

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
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Gloucestershire
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Cotswold Friends

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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

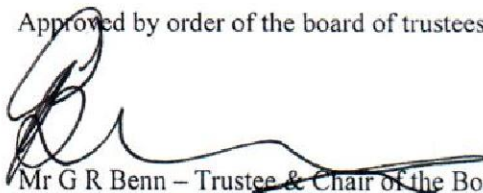
During the year the Trustees reviewed the accounting treatment adopted in relation to income recognition and have concluded that income which had previously been deferred did not meet the criteria for deferral and this income should have been recognised in the SOFA in the year it was received.

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
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Worcestershire
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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>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	<u>10,223</u>	<u>8,192</u>
Staff costs	<u>221,685</u>	<u>185,433</u>
Other costs	<u>82,527</u>	<u>78,704</u>
	314,435	272,329
Total resources expended	317,404	273,161
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	44,161	51,332