

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

Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2021
for
Guildford Action for Community Care

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

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for the Year Ended 31 March 2021

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Guildford Action for Community Care

Chairman's Report 2020/21 for the Year Ended 31 March 2021

Like for so many, this year has been unexpected, unplanned and totally unforgettable. It tested us in ways that perhaps we would never have expected and has created opportunities for the future. Jo Tester, our CEO, and the staff team worked tirelessly to support our clients during the uncertainties of lockdown and increasingly high COVID contamination, hospitalisations and deaths. They ensured, without complaint, the continued delivery of an exceptional service. I thank them enormously for their continued commitment through challenging times that exposed their vulnerability and placed them at great personal risk.

In her report, Jo Tester explains the way in which our service has evolved to ensure not only that we continued to service our clients. But also so that we continue to deliver appropriate and relevant services as the society we operate within evolves. I am particularly proud not just how this demonstrates our organisational resilience but also how we continue to be at the forefront of what we do.

In last year's report, Carol Dunnett, our former Chair, expressed her intention to stand down from the board. Due to particularly challenging personal circumstances she decided to step down from the board in December 2020; earlier than anticipated. The circumstances of her departure meant that we didn't properly get to thank her for the commitment she had shown to Guildford Action. So on behalf of the Board and the Charity, I'd like to express our gratitude for all she had done for us and to wish her every happiness in her retirement.

2021 is Guildford Action's fortieth anniversary. Such a milestone gives pause to reflect on the societal challenges without which we would have no reason to exist. I recall, with a wry smile, how Bob Crooks (our founding father) once told me that when we first established Guildford Action we did so on the expectation that we would address the issues within our remit following which we could pat ourselves on the back with satisfaction of a job 'well done'. Sadly, forty years later, the challenges within our society continue and appear to be greater than ever. I believe Guildford Action plays an enormously important role within our local community and I am extremely proud to play a continuing part of our journey.

Again, I'd like to express my thanks to Jo Tester and all the staff team for their tireless and selfless dedication. Thanks also to my fellow trustees and directors for their continued support and commitment.

Matthew Johnson

Chair of the Board of Trustees

Guildford Action for Community Care

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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

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

To reach this aim our mission is

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

Our Objectives are to:

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

Ensuring we work to meet our aim, mission and objectives

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

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

Public benefit

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

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

Report of the Trustees
for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

CEO Annual Report April 2020 - March 2021

Like for many, this year has seen changes and challenges that none of us expected or could have planned for. Covid and restrictions became part of our daily life and we had to adapt quickly and readjust our working practices. We carried on delivering services throughout, albeit reduced access to The Day Service, but all those who needed support got it. We also took the opportunity to decorate our premises ready for opening up more fully again.

Guildford Borough Council responded well to the pandemic and set up the wellbeing Hub which provided thousands of meals and food parcels. Local groups did the same and we at Guildford Action worked in partnership with many statutory and community partners to ensure no one was left hungry. The council did an admirable job and provided accommodation to every rough sleeper before the government guidance. We took on the duty of visiting those placed in Croydon many of whom had high and complex needs. We decided to operate our support services over 7 days instead of 5 as this was an opportunity to give intensive support to those with the greater needs and to build upon the fact they had a safe place to stay. On the whole, those who went into temporary accommodation did much better than we expected and many moved on to more permanent accommodation. On the family side, they too surprised us. They had to do much more for themselves, and again, showed real strength and resilience. We took lots of learning from this time and have re-shaped our services so we can focus on increasing people's independence.

We moved some of our support to online and have continued with this as it has shown to be a great medium to communicate and to encourage peer support. One frustration has been where other services moved to home working it seems to take longer and longer to make things happen. Health appointments have been particularly challenging and the reduction in community groups has really impacted those who are most vulnerable in our society.

We finished the year in a strong financial position it is important to remember that whilst we received some generous donations from individuals and businesses, we were unable to undertake any community fundraising activities and we put a freeze on recruitment. We also lost all income from the hiring of Beverley Hall. We know the real pinch will be felt over the coming years.

Amongst the change and chaos, we also have managed to develop our core services. The GAF team are now running evening groups and more community activities. They try where possible to only undertake home visits where there is an exceptional need or no other alternative is available. We have been keen not to default to our usual services after seeing that people coped really well so it is important that we truly empower and give hope and trust.

The Day Service has expanded the NSP (Needle & Syringe Programme) and we are very proud to be the only non-clinical organisation to be able to dispense the lifesaving Naloxone which is an antidote to an opiate overdose. During the course of the year we have trained around 90 people including organisations from across Surrey. Our next step is to design and implement a Peer to Peer programme that will be a great opportunity for some of our service users to use their lived experience to help others.

We are partnering with Surrey County Council and Public Health on a new project called Bridge The Gap. This involves providing intensive support to those with multiple disadvantage across Surrey, many of whom have difficulties with accessing mainstream services. The principles of the project are very much aligned with ours at Guildford Action and the whole approach is focussed around trauma informed care. We are thrilled that this programme will be funded for a further 3 years.

The next few years are filled with uncertainty but we can confidently predict that there will be an increased need for our services. The uplift in Universal Credit is due to end in October 2021 and this will mean lots of people lose around £80 a month which will of course have a devastating impact. This coupled with a 50% increase in people privately renting and 300,000 finding themselves with rent arrears could lead to a very bleak future for many.

Each year I give thanks to my amazing staff team, but this year, more than ever they deserve recognition for their constant hard work. Whilst the world around us shut down or worked from home, they worked 7 days a week to make sure our most vulnerable people were cared for. They never complained, they compromised their own well-being and health and I am in awe at their passion, resilience and dedication.

Joanne Tester - CEO

Guildford Action for Community Care

Report of the Trustees **for the Year Ended 31 March 2021**

FINANCIAL REVIEW

Funding

Our funds come from three separate sources;

1. statutory sources
2. grants for which we normally apply, eg the National Lottery and Public Health
3. community fundraising, eg donations received from individuals, local churches and businesses
4. income from leasing Beverley Hall, our base, to community groups
5. COVID related hardship funds

The imposition of Lockdown in March 2020 introduced significant uncertainty with regards to our ability to fundraise during the year. Restrictions on social contact, closures of business, increasing numbers of people placed on enforced 'furlough' all played a part in our assessment of the challenges we might have faced. Fortunately, we identified several grants that were made available to help organisations deal with the uncertainties presented by the COVID pandemic. They helped to ensure we were able to confirm that we would not enforce the use of Furlough for any staff members at an early stage during the pandemic.

Despite our pessimistic projections with regards to fundraising, I was delighted that our Community fundraising income doubled year on year. Thanks to all the individuals who supported us during the most uncertain of times and to Stuart Alexander, our fundraiser, for his continued efforts to keep promoting the work we do.

Beverley Hall

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

The impact of COVID meant we were unable to secure the normal level of bookings we would normally achieve. In fact, bookings were minimal. The result was that we achieved no income from lettings.

Fundraising

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

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

Reserves policy

During 2021 the Board took the opportunity to review our reserves policy. We resolved to hold six months' (previously three months) expenditure in reserve to ensure financial stability of our Charity. We also resolved to aspire to additionally hold reserves sufficient to fund the costs of staff termination packages should the Charity enter a wind-up position. Taking this approach means that we should be able to continue operating for a period of six months to ensure effective transition of clients to alternative services.

Whilst we closed the year with a strong reserves position, there is still great uncertainty with regards to our longer term fundraising ability. This is because the longer term economic impact of the COVID pandemic are yet to be seen.

Matthew Johnson - Treasurer

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

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

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

Organisational structure

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

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

Induction and training of new trustees

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

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

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

Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

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

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

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

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

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

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3767533 (England and Wales)

Registered Charity number

1078721

Registered office

Beverley Hall
71 Haydon Place
Guildford
Surrey
GU1 4ND

Trustees

M Johnson	- Chair for the Board of Trustees
E Robinson	
A Taylor	
N Wilkinson	
V Nkwocha	
A Creese	
M Froggatt	- Appointed 3 December 2020
C Dunnett	- Resigned 3 December 2020
F Everist	- Resigned 23 January 2020
E Fry	- Resigned 3 December 2020
Clr C Reeves	- Resigned 3 December 2020

Report of the Trustees
for the Year Ended 31 March 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

A Taylor

Auditors

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

Bankers

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

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

In so far as the trustees are aware:

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

AUDITORS

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

Guildford Action for Community Care

Report of the Trustees
for the Year Ended 31 March 2021

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on22.11.21..... and signed on its behalf by:

.....
M Johnson - Trustee

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

Opinion

We have audited the financial statements of Guildford Action for Community Care (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Material uncertainty related to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

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

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

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

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

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory frameworks that are applicable to the entity and determined the most significant are those that relate to FRS 102 Section 1A, pension laws and regulations and tax regulations.

We assessed the risks of material misstatement in respect of fraud as follows:

- Enquiries made of management and those charged with governance as well as the service organisation in relation to payroll services
- Analytical procedures were used to identify if there were any unusual or unexpected relationships
- Discussions with management to identify any fraud risk factors of related party relationships and transactions

Based on the results of our risk assessment we designed our audit procedures to identify non-compliance with such laws and regulations identified above.

Enquiries were made of management and those charged with governance. We corroborated our enquiries through the review of Board minutes and other papers provided. There was no contradictory evidence.

We considered the risk of fraud through management override and, in response, we incorporated testing of manual journal entries into our audit approach. We tested year end journals as well as journal entries throughout the year. There were no transactions identified outside the normal course of business.

Based on the results of our risk assessment we designed our audit procedures to identify and to address material misstatements in relation to fraud. We incorporated an element of unpredictability in the selection of the nature, timing, and extent of audit procedures.

Where transaction meeting risk criteria were identified, we carried out further work such as additional testing to source information.

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

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

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Bennewith 2018 Limited (Statutory Auditors)

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

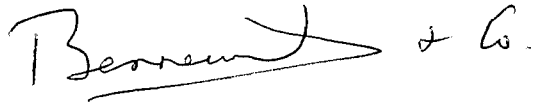
3 Wey Court

Mary Road

Guildford

Surrey

GU1 4QU

A handwritten signature in black ink, appearing to read 'Bennewith & Co.', with a horizontal line underneath the name.

Date: 22 December 2021

Guildford Action for Community Care

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	150,665	136,038	286,703	119,419
Charitable activities					
Day Service		56,444	94,818	151,262	90,944
GA for Families		12,152	30,000	42,152	70,000
Investment income	3	44	-	44	250
Other income		-	-	-	23,995
Total		219,305	260,856	480,161	304,608
EXPENDITURE ON					
Charitable activities					
Day Service		37,869	103,688	141,557	191,840
GA for Families		66,441	64,443	130,884	120,268
Total		104,310	168,131	272,441	312,108
NET INCOME/(EXPENDITURE)		114,995	92,725	207,720	(7,500)
RECONCILIATION OF FUNDS					
Total funds brought forward		91,271	35,531	126,802	134,302
TOTAL FUNDS CARRIED FORWARD		206,266	128,256	334,522	126,802

The notes form part of these financial statements

Guildford Action for Community Care

Balance Sheet
31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	9	899	226	1,125	1,509
CURRENT ASSETS					
Debtors	10	11,152	-	11,152	7,245
Cash at bank		211,461	128,862	340,323	197,399
		<u>222,613</u>	<u>128,862</u>	<u>351,475</u>	<u>204,644</u>
CREDITORS					
Amounts falling due within one year	11	(17,245)	(833)	(18,078)	(79,351)
NET CURRENT ASSETS		<u>205,368</u>	<u>128,029</u>	<u>333,397</u>	<u>125,293</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>206,267</u>	<u>128,255</u>	<u>334,522</u>	<u>126,802</u>
NET ASSETS		<u>206,267</u>	<u>128,255</u>	<u>334,522</u>	<u>126,802</u>
FUNDS	12				
Unrestricted funds				206,267	91,271
Restricted funds				128,255	35,531
TOTAL FUNDS				<u>334,522</u>	<u>126,802</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

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

The trustees acknowledge their responsibilities for

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

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements

Guildford Action for Community Care

Balance Sheet - continued

31 March 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 22.12.21 and were signed on its behalf by:


.....
M Johnson - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

Income

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

Expenditure

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

Tangible fixed assets

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

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

Taxation

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

Fund accounting

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

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

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

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations & gifts	111,220	58,523
Grants & contracts	175,483	60,896
	<u>286,703</u>	<u>119,419</u>

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	44	250
	<u>44</u>	<u>250</u>

4. NET INCOME/(EXPENDITURE)

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

	31.3.21	31.3.20
	£	£
Auditors' remuneration	5,000	5,400
Auditors' remuneration for non audit work	7,560	7,680
Depreciation - owned assets	384	521
	<u>12,944</u>	<u>13,601</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

No trustees' expenses were paid in the year ended 31 March 2021 (2020: NIL).

6. STAFF COSTS

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

	31.3.21	31.3.20
Management and administration	2	2
Direct charitable activities	8	9
	<u>10</u>	<u>11</u>

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

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	53,999	65,420	119,419
Charitable activities			
Day Service	-	90,944	90,944
GA for Families	-	70,000	70,000
Investment income	250	-	250
Other income	23,995	-	23,995
Total	78,244	226,364	304,608
EXPENDITURE ON			
Charitable activities			
Day Service	51,231	140,609	191,840
GA for Families	14,676	105,592	120,268
Total	65,907	246,201	312,108
NET INCOME/(EXPENDITURE)	12,337	(19,837)	(7,500)
Transfers between funds	(13,804)	13,804	-
Net movement in funds	(1,467)	(6,033)	(7,500)
RECONCILIATION OF FUNDS			
Total funds brought forward	92,737	41,565	134,302
TOTAL FUNDS CARRIED FORWARD	91,270	35,532	126,802

8. LEGAL STATUS

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

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. TANGIBLE FIXED ASSETS

	Treatment room £	Office Equipment £	Laundry equipment £	Computer equipment £	Totals £
COST					
At 1 April 2020 and 31 March 2021	12,678	33,255	6,827	5,722	58,482
DEPRECIATION					
At 1 April 2020	12,648	33,243	6,781	4,301	56,973
Charge for year	10	4	15	355	384
At 31 March 2021	12,658	33,247	6,796	4,656	57,357
NET BOOK VALUE					
At 31 March 2021	20	8	31	1,066	1,125
At 31 March 2020	30	12	46	1,421	1,509

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Other debtors	10,000	6,093
Prepayments	1,152	1,152
	11,152	7,245

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Social security and other taxes	-	5,296
Other creditors	920	14,387
Disbursement creditor	364	-
Deferred income	5,000	48,723
Accrued expenses	11,794	10,945
	18,078	79,351

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	91,271	114,996	206,267
Restricted funds			
Day Service	16,874	74,863	91,737
Connexions	315	-	315
Big Lottery Fund - Reaching Communities	18,342	17,861	36,203
	<u>35,531</u>	<u>92,724</u>	<u>128,255</u>
TOTAL FUNDS	<u>126,802</u>	<u>207,720</u>	<u>334,522</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	219,305	(104,309)	114,996
Restricted funds			
Day Service	178,920	(104,057)	74,863
GAF Family Centre	31,826	(31,826)	-
Big Lottery Fund - Reaching Communities	50,110	(32,249)	17,861
	<u>260,856</u>	<u>(168,132)</u>	<u>92,724</u>
TOTAL FUNDS	<u>480,161</u>	<u>(272,441)</u>	<u>207,720</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	92,737	12,338	(13,804)	91,271
Restricted funds				
Day Service	41,250	(24,376)	-	16,874
Connexions	315	-	-	315
GAF Family Centre	-	(13,804)	13,804	-
Big Lottery Fund - Reaching Communities	-	18,342	-	18,342
	<u>41,565</u>	<u>(19,838)</u>	<u>13,804</u>	<u>35,531</u>
TOTAL FUNDS	<u>134,302</u>	<u>(7,500)</u>	<u>-</u>	<u>126,802</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,244	(65,906)	12,338
Restricted funds			
Day Service	116,202	(140,578)	(24,376)
GAF Family Centre	74,114	(87,918)	(13,804)
Big Lottery Fund - Reaching Communities	36,048	(17,706)	18,342
	<u>226,364</u>	<u>(246,202)</u>	<u>(19,838)</u>
TOTAL FUNDS	<u>304,608</u>	<u>(312,108)</u>	<u>(7,500)</u>

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	92,737	127,334	(13,804)	206,267
Restricted funds				
Day Service	41,250	50,487	-	91,737
Connexions	315	-	-	315
GAF Family Centre	-	(13,804)	13,804	-
Big Lottery Fund - Reaching Communities	-	36,203	-	36,203
	<u>41,565</u>	<u>72,886</u>	<u>13,804</u>	<u>128,255</u>
TOTAL FUNDS	<u>134,302</u>	<u>200,220</u>	<u>-</u>	<u>334,522</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	297,549	(170,215)	127,334
Restricted funds			
Day Service	295,122	(244,635)	50,487
GAF Family Centre	105,940	(119,744)	(13,804)
Big Lottery Fund - Reaching Communities	86,158	(49,955)	36,203
	<u>487,220</u>	<u>(414,334)</u>	<u>72,886</u>
TOTAL FUNDS	<u>784,769</u>	<u>(584,549)</u>	<u>200,220</u>

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

Day Service

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

GAF Family Centre

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

Big Lottery Community Outreach

Grant received from Big Lottery Fund to fund a new project reaching out to vulnerable families with complex and entrenched needs. Through home visits, support and advice will be provided in whatever aspect is needed, commonly around care orders, evictions, benefits, debt management, court summons and general support to help better equip families who are struggling to cope. To complement current outreach/home-visit services, this 4 year project will deliver "pop-up" groups/events in two communities in the Guildford area to provide spaces that bring families together to reduce isolation and build relationships in shared activities and learning.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Guildford Action for Community Care

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations & gifts	111,220	58,523
Grants & contracts	175,483	60,896
	<hr/>	<hr/>
	286,703	119,419
Investment income		
Deposit account interest	44	250
Charitable activities		
Catering	58	944
Grants	193,356	160,000
	<hr/>	<hr/>
	193,414	160,944
Other income		
Beverley Hall income	-	23,995
	<hr/>	<hr/>
Total incoming resources	480,161	304,608
EXPENDITURE		
Charitable activities		
Wages	184,915	212,148
Pensions	10,151	11,204
Staff recruitment, training & agency fees	192	90
Telephone	2,948	3,476
Postage and stationery	526	482
Sundries	2,251	395
Catering costs	1,266	5,658
Materials & equipment	2,767	6,934
Special events	2,713	7,438
Transport, travel & subsistence	3,327	3,391
Premises	9,767	11,459
Volunteer expenses	261	2,077
Depn of Treatment room	10	10
Depn of office equipment	4	13
Depn of laundry equipment	15	24
Depn of computer equipment	355	474
	<hr/>	<hr/>
	221,468	265,273
Support costs		
Management		
Wages	26,878	23,176
Carried forward	26,878	23,176

This page does not form part of the statutory financial statements

Guildford Action for Community Care

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
Management		
Brought forward	26,878	23,176
Pensions	1,358	1,065
Insurance	3,936	3,908
Telephone	470	227
Postage and stationery	560	183
Staff training	-	145
Equipment	3,113	1,430
Professional fees	1,906	3,135
	<hr/>	<hr/>
	38,221	33,269
 Finance		
Bank charges	192	190
 Other		
Sundries	-	296
 Governance costs		
Auditors' remuneration	5,000	5,400
Auditors' remuneration for non audit work	7,560	7,680
	<hr/>	<hr/>
	12,560	13,080
 Total resources expended	<hr/>	<hr/>
	272,441	312,108
 Net income/(expenditure)	<hr/>	<hr/>
	207,720	(7,500)

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