenues during the months when the most severe business restrictions were in place.

**NEIGHBOURCARE ANDOVER**  
**REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023 (Continued)**

**Impact of Covid-19 (continued)**

In the adverse scenario, the Charity would incur a net deficit in resources during the duration of the potential second wave. However, the declines in revenues would be partially mitigated by reinstating the resource conserving actions described above.

In addition, management have designated sufficient funds out of the charity's unrestricted reserves to meet reasonably foreseeable future additional funding deficits in the event of a further wave of Covid-19 related restrictions. While management would assume a similar level of government funded financial support should there be further disruption, the level of funds designated to cover any future eventuality have not assumed any further support.

**Fixed Assets**

Movements in fixed assets are disclosed in the financial statements.

Approved by the management committee on ..... 18/9/23  
And signed on its behalf by:

Judie Tighe  
Chairperson



Julie Johnson



## NEIGHBOUR CARE ANDOVER

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>2023 Total Funds</u> £	<u>2022 Total Funds</u> £
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Shop Sales		52,825	-	52,825	47,062
Book Sales		20,698	-	20,698	16,402
Membership		15,742	-	15,742	12,491
Silver Surfers Income		-	-	-	-
Donations and Gifts		14,693	-	14,693	14,870
TVBC Funding		-	-	-	-
Other Income		8,447	-	8,447	8,496
Dementia Club		-	-	-	-
Home Help		-	-	-	-
Petrol and Trips receipts		41,898	-	41,898	47,808
Connexions		-	-	-	-
Government grants and furlough paymer	2	-	-	-	2,218
<b>Total Incoming Resources</b>		<u>154,302</u>	<u>-</u>	<u>154,302</u>	<u>149,346</u>
<b>Resources Expended</b>					
Direct Charitable Expenditure					
Helpers	3	21,767	-	21,767	22,990
Support Expenditure					
Administration	4	134,638	-	134,638	120,477
<b>Total Resources Expended</b>	5	<u>156,406</u>	<u>-</u>	<u>156,406</u>	<u>143,467</u>
Net Income Resources for the Year		(2,104)	-	(2,104)	5,879
Balance Brought Forward					
1 April 2022		222,591	-	222,591	214,535
Balance Carried Forward					
31 March 2023		<u>220,487</u>	<u>-</u>	<u>220,487</u>	<u>220,414</u>

**NEIGHBOUR CARE ANDOVER**  
BALANCE SHEET AS AT 31 MARCH 2023

	Note	<u>2023</u> £	<u>2022</u> £
<b>Fixed Assets</b>			
Tangible Assets	6	1,496	-
<b>Current Asset</b>			
Cash at Bank		215,676	221,132
		<u>215,676</u>	<u>221,132</u>
<b>Creditors</b>			
Amounts falling due within 12 months	7	1,138	(718)
		<u>216,814</u>	<u>220,414</u>
<b>Net Current Assets</b>			
Amounts falling due in more than 12 months		-	-
		<u>218,310</u>	<u>220,414</u>
<b>Total Net Assets</b>			
		<u>218,310</u>	<u>220,414</u>
<b>Income Funds</b>			
Non-distributable funds			
Unrestricted: Designated	8	217,300	217,300
Unrestricted: General	9	1,011	3,114
		<u>218,310</u>	<u>220,414</u>

The notes and appendices on pages 9 to 14 form part of these financial statements.

Approved by the committee on.....18/9/.....2023 and signed on its behalf by:

Judie Tighe

*Jane*  
*Judie Johnson 20/9/2023. Trustee.*

**NEIGHBOUR CARE ANDOVER**  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

**1. Accounting Policies**

The principal accounting policies adopted by the charity are as follows:

**a Basis of Accounting**

The accounts have been prepared in accordance with applicable accounting standards and on the basis of historical costs.

**b Accounting policies**

In accordance with recommendations by the Charity Commission to allow for the impact of COVID related effects, the accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent to provide a true and fair view.

**c Income**

Income is represented by grants, donations and other income shown gross.

**d Grants**

Grants are accounted for on a receivable basis. General revenue grants are apportioned over the period to which they relate.

Fixed assets grants are capitalised and amortised on the same basis as the asset it relates to is depreciated.

**e Tangible Fixed Assets**

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated to write off the cost of fixed assets to their estimated residual value over their expected useful lives to the charity. The annual depreciation rates and methods of calculation are as follows:

Motor Vehicles	20% Straight Line
Office Equipment	33% Straight Line

**2. Grants Receivable**

In 2022, as part of its ongoing support to charities, in April 2020 the UK Government introduced the Coronavirus Job Retention Scheme (CJRS). This provided funding to retain employees on furlough and reduce the likelihood of redundancies due to Covid 19. This scheme was not continued into 2023.

**NEIGHBOUR CARE AND OVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**3. Direct Charity Expenditure**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>
Payments to helpers	-	-	-	-
Payment for Petrol	20,366	-	20,366	21,859
Bus Trips	1,401	-	1,401	1,131
	<u>21,767</u>	<u>-</u>	<u>21,767</u>	<u>22,990</u>

**4. Administrative Expenditure**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>
Printing Postage and Stationery	334	-	334	676
Repairs of Equipment	370	-	370	1,280
Lease of Photocopier	1,067	-	1,067	1,067
Insurance	1,563	-	1,563	1,479
Wages & Pension Contribution	53,325	-	53,325	43,496
Wages - Casual	37,768	-	37,768	32,112
Cleaning and refreshment	1,127	-	1,127	749
Accommodation costs	29,410	-	29,410	29,763
Sundry Expenses	6,710	-	6,710	6,710
Advertising	756	-	756	760
Transport Money	-	-	-	-
Accountancy Costs	1,792	-	1,792	1,899
Depreciation	417	-	417	486
	<u>134,638</u>	<u>-</u>	<u>134,638</u>	<u>120,477</u>

**ANDOVER NEIGHBOUR CARE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**5. Total Resources Expended**

	<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>2022 Total</u>	<u>2022 Total</u>
Charitable	-	-	21,767	21,767	22,990
Administration	91,093	417	43,128	134,638	120,477
	<u>91,093</u>	<u>417</u>	<u>64,895</u>	<u>156,406</u>	<u>143,467</u>

**6. Tangible Fixed Assets**

	Office Equipment	Motor Vehicles	Total
<b>Cost</b>			
As at 31 March 2022	51,491	30,125	80,300
Additions	1,652	261	1,913
As at 31 March 2023	<u>53,143</u>	<u>30,386</u>	<u>82,213</u>
<b>Depreciation</b>			
As at 31 March 2022	51,491	30,125	81,616
Charged during the year	330	87	417
As at 31 March 2023	<u>51,821</u>	<u>30,212</u>	<u>82,033</u>
<b>Net Book Value</b>			
As at 31 March 2023	<u>1,322</u>	<u>174</u>	<u>1,496</u>
As at 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>

**7. Creditors**

Amounts falling due for payment within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2023 Total Funds</u>	<u>2022 Total Funds</u>
Accounts Payable	-	-	-	(68)
Accruals & Deferred Income	1,138	-	1,138	(650)
Amounts falling due within 12 months	<u>1,138</u>	<u>-</u>	<u>1,138</u>	<u>(718)</u>

**NEIGHBOURCARE ANDOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**8. Designated Funds**

The income funds of the charity include the following designated funds that are to meet any future events that may impact funding and other revenues, including a further wave of disruption caused by Covid-19, and set aside by the management committee for specific purposes:

	<u>Balance at 31</u> <u>March 2022</u>	<u>New</u>	<u>Utilised/</u> <u>Realised</u>	<u>Balance at</u> <u>31 March</u> <u>2023</u>
Emergency Repair Contingency	47,300	-	-	47,300
Contingency planning reserve	80,000	-	-	80,000
Termination of services contingency	40,000	-	-	40,000
Future Staff Costs and Pensions	50,000	-	-	50,000
	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>

**9. Unrestricted Funds**

	<u>Balance at 31</u> <u>March 2022</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance at</u> <u>31 March</u> <u>2023</u>
Unrestricted Funds	3,114	154,302	156,406	1,011
Designated Funds (Note 9)	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>
	<u>220,414</u>	<u>154,302</u>	<u>156,406</u>	<u>218,311</u>

### Establishing and maintaining reserves at the agreed level

- The Committee has agreed that the target for reserves to be maintained at £230,000. The level of reserves currently stands at £218,310 (2022: £220,414). This includes all cash and readily realisable assets at 31 MARCH 2023.

### Exit Strategy

The exit strategy had been formulated given the absence of any secured funding from either Hampshire County Council or Test Valley Borough Council (annually assessable). If future fund raising and income generating activities are unsuccessful, and based upon no other long-term source being found, the following strategy would be adopted to minimise the impact on the provision of services and to ensure the continuation of as much work within the charity's constitution being undertaken as possible.

The time scale upon which the strategy has been developed is three months.

- **New Referrals for care provisions would cease.** All referring agencies (Social Services, Health Visitors, Community Mental Health Team, GPs) would be advised of the impending cessation of service provisions.
- **Connexions Club.** Currently operating on a weekly basis, the club would revert to a fortnightly scheme in order to enable Neighbourcare and its beneficiaries to start to prepare for closure.
- **Reassessment by volunteers.** This would be needed for the volunteers to support for the scheme in the future. Alternative sources of management for the element of the project would be sought.
- **Support Worker funding.** Support for workers would be sought from alternative agencies in the area and from local council agencies.
- **The status of the building.** The status of the buildings are on a repairing lease basis.

**NEIGHBOUR CARE ANDOVER**

England & Wales - Charity number 1037052

---

# Accounts

---

Registered Charity Number 1037052

**NEIGHBOURCARE ANDOVER  
REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2021**

# NEIGHBOURCARE ANDOVER

## ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

<b>CONTENTS</b>	<b>PAGE</b>
Report of the Independent Examiners	1
Report of the Committee	2 - 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 - 11
Appendix to the Financial Statements	
Reserve Policy	12

## **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF NEIGHBOURCARE ANDOVER**

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 7 to 14 appended to this report.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINERS**

The Charity Trustees are responsible for the preparation of accounts; they consider it that the audit requirement of s145 of the Charities Act 2011 (the Act) does not apply. It is our responsibility, without performing an audit, to carry out an examination of the accounts and report to you.

### **BASIS OF EXAMINERS' REPORT**

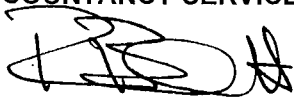
This independent examination has been carried out in accordance with s145 of the Act and complies with Directions given by the Charities Commission (CC32 – Independent Examination of Charity Accounts). The accounts have been prepared on a Receipts and Payments basis.

Our report is in respect of an examination carried out under s43 of the Act and in accordance with the directions given by the Charity Commissioners under ss7(b) of that section. An examination includes a review of the accounting records kept by the charity trustees and a comparison of the accounts presented with those records. It also includes a review of the accounts, which is primarily limited to analytical procedures and to making of such enquiries of the charity trustees as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

### **EXAMINERS' STATEMENT**

Based on our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect accounting records have not been kept in accordance with s41 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to our attention in connection with our examination that which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**BARTON-KNOTT ACCOUNTANCY SERVICES  
ACCOUNTANTS**



**16 Moneyer Road  
Andover  
Hampshire  
SP10 4NG**

Date:

27th Sept 2021

## **NEIGHBOURCARE ANDOVER**

### **REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021**

#### **Charity Details**

Neighbourcare Andover is a registered charity number 1037052

#### **Principal Address**

14 Union Street  
Andover  
Hampshire  
SP10 1PA

#### **Objects of the Charity**

The purpose of the charity is to relieve persons in the area, who are in need by reason of their age, sickness or poverty, by provision of such voluntary care work as may be charitable.

#### **Support and Activity**

The charity now has no secured funding and will be running on their reserves until future funding can be sourced.

The level of activities has remained the same as previous years but expected to reduce in the future as they are now all self funding.

The charity provides the following services from our principal address in Union Street:

- Voluntary drivers that transport the sick and elderly to hospital appointments and visits to doctors
- Transport to clubs, shopping and any reasonable request
- Transport for other local charities for example the Stroke Club, blind club, crisis centre to name a few.
- Cleaning, gardening and sitting service
- Community Charity Shop
- Information Point
- Home from Hospital Scheme
- Book Shop

We also get visitors to the office in Union Street, who are just lonely and need someone to talk to.

In addition to future plans, we are trying to secure other sources of funding. Provision in the accounts has been made to cover all running costs for the following year as the charity has no guaranteed funding.

The charity will continue with all the activities they already deliver by implementing a charging policy, membership and use of the reserves.

## **NEIGHBOUR CARE ANDOVER**

### **REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021 (Continued)**

The charity will continue to deliver these services to those in need as defined in the Objects of the Charity.

#### **Statement of Responsibilities of the Committee**

Charity Law requires the Committee to prepare statements of accounts for each financial year. In preparing those financial statements, the Committee is required to:

- Select suitable accounting policies and apply them consistently
- Make judgement and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with (accounts and reports) regulations 2008.

#### **Management Committee**

President: Dame Mary Fagan

The charity is run by an annually elected management committee. This is charged by proxy of agency to pursue the running of the charity on behalf of the Committee and in accordance with the primary interests of the charity itself. At the end of the year under review the management committee was made up of the following:

Chairman:	Judie Tighe
Vice Chairman:	Mr P Ward
Secretary:	Rosemary Grover
Treasurer:	Jim Johnson

Other Committee Members:

Anita Gregory  
Julie Johnson  
Elaine Fakes  
Jean Roberts

## **NEIGHBOUR CARE ANDOVER**

### **REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021 (Continued)**

Where management committee members also sit as public representatives of council bodies or are employees of governmental departments, and where a contractual relationship exists between their bodies and the charity giving rise to a potential conflict of interests, committee members have reviewed the governance procedures and have formulated the following safeguards and measures to reduce the risk of conflict of interest occurring –

- Register of members interests in bodies with whom the charity has contractual obligation
- A statement of confidentiality regarding charity matters discussed
- The removal from any discussion during committee meetings of members with duplications of interests where matters discussed are in relation to those external interests.
- Continuous review of member's viability as a management committee member in the light of the effectiveness of the measures may prohibit the effectiveness of the measures in preventing a potential conflict of interests arising, and the extent that the exercising of the measures may prohibit the effective of duties by that member as a member of the management committee.

We are aware that failure of the management committee to properly monitor these measures may result in prosecution of the charity and its Committee under the Public Interest Disclosure Act 1998.

We have also further steps to ensure that members are not placed on the management committee at the request of funding bodies as a condition of received that funding and monitoring how it is spent.

We are satisfied that the measures we have put in place will ensure any potential conflicts of interest will be quickly identified and dealt with in such a fashion as not to prejudice the management committee's effective management of the charity, and maintain the privacy of the charity's interests in their activities.

#### **Impact of Covid-19**

Management (including the management committee members) regularly prepares and reviews financial forecasts to manage the Charity and make decisions around ongoing operations. During the COVID-19 pandemic, management has used these practices to take proactive actions to conserve resources during the various stages of the pandemic, including implementing furloughs, temporary salary reductions, restricting travel and related expenses, and obtaining more flexible payment terms with vendors.

Based upon information that is currently available, management prepared a forecast for the next 12 months that provides a reasonable expectation that the Charity has adequate resources to continue as a going concern. Management also prepared potential adverse scenarios, including modelling a potential second wave of COVID-19 that has the same severity and impact on the Charity as the first wave, which caused a significant decline in revenues during the months when the most severe business restrictions were in place.

**NEIGHBOURCARE ANDOVER**  
**REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021 (Continued)**

**Impact of Covid-19 (continued)**

In the adverse scenario, the Charity would incur a net deficit in resources during the duration of the potential second wave. However, the declines in revenues would be partially mitigated by reinstating the resource conserving actions described above.

In addition, management have designated sufficient funds out of the charity's unrestricted reserves to meet reasonably foreseeable future additional funding deficits in the event of a further wave of Covid-19 related restrictions. While management would assume a similar level of government funded financial support should there be further disruption, the level of funds designated to cover any future eventuality have not assumed any further support.

**Fixed Assets**

Movements in fixed assets are disclosed in the financial statements.

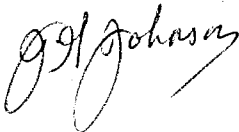
Approved by the management committee on .....

And signed on its behalf by:

Judie Tighe  
Chairperson



Julie Johnson



## NEIGHBOURCARE ANDOVER

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2021 Total</u> <u>Funds</u> <u>£</u>	<u>2020 Total</u> <u>Funds</u> <u>£</u>
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Shop Sales		15,173	-	15,173	37,317
Book Sales		6,295	-	6,295	14,422
Membership		5,043	-	5,043	14,578
Silver Surfers Income		-	-	-	3,740
Donations and Gifts		15,701	-	15,701	12,492
TVBC Funding		21,301	-	21,301	-
Other Income		2,769	-	2,769	1,297
Dementia Club		-	-	-	-
Home Help		165	-	165	3,878
Petrol and Trips receipts		20,914	-	20,914	47,595
Connexions		-	-	-	-
Government grants and furlough payer	2	42,217	-	42,217	-
<b>Total Incoming Resources</b>		<b>129,577</b>	<b>-</b>	<b>129,577</b>	<b>135,316</b>
<b>Resources Expended</b>					
Direct Charitable Expenditure					
Helpers	3	13,462	-	13,462	36,956
Support Expenditure					
Administration	4	131,331	-	131,331	108,745
<b>Total Resources Expended</b>	5	<b>144,793</b>	<b>-</b>	<b>144,793</b>	<b>145,701</b>
<b>Net Income Resources for the Year</b>		<b>(15,216)</b>	<b>-</b>	<b>(15,216)</b>	<b>(10,385)</b>
Balance Brought Forward					
1 April 2019		129,952	-	129,952	129,337
Balance Carried Forward					
31 March 2020		114,736	-	114,736	118,952

**NEIGHBOURCARE ANDOVER**  
BALANCE SHEET AS AT 31 MARCH 2021

		<u>2021</u>	<u>2020</u>
	Note	£	£
<b>Fixed Assets</b>			
Tangible Assets	6	486	5,325
<b>Current Asset</b>			
Cash at Bank		<u>214,699</u>	<u>225,759</u>
		214,699	225,759
<b>Creditors</b>			
Amounts falling due within 12 months	7	(650)	(1,332)
		<u>214,049</u>	<u>224,427</u>
Amounts falling due in more than 12 months		-	-
<b>Total Net Assets</b>		<u><u>214,535</u></u>	<u><u>229,751</u></u>
<b>Income Funds</b>			
Non-distributable funds			
Unrestricted: Designated	8	122,300	99,800
Unrestricted: General	9	<u>92,236</u>	<u>129,952</u>
		<u>214,535</u>	<u>229,751</u>

The notes and appendices on pages 9 to 14 form part of these financial statements.

Approved by the committee on.....2021 and signed on its behalf by:

Judie Tighe 

**NEIGHBOURCARE ANDOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. Accounting Policies**

The principal accounting policies adopted by the charity are as follows:

**a Basis of Accounting**

The accounts have been prepared in accordance with applicable accounting standards and on the basis of historical costs.

**b Accounting policies**

In accordance with recommendations by the Charity Commission to allow for the impact of COVID related effects, the accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent to provide a true and fair view.

**c Income**

Income is represented by grants, donations and other income shown gross.

**d Grants**

Grants are accounted for on a receivable basis. General revenue grants are apportioned over the period to which they relate.

Fixed assets grants are capitalised and amortised on the same basis as the asset it relates to is depreciated.

**e Tangible Fixed Assets**

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated to write off the cost of fixed assets to their estimated residual value over their expected useful lives to the charity. The annual depreciation rates and methods of calculation are as follows:

Motor Vehicles	20% Straight Line
Office Equipment	33% Straight Line

**2. Grants Receivable**

As part of its ongoing support to charities, in April 2020 the UK Government introduced the Coronavirus Job Retention Scheme (CJRS). This provided funding to retain employees on furlough and reduce the likelihood of redundancies due to Covid 19. The charity also received support in the form of a local authority business support grant.

**NEIGHBOURCARE ANDOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**3. Direct Charity Expenditure**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2021 Total</u> <u>Funds</u>	<u>2020 Total</u> <u>Funds</u>
Payments to helpers	630	-	630	5,913
Payment for Petrol	12,087	-	12,087	26,825
Bus Trips	745	-	745	4,218
	<u>13,462</u>	<u>-</u>	<u>13,462</u>	<u>36,956</u>

**4. Administrative Expenditure**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2021 Total</u> <u>Funds</u>	<u>2020 Total</u> <u>Funds</u>
Printing Postage and Stationery	1,209	-	1,209	2,706
Repairs of Equipment	832	-	832	-
Lease of Photocopier	1,317	-	1,317	1,679
Insurance	2,057	-	2,057	1,735
Wages & Pension Contribution	59,826	-	59,826	33,333
Wages - Casual	25,716	-	25,716	20,287
Cleaning and refreshment	-	-	-	1,200
Accomodation costs	32,712	-	32,712	31,581
Sundry Expenses	1,561	-	1,561	6,144
Advertising	350	-	350	1,200
Transport Money	-	-	-	-
Accountancy Costs	1,740	-	1,740	1,850
Depreciation	6,155	-	6,155	7,030
	<u>133,474</u>	<u>-</u>	<u>133,474</u>	<u>108,745</u>

**ANDOVER NEIGHBOUR CARE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5. Total Resources Expended**

	<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>2021 Total</u>	<u>2020 Total</u>
Charitable	-	-	13,462	13,462	32,738
Administration	85,542	6,155	41,776	133,474	108,745
	<u>85,542</u>	<u>6,155</u>	<u>55,238</u>	<u>146,935</u>	<u>141,483</u>

**6. Tangible Fixed Assets**

	<u>Office Equipment</u>	<u>Motor Vehicles</u>	<u>Total</u>
<b>Cost</b>			
As at 1 April 2020	50,175	30,125	80,300
Additions	-	-	-
As at 31 March 2021	<u>51,491</u>	<u>30,125</u>	<u>80,300</u>
<b>Depreciation</b>			
As at 1 April 2020	50,175	24,800	74,975
Charged during the year	830	5,325	6,155
As at 31 March 2021	<u>51,005</u>	<u>30,125</u>	<u>81,130</u>
<b>Net Book Value</b>			
As at 31 March 2021	<u>486</u>	<u>-</u>	<u>486</u>
As at 31 March 2020	<u>1,317</u>	<u>5,325</u>	<u>6,641</u>

**7. Creditors**

Amounts falling due for payment within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2021 Total Funds</u>	<u>2020 Total Funds</u>
Accruals & Deferred Income	<u>(650)</u>	<u>-</u>	<u>(650)</u>	<u>(1,332)</u>

**NEIGHBOURCARE ANDOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**8. Designated Funds**

The income funds of the charity include the following designated funds that are to meet any future events that may impact funding and other revenues, including a further wave of disruption caused by Covid-19, and set aside by the management committee for specific purposes:

	<u>Balance at 1</u> <u>April 2020</u>	<u>New</u>	<u>Utilised/</u> <u>Realised</u>	<u>Balance at</u> <u>31 March</u> <u>2021</u>
Emergency Repair Contingency	19,800	7,500	-	27,300
Future Staff Costs and Pensions	80,000	15,000	-	95,000
	<u>99,800</u>	<u>22,500</u>	<u>-</u>	<u>122,300</u>

**9. Unrestricted Funds**

	<u>Balance at 1</u> <u>April 2020</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance at</u> <u>31 March</u> <u>2021</u>
Unrestricted Funds	129,952	131,719	169,435	92,236
Designated Funds (Note 9)	99,800	22,500	-	122,300
	<u>229,752</u>	<u>154,219</u>	<u>169,435</u>	<u>214,536</u>

**NEIGHBOURCARE ANDOVER**  
APPENDIX TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

**RESERVE POLICY**

The policy is written in the light of the Charities Commissions Guidance "Charities Reserves" (CC10, May 1997) which states "to justify their holding of reserves, trustees should have a reserve policy, based on a realistic assessment of their reserve needs".

Reserves are defined as "income which becomes available to the charity and is to be expended at the trustees' discretion in the furtherance of any charity's objects (sometimes referred to as "general purpose income") but what is not yet spent, committed or designated.

The definition of reserves therefore excludes: permanent endowment, restricted funds, designated fund and income funds which could only be realised by disposing of fixed assets held for charity use.

The reserve policy should cover as a minimum:

- The reason for the charity holding the reserves
- The level of reserves believed by the Committee as being necessary
- The steps to be taken by the charity to establish or maintain reserves at the agreed level, and the arrangements put in place by the management committee for monitoring and reviewing the policy.

**Why Andover Neighbourcare needs reserves**

- Contingency planning. This includes other costs associated with the winding up of the charity. The charity has assessed that in addition to the designated amounts below, it should maintain £80,000 in reserve.
- Maintenance and general upkeep of premises. All of Andover Neighbourcare's premises are leased on a full repairing basis. The charity has assessed it should continue to maintain £60,000 to fund emergency repairs in order to ensure continuity of its services from these buildings.
- Fees incurred in the event of a winding up of the charity. In the event of the organisation being wound up, the charity considers it should be required to cover three months running costs to a total of £40,000. This will ensure proper running down of the services and for the transfer of those services to other agencies.
- To cover possible future redundancy costs. The charity believes that £50,000 will cover the staff costs for employees associated with the company for ten years in the event of redundancies being made.

### **Establishing and maintaining reserves at the agreed level**

- The Committee has agreed that the target for reserves to be maintained at £230,000. The level of reserves currently stands at £214,535 (2020: £229,751). This includes all cash and readily realisable assets at 31 MARCH 2021.

### **Exit Strategy**

The exit strategy had been formulated given the absence of any secured funding from either Hampshire County Council or Test Valley Borough Council (annually assessable). If future fund raising and income generating activities are unsuccessful, and based upon no other long-term source being found, the following strategy would be adopted to minimise the impact on the provision of services and to ensure the continuation of as much work within the charity's constitution being undertaken as possible.

The time scale upon which the strategy has been developed is three months.

- **New Referrals for care provisions would cease.** All referring agencies (Social Services, Health Visitors, Community Mental Health Team, GPs) would be advised of the impending cessation of service provisions.
- **Connexions Club.** Currently operating on a weekly basis, the club would revert to a fortnightly scheme in order to enable Neighbourcare and its beneficiaries to start to prepare for closure.
- **Reassessment by volunteers.** This would be needed for the volunteers to support for the scheme in the future. Alternative sources of management for the element of the project would be sought.
- **Support Worker funding.** Support for workers would be sought from alternative agencies in the area and from local council agencies.
- **The status of the building.** The status of the buildings are on a repairing lease basis.