

**BEFRIEND**  
(Formerly: THE VOLUNTEER LINK SCHEME)  
Charity number: 1072538

**ANNUAL REPORT & FINANCIAL STATEMENTS**

**FOR THE YEAR ENDING**

**31 MARCH 2022**



# **BEFRIEND**

## **ANNUAL REPORT & FINANCIAL STATEMENTS for the Financial Year ended 31 March 2021**

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## **BEFRIEND**

### **Legal and Administrative Details for the Financial Year ended 31 March 2022**

#### **Status**

The organisation is registered as a charity with the Charity Commission.

#### **Governing document**

The charity is an unincorporated association whose purposes and administration are regulated by a Constitution which was adopted in 18th September 1998 (amended by resolutions passed on 19 December 2001)

**Charity Number:** 1072538

**Registered Address:** Boundary House, Boston Road, Hanwell, W7 2QE

**Chief Executive Officer:** Rachel Hill

**Accounts Examiner:** Martina Eyre, 36 Fordhook Avenue, London W5 3LP

**Bank:** CAF Bank Ltd.; 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4 JQ

## **BEFRIEND**

### **REPORT OF THE TRUSTEES**

**For the year ended 31 March 2022**

The Trustees present their report and financial statements for the year ended 31 March 2022.

The legal and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice FRS 102.

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

BEfriend is an unincorporated association which is registered as a charity with the Charity Commission (number 1072538) with a written constitution dated 18 September 1998 (copies available on request). All trustees are members of the Scheme, and volunteers are asked if they would like to be members. The Charity has documented policies in all key areas.

The responsibility for the overall strategy and management of the operations and property of the Scheme is vested in the Management Committee comprising trustees, while the CEO is responsible for the day-to-day administration and running of the Scheme. The CEO attends the six-weekly trustee meetings to report on progress and to participate in the discussions and decision-making process.

Trustees are recruited from members of the local community. Currently six of the nine positions are filled and embrace serving volunteers as well as experience in accounting, finance, law and the voluntary sector. Trustees are recruited via the local Volunteer Centre and by personal contacts. Such appointments are made with a view to the balance of skills and experience of benefit to the Charity's management. Any trustees thus co-opted shall hold office until the next Annual General Meeting when they will be eligible for election. At each AGM one third of the Management Committee shall retire from office but shall be eligible for re-election. The members who retire by rotation shall be those who have been longest in office from the date of their last election. The Management Committee elect from among themselves a Chair, Vice Chair(s) and a Treasurer all of which are honorary appointments. Such appointments are valid only until the conclusion of the Management Committee meeting after the next AGM but may be renewed.

A risk assessment is carried out annually as part of the business planning process and actions taken to mitigate or contain the risks identified. In terms of financial risks, the trustees review the cash flows regularly and ensure sufficient funds are available.



## Financial Review

It has been a solid year for BEfriend on the financial front, with a surplus of £5,523.

BEfriend managed to secure several large grants and donations, as the difference we make to the local community is increasingly recognised by a number of Trusts. Crucially, BEfriend now benefits from secured sizeable funding commitments over several years. Together with its reserves these commitments have allowed Management and the Board of Trustees to take a longer-term view and further build a strong organisational structure.

The Scheme remains firmly focused on its medium-term development as social needs in the Borough continue to grow.

Expenditure further increased from £195,651 last year to £224,949. This reflects the increasing services that Befriend provides, as explained further down the Annual Report.

At year-end the Charity had 9 part-time employees (vs 7 at the end of last year) working the equivalent hours of 5.5 FTE.

A very high portion the Charity's expenditure (86.8%) has been devoted to the core charitable activity. The balance was spent on fundraising (9.4%) and Governance (3.8%).

The principal funding sources during the year under review are listed in Note 2 to the Financial Accounts.

Grants and Donations for the year amounted to £222,068, almost 3 times the amount raised 3 years ago, and a further increase compared to last year. This was a result of the considerable funding effort of our staff.

Unrestricted funds are currently composed of a Closedown Reserve and general funds. General funds stood at £56,063 at year-end,

The Trustees keep a vigilant eye on the state of the reserves with a view to maintaining them to a level which will:

- provide for fluctuations in income and expenditure
- provide for unforeseen contingencies
- ensure the continuity and development of the services provided by the Scheme (Going Concern)

The Trustees have decided to increase the Closedown Reserve (covering the cost of closure of the organization) from £50,000 to £60,000 to reflect the Charity's increased cost base. It is equivalent to approximately 3 months of the Scheme's expenditure. This long-term Reserve is invested in much diversified equity index-trackers. These investments have performed well since they were purchased in 2017, even in the current difficult macroeconomic context.

# Objectives and Activities

## Overview

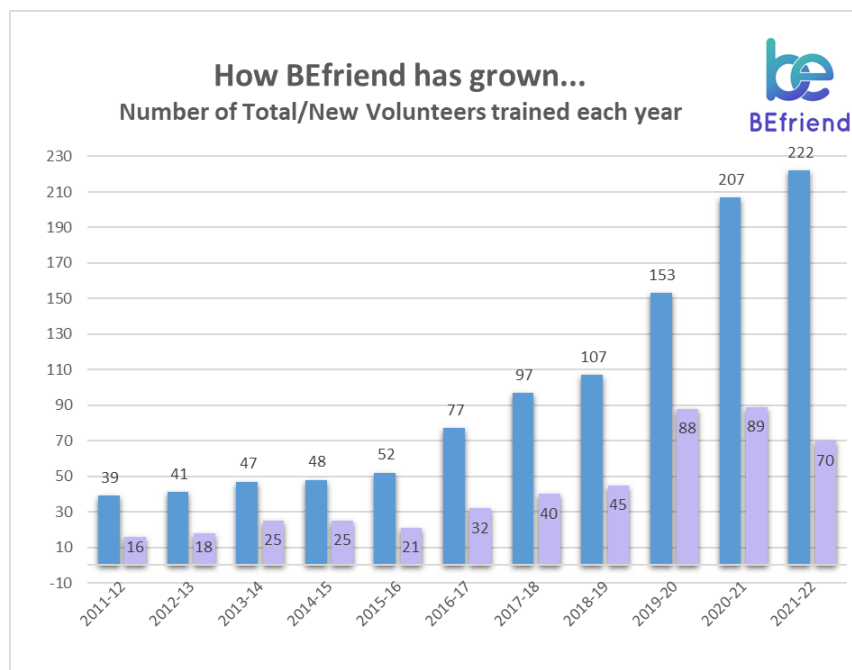
The Scheme was set up in 1994 as The Volunteer Link Scheme under the umbrella of the then Ealing Voluntary Service Council (now Ealing Community and Voluntary Service) and has operated as an independent charity since September 2002 with the sole aim of providing one-to-one volunteer befriending to people within the London Borough of Ealing who are severely isolated and housebound as a result of physical or sensory disability, infirmity or illness.

Through recruiting, training and providing quality ongoing support to volunteers, the charity aims to establish sustainable befriending relationships to support some of the most isolated and vulnerable adults. Given limited resources (including volunteer numbers) we target our service at those who are most isolated and who have little social contact and support, with the aim of improving their quality of life, access to services and physical and emotional well-being. Our service also promotes volunteering and social cohesion through providing a safe environment for people to contribute to their local community.

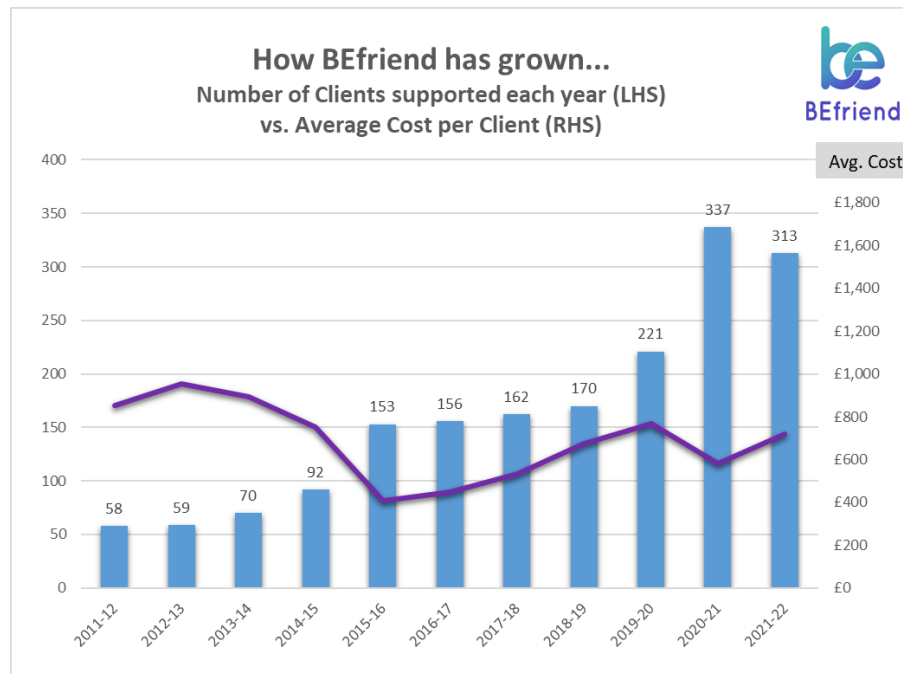
## How we have grown over the years

Looking back over the last 10 years, BEfriend has grown and developed significantly. We haven't just increased in numbers, but we have also widened our reach to be able to support more people with different needs. When BEfriend first started (then known as the Volunteer Link Scheme), it had 1 project- supporting housebound adults. Now, we have 3 key projects: Core Befriending: supporting mainly older adults on a long-term basis, Linked Minds: specialist mental health befriending lasting 1 year, and Telephone Befriending for those who are not suitable for face-to-face, or would simply prefer a telephone call.

The number of volunteers working with us has grown substantially over the last 10 years. In 2021-22 we trained 70 new volunteers (purple column below), which although is lower than the previous 2 years when we trained almost double the usual number due to increased volunteering during the pandemic, is still substantially higher than 2018-19. However, the total number of volunteers working with us (blue column) has continued to rise. This shows that although we recruited slightly less new volunteers, we retained more existing volunteers.



Similarly, the number of clients we support has increased over the last 10 years. In 2021-22 the numbers were slightly lower than the previous year, however this is because of the number of clients we supported on a short-term basis with shopping delivery over the lockdowns which did not need our support ongoing



BEfriend remains very cost-conscious and operates more professionally and efficiently than it has ever done. Over the last 2 years we have invested resources into our staff team to make BEfriend more sustainable. We recruited a Fundraiser in November 2020 which has enabled us to increase our income significantly and enable us to grow and develop further. The recruitment of a part-time Administrator enabled our Befriending Coordinators to assess and support more clients.

## Achievements and Performance 2021-2022

### Adapting to a post-lockdown Ealing

The 2021-22 year continued to be difficult with COVID restrictions in place for most of the year. At the start of the period, we were just coming out of the 3<sup>rd</sup> National Lockdown, and heavy restrictions on social contact were still in place. Although on 29<sup>th</sup> March, the lockdown had officially ended, people were only able to meet up with others outside. Our volunteers were continuing to provide telephone befriending in lieu of face-to-face visits, and our Befriending Coordinators were not able to visit to complete assessments. On 17<sup>th</sup> May restrictions were lifted further and 2 households were able to meet indoors. This meant that our volunteers were able to visit clients indoors again if both they and their client felt comfortable, however social distancing was still in place and anxiety high.

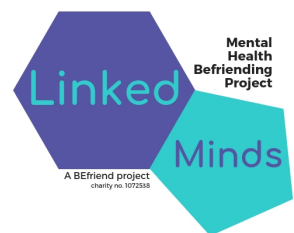
During the rest of the year, volunteers gradually started visiting clients more, but continued to socially distance. It wasn't until 24<sup>th</sup> February 2022 that the Government finally ended all legal restrictions. At this point, we issued 'Living with COVID' guidance to all our volunteers and highlighted the importance of choice and mutual respect. Whilst there were no longer any formal restrictions, we asked volunteers and clients to discuss what they felt happy with and decide between them about what precautions to have in place. During all the uncertainty, BEfriend continued to provide support to new and existing clients, continually adapting to the ever-changing guidance. A few highlights of the year are below:

### A new home for BEfriend

Whilst all the restrictions were in place, we had continued to all work from home. Like many other charities and businesses, we questioned our need for our office space which accounted for a large chunk of our budget. We realised that most staff could work from home, but we still wanted a base. We were offered a space in West Ealing Library, managed by Ealing and Hounslow CVS, and we moved into there in June 2021. This space gave us 4 desks and so most staff continued to work from home, but we had a base for when this was needed.

### Linked Minds Project

2021 started well with us being successful in receiving funding towards our Linked Minds project. Up until then, we only had 1 part-time member of staff on the project, and the multi-year funding from Henry Smith enabled us to recruit a full-time team member.



### Community Fundraising



As well as the success in funding from grant making trusts, 2021-22 was a good year for Community Fundraising, which not only raised funds, but also raised our profile:

- **The Giving Box**

Throughout the whole of the financial year, The Giving Box has been in the Ealing Broadway Centre raising awareness and enabling people to donate to BEfriend. We are grateful to British Land for organising this and supporting us in this way.

- **Taylor Vinters**

In September, a group of trainee solicitors at international law firm, Taylor Vinters, chose BEfriend as one of their 3 charities of the year. They are participating in a variety of different fundraising initiatives between September 2021 and August 2022. In addition to the fundraising work, several the team have become telephone befrienders. They also helped with our Christmas hampers (below).



- **Ealing Half-marathon**

In September a group of runners from local business The Soma Room, and one of our own volunteer befrienders, ran the Ealing Half-Marathon and raised £5261!



## Christmas hampers

For the second year in a row, we had Christmas with restrictions in place. With the spread of the Omicron variant, the Government increased restrictions once more. We decided that we wanted to give a hamper to our clients who we knew would be alone at Christmas. We raised over £1000 from the public via our Befriendship Tree, and together with a team of 9 from Taylor Vinters, packaged and delivered 44 hampers to our most isolated clients.



## Impact of COVID on our clients and volunteers

After a significant increase in both clients and volunteers over the previous year, as shown in the previous section, our numbers have been at a more expected level. However, when looking at the numbers in details, there have been some significant changes over the year as the COVID pandemic continued to affect us all:

- **10** long-term clients sadly **passed away**
- **13** clients no longer needed our support as they **were receiving more contact from family and friends**- this is a very positive and significant change, and is likely to be as a result of the COVID lockdowns
- **3** moved away to **live closer to family** - again this is a very positive change
- **4** were no longer able to manage at home and **moved into a care home**

- **7** decided they did not want to go back to face-to-face visits and are now part of our **telephone befriending**

This has meant that our Core Befriending Project lost 37 clients over the year, although 7 of these are still being supported by us via the Telephone Project. This has made quite a significant change to the number of clients linked with volunteers on the Core Project, which used to be around 70-80 and over the year dropped to around 50. Because of the amount of work that goes into creating a link between a client and a volunteer, and the large drop in numbers on the project, it will take longer to rise back up to previous levels. However, we received more referrals than ever over the year (313 in total, with 128 specifically for the Core Project) and the Befriending Coordinators have been working hard to complete their assessments and match them with suitable volunteers. At the same time, they have been supporting those on the telephone list, which consisted of 28 at the end of March 2022.

Whilst the Core Project and Telephone Project numbers are expected to gradually grow, our Linked Minds Project operates differently. Because this project provides 1 year of support with the hope that clients will no longer need us at the end of the year, the overall numbers regularly go up and down over the year as some clients come to an end and new ones join.

**Another significant point is the increased difficulty in recruiting volunteers.** After a large increase in people wanting to volunteer with us over the lockdowns, this number has decreased over the last year. We have found volunteer recruitment very difficult, and we are not alone in this experience. It is widely observed across the voluntary sector that less people are now volunteering. Fears over COVID, anxiety over cost of living, and high employment rate have been noted as possible reasons for this.

### **What our clients have said**

Despite the changes and difficulties mentioned above, we provided support to 313 people over the year. Here are just a few comments which we have received from some of our clients:

*"It's reassuring having someone to talk to outside of mental health services"*

*"Thank you so much. Before seeing BEfriend my mental health was getting bad"*

*"Very grateful. Huge respect for BEfriend"*

*"I am just happy that I know I will be talking to her every week"*

*"It is lovely to use my own language- so much easier to communicate"*

*"I feel a moment of normality"*

## Our Impact in Numbers

### Clients

- **300** new referrals received over the year
  - **128** of these for the Core Befriending Project
  - **132** of these for Linked Minds
  - **40** for the Telephone Project
- **313 clients** received support at some point during the year
- **153** were receiving regular support at the end of March 2022
  - **115** of these were linked with a volunteer
  - **38** of these were on the waiting list and having a regular phone call until we were able to link them with a volunteer

### We continue to support a diverse community:

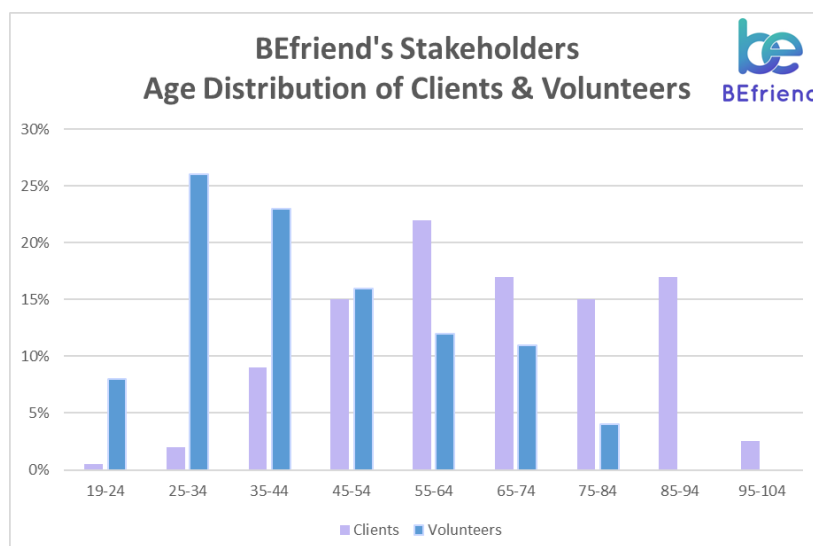
- **28%** of clients were from black and minority ethnic group
- **23%** White British.  
The remainder chose not to answer this question, or is unknown.

### We reach out to all age groups:

- **34%** of clients were aged **75 or older**
- **49%** of clients were younger than **65**
- **22%** of clients were between **55-64** which was our largest age group

### Volunteers

- **The number of volunteers has grown significantly:**
  - **222 volunteers** have been working with us during the year compared to 207 in the previous year.
  - **70 new volunteers** worked with us over the year, a decrease from the previous year
- **Our group of volunteers is well diversified:**
  - **57%** of volunteers are from black and minority ethnic groups
  - **37%** of volunteers are 34 or younger
  - **15%** of volunteers are 65 or older



## **A Huge Thank You...**

### ***To our Volunteers***

We are all so grateful to our volunteers for the continuous support to our clients through all the uncertainty that has continued over this time.

### ***To our Staff***

Thank you for all the amazing BEfriend team who have continued to work so hard to ensure we are providing a quality service to those who need it the most.

### ***To our Trustees***

Thank you also to our supportive group of Trustees who work hard behind the scenes.

### ***To our Funders***

Finally, thank you to our funders for working with us to achieve our aims.

***Rachel Hill***

**CEO**



## **BEFRIEND**

### **REPORT OF THE TRUSTEES For the year ended 31 March 2022**

#### **Trustees' Responsibilities in relation to the Financial Statements**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial period, which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently,
- Make judgments and estimates that are reasonable and prudent,
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

#### **Trustees**

Trustees who served during the period were as follows:

**P. Jones** – Chair (resigned November 2021)  
**E. Parry-Jones** – Vice-Chair (resigned November 2021)  
**O. Uyttenhove** – Treasurer  
**J. Macrae** – Chair (appointed November 2021)  
**N. Joslin** – Vice-Chair (appointed November 2021)  
**G. Kloss**  
**S. Treszka** (Co-opted January 2022)  
**E. D'Souza** (Co-opted January 2022)

Trustees will be in office for a period of three years and must then retire. A retiring trustee is eligible for re-election.

Signed on behalf of the trustees:



**J. Macrae, Chair**

Date: 13.11.22

## BEFRIEND

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEFRIEND For the year ended 31 March 2022

I report to the trustees on my examination of the accounts of BEfriend for the year ended 31<sup>st</sup> March 2022 which are set out on pages 15 to 24.

#### Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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

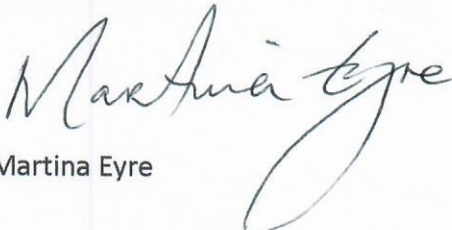
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;  
or

2. the accounts do not accord with those records;  
or

3. the accounts do 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 other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

  
Martina Eyre

Date: 13<sup>th</sup> November 2022

# BEFRIEND

## FINANCIAL REPORT For the year ended 31 March 2022

<b>BEFRIEND - STATEMENT OF FINANCIAL ACTIVITIES</b> <b>FOR THE YEAR ENDED 31 MARCH 2022</b> <b>INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT</b> <b>in accordance with Charities Act 2011 and SORP FRS 102</b>					
		31-Mar-22	31-Mar-22	31-Mar-22	31-Mar-21
		Unrestricted	Restricted	Total	Total
	Note	Funds	Funds	Funds	Funds
<b>Income and Endowments (£) from:</b>					
Donations & Legacies	2	67,367	149,633	<b>217,000</b>	213,085
Other Trading Activities		5,068	-	<b>5,068</b>	917
Investment Income		-	-	-	-
<b>Total Incoming Resources</b>		<b>72,435</b>	<b>149,633</b>	<b>222,068</b>	214,002
<b>Expenditure (£) on:</b>					
Charitable Activities	9	39,215	155,883	<b>195,098</b>	177,350
Fundraising & Publicity	9	21,200	-	<b>21,200</b>	12,955
Governance	9	8,651	-	<b>8,651</b>	5,346
<b>Total Resources Expended</b>		<b>69,066</b>	<b>155,883</b>	<b>224,949</b>	195,651
Realized Net Income / (Losses) on Investments		-	-	-	-
Unrealized Net Income / (Losses) on Investments		8,403	-	<b>8,403</b>	15,019
<b>Net Income / (Expenditure) in FY</b>		<b>11,773</b>	<b>(6,250)</b>	<b>5,523</b>	33,370
Transfers between funds	10	-	-	-	-
Deferred Income / Carried Forward		-	8,375	<b>8,375</b>	6,250
Depreciation of Fixed Assets		-	-	-	-
<b>Net Movement in Funds in FY</b>		<b>11,773</b>	<b>2,125</b>	<b>13,898</b>	39,620
<b>RECONCILIATION OF FUNDS</b>					
<b>Total Funds at Start of FY</b>	11	104,290	6,250	<b>110,540</b>	70,920
<b>Total Funds at End of FY</b>	11	116,063	8,375	<b>124,438</b>	110,540

All amounts relate to continuing activities.  
All recognised gains and losses are shown above.

# BEFRIEND

## FINANCIAL REPORT For the year ended 31 March 2022

BEFRIEND - STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022			
	Note	Total Funds FY to 31-Mar-22	Total Funds FY to 31-Mar-21
<b>Cash Flows from Operating Activities</b>			
Net Cash provided by / (used in) Operating Activities	See below	8,003	25,980
<b>Cash Flows from Investing Activities</b>			
Interest from Investments		-	-
Purchase of Equipment		-	-
Proceeds from Sale of Investments		-	-
Purchase of Investments		-	-
Net Cash provided by / (used in) Investing Activities		-	-
<b>Cash Flow Totals</b>			
Change in Cash & Cash Equivalents in the Reporting Period		8,003	25,980
Cash & Cash Equivalents at the Beginning of the Reporting Period		51,361	25,381
Cash & Cash Equivalents at the End of the Reporting Period		59,364	51,361
<b>Reconciliation of Net Income / (Expenditure) to Net Cash Flow from Operating Activities</b>			
		FY to 31-Mar-22	FY to 31-Mar-21
Net income/(expenditure) for the reporting period as per the Statement of Financial Activities		13,898	39,620
<b>Adjustments for:</b>			
Depreciation Charges		-	-
Realized (Gains) / Losses on Investments		-	-
Unrealized (Gains) / Losses on Investments		(8,403)	(15,019)
Interest from Investments		-	-
(Increase)/Decrease in Debtors		2,750	1,000
Increase/(Decrease) in Creditors		(242)	379
<b>Net cash provided by/(used in) operating activities</b>		<b>8,003</b>	<b>25,980</b>



# BEFRIEND

## FINANCIAL REPORT For the year ended 31 March 2022

BEFRIEND - BALANCE SHEET AS AT FINANCIAL YEAR ENDED 31 MARCH 2022					
		31-Mar-22	31-Mar-22	31-Mar-21	31-Mar-21
<b>Assets (£)</b>					
<b>Fixed Assets</b>			-		-
<b>Financial Assets</b>			<b>124,438</b>		<b>110,540</b>
Investment Account		67,938		59,535	
Bank & Cash		59,363		51,361	
Rent Deposit & Current Assets		-		2,750	
Current Liabilities		(2,863)		(3,106)	
<b>Total Net Assets</b>			<b>124,438</b>		<b>110,540</b>
<b>Funds of the Charity (£)</b>					
<b>Restricted Funds</b>			<b>8,375</b>		<b>6,250</b>
Restricted Funds @ Start of FY		6,250		1,550	
Movement in Restricted Funds during FY		2,125		4,700	
<b>Designated Funds</b>			<b>60,000</b>		<b>50,000</b>
Closedown Reserve @ Start of FY		50,000		50,000	
Movement in Closedown Reserve during FY		10,000		-	
<b>General / Unrestricted Funds</b>			<b>56,063</b>		<b>54,290</b>
Unrestricted Funds @ Start of FY		54,290		19,370	
Transfer from / (to) Designated Funds during FY		(10,000)		-	
Movement: Surplus / (Deficit) in Unrestricted Funds during FY		11,773		34,920	
<b>Total Funds</b>			<b>124,438</b>		<b>110,540</b>

*J Macrae*

J. Macrae, Chair

Date: 13.11.22

# **BEFRIEND**

## **NOTES TO THE ACCOUNTS For the year ended 31 March 2022**

### **1. Accounting Policies**

1.1 The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. They follow the requirements and recommendations in the Charities SORP FRS102 and the Charities Act 2011'

1.2 Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the basis of staff time attributable to each activity. Indirect costs are allocated to Support and Management and Administration on the basis of the estimated staff time spent on each area. Management and administration costs include the management of the charity's assets, organisational management and compliance with constitutional and statutory regulations.

1.3 The charity contributes to defined contribution pension schemes. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The charity has no liability under the scheme other than for the payment of those contributions.

1.4 Depreciation: Depreciation is provided on all tangible assets at a rate calculated to write off the cost or valuation over its expected useful life as follows:

- Desktop Computer equipment, furniture and other equipment - straight line over 3 years
- Laptops and mobile IT equipment are written off completely in the year of acquisition
- Items of equipment and furniture costing less than £50 are written off completely in the year of acquisition

1.5 Voluntary income: Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.

1.6 Grants: Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Activities in the year in which they are received or receivable whichever is the earlier.

1.7 Unrestricted funds: Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

1.8 Staff costs: Staff costs and overhead expenses are allocated to activities based on staff time spent on those activities.

1.9 Fundraising and publicity: Fundraising and publicity costs comprise the cost incurred in producing materials for promotional purposes and in raising funds.

1.10 Support costs: Support costs of charitable activities comprise costs incurred directly in support of expenditure on the objects of the charity.

## BEFRIEND

### NOTES TO THE ACCOUNTS For the year ended 31 March 2022

#### 2. Voluntary Income: Donations

The Henry Smith Charity	57,500
Ealing Council Adult Serv. via Dementia Concern	38,560
The Charity of Sir Richard Whittington (Mercers)	33,500
City Bridge Trust	25,375
The Charity of William Hobbayne	2,000
Christmas Hampers Project	1,073
<b>RESTRICTED GRANTS / DONATIONS</b>	<b>158,008</b>
National Lottery / Reaching Communities	48,650
Garfield Weston	10,000
Sir Jules Thorn	1,250
Arnold Clark Memorial Fund	1,000
<b>UNRESTRICTED GRANTS FROM COUNCIL / TRUSTS</b>	<b>60,900</b>
Small Donations	5,431
Fundraising Events / Projects	5,068
HMRC Gift Aid	1,037
<b>OTHER UNRESTRICTED FUNDING SOURCES</b>	<b>11,535</b>
<b>TOTAL FUNDS RAISED YTD</b>	<b>230,443</b>

# BEFRIEND

## NOTES TO THE ACCOUNTS For the year ended 31 March 2022

### 3. Taxation

No tax charge arises as the Scheme applies all income to its charitable objectives and is exempt.

### 4. Staff costs

Staff Costs (£)		4	
		31-Mar-22	31-Mar-21
Salaries		173,558	129,777
Social Security Costs		6,832	5,836
Pension Costs		5,416	4,120
<b>Total Staff Costs</b>		<b>185,806</b>	<b>139,733</b>
<b>Average Number of Full Time Employees in FY</b>		<b>5.5</b>	<b>4.1</b>

### 5. Net Incoming Resources

Net Incoming Resources (£)		5	
		31-Mar-22	31-Mar-21
These are stated after charging:			
Remuneration to the Examiner		-	-
Remuneration to the Board of Trustees		-	-
Expenses of the Board of Trustees		-	-
Depreciation		-	-
<b>Sum</b>		<b>-</b>	<b>-</b>



# BEFRIEND

## NOTES TO THE ACCOUNTS For the year ended 31 March 2022

### 6. Tangible Fixed Assets

Tangible Fixed Assets (£)		6	
		31-Mar-22	31-Mar-21
<b>Valuation At Cost</b>			
At Start of FY		876	876
Additions		-	-
At End of FY		876	876
<b>Accumulated Depreciation</b>			
At Start of FY		876	876
Charge for period		-	-
At End of FY		876	876
<b>Net Book Values</b>			
At Start of FY		-	-
At End of FY		-	-

### 7. Debtors

Debtors (£)		7	
		31-Mar-22	31-Mar-21
Grants receivable		-	-
Rent Deposit		-	2,750
Other debtors		-	-
Payments in advance		-	-
<b>Sum</b>		-	<b>2,750</b>

### 8. Creditors: Amounts Due within One Year

Creditors: Amounts Due within One Year (£)		8	
		31-Mar-22	31-Mar-21
Taxation and social security costs		2,863	3,106
Other creditors		-	-
Accrued liabilities		-	-
<b>Sum</b>		<b>2,863</b>	<b>3,106</b>

**BEFRIEND**  
**NOTES TO THE ACCOUNTS - For the year ended 31 March 2022**

**9. Resources Expended**

<b>Resources Expended (£)</b>	<b>9</b>				<b>31-Mar-22</b>
	Charitable Activities	Support Costs	Fundraising & Publicity	Governance	Total
<b>All Funds (£)</b>					
Rent	-	19,374	-	-	19,374
<b>Rent</b>	<b>-</b>	<b>19,374</b>	<b>-</b>	<b>-</b>	<b>19,374</b>
Staff - Salaries & Related Costs	161,932	-	18,786	5,088	185,806
Staff - Training	811	-	-	-	811
Staff - Clinical Supervision (LM)	1,260	-	-	-	1,260
Staff - Expenses	911	-	-	-	911
<b>Staff Expenditure</b>	<b>164,914</b>	<b>-</b>	<b>18,786</b>	<b>5,088</b>	<b>188,788</b>
Volunteers - Expenses	1,093	-	-	-	1,093
Volunteers - Training & Safeguarding	1,021	-	-	-	1,021
Volunteers - Motivation Events	32	-	-	-	32
Fixed Assets - Office Equipm. Purchase	-	739	-	-	739
Fixed Assets - IT & Software Purchase	-	750	-	-	750
Other Assets - Mobile Phone for Staff	-	750	-	-	750
Office Expenses - Tel & Broadband	-	1,829	-	-	1,829
Office Expenses - IT Support & Hosting	-	2,009	-	-	2,009
Office Expenses - Postage/Printing/Stationary/Other	1,372	-	-	-	1,372
Miscellaneous / Refunds / Corrections / Omissions	504	-	-	-	504
Christmas Hampers Project	615	-	-	-	615
<b>Operational Expenditure</b>	<b>4,637</b>	<b>6,077</b>	<b>-</b>	<b>-</b>	<b>10,714</b>
Fundraising Expenses	-	-	600	-	600
Staff Recruitment	-	-	860	-	860
Publicity / Research / Volunteer Recruitment	-	-	302	-	302
Memberships	-	-	652	-	652
<b>Development Expenditure</b>	<b>-</b>	<b>-</b>	<b>2,414</b>	<b>-</b>	<b>2,414</b>
Governance - Examiner Fees	-	-	-	-	-
Governance - DBS Checks	-	-	-	1,306	1,306
Governance - HR Support	-	-	-	567	567
<b>Governance Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,873</b>	<b>1,873</b>
Bank Charges	-	97	-	-	97
Insurance	-	-	-	1,689	1,689
<b>Financial Expenditure</b>	<b>-</b>	<b>97</b>	<b>-</b>	<b>1,689</b>	<b>1,786</b>
<b>Total Funds (£)</b>	<b>169,551</b>	<b>25,547</b>	<b>21,200</b>	<b>8,651</b>	<b>224,949</b>
<b>Percentage Split</b>	<b>75.4%</b>	<b>11.4%</b>	<b>9.4%</b>	<b>3.8%</b>	<b>100.0%</b>
<b>Resources Expended (£)</b>					
<b>Restriction - Donor</b>					
Core activities - The Charity of Sir Richard Whittington (Mercers)	33,500	-	-	-	33,500
Linked Minds - The Henry Smith Charity	57,500	-	-	-	57,500
Carers short break - Ealing Council. Adult Serv. via Dementia Concern	34,120	-	-	-	34,120
Volunteers training - Ealing Council. Adult Serv. via Dementia Concern	4,440	-	-	-	4,440
Salaries - City Bridge Trust	25,250	-	-	-	25,250
Volunteers training - The Charity of William Hobbayne	-	-	-	-	-
Christmas Hampers Project - various donors	1,073	-	-	-	1,073
<b>Restricted funds</b>	<b>155,883</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,883</b>
<b>Unrestricted funds</b>	<b>13,668</b>	<b>25,547</b>	<b>21,200</b>	<b>8,651</b>	<b>69,066</b>
<b>Total Funds (£)</b>	<b>169,551</b>	<b>25,547</b>	<b>21,200</b>	<b>8,651</b>	<b>224,949</b>

# BEFRIEND

## NOTES TO THE ACCOUNTS For the year ended 31 March 2022

### 10. Funds Analysis

Funds Analysis (£)					
10					
	Balance at Start of FY	Movement Incoming	Movement Transfers	Movement Outgoing	Balance at End of FY
<b>Restriction - Donor</b>					
Core activities - The Charity of Sir Richard Whittington (Mercers)	-	33,500	-	33,500	-
Linked Minds - The Henry Smith Charity	-	57,500	-	57,500	-
Carers short break - Ealing Council. Adult Serv. via Dementia Concern	-	34,120	-	34,120	-
Volunteers training - Ealing Council. Adult Serv. via Dementia Concern	-	4,440	-	4,440	-
Salaries - City Bridge Trust	6,250	25,375	-	25,250	6,375
Volunteers training - The Charity of William Hobbayne	-	2,000	-	-	2,000
Christmas Hampers Project - various donors	-	1,073	-	1,073	-
<b>Restricted Funds</b>	6,250	158,008	-	155,883	8,375
<b>Unrestricted Funds</b>	104,290	72,435	-	60,663	116,063
<b>Total Funds</b>	110,540	230,443	-	216,546	124,438

### 11. Analysis of Net Assets between Funds

Analysis of Net Assets between Funds (£)				
11				
	Tangible Fixed Assets	Net Current Assets	Total Assets	
<b>Restriction - Donor</b>				
Salaries - City Bridge Trust	-	6,375	6,375	
Volunteers training - The Charity of William Hobbayne	-	2,000	2,000	
<b>Restricted funds</b>	-	8,375	8,375	
<b>Unrestricted funds</b>	-	116,063	116,063	
<b>Total Funds</b>	-	124,438	124,438	

## **BEFRIEND**

### **NOTES TO THE ACCOUNTS For the year ended 31 March 2022**

#### **Bank:**

##### **CAF Bank Ltd.**

25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

#### **Accounts Examiner:**

##### **Martina Eyre**

36 Fordhook Avenue  
London W5 3LP