

HELMAR CARE AND COMMUNITY SERVICES LIMITED



Room 20, Richard Mayo Centre,
United Reformed Church, Eden Street,
Kingston-Upon-Thames, KT1 1HZ

ANNUAL REPORT AND ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2022

HELMAR CARE AND COMMUNITY SERVICES LIMITED
ANNUAL REPORT AND ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31
MARCH 2022

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The Trustees have the pleasure in presenting their Report and Financial Statement of Helmar Care and Community Services Ltd for the year ending 31st March 2021.

Reference and Administrative Details:

Helmar Care and Community Services Limited is a registered Charity Number 1085423 and a Company Limited by Guarantee Number 03900909. Address Room 20 Richard Mayo Centre, Eden Street Kingston upon Thames KT1 1HZ.

Trustees:

Pauline Atim	Chair
Catherine Amulen	Secretary
Flavia Lutwama	Trustee
Christine Esaete	Treasurer
Sharon A Coleshill	Trustee

Bankers:

NatWest Bank
5 Market Place
Kingston upon Thames
KT1 1JX

Independent Examiners:

Fanla & Co	Unit 10, Warwick House
Accountants & Consultants	Overton Road
	London SW9 7JP

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CHAIRPERSON'S REPORT

I have great pleasure in reporting on the activities and achievements of Helmar Care and Community Services during the financial year 2021/2022. I would like to thank Helmar management, staff and trustees for their dedication and support during this Financial Year April 2021 to March 2022. Despite the challenges of the past years, Helmar Care and Community Services has continued to provide quality care and support to the community it serves. We continued to work with our communities to promote Covid vaccination programs, as well as welfare support and advice, thanks to dedication of its management team, operational and support staff. On behalf of the Trustees of Helmar Care and Community Services, I would like to extend our special thanks to Margaret and Hellen for their continued volunteering role in shaping the smooth running of the organization.

Helmar Care and Community Services, as with many social care entities is facing challenges in the recruitment of care staff and continues to work with its trustees and volunteer to explore how it can recruit and retain staff. Management Team and Trustees will be working together to explore different ways to attract and retain quality staff.

Helmar has got a committed management team and trustees, with various professional skills, who are dedicated to making the hard decision that hopefully will keep it at the center of Community Service providers for the next years to come.

We are very fortunate to have Trustees who have various professional skills which they bring to the organization, which has contributed to the tremendous achievement of Helmar. We continue to hold Trustees meetings virtually or in person as we are now able to work in our offices without lockdown restrictions.

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Chairs Report Continues:

The quality of our services provision to the community has continued to improve over the years and have registered the increase in the number of people accessing our services.

Helmar care and Community Services is committed in improving the lives of our communities, reducing social exclusion and increasing people's aspirations to play a full active role in the community. We support ideas that bring people together, strengthening relationships in and across communities. We feel that strong, vibrant communities can be built and renewed by the people living in them, making them ready for anything in the face of future opportunities and challenges.

We continue to shape the future of our service delivery for the benefit of our service users, and local community. The money raised from our home care delivery services is fundamental to the organization's core support framework. We ensure money raised helps our communities to achieve their ambitions and thrive. The funding also enabled the organization to access external consultation to support our organization to develop, value our strength and helping in identifying how to increase our organization's skills and knowledge, as well as, providing extensive improvement in our Policies, Procedures and Framework.

We have always been particular regarding major financial risks to which the organization may be exposed to. We have put in place Policies and Procedures to counteract these risks and challenges in a thoughtful and strategic manner. We incorporated provisions in the annual budget to address the financial risks. The Management Team considers and responds to wider risk issues as they arise. Thanks to the hard work of all the Trustees, staff and volunteers that have made this possible.

I would like to thank our networking team, as well as the Royal Borough of Kingston upon Thames for their continuous support to Helmar and the community that we serve.

Pauline Atim

Pauline Atim
Chair

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Organizational Structure

Helmar Care and Community Services is served by five Trustees Board Members with a variety of professional backgrounds relevant to the work of the Charity. The Trustees meet 4 times a year but can call for extra ordinary meetings when there is urgent matter for discussion and are responsible for the strategic direction and policy of the Charity.

The Trustees are responsible for appointing senior staff members who have overall responsibility for the day-to-day operations of the organization. The senior members of staff meet with the Trustees and their sub-committees, regularly, and Finance sub-Committee meets at least twice a month.

Trustees' Responsibilities

Financial details and operations of the charity are made available to the members of the trustees at each meeting and an explanation is given should there be any query by a member of the board of trustees. Useful information received from the Charity Commission are passed on to the Trustees to update them on new developments.

Trustees are encouraged to participate in appropriate external training events, where these will be of benefit to the organization. Trustees attend to various events and trainings organized by Kingston Voluntary Action which provide space on sharing information, consulting on policy development, giving support and exchanging ideas. This provides opportunity for networking within the voluntary and statutory sector.

Helmar Care trustees are not remunerated for their time they provide for the work of the Charity. We are an independent local charity based in Kingston upon Thames and is responsible for its own policy, direction, and funding.

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Risk Management

The trustees from time to time conduct its own review of the major risk to which the charity is exposed and considers them according to the severity of loss. These include risk of funding and financial control, staff capacity and other operational risks.

The review covers core priorities, risk identification, revision of the risk register and response to risk. These processes, outlined in the plan, enable the Trustees to identify major risks to which the Charity is exposed, and to put in place Contingency Continuity Plan to mitigate the risks.

The Trustees financial committee has put in place fund raising strategies to ensure sustainability of the operations of the charity. They also oversee the procedures for implementation of transactions and projects to minimize internal risks. The Finance Sub-Committee ensures that expenditures are properly budgeted and approved.

The Policies, Procedures and Guidelines of Helmar Care and Community Services are reviewed periodically and include external consultancy advice. The Safeguarding policies for young people and the elderly are reviewed from time to time to conform to the new legislation and guidance of abuse. New Policies and Procedures are adapted from time to time, for example, Modern Slavery Policy and Working from Home Policy due to COVID.

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Our Mission Statement

Helmar Care and Community Services Limited are committed to securing a happy, healthy and more fulfilling livelihood for young and older members of the BAME communities, but not exclusively, in the UK.

Aims and Objectives of Helmar Care and Community Services:

The organization was established to relieve sickness and to promote the health and social welfare of individuals and families.

- We provide awareness on health issues that affect children, young and older people from our community, in particular sexual and reproductive health;
- Provide appropriate and accurate up-to-date information about diseases that commonly affect our communities, such, as HIV, tuberculosis, Diabetes, and Mental Health, as well as COVID.
- Provide drop-in-Centre for access of information and assistance with any issues that affect the community including providing food bank tickets to those in need.
- Provide family friendly day trips in summer
- Provide employment training for Care Certificates, End of Life Care and Mandatory Courses for the community who are unemployed.
- Provide home care services to the elderly in their own homes.
- Referral services to specialist and other forms of services.
- Co-operate with other voluntary organization and Government agencies in efforts to address the needs of the communities that we serve.

Helmar Care and Community Services review its aims, objectives, and activities yearly. The review looks at what we have achieved, and the outcomes of the work done in the previous 12 months. It looks at the success of each key activity, and the benefits that have been brought to those who use our services. The review also helps to ensure that the aims, objectives, and activities remain focused on stated purposes. We involve people in the development and delivery of our projects/Activities, from the outcome of the feedback we get.

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The main Activities:

Employment Skills Training

Helmar Care and Community Services continue to work with a range of training and development partners to develop courses and learning activities tailored to the needs of our local communities. We have continued to provide employment training to unemployed communities on home care sector to develop career pathways. This project is diverse to all communities irrespective of race or color. We provide training for Care Certificates, End of Life and Mandatory Courses. We also hire the services of other professional trainers to offer specialist training in other areas of care this is now being done face to face where necessary, as well as online. We also make referrals for English training skills.

Health

We continue to promote health awareness to our community members, as well as information where they can access specialist services in case of need. We do referrals for community members who need counselling to appropriate specialist agencies who can offer their services to them. We work with and support families from our community who are faced with their family members who are experiencing mental health issues, which is very common.

Helmar Care and Community Services played a vital role, working hand in hand with Kingston Voluntary Action, Royal Borough of Kingston, and Public Health Kingston to raise awareness on the spread of COVID-19 and how the communities can protect themselves, families, and friends, particularly those who are most vulnerable to the severest impacts of the disease. Helmar Care and Community Services was one of the Community Champions appointed to work with the community increasing the uptake of first, second and booster of the COVID-19 vaccine through social media. Increased reported confidence in challenging misinformation around vaccine safety amongst target communities, which we evidenced behavior change because of our community engagement programs.

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The outcome among many were the increased reach of and reported trust in official public health messaging amongst target communities. We also noted increased access to guidance and awareness of local services through outreach and practical tools which could lead to improved health and wellbeing of target cohorts and their families, as well as increased coordination and dialogue with public health providers by participating local authorities with the aim to create cohesive and trusted local messaging. The outcome reduced inequality and disparity in health outcomes between different groups.

Events

We were not able to provide a way day trip this financial year but however Coffee mornings were available for community members twice a month to discuss any welfare concerns, wellbeing, and support information, this is continuing through the next Financial Year.

Future planned community engagement events include:

- ☐ Day trip to the seaside/amusement park
- ☐ Creative activity day (art class, poetry/writing, drama)
- ☐ Activity around Black History Month
- ☐ Activity around HIV Awareness Day

Active Supportive Communities

We continue to work with other voluntary organization in Kingston Borough through the Active Supportive Communities programs initiated by Royal Borough of Kingston. We continue to work closely with our partners and statutory agencies to be part of joint communications working as a team to ensure our communities do not lose out due to COVID-19. We are still undertaking activities to increase awareness and knowledge of how to prevent the spread of the virus and other health issues.

We enhance social connectedness, by providing and facilitating access to opportunities for our communities to have active social, emotional and intellectual lives. We support activities that empower the community to fulfil their potential working to address problems at the earliest possible stage. We assist the community to engage in the things they enjoy so that their lives are enriched as well as have a greater say and influence in their lives and wellbeing.

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The Provider Network

We continue to work with our networks to achieve the results in outcome 2 of the active and supporting communities. The network meetings are held every three months, and during this financial year, meetings were held virtually to discuss our achievements and share with the network members.

The network groups consist of the following organizations.

- Refugee Action Kingston
- Staywell
- Recovery Initiative Social Enterprise
- Mind in Kingston
- Milaap Centre
- Richmond and Kingston Accessible Transport
- Learn English at Home
- Kingston Buddy Scheme
- Kingston Bereavement Services
- Islamic Resource Centre
- Helmar Care and Community Services
- Fircroft Trust
- Afriston Day Centre for the Elderly

The network organizations are independent and self-determining. Our service users are at risk of being isolated, marginalized or excluded from social networks. Helmar Care purpose is to create connectedness and supporting people practically and emotionally to live independently within our communities.

We also work in close collaboration with stakeholders in the health and social care sectors. We continue to partner with statutory and Third Sector agencies to ensure effective delivery of services to our service users.

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Advice and Information Service

Our drop-in service provides the community with:

- Free telephone/internet services
- Dealing with debts and queries
- Feeling online applications on behalf of the service users
- Issuing Food Vouchers for those in need
- Referral to various providers for specialist assistance.

In this year we saw an increase in the number of people accessing our services since the lockdown was lifted. This is partly because most services are provided online and most of our community members have no access to or computers skills, on how to apply for services online. Language is also the main barrier therefore they come for benefits/debts/housing/employment/Citizen applications advise and information.

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Financial Review

The results are outlined in our financial Statements and reflect how the grant and income received are expended on staff and other costs, as well as on specific project to which they relate.

The total funds for the Charity as at 31st March 2022 was £721,537. The total is for restricted and self-generated funds as outlined in the incoming resources.

The funding sources are currently from the Royal Borough of Kingston through grants and self-generated fund for home care provision.

Financial Responsibility of Trustees

The Charitie's Trustees are responsible for preparing the Trustees Annual Report and the Financial Statements in line with the applicable law and accounting standards expected. They are also responsible for keeping proper accounting records that disclose accuracy to ensure the financial statement complies with Charities Act 2011 and regulations.

INDEPENDENT EXAMINER'S REPORT

Report to the trustees/ members of	HELMAR CARE AND COMMUNITY SERVICES LIMITED		
On accounts for the year ended	31st March 2022	Charity no	1085423
Set out on pages	15 - 18		
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.</p> <p>It is our responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 43 of the 1993 Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and • to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>Our examination was carried out in accordance with general Directions given by the Charity Commission. 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, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>		

**Independent
examiner's statement**

- In connection with our examination, no matter has come to our attention
1. which gives us reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
 2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

26/10/2022

Name:

FANLA & CO

**Relevant professional
qualification(s) or body (if
any):**

ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

Address:

Unit 10, Warwick House

Overton Road

London SW9 7JP

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Statement of Financial Activities
for the year ended 31st March 2022

Incoming resources	Notes	2022	2021
(RESTRICTED FUNDS)		£	£
Royal Borough of Kingston (RBK) Grants (Infection Control Test and Trace Funds, Workforce Retention, Support to BAME Descent with information And Advice Food Poverty)		63208	11500
		<u>63208</u>	<u>11500</u>
(UNRESTRICTED FUNDS)			
Self Generated – Community Care		658329	453384
		_____	_____
Total Incoming Resources		<u>721537</u>	<u>464884</u>

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Statement of Financial Activities for the year ended 31st March 2022

Resources expended	Notes	2022	2021
		£	£
Staff & Related Costs			
Salaries, Wages, Employers N I C & Pension Uniform And Self-Employed Contractors		460053	288120
Staff & Project Travel		66161	3500
Staff Training/Uniform Costs		4086	22650
Project Costs			
Mental Health/Community Projects		0	25600
Recruitment/Workforce Retention Costs		24180	0
Test & Trace Costs		2000	0
Infection Control		37548	0
Community Projects		15750	0
Care and Office Supplies & Equipment		16500	28500
Vehicle Hire – Care Staff		0	47749
Marketing & Communications Costs			
Publicity, Promotions & Printing		7218	19500
Telephone, Office Mobiles, Internet, Postage And Go Cardless		12715	16518
Office Costs			
Rent & Venue Hire		14178	13950
Finance & Administration			
Accountancy & Independent Examiner		8000	8250
ICT Support, CQC, QCS, Insurance & Annual Fees		14350	16250
Professional & Payroll charges		10000	8500
Total Resources Expended		<u>692739</u>	<u>499097</u>
Net Incoming / (Outgoing) Resources For The Period		28798	(34203)
Balance b/f at 1 st April		<u>275835</u>	<u>310038</u>
Balance at 31st March		<u>304633</u>	<u>275835</u>

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Balance Sheet as at 31st March 2022

	Notes	2022	2021
		£	£
Tangible Fixed Assets	4	0	0
Current Assets			
Debtors & Prepayments		73953	24741
Cash at Bank & in Hand		<u>14330</u>	<u>18265</u>
		<u>88283</u>	<u>43006</u>
Current Liabilities			
Creditors & Accruals		3000	2965
HMRC – PAYE/NIC & PENSIONS		<u>4453</u>	<u>2735</u>
		<u>7453</u>	<u>5700</u>
Net Current Assets		<u>80830</u>	<u>37306</u>
REPRESENTED BY			
ACCUMULATED FUND			
Opening Balance		37306	44783
Bank Loan		14726	26726
Net Incoming/(Outgoing) Resources for the year		<u>28798</u>	<u>(34203)</u>
Closing Balance		<u>80830</u>	<u>37306</u>

For the year ending 31 March 2022:

- a) the company was entitled to exemption under section 477 of the Companies Act 2006
- b) the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
- c) the directors acknowledge their responsibility for:
 - i) ensuring the company keeps accounting records which comply with section 386; and
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company

Pauline Atim

Pauline Atim, Chair

1st November 2022

Date

HELMAR CARE AND COMMUNITY SERVICES LIMITED

Notes forming part of the Financial Statements For the Year Ended 31st March 2022

- 1) Accounting Policies
 - a. These financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting by Charities (SORP) and applicable accounting standards.
 - b. Fixed Assets
Fixed Assets are regarded as expenses at the time of acquisition
- 2)
 - a. Grants are recognised in full in the accounts in the year in which they are received
 - b. Voluntary income received by way of donation is included in full in the account when received
 - c. Funds received for specific purposes are funds restricted for use for that purpose. These funds are shown separately in the accounts.
- 3) As a registered charity (No 1085423), no taxation arises upon its surpluses which are consistently applied for the organisation's charitable objects.

4) Tangible Fixed Assets

	Computers	Office Equipm't	Furniture & Fitt'gs	Total
COST				
At 1 April 2021	0	0	0	0
Additions in Period	0	0	0	0
At 31 March 2022	0	0	0	0
DEPRECIATION				
At 1 April 2021	0	0	0	0
Charged to Expenses in the Period	0	0	0	0
At 31 March 2022	0	0	0	0
NET BOOK VALUE				
At 31 March 2022	0	0	0	01
At 31 March 2021	0	0	0...0

