

**THE CLAPHAM RELIEF FUND**

**Charity No. 1074562**

**TRUSTEES REPORT AND ACCOUNTS  
FOR THE  
YEAR TO 31ST DECEMBER 2022**

**THE CLAPHAM RELIEF FUND**

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# THE CLAPHAM RELIEF FUND

## TRUSTEES AND OTHER INFORMATION (Forming part of the Trustees Report)

### YEAR TO 31ST DECEMBER 2022

#### 1. CHARITY NO. AND AREA OF BENEFIT

The charity no. is 1074562 and the area of benefit is based on the historic Parish of Holy Trinity and the area surrounding this boundary, so as to include complete Local Government wards.

#### 2. TRUSTEES

The following served as trustees during the year and up to December 2022:

| Attended                          | Meetings |
|-----------------------------------|----------|
| Frank Brown                       | 3        |
| Diana Cornforth                   | 3        |
| Carole Glasson                    | 3        |
| Chris Newman (Treasurer)          | 3        |
| Girda Niles                       | 2        |
| Jackie Parkin                     | 3        |
| Penny Rose-Casemore               | 2        |
| Claire Whittle (Chair)            | 4        |
| Nick Harrison (New Trustee)       | 1        |
| Alison Inglis-Jones (New Trustee) | 1        |

#### 3. CLERK TO THE TRUSTEES AND ADDRESS

Mrs. Shirley Cosgrave

##### Registered Address

Holy Trinity Church  
North Side  
Clapham Common  
London SW4 0QZ

##### Correspondence Address

P O Box 37978  
London SW4 8WX

#### 4. STOCKBROKERS

|                 |
|-----------------|
| Mr Adam Spring  |
| 12 Moorgate     |
| London EC2R 6DA |
|                 |

#### 5. BANK

|                             |
|-----------------------------|
| CAF Bank Ltd                |
| 25 Kings Hill Avenue        |
| Kings Hill                  |
| West Malling, Kent ME19 4JQ |

#### 6. INDEPENDENT EXAMINER

Judith Brookfield  
Brookfield & Co  
18 Concanon Road  
London, SW2 5TA

## **THE CLAPHAM RELIEF FUND**

### **TRUSTEES REPORT - YEAR TO 31ST DECEMBER 2022**

The Trustees are pleased to present their report and the financial statements of the fund for the year to 31st December 2022. Details of Trustees and other basic information are given on page 3.

#### **Constitution**

The charity is administered and managed subject to and in conformity with the provisions of Schemes of the Charity Commissioners dated 13th January 1997 and 11<sup>th</sup> August 2000, as amended.

#### **Aims and Organisation**

The aim of the organisation is to apply the income of the charity to relieving either generally or individually, people in need, hardship or distress resident in the Clapham area.

The Trustees normally meet four times during the year, to approve applications. In addition either our Chair or our Treasurer and one other trustee can approve urgent individual applications of up to £300 each between meetings. The work of receiving applications and paying the grants that are agreed upon is carried out by the Clerk to the committee, who is paid an honorarium.

#### **Methods Used for Recruitment and Appointment of Trustees**

As a geographically based charity, new Trustees are sought from those based in the local community, who have some involvement in community matters, or have a skill which is needed by the charity. New Trustees are required to complete the Charity Commission Declaration Form, which includes a statement that they have read the Charity Commission Booklet CC3 entitled “The Essential Trustee”.

## **CHAIR'S REPORT - YEAR TO 31<sup>ST</sup> DECEMBER 2022**

During 2022 Clapham Relief Fund continued to work to support those living in our area of benefit with financial grants. We received application requests from both individuals and organisations within the Clapham area.

During the year we met every quarter and it was lovely to be completely back to meeting in person, face to face, to discuss the applications, award financial grants and drive the Fund forward.

We continued to receive a good number of applications from both individuals and from some organisations. Grants were only awarded if the applicant demonstrated their need and fitted our criteria. If more information was needed before a decision was made, our secretary would go back to the sponsor and applicant and ask for further information. As a group, all trustees take the responsibility of their position seriously and always ensure that the grants are only awarded if they are confident the criteria has been met.

In these quarterly meetings we heard from our Treasurer regarding the finances of the Fund to ensure that our investments were in good health. Annually, we also invite our account manager from Cazenove to come and discuss our portfolio. This is an opportunity for the trustees to ask questions and ensure that we all have a good understanding of these investments. Our manager at Cazenove is always available to answer questions and make additional investments on our behalf throughout the year. We are grateful for their expertise in overseeing our investments and taking the time to ensure we have an understanding of the markets.

During 2022 we embarked in a recruitment process for a new trustee, as there was a vacancy. We placed advertisements both locally and nationally for the position and we were delighted with the incredibly high quality of the applications that we received. As a result we interviewed all that applied and we decided to in fact appoint 2 new trustees. At the end of the year we welcomed Dr. Nick Harrison and Cllr. Alison Inglis-Jones to the board. I am delighted they have joined us and look forward to them adding to the Clapham Relief Fund.

As always, there are a number of sincere thanks I would like to give. Firstly, I would like to thank Chris Newman for all the hard work he does throughout the year as our Treasurer and in his work to prepare these accounts. To our accountant, Judith Brookfield, thank you for independently examining these accounts. Importantly, I would like to thank our clerk, Shirley Cosgrave. Shirley's support, skill and experience are vital to the smooth running of the Fund and she is very much appreciated. Thank you. I would also like to thank Holy Trinity Church who kindly gift us the room that we meet in.

Finally and most importantly, I would sincerely thank my fellow trustees for their continued dedication and time, which they give to Clapham Relief Fund. Their skill, expertise and interpretation of the grants ensures we make thoughtful decisions that are responsible to both the fund and the applicants that we support.

Thank you all who contributed to the Clapham Relief Fund this year and have helped to ensure it continues to help those in need within our area of benefit. We look forward to the Fund continuing to provide help and support to the people of Clapham in the coming year.

Claire Whittle  
*Chair*

## **Review of Financial Activities and Affairs**

**Investments** –As agreed by the trustees, the majority of the charity’s holdings have been split between the Schroders Charity Multi-Asset Fund and the Schroders Responsible Charity Multi-Asset Fund. 28% of the charity’s holdings are invested separately in the COIF Charities Ethical Investment Fund.

**Statement of Financial Activities** – There were no major changes to expenditure in 2022. Details of our grants are in Note 3 to these Accounts.

## **Reserves Policy**

Our reserves policy is set out under Accounting Policies on page 11.

## **Risk Management**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that our Risk Assessment policy is reviewed yearly to ensure that the necessary steps are in place to mitigate these risks.

## **Public Benefit**

The Trustees have paid due regard to the guidance of the Charity Commission on “Public Benefit” in deciding upon what activities we should undertake.

## **Trustees’ Statement of Responsibilities in Relation to the Accounts**

The law applicable to charities in England and Wales requires trustees to prepare Accounts for each financial year which give a true and fair view of the charity’s financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare Accounts on the alternative receipts and payments basis). In preparing Accounts giving a true and fair view, the Trustees should follow best practice and:

Select suitable accounting policies and then apply them consistently,

Make judgements 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 accounts,

Prepare accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

## **THE CLAPHAM RELIEF FUND**

### **TRUSTEES REPORT - YEAR TO 31ST DECEMBER 2022**

The Trustees are responsible for keeping accounting records, which enable them to ascertain and disclose the financial position of the charity and to ensure that the Accounts comply with applicable law. 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.

The Trustees confirm that they have acted within their powers with respect to the administration of the investment portfolio and also confirm that the charity can meet all its financial obligations.

This report and the Accounts set out on pages 9 to 13 were approved by the trustees on 31st October 2023 and signed on their behalf.

Claire Whittle  
*Chair*

# Brookfield & Co

Chartered Accountants

J A Brookfield B Comm ACA ATII

Consultant J E Pickard BA AIT

## Independent Examiners' Report

Report of the Independent Examiner to the Directors of THE CLAPHAM RELIEF FUND  
For the year ended 31 December 2022

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We report on the financial statements for the year ended 31 December 2022 disclosing a deficit of £84,599, which have been prepared on the basis of the accounting policies in note 1.

### Respective responsibilities of the Board of Trustees and Independent Examiner

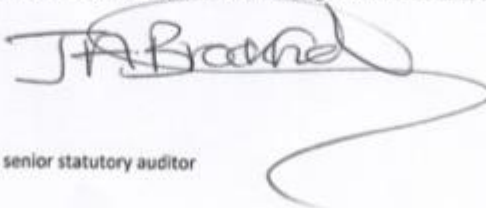
The Board of Trustees is responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our work, on those statements and to report our opinion to you.

### Basis of Independent Examiner's Report

An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the Board of Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently we do not express an audit opinion on the view given by these accounts.

### Independent Examiners Statement

In connection with our examination, no matter has come to our attention which gives us a reasonable cause to believe that in any material aspects the requirements to keep the accounting records in accordance with the Charities Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met or to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



30th October 2023

Signed by J A Brookfield, as senior statutory auditor  
on behalf of

Brookfield & Co

Chartered Accountants

Registered auditors

18 Concanon Rd

London SW2 5TA

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Tel: 020 8771 6710 Fax: 020 8771 8722  
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# THE CLAPHAM RELIEF FUND

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR TO 31ST DECEMBER 2022

|                                       | Note     | Un –Restricted Funds |                 |                 | Endowment Funds | Total 2022      | Total 2021     |
|---------------------------------------|----------|----------------------|-----------------|-----------------|-----------------|-----------------|----------------|
|                                       |          | Distribut-able       | Retained        | Total           |                 |                 |                |
|                                       |          | £                    | £               | £               | £               | £               | £              |
| <b>INCOMING RESOURCES</b>             |          |                      |                 |                 |                 |                 |                |
| <b>Investment Income</b>              |          |                      |                 |                 |                 |                 |                |
| Dividends                             |          | 26,107               |                 | 26,107          | -               | 26,107          | 25,545         |
| Interest - Fixed Interest Securities  |          | -                    |                 | -               | -               | -               | -              |
| Bank and deposit interest             |          | 30                   |                 | 30              | -               | 30              | -              |
| Refunds                               |          | 173                  |                 | 173             | -               | 173             | 519            |
| Grant from Henry Smith Charity        |          | 8,200                |                 | 8,200           | -               | 8,200           | 0              |
| Donations                             |          | 0                    |                 | 0               | -               | 0               | 0              |
|                                       |          | <b>34,510</b>        |                 | <b>34,510</b>   | <b>-</b>        | <b>34,510</b>   | <b>26,064</b>  |
| <b>RESOURCES EXPENDED</b>             |          |                      |                 |                 |                 |                 |                |
| <b>Charitable Activities - Grants</b> |          |                      |                 |                 |                 |                 |                |
|                                       | <b>3</b> | 22,250               |                 | 22,250          | -               | 22,250          | 22,486         |
| <b>Governance Costs</b>               |          |                      |                 |                 |                 |                 |                |
| Independent Examiner's fees           |          | 673                  |                 | 673             | -               | 673             | 600            |
|                                       |          | <b>673</b>           |                 | <b>673</b>      | <b>-</b>        | <b>673</b>      | <b>600</b>     |
| <b>Other Support Costs</b>            |          |                      |                 |                 |                 |                 |                |
| Clerk's Honorarium                    |          | 985                  |                 | 985             | -               | 985             | 985            |
| Printing, stationery and postage      |          | -                    |                 | -               | -               | -               | 20             |
| PO Box                                |          | 360                  |                 | 360             | -               | 360             | 353            |
| Publications                          |          | 10                   |                 | 10              | -               | 10              | -              |
| Website maintenance                   |          | 235                  |                 | 235             | -               | 235             | 235            |
| Bank Charges                          |          | 81                   |                 | 81              | -               | 81              | 115            |
|                                       |          | <b>1,661</b>         |                 | <b>1,661</b>    | <b>-</b>        | <b>1,661</b>    | <b>1,708</b>   |
| <b>Total Resources Expended</b>       |          | <b>24,584</b>        |                 | <b>24,584</b>   | <b>-</b>        | <b>24,584</b>   | <b>24,794</b>  |
| <b>Net Income/-Resources Expended</b> |          | <b>9,926</b>         |                 | <b>9,926</b>    | <b>-</b>        | <b>9,926</b>    | <b>1,270</b>   |
| <b>Other Recognised Surpluses</b>     |          |                      |                 |                 |                 |                 |                |
| <b>Investments:</b>                   |          |                      |                 |                 |                 |                 |                |
| Surplus/(deficit) on revaluation      | <b>2</b> |                      | (56,962)        | (56,962)        | (27,638)        | (84,600)        | 55,039         |
| Profit/-loss on disposals             |          |                      |                 |                 |                 |                 |                |
| <b>Transfer between funds</b>         | <b>1</b> | (11,200)             | 8,200           | (3,000)         | 3,000           | -               | -              |
| <b>Net Movement in Funds</b>          |          | <b>(1,274)</b>       | <b>(48,762)</b> | <b>(50,036)</b> | <b>(24,638)</b> | <b>(74,674)</b> | <b>56,309</b>  |
| Surplus 1 <sup>st</sup> January       |          | 27,242               | 540,640         | 567,882         | 219,636         | 787,518         | 731,209        |
| Surplus 31 <sup>st</sup> December     |          | <b>25,968</b>        | <b>491,878</b>  | <b>517,846</b>  | <b>194,998</b>  | <b>712,844</b>  | <b>787,518</b> |

## THE CLAPHAM RELIEF FUND

### BALANCE SHEET AS AT 31ST DECEMBER 2022

|                                | Note      | £             | 2022<br>£             | £             | 2021<br>£             |
|--------------------------------|-----------|---------------|-----------------------|---------------|-----------------------|
| <b>Fixed Assets</b>            |           |               |                       |               |                       |
| Investments                    | 2         |               | 700,580               |               | 773,980               |
| <b>Current Assets</b>          |           |               |                       |               |                       |
| Debtors and Prepayments        |           | -             |                       | -             |                       |
| Cash on deposit - CAF Gold Acc |           | 2,510         |                       | 2,500         |                       |
| Cash at bank current accounts: |           |               |                       |               |                       |
| CAF Bank                       |           | <u>10,454</u> |                       | <u>12,295</u> |                       |
|                                |           | <u>12,964</u> |                       | <u>14,795</u> |                       |
| <b>Current Liabilities</b>     |           |               |                       |               |                       |
| Accruals                       |           | 700           |                       | 1,257         |                       |
| <b>Net Current Assets</b>      |           |               | 12,264                |               | 13,538                |
| <b>Net Assets</b>              |           |               | <b><u>712,844</u></b> |               | <b><u>787,518</u></b> |
| <b>FUNDS</b>                   |           |               |                       |               |                       |
| <b>Endowed</b>                 | Page<br>9 |               | 194,998               |               | 219,636               |
| <b>Unrestricted</b>            | Page<br>9 |               |                       |               |                       |
| Retained                       |           | 491,878       |                       | 540,640       |                       |
| Distributable                  |           | <u>25,968</u> |                       | <u>27,242</u> |                       |
|                                |           |               | 517,846               |               | 567,882               |
|                                |           |               | <b><u>712,844</u></b> |               | <b><u>787,518</u></b> |

Approved by the Trustees on 30  
October 2023 and signed on their  
behalf by:

C Whittle – Chair

C Newman – Treasurer

## **THE CLAPHAM RELIEF FUND**

### **NOTES TO THE ACCOUNTS FOR THE YEAR TO 31ST DECEMBER 2022**

#### **1. Accounting Policies**

##### **General**

These Accounts have been prepared under the historical cost convention (except for the valuation of investments) and in accordance with applicable accounting standards and the Charities SORP (FRS 102). The dividends added to accumulation investments (i.e. not paid into the Charity's bank accounts) have been included as part of investment income in the Statement of Financial Activities.

##### **Accruals**

The Accounts have been prepared on an "accruals" basis.

##### **Income Recognition**

Investment Income is recognised when received.

##### **Expenditure Recognition**

Grants are recognised when the grants are approved.

##### **Reserves**

The trustees have adopted a policy of distributing the surplus of net income received since January 1997, the date of formation of this charity. In order to reflect this policy a distinction is made under Unrestricted Reserves between funds to be retained and funds to be distributed.

##### **Investments Valuation**

Investments are included at market value, based on the mid-market price.

##### **Endowment (Permanent) and Unrestricted Funds**

The Trustees are of the opinion that the 71,252.81 COIF Ethical Income Units are the only identifiable component of the Endowment Fund.

THE CLAPHAM RELIEF FUND

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31ST DECEMBER 2022

2. Fixed Assets Investments

| At 1 January 2022   |                       |                       | Addition/(Disposals) |                      | At 31 <sup>st</sup> December 2022 |                       |                       |
|---|-----------------------|-----------------------|----------------------|----------------------|-----------------------------------|-----------------------|-----------------------|
| Holding   | Cost                  | Value                 | Holding              | Cost                 | Holding                           | Cost                  | Value                 |
| Nos   | £                     | £                     | Nos                  | £                    | Nos                               | £                     | £                     |
|   |                       |                       |                      |                      |                                   |                       |                       |
| <b><u>Schroder - Responsible Multi-Asset A Distribution</u></b> |                       |                       |                      |                      |                                   |                       |                       |
| 504,839   | 240,500               | 252,501               |                      |                      | 504,839                           | 240,500               | 270,695               |
| <b><u>Schroder – Multi-Asset A Distribution</u></b>             |                       |                       |                      |                      |                                   |                       |                       |
| 416,874   | 250000                | 301,843               | 15,222               | 8,200                | 432096                            | 258,200               | 234,888               |
| <b><u>COIF Ethical Income Units</u></b>                         |                       |                       |                      |                      |                                   |                       |                       |
| 70180   | 54,756                | 219,636               | 1,072                | 3,000                | 712582                            | 57,756                | 194,997               |
|   |                       |                       |                      |                      |                                   |                       |                       |
|   | <b><u>545,256</u></b> | <b><u>773,980</u></b> |                      | <b><u>11,200</u></b> |                                   | <b><u>556,456</u></b> | <b><u>700,580</u></b> |

|   |               |               |
|---|---------------|---------------|
| <b>3. Grants – Unrestricted</b>   |               |               |
|   | <b>2022</b>   | <b>2021</b>   |
|   | <b>£</b>      | <b>£</b>      |
| <b><u>Institutions</u></b>  |               |               |
| Better Start  |               | 325           |
| St Vincent De Paul Society  | 300           | 400           |
| Learning Unlimited  | 2,197         | -             |
| Springfield Community Flat – Play schemes   | 5,366         | 3,500         |
| Royal Trinity Hospice   | 2,000         | -             |
| The Nehemiah Project  |               | 200           |
|   |               |               |
| <b><u>Individuals</u></b>   |               |               |
| Christmas Distribution – 2 (2021 – 2)   | 200           | 200           |
| Other grants – 52 (2021 – 61)   | 12,187        | 16,434        |
| Accrued/Prepaid   | -             | 1427          |
|   | <b>22,250</b> | <b>22,486</b> |
| Note: The description applies to the most recent year, where appropriate.   |               |               |
|   |               |               |
| <b>4. Trustees Expenses</b> – No trustee received re-imbursement of individual expenses during the year (2021 – Nil.) |               |               |