

NEIGHBOURCARE ST JOHN'S WOOD AND MAIDA VALE

Registered Charity 1087571

Report and financial statements

For the year 2023-24 ending on 31 March 2024



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Reference and administrative information

For the year ended 31 March 2024

Trustees:

Mrs Bernadette Ratigan, Chairman
Mrs Elizabeth Helen Travis, Vice Chairman
Mrs Giovanna Popeck - Secretary
Mr David Allen Hogarth – Co-ordinator
Mr Xavier Lecacheur – Treasurer
Mr Michael Bradley
Mrs Jane Davis
Mr Martin Furey
Mrs Katrina Nash
Ms Judith Salinson
Mrs June Savage (*until 01 August 2023*)
Mr Gerardo Urdaneta

Charity number: 1087571
HMRC charities reference: XR56947

Registered office: 25 St. Edmund's Terrace - London NW8 7PY

Auditors:

Goldwins Limited
75 Maygrove Road
West Hampstead
London NW6 2EG
www.goldwins.co.uk

Bankers

Barclays Bank
Community Accounts
Business Banking
Leicester LE87 2BB

Report of the trustees for the year ended 31 March 2024

The trustees present their report and financial statements for the year ended 31 March 2024.

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Purposes and aims

Neighbourcare St John's Wood and Maida Vale combats isolation and distress in St John's Wood and Maida Vale by providing befrienders and taking people on outings including our 4-5 annual birthday parties.

Public benefit

Neighbourcare St John's Wood and Maida Vale main activities are one-to-one befriending of isolated people (mostly elderly) and taking these and others on outings in our minibuses

- Befriending in person or by telephone
- Outings: Four times a week we take people on outings in our minibuses
- Birthday parties: Every three to four months we hold a party for isolated people with birthdays around that time.
- Every year we support a Christmas day lunch for over 100 people.

Social Investment: minibus: We operate one minibus acquired in 2019.

Grant-making: nil

Volunteers:

At the Trustee meeting in April 2024 we counted 47 volunteers and 71 active relationships.

Report of the trustees for the year ended 31 March 2024

Achievements and performance

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR

1) Befriending: At the last Trustee meeting in April 2024 we counted 47 volunteers and 71 active relationships.

We started the year with 53 volunteers and who supported 80 relationships.

We have had some resignations, volunteers leaving London and volunteers and friends passing away, including our long-term volunteer and trustee, June Savage.

Volunteers are allocated to four sub-groups chaired by our Coordinator or Secretary and meet each month in person or virtually to share their experiences. At the end of last year, the Morning Group had 13 volunteers, the Evening and Weekend Groups 12 each and the Afternoon group had ten. Most of the meetings are once more face to face and we are grateful to members who have hosted them.

At the end of the year we had eight people who were said to want a befriender from us and there were six volunteers who currently do not have anyone whom they were supporting.

2) Outings: In the year to March 31st we did 183 outings, giving an average of 3.52 per week, to compare with last year's 206.

We have had valuable help with the driving from Trevor Conn. John Darkey, Jane Davis, Michael Mc Kay, John Mason, Aidan Murphy, Costanza Scelfo and Piotr Wodas have been wonderful helps as outing escorts for both Trevor and the Coordinator.

The regular outings continue; we are still doing our regular trips to Francis Holland School for mosaic-making and to the Liberal synagogue for the fortnightly Out and About club and for their monthly film.

There were some interesting one off events – a community morning at the Zoo, a visit to the Holbein exhibition at the Queen's Gallery, where we were invited to take part in a Tudor dance at the end, an Age UK session at Lord's to play boccia. Finally five of us attended an evening perfume making session at Church of Our Lady.

We are grateful to our partner who have supported our activities during the financial year: The Paddington Partnership; St John's Wood Church, The Church of our Lady, The Liberal Jewish Synagogue, St Paul's Church in Rossmore Road; Hampstead Court Care Home, The Hub at 60 Penfold Street, The American School and The Point at Paddington.

3) Parties: In the year to March 31st we held birthday parties on August 31st, October 26th and February 7th.

Report of the trustees for the year ended 31 March 2024

Parties are hosted by organisations and companies recruited by The Paddington Partnership Groundwork Westminster, though we are still responsible for inviting guests, arranging transport, presents and quizzes.

4) Intergenerational activities: Our weekly visits to Francis Holland School for mosaic making have continued throughout the year. However, there was no visiting of older people by Lower Sixth form girls, as there had been for at least a decade.

5) Financial review

The financial year started on 01 April 2023 and terminated on 31 March 2024.

Report of the trustees for the year ended 31 March 2024

Final accounts April 2023 - March 2024

Profit and loss account

| Income | 2024/23 | 2023/22 |
|---|-------------------|------------------|
| Current donations | 3,349.13 | 5,744.40 |
| Interest - net of banking fees | 1,076.88 | 96.08 |
| Special Fund Raising for the Minibus | | 0.00 |
| Fund Raising other and Legacies | 123,673.04 | 1,725.00 |
| HMRC Tax rebate/Gift aid | | 0.00 |
| Total income | 128,099.05 | 7,565.48 |
| Expenses | | |
| Minibuses running costs | 1,495.71 | 2,274.41 |
| Driving Services | 18.00 | 0.00 |
| Minibuses-insurance | 3,054.41 | 2,435.87 |
| Minibuses maintenance costs incl MOT | 1,818.18 | 1,198.80 |
| <i>Sub total Minibuses-related</i> | <i>6,386.30</i> | <i>5,909.08</i> |
| <i>StJohns Wood RC Parish contribution</i> | <i>0.00</i> | <i>0.00</i> |
| IT Equipment - 2021/22 Regul after audit*** | | 299.05 |
| Insurance (liability...) | 599.50 | 589.53 |
| Other expenses (DBS checks; misc.admin) | 1,054.60 | 1,131.54 |
| Legal fees | 7,714.51 | 1,806.00 |
| Depreciation for the Financial Year | 2,548.87 | 2,548.87 |
| Total expenses | 18,303.78 | 12,284.07 |
| Annual Christmas Dinner (net) | 0.00 | 0.00 |
| Sale of old minibus | | 450.00 |
| Regularisation : bench and May tree**** | 23.65 | |
| Total: Surplus/Deficit if negative | 109,818.92 | -3,969.54 |

| Simplified balance sheet | 2024/23 | 2023/22 |
|--|-------------------|------------------|
| Assets | | |
| Minibus - old - gross | 0.00 | 0.00 |
| minus depreciation | 0.00 | 0.00 |
| Minibus - new* | 38,233.12 | 38,233.12 |
| minus depreciation | 12,744.37 | 10,195.49 |
| <i>Minibuses net value</i> | <i>25,488.75</i> | <i>28,037.63</i> |
| Debtors, cheque in the post | 0.00 | 0.00 |
| Accrual regularisation from last year | 90.76 | 2,913.87 |
| Investment = savings account | 155,873.40 | 44,098.96 |
| Special fund raising account (in escrow)**** | 0.00 | 156.00 |
| Cash in the current account at the bank | 6,242.33 | 5,850.20 |
| Total | 187,695.24 | 81,056.66 |

| Liabilities | 2024/23 | 2023/22 |
|--|-------------------|------------------|
| Reserve for minibus renewal account | 27,803.71 | 25,254.83 |
| Charity's surplus carried forward | 49,278.92 | 56,509.91 |
| Result of the year | 108,742.04 | -3,969.54 |
| Accrual regularisation | 23.65 | 789.02 |
| Creditors, cheques to be paid in April or May year n+1 | 1,846.93 | 2,472.43 |
| Total | 187,695.24 | 81,056.65 |

Report of the trustees for the year ended 31 March 2024

Cashflow Statement

| | | |
|--|-------------------|------------------|
| Bank balance beginning of year | 50,309.16 | 51,317.15 |
| Paid in (Bank statements) | 127,022.17 | 7,469.40 |
| Interest net of banking charges | 1,076.88 | 96.08 |
| Paid out (Bank statements) | -16,108.83 | -9,383.47 |
| Acquisition/sale of assets | | 450.00 |
| In escrow - net flows** | -179.65 | 0.00 |
| Total cash flows at the end of the year | 162,119.73 | 49,949.16 |
| Cash at the Bank (Barclays) | 6,246.33 | 5,850.20 |
| Savings account (Barclays) * | 155,873.40 | 44,098.96 |
| Total Barclays Bank | 162,119.73 | 49,949.16 |
| | | |
| <i>Reconciliation (in 2022 IT equipment)</i> | | 0.00 |
| | | |
| <i>* Interest in savings accounts for the year</i> | <i>1,076.88</i> | <i>96.08</i> |

Notes to the account

Financial Year started on 01 April 2023 and terminated on 31 March 2024

* The new Minibus has been acquired on 01 April 2019. It is depreciated over 15 years

** the funds that we kept under escrow, £156, on behalf of our former Chair's friends and family have been spent in a May Tree planted in Lisson Grove Church grounds in March 2024

Report of the trustees for the year ended 31 March 2024

Comments on the attached accounts

A. Legacy and special donations

Neighbourcare has received three extraordinary legacies, at arm's length, as we are not proactively raising legacy funds. We are grateful to the late Mrs Maude Songo Davies; Mrs Pam Ellis and Mr Peter Ramsamy, Neighbourcare friends, their families and executors for £123,673.04 donated to Neighbourcare during the financial year.

B. Financial reserves

Our Neighbourcare Charity has £160,323.81 available on 31 March 2024, net of accruals (expenses incurred but not yet paid).

Reserve policy

Trustees have pursued a prudent savings policy, setting aside surplus funds from legacies to the separate Barclays "Business Savings Account" opened in 2019. This savings account amount to £155,873.40 on 31 March 2024.

During the financial year, Barclays paid interest that amounted to £1,076.88 (£91.94 in June; £111.54 in September; £343.83 in December 2023 and £529.57 in March 2024).

During the latest Trustee meetings, in January and April 2024, options to diversify savings amongst other banks and regulated financial institutions have been reviewed.

These funds cover about eight years of activities, based on current recourse to driving services.

C. Minibus

Our Charity acquired a new Minibus for a cost of £38,233 on 1st April 2019. It is depreciated over 15 years and its net value is £25,488.75 at the end of the current financial year.

During the latest Trustee meeting various options have been discussed to repair the minibus doors and other damage. They may cost around £10,000 and would require the leasing of another vehicle during its immobilisation (4-6 weeks' estimate), unless a new minibus had already been purchased by that time.

The Coordinator has recently tested, in March and after the end of the financial year, hiring minibuses from the Westway Community of which Neighbourcare is a fee-paying member.

D. Expenses

We have continued during this financial year to timely record most minibus-related expenses (fuel, repairs-maintenance, insurance and driving services).

Miscellaneous expenses represent the increased cost of vetting our volunteers and the cost of the hosting of our website, www.neighbourcaresjwmv.org.uk/, our Zoom software subscription, as well as various small expenses.

Report of the trustees for the year ended 31 March 2024

As recommended during the latest audit review, the new IT equipment has been fully depreciated during the financial year it had been acquired, in 2022.

Accruals

We have decided to include in the financial year expenses that had been incurred but for which payment £1,792.32 has been made on 30 April 2024, after the end of the financial year.

Neighbourcare has now used all its funds held in escrow, £156, to be spent in memory of our former Chair, Mai O'Connell. A May Tree has been planted in Lisson Grove Church grounds.

E. Update since the end of the financial year

For information, interest paid on Barclays savings account amounted to £582.92 on 03/06/24.

There is no other material information to disclose between April and June 2024.

Going concern

It is the policy of the Trustees to maintain reserves at a sufficient level to meet ordinary running costs.

Since befriending activities are almost entirely cost free, our main outgoings are associated with the running and maintenance of the new minibus.

Principal risks and uncertainties

As stated above there is no imminent financial risk.

Our new minibus abides by the current Ultra Low Emission Zone (ULEZ), London regulation that has stricter standards to reduce air pollution.

Report of the trustees for the year ended 31 March 2024

ORGANISATION

Structure, governance and management

The Charity is governed by its Constitution adopted on 27 March 2000 and amended on 25 June 2001. It is registered with the Charity Commission under number 1087571 since 2001.

The committee members, who include the trustees, meet three to four times a year to manage the charity's affairs and review its activities to date.

The Committee members met three times during the financial year, on 15 April 2023, 1 July 2023 and 20 January 2024. They participated in the Annual General Meeting that took place on 23 September 2023.

They also met on 27th April 2024 and had the opportunity to review draft interim accounts (01 April 2023-31 March 2024) prepared by the Treasurer.

Appointment of trustees: election of officers at AGM September 2023

In accordance with the Constitution, at the annual general meeting of the Charity *"The members shall elect amongst themselves a chairman, a vice-chairman, a secretary, a treasurer, a co-ordinator and up to seven members without portfolio who shall constitute the Executive Committee from the conclusion of that meeting. The Executive Committee shall consist of not less than three members"* [article F.1]

Trustees and Executive Committee Members during Financial Year 2023-24 (according to signed minutes): Bernadette Ratigan (Chairman), Liz Travis (Vice-Chairman), Giovanna Popeck (Secretary), David Hogarth (Coordinator), Xavier Lecacheur (Treasurer); Michael Bradley, Jane Davis, Martin Furey, Katrina Nash, Judith Salinson and Gerardo Urdaneta.

Trustee induction and training

There has been no formal training in the period. However, trustees, members of the Committee and volunteers are invited to participate in one of the four monthly groups (morning, afternoon, evening and week-end) where progress of activities is discussed. This is based on a monthly report prepared by the Co-ordinator and on follow-up action points.

Related parties and relationships with other organisations

Our Charity remains member of One Westminster and of its sub-group for organisations providing services to older people.-

Statement of responsibilities of the trustees

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Report of the trustees for the year ended 31 March 2024

Accounting standards/policies

In preparing financial statements giving a true and fair view, the Trustees follow best practice and:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Charity will continue in operation."

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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 are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

Approved by the trustees and signed on their behalf by:



Mrs Bernadette Ratigan (Chair)

Dated: 19 Oct. 2024

Report of the trustees for the year ended 31 March 2024

I report on the Financial Statements of the Trust for the year ended 31 March 2024.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charitable Trust 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 you as 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anthony Epton

Anthony Epton BA, FCA, CTA, FCIE

Goldwins

Chartered Accountants

75 Maygrove Road

West Hampstead

London NW6 2EG

Dated:

31 October 2024