

COTSWOLD FRIENDS

England & Wales · Charity number 1106748

Details

Other names	COTSWOLD VOLUNTEERS NORTH, NORTH COTSWOLDS VOLUNTARY HELP CENTRE
Status	Registered
Legal form	Charitable company
Company number	05182191
Registered	2004-11-12
Register	View on the Charity Commission register

Contact

Address	Cotswold Friends Moreton Area Centre High Street Moreton-In-Marsh GL56 0AZ
Phone	01608651415
Email	info@cotswoldfriends.org
Website	www.cotswoldfriends.org

Activities

Objects: A) TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY THROUGHOUT THE COTSWOLDS AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS; ANDB) TO PROVIDE A CENTRE FOR THE RECRUITMENT, GUIDANCE AND DEPLOYMENT OF VOLUNTEERS TO ACHIEVE THE ABOVE PURPOSES.

Activities: Cotswold Friends provides transport, carer respite and befriending services, and lunch clubs to elderly, disabled and isolated residents of the Cotswolds.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** GLOUCESTERSHIRE
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£605,988	£476,369	£348,238	22
2024-03-31	£427,754	£404,492	-	-
2023-03-31	£349,766	£373,624	-	-
2022-03-31	£334,762	£370,631	-	-
2021-03-31	£360,254	£317,404	-	-

Trustees

Name	Role	Appointed
Bridget Salvage		2025-03-03
Christopher Ivan Ridgers		2019-10-01
Colin Dennis		2022-06-13
Diane Bell		2019-12-03
Dr Caroline Holland Bell		2025-05-12
Dr Nigel Moor		2022-04-04
GARY MARTYN SELWYN		2021-02-01
Geoffrey Richard Benn		2018-11-07

Accounts

REGISTERED COMPANY NUMBER: 05182191 (England and Wales)
REGISTERED CHARITY NUMBER: 1106748

Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2025
for
Cotswold Friends

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for the year ended 31 March 2025**

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**Reference and Administrative Details
for the year ended 31 March 2025**

TRUSTEES

Mrs D Bell
G R Benn
C I Ridgers
A F Noorani
G M Selwyn
Dr N Moor
C Dennis
E R Pimm (appointed 5/8/2024)
Dr C H Bell (appointed 12/5/2025)
Mrs B Salvage (appointed 3/3/2025)

COMPANY SECRETARY

C I Ridgers

REGISTERED OFFICE

Moreton Area Centre
High Street
Moreton-in-Marsh
Gloucestershire
GL56 0AZ

**REGISTERED COMPANY
NUMBER**

05182191 (England and Wales)

**REGISTERED CHARITY
NUMBER**

1106748

INDEPENDENT EXAMINER

Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Drotwich Spa
Worcestershire
WR9 0QH

**Trustees' Report
for the year ended 31 March 2025**

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 2025. 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).

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019).

OBJECTIVES AND ACTIVITIES

Mission, Vision and Values

Charity Mission: To provide sustainable community services for older and vulnerable people in the Cotswold District, reducing loneliness and isolation, improving health and wellbeing and supporting independent living.

Charity Vision: No older or vulnerable person in the Cotswolds should be lonely or isolated.

Charity Values: Cotswold Friends CARES - Caring, Approachable, Reliable, Empathetic and Supportive. Open and inclusive to all.

Cotswold Friends supports over 2,500 clients with a range of vital Community Services: Community Transport, Community Activities, Young Friends and Support Services. Support Services includes Carer Wellbeing, Befriending, Independence Support and Hospital Support, as well as Digital Inclusion and Cost-of-Living work.

Cotswold District Key Demographics

The Cotswolds is a highly rural area with many remote villages and hamlets and falls in one of the lowest areas in England in the National Deprivation Indices for Barriers to Housing and Services. The latest census data shows above average population growth with all 50+ age groups growing substantially. 23% are either disabled or living with a long-term physical or mental health condition and a higher proportion of people are living alone. Only 52% of the population live in the 9 main towns with the remainder in more isolated villages and hamlets.

Volunteers

The Charity's volunteers continue to be at the heart of the organization. Over 340 volunteers undertook 400 volunteer roles and donated in the region of 33,400 hours of service in the reporting period, (equating to over 18 full-time staff members). Based on the adult national living wage of £12.21 per hour, this volunteer time donation equates to over £400K of service to the local community and the Charity cannot thank the volunteers enough for the work they do.

The recruitment of more volunteers remains a key challenge for the Charity and the aim is to continually improve the volunteer experience. Last year, the Charity worked hard to successfully renew Investing in Volunteers accreditation during the period. In 2024-25 the Charity developed a new and exciting e-learning platform to support volunteer training, which will offer opportunities to develop new skills throughout 2025-26.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

Charity Development Plan & Key Achievements

With over 45 years' experience of offering volunteer-led community services, Cotswold Friends understands the challenges facing the Cotswold community and how best to utilise limited resources for maximum community benefit. Referrals for Cotswold Friends services come from GPs, Health Visitors, Social Workers, Occupational Therapists, Physiotherapists, Community Nurses, Social Prescribers, Dementia Nurses and Advisors, Community Agents, Support Workers, the Community Mental Health Team, family, friends, neighbours and self-referrals. The value of Cotswold Friends to the referrers continues to grow based on the quality of the volunteer-led services provided, the responsiveness of the Charity to individual need and its reputation in the area.

3-Year Charity Development Plan

The Charity has a clear and robust 3-Year Charity Development Plan in place. The plan has been based on a review of all internal and external factors (e.g. volunteer recruitment, funding environment, demographics) and is designed to meet the Charity objectives as determined by the Trustees. In the 2024-25 plan, as well as the key service development targets, these objectives were:

1. Ensure our Charity mission, values and vision are embedded within the organisation - **continue working together towards our aims**
2. Increase sustainable funding (self-generated) from £141K Year One to £197K Year Three - **£146K achieved in Year One**
3. Increase Statutory (County, District, Town & Parish Council, NHS and Police) funding to £115K by Year Three - **£122K achieved in Year One**
4. Marketing Strategy delivered, building a team of 20 Local Charity Representatives by end of Year Two - **more work to do**
5. Increase Emergency Charity Reserves from 2 to 3 months by end of Year Two - **achieved**
6. Undertake a data audit and complete a Data Reporting Improvement project by end of Year One - **achieved**
7. Develop and implement a revised and improved staff and volunteer Training Programme by end of Year Two - **on track**

Key Achievements in 2024-25:

Community Transport Service

The Community Transport Service provides medical, practical and social journeys for over 2,100 older and vulnerable people who are unable to drive, or for whom public transport is difficult to use or unavailable. Volunteer drivers transport clients in their own cars and the service continues to expand and grow. In 2024-25, 15,973 passenger journeys were completed, a 10% increase on the previous year. North Cotswold journeys grew by 7% and South Cotswolds by 15%. 64% of journeys were for medical reasons.

The Charity now also owns and runs two Wheelchair Accessible Vehicles (WAVs) and a Community Minibus. These vehicles provide the ability to offer a wider range of inclusive transport options for our clients, including transport to events and activities. Thanks to support from the National Lottery Community Fund, the cost of travelling in the WAV vehicles is currently equitable to the cost of volunteer cars (max 50p per mile - HMRS approved expenses rate).

Support Services - Befriending, Carer Wellbeing, Independence Support and Hospital Support

Support Services provide intensive one-to-one help for the Charity's most vulnerable clients. Referrals are received from GPs, Carers Gloucestershire, hospital matrons, community nurses, dementia nurses and advisors, social prescribers, community agents, health and social workers, family, friends, neighbours and self-referrals. All services start with a face-to-face assessment to determine how the Charity might best provide the help and support needed.

2024-25 service delivery:

Befriending Service - Weekly visits from a Befriending volunteer for those who are lonely and housebound improves mental health and wellbeing - 79 clients supported.

Telephone Befriending - Dedicated volunteers chat to and befriend clients over the telephone, providing vital companionship - 22 clients supported.

Carer Wellbeing - Providing critical breaks for full-time carers, to allow them to care for themselves and continue in their caring role - 84 carers and cared-for supported.

Independence Support - Helping those who have lost confidence to regain their independence and get out and about again, including shopping, prescription collections, Digital Inclusion and Cost of Living. Instances of support provided - 67 Independence, 75 Digital Inclusion and 134 Cost of Living.

Hospital Support Service - Volunteers help clients get ready for a hospital stay, transport can be arranged, visiting whilst in hospital and preparing the home for the client's return - Only 3 clients were supported this year, more Marketing of this service is needed.

Support Service Events

An important element of Support Services is the regular events. Events give housebound clients the opportunity to attend a social gathering in a safe and supported environment. Cotswold Friends' events cater for wheelchair and other mobility aid users and those with health conditions and older age frailty. Specialist support to allow people to attend (care workers to meet personal care needs) is provided and clients are also supported with transport to the events where needed. Clients are often visibly cheered, and over time begin to get to know each other and look forward to catching up.

Community Activities

The Community Activities Programme (CAP) provides the much-needed social contact and community connection that older and vulnerable people can so often need. Research has proven that group activities are particularly effective at preventing loneliness and isolation, helping people to stay well, and improving their quality of life.

CAP activities are widespread and varied and in 2024-25 included Lunch Clubs, Men in Sheds, Community Singing, Knit and Natter, Walking Football, Friendship Café, Seated Exercise and a Community Garden. A new Walk & Chat activity was launched this year. The Community Activities Programme was significantly affected by long-term staff health issues this year, impacting on planned growth. However, the programme still delivered over 6,400 attendances in the period (97% of the previous year), averaging almost 540 attendances per month and ensuring all activities continued to run to support the Charity's clients.

**Trustees' Report
for the year ended 31 March 2025**

ACHIEVEMENTS AND PERFORMANCE

Funding

Overall, funding in 2024-25 was able to start with a small surplus from the previous year due to monies provided by grants and trusts, statutory service providers and unrestricted donations. Funding is increasingly difficult to achieve and is subject to a number of ongoing challenges:

- Statutory funding and national funds for regional projects are less widely available.
- National funders may choose to prioritise geographical areas with Multiple Indices of Deprivation - the Cotswolds is not such an area. Gloucestershire is not a very deprived county, but many pockets of hidden poverty exist, and rural isolation is a threat to both mental and physical health.
- Funders may wish to support new or innovative projects rather than established and ongoing community services.
- Regional funders may look for a county-wide programme and often look to fund individual years rather than multi-year applications.
- Some funders embargo re-applications for a period following a successful or unsuccessful bid.

These funding challenges come at a time when community services are particularly needed to support strained statutory services, meet growth in demand due to the rapidly ageing population, and support ongoing fallout from Covid and the Cost-of-Living crisis.

To sustain, thrive and develop, Cotswold Friends must be more innovative about how services are funded, and a Funding Plan is in place which focuses on three key strands:

- Grant applications to Trusts and Foundations will continue to be a key funding stream.
- The Charity will look to increase the level of statutory funding provided in recognition of the work it undertakes to support the most vulnerable in our local communities.
- A Sustainable Funding Plan will look to increase self-generated funding, including new initiatives. It will take time before the income from this plan makes a more significant contribution, but a positive start has been made.

FINANCIAL REVIEW

Reserves policy

Cotswold Friends' unrestricted funds at the end of 2024-25 were £130K which equates to 3 months of Charity funding based on the 2025-26 budget. **Please note:** these unrestricted funds consist of £84K of emergency reserve (approximately 2 months funding) and £46K of funds which are then committed to support forward service provision in 2025-26.

Additionally, a restricted endowment of £100K was awarded to Cotswold Friends this year by The Edward Gostling Foundation. This restricted endowment can only be accessed under specific conditions of financial challenge and provides additional resilience for the Charity.

Reserves are held to ensure the Charity can continue to operate and meet its liabilities in the event of a financial emergency or if sufficient funding has not been raised. The Trustees monitor the reserves held on a regular basis and in relation to any changes in the operating environment. The Charity aspires to hold 6 months of emergency reserve.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Cotswold Friends is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 November 1978. Cotswold Friends has no share capital and is a registered charity with the Charity Commission.

Appointment or Election of Trustees

Cotswold Friends is governed by a Board of Trustees, currently comprising a Chair, (elected annually by the Trustees), and 9 Trustees. Trustees are recruited with regard to the balance on the Board of individuals with skills, experience, knowledge and qualifications relevant to the Charity's activities. Trustees are appointed for a 3-year period, or until retired by rotation whichever is the shorter and may serve a maximum of 9 years. Induction and relevant periodic training are provided for all Trustees.

The Board of Trustees meets a minimum of six times a year and is responsible for the strategic direction and control of Cotswold Friends' activities, approving major expenditure, major developments and through the Chair, giving support and supervision to the Chief Executive Officer (CEO). The performance of the Charity is monitored, controlled and measured against the 3-Year Charity Development Plan.

Charity Staffing and Infrastructure

The CEO leads the day-to-day management of Cotswold Friends on authority delegated by the Board of Trustees. The CEO and Executive Officers meet regularly as required to discuss key strategic and operational issues. This work is reported at the bi-monthly Trustee Board Meetings.

All 24 staff are part-time and in 2024-25 the staffing level was equivalent to 11.1 full-time employees. Along with the 340-strong volunteer workforce, the staff team remain the Charity's greatest asset.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and Risk management

A Trustee-led Governance Committee meets three times a year with the CEO, to ensure appropriate Governance procedures are in place across the Charity, reviewed and updated as necessary. A Risk Register also highlights key Charity Risks and is reviewed at the Governance Committee meetings.

Day-to-day accounting and bookkeeping are undertaken by the Finance & HR Manager, under the supervision of the CEO, and provide real-time financial information via a recognised software system. An external Accountant produces the Year-End Accounts and Annual Report and ensures all reporting requirements are met. An Independent Examiner verifies the Accounts.

IT risks are managed via an external contracted provider, M-Technical, who provide technical support, on-site support and cyber crisis management should this be needed. The Charity server is monitored and backed up daily to protect client and volunteer data. Cyber risk is managed by M-Technical. Charity systems ensure continuity of care for clients and volunteers, help manage GDPR and provide data security that meets data protection standards. A Data Protection Officer role has been established to lead on all GDPR provision.

HR risk is managed using a contracted external provider, South-West Councils (SWC), giving remote support for specific HR issues. Financial provision is made for legal support should this be required.

Given the Charity's rapid growth in recent years, the CEO and Board of Trustees took the decision to engage a Health & Safety Consultant to undertake a review of arrangements, identify gaps in provision and support the development of improved Health & Safety Policy and procedures. This work has resulted in significant progress, including the addition of a Health & Safety Officer role to provide monitoring and staff support, and the implementation of a comprehensive new e-learning platform to improve access to training. All volunteers will undertake mandatory safeguarding and Health & Safety training, plus additional training such as first aid and lone-working when required.

The Charity undertakes regular Health and Safety inspections, fire safety and electrical reviews, PAT testing and more. Accident books are used, and incidents are reported. If necessary, H&S procedures are adjusted to reflect experience. A fire register is taken at all clubs, groups and meetings. Risk Assessments are carried out annually at the Charity's offices and at all project sites. Individual Risk Assessments are developed for all events undertaken. Health & Safety monitoring is a standing item at Trustee Board Meetings.

This year, Cotswold Friends developed a new and improved Safeguarding Policy. As well as a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (Dep DSL), a Trustee Safeguarding Lead has been added to the Board of Trustees. Safeguarding monitoring is a standing item at Trustee Board Meetings.

Volunteers are recruited using the Safe Recruitment Method which includes the completion of an application form, an interview, 2 references, a DBS check and mandatory training including policies and procedures. All volunteers are supervised and supported to use Charity policies and procedures correctly. All Charity policies and procedures are reviewed and updated annually.

**Trustees' Report
for the year ended 31 March 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Insurance

The Charity's insurance is reviewed annually and includes public liability, employee liability and professional indemnity cover.

Thoughts from the Chair

2024-25 has been a period of positive progress for Cotswold Friends, despite the challenging environment in which we work. Demand for the services we provide has grown consistently post-pandemic, and in the increasingly difficult times in which we live. Yet despite the external factors that face us, I believe the Charity is in a stronger position than ever to meet its mission, vision and values.

I am particularly delighted that in the past year we have enhanced our commitment to our volunteers, investing in more training and support, in Health & Safety arrangements and in improved Safeguarding Policy and procedures. This investment is designed to further support the invaluable work our volunteers undertake every day across our services. I regularly pay tribute to our extraordinary volunteers, who to a person, give selflessly to the Cotswolds Community. Their commitment, dedication, creativity and diligence are the fundamental tenet on which the Charity is based. Quite simply, without what they do, there would be no Cotswold Friends, and our community would be poorer as a result.

2024-25 has seen some changes in staff personnel, with old friends moving on and new colleagues bringing their skills and expertise to bear. The staff team continues to be the driver behind everything the Charity achieves. My fellow Trustees and I are in awe of them all, and grateful for their dedication and professionalism in meeting the challenges they face on a day-to-day basis.

Without the support Cotswold Friends receives from funding partners, our work would not be possible. Raising funds continues to be our biggest challenge. We are ever grateful to the individuals and organisations that help us achieve our goals, by recognising the value of our work, and continuing to invest in improving the lives of older and vulnerable people across our local communities.

And in a spirit of cautious optimism, the Trustees and I are confident that Cotswold Friends will continue to demonstrate each day, exactly how valuable and necessary our work is, and we look forward to continuing for many years to come.

With thanks to everyone who has supported us and my personal thanks to my fellow Trustees for their ongoing guidance of the Charity.

Approved by order of the board of trustees on 19th August 2025..... and signed on its behalf by:



.....
G R Benn - Trustee

Independent Examiner's Report to the Trustees of Cotswold Friends

Independent examiner's report to the trustees of Cotswold Friends ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent Examiner's Report to the Trustees of Cotswold Friends

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Skellum FCA

Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Droitwich Spa
Worcestershire
WR9 0QH

Date: 27 August 2025
Date:

Cotswold Friends

Statement of Financial Activities for the year ended 31 March 2025

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	2	58,758	29,126	-	87,884	89,061
Charitable activities	4					
Grants received		9,275	399,753	100,000	509,028	338,693
Other trading activities	3	9,076	-	-	9,076	-
Total		<u>77,109</u>	<u>428,879</u>	<u>100,000</u>	<u>605,988</u>	<u>427,754</u>
EXPENDITURE ON						
Raising funds	5	3,388	275	-	3,663	3,198
Charitable activities	6					
Governance costs		5,748	-	-	5,748	6,198
Other		3,587	463,371	-	466,958	395,096
Total		<u>12,723</u>	<u>463,646</u>	<u>-</u>	<u>476,369</u>	<u>404,492</u>
Net gains on investments		<u>4,537</u>	<u>-</u>	<u>-</u>	<u>4,537</u>	<u>5,223</u>
NET INCOME/(EXPENDITURE)		<u>68,923</u>	<u>(34,767)</u>	<u>100,000</u>	<u>134,156</u>	<u>28,485</u>
Transfers between funds	16	(75,719)	75,719	-	-	-
Net movement in funds		<u>(6,796)</u>	<u>40,952</u>	<u>100,000</u>	<u>134,156</u>	<u>28,485</u>
RECONCILIATION OF FUNDS						
Total funds brought forward		<u>136,556</u>	<u>77,526</u>	<u>-</u>	<u>214,082</u>	<u>185,597</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>129,760</u></u>	<u><u>118,478</u></u>	<u><u>100,000</u></u>	<u><u>348,238</u></u>	<u><u>214,082</u></u>

The notes form part of these financial statements

Cotswold Friends

Balance Sheet 31 March 2025

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	2025 Total funds £	2024 Total funds £
FIXED ASSETS						
Tangible assets	12	-	39,803	-	39,803	18,671
Investments	13	84,044	-	-	84,044	79,508
		<u>84,044</u>	<u>39,803</u>	<u>-</u>	<u>123,847</u>	<u>98,179</u>
CURRENT ASSETS						
Debtors	14	21,495	-	-	21,495	13,610
Cash at bank		48,426	78,675	100,000	227,101	112,018
		<u>69,921</u>	<u>78,675</u>	<u>100,000</u>	<u>248,596</u>	<u>125,628</u>
CREDITORS						
Amounts falling due within one year	15	(24,205)	-	-	(24,205)	(9,725)
		<u>45,716</u>	<u>78,675</u>	<u>100,000</u>	<u>224,391</u>	<u>115,903</u>
NET CURRENT ASSETS						
		<u>45,716</u>	<u>78,675</u>	<u>100,000</u>	<u>224,391</u>	<u>115,903</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>129,760</u>	<u>118,478</u>	<u>100,000</u>	<u>348,238</u>	<u>214,082</u>
NET ASSETS		<u>129,760</u>	<u>118,478</u>	<u>100,000</u>	<u>348,238</u>	<u>214,082</u>
FUNDS	16					
Unrestricted funds					129,760	136,556
Restricted funds					118,478	77,526
Endowment funds					100,000	-
TOTAL FUNDS					<u>348,238</u>	<u>214,082</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

Balance Sheet - continued

31 March 2025

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 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 19th August 2025..... and were signed on its behalf by:



.....
G R Benn - Trustee

Cotswold Friends**Cash Flow Statement
for the year ended 31 March 2025**

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	<u>57,535</u>	<u>25,522</u>
Net cash provided by operating activities		<u>57,535</u>	<u>25,522</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(45,452)</u>	<u>(23,030)</u>
Sale of tangible fixed assets		<u>3,000</u>	<u>-</u>
Net cash used in investing activities		<u>(42,452)</u>	<u>(23,030)</u>
Cash flows from financing activities			
Income attributable to endowment		<u>100,000</u>	<u>-</u>
Net cash provided by financing activities		<u>100,000</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		<u>115,083</u>	<u>2,492</u>
Cash and cash equivalents at the beginning of the reporting period		<u>112,018</u>	<u>109,526</u>
Cash and cash equivalents at the end of the reporting period		<u><u>227,101</u></u>	<u><u>112,018</u></u>

The notes form part of these financial statements

**Notes to the Cash Flow Statement
for the year ended 31 March 2025**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025 £	2024 £
Net income for the reporting period (as per the Statement of Financial Activities)	134,156	28,485
Adjustments for:		
Depreciation charges	14,570	8,488
Gain on investments	(4,537)	(5,223)
Loss on disposal of fixed assets	6,750	-
Income attributable to endowment	(100,000)	-
Increase in debtors	(7,885)	(3,092)
Increase/(decrease) in creditors	14,481	(3,136)
Net cash provided by operations	57,535	25,522

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/24 £	Cash flow £	At 31/3/25 £
Net cash			
Cash at bank	112,018	115,083	227,101
	112,018	115,083	227,101
Total	112,018	115,083	227,101

The notes form part of these financial statements

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

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.

Plant and machinery - 25% on cost

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 2025

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	87,884	89,061

3. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Fundraising events	9,076	-

4. INCOME FROM CHARITABLE ACTIVITIES

	2025	2024
	£	£
Grants	509,028	338,693

Activity
Grants received

5. RAISING FUNDS

Fundraising activities

	2025	2024
	£	£
Fundraising costs	3,663	3,198

6. CHARITABLE ACTIVITIES COSTS 2025

		Support costs (see note 7)
		£
Governance costs		5,748

Notes to the Financial Statements - continued
for the year ended 31 March 2025

7. SUPPORT COSTS

	Staff costs £	Other £	Depreciation £	Totals £
Other resources expended	326,073	126,315	14,570	466,958
Governance costs	-	5,748	-	5,748
	<u>326,073</u>	<u>132,063</u>	<u>14,570</u>	<u>472,706</u>

8. NET INCOME/(EXPENDITURE)

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

	2025 £	2024 £
Depreciation - owned assets	14,570	8,488
Deficit on disposal of fixed assets	<u>6,750</u>	<u>-</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

10. STAFF COSTS

	2025 £	2024 £
Wages and salaries	326,073	276,631
	<u>326,073</u>	<u>276,631</u>

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

	2025	2024
Part time employees	<u>22</u>	<u>22</u>

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

Notes to the Financial Statements - continued
for the year ended 31 March 2025

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES 2024

	Unrestricted fund £	Restricted funds £	Endowment fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	45,173	43,888	-	89,061
Charitable activities				
Grants received	21,580	317,113	-	338,693
Total	66,753	361,001	-	427,754
EXPENDITURE ON				
Raising funds	2,632	566	-	3,198
Charitable activities				
Governance costs	6,198	-	-	6,198
Other	1,602	393,494	-	395,096
Total	10,432	394,060	-	404,492
Net gains on investments	5,223	-	-	5,223
NET INCOME/(EXPENDITURE)	61,544	(33,059)	-	28,485
Transfers between funds	(59,335)	59,335	-	-
Net movement in funds	2,209	26,276	-	28,485
RECONCILIATION OF FUNDS				
Total funds brought forward	134,347	51,250	-	185,597
TOTAL FUNDS CARRIED FORWARD	136,556	77,526	-	214,082

Notes to the Financial Statements - continued
for the year ended 31 March 2025

12. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2024	66,721
Additions	45,452
Disposals	(13,000)
At 31 March 2025	99,173
DEPRECIATION	
At 1 April 2024	48,050
Charge for year	14,570
Eliminated on disposal	(3,250)
At 31 March 2025	59,370
NET BOOK VALUE	
At 31 March 2025	39,803
At 31 March 2024	18,671

13. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2024	79,508
Revaluations	4,536
At 31 March 2025	84,044
NET BOOK VALUE	
At 31 March 2025	84,044
At 31 March 2024	79,508

There were no investment assets outside the UK.

Cost or valuation at 31 March 2025 is represented by:

	Listed investment £
Valuation in 2025	84,044

Notes to the Financial Statements - continued
for the year ended 31 March 2025

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Other debtors	<u>21,495</u>	<u>13,610</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Other creditors	6,002	4,237
Accruals	<u>18,203</u>	<u>5,488</u>
	<u>24,205</u>	<u>9,725</u>

16. MOVEMENT IN FUNDS

	At 1/4/24	Net movement	Transfers	At
	£	in funds	between	31/3/25
		£	funds	£
Unrestricted funds				
Unrestricted Funds	136,556	68,923	(75,719)	129,760
Restricted funds				
Befriending Fund	3,447	(6,961)	19,014	15,500
Independence Fund	3,030	(2,840)	15,310	15,500
Carer Wellbeing Fund	16,988	(2,793)	6,930	21,125
Community Activities Fund	15,351	(8,784)	4,158	10,725
Wheelchair Accessible Vehicle Fund	36,000	(16,056)	16,058	36,002
Community Transport Fund	1,875	3,690	1,185	6,750
Young Friends Fund	188	(9,108)	10,274	1,354
Hospital Fund	647	(718)	2,790	2,719
Other Restricted Funds	-	8,803	-	8,803
	<u>77,526</u>	<u>(34,767)</u>	<u>75,719</u>	<u>118,478</u>
Endowment funds				
The Edward Gostling Fund	-	100,000	-	100,000
TOTAL FUNDS	<u>214,082</u>	<u>134,156</u>	<u>-</u>	<u>348,238</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2025

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	77,109	(12,723)	4,537	68,923
Restricted funds				
Befriending Fund	51,050	(58,011)	-	(6,961)
Independence Fund	53,729	(56,569)	-	(2,840)
Carer Wellbeing Fund	59,541	(62,334)	-	(2,793)
Community Activities Fund	98,331	(107,115)	-	(8,784)
Wheelchair Accessible Vehicle Fund	13,133	(29,189)	-	(16,056)
Community Transport Fund	127,758	(124,068)	-	3,690
Young Friends Fund	8,811	(17,919)	-	(9,108)
Hospital Fund	7,723	(8,441)	-	(718)
Other Restricted Funds	8,803	-	-	8,803
	428,879	(463,646)	-	(34,767)
Endowment funds				
The Edward Gostling Fund	100,000	-	-	100,000
TOTAL FUNDS	605,988	(476,369)	4,537	134,156

Notes to the Financial Statements - continued
for the year ended 31 March 2025

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/23 £	Net movement in funds £	Transfers between funds £	At 31/3/24 £
Unrestricted funds				
Unrestricted Funds	134,347	61,544	(59,335)	136,556
Restricted funds				
Befriending Fund	2,311	(19,046)	20,182	3,447
Independence Fund	15,590	(24,277)	11,717	3,030
Carer Wellbeing Fund	10,644	8,455	(2,111)	16,988
Community Activities Fund	16,643	(15,159)	13,867	15,351
Wheelchair Accessible Vehicle Fund	-	43,243	(7,243)	36,000
Community Transport Fund	5,687	(4,650)	838	1,875
Young Friends Fund	188	(14,374)	14,374	188
Hospital Fund	187	(7,251)	7,711	647
	<u>51,250</u>	<u>(33,059)</u>	<u>59,335</u>	<u>77,526</u>
TOTAL FUNDS	<u>185,597</u>	<u>28,485</u>	<u>-</u>	<u>214,082</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	66,753	(10,432)	5,223	61,544
Restricted funds				
Befriending Fund	28,040	(47,086)	-	(19,046)
Independence Fund	25,217	(49,494)	-	(24,277)
Carer Wellbeing Fund	55,490	(47,035)	-	8,455
Community Activities Fund	80,519	(95,678)	-	(15,159)
Wheelchair Accessible Vehicle Fund	60,974	(17,731)	-	43,243
Community Transport Fund	108,031	(112,681)	-	(4,650)
Young Friends Fund	1,021	(15,395)	-	(14,374)
Hospital Fund	1,709	(8,960)	-	(7,251)
	<u>361,001</u>	<u>(394,060)</u>	<u>-</u>	<u>(33,059)</u>
TOTAL FUNDS	<u>427,754</u>	<u>(404,492)</u>	<u>5,223</u>	<u>28,485</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2025

16. MOVEMENT IN FUNDS - continued

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

	At 1/4/23 £	Net movement in funds £	Transfers between funds £	At 31/3/25 £
Unrestricted funds				
Unrestricted Funds	134,347	130,467	(135,054)	129,760
Restricted funds				
Befriending Fund	2,311	(26,007)	39,196	15,500
Independence Fund	15,590	(27,117)	27,027	15,500
Carer Wellbeing Fund	10,644	5,662	4,819	21,125
Community Activities Fund	16,643	(23,943)	18,025	10,725
Wheelchair Accessible Vehicle Fund	-	27,187	8,815	36,002
Community Transport Fund	5,687	(960)	2,023	6,750
Young Friends Fund	188	(23,482)	24,648	1,354
Hospital Fund	187	(7,969)	10,501	2,719
Other Restricted Funds	-	8,803	-	8,803
	51,250	(67,826)	135,054	118,478
Endowment funds				
The Edward Gostling Fund	-	100,000	-	100,000
TOTAL FUNDS	<u>185,597</u>	<u>162,641</u>	<u>-</u>	<u>348,238</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2025

16. 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 £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	143,862	(23,155)	9,760	130,467
Restricted funds				
Befriending Fund	79,090	(105,097)	-	(26,007)
Independence Fund	78,946	(106,063)	-	(27,117)
Carer Wellbeing Fund	115,031	(109,369)	-	5,662
Community Activities Fund	178,850	(202,793)	-	(23,943)
Wheelchair Accessible Vehicle Fund	74,107	(46,920)	-	27,187
Community Transport Fund	235,789	(236,749)	-	(960)
Young Friends Fund	9,832	(33,314)	-	(23,482)
Hospital Fund	9,432	(17,401)	-	(7,969)
Other Restricted Funds	8,803	-	-	8,803
	789,880	(857,706)	-	(67,826)
Endowment funds				
The Edward Gostling Fund	100,000	-	-	100,000
TOTAL FUNDS	<u>1,033,742</u>	<u>(880,861)</u>	<u>9,760</u>	<u>162,641</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Cotswold Friends**Detailed Statement of Financial Activities
for the year ended 31 March 2025**

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	87,884	89,061
Other trading activities		
Fundraising events	9,076	-
Charitable activities		
Grants	509,028	338,693
Total incoming resources	605,988	427,754
EXPENDITURE		
Fundraising activities		
Staging fundraising events	3,663	3,198
Support costs		
Staff costs		
Wages	326,073	276,631
Other		
Other costs	125,313	116,175
Loss on sale of tangible fixed assets	6,750	-
	132,063	116,175
Depreciation		
Plant and machinery	14,570	8,488
Total resources expended	476,369	404,492
Net income before gains and losses	129,619	23,262
Unrealised gains and losses		
Unrealised gains/(losses) on fixed asset investments	4,537	5,223
Net income	134,156	28,485

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 05182191 (England and Wales)
REGISTERED CHARITY NUMBER: 1106748

Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
Cotswold Friends

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for the year ended 31 March 2024**

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**Reference and Administrative Details
for the year ended 31 March 2024**

TRUSTEES	Mrs D Bell G R Benn C I Ridgers A F Noorani G M Selwyn Dr N Moor C Dennis E R Pimm (appointed 5/8/2024)
COMPANY SECRETARY	C I Ridgers
REGISTERED OFFICE	Moreton Area Centre High Street Moreton-in-Marsh Gloucestershire GL56 0AZ
REGISTERED COMPANY NUMBER	05182191 (England and Wales)
REGISTERED CHARITY NUMBER	1106748
INDEPENDENT EXAMINER	Ballards LLP Chartered Accountants Oakmoore Court Kingswood Road Hampton Lovett Droitwich Spa Worcestershire WR9 0QH

**Trustees' Report
for the year ended 31 March 2024**

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 2024. 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).

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019).

OBJECTIVES AND ACTIVITIES

Mission, Vision and Values

Charity Mission: To provide sustainable community services for older and vulnerable people in the Cotswold District, reducing loneliness and isolation, improving health and wellbeing and supporting independent living.

Charity Vision: No older or vulnerable person in the Cotswolds should be lonely or isolated.

Charity Values: Cotswold Friends CARES - **C**aring, **A**pproachable, **R**eliable, **E**mpathetic and **S**upportive. Open and inclusive to all.

Cotswold Friends supports almost 2,300 clients with vital Community Services which are Community Transport, Community Activities, Young Friends and Support Services. Support Services include Carer Wellbeing, Befriending, Independence Support and Hospital Support.

With over 40 years' experience of offering volunteer-led community services, Cotswold Friends understands the challenges facing the Cotswold community and how best to utilise limited resources for maximum community benefit. Referrals for Cotswold Friends services come from GPs, Health Visitors, Social Workers, Occupational Therapists, Physiotherapists, Community Nurses, Social Prescribers, Dementia Nurses and Advisors, Community Agents, Support Workers, the Community Mental Health Team, family, friends, neighbours and self-referrals. The value of Cotswold Friends to the referrers continues to grow based on the quality of the volunteer-led services provided, the responsiveness of the Charity to individual need and its reputation in the area.

Cotswold District Key Demographics

The Cotswolds is a highly rural area with many remote villages and hamlets and falls in one of the lowest areas in England in the National Deprivation Indices for Barriers to Housing and Services. The latest census data shows above average population growth with all 50+ age groups growing substantially. 23% are either disabled or living with a long-term physical or mental health condition and a higher proportion of people are living alone. Only 52% of the population live in the 9 main towns with the remainder in remote villages and hamlets.

OBJECTIVES AND ACTIVITIES

Volunteers

The Charity's volunteers continue to be at the heart of the organisation. Over 340 volunteers undertook 450 volunteer roles and donated in the region of 36,000 hours of service in the reporting period, (equating to almost 20 full-time staff members). Based on the adult national living wage of £12 per hour, this volunteer time donation equates to over £425,000 of service to the local community and the Charity cannot thank the volunteers enough for the work they do.

The recruitment of more volunteers remains a key challenge for the Charity and the aim is to continually improve the volunteer experience. The Charity worked hard to successfully renew Investing in Volunteers accreditation during the period. In 2024-25 the Charity plans to further invest in volunteer training, offering opportunities to develop new skills and experiences.

**Trustees' Report
for the year ended 31 March 2024**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

3-Year Charity Development Plan

The Charity has a clear and robust 3-Year Charity Development Plan in place. The plan has been based on a review of all internal and external factors (e.g. volunteer recruitment, funding environment, demographics) and is designed to meet the charity objectives as determined by the Trustees. For 2023-24 these were:

1. To ensure the mission, values and vision, and inclusivity ethos, are embedded within the organisation - **working together towards our aims**.
2. To achieve client and volunteer growth targets to support increased service demand - **all service and volunteer numbers grew during the year**.
3. To increase statutory and self-generated sustainable funding - **good progress, with more to do**.
4. To support the delivery of the Marketing Strategy - **new Marketing team and plan in place**.
5. To increase emergency reserves funding from 2 months to 3 months by end of Year 3 (2026) - **planned and underway**.
6. To maintain Investing in Volunteers Accreditation - **achieved**

Key Achievements in 2023-24:

Community Transport Service

The Community Transport Service provides medical, practical and social journeys for over 1,900 older and vulnerable people who are unable to drive, or for whom public transport is difficult to use or unavailable. Volunteer drivers transport clients in their own cars and the service continues to expand and grow. In 2023-24, 14,523 passenger journeys were completed, a 13% increase on the previous year. North Cotswold journeys grew by 10% and South Cotswolds by 17%. 63% of journeys were for medical reasons.

The Charity now also owns and runs two Wheelchair Accessible Vehicles (WAVs) and a minibus. These vehicles provide the ability to offer a wider range of inclusive transport options for our clients including transport to events and activities.

Support Services - Befriending, Carer Wellbeing, Independence Support and Hospital Support

Support Services provide intensive one-to-one help for the Charity's most vulnerable clients. Referrals are received from GPs, Carers Gloucestershire, hospital matrons, community nurses, dementia nurses and advisors, social prescribers, community agents, health and social workers, family, friends, neighbours and self-referrals. All services start with a face-to-face assessment to determine how the Charity might best provide the help and support needed.

2023-24 service delivery:

Befriending Service - Weekly visits from a Befriending volunteer for those who are lonely and housebound improves mental health and wellbeing - 94 clients supported.

Telephone Befriending - Dedicated volunteers chat to and befriend clients over the telephone, providing vital companionship - 39 clients supported.

Carer Wellbeing - Providing critical breaks for full-time carers, to allow them to care for themselves and continue in their caring role - 89 carers and cared-for supported.

**Trustees' Report
for the year ended 31 March 2024**

Independence Support - Helping those who have lost confidence to regain their independence and get out and about again, including Digital Inclusion and Cost of Living support - 47 Independence, 43 Digital Inclusion and 40 Cost of Living clients supported.

Hospital Support Service - Volunteers help clients get ready for a hospital stay, transport can be arranged, visiting whilst in hospital and preparing the home for the client's return - 14 clients supported.

Support Service Events

An important element of Support Services is the regular events. Events give housebound clients the opportunity to attend a social gathering in a safe and supported environment. Cotswold Friends' events cater for wheelchair and other mobility aid users and those with health conditions and older age frailty. Specialist support to allow people to attend (care workers to meet personal care needs) is provided and clients are also supported with transport to the events where needed. Clients are often visibly cheered, and over time begin to get to know each other and look forward to catching up.

Community Activities

The Community Activities Programme (CAP) provides the much-needed social contact and community connection that older and vulnerable people can so often need. Research has proven that group activities are particularly effective at preventing loneliness and isolation, helping people to stay well, and improving their quality of life.

CAP activities are widespread and varied and in 2023-24 included Lunch Clubs, Men in Sheds, Community Singing, Knit and Natter and Walking Football. Additionally, a Friendship Café, Seated Exercise and a Community Garden were added to the programme during the year. In 2024-25 further new activities are planned to include Walk & Chat, Arts & Crafts and another Friendship Café. There were over 6,700 attendances at CAP activities in the period, averaging almost 560 attendances per month.

ACHIEVEMENT AND PERFORMANCE

Funding

Overall, funding in 2023-24 was able to start with a small surplus from the previous year due to monies provided by grants and trusts, statutory service providers and unrestricted donations. Funding is increasingly difficult to achieve and is subject to a number of ongoing challenges:

- Statutory funding and national funds for regional projects are less widely available.
- National funders may choose to prioritise geographical areas with Multiple Indices of Deprivation - the Cotswolds is not such an area. Gloucestershire is not a very deprived county, but many pockets of hidden poverty exist, and rural isolation is a threat to both mental and physical health.
- Funders may wish to support new or innovative projects rather than established and ongoing community services.
- Regional funders may look for a county-wide programme and often look to fund individual years rather than multi-year applications.
- Some funders embargo re-applications for a period following a successful or unsuccessful bid.

These funding challenges come at a time when community services are particularly needed to support strained statutory services, meet growth in demand due to the rapidly ageing population, and support fallout from Covid and the Cost-of-Living crisis.

For long-term survival, Cotswold Friends must continue to be innovative about how services are funded, and a Funding Plan is in place which focuses on three key strands:

- Grant applications to Trusts and Foundations will continue to be a key funding stream.
- The Charity will look to increase the level of statutory funding provided in recognition of the work it undertakes to support the most vulnerable in our local communities.
- A Sustainable Funding Plan will look to increase self-generated funding, including new initiatives. However, it will take time before the income from this plan makes a more significant contribution.

FINANCIAL REVIEW

Reserves policy

Cotswold Friends' unrestricted reserve at the end of 2023-24 was £136,556 which equates to 3.5 months of Charity funding based on the 2024-25 budget. Please note: this unrestricted reserve consists of £80K of emergency reserve (approximately 2 months funding) and £57K of funds which are committed to support forward service provision in 2024-25. The Charity aspires to hold 6 months of emergency reserve.

Reserves are held to ensure the Charity can continue to operate and meet its liabilities in the event of a financial emergency or if sufficient funding has not been raised. The Trustees monitor the reserves held on a regular basis and in relation to any changes in the operating environment.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Constitution

Cotswold Friends is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 November 1978. Cotswold Friends has no share capital and is a registered charity with the Charity Commission.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Cotswold Friends is governed by a Board of Trustees, currently comprising a Chair, (elected annually by the Trustees), and 7 Trustees. Trustees are recruited with regard to the balance on the Board of individuals with skills, experience, knowledge and qualifications relevant to the Charity's activities. Trustees are appointed for a 3-year period, or until retired by rotation whichever is the shorter and may serve a maximum of 6 years. Induction and relevant periodic training are provided for all Trustees.

The Board of Trustees meets a minimum of six times a year and is responsible for the strategic direction and control of Cotswold Friends' activities, approving major expenditure, major developments and through the Chair, giving support and supervision to the Chief Executive Officer (CEO). The performance of the Charity is monitored, controlled and measured against the 3-Year Charity Development Plan.

Organisational structure and decision making

The CEO leads the day-to-day management of Cotswold Friends on authority delegated by the Board of Trustees. The CEO and Executive Officers meet regularly as required to discuss key strategic and operational issues. This work is reported at the bi-monthly Trustee Board Meetings.

All staff are part-time and in 2023-24 the staffing level was 10.5 full-time equivalent. Along with the 340-strong volunteer workforce, the staff team remain the Charity's greatest asset.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and Risk management

A Trustee-led Governance Committee meets formally with the CEO twice per year (and informally at other times as required), to ensure appropriate Governance procedures are in place across the Charity, reviewed and updated as necessary. A Risk Register also highlights key Charity Risks and is reviewed at the Governance Committee meetings.

Day-to-day accounting and bookkeeping are undertaken by the Finance & HR Manager, under the supervision of the CEO, and provide real-time financial information via a recognised software system. An external Accountant produces the Year-End Accounts and Annual Report and ensures all reporting requirements are met. An Independent Examiner verifies the Accounts.

IT risks are managed via an external contracted provider, M-Technical, providing technical support, on-site support and cyber crisis management should this be needed. The Charity server is monitored and backed up daily to protect client and volunteer data. Cyber risk is managed by M-Technical. Charity systems ensure continuity of care for clients and volunteers, help manage GDPR and provide data security that meets data protection standards.

HR risk is managed using a contracted external provider, South-West Councils (SWC), giving remote support for specific HR issues. Financial provision is made for legal support should this be required.

Risk Assessments are carried out annually at the Charity's offices and at all project sites. Individual Risk Assessments are developed for all events undertaken. All volunteers are fully trained including risk and safeguarding, and additional health and safety, fire, first aid and lone-working training is delivered as required for each role. All volunteers are supervised and supported to use Charity policies and procedures correctly. All Charity policies and procedures are reviewed and updated annually.

The Charity has an annual Health and Safety (H&S) inspection, fire review, and PAT testing. Accident books are used, and incidents are reported for review of root causes or trends which may then lead to changes in practice or the identification of further training needs. H&S policies and arrangements are adjusted to reflect experience. A fire register is taken at all clubs, groups and meetings. Volunteers are recruited using the Safe Recruitment Method which includes the completion of an application form, an interview, 2 references, a DBS check and compulsory training in policies and procedures.

Insurance

The Charity's insurance is reviewed annually and includes public liability, employee liability and professional indemnity cover.

**Trustees' Report
for the year ended 31 March 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Thoughts from the Chair

2023-24 was once again a challenging year for Cotswold Friends, as demand for the Charity's services continued to grow through the Cost-of-Living crisis and continuing uncertain times.

Many of the potential funding challenges noted in last years' review have come to pass and it is of huge credit to everyone that despite the difficult times, Cotswold Friends has continued to grow the support provided to our local communities. We are hugely grateful to organisations new and old, who have recognised the value of the work we do and supported the Charity. Without them, quite simply, there would be no Cotswold Friends.

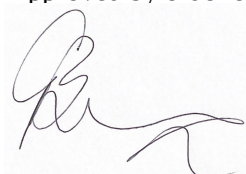
I pay tribute again this year to the extraordinary volunteer workforce. We never cease to be amazed and grateful for their selfless work to meet the needs of those supported by our services. The dedication, diligence, creativity and respect for everyone's well-being and safety is outstanding in every regard. Our communities would be all the poorer without them.

The staff who work for Cotswold Friends are a truly remarkable group of people whose dedication, commitment, professionalism in rising to every challenge and selfless care and consideration for others, is little short of astonishing in every regard. With only a small team, the Charity can be so proud of all that is being achieved.

As I said last year, we live in challenging times, but the Trustees and I continue to feel confident that Cotswold Friends will make a material contribution to the fabric of the Cotswolds in so many ways, as we demonstrate daily exactly how important our work is, and we look forward to continuing for many years to come.

With our thanks to everyone who has supported us.

Approved by order of the board of trustees on **9th October 2024** and signed on its behalf by:



.....
G R Benn - Trustee

Independent Examiner's Report to the Trustees of Cotswold Friends

Independent examiner's report to the trustees of Cotswold Friends ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent Examiner's Report to the Trustees of Cotswold Friends

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Skellum FCA

Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Droitwich Spa
Worcestershire
WR9 0QH

9 October 2024

Date:

Cotswold Friends

Statement of Financial Activities for the year ended 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		45,173	43,888	89,061	24,794
Charitable activities					
Grants received		21,580	317,113	338,693	324,972
Total		66,753	361,001	427,754	349,766
EXPENDITURE ON					
Raising funds		2,632	566	3,198	3,192
Charitable activities					
Governance costs		6,198	-	6,198	5,618
Other		1,602	393,494	395,096	364,814
Total		10,432	394,060	404,492	373,624
Net gains/(losses) on investments		5,223	-	5,223	(2,673)
NET INCOME/(EXPENDITURE)		61,544	(33,059)	28,485	(26,531)
Transfers between funds	11	(59,335)	59,335	-	-
Net movement in funds		2,209	26,276	28,485	(26,531)
RECONCILIATION OF FUNDS					
Total funds brought forward		134,347	51,250	185,597	212,128
TOTAL FUNDS CARRIED FORWARD		136,556	77,526	214,082	185,597

The notes form part of these financial statements

Cotswold Friends

Balance Sheet 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	7	-	18,671	18,671	4,129
Investments	8	79,508	-	79,508	74,285
		<u>79,508</u>	<u>18,671</u>	<u>98,179</u>	<u>78,414</u>
CURRENT ASSETS					
Debtors	9	13,610	-	13,610	10,518
Cash at bank		53,163	58,855	112,018	109,526
		<u>66,773</u>	<u>58,855</u>	<u>125,628</u>	<u>120,044</u>
CREDITORS					
Amounts falling due within one year	10	(9,725)	-	(9,725)	(12,861)
		<u>57,048</u>	<u>58,855</u>	<u>115,903</u>	<u>107,183</u>
NET CURRENT ASSETS					
		<u>57,048</u>	<u>58,855</u>	<u>115,903</u>	<u>107,183</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>136,556</u>	<u>77,526</u>	<u>214,082</u>	<u>185,597</u>
NET ASSETS		<u>136,556</u>	<u>77,526</u>	<u>214,082</u>	<u>185,597</u>
FUNDS	11				
Unrestricted funds				136,556	134,347
Restricted funds				77,526	51,250
TOTAL FUNDS				<u>214,082</u>	<u>185,597</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

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.

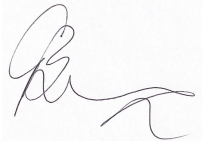
The notes form part of these financial statements

Cotswold Friends

Balance Sheet - continued
31 March 2024

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 **9th October 2024**..... and were signed on its behalf by:



.....
G R Benn - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the year ended 31 March 2024**

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

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.

Plant and machinery - 25% on cost

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 2024

2. SUPPORT COSTS

	Staff costs £	Other £	Depreciation £	Totals £
Other resources expended	276,631	109,977	8,488	395,096
Governance costs	-	6,198	-	6,198
	<u>276,631</u>	<u>116,175</u>	<u>8,488</u>	<u>401,294</u>

3. NET INCOME/(EXPENDITURE)

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

	2024 £	2023 £
Depreciation - owned assets	<u>8,488</u>	<u>6,827</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

5. STAFF COSTS

	2024 £	2023 £
Wages and salaries	<u>276,631</u>	<u>270,960</u>
	<u>276,631</u>	<u>270,960</u>

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

	2024	2023
Employees	<u>22</u>	<u>20</u>

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

Notes to the Financial Statements - continued
for the year ended 31 March 2024

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	21,603	3,191	24,794
Charitable activities			
Grants received	28,682	296,290	324,972
Total	<u>50,285</u>	<u>299,481</u>	<u>349,766</u>
EXPENDITURE ON			
Raising funds	2,676	516	3,192
Charitable activities			
Governance costs	5,618	-	5,618
Other	4,581	360,233	364,814
Total	<u>12,875</u>	<u>360,749</u>	<u>373,624</u>
Net gains/(losses) on investments	<u>(2,673)</u>	<u>-</u>	<u>(2,673)</u>
NET INCOME/(EXPENDITURE)	34,737	(61,268)	(26,531)
Transfers between funds	<u>(37,796)</u>	<u>37,796</u>	<u>-</u>
Net movement in funds	(3,059)	(23,472)	(26,531)
RECONCILIATION OF FUNDS			
Total funds brought forward	137,406	74,722	212,128
TOTAL FUNDS CARRIED FORWARD	<u>134,347</u>	<u>51,250</u>	<u>185,597</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2024

7. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2023	43,691
Additions	23,030
At 31 March 2024	66,721
DEPRECIATION	
At 1 April 2023	39,562
Charge for year	8,488
At 31 March 2024	48,050
NET BOOK VALUE	
At 31 March 2024	18,671
At 31 March 2023	4,129

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2023	74,285
Revaluations	5,223
At 31 March 2024	79,508
NET BOOK VALUE	
At 31 March 2024	79,508
At 31 March 2023	74,285

There were no investment assets outside the UK.

Cost or valuation at 31 March 2024 is represented by:

	Listed investment £
Valuation in 2024	79,508

Notes to the Financial Statements - continued
for the year ended 31 March 2024

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Other debtors	13,610	10,518

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Other creditors	4,237	7,675
Accruals	5,488	5,186
	9,725	12,861

11. MOVEMENT IN FUNDS

	At 1/4/23	Net movement in funds	Transfers between funds	At 31/3/24
	£	£	£	£
Unrestricted funds				
Unrestricted Funds	134,347	61,544	(59,335)	136,556
Restricted funds				
Befriending Fund	2,311	(19,046)	20,182	3,447
Independence Fund	15,590	(24,277)	11,717	3,030
Carer Support Fund	10,644	8,455	(2,111)	16,988
Community Activities Fund	16,643	(15,159)	13,867	15,351
Wheelchair Accessible Vehicle Fund	-	43,243	(7,243)	36,000
Community Transport Fund	5,687	(4,650)	838	1,875
Intergenerational Fund	188	(14,374)	14,374	188
Hospital Fund	187	(7,251)	7,711	647
	51,250	(33,059)	59,335	77,526
TOTAL FUNDS	185,597	28,485	-	214,082

Notes to the Financial Statements - continued
for the year ended 31 March 2024

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	66,753	(10,432)	5,223	61,544
Restricted funds				
Befriending Fund	28,040	(47,086)	-	(19,046)
Independence Fund	25,217	(49,494)	-	(24,277)
Carer Support Fund	55,490	(47,035)	-	8,455
Community Activities Fund	80,519	(95,678)	-	(15,159)
Wheelchair Accessible Vehicle Fund	60,974	(17,731)	-	43,243
Community Transport Fund	108,031	(112,681)	-	(4,650)
Intergenerational Fund	1,021	(15,395)	-	(14,374)
Hospital Fund	1,709	(8,960)	-	(7,251)
	<u>361,001</u>	<u>(394,060)</u>	<u>-</u>	<u>(33,059)</u>
TOTAL FUNDS	<u>427,754</u>	<u>(404,492)</u>	<u>5,223</u>	<u>28,485</u>

Comparatives for movement in funds

	At 1/4/22 £	Net movement in funds £	Transfers between funds £	At 31/3/23 £
Unrestricted funds				
Unrestricted Funds	137,406	34,737	(37,796)	134,347
Restricted funds				
Befriending Fund	7,500	(13,442)	8,253	2,311
Independence Fund	3,500	(9,560)	21,650	15,590
Carer Support Fund	12,917	(6,535)	4,262	10,644
Community Activities Fund	12,000	12,129	(7,486)	16,643
Wheelchair Accessible Vehicle Fund	4,250	(6,547)	2,297	-
Community Transport Fund	32,222	(34,085)	7,550	5,687
Intergenerational Fund	833	842	(1,487)	188
Hospital Fund	1,500	(4,070)	2,757	187
	<u>74,722</u>	<u>(61,268)</u>	<u>37,796</u>	<u>51,250</u>
TOTAL FUNDS	<u>212,128</u>	<u>(26,531)</u>	<u>-</u>	<u>185,597</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2024

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	50,285	(12,875)	(2,673)	34,737
Restricted funds				
Befriending Fund	27,536	(40,978)	-	(13,442)
Independence Fund	40,449	(50,009)	-	(9,560)
Carer Support Fund	50,036	(56,571)	-	(6,535)
Community Activities Fund	81,865	(69,736)	-	12,129
Wheelchair Accessible Vehicle Fund	3,881	(10,428)	-	(6,547)
Community Transport Fund	79,592	(113,677)	-	(34,085)
Intergenerational Fund	13,422	(12,580)	-	842
Hospital Fund	2,700	(6,770)	-	(4,070)
	<u>299,481</u>	<u>(360,749)</u>	<u>-</u>	<u>(61,268)</u>
TOTAL FUNDS	<u>349,766</u>	<u>(373,624)</u>	<u>(2,673)</u>	<u>(26,531)</u>

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

	At 1/4/22 £	Net movement in funds £	Transfers between funds £	At 31/3/24 £
Unrestricted funds				
Unrestricted Funds	137,406	96,281	(97,131)	136,556
Restricted funds				
Befriending Fund	7,500	(32,488)	28,435	3,447
Independence Fund	3,500	(33,837)	33,367	3,030
Carer Support Fund	12,917	1,920	2,151	16,988
Community Activities Fund	12,000	(3,030)	6,381	15,351
Wheelchair Accessible Vehicle Fund	4,250	36,696	(4,946)	36,000
Community Transport Fund	32,222	(38,735)	8,388	1,875
Intergenerational Fund	833	(13,532)	12,887	188
Hospital Fund	1,500	(11,321)	10,468	647
	<u>74,722</u>	<u>(94,327)</u>	<u>97,131</u>	<u>77,526</u>
TOTAL FUNDS	<u>212,128</u>	<u>1,954</u>	<u>-</u>	<u>214,082</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2024

11. 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 £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	117,038	(23,307)	2,550	96,281
Restricted funds				
Befriending Fund	55,576	(88,064)	-	(32,488)
Independence Fund	65,666	(99,503)	-	(33,837)
Carer Support Fund	105,526	(103,606)	-	1,920
Community Activities Fund	162,384	(165,414)	-	(3,030)
Wheelchair Accessible Vehicle Fund	64,855	(28,159)	-	36,696
Community Transport Fund	187,623	(226,358)	-	(38,735)
Intergenerational Fund	14,443	(27,975)	-	(13,532)
Hospital Fund	4,409	(15,730)	-	(11,321)
	<u>660,482</u>	<u>(754,809)</u>	<u>-</u>	<u>(94,327)</u>
TOTAL FUNDS	<u>777,520</u>	<u>(778,116)</u>	<u>2,550</u>	<u>1,954</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

**Detailed Statement of Financial Activities
for the year ended 31 March 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	89,061	24,794
Charitable activities		
Grants	338,693	324,972
Total incoming resources	427,754	349,766
EXPENDITURE		
Other trading activities		
Staging fundraising events	3,198	3,192
Support costs		
Staff costs		
Wages	276,631	270,960
Other		
Other costs	116,175	92,645
Depreciation		
Plant and machinery	8,488	6,827
Total resources expended	404,492	373,624
Net income/(expenditure) before gains and losses	23,262	(23,858)
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	5,223	(2,673)
Net income/(expenditure)	28,485	(26,531)

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 05182191 (England and Wales)
REGISTERED CHARITY NUMBER: 1106748

Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2023
for
Cotswold Friends

Cotswold Friends

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Detailed Statement of Financial Activities	27

**Reference and Administrative Details
for the year ended 31 March 2023**

TRUSTEES	Mrs D Bell G R Benn C I Ridgers A F Noorani G M Selwyn Dr N Moor (appointed 4/4/2022) C Dennis (appointed 13/6/2022)
COMPANY SECRETARY	C I Ridgers
REGISTERED OFFICE	Moreton Area Centre High Street Moreton-in-Marsh Gloucestershire GL56 0AZ
REGISTERED COMPANY NUMBER	05182191 (England and Wales)
REGISTERED CHARITY NUMBER	1106748
INDEPENDENT EXAMINER	Ballards LLP Chartered Accountants Oakmoore Court Kingswood Road Hampton Lovett Drotwich Spa Worcestershire WR9 0QH

**Trustees' Report
for the year ended 31 March 2023**

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 2023. 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).

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019).

OBJECTIVES AND ACTIVITIES

Mission, Vision and Values

Charity Mission: To provide sustainable community services for older and vulnerable people in the Cotswold District, reducing loneliness and isolation, improving health and wellbeing and supporting independent living.

Charity Vision: No older or vulnerable person in the Cotswolds should be lonely or isolated.

Charity Values: Caring, Approachable, Reliable, Empathetic and Supportive. Open and inclusive to all.

Cotswold Friends supports almost 2,400 clients with seven key Community Services which are: Community Transport, Community Activities, and Intergenerational Projects plus Carer Support, Befriending, Independence Support and Hospital Support - (these four services are collectively known as Support Services).

Volunteers

The Charity's volunteers continue to be the beating heart of the organisation, cheerfully putting others before themselves and providing exemplary service to those in need in their local community. 340+ volunteers donated in the region of 50,000 hours of service in the reporting period, equating to over 30 full-time staff members. Based on the adult national living wage of £10.90 per hour, this volunteer time donation equates to almost £550,000 of service to the local community.

An extensive volunteer recruitment campaign brought in 70 new volunteers in a six-month period, but more are continually needed as service demand continues to grow. There are client waiting lists for Carer Support and Befriending services and Community Transport urgently needs more volunteer drivers. The Charity has worked hard to achieve Investing in Volunteers accreditation and aims to continually improve the volunteer experience, including providing ongoing training and development opportunities.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

3-Year Strategic Plan

During the pandemic, Cotswold Friends continued to deliver services to support our local communities but ongoing changes to Government guidance made it challenging to set a clear plan for the future. As the impact of covid receded, the Charity has worked hard to develop a clear and robust 3-Year Strategic Plan. This plan sets out key aims and objectives, has been agreed by the Trustees, and has been communicated across the team. A review of the external environment has been conducted, and volunteer, funding and marketing strategies are included.

Key Objectives

The Board of Trustees has set the following Charity objectives:

1. To ensure the mission, values and vision and inclusivity ethos are embedded within the organisation
2. To achieve client and volunteer growth targets to support increased service demand
3. To increase statutory and self-generated sustainable funding
4. To support the delivery of the Marketing Strategy
5. To increase emergency funding reserves from 2 months to 3 months by 31 March 2026
6. To maintain Investing in Volunteers Accreditation

Key Achievements

The Charity has worked hard this year to stabilise services and is more confident to plan further ahead as the impact of the pandemic has reduced. The Charity has seen increasing demand for its services, with significantly, an increased complexity of client need. A successful volunteer recruitment campaign has helped volunteer numbers grow and new volunteer initiatives have been introduced. Cotswold Friends is proud of its key achievements this year, including reacting to high growth in demand for Community Transport in the Cirencester area (+70%), beginning the expansion of the transport service to Fairford and Lechlade, and working towards the addition of a minibus to the transport service. Our Community Activities Programme continued to recover strongly and planning got underway for a new Friendship Café and the development of an exciting Community Garden project. Stow Disability Association closed at the very end of the year and Cotswold Friends agreed to take on the support of their clients at the new Moreton Friendship Café each week.

The Support Services team have provided crucial Cost of Living Support to clients, through the distribution of Household Support Fund and Foodbank vouchers. A Digital Inclusion service to help clients and volunteers has been developed for launch in 2023-24. The service will be supported by fully trained digital volunteers and delivered at home, in workshops and at clubs. Intergenerational Projects were able to offer a much broader range of volunteering options to young people from local schools. Not least, the Charity has continued to successfully run its seven thriving community services.

Trustees' Report for the year ended 31 March 2023

One of the major challenges this year has been the repercussions of the deepening Cost of Living crisis which impacts disproportionately in rural communities. Combine this with the ongoing post-covid effect, and there has been a significant impact on volunteers, clients, staff and services. Service Managers have reported an increase in the complexity of support required by clients, increasing the time required for the charity to support each client and stretching resource. The Charity currently has waiting lists for a number of services. There have been a number of staff changes, but a new recruitment strategy has resulted in more flexibility across the team and led to improvements in team structure. As demand grows, so does the need for resource and the CEO and Board of Trustees deliberate carefully to balance service developments and funding resource required.

Service Reviews

With over 40 years' experience of offering volunteer-led community services, Cotswold Friends understands the challenges facing the Cotswold community and how best to utilise limited resources for maximum community benefit. Referrals for Cotswold Friends services come from GPs, Health Visitors, Social Workers, Occupational Therapists, Physiotherapists, Community Nurses, Social Prescribers, Dementia Nurses and Advisors, Community Agents, Support Workers, the Community Mental Health Team, family, friends, neighbours and self-referrals. The value of Cotswold Friends to the referrer base continues to grow based on the quality of the volunteer-led services provided, the responsiveness of the Charity to an individuals' needs, its reputation in the area and the reduction of statutory and other available services.

Community Transport Service

The Community Transport Service provides medical, practical and social journeys for those who are unable to drive or for whom public transport is difficult to use or not available. The service is a legally defined not-for-profit Car Sharing Scheme. Volunteer drivers transport clients in their own cars receiving HMRC approved mileage expenses paid directly by the clients they transport. The Bookings Desk Team uses specialist software to co-ordinate requests from clients, allocate drivers, calculate costs and generate statistical reports.

The North Cotswold has extremely limited public transport and is restricted by the sparse population and rural geography. In addition, the acute hospitals are at the other end of the county in Cheltenham and Gloucester. Community Transport is vital to allow people to access services including hospitals, doctors, post offices and supermarkets.

In the South Cotswolds, where the service is more recently launched, demand has been growing rapidly and transport is now provided in Cirencester and more than a dozen surrounding villages, helping over 400 clients to access key local services. A Wheelchair Accessible Vehicle was introduced in 2019 to meet growing community need and operates under a Section 19 permit.

Trustees' Report for the year ended 31 March 2023

The transport service has recently expanded to include Fairford and Lechlade in partnership with Friends of Fairford & Lechlade Communities. Again, volunteer driver recruitment is critical as the service grows. The wheelchair accessible vehicle has been promoted, encouraging people to use this resource for social as well as medical and practical trips. In addition, the Charity was fortunate to be offered the gift of a minibus, which will soon be put to good use helping local people to attend our new Moreton Friendship Café on a weekly basis. The minibus will also allow client groups such as those at the Community Day Club to organise trips to see the local sights such as Batsford Arboretum or to visit other activities such as a Lunch Club or the new Community Garden. Overall, the number of passenger journeys provided by the service grew by 18%, with an incredible 70% growth in the South Cotswolds area. With over 1800 registered clients, almost 13,000 passenger journeys were provided and over 150,000 miles driven.

Support Services - Befriending Service, Carer Support, Independence Support and Hospital Support

Support Services include Befriending, Carer Support, Independence Support and Hospital Support. All services start with a referral, followed by a face-to-face client assessment to determine how the charity might best provide the help and support needed. Referrals to Support Services are received from GPs, Carers Gloucestershire, hospital matrons, community nurses, dementia nurses and advisors, social prescribers, community agents, health and social workers, family, friends, neighbours and self-referrals.

Befriending Service

A weekly visit from a befriending volunteer is a lifeline for people who are housebound and receive no visitors. Research shows that befriending improves confidence and wellbeing and is important for mental health. People who receive befriending visits feel cared for and connected to their community helping them to stay well and to continue to live independently. Befriending clients are mainly housebound and are living with long-term conditions such as dementia, Parkinson's, heart and respiratory conditions, stroke, hearing and visual impairment and older age frailty. Befriending clients often report very low levels of meaningful social interaction.

Befriending clients receive a weekly visit from a volunteer of between one and two hours in duration. People decide themselves how to spend their time together; some choose just to sit and chat over a cup of tea, others enjoy board games, looking at old photographs or listening to nostalgic music and talking about past times. Trips out might include walks (or wheelchair excursions), a ride in the volunteer's car, or a trip to a café or garden centre. Over 70 clients are supported by the service.

Telephone Befriending

Telephone Befriending is used to support clients who are on the Support Services waiting lists, clients who require additional contact during the week, and those who would prefer a telephone call to an actual visit. This is an ongoing service, and the charity has dedicated volunteers who chat to and befriend clients over the phone, providing vital companionship. 20+ clients regularly receive telephone befriending.

Carer Support

The Carer Support service provides weekly respite breaks to full-time carers. These breaks are critical to allow carers to care for themselves, so enabling them to continue in their caring roles. By supporting carers, we not only keep them well but allow them to continue to look after someone else, improving the quality of life of two people. Many carers report that their caring role prevents them from having an active social life and many people using this service have very limited or no connection to their community.

Without these breaks carers can become exhausted and ill themselves, and ultimately be unable to continue in their caring roles so causing the person they care for to need full-time statutory care in a residential/nursing home. Many full-time carers are past retirement age and are living with long-term conditions themselves, suffering from depression, anxiety stress and lack of sleep to stay well. Carers are also offered peer-to-peer support and attendance at useful training courses such as first aid and dementia awareness. Over 60 carers and cared-for are supported by the service.

Independence Support

The Independence Support Service helps people who have lost confidence to regain their independence and get out and about again. This is the most intensive service that the charity offers and is a short-term programme supported by staff and volunteers over 6 to 8 weeks, but longer if needed. Cotswold Friends volunteers support people to do their own shopping and pick up prescriptions, attend medical appointments, go for walks, join local groups and learn useful new IT skills. Loss of confidence can be due to many factors such as the death of a partner, deterioration in health or mental health challenges such as depression and anxiety, that can impact on maintaining independence.

An initial meeting is arranged to discuss and agree the goals that clients would like to achieve - such as doing their own essential shopping, visiting a social club or using IT to book appointments. A volunteer match will be made to support the client as they begin to get out and about. As confidence grows, the client can be referred internally to other Cotswold Friends services such as Community Activities, Community Transport and Befriending for continuing support. Over 70 clients have been supported by this service since launch.

Digital Inclusion

To provide additional support for our clients and volunteers, Cotswold Friends is developing a Digital Inclusion service that will provide fully trained digital volunteers, either for a home visit or to attend a group setting. This service will help and support older and vulnerable people to access digital services and safeguarding has been carefully considered. Access to certain services can be difficult without digital skills, creating barriers to use. Digital volunteers help with training for such skills such as Facetiming relatives to help alleviate loneliness, booking GP appointments or ordering online shopping. This service is planned for full launch in 2023-24.

Hospital Support Service

Going into hospital can be a stressful and worrying time, especially when someone lives alone or has little support available. Cotswold Friends volunteers can help people get ready for a stay, packing a bag, making preparations such as for care of pets, popping in regularly to visit whilst in hospital and preparing the home for the client's return with shopping, laundry and more. The Community Transport Service can also support with transport to the hospital and home again once discharged. 1 to 2 clients per month are now supported by this service.

Support Service Events

An important element of the Support Services Programme is the quarterly events. Events give housebound clients the opportunity to attend a social gathering in a safe and supported environment. Cotswold Friends events cater for wheelchair and other mobility aid users and those with health conditions and older age frailty. Specialist support to allow people to attend (care workers to meet personal care needs) is provided and clients are also supported with transport to the events where needed. Clients are often visibly cheered, and over time begin to get to know each other and look forward to catching up.

Community Activities

The Community Activities Programme (CAP) is widespread and varied ranging from Lunch Clubs to Men in Sheds projects. These activities provide the much-needed social contact and community connection that older and vulnerable people can so often need. Research has proven that group activities are particularly effective at preventing loneliness and isolation, helping people to stay well, and improving their quality of life. Attendees become known to each other, and valuable social and support networks are developed. Nearly all attendees are past retirement age with the majority falling into the 75-85+ age category. The Community Transport Service is used to transport those clients who need it. Community Activities often provide a starting point for new clients, giving them the community connection, confidence and support they need to continue living independently in their own home. All activities are risk assessed and all Lead Volunteers have appropriate training.

This year, activities included 10 Lunch Clubs, 4 Men in Sheds, Community Singing, Knit & Natter and Walking Football. New launches in 2023-24 will include a Friendship Café, a Community Garden and Gentle Activities such as seated yoga or gentle walking groups. Community Activities has continued to recover strongly post-pandemic. This year, the service delivered over 60 individual activity sessions a month, grew to over 480 total attendances per month, and 419 clients were actively involved.

Intergenerational Projects

This service has developed from the Charity's Young Befrienders scheme, which facilitated 16- to 18-year-old students visiting older people in Care Homes. Plans were developed this year to expand the Charity offering for young people. The service now includes 14- to 18-year-olds and as well as restarting the Young Befrienders scheme, offers the opportunity to get involved with other volunteering opportunities such as marketing, fundraising, arts and crafts, supporting the Community Activities Programme, work experience and more. This service is re-building but has worked with over 15 young volunteers this year.

ACHIEVEMENT AND PERFORMANCE

Funding

Funding is increasingly difficult to achieve and is an ongoing challenge.

Overall, the Charity, in 2022/23 was able to start with a small funding surplus from the previous year due to monies provided by grants and trusts, statutory service providers and unrestricted donations. In the past statutory funding and national funds for regional projects have been more widely available. Some additional funding support was temporarily granted during the Covid pandemic, but these extra funds are no longer available.

Ongoing cuts in statutory funding result in ever-increasing applications to national funders, many of whom choose to prioritise geographical areas with Multiple Indices of Deprivation - the Cotswolds is not such an area. In comparison to the rest of England, Gloucestershire is not a very deprived county, however, many pockets of hidden poverty exist, and rural isolation is a threat to both mental and physical health.

Often funders wish to support new or innovative projects rather than established and ongoing community services. Regional funders may look for a county-wide programme and often look to fund individual years rather than multi-year applications. Some funders embargo re-applications for a period following a successful or unsuccessful bid.

These funding challenges come at a time when community services are particularly in demand, both to support strained statutory services but also to meet growth in demand due to the rapidly ageing population, the fallout from Covid and the Cost of Living crisis. Increasingly Cotswold Friends is being asked to support people in the community who in the past would have been eligible for statutory support. Cotswold Friends will look to increase the level of statutory funding provided in recognition of the work it undertakes to support the most vulnerable in our local communities.

For long-term survival, Cotswold Friends must also be more creative about how services are funded. A Sustainable Funding Plan has been developed, with new initiatives to increase self-generated funding. However, these initiatives take time to implement, and a significant funding gap is anticipated in the next three years until this income begins to significantly contribute. The charity currently operates with available funds in the region of six to eight months out - this remains an ongoing concern.

FINANCIAL REVIEW

Reserves policy

Cotswold Friends unrestricted reserves at the end of 2022-23 was £134,347, which equates to 3.5 months of Charity funding. Please note, this unrestricted reserve consists of £74K to be held as an emergency reserve (approximately 2 months funding) and £60K of funds which are committed to be used to support forward service provision in 2023-24.

Due to the risks outlined in a) to d) below the Charity aspires to hold a reserve equal to six months of operating costs. This has not yet been attained as the funding environment is challenging and funds are continually used for ongoing service support.

An Emergency Reserve is necessary because:

a) A source of income, e.g. a grant or community donation, may not be renewed due to economic circumstances beyond Cotswold Friends' control and funds might be needed to give Trustees time to take action if income falls below expectations. The funding climate is increasingly challenging, and this risk has increased.

b) There may be a need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received. The time taken for funders to process grant applications and make grant payments has increased in recent years.

c) There is a risk of an unforeseen emergency such as an unexpected large IT repair bill, e.g. for a computer virus cleanse.

d) Cotswold Friends may need to cover unforeseen day-to-day operational costs, e.g. employing temporary staff to cover a long-term sick absence.

Cotswold Friends has not yet been able to hold a six-month reserve as the demand for the Charity's services has grown year on year, to support the needs of our local community. The Board of Trustees has therefore determined that the maximum amount of funding available should be spent on service delivery.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Constitution

Cotswold Friends is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 November 1978. Cotswold Friends has no share capital and is a registered charity with the Charity Commission.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Cotswold Friends is governed by a Board of Trustees, currently comprising a Chair and 6 Trustees. The Chair is appointed by the Board from the existing Trustees. Trustees are recruited with regard to the balance on the Board of individuals with relevant skills, experience, knowledge and qualifications. As well as looking for individuals with business/finance, health/social care, community and governance expertise, direct experience working with the Charity is valued. Trustees are appointed for a 3-year period and may be proposed for re-appointment for a further 3 years. Trustees may then be retained as Board advisors. The Chair is elected for a 12-month period, voted for by a majority of Trustees.

The Board of Trustees meets a minimum of six times a year and is responsible for the overall direction and control of Cotswold Friends' activities. Specifically, the Board is responsible for taking decisions on the strategic direction of the Charity, approving major expenditure, major developments and, through the Chair, giving support and supervision to the Chief Executive Officer (CEO).

Policies Adopted for the Induction and Training of Trustees

New Trustees meet with the Chair and CEO prior to standing for appointment to the Board. On appointment each Trustee signs a Code of Conduct and completes a register of interests. They are given a Trustee Induction Pack that includes the Charity Governing Document - Memorandum and Articles of Association, policies and procedures to include conflict of interest, role description and other guidance.

Organisational structure and decision making

The CEO leads the day-to-day management of Cotswold Friends on authority delegated by the Board of Trustees. The CEO and Executive Officers (Chair, Treasurer and Company Secretary) meet regularly as required, to discuss key strategic and operational issues. This work is reported at the bi-monthly Trustee Board Meetings, where performance of the Charity against the 3-Year Strategic Plan is monitored and controlled. All staff are part-time and the staffing level is 10.5 full-time equivalent.

By agreement with the CEO, all staff can move between an office-based and home-based work environment as needed providing flexibility and continuity of support. The staff team of the Charity work incredibly hard and are dedicated to the Charity's mission, under the leadership of the CEO. Once again, throughout the year, the team were selfless in their efforts to ensure clients and volunteers were listened to, helped and supported. Along with the 340-strong volunteer workforce, the staff team remain the Charity's greatest asset.

Cotswold District Demographics

The Cotswolds is a highly rural area with many remote towns and villages. It ranks in the lowest 17% of areas in England in the National Deprivation Indices for Barriers to Housing and Services. The North Cotswolds is particularly rural and dissociated from key services. 2021 census data for the Cotswolds shows population growth of 10%, with all 50+ age groups growing. 23% are either disabled or living with a long-term physical or mental health condition and a higher proportion of people are living alone. Of 30 Local Authority areas categorised in the South West, the Cotswolds is the third least densely populated. Only 52%, 47,000, of the population live in the 9 main towns, leaving over 43,000 residents in rural areas of the district.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Governance Committee meets quarterly with the CEO, and a Governance and Policy review procedure is in place across the Charity. A Risk Register also highlights key Charity risks and is reviewed at the Governance Committee meetings. The Governance Committee reports at each meeting of the Board of Trustees.

Day-to-day accounting and bookkeeping are undertaken by the Finance & HR Manager, under the supervision of the CEO. Financial Governance is managed through monthly reports from the Xero accounting software, linked to the Charity bank account and providing real-time financial information. Monthly Variance Reports show income and expenditure against budget. An external Bookkeeper runs month-end reports and highlights any discrepancies with the Finance & HR Manager and CEO if necessary. An external Accountant produces the Year-End Accounts and Annual Report and ensures all reporting requirements are met. An Independent Examiner verifies the Accounts.

IT risks are managed via an external provider, M-Technical, who looks after the Charity's software and hardware, provides staff technical support, on-site support and cyber crisis management should this be needed. The Charity server is monitored and backed up daily to protect client and volunteer data. Cyber risk is managed by M-Technical. Charity systems ensure continuity of care for clients and volunteers, help to manage GDPR and provide data security meeting data protection standards.

HR risk is managed using an external provider, South-West Council (SWC). SWC provides remote support for specific HR issues and a provision is made in the budget for legal support should this be required.

Risk Assessments are carried out annually at the Charity's offices and at all project sites. Individual Risk Assessments are developed for all events undertaken. All volunteers are fully trained including risk and safeguarding, and additional health and safety, fire, first aid and lone-working training is delivered as required for each role. All volunteers are supervised and supported to use Charity policies and procedures correctly. All Charity policies and procedures are reviewed and updated annually.

The Charity has an annual Health and Safety (H&S) inspection, fire review, and PAT testing. Accident books are used, and incidents are reported. If necessary, H&S is adjusted to reflect experience. A fire register is taken at all clubs, groups and meetings.

All volunteers are recruited using a Safe Recruitment Method which includes the completion of an application form, an interview, 2 references, an enhanced DBS check and compulsory training in policies and procedures.

Insurance

The Charity insurance is reviewed annually and includes public liability, employee liability and professional indemnity cover to appropriate levels.

Final thoughts - A Message from the Chair

Finally, I would like to thank each and every member of the most extraordinary team of staff at Cotswold Friends, (led by Jo Hammond our CEO), whose dedication and commitment at all times, set the standard to which many organisations can only aspire. They are truly an inspiring group of people whose commitment to supporting others in the community is exemplary.

**Trustees' Report
for the year ended 31 March 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Additionally, our remarkable volunteer workforce is the heartbeat of our organisation, and we never cease to be amazed and grateful for their selfless work to meet the needs of those supported by our services. The creativity, diligence and respect for everyone's well-being and safety is outstanding in every regard. Our communities would be all the poorer without them.

And to our funders, we are so grateful for your support. Without your generosity our work would not be possible. Thank you for thinking of us and please be assured that your contributions are making a huge difference to so many people's lives every day.

We live in challenging times, but the Trustees and I feel confident that Cotswold Friends will continue to make a material contribution to the fabric of the Cotswolds in so many ways. We have demonstrated through the pandemic and the Cost of Living crisis, exactly how important our work is, and we look forward to continuing for many years to come.

With our thanks to everyone who has supported us.

Approved by order of the board of trustees on 5 October 2023 and signed on its behalf by:

A handwritten signature in blue ink, appearing to read 'G R Benn', with a long horizontal flourish extending to the right.

G R Benn - Trustee

Independent Examiner's Report to the Trustees of Cotswold Friends

Independent examiner's report to the trustees of Cotswold Friends ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent Examiner's Report to the Trustees of Cotswold Friends

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Skellum FCA

Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Drotwich Spa
Worcestershire
WR9 0QH

19 October 2023

Cotswold Friends

Statement of Financial Activities for the year ended 31 March 2023

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		21,603	3,191	24,794	36,359
Charitable activities					
Grants received		28,682	296,290	324,972	298,403
Total		50,285	299,481	349,766	334,762
EXPENDITURE ON					
Raising funds		2,676	516	3,192	2,426
Charitable activities					
Governance costs		5,618	-	5,618	6,668
Other		4,581	360,233	364,814	361,537
Total		12,875	360,749	373,624	370,631
Net gains/(losses) on investments		(2,673)	-	(2,673)	(3,665)
NET INCOME/(EXPENDITURE)		34,737	(61,268)	(26,531)	(39,534)
Transfers between funds	11	(37,796)	37,796	-	-
Net movement in funds		(3,059)	(23,472)	(26,531)	(39,534)
RECONCILIATION OF FUNDS					
Total funds brought forward		137,406	74,722	212,128	251,662
TOTAL FUNDS CARRIED FORWARD		134,347	51,250	185,597	212,128

The notes form part of these financial statements

Cotswold Friends

Balance Sheet 31 March 2023

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	7	-	4,129	4,129	8,156
Investments	8	74,285	-	74,285	76,958
		<u>74,285</u>	<u>4,129</u>	<u>78,414</u>	<u>85,114</u>
CURRENT ASSETS					
Debtors	9	10,518	-	10,518	7,719
Cash at bank		62,405	47,121	109,526	132,029
		<u>72,923</u>	<u>47,121</u>	<u>120,044</u>	<u>139,748</u>
CREDITORS					
Amounts falling due within one year	10	(12,861)	-	(12,861)	(12,734)
		<u>60,062</u>	<u>47,121</u>	<u>107,183</u>	<u>127,014</u>
NET CURRENT ASSETS					
		<u>134,347</u>	<u>51,250</u>	<u>185,597</u>	<u>212,128</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>134,347</u>	<u>51,250</u>	<u>185,597</u>	<u>212,128</u>
NET ASSETS					
		<u>134,347</u>	<u>51,250</u>	<u>185,597</u>	<u>212,128</u>
FUNDS	11				
Unrestricted funds				134,347	137,406
Restricted funds				51,250	74,722
TOTAL FUNDS				<u>185,597</u>	<u>212,128</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

Balance Sheet - continued
31 March 2023

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 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 5 October 2023 and were signed on its behalf by:



G R Benn - Trustee

**Notes to the Financial Statements
for the year ended 31 March 2023**

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

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.

Plant and machinery - 25% on cost

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 2023

2. SUPPORT COSTS

	Staff costs £	Other £	Depreciation £	Totals £
Other resources expended	270,960	87,027	6,827	364,814
Governance costs	-	5,618	-	5,618
	<u>270,960</u>	<u>92,645</u>	<u>6,827</u>	<u>370,432</u>

3. NET INCOME/(EXPENDITURE)

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

	2023 £	2022 £
Depreciation - owned assets	<u>6,827</u>	<u>10,223</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

5. STAFF COSTS

	2023 £	2022 £
Wages and salaries	<u>270,960</u>	<u>258,918</u>
	<u>270,960</u>	<u>258,918</u>

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

	2023	2022
Employees	<u>20</u>	<u>18</u>

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

Notes to the Financial Statements - continued
for the year ended 31 March 2023

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	23,770	12,589	36,359
Charitable activities			
Grants received	19,751	278,652	298,403
Total	<u>43,521</u>	<u>291,241</u>	<u>334,762</u>
EXPENDITURE ON			
Raising funds	2,109	317	2,426
Charitable activities			
Governance costs	-	6,668	6,668
Other	6,297	355,240	361,537
Total	<u>8,406</u>	<u>362,225</u>	<u>370,631</u>
Net gains/(losses) on investments	<u>(3,665)</u>	<u>-</u>	<u>(3,665)</u>
NET INCOME/(EXPENDITURE)	31,450	(70,984)	(39,534)
Transfers between funds	<u>(93,955)</u>	<u>93,955</u>	<u>-</u>
Net movement in funds	(62,505)	22,971	(39,534)
RECONCILIATION OF FUNDS			
Total funds brought forward	199,911	51,751	251,662
TOTAL FUNDS CARRIED FORWARD	<u><u>137,406</u></u>	<u><u>74,722</u></u>	<u><u>212,128</u></u>

Notes to the Financial Statements - continued
for the year ended 31 March 2023

7. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2022	40,891
Additions	2,800
At 31 March 2023	43,691
DEPRECIATION	
At 1 April 2022	32,735
Charge for year	6,827
At 31 March 2023	39,562
NET BOOK VALUE	
At 31 March 2023	4,129
At 31 March 2022	8,156

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2022	76,958
Revaluations	(2,673)
At 31 March 2023	74,285
NET BOOK VALUE	
At 31 March 2023	74,285
At 31 March 2022	76,958

There were no investment assets outside the UK.

Cost or valuation at 31 March 2023 is represented by:

	Listed investments £
Valuation in 2023	74,285

Notes to the Financial Statements - continued
for the year ended 31 March 2023

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other debtors	10,518	7,719

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other creditors	7,675	8,029
Accruals	5,186	4,705
	12,861	12,734

11. MOVEMENT IN FUNDS

	At 1/4/22	Net movement in funds	Transfers between funds	At 31/3/23
	£	£	£	£
Unrestricted funds				
Unrestricted Funds	137,406	34,737	(37,796)	134,347
Restricted funds				
Befriending Fund	7,500	(13,442)	8,253	2,311
Independence Fund	3,500	(9,560)	21,650	15,590
Carer Support Fund	12,917	(6,535)	4,262	10,644
Community Activities Fund	12,000	12,129	(7,486)	16,643
Wheelchair Accessible Vehicle Fund	4,250	(6,547)	2,297	-
Community Transport Fund	32,222	(34,085)	7,550	5,687
Intergenerational Fund	833	842	(1,487)	188
Hospital Fund	1,500	(4,070)	2,757	187
	74,722	(61,268)	37,796	51,250
TOTAL FUNDS	212,128	(26,531)	-	185,597

Notes to the Financial Statements - continued
for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	50,285	(12,875)	(2,673)	34,737
Restricted funds				
Befriending Fund	27,536	(40,978)	-	(13,442)
Independence Fund	40,449	(50,009)	-	(9,560)
Carer Support Fund	50,036	(56,571)	-	(6,535)
Community Activities Fund	81,865	(69,736)	-	12,129
Wheelchair Accessible Vehicle Fund	3,881	(10,428)	-	(6,547)
Community Transport Fund	79,592	(113,677)	-	(34,085)
Intergenerational Fund	13,422	(12,580)	-	842
Hospital Fund	2,700	(6,770)	-	(4,070)
	<u>299,481</u>	<u>(360,749)</u>	<u>-</u>	<u>(61,268)</u>
TOTAL FUNDS	<u>349,766</u>	<u>(373,624)</u>	<u>(2,673)</u>	<u>(26,531)</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
Unrestricted Funds	199,911	31,450	(93,955)	137,406
Restricted funds				
Befriending Fund	7,391	(15,420)	15,529	7,500
Independence Fund	20,000	(23,865)	7,365	3,500
Carer Support Fund	1,250	(3,382)	15,049	12,917
Community Activities Fund	417	(300)	11,883	12,000
Wheelchair Accessible Vehicle Fund	12,749	(10,199)	1,700	4,250
Community Transport Fund	-	(17,717)	49,939	32,222
Intergenerational Fund	-	(483)	1,316	833
Hospital Fund	-	382	1,118	1,500
Restricted Funds	9,944	-	(9,944)	-
	<u>51,751</u>	<u>(70,984)</u>	<u>93,955</u>	<u>74,722</u>
TOTAL FUNDS	<u>251,662</u>	<u>(39,534)</u>	<u>-</u>	<u>212,128</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	43,521	(8,406)	(3,665)	31,450
Restricted funds				
Befriending Fund	23,494	(38,914)	-	(15,420)
Independence Fund	31,398	(55,263)	-	(23,865)
Carer Support Fund	52,002	(55,384)	-	(3,382)
Community Activities Fund	80,398	(80,698)	-	(300)
Wheelchair Accessible Vehicle Fund	2,249	(12,448)	-	(10,199)
Community Transport Fund	86,396	(104,113)	-	(17,717)
Intergenerational Fund	8,048	(8,531)	-	(483)
Hospital Fund	7,256	(6,874)	-	382
	<u>291,241</u>	<u>(362,225)</u>	<u>-</u>	<u>(70,984)</u>
TOTAL FUNDS	<u>334,762</u>	<u>(370,631)</u>	<u>(3,665)</u>	<u>(39,534)</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

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

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/23 £
Unrestricted funds				
Unrestricted Funds	199,911	66,187	(131,751)	134,347
Restricted funds				
Befriending Fund	7,391	(28,862)	23,782	2,311
Independence Fund	20,000	(33,425)	29,015	15,590
Carer Support Fund	1,250	(9,917)	19,311	10,644
Community Activities Fund	417	11,829	4,397	16,643
Wheelchair Accessible Vehicle Fund	12,749	(16,746)	3,997	-
Community Transport Fund	-	(51,802)	57,489	5,687
Intergenerational Fund	-	359	(171)	188
Hospital Fund	-	(3,688)	3,875	187
Restricted Funds	9,944	-	(9,944)	-
	<u>51,751</u>	<u>(132,252)</u>	<u>131,751</u>	<u>51,250</u>
TOTAL FUNDS	<u>251,662</u>	<u>(66,065)</u>	<u>-</u>	<u>185,597</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2023

11. 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 £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	93,806	(21,281)	(6,338)	66,187
Restricted funds				
Befriending Fund	51,030	(79,892)	-	(28,862)
Independence Fund	71,847	(105,272)	-	(33,425)
Carer Support Fund	102,038	(111,955)	-	(9,917)
Community Activities Fund	162,263	(150,434)	-	11,829
Wheelchair Accessible Vehicle Fund	6,130	(22,876)	-	(16,746)
Community Transport Fund	165,988	(217,790)	-	(51,802)
Intergenerational Fund	21,470	(21,111)	-	359
Hospital Fund	9,956	(13,644)	-	(3,688)
	<u>590,722</u>	<u>(722,974)</u>	<u>-</u>	<u>(132,252)</u>
TOTAL FUNDS	<u>684,528</u>	<u>(744,255)</u>	<u>(6,338)</u>	<u>(66,065)</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

Cotswold Friends

Detailed Statement of Financial Activities for the year ended 31 March 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	24,794	36,359
Charitable activities		
Grants	324,972	298,403
Total incoming resources	349,766	334,762
EXPENDITURE		
Other trading activities		
Staging fundraising events	3,192	2,426
Support costs		
Staff costs		
Wages	270,960	258,918
Other		
Other costs	92,645	99,064
Depreciation		
Plant and machinery	6,827	10,223
Total resources expended	373,624	370,631
Net expenditure before gains and losses	(23,858)	(35,869)
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	(2,673)	(3,665)
Net expenditure	(26,531)	(39,534)

This page does not form part of the statutory financial statements

Accounts

Annual Report

2021 / 2022



With grateful thanks to all of Cotswold Friends' Funders.

Gloucestershire Community

Foundation:

GCF Main Grants
GCF Surviving Winter Programme
GCF Coronavirus Recovery & Resilience Programme
GCF Carers Gloucestershire Legacy Fund

Gloucestershire Funders:

Barnwood Trust
Julia and Hans Rausing Trust
National Benevolent Charity

Gloucestershire County Council:

GCC Active Communities
GCC Active for Life
GCC Covid Prevention Grant
GCC Disabled Facilities Grant
GCC Thriving Communities
GCC 'Build Back Better'

District, Town & Parish Councils:

Cotswold District Council
Cirencester Town Council
Moreton in Marsh Town Council
Stow Town Council
Bourton Parish Council
Ebrington Parish Council
Icomb Parish Meeting
Little Rissington Parish Council
Longborough Parish Council
Mickleton Parish Council
Naunton Parish Council

Thanks also to our funders who ask to be anonymous.

Active Gloucestershire
Big Lottery Reaching Communities Fund
Charles Hayward Foundation
Chipping Campden Community Trust
Co-Op Local Community Fund
Disability Foundation Capital Fund
D'Oyly Carte Charitable Trust
Dulverton Trust
Edward Gostling Foundation
February Foundation
Garfield Weston Foundation
Grocers Charity
HDH Wills Charitable Trust
Henry Smith Charitable Trust
Home Instead
Honorary Company of Gloucestershire
Lennox Hannay Charitable Trust
Moore Friends
Mid Counties Co-Operative Community Fund
North Cotswold Rotary
One Stop Community Partnership
Police & Crime Commissioner's Fund
Postcode Local Trust
St James's Place
Saintbury Charitable Trust
Sir Jules Thorn Charitable Trust
Summerfield Trust
Tesco Community Fund

Businesses:

Aldi, Moreton in Marsh
Autoserve Ltd
Daylesford Organic
Kinghams Auctioneers and Valuers Ltd
Midsummer Energy Ltd
RWE Generation UK

Cotswold Friends also benefits from many community donations and gifts in kind to support our services and events. With grateful thanks to all our donors for their generous support of our work.

REGISTERED COMPANY NUMBER: 05182191 (England and Wales)
REGISTERED CHARITY NUMBER: 1106748

Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
Cotswold Friends

Cotswold Friends

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Cotswold Friends

Trustees' Report for the year ended 31 March 2022

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 2022. 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).

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05182191 (England and Wales)

Registered Charity number
1106748

Registered office
Moreton Area Centre
High Street
Moreton-in-Marsh
Gloucestershire
GL56 0AZ

Trustees
Mrs D Bell
Mr G R Benn
Mrs C C Ewing
Mr C I Ridgers
Mr A F Noorani
Mr G M Selwyn
Dr N Moor – appointed 4 April 2022
Mr C Dennis – appointed 13 June 2022

Company Secretary
Mr C I Ridgers

Independent examiner
Mark Skellum FCA
Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Droitwich Spa
Worcestershire
WR9 0QH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Cotswold Friends is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 November 1978. Cotswold Friends has no share capital and is a registered charity with the Charity Commission.

Recruitment and appointment of new trustees

Cotswold Friends is governed by a Board of Trustees which currently comprises a Chair and 7 Trustees. The Chair is appointed by the Board from the existing Trustees. Trustees are recruited with regard to the balance on the Board of individuals with relevant skills, experience, knowledge and qualifications. As well as looking for individuals with business/finance, health/social care, community and governance expertise, direct experience with the Charity is valued. Prior to inviting nominations and applications for Board membership, a skills audit review of existing members is undertaken in order to attract prospective members with the required experience, skills and knowledge. Trustees are appointed for an initial period of 3 years at the end of which they may be proposed for re-appointment for a further period of 3 years. At that point they may be retained as advisors to the Board. The Chair is elected for a 12 month period and then put to the vote to be decided by a majority of Trustees.

The Board of Trustees meets a minimum of six times a year and is responsible for the overall direction and control of Cotswold Friend's activities. Specifically, the Board is responsible for taking decisions on the strategic direction of the Charity, approving major expenditure, major developments and, through the Chair, giving support and supervision to the Chief Executive Officer (CEO).

Induction and training of new trustees

On appointment each Trustee signs a Code of Conduct and completes a register of interests. They are given a Trustee Induction Pack that includes the Charity Governing Document – the Memorandum and Articles of Association, policies and procedures, including conflict of interest, and other guidance. The pack contains a Trustee job description and a copy of the Charity Commission Guidance Leaflet – 'The Essential Trustee: what you need to know'. New Trustees meet with the Chair and CEO to discuss:

- Their role and responsibilities
- Key documents including Memorandum and Articles of Association and the Cotswold Friends Strategic Plan
- Funding including the latest published accounts and current position
- The Charity's focus on outcomes

Trustees are also invited to an induction tour of all services.

Organisational structure and decision making

The CEO leads the day to day management of Cotswold Friends on authority delegated by the Board of Trustees. The CEO and Executive Officers (Chair, Treasurer and Company Secretary) meet regularly to discuss and implement strategic and operational issues and to monitor and control the performance of the Charity against the Strategic Plan. This work is reported on at General Meetings of the Board.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Day to day accounting and bookkeeping are undertaken by the Charity Administrator under the supervision of the CEO.

Financial Governance is managed through monthly reports from the Xero accounting software package which is linked to the Charity bank account and gives a real-time financial position. The monthly Variance Report shows income and expenditure against budget and allows the Charity Treasurer and Trustees to make adjustments to funding and costs as required. An external Bookkeeper runs the month-end reports and highlights any discrepancies with the Charity Administrator and CEO if necessary. An external Accountant produces the Accounts and Annual Report and all external reporting requirements are met. An Independent Examiner verifies the Accounts.

IT risks are managed via an external provider, M Technical. The Charity server and daily back-up are monitored, and cloud-based databases provide secure back-up for client and volunteer data. Any virus risks are managed by M Technical who look after the Charity software and hardware and provide both day to day remote staff technical support as well as on-site support and crisis management should this be needed. A provision is made in the budget in case this is required.

HR risks are managed by using an external provider, South West Council (SWC). SWC provide remote support for any HR issues and additional support for specific issues if needed. A provision is made in the budget for additional HR and legal support should this be required.

Risk Assessments at the main Charity office, and all project sites, are carried out annually and lead volunteers at projects, and individual lone working volunteers, are trained as required in risk and health and safety, including lone working and safeguarding. All volunteers are supervised and supported to use Charity policies and procedures correctly.

All Charity policies and procedures are reviewed and updated annually.

The Charity has an annual Health and Safety (H&S) inspection, fire review, and PAT testing. Accident books are used, and incidents are reported. If necessary, H&S is adjusted to reflect experience. A fire register is taken at all clubs, groups and meetings.

All volunteers are recruited using The Safe Recruitment Method which includes the completion of an application form, an interview, 2 references, an enhanced DBS check and compulsory training in policies and procedures.

Insurance

The Charity insurance is reviewed annually and includes public liability, employee liability and professional indemnity cover.

OBJECTIVES AND ACTIVITIES

Reserves Policy

Cotswold Friends unrestricted reserves at the end of 2021-22 was £137,406, which equates to 3.7 months of Charity funding. **Please note**, this unrestricted reserve consists of £76K to be held as an emergency reserve (approximately 2 months funding) and £61K of funds which are committed to be used to support forward service provision in 2022-23.

Due to the risks outlined in a) to d) below the Charity aspires to hold a reserve equal to six months of operating costs.

This is necessary because:

- a) A source of income, e.g. a grant or community donation, may not be renewed due to economic circumstances beyond Cotswold Friends control and funds might be needed to give Trustees time to take action if income falls below expectations. The funding climate is increasingly challenging, and this risk has become more likely.
- b) There may be a need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received. The time taken for funders to process grant applications and make grant payments has increased in recent years, and is often longer than stated in grant guidelines, due to the impact of austerity and more recently Covid-19 on statutory funding and the increased number of applications grant makers now receive.
- c) There is a risk of an unforeseen emergency such as an unexpected large IT repair bill, e.g. for a computer virus cleanse.
- d) Cotswold Friends may need to cover unforeseen day-to-day operational costs, e.g. employing temporary staff to cover a long-term sick absence.

Objectives and activities

The principal activity of Cotswold Friends is that of providing sustainable community services in the Cotswold District, in order to reduce isolation and loneliness and support independent living for older and vulnerable people.

North Cotswold in particular falls in the lowest 10% of areas in England in the National Deprivation Indices for Barriers to Housing and Services and the Cotswolds as a whole falls into the lowest 17%. The North Cotswolds is also the second most rural GP Network in England. In addition to the rural nature of North Cotswold, over 33% of the population are past retirement age against a national average of 18.5% and the 85+ age range is growing most rapidly. Across the Cotswolds, there has been an increase of 28% in people aged 65+ in the last 10 years, with the 70 to 74 year old age range growing most rapidly. The population of the Cotswolds has grown by 10% overall in this time.

OBJECTIVES AND ACTIVITIES

Covid-19 Pandemic

The charity continued to feel the effects of the pandemic in 2021/22, with ongoing challenges for all clients, volunteers, services and staff. All services went through a transition period, gradually reverting back to a pre-pandemic state as restrictions eased. Examples included befrienders who could at first meet clients outside and then later in their houses again. Some Lunch Clubs were able to start up outside with smaller groups until pubs re-opened indoors and the full Lunch Club programme could resume. Spikes in demand for the Transport Service continued in line with vaccination and booster campaigns. The Charity supported many people with complex needs through these difficult periods. Multiple revisions of Covid procedures and practice were required across the Charity to ensure a Covid secure environment for volunteers, clients and staff.

As people returned to their more normal working patterns, the influx of additional volunteers available during the lockdown periods began to recede and the Charity worked to rebuild its essential volunteer base. The Charity continued as a leader of voluntary support services in the area during this period. Staff and volunteer resource was also significantly affected by Covid infections and the necessary periods of self-isolation. Very sadly, both clients and volunteers were lost to Covid during this period and family and friends were supported by the Charity.

Charity Infrastructure

The infrastructure of Cotswold Friends was redesigned between 2017-19 with all staff working from portable laptops and a cloud-based telephone network which can work remotely from any location. Both a contact management database and transport booking database were implemented to log all client and volunteer data, contacts and bookings which allow multiple staff to securely access and operate systems remotely.

The systems ensure continuity of care for all volunteers and clients, help the Charity manage GDPR and provide data security meeting all data protection standards. The systems also provide a rolling back-up to protect the Charity from loss of data.

This portable infrastructure allows the Charity, if needed, to move from an office-based to a home-based work environment with no change to Charity telephone numbers and without any loss of staff access to client and volunteer data, which enables continuity of support. All systems are robust and fit for purpose. Many staff worked increased hours to manage service changes and ongoing spikes in demand for services, such as during Covid vaccination campaigns. Referrals from statutory colleagues and members of the public increased, and the level of client support needed was often more complex. The staff of the Charity were once again exemplary and, under the leadership of the Chief Executive, were selfless in their efforts to ensure no client or potential client suffered unduly. With the volunteer workforce they were and will always remain the Charity's greatest asset.

OBJECTIVES AND ACTIVITIES

Service Overview

Client demand continued to increase with almost 2,000 clients being supported across seven services by the end of the financial period.

Cotswold Friends Services provide:

1. A Community Transport Service in the North Cotswolds to meet medical, practical and social need for those who are unable to drive or for whom public transport is difficult to use or not available. The North Cotswold has hardly any public transport and is restricted by the sparse population and rural geography. In addition, the acute hospitals are at the other end of the county in Cheltenham and Gloucester. Community Transport is vital to allow people to access services including hospitals, doctors, post offices and supermarkets.

The South Cotswold is more urban in parts, particularly around Cirencester, but in more rural areas was highly underserved for community transport. Since launching in Cirencester, the transport service has seen rapid growth in demand and now provides transport between Cirencester and more than a dozen surrounding villages, helping those in rural areas to access key local services.

By opening the transport service to serve the South of the county, Cotswold Friends hopes to access GCC funding for community transport and thereby support more vulnerable members of the community. The Trustees decision to extend the service to cover the South Cotswolds meets the Charity's Objects and Articles and was reported at the 2019/20 AGM.

Use of the Community Transport service requires people to become Members and pay a small annual subscription fee to contribute towards the costs of running the service. A Wheelchair Accessible Vehicle was introduced in 2019 to meet this growing community need, which mainly operates in the North Cotswolds.

2. A Befriending Service for those who are socially and/or geographically isolated and lonely due to older age frailty or specific long-term conditions, such as dementia, respiratory conditions, Parkinson's, stroke, arthritis and limited mobility etc.

3. A Carer Support Service for carers needing regular respite breaks to enable them to continue in their caring roles. The Charity offers Community Day Clubs for lonely or isolated people, which can provide a half day break for carers, and support for people living with memory problems, lonely or isolated. Carers are also offered support with transport, training, peer support, events attendance, social opportunities/community activities and onward referral to other agencies to meet specific needs such as financial support and the Carers Emergency Scheme.

4. A Community Activities Programme comprising: Lunch Clubs, Knit and Natter, Men-in-Sheds, Community Singing and Gentle Exercise such as walks and walking football. An events programme is also run which, outside of the constraints of the pandemic, consists of a Spring Coffee Morning, Summer Afternoon Tea, Autumn Event and a Christmas Lunch with Christmas food hampers for those who are unable to attend due to ill health. Transport and escorts are provided for activities and events where necessary.

OBJECTIVES AND ACTIVITIES

Services Overview (continued)

5. An Independence Support Service. Newly launched at the beginning of the financial year, this service helps people who have lost confidence to regain their independence and get out and about again. After lengthy periods of shielding during Covid lockdowns, it became clear that many older and vulnerable people had become too anxious or worried to leave their homes, with a significant negative impact on their mental and physical health and wellbeing. Volunteers support people to do their own shopping, pick up prescriptions, attend medical appointments and go for walks. The service provides a short-term intervention to give people the confidence to resume their daily lives, and can then refer clients on to other Charity services for longer-term ongoing support, such as transport and activities.

6. A Hospital Support Service. Newly launched at the beginning of the financial year, this service supports people through a hospital stay. Volunteers help people to prepare for their time in hospital, packing a bag and sorting out any arrangements as needed. Volunteers can visit the client in hospital and support their return home by ensuring that necessities such as food and heating are organised. The Community Transport Service can also help with the journeys to and from the hospital. Provision for this support in the North Cotswolds is seriously under-resourced and this service is responding to local need.

7. Intergenerational Projects. This service has developed from the Charity's Young Befrienders scheme which facilitated 16 to 18 year old students visiting older people in Care Homes. Young Befriending has been largely unavailable throughout Covid due to the severe restrictions in place in Care Homes so plans were developed to expand the Charity offering for young people. The service now includes 14 to 18 year olds and as well as restarting the Young Befrienders scheme, offers the opportunity to get involved with other volunteering opportunities such as marketing, fundraising, arts and crafts, supporting the Community Activities Programme and more.

All this work is undertaken freely by some 300 volunteers who are reimbursed (if required) solely for expenses. In the case of drivers for the Community Transport Service, travel expenses are met wholly by passengers, and in the case of carers requiring a personal care service, independent care workers and care agencies are paid directly by the client.

With over 40 years of experience of offering volunteer led community services Cotswold Friends understands the challenges facing the Cotswold community and how best to utilise limited resources for maximum community benefit.

Referrals for Cotswold Friends services come from GPs, Health Visitors, Social Workers, Occupational Therapists, Physiotherapists, Community Nurses, Social Prescribers, Dementia Nurses and Advisors, Community Agents, Support Workers, the Community Mental Health Team, Parkinson's Advisors, family, friends, neighbours and self-referrals. There are waiting lists across all Cotswold Friends services with volunteer recruitment an on-going priority for the Charity.

The value of Cotswold Friends to the referrer base continues to grow based on the quality of the volunteer led services provided, the responsiveness of the Charity to an individuals' needs and its reputation in the area.

OBJECTIVES AND ACTIVITIES

Volunteers

This has been a turbulent time for volunteering at the charity, with impact factors including an uplift due to volunteers joining during lockdown (many of whom stayed on with the charity), then reductions as people were required to return to work. Many original volunteers were unable to continue their roles at times and we sadly lost volunteers to Covid. Isolating due to Covid infection has also had a significant impact. All volunteers were advised regarding covid-secure procedures when undertaking their volunteering role.

However, throughout all of this, our volunteers have continued to be the beating heart of the organisation, cheerfully putting others before themselves and providing incredible service to those in need in their local community. There are waiting lists across all Cotswold Friends services with volunteer recruitment an on-going priority for the Charity.

300+ volunteers donated over 55,000 hours of service in the reporting period (equating to over 30 full-time staff members). Volunteers were supported by a small staff team of 10.8 full time equivalents. Based on the adult national living wage (£9.50 per hour) this volunteer time donation equates to £522,500.

Having received the prestigious Queens Award for Volunteering during this year, two of our volunteers proudly represented the charity at the Queen's Garden Party.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees has set the following Charity priorities:

1. Funding services
2. Recruiting volunteers to grow service provision and meet need
3. Marketing services to clients to ensure that people in the North Cotswolds who need the Charity's services know about them
4. Charity governance, including financial governance

Overall funding in 2021/22 was able to start with a small surplus from the previous year due to monies provided by grants and trusts and by statutory service providers to support service provision during Covid. However, as the year progressed, the funding environment once again became more challenging as additional funding pots dried up, budgets became stretched for statutory funders and competition for funding from grants and trusts increased significantly. In addition, the Charity is minded to consider how, in the event of issues such as the pandemic and the ever real possibility of other major national challenges, it can better source and generate funding to continue supporting vulnerable communities in their time of need. Development of a sustainable funding plan is underway, a Fundraising Committee has been formed and a new section of the website has been developed to support the communication and promotion of fundraising options. As services continue to build and recover, Marketing and communication is key to ensure potential clients are aware of Charity services and campaigns were undertaken to facilitate this.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Services

Community Transport Service

The Community Transport Service is a legally defined Car Sharing Scheme. Volunteer drivers transport clients in their own cars receiving HMRC approved mileage allowance payments directly from the clients they transport. This not for profit service allows the scheme to operate under Car Sharing Legislation rather than Private Hire Car Legislation. The purpose of the service is to enable people to live in their own homes for as long as possible by supporting independent living and preventing isolation and loneliness. The service is coordinated by a team of volunteer booking desk operators called 'The Bookings Desk Team' and 2 members of staff. The Booking Office is open between 9.30am and 3.30pm and takes bookings by email, telephone and drop-in visits. The team is managed by a dedicated Transport Service Manager who is under the immediate supervision and direction of the Chief Executive Officer. The Bookings Desk Team use software programs (CATTs and LYNX) to co-ordinate requests from clients, allocate drivers, calculate costs and generate statistical reports.

In 2018/19 a grant was received from the Garfield Weston Foundation to purchase a Wheelchair Accessible Vehicle (a VW CaddyLife) for the benefit of the Cotswold Community. This vehicle operates under a Section 19 permit with paid drivers and is staffed on demand.

In 2021 as lockdowns ended, dispensary/pharmacy and shopping requirements reduced, also reducing drives. Medical appointments were high as hospitals began to catch-up with delayed medical appointments and the service continued to support the Covid-19 vaccination programme. The service supported 1,500 transport clients, primarily those people vulnerable to Covid-19 by age or health condition, and the majority of service users remained cautious about social drives. Overall drive numbers dropped by 25% in 2021-22, but the number of drives from the previous year was inflated due to the service supporting prescription deliveries, food shopping trips and vaccination programmes. The expansion to Cirencester, which began at the end of 2020, showed continued growth in demand and by the end of the year was supporting some 350 clients in Cirencester Town centre and more than a dozen surrounding villages – validating the latent need for the service. Plans remain to launch in Tetbury, Fairford and Lechlade in 2022-23, further expanding the Charity's ability to support clients in the south of the county.

Carer Support Service

The Carer Support service is managed by the Support Services Manager who is under the immediate supervision and direction of the Chief Executive Officer. The service supported over 90 full time carers/cared for in 2021/22 with visits taking place when possible, telephone befriending and carer peer support. As with befriending clients, in the place of event invitations, gift bags and hampers were provided at intervals throughout the year. Our regular training courses such as Dementia Awareness, First Aid and Stress Awareness were also opened up to Carers to help support them in their caring role. Memory Clubs were re-opened as Community Day Clubs in October, to support not only clients living with dementia but all carers/cared-for and any other members of the local community in need of social interaction and company. Clubs now run three times a month in two locations and support over 20 people.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Befriending Service

The Befriending Service is managed by the Support Services Manager, who is under the immediate supervision and direction of the Chief Executive Officer. The Support Services Manager is supported by a Project Worker who also runs the Intergenerational Projects programme and Community Fundraising. The Befriending Service provides regular visits to older or vulnerable people who live alone to alleviate loneliness and isolation and support independent living. Visits are usually weekly, of one-hour duration and take place in the client's home. Some volunteers take their clients out to visit garden centers, cafes, shops etc. Some volunteers and clients enjoy board games/puzzles, others watch television together or just chat over a cup of tea. Remembering and talking about the past is important to many clients, especially those who are living with dementia. Community events, run four times a year, were unable to take place due to Covid. Clients look forward to these events as they provide a valuable opportunity to get together with others, so a project was developed to deliver Easter bags and Christmas hampers containing treats and handmade gifts and cards to ensure clients continued to feel connected to community.

As lockdown eased, there was a phased approach to face-to-face services returning, with outdoor visits at first, followed by indoor visits and trips out when allowed. Clients were sadly lost to Covid but over 60 individuals continued to receive support and a further 20 continued to receive Telephone Befriending. Waiting lists were high as Covid impacted on volunteer recruitment.

It has been noted that clients often present with more complex needs following Covid, which has resulted in a negative effect on mental and physical health and wellbeing for many. Everything possible was done to support both existing Cotswold Friends clients and new clients joining the Charity, to receive the support they needed. Clients were also regularly signposted to other local services.

Intergenerational Befriending, with sixth form students from Campden and Bourton schools visiting residents of local care homes has been unable to run through the majority of the Covid period. As a result of this, the Charity developed new options to engage with students, offering them other volunteering opportunities such as Marketing, Fundraising and art and craft projects. Videos, letters and cards were also sent to Care Homes when visits were not possible.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Community Activity Programme (CAP)

Group activities are particularly effective at preventing loneliness and isolation and improving health and wellbeing. Not only are the benefits of the activity provided but also camaraderie, peer support, friendship and a sense of community and belonging. These group activities are less volunteer intensive and as such are a cost effective way of supporting large numbers of people. The CAP is managed by the CAP Manager who is under the immediate supervision and direction of the Chief Executive Officer. The CAP Manager is supported by a CAP Project Worker.

During the first half of the year, activities continued to be suspended due to Covid 19 with a few lunch clubs operating when lockdown lifted within Covid guidelines and hot meals been cooked and delivered to people who would benefit from them. The Community Activities Newsletter continued with issues every 6 weeks to all volunteers and clients. The Newsletter provided activity and connection to community throughout the lockdown periods and craft materials, ingredients, books and jigsaws were delivered to homes to enable people to participate in the activities. We received many positive comments about the Newsletter and the distribution list grew to over 2,000.

A small number of Lunch Clubs were able to resume outside, followed by the remainder re-opening in June and July as restrictions lifted in public houses. Client demand and engagement was high, Lunch Clubs were busy and new clubs were launched. Both Community Singing and Knit and Natter resumed by October. A new Men in Sheds project was launched in Chipping Campden, in conjunction with Campden Home Nursing. Over 350 clients benefit from the CAP programme, with many activities taking place on multiple occasions throughout each month.

Independence Support Service

The impact of Covid on the local community has been severe, and it became clear to the Charity that many people, particularly those that were shielding, or affected by the loss of family and friends, were struggling with the confidence needed to get out and about again. The Independence Service provides an initial assessment and a bespoke support plan, utilising volunteers to support clients as required, including helping them to complete complex online processes to access key services. Over 60 clients were supported in the first year of the service. The Independence Support Service was partially funded by a Crowdfunder campaign showing the support of the local community for the service.

Hospital Support Service

Only a small number of clients have been supported through this service so far, but it has been invaluable for those who have needed a friendly helping hand at a difficult and worrying time. More development work will be undertaken for this service in the coming year.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Final thoughts

Finally, I would like to thank each and every member of the extraordinary team of staff at Cotswold Friends, whose dedication and commitment at all times, but particularly during the pandemic, set the standards to which many organisations can only aspire. They are truly a remarkable group whose commitment to supporting others in the community is exemplary.

I should like to record a special thank you to Amanda Howard who stepped down as CEO after leading and developing the Charity for over 5 years. Amanda's contribution to the Charity has been remarkable and she will remain a friend of the organisation in the future.

The Trustees were delighted to appoint Joanna Hammond into the CEO role, after five years experience working with the Charity in a Marketing role. Joanna brings huge commitment, dedication and skill to continue and develop the Charity's purpose and will lead the organisation forward through the next challenges.

Our remarkable volunteer workforce is the heartbeat of our organisation and we never cease to be amazed at and grateful for their selfless work to meet the needs of those who can be supported by our services. Their creativity, diligence and respect for everyone's well-being and safety shown continues to be exemplary in every regard. Our communities would be all the poorer without them.

And to our funders, we are grateful for your continuing support. Without your generosity our work would be impossible. Thank you for thinking of us and please be assured that your contributions are making huge differences to so many people's lives every day.

We live in challenging times but the Trustees and I feel confident that Cotswold Friends continues to make a material contribution to the fabric of our area in so many ways. We have demonstrated through the pandemic and beyond exactly how important our work is: we look forward to continuing for many years to come.

With our thanks to everyone who has supported us.

Approved by order of the board of trustees on 30 September 2022 and signed on its behalf by:



Mr G R Benn – Trustee & Chair of the Board

Independent Examiner's Report to the Trustees of

Cotswold Friends

for the year ended 31 March 2022

I report on the accounts for the year ended 31 March 2022 set out on pages fourteen to twenty four.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 the 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 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 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 statements 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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Mark Skellum FCA
Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Droitwich Spa
Worcestershire
WR9 0QH
30 September 2022

Cotswold Friends

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

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		23,770	12,589	36,359	61,071
Charitable activities					
Grants received		19,751	278,652	298,403	299,183
Total		43,521	291,241	334,762	360,254
EXPENDITURE ON					
Raising funds		2,109	317	2,426	2,969
Charitable activities					
Governance costs		-	6,668	6,668	1,634
Other		6,297	355,240	361,537	312,801
Total		8,406	362,225	370,631	317,404
Net gains/(losses) on investments		(3,665)	-	(3,665)	1,311
NET INCOME/(EXPENDITURE)		31,450	(70,984)	(39,534)	44,161
Transfers between funds	11	(93,955)	93,955	-	-
Net movement in funds		(62,505)	22,971	(39,534)	44,161
RECONCILIATION OF FUNDS					
Total funds brought forward		199,911	51,751	251,662	207,501
TOTAL FUNDS CARRIED FORWARD		137,406	74,722	212,128	251,662

The notes form part of these financial statements

Cotswold Friends

Balance Sheet 31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	7	-	8,156	8,156	18,379
Investments	8	76,958	-	76,958	80,623
		<u>76,958</u>	<u>8,156</u>	<u>85,114</u>	<u>99,002</u>
CURRENT ASSETS					
Debtors	9	-	7,719	7,719	7,693
Cash at bank		60,448	71,581	132,029	153,500
		<u>60,448</u>	<u>79,300</u>	<u>139,748</u>	<u>161,193</u>
CREDITORS					
Amounts falling due within one year	10	-	(12,734)	(12,734)	(8,533)
		<u>-</u>	<u>(12,734)</u>	<u>(12,734)</u>	<u>(8,533)</u>
NET CURRENT ASSETS		<u>60,448</u>	<u>66,566</u>	<u>127,014</u>	<u>152,660</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>137,406</u>	<u>74,722</u>	<u>212,128</u>	<u>251,662</u>
NET ASSETS		<u>137,406</u>	<u>74,722</u>	<u>212,128</u>	<u>251,662</u>
FUNDS	11				
Unrestricted funds				137,406	199,911
Restricted funds				74,722	51,751
TOTAL FUNDS				<u>212,128</u>	<u>251,662</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

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.

The notes form part of these financial statements

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 30 September 2022 and were signed on its behalf by:

Geoff Benn

G R Benn - Trustee

**Notes to the Financial Statements
for the year ended 31 March 2022**

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

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.

Plant and machinery - 25% on cost

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 2022

2. SUPPORT COSTS

	Staff costs £	Other £	Depreciation £	Totals £
Other resources expended	258,918	92,396	10,223	361,537
Governance costs	-	6,668	-	6,668
	<u>258,918</u>	<u>99,064</u>	<u>10,223</u>	<u>368,205</u>

3. NET INCOME/(EXPENDITURE)

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

	2022 £	2021 £
Depreciation - owned assets	<u>10,223</u>	<u>10,223</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. STAFF COSTS

	2022 £	2021 £
Wages and salaries	<u>258,918</u>	<u>221,685</u>
	<u>258,918</u>	<u>221,685</u>

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

	2022	2021
Employees	<u>18</u>	<u>15</u>

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

Notes to the Financial Statements - continued
for the year ended 31 March 2022

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund 2021 £	Restricted funds 2021 £	Total funds 2021 £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	48,009	13,062	61,071
Charitable activities			
Grants received	121,085	178,098	299,183
Total	<u>169,094</u>	<u>191,160</u>	<u>360,254</u>
EXPENDITURE ON			
Raising funds	2,686	283	2,969
Charitable activities			
Governance costs	-	1,634	1,634
Other	124,721	188,080	312,801
Total	<u>127,407</u>	<u>189,997</u>	<u>317,404</u>
Net gains on investments	<u>1,311</u>	<u>-</u>	<u>1,311</u>
NET INCOME	42,998	1,163	44,161
RECONCILIATION OF FUNDS			
Total funds brought forward	156,913	50,588	207,501
TOTAL FUNDS CARRIED FORWARD	<u>199,911</u>	<u>51,751</u>	<u>251,662</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery £	Totals £
COST			
At 1 April 2021	17,000	55,544	72,544
Disposals	(17,000)	(14,653)	(31,653)
At 31 March 2022	-	40,891	40,891
DEPRECIATION			
At 1 April 2021	17,000	37,165	54,165
Charge for year	-	10,223	10,223
Eliminated on disposal	(17,000)	(14,653)	(31,653)
At 31 March 2022	-	32,735	32,735
NET BOOK VALUE			
At 31 March 2022	-	8,156	8,156
At 31 March 2021	-	18,379	18,379

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2021	80,623
Revaluations	(3,665)
At 31 March 2022	76,958
NET BOOK VALUE	
At 31 March 2022	76,958
At 31 March 2021	80,623

There were no investment assets outside the UK.

Cost or valuation at 31 March 2022 is represented by:

	Listed investment £
Valuation in 2022	76,958

Notes to the Financial Statements - continued
for the year ended 31 March 2022

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other debtors	<u>7,719</u>	<u>7,693</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	<u>8,029</u>	<u>6,842</u>
Accruals	<u>4,705</u>	<u>1,691</u>
	<u>12,734</u>	<u>8,533</u>

11. MOVEMENT IN FUNDS

	At 1/4/21	Net movement in funds	Transfers between funds	At 31/3/22
	£	£	£	£
Unrestricted funds				
Unrestricted Funds	199,911	31,450	(93,955)	137,406
Restricted funds				
Befriending Fund	7,391	(15,420)	15,529	7,500
Independence Fund	20,000	(23,865)	7,365	3,500
Carer Respite Fund	1,250	(3,382)	15,049	12,917
Community Activities Programme	417	(300)	11,883	12,000
Mobility Bus Fund	12,749	(10,199)	1,700	4,250
Transport Fund	-	(17,717)	49,939	32,222
Intergenerational Fund	-	(483)	1,316	833
Hospital Fund	-	382	1,118	1,500
Restricted Funds	9,944	-	(9,944)	-
	<u>51,751</u>	<u>(70,984)</u>	<u>93,955</u>	<u>74,722</u>
TOTAL FUNDS	<u>251,662</u>	<u>(39,534)</u>	<u>-</u>	<u>212,128</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	43,521	(8,406)	(3,665)	31,450
Restricted funds				
Befriending Fund	23,494	(38,914)	-	(15,420)
Independence Fund	31,398	(55,263)	-	(23,865)
Carer Respite Fund	52,002	(55,384)	-	(3,382)
Community Activities Programme	80,398	(80,698)	-	(300)
Mobility Bus Fund	2,249	(12,448)	-	(10,199)
Transport Fund	86,396	(104,113)	-	(17,717)
Intergenerational Fund	8,048	(8,531)	-	(483)
Hospital Fund	7,256	(6,874)	-	382
	<u>291,241</u>	<u>(362,225)</u>	<u>-</u>	<u>(70,984)</u>
TOTAL FUNDS	<u>334,762</u>	<u>(370,631)</u>	<u>(3,665)</u>	<u>(39,534)</u>

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
Unrestricted funds			
Unrestricted Funds	156,913	42,998	199,911
Restricted funds			
Befriending Fund	20,138	(12,747)	7,391
Independence Fund	-	20,000	20,000
Carer Respite Fund	(6,263)	7,513	1,250
Community Activities Programme	9,464	(9,047)	417
Mobility Bus Fund	18,324	(5,575)	12,749
Transport Fund	(19)	19	-
Restricted Funds	8,944	1,000	9,944
	<u>50,588</u>	<u>1,163</u>	<u>51,751</u>
TOTAL FUNDS	<u>207,501</u>	<u>44,161</u>	<u>251,662</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	169,094	(127,407)	1,311	42,998
Restricted funds				
Befriending Fund	48,222	(60,969)	-	(12,747)
Independence Fund	20,000	-	-	20,000
Carer Respite Fund	33,084	(25,571)	-	7,513
Community Activities Programme	44,057	(53,104)	-	(9,047)
Mobility Bus Fund	2,190	(7,765)	-	(5,575)
Transport Fund	42,607	(42,588)	-	19
Restricted Funds	1,000	-	-	1,000
	<u>191,160</u>	<u>(189,997)</u>	<u>-</u>	<u>1,163</u>
TOTAL FUNDS	<u>360,254</u>	<u>(317,404)</u>	<u>1,311</u>	<u>44,161</u>

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

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
Unrestricted Funds	156,913	74,448	(93,955)	137,406
Restricted funds				
Befriending Fund	20,138	(28,167)	15,529	7,500
Independence Fund	-	(3,865)	7,365	3,500
Carer Respite Fund	(6,263)	4,131	15,049	12,917
Community Activities Programme	9,464	(9,347)	11,883	12,000
Mobility Bus Fund	18,324	(15,774)	1,700	4,250
Transport Fund	(19)	(17,698)	49,939	32,222
Intergenerational Fund	-	(483)	1,316	833
Hospital Fund	-	382	1,118	1,500
Restricted Funds	8,944	1,000	(9,944)	-
	<u>50,588</u>	<u>(69,821)</u>	<u>93,955</u>	<u>74,722</u>
TOTAL FUNDS	<u>207,501</u>	<u>4,627</u>	<u>-</u>	<u>212,128</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. 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 £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	212,615	(135,813)	(2,354)	74,448
Restricted funds				
Befriending Fund	71,716	(99,883)	-	(28,167)
Independence Fund	51,398	(55,263)	-	(3,865)
Carer Respite Fund	85,086	(80,955)	-	4,131
Community Activities Programme	124,455	(133,802)	-	(9,347)
Mobility Bus Fund	4,439	(20,213)	-	(15,774)
Transport Fund	129,003	(146,701)	-	(17,698)
Intergenerational Fund	8,048	(8,531)	-	(483)
Hospital Fund	7,256	(6,874)	-	382
Restricted Funds	1,000	-	-	1,000
	<u>482,401</u>	<u>(552,222)</u>	<u>-</u>	<u>(69,821)</u>
TOTAL FUNDS	<u>695,016</u>	<u>(688,035)</u>	<u>(2,354)</u>	<u>4,627</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

**Detailed Statement of Financial Activities
for the year ended 31 March 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	36,359	61,071
Charitable activities		
Grants	298,403	299,183
Total incoming resources	334,762	360,254
EXPENDITURE		
Other trading activities		
Staging fundraising events	2,426	2,969
Support costs		
Staff costs		
Wages	258,918	221,685
Other		
Other costs	99,064	82,527
Depreciation		
Plant and machinery	10,223	10,223
Total resources expended	370,631	317,404
Net (expenditure)/income before gains and losses	(35,869)	42,850
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	(3,665)	1,311
Net (expenditure)/income	(39,534)	44,161

This page does not form part of the statutory financial statements

What our Volunteers say...

"My role is to make sure that everybody is happy and safe. The most interesting thing is watching people change over the weeks since they join.

To watch people evolve who may have been lonely at home, not having many interests outside the house, and give them a reason to join in and participate in community projects."



Richard Hamer,
Men in Sheds Leader,
Northleach

"I enjoy the companionship, the sociable nature of it. You get a group of regulars, you take them out, you have a chat. You understand about them and their families. We could talk about anything!
It's nice to get out and about and to see people."



Keith Rogers, Community Transport driver volunteer,
Willersey

"The thing I like about Cotswold Friends is, being new to the area, it's given me a way to get to know people and to find out what's going on in the area and discover opportunities. So it's great!
I've learnt that I can actually help other people, even if I haven't got lots of time."



Kay Grey, Independence Support volunteer,
Moreton

"What we've learned from volunteering is the tremendous knowledge and stoicism of the older generation who are disadvantaged in so many ways, especially with the lack of public transport.

Fortunately, Cotswold Friends and other organisations are helping to meet local needs.

What we enjoy about volunteering is meeting and helping people."



Robert and Julie Young,
Community Transport Driver and
Befriender volunteers, Chedworth



The Moreton Area Centre
High Street, Moreton-in-Marsh
GL56 0AZ
Tel: 01608 651415

Web: www.cotswoldfriends.org
Email: info@cotswoldfriends.org



Registered Charity No: 1106748, Company Limited by Guarantee No: 5182191, Registered in England
& Wales, Date of Issue: October 2022

Accounts

REGISTERED COMPANY NUMBER: 05182191 (England and Wales)
REGISTERED CHARITY NUMBER: 1106748

**Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Cotswold Friends**

Tayabali Tomlin
Chartered Accountants
Kenton House
Oxford Street
Moreton-in-Marsh
Gloucestershire
GL56 0LA

Cotswold Friends

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for the year ended 31 March 2021**

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Detailed Statement of Financial Activities	23

Cotswold Friends

Trustees' Report 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).

The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05182191 (England and Wales)

Registered Charity number
1106748

Registered office
Moreton Area Centre
High Street
Moreton-in-Marsh
Gloucestershire
GL56 0AZ

Trustees

Mrs D Bell	
Mr G R Benn	
Mrs C C Ewing	
Mr A N Grimes	- resigned 21 October 2020
Mr P M Paul	- resigned 21 October 2020
Mr C I Ridgers	
Mr D C Shepley-Cuthbert	- resigned 4 February 2021
Mr A F Noorani	- appointed 28 February 2021
Mr G M Selwyn	- appointed 1 February 2021

Company Secretary
Mr C I Ridgers

Independent examiner

Mark Skellum FCA
Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Droitwich Spa
Worcestershire
WR9 0QH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Cotswold Friends is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 November 1978. Cotswold Friends has no share capital and is a registered charity with the Charity Commission.

Recruitment and appointment of new trustees

Cotswold Friends is governed by a Board of Trustees which currently comprises a Chair and 5 Trustees. The Chair is appointed by the Board from the existing Trustees. Trustees are recruited with regard to the balance on the Board of individuals with relevant skills, experience, knowledge and qualifications. As well as looking for individuals with business/finance, health/social care, community and governance expertise, direct experience with the Charity is valued. Prior to inviting nominations and applications for Board membership, a skills audit review of existing members is undertaken in order to attract prospective members with the required experience, skills and knowledge. Trustees are appointed for an initial period of 3 years at the end of which they may be proposed for re-appointment for a further period of 3 years. At that point they may be retained as advisors to the Board. The Chair is elected for a 12-month period and then put to the vote to be decided by a majority of Trustees.

The Board of Trustees meets a minimum of six times a year and is responsible for the overall direction and control of Cotswold Friend's activities. Specifically, the Board is responsible for taking decisions on the strategic direction of the Charity, approving major expenditure, major developments and, through the Chair, giving support and supervision to the Chief Executive.

Induction and training of new trustees

On appointment each Trustee signs a Code of Conduct and completes a register of interests. They are given a Trustee Induction Pack that includes the Charity Governing Document - the Memorandum and Articles of Association, a range of relevant policies and procedures and conflict of interest and other guidance. The pack contains a Trustee job description and a copy of the Charity Commission Guidance Leaflet - The Essential Trustee: what you need to know. New Trustees meet with the Chair and Chief Executive to discuss:

- Their role and responsibilities
- Key documents including Memorandum and Articles of Association and the Cotswold Friends Strategic Plan
- Funding including the latest published accounts and current position
- The Charity's focus on outcomes

Trustees are also invited to an induction tour of projects.

Organisational structure and decision making

The Chief Executive leads the day to day management of Cotswold Friends on authority delegated by the Board of Trustees. The Chief Executive and Executive Officers (Chair, Treasurer and Company Secretary) meet regularly to discuss and implement strategic and operational issues and to monitor and control the performance of the Charity against the Strategic Plan. This work is reported on at General Meetings of the Board.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Day to day accounting and bookkeeping are undertaken by the Charity Administrator under the supervision of the CEO.

Financial Governance is managed through monthly reports from the Xero accounting software package which is linked to the Charity bank account and gives a real-time financial position. The monthly Variance Report shows income and expenditure against budget and allows the Charity Treasurer and Trustees to make adjustments to funding and costs as required. An external Bookkeeper runs the month-end reports and highlights any discrepancies with the Charity Administrator and CEO if necessary. An external Accountant produces the Accounts and Annual Report and all external reporting requirements are met.

IT risks are managed via an external provider, M Technical. The Charity server and weekly back-up are monitored, and cloud-based databases provide secure back-up for client and volunteer data. Any virus risks are managed by M Technical who look after the Charity software and hardware and provide both day to day remote staff technical support as well as on-site support and crisis management should this be needed. A provision is made in the budget in case this is required.

HR risks are managed by using an external provider, South West Council (SWC). SWC provide remote support for any HR issues and additional support for specific issues if needed. A provision is made in the budget for additional HR and legal support should this be required.

Risk Assessments at the main Charity office, and all project sites, are carried out annually and all lead volunteers at projects, and individual lone working volunteers, are trained in risk and health and safety including lone working and safeguarding. All volunteers are supervised and supported to use Charity policies and procedures correctly.

All Charity policies and procedures are reviewed and updated annually.

The Charity has an annual Health and Safety (H&S) inspection, fire review, and PAT testing. Accident books are used, and incidents are reported. If necessary, H&S is adjusted to reflect experience. A fire register is taken at all clubs, groups and meetings.

All volunteers are recruited using The Safe Recruitment Method which includes the completion of an application form, an interview, 2 references, an enhanced DBS check and compulsory training in policies and procedures.

Insurance

The Charity insurance is reviewed annually and includes public liability and professional indemnity cover.

OBJECTIVES AND ACTIVITIES

Reserves Policy

Cotswold Friends current reserve is represented by net assets of £251,662, which equate to 8.4 months of Charity funding. The reserves have increased as a result of the reallocation of deferred income. It should be noted that monies held in reserves include funds to support future services.

Due to the risks outlined in a) to d) below the Charity aspires to hold a reserve equal to six months of operating costs.

This is necessary because:

- a) A source of income, e.g. a grant or community donation, may not be renewed due to economic circumstances beyond Cotswold Friends control and funds might be needed to give Trustees time to take action if income falls below expectations. The funding climate is increasingly challenging, and this risk has become more likely.
- b) There may be a need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received. The time taken for funders to process grant applications and make grant payments has increased in recent years, and is often longer than stated in grant guidelines, due to the impact of austerity and more recently Covid-19 on statutory funding and the increased number of applications grant makers now receive.
- c) There is a risk of an unforeseen emergency such as an unexpected large IT repair bill, e.g. for a computer virus cleanse.
- d) Cotswold Friends may need to cover unforeseen day-to-day operational costs, e.g. employing temporary staff to cover a long-term sick absence.

Objectives and activities

The principal activity of Cotswold Friends is that of providing sustainable community services in the North Cotswolds in order to reduce isolation and loneliness and support independent living for older and vulnerable people.

The North Cotswolds falls in the lowest 10% of areas in England in the National Deprivation Indices for Barriers to Housing and Services and is also the second most rural GP Network in England. In addition to the rural nature of the North Cotswolds over 33% of the population are past retirement age against a national average of 18.5% and the 85+ age range is growing most rapidly.

OBJECTIVES AND ACTIVITIES

Covid-19 Pandemic (As of June 2020)

2020/21 was greatly affected by the Covid-19 pandemic; the impact was both swift and significant affecting all clients, volunteers, services and staff and as such, it is mentioned here at the beginning of this report. All services (Transport, Befriending, Carer Support and Community Activities) were rapidly adapted within the guidelines given by Government and other agencies (eg the NHS), to continue with no client losing service during the pandemic. Indeed the Charity supported more people than usual due to shielding and more isolated people who would not normally need to use our services but found themselves in need of support particularly during the lockdown periods. It should be noted that throughout the pandemic, the Charity found itself both as a leader of voluntary support services in the area, assisting other groups and coordinating activities across the area, and in a leadership role as statutory services concentrated on other areas of support.

Charity Infrastructure

The infrastructure of Cotswold Friends was redesigned between 2017-19 with all staff working from portable laptops and a cloud-based telephone network which can work remotely from any location. Both a contact management database and transport booking database were implemented to log all client and volunteer data, contacts and bookings which allow multiple staff to securely access and operate systems remotely. The systems ensure continuity of care for all volunteers and clients, help the Charity manage GDPR and provide data security meeting all data protection standards. The systems also provide a rolling back-up to protect the Charity from loss of data.

This portable infrastructure allowed the Charity to move from an office-based to a home-based work environment with no change to Charity telephone numbers and without any loss of staff access to client and volunteer data, which enabled continuity of support. All systems proved to be robust and fit for purpose. All staff increased hours to manage an unprecedented spike in demand for services and referrals from statutory colleagues and members of the public. It should be noted also that the staff of the Charity were exemplary and, under the leadership of the Chief Executive were selfless in their efforts to ensure no client or potential client suffered unduly. With the volunteer workforce, they were and will always remain, the Charity's greatest asset.

Service Numbers

In the first 2 weeks of the lockdown period 23rd March – 5th April Cotswold Friends received over 5,000 phone calls, emails and social media contacts requesting help. The Charity provided 1,600 telephone befriending phone calls, 78 critical hospital and GP practice transport drives (cancer, eye treatments, dressing changes, investigative tests and procedures), delivered over 100 pharmacy and GP dispensary medicines to homes and undertook over 50 food shops and deliveries to homes. 22,000 Covid-19 Help Cards were delivered by a small army of staff and volunteers to individual households and placed in food shops and pharmacies. Local television, radio and social media all helped us to reach our community of 33,000 people to make sure that everyone knew they were not alone, we were there to help them.

OBJECTIVES AND ACTIVITIES

Initial Covid-19 community support concerns

There were 2 main concerns during the early stages of the pandemic:

- (1) we would not be able to reach everyone in our highly rural area and let people know we were there to help them and
- (2) we would not be able to meet demand.

By the end of March we were confident that we could reach everyone and by the end of May we confidently met demand with 260 volunteers coming forward to support Charity services.

Covid-19 Volunteers

Many Cotswold Friends volunteers were precluded from continuing with their volunteering roles during 2020 due to age and medical conditions. During the first 2 weeks of the lockdown 128 (out of 372) volunteers continued to provide adapted services and supported 955 people. These numbers grew throughout the year to 260 volunteers supporting over 1,000 people each week. Nearly 50% of these volunteers have subsequently decided to join the Charity and become on-going Cotswold Friends volunteers, we are all very grateful to them for volunteering at such a challenging time.

As well as the direct provision of Covid-19 services to individuals, Cotswold Friends built a database of all Covid-19 community volunteer help groups operating in North Cotswold (65 in total). Each group was identified, and contact details were obtained; each group was contacted, and details of the community help they were providing was logged on to a spreadsheet, with permissioned contact details, and uploaded to the Cotswold Friends website to help the community. The website had also been updated to detail Cotswold Friends Covid-19 service provision. Cotswold Friends staff triaged all incoming calls and diverted appropriate calls to local community groups eg. for shopping, dog walking, help with dustbins etc. This partnership working was key in enabling all residents who needed help to receive it during the pandemic. As the year progressed, and restrictions eased, these community groups largely stepped down and disbanded. However, it is a great comfort for people to know that their community will take action to support each other should crisis occur; it has also led to some lasting links and friendships.

Personal Protective Equipment

In order to operate services during Covid 19 large quantities of PPE were needed which had to be distributed to everyone who was working in the community including all drivers, shoppers and pharmacy/dispensary volunteers. Cotswold Friends received great support from local business who had supplies and donated them to us (such as local supermarkets), Gloucestershire Council provided regular comprehensive deliveries, and volunteer sewers sewed masks for us when there were mask shortages at the beginning of the pandemic. All our activities were risk assessed and all volunteers and staff were supported to work safely with PPE within Covid 19 NHS and Government guidelines. It must be stated that some staff members continued to work in the community dealing with crisis in people's homes throughout the lockdown periods when there was no option but to offer hands on support. This was particularly needed as statutory service providers and other agencies were no longer offering home visits. I am so proud of the work undertaken by Cotswold Friends staff during this very difficult time. All staff members worked tirelessly, quite literally working unlimited hours each week, to make sure that everyone in the community had the full support they needed. Staff did this calmly and professionally, however challenging the individual situation, which I believe did much to reassure the community in this unprecedented time.

OBJECTIVES AND ACTIVITIES

Personal Protective Equipment (continued)

As this report is written, new Covid variants and case load surges are threatening the final easing of lockdown regulations due in June under the Government 'road map'. Cotswold Friends services, including Community Activities have, within the guidelines published, all resumed to a limited degree with face to face and indoor activities, however the situation is constantly being monitored and risk assessed, and the Charity will remain both vigilant and flexible to best meet community need.

Service Overview

Up until the Covid-19 pandemic in March 2020 the Charity objectives were met by the provision of the following services:

1. A Community Transport Service throughout North Cotswold to meet medical, practical and social need for those who are unable to drive or for whom public transport is difficult to use or not available. The North Cotswold has hardly any public transport and is restricted by the sparse population and rural geography. In addition, the acute hospitals are at the other end of the county in Cheltenham and Gloucester. Community Transport is vital to allow people to access services including hospitals, doctors, post offices and supermarkets.

The South Cotswold is more urban in parts, particularly around Cirencester, but in more rural areas, is highly underserved for community transport. The Charity believes that a demand for a community transport service in the South, similar to that which operates successfully in the North of the Cotswolds is badly needed. The Charity receives regular requests for this service from both community members and statutory and charity colleagues.

By opening the transport service to serve the South Cotswolds Cotswold Friends is able to access GCC funding for community transport and thereby support more vulnerable members of the community. The Trustees decision to extend the service to cover the South Cotswolds meets the Charity's Objects and Articles and was reported at the 2019/20 AGM.

Use of the Community Transport service requires people to become Members and pay a small annual subscription fee to contribute towards the costs of running the service. A Wheelchair Accessible Vehicle was introduced in 2019 to meet this growing community need, which mainly operates in the North Cotswold.

2. A Befriending Service for those who are socially and/or geographically isolated and lonely due to older age frailty or specific long-term conditions, such as dementia, respiratory conditions, Parkinson's, stroke, arthritis and limited mobility etc. The Charity introduced Intergenerational Befriending in 2018 with sixth form students providing weekly visits to residential care homes.

3. A Carer Support Service for carers needing regular respite breaks to enable them to continue in their caring roles. The Charity took over Memory Clubs in North Cotswold in 2018 which provide a half day break for carers and activities for people living with memory problems. Carers are also offered support with transport, training, peer support, events attendance, social opportunities/community activities and onward referral to other agencies to meet specific needs such as financial support and the Carers Emergency Scheme.

ACHIEVEMENT AND PERFORMANCE

Services Overview (continued)

4. A Community Activities Programme comprising: lunch clubs, knit and natter, art, sewing, men-in-sheds, community singing, gentle walking, walking football and walking netball groups. An events programme is also run which consists of a Spring Coffee Morning, Summer Afternoon Tea, Autumn Event and a Christmas Lunch with Christmas food hampers for those who are unable to attend due to ill health. Transport and escorts are provided for activities and events where necessary.

All this work is undertaken freely by volunteers who are reimbursed (if required) solely for expenses. In the case of drivers for the Community Transport Service, travel expenses are met wholly by passengers, and in the case of carers requiring a personal care service, independent care workers and care agencies are paid directly by the client.

With over 40 years of experience of offering volunteer led community services Cotswold Friends understands the challenges facing the Cotswold community and how to utilise limited resources to maximum community benefit.

Referrals for Cotswold Friends services come from GPs, Health Visitors, Social Workers, Occupational Therapists, Physiotherapists, Community Nurses, Social Prescribers, Dementia Nurses and Advisors, Community Agents, Support Workers, the Community Mental Health Team, Parkinson's Advisors, family, friends, neighbours and self-referrals. There are waiting lists across all Cotswold Friends services with volunteer recruitment an on-going priority for the Charity.

The value of Cotswold Friends to the referrer base continues to grow based on the quality of the volunteer led services provided, the responsiveness of the Charity to an individuals' needs and its reputation in the area.

Whilst in 2020/21 volunteer numbers were greatly affected by the coronavirus pandemic with a large number of established volunteers unable to volunteer due to high covid risk factors (mainly age); 260 volunteers continued to volunteer throughout the period (both existing and new volunteers) and as shielding/lockdown eased many volunteers came back to their volunteering roles.

Volunteers donated over 55,000 hours of service in the reporting period (equating to over 30 full-time staff members). Volunteers were supported by a small staff team of 8.4 full time equivalents. Based on the adult national living wage (£9.50 per hour) this volunteer time donation equates to £522,500.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees has set the following Charity priorities:

1. Funding services
2. Recruiting volunteers to grow service provision and meet need
3. Marketing services to clients to ensure that people in the North Cotswolds who need the Charity's services know about them
4. Charity governance, including financial governance

Overall funding in 2020/21 was very unusual with additional funding for Covid-19 support services been made available by a number of grants and trusts and by statutory service providers. A surplus of £49,745 at the end of the year was unrestricted funding or on-going funding for Covid support services. This funding is being used to continue service provision for 2021/22. In addition, the Charity is minded to consider how, in the event of the continuing pandemic and the ever real possibility of other major national challenges, it can better support vulnerable communities in their time of need.

Services

Community Transport Service

The Community Transport Service is a legally defined Car Sharing Scheme. Volunteer drivers transport clients in their own cars receiving HMRC approved mileage allowance payments directly from the clients they transport. This not for profit service allows the scheme to operate under Car Sharing Legislation rather than Private Hire Car Legislation. The purpose of the service is to enable people to live in their own homes for as long as possible by supporting independent living and preventing isolation and loneliness. The service is coordinated by a team of volunteer booking desk operators called 'The Front Desk Team' and 2 members of staff. The Booking Office is open between 9.30am and 3.30pm and take bookings by email, telephone and drop-in visits. The team is managed by a dedicated Transport Service Manager who is under the immediate supervision and direction of the Chief Executive Officer. The Front Desk Team use software programs (CATTs and LYNX) to co-ordinate requests from clients, allocate drivers, calculate costs and generate statistical reports.

In 2018/19 a grant was received from the Garfield Weston Foundation to purchase a Wheelchair Accessible Vehicle (a VW CaddyLife) for the benefit of the Cotswold Community. This vehicle operates under a Section 19 permit with paid drivers and is staffed on demand.

There was growth in journey bookings on the previous year of 10% with 14,699 journeys undertaken. 64% of journeys were for medical need. Covid-19 severely affected the transport service with people shielding and long lockdown periods stopping travel for social purposes and reduced number of face to face GP appointments. In addition only critical hospital appointments continued. However, shopping, pharmacy, and dispensary journeys more than made up the loss in 'normal' transport bookings resulting in 10% growth.

Statutory funding for the Transport Service remains limited and a new strategy is needed to secure the long-term future of this service.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Befriending Service

The Befriending Service is managed by the Befriending Service Manager, who is under the immediate supervision and direction of the Chief Executive Officer. The Befriending Service Manager is supported by a Project Worker who also runs the Intergenerational Befriending project and the Community Events Programme, which primarily supports Befriending and Carer Support clients.

The Befriending Service provides regular visits to vulnerable older people who live alone to alleviate loneliness and isolation and support independent living. Visits are usually weekly, of one-hour duration and take place in the client's home. Some volunteers take their clients out to visit garden centers, cafes, shops etc. Some volunteers and clients enjoy board games/puzzles, others watch television together or just chat over a cup of tea. Remembering and talking about the past is important to many clients, especially clients who are living with dementia. Befriending clients are invited to 4 community events a year, escorts and transport are provided. Intergenerational Befriending, with sixth form students from Campden and Bourton schools visiting residents of local care homes, continues and remains popular. Covid 19 severely affected both the Befriending and the Intergenerational service. In-home visits were replaced by telephone befriending; shopping and pharmacy/dispensary services were introduced; jigsaw and book lending were also provided via an in-home Community Activities Newsletter which aimed to keep people active and connected offering craft, cooking/baking, art, history, gardening, exercise, puzzles and games. Intergenerational volunteers helped by distributing materials and writing letters and cards to care home residents. In addition, some films were made and sent to residents.

Over 800 people a week received befriending phone calls and support with shopping and pharmacy. In some cases a community float was provided to assist people with their shopping as pensions had not been collected from post offices. Everything possible was done to support both existing Cotswold Friends clients and new clients, who joined the Charity to receive the support they needed during the pandemic.

Carer Respite Service

The Carer Respite service is managed by the Befriending Service Manager who is under the immediate supervision and direction of the Chief Executive Officer. The service supported 66 full time carers/cared for in 2020/21 with telephone befriending, peer support, shopping, pharmacy, transport and activities. The 12 members of the Bourton Memory Club also received these Covid support services.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Community Activity Programme (CAP)

Group activities are particularly effective at preventing loneliness and isolation and improving health and wellbeing. Not only are the benefits of the activity provided but also camaraderie, peer support, friendship and a sense of community and belonging. These group activities are less volunteer intensive and as such are a cost effective way of supporting large numbers of people.

The CAP is managed by the CAP Manager who is under the immediate supervision and direction of the Chief Executive Officer. The CAP Manager is supported by a Project Worker.

During the period activities were suspended due to Covid 19 with a few lunch clubs operating when lockdown lifted within Covid guidelines and hot meals been cooked and delivered to people who would benefit from them.

The Community Activities Newsletter was launched with issues every 6 weeks. The Newsletter provided activity and connection to community throughout the lockdown periods and craft materials, ingredients, books and jigsaws were delivered to homes to enable people to participate in the activities. The Newsletter includes craft, art, games and puzzles, cooking, gardening and nature projects as well as exercise, book and jigsaw clubs and competitions such as poetry and photography. Men in Sheds provided woodworking activities and Knit and Natter and Sewing groups provided knitting and sewing activities. We received many positive comments about the Newsletter and the distribution list grew to over 2,000.

As the lockdown lifts activities are resuming but the Activities Newsletter will continue.

Finally, I would like to thank each and every member of the extraordinary team at Cotswold Friends, led by our Chief Executive Amanda Howard, for all their hard work and particularly their outstanding and rapid response to the events of 2020/21. Their dedication and commitment at all times but particularly during the pandemic sets the standards to which many organisations can only aspire.

In leading our remarkable volunteer workforce to meet the needs of those who can be supported by our services, the creativity, diligence and respect for everyone's safety and well being shown has been exemplary.

Whilst recognition of the efforts of everyone associated with Cotswold Friends is rarely sought, we were delighted in early June this year to be honored by being awarded the Queens Award for Voluntary Service.

This highly prestigious award is to be shared by everyone, regardless of their role, who works so hard to support our community.

The past year for most people and organisations has been the most difficult in living memory. For those of us involved in the Charitable sector, it has been as testing a time as we have ever known but I am delighted to report that in many ways, Cotswold Friends has emerged from the last 12 months stronger, more resilient and more vital to the communities in which we work.

ACHIEVEMENT AND PERFORMANCE

Charitable activities (*continued*)

Deferred income

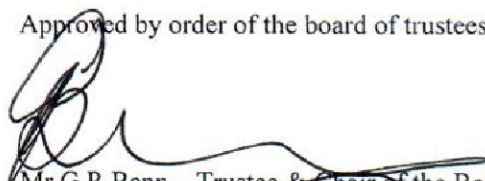
During the year the Trustees reviewed the accounting treatment adopted in relation to income recognition and have concluded that income which had previously been deferred did not meet the criteria for deferral and this income should have been recognised in the SOFA in the year it was received.

The Trustees have therefore corrected the position by restating the SOFA presented for the year ended 31 March 2020 and restating the balance sheet at this date. This has resulted in net income increasing by £44,442 for the year ended 31 March 2020 and the net assets increasing by £99,542 at 31 March 2020.

The Trustees and I have little doubt that the next 12 months will be as challenging again and we are particularly considering where we can best work in the future, how we can sustain and improve our financial resilience and how we can maintain and enhance the quality of everything we do for our clients, volunteers and our staff.

With our thanks to everyone who has supported us.

Approved by order of the board of trustees on 6 December 2021 and signed on its behalf by:



Mr G R Benn – Trustee & Chair of the Board

Independent Examiner's Report to the Trustees of

**Cotswold Friends
for the year ended 31 March 2021**

I report on the accounts for the year ended 31 March 2021 set out on pages fourteen to twenty three.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 the 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 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 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 statements 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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Mark Skellum FCA
Ballards LLP
Chartered Accountants
Oakmoore Court
Kingswood Road
Hampton Lovett
Droitwich Spa
Worcestershire
WR9 0QH
6 December 2021

Cotswold Friends

Statement of Financial Activities for the year ended 31 March 2021

		Unrestricted fund £	Restricted funds £	2021 Total funds £	As restated 2020 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		48,009	13,062	61,071	23,689
Investment income	2	-	-	-	-
Incoming resources from charitable activities					
Performance related grants		<u>121,085</u>	<u>178,098</u>	<u>299,183</u>	<u>297,979</u>
Total incoming resources		169,094	191,160	360,254	321,668
RESOURCES EXPENDED					
Costs of generating funds					
Generating voluntary income		2,686	283	2,969	832
Fundraising costs		<u>124,721</u>	<u>189,714</u>	<u>314,435</u>	<u>272,329</u>
Total resources expended		<u>127,407</u>	<u>189,997</u>	<u>317,404</u>	<u>273,161</u>
NET INCOMING RESOURCES		41,687	1,163	42,850	48,507
Other recognised gains					
Gains on investment assets		<u>1,311</u>	<u>-</u>	<u>1,311</u>	<u>2,825</u>
Net movement in funds		42,998	1,163	44,161	51,332
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>156,913</u>	<u>50,588</u>	<u>207,501</u>	<u>156,169</u>
TOTAL FUNDS CARRIED FORWARD		<u>199,911</u>	<u>51,751</u>	<u>251,662</u>	<u>207,501</u>

Cotswold Friends

Balance Sheet at 31 March 2021

	Notes	2021 £	As restated 2020 £
FIXED ASSETS			
Tangible assets	7	18,379	20,481
Investments	8	<u>80,623</u>	<u>79,312</u>
		99,002	99,793
CURRENT ASSETS			
Debtors	6	7,693	5,697
Cash at bank and in hand		<u>153,500</u>	<u>109,483</u>
		161,193	115,180
CREDITORS			
Amounts falling due within one year	9	(6,842)	(6,172)
NET CURRENT ASSETS		<u>154,351</u>	<u>109,008</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		253,353	208,801
ACCRUALS AND DEFERRED INCOME	10	(1,691)	(1,300)
NET ASSETS		<u>251,662</u>	<u>207,501</u>
FUNDS	12		
Unrestricted funds		199,911	156,913
Restricted funds		<u>51,751</u>	<u>50,588</u>
TOTAL FUNDS		<u>251,662</u>	<u>207,501</u>

Cotswold Friends

Balance Sheet - continued
At 31 March 2021

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 required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 6 December 2021 and were signed on its behalf by:



Mr G R Benn – Trustee & Chair of the Board

1. ACCOUNTING POLICIES

Accounting convention

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 with the exception of investments which are included at market value.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at a rate in order to write off each asset over its estimated useful life.

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.

2. INVESTMENT INCOME

	2021	2020
	£	£
Interest receivable	-	-

Notes to the Financial Statements - continued
for the year ended 31 March 2021

3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2021	As restated 2020
	£	£
Depreciation - owned assets	<u>10,223</u>	<u>8,192</u>

4. 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

There were no trustees' expenses paid for the year ended 31 March 2021 (2020: £0)

5. STAFF COSTS

	2021	As restated 2020
	£	£
Wages and salaries	<u>221,685</u>	<u>185,433</u>

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

2021	2020
<u>15</u>	<u>12</u>

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

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	As restated 2020
	£	£
Other debtors	<u>7,693</u>	<u>5,697</u>

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 April 2020	17,000	47,423	64,423
Additions	<u>-</u>	<u>8,121</u>	<u>8,121</u>
At 31 March 2021	<u>17,000</u>	<u>55,544</u>	<u>72,544</u>
DEPRECIATION			
At 1 April 2020	17,000	26,942	43,942
Charge for year	<u>-</u>	<u>10,223</u>	<u>10,223</u>
At 31 March 2021	<u>17,000</u>	<u>37,165</u>	<u>54,165</u>
NET BOOK VALUE			
At 31 March 2021	<u>-</u>	<u>18,379</u>	<u>18,379</u>
At 31 March 2020	<u>-</u>	<u>20,481</u>	<u>20,481</u>

8. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1 April 2020	79,312
Additions	-
Revaluations	<u>1,311</u>
At 31 March 2021	80,623
NET BOOK VALUE	
At 31 March 2021	<u>80,623</u>
At 31 March 2020	<u>79,312</u>

There were no investment assets outside the UK.

Notes to the Financial Statements - continued
for the year ended 31 March 2021

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	As restated 2020
	£	£
Other creditors	<u>6,842</u>	<u>6,172</u>

10. ACCRUALS AND DEFERRED INCOME

	2021	As restated 2020
	£	£
Accruals and deferred income	<u>1,691</u>	<u>1,300</u>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2021 Total funds	As restated 2020 Total funds
	£	£	£	£
Fixed assets	-	18,379	18,379	20,481
Investments	80,623	-	80,623	79,312
Current assets	119,288	41,905	161,193	115,180
Current liabilities	-	(6,842)	(6,842)	(6,172)
Accruals and deferred income	-	(1,691)	(1,691)	(1,300)
	<u>199,911</u>	<u>51,751</u>	<u>251,662</u>	<u>207,501</u>

12. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
Unrestricted funds			
Unrestricted Funds	156,913	42,998	199,911
Restricted funds			
Befriending Fund	20,138	(12,747)	7,391
Independence Fund	-	20,000	20,000
Carer Respite Fund	(6,263)	7,513	1,250
Community Activities Programme	9,464	(9,047)	417
Mobility Bus	18,324	(5,575)	12,749
Transport Fund	(19)	19	-
Restricted Funds	<u>8,944</u>	<u>1,000</u>	<u>9,944</u>
	50,588	1,163	51,751
TOTAL FUNDS	<u>207,501</u>	<u>44,161</u>	<u>251,662</u>

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

	Incoming resources 2021 £	Resources expended 2021 £	Gains and losses 2021 £	Movement in funds 2021 £
Unrestricted funds				
Unrestricted Funds	169,094	(127,407)	1,311	42,998
Restricted funds				
Befriending Fund	48,222	(60,969)	-	(12,747)
Independence Fund	20,000	-	-	20,000
Carer Respite Fund	33,084	(25,571)	-	7,513
Community Activity Programme	44,057	(53,104)	-	(9,047)
Mobility Bus	2,190	(7,765)	-	(5,575)
Transport Fund	42,607	(42,588)	-	19
Restricted Fund	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
	191,160	(189,997)	-	1,163
TOTAL FUNDS	<u>360,254</u>	<u>(317,404)</u>	<u>1,311</u>	<u>44,161</u>

Cotswold Friends

Notes to the Financial Statements - continued for the year ended 31 March 2021

Net movement in funds, restated 2020 comparatives are as follows:

	Incoming resources 2020 £	Resources expended 2020 £	Gains and losses 2020 £	Movement in funds 2020 £
Unrestricted funds				
Unrestricted Funds	34,229	(1,887)	2,825	35,167
Restricted funds				
Befriending Fund	79,353	(60,370)	-	18,983
Carer Respite Fund	37,845	(53,321)	-	(15,476)
Community Activities Programme	76,555	(70,580)	-	5,975
Mobility Bus	3,326	(13,345)	-	(10,019)
Transport Fund	<u>90,360</u>	<u>(73,658)</u>	<u>-</u>	<u>16,702</u>
	287,439	(271,274)	-	16,165
TOTAL FUNDS	<u>321,668</u>	<u>(273,161)</u>	<u>2,825</u>	<u>51,332</u>

Cotswold Friends

**Detailed Statement of Financial Activities
for the year ended 31 March 2021**

	2021	As restated
	£	2020 £
INCOMING RESOURCES		
Voluntary income		
Donations	<u>61,071</u>	<u>23,689</u>
	61,071	23,689
Investment income		
Interest receivable	-	-
Incoming resources from charitable activities		
Grants	<u>299,183</u>	<u>297,979</u>
Total incoming resources	360,254	321,668
RESOURCES EXPENDED		
Costs of generating unrestricted voluntary income		
Staging fundraising events	<u>2,969</u>	<u>832</u>
	2,969	832
Costs of generating restricted income		
Depreciation of tangible fixed assets	10,223	8,192
Staff costs	221,685	185,433
Other costs	<u>82,527</u>	<u>78,704</u>
	314,435	272,329
Total resources expended	<u>317,404</u>	<u>273,161</u>
Net income before gains and losses	42,850	48,507
Unrealised recognised gains		
Unrealised gains on fixed asset investments	<u>1,311</u>	<u>2,825</u>
Net income	<u>44,161</u>	<u>51,332</u>