



Totnes Caring Limited
Annual Report and Financial Statement
Year Ending 31st March 2022



Totnes Caring
Totnes Community Hospital
Coronation Road
Totnes
Devon
TQ9 5GH
01803 865684

Totnes Caring Limited

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Year Ended 31 March 2022



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Totnes Caring Limited

Reference and administrative details
Year Ended 31 March 2022



Trustees: Julie Foster (Chair)

Stephen Teague (Treasurer)

Dr James Cooper

Peter Shotton

Dr. Abigail Fearon

Dr. Richard Hawker

Jane Seymour (seconded 21/06/2021; appointed 21/01/2022)

Janice Courtenay (seconded 10/09/2021; appointed 21/01/2022)

Debra Westlake (seconded 21/06/2021; appointed 21/01/2022)

Peter Osborne (seconded 27/07/2022)

Holly Pearsons (seconded 27/07/2022)

Ian Franklin (seconded 28/09/2022)

Christopher Kendell (resigned 30/06/2021)

Edward Vidler (resigned 30/06/2021)

Fiona Hannaford (resigned 31/10/2021)

Dr. Abigail Fearon (resigned 30/11/2021)

Company Secretary and Chief Officer: Claire Hill

COMMITTEES:

Finance and Strategic:

Julie Foster (Chair)

Stephen Teague

Peter Shotton

Ian Franklin

Jane Seymour

Social Prescribing and Wellbeing:

Debra Westlake (Chair)

Charity Name: Totnes Caring Limited

Registered Office:

The Loft, Totnes Community Hospital
Coronation Road
Totnes, Devon
TQ9 5GH

Telephone Number: 01803 865684

E mail: info@totnescaring.org.uk

Website www.totnescaring.org.uk

Company Number: 5602581

Charity Number: 1112436

Bankers: Lloyds Bank
15 Blackheath Village
Blackheath
London
SE3 9LH

Independent Examiner: Sharon Austen FCCA
Francis Clark LLP
Sigma House
Oak View Close
Edginswell Park
Torquay
TQ2 7FF

CHAIR'S INTRODUCTION:

I am proud to present this report as it evidences once again the volume and quality of the many activities our Charity carries out. Our staff, volunteers and trustees are truly exceptional and the amazing support we continue to receive from our community shows the love and respect we have built up over the years.

This year has been challenging as we all seek a 'new normal' after the ravages of the pandemic and adapt to a changing world. We have said goodbye to some dear friends and welcomed some new ones. Social prescribing has become a particularly significant focus for us.

By holding steady to our principle of always putting our clients first, we are confident about our future and look forward to another exciting year!

Julie Foster, Chair of Trustees, November 2022





The trustees have pleasure in presenting their report and the financial statements of the charitable company for the year ended 31 March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is a company limited by guarantee that is governed by its Memorandum and Articles of Association.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as trustees.

All trustees give their time voluntarily and receive no benefits from the charity. No expenses were claimed by the trustees except as detailed in note 10 to the accounts. We continue to be very grateful for their dedication, enthusiasm and commitment, which help the smooth running of the charity.

To maintain this broad skill mix, trustees are requested to provide a list of their skills (and update these each year) and in the event of particular skills being lost, due to retirements or resignations, individuals are approached to offer themselves for election as a trustee.

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT

Purposes and Aims

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to promote any charitable purpose for the benefit of persons in need residing in Totnes and the surrounding area, in particular for the relief of the elderly and sick.

It aims to support people to live as independently as possible, connecting to their community, to increase their health and wellbeing. We do this by delivering group activities, bringing people together, and by providing practical support, information and advice to individuals.

The focus of our work

Our main objectives for the year continued to be the provision of support to vulnerable, mainly older, people. All our charitable activities focus on providing this support and are undertaken to further our charitable purposes for the public benefit. We have taken due regard of the public benefit guidance published by the Charity Commission.

Who used and benefitted from our services?

The majority services are for residents of Totnes and the surrounding parishes but our geographical spread of our social prescribing service also covers South Dartmoor and Totnes PCN patch of five GP surgeries in Totnes, South Brent, Ashburton and Buckfastleigh. Our services have different referral routes, but we get many referrals from the GPs, nurses and social workers as well from family members and self-referrals.

While most of our 979 registered clients are over 70 years old, our social prescribers work with people over 18 years old.

The feedback received by clients this year included:

- I wanted to say how impressed I am with Totnes Caring and keep up the good work. I have used transport several times and have been very impressed with all the drivers I have had – all lovely people – I wanted to say thank you very much for everything Totnes Caring does.
- It's Totnes Caring that keeps so many people going. What would we do without you?
- I have had a bereavement and a stroke, I'm normally a very independent person, and am not great at asking for help (though I'm learning to)! Your support has been truly amazing and I thank you all for your caring and kindness, it's been a difficult week and so many people, especially at this worrying time are in the same boat, knowing that there is help out there is so reassuring.
- Meals, shopping, home help: Everyone has been so kind and supportive. All so lovely. My home help is 'so good and so nice' and it's like a hotel in here by the time she has finished.'
- My home help is the one person who has got me through the last horrible twelve months. Her visit is the highlight of my week. She is always smiling and easy to talk to. I feel very privileged to have her.
- You (Totnes Caring) do such a lot of very good things.
- Had quite a good day. Things have worked out. I don't think I could have had a day like this without you. So, I do appreciate everything you've done. Just a little message to say 'thanks'
- Many thanks for everything you and your team have done. Without Totnes Caring, we really would have struggled. I think every town should have such an organisation.

OUTCOMES

Totnes Caring aims to achieve the following outcomes:

- Enabling people to get to appointments and activities
- Reducing isolation, and helping people maintain good health and wellbeing
- Helping people to increase their health and wellbeing
- Supporting people to live in their homes for as long as possible

Enabling people to get to appointments and activities

Our volunteer drivers transport clients to health appointments and to social activities using their own cars, the Totnes Caring minibus or the Wheelchair Accessible Vehicle (WAV). This year clients were transported to 1122 health appointments and 874 journeys were undertaken to take and from clients to social activities.



Reducing isolation, and helping people maintain good health and wellbeing

The practical services we provide, including, for example our friendly home help and lunch delivery services are provided in a way that also helps to reduce social isolation. Additionally we provide group activities for older people to ensure social inclusion and to help maintain good health and wellbeing. This year we held 155 group activity sessions including, lunch clubs, art groups, the new directions activities group and men's cookery.



We also deliver a very popular weekly memory café for people living with dementia and their carers. Support and advice is provided to family carers, including monthly carers' lunch where loved ones are looked after separately for the carers to have support and some respite. This year we held 35 memory cafés, 14 carers' group sessions and a special outing on the steam railway.



Helping people to increase their health and wellbeing

Our Wellbeing Connections Team work closely with NHS and Social Services and provide services to help people increase their health and wellbeing.

Our Wellbeing Coordinator and Dementia Coordinator provide more intensive support for vulnerable older people. We also provide advice and practical advice and support for those who are discharged from hospital through our Home from Hospital service.



Our Social Prescribers work with adults of all ages referred by the Totnes, South Brent, Ashburton and Buckfastleigh doctors' surgeries.



This year 628 people were supported and given information and advice by our wellbeing and link workers. Our dementia information and advice service had 991 separate contacts with carers.

Supporting people to live in their homes for as long as possible

To support people to remain living independently in their own homes we provide shopping and hot lunch delivery services. This year a total of 1274 shops and 5976 hot meals were delivered by Totnes Caring volunteers to our clients. These services, as well as some bespoke befriending arrangements also ensure that some of our more socially isolated clients.

Throughout the year, we also provided a monthly cake delivery service for those clients with a sweet tooth, with our amazing volunteer bakers providing the delicious home-made treats.



Our Home Help service provided 99 vulnerable, older clients with cleaning, laundry and shopping support over 7578 hours.



The IT support and the help with forms such as those for blue badges and attendance allowance which some of our volunteers provide to clients also help them to maintain their independence and live well in their own homes.

Volunteers:

Our volunteers are the mainstay of many of our services. They willingly give up their time to help the vulnerable members of our community.

In March 2022 we had approximately 160 active volunteers.



Partnerships:

Our partnerships with organisations such as Food In Community and Live Music Now help to ensure we can offer a wide range of services and support to our clients.



-Caring Town Totnes Partnership

We are one of the founders and key partners of the network which works to enable local charities and the statutory sector to work more effectively together when supporting the whole community with health and social care needs.

-Wellbeing Partnership:

Totnes Caring, Dartmouth Caring, Moorland Community Care Group, Kingscare and Volunteering in Health, along with Teignbridge CVS, continued to work in partnership together with the Torbay and South Devon Foundation Trust on their wellbeing programmes.

- Partnership with Citizens Advice South Hams

Our partnership with Citizens Advice South Hams enables Totnes Caring to refer vulnerable clients for direct support including home visits from an experienced advisor with the key aim of ensuring that their incomes are maximised. This partnership ensures that some of the most vulnerable members are helped to maximise their income.

Totnes Caring Limited

Trustees Annual Report

Year Ended 31 March 2022



FINANCIAL REVIEW

The charity relies upon fundraising, donations, legacies, small contracts with Health and Social Services and Teignbridge CVS for our work with the Multi-Disciplinary Team (MDT), and grant funding.

We are extremely grateful for the financial support of those within the community who recognise the value of what we do and the positive impact on our clients.

Home Help Service

We received fee income of £140,291 and spent £137,623 leaving a small net surplus of £2,668. The trustees' intention is that this service becomes self-funding. It remains the only service that is paid for and it should cover the cost of employing the home help staff and the co-ordinator.

Volunteer Drivers

We reimburse our volunteers at 45p per mile. Expenditure by way of volunteer drivers' reimbursement was £10,584 and the cost of running the mini-bus and wheelchair-accessible vehicle was £3,557. Donations received for transport were £14,967, leaving a surplus of £826. Not all volunteer drivers claim their mileage.

50/50 Club

Our Income was £2,938 with prizes costing £1,299, leaving a contribution of £1,639.

Friends of Totnes Caring

Our 34 Friends of Totnes Caring donated £5,612 and in most cases, we are also able to claim back gift aid. This regular income enables the charity to better plan for the future. Naturally the trustees would like to grow the number of Friends.

Legacies, Donations and Funding

We received legacies from Elizabeth Bearns and Margaret Ramsden who generously remembered us in their Wills.

Totnes Solicitors' Windeatts and Boyce Hatton once again generously supported our Will month when Totnes Caring supporters can make a Will in return for a donation to the charity.

We receive income from clients who remember us at their funerals and ask for retiring collections to be made to us. Our thanks and fond memories go to the following who left us money in this way during the year:

Jean Bindon
Adrian Blackburn
Myra Brown
Maureen Buckingham
Bill Chaffe
Annette De Beauvoir
Jennifer Diamond
Ted Endicott
Janet Griffiths
Joyce Innes
Peter Nobbs
Janet Riggs
Victor Rosati
Valerie Ryan
Ruby Wood
Hilda Wyatt

We continue to rely upon donations to support our activities. Our sincere thanks go to the following who have supported us in this way in the past year:

Ashprington Ladies Group

Brownswood Trust

COPD Club

Halwell PCC

The Totnes Rotary

Seamoor Lotto

Teignbridge Trotters

Totnes Old People Association

Totnes Municipal Charities

Totnes (Unigate) Retired Club

Townswomen's Guild

All the shops and businesses in Totnes who have our collection boxes and all the private donors and individual fundraisers.

In addition, we received grants from the following to support specific aspects of our work:-

The charity received support from the Torbay and South Devon NHS Foundation through Teignbridge CVS for our wellbeing services, including the link workers, dementia support, hospital discharge and home from hospital support.

Buckfastleigh Medical Practice provided a grant on behalf of South Devon Primary Care Network (PCN) for a link worker to cover the five GP practices in the PCN.

The National Lottery Community Fund provided a grant for support to help clients become more active (Stepping Stones project)

Devon Carers provided a grant for the sitting service which gives family carers some respite from their caring duties

The D'Oyly Carte Charitable Trust and The Elmgrant Foundation supported Totnes Caring's art groups.

Caring Town supported Totnes Caring's work to combat loneliness and isolation using some of their National Lottery grant.

Totnes Town Council Community Grants, Virgin Media 02 Together, the Southern Area Car Forum and Devon County Council's Reconnect, Rebuild and Recover Grant Fund all supported our transport services.

The National Lottery's Awards for All supported our lunch club.

Independent Age, The Masonic Charitable Foundation, the Arnold Clarke Community Fund, the Tesco Foundation, South Hams District Council and Totnes Town Council supported our overall work with older people.

The Clothworkers' Foundation, the Bernard Sunley Foundation, the Percy Bilton Charity and the National Lottery Community Fund all made generous grants towards the cost of buying our new mini-bus.

Tideford Organics are sponsoring the minibus, contributing £500 a year towards the running costs for 5 years.

Reserves Policy

The trustees examined the charity's requirements and determined that the minimum reserve be equivalent to six months operating costs.

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees who served the charitable company during the period are detailed on page 2

Trustees Responsibilities

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the net income or expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

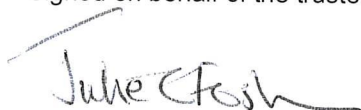
- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent ;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Small Company Charity Provisions

This report has been prepared in accordance with the Charities SORP (FRS 102) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the trustees



Julie Foster
Chair of Trustees

Totnes Caring Limited

Independent Examiners Report

Year Ended 31 March 2022

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 15 to 25.

Responsibilities and basis of report

As the trustees of the Charity (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 statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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.



Sharon Austen FCCA
FRANCIS CLARK LLP
Sigma House
Oak View Close
Edginswell Park
Torquay
TQ2 7FF

30 November 2022

Totnes Caring Limited

Statement of Financial Activities (Incorporating Income and Expenditure Account)

Year Ended 31 March 2022

	Notes	Unrestricted £	Restricted £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations and legacies	3	93,359	185,384	278,743	331,722
Charitable activities	4	180,804	-	180,804	163,032
Other trading activities	5	4,656	-	4,656	5,447
Investments	6	276	-	276	494
Total		<u>279,095</u>	<u>185,384</u>	<u>464,479</u>	<u>500,695</u>
Expenditure on:					
Raising funds	7	3,708	-	3,708	2,951
Charitable activities	8	323,366	151,025	474,391	479,117
Total		<u>327,074</u>	<u>151,025</u>	<u>478,099</u>	<u>482,068</u>
Net (expenditure)/ income before transfers		(47,979)	34,359	(13,620)	18,627
Transfers between funds		28,606	(28,606)	-	-
Net movements in funds		<u>(19,373)</u>	<u>5,753</u>	<u>(13,620)</u>	<u>18,627</u>
Reconciliation of funds					
Total funds brought forward		311,649	23,812	335,461	316,834
Total funds carried forward		<u>292,276</u>	<u>29,565</u>	<u>321,841</u>	<u>335,461</u>

All of the above amounts relate to continuing activities.

The notes on pages 18 to 25 form part of these financial statements.

Totnes Caring Limited

Balance Sheet

31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	<u>55,722</u>	<u>29,587</u>
Current assets			
Debtors	12	19,121	16,347
Cash at bank and in hand		<u>255,382</u>	<u>299,741</u>
		274,503	316,088
Creditors: Amounts falling due within one year	13	<u>(8,384)</u>	<u>(10,214)</u>
Net current assets		266,119	305,874
Net assets		<u>321,841</u>	<u>335,461</u>
Funds			
Restricted funds	14	29,565	23,812
Designated funds	15	292,276	160,243
Unrestricted income funds	15	-	151,406
Total funds		<u>321,841</u>	<u>335,461</u>

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and signed by the members of the board on 30 Nov 2022



Mrs Julie Foster
Trustee

Company Registration Number: 05602581

The notes on pages 18 to 25 form part of these financial statements.

Totnes Caring Limited

Statement of Cash Flows

Year Ended 31 March 2022

		2022 £	2021 £
Cash flows from operating activities:			
Net Cash (used in)/ provided by operating activities	(i)	<u>(5,810)</u>	<u>24,624</u>
Cash flows used in investing activities:			
Purchase of property and equipment		(38,549)	(3,156)
Net cash used in investing activities		<u>(38,549)</u>	<u>(3,156)</u>
Change in cash and cash equivalents in the reporting period		(44,359)	21,468
Cash and cash equivalents at the beginning of the reporting period		299,741	278,273
Cash and cash equivalents at end of reporting period		<u>255,382</u>	<u>299,741</u>

(i) **Reconciliation of net (expenditure)/income to net cash flow from operating activities**

	2022 £	2021 £
Net (expenditure)/income for the reporting period (as per the statement of financial activities)	(13,620)	18,627
Adjustments for:		
Depreciation charges	12,414	11,947
(Increase)/ decrease in debtors	(2,774)	3,187
(Decrease)/ increase in creditors	(1,830)	(9,137)
Net cash (used in)/ provided by operating activities	<u>(5,810)</u>	<u>24,624</u>

The notes on pages 18 to 25 form part of these financial statements.

Totnes Caring Limited

Notes to the Financial Statements

Year Ended 31 March 2022

1. Accounting policies

Basis of accounting

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Totnes Caring Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

b) Tangible Fixed Assets

Tangible fixed assets are included at cost. They are depreciated so as to write off their cost over their estimated remaining useful lives on the following basis:

Minibus	20% (straight line)
Equipment	15% (straight line)

In the case of the leasehold improvements, the depreciation charge follows the decrease in the compensation payments for the capital expenditure that would be due to the charity in the event that the landlord exercises its right under the break clause.

c) Income

Income is recognised when the charity has entitlement to funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Legacies are recognised when the charity is advised by the personal representatives of an estate that probate has been granted, that payment is probable and the amount can be quantified with reasonable certainty.

d) Expenditure

Expenditure is recognised once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes irrecoverable VAT and is classified under the following activity headings:

- Costs of raising funds comprise the costs of fundraising activities.
- Expenditure on charitable activities includes the costs of providing services and include all support and governance costs.

Totnes Caring Limited

Notes to the Financial Statements

Year Ended 31 March 2022

1. Accounting policies (continued)

e) Fund Accounting

- (a) Restricted funds – these are funds that are subject to specific trusts that must be applied for specific purposes. Further details are included in Note 14.
- (b) The Trustees have designated certain funds for particular purposes and further details of these designations are included in Note 15.
- (c) Other funds held by the charity are unrestricted general funds - these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

f) Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

g) Pension costs

The Association participated in a defined contribution pension scheme. Contributions are charged to the Statement of Activities in the year in which they are paid.

2. Legal status of the charity

The charity is a company limited by guarantee and has no share capital.

3. Donations and legacies

	2022	2021
	£	£
Other grants	118,074	178,999
Donations	82,488	90,512
Cooking class	75	-
Art club	5,945	2,450
Sitting service	1,620	11,910
Link Worker PCN Restricted	64,541	34,168
Legacies	6,000	13,683
	<u>278,743</u>	<u>331,722</u>

Donations and legacies comprise £185,384 (2021: £229,777) restricted income and £93,359 (2021: £101,945) unrestricted income.

Totnes Caring Limited

Notes to the Financial Statements

Year Ended 31 March 2022

4. Income from charitable activities

	2022	2021
	£	£
Home Help Service	140,291	121,270
Lunch Clubs	25,546	32,002
Drivers boxes and mini bus	14,967	9,760
	<u>180,804</u>	<u>163,032</u>

All income for both 2022 and 2021 related to unrestricted funds.

5. Other trading activities

	2022	2021
	£	£
Fundraising events	1,718	2,060
50/50 Club	2,938	3,387
	<u>4,656</u>	<u>5,447</u>

All income for both 2022 and 2021 related to unrestricted funds.

6. Investment Income

	2022	2021
	£	£
Bank interest receivable	<u>276</u>	<u>494</u>

All income for both 2022 and 2021 related to unrestricted funds.

7. Costs of raising funds

	2022	2021
	£	£
Costs of fundraising events	2,409	2,121
50/50 Club prizes	1,299	830
	<u>3,708</u>	<u>2,951</u>

All expenditure for both 2022 and 2021 related to unrestricted funds.

8. Costs of charitable activities

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Home Help wages and expenses	137,623	-	137,623	125,646
Reimbursement of Volunteer drivers' expenses	10,584	-	10,584	5,327
Lunch Club including cost of ramp	15,119	8,966	24,085	29,345
Bad debts	-	-	-	442
New Directions	-	-	-	580
COPD classes- CAB Advisor	54	-	54	-
Hospital Discharge wages and expenses	-	10,518	10,518	28,961
Dementia support including wages	-	15,029	15,029	14,178
Craft classes including wages	-	9,177	9,177	8,353
Sitting Service	16,420	5,579	21,999	23,851
National Lottery Stepping Stones	-	16,102	16,102	16,951
The National Lottery Community Fund	-	-	-	25,949
Postcode Neighbourhood Trust	296	-	296	13,963
Caring Town Ltd Restricted Funds	1,937	12,691	14,628	6,753
Link Worker PCN Restricted	-	41,375	41,375	32,109
Coordinator and administration wages & expenses	95,320	21,202	116,522	95,819
Minibus costs	1,908	-	1,908	1,805
WAV costs	1,649	-	1,649	1,410
Equipment maintenance and IT	11,795	4,780	16,575	12,075
Other office costs	10,921	5,606	16,527	18,973
Depreciation	12,414	-	12,414	11,947
<i>Governance costs</i>				
Payments made to independent examiner - examination	1,000	-	1,000	1,000
- other	6,326	-	6,326	3,680
	<u>323,366</u>	<u>151,025</u>	<u>474,391</u>	<u>479,117</u>

Costs of charitable activities comprise £151,025 (2021: £254,785) restricted costs and £323,366 (2021: £224,332) unrestricted costs.

9. Staff costs

	2022 £	2021 £
Gross wages	353,837	357,269
Employers NI	20,747	23,201
Defined benefit pension contributions	4,802	4,910
	<u>379,386</u>	<u>385,380</u>
Average number	<u>25</u>	<u>24</u>

No employees received employee benefits of more than £60,000. The key management personnel of the charity comprise the Trustees and Chief Officer. The total employee benefits of the key personnel were £32,644 (2021: £37,716).

10. Trustees expenses

No trustees have received any remuneration or reimbursed expenses. Trustee indemnity insurance of £602 (2021: £517) has been paid during the year.

Some of the trustees also act as volunteer drivers and have received reimbursement of their motor expenses on the same terms as non-trustee volunteer drivers.

11. Tangible Fixed Assets

	Leasehold Improvements £	Mini Bus and WAV £	Equipment £	Total £
Cost				
Balance at 31 March 2021	107,231	41,602	34,866	183,699
Additions	-	36,665	1,884	38,549
Disposals	-	(28,507)	-	(28,507)
Balance at 31 March 2022	<u>107,231</u>	<u>49,760</u>	<u>36,750</u>	<u>193,741</u>
Depreciation				
Balance at 31 March 2021	89,476	41,602	23,034	154,112
Charge for the year	1,501	7,333	3,580	12,414
Charge on disposals	-	(28,507)	-	(28,507)
Balance at 31 March 2022	<u>90,977</u>	<u>20,428</u>	<u>26,614</u>	<u>138,019</u>
Net Book Value				
Balance at 31 March 2022	<u>16,254</u>	<u>29,332</u>	<u>10,136</u>	<u>55,722</u>
Balance at 31 March 2021	<u>17,755</u>	<u>-</u>	<u>11,832</u>	<u>29,587</u>

12. Debtors

	2022 £	2021 £
Trade debtors	11,543	5,087
Prepayments and accrued income	7,578	11,260
	<u>19,121</u>	<u>16,347</u>

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	2,919	3,512
Accruals and payments on account	5,465	6,702
	<u>8,384</u>	<u>10,214</u>

14. Restricted funds – current year

	Balance at 31 March 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Link Workers	-	17,201	(19,685)	2,484	-
Dementia	2,776	10,963	(15,029)	1,290	-
Office move / IT	9,430	-	(4,780)	-	4,650
Art Club	4,534	5,945	(9,177)	-	1,302
PCN Link Worker	-	64,541	(44,041)	-	20,500
National Lottery – Stepping Stones	-	19,897	(19,897)	-	-
Sitting Service	7,072	1,620	(5,579)	-	3,113
National Lottery Lunch Club	-	9,466	(9,466)	-	-
Hospital Discharge	-	7,650	(10,680)	3,030	-
Transport Fund	-	12,691	(12,691)	-	-
Minibus	-	35,410	-	(35,410)	-
	<u>23,812</u>	<u>185,384</u>	<u>(151,025)</u>	<u>(28,606)</u>	<u>29,565</u>

Restricted funds – previous year

	Balance at 31 March 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Link Workers	-	48,299	(48,299)	-	-
Dementia	13,954	3,000	(14,178)	-	2,776
Office move / IT	9,430	-	-	-	9,430
Art Club	10,437	2,450	(8,353)	-	4,534
PCN Link Worker	-	34,168	(34,168)	-	-
National Lottery – Stepping Stones	-	21,019	(21,019)	-	-
Sitting Service	14,999	11,910	(19,837)	-	7,072
Postcode Neighbourhood Trust	-	12,000	(12,000)	-	-
Julia and Hans Rausing Trust	-	37,516	(37,516)	-	-
Caring Town (Transport)	-	6,753	(6,753)	-	-
National Lottery Community Fund	-	40,516	(40,516)	-	-
Totnes Town Council Covid Fund	-	12,146	(12,146)	-	-
	<u>48,820</u>	<u>229,777</u>	<u>(254,785)</u>	<u>-</u>	<u>23,812</u>

Restricted Funds

Torbay and South Devon NHS Foundation granted funds for our wellbeing services, including the link workers, dementia support, hospital discharge and home from hospital support.

The South Devon Primary Care Network (PCN) granted funds for link worker services to cover the five GP practices in the PCN.

The National Lottery Community Fund provided a grant for support to help clients become more active (Stepping Stones project).

The Elsie Pilkington Charitable Trust provided a grant to support the costs of office improvements, including IT upgrades.

The D'Oyly Carte Charitable Trust, The Elmgrant Foundation and the Grocers Charity supported Totnes Caring's art groups.

Devon Carers provided funds towards the cost of the sitting service.

Totnes Town Council granted funds towards our core cots (sitting/shopping service).

Totnes Town Council Community Grants, Virgin Media 02 Together, the Southern Area Car Forum, Devon County Council's Reconnect, Rebuild and Recover Grant Fund and Caring Town all supported our transport services.

The National Lottery's Awards for All supported our lunch club.

The Clothworkers' Foundation, the Bernard Sunley Foundation, the Percy Bilton Charity and the National Lottery Community Fund all granted funds to enable the charity to purchase a new minibus during the year at which time a transfer was made from the restricted fund to the designated fixed asset fund.

Tideford Organics are sponsoring the minibus, contributing £500 a year towards the running costs for 5 years.

The Postcode Neighbourhood Trust grant supported our befriending services.

Julia and Hans Rausing Tust provided a grant towards core cost and overheads.

National Lottery Community Fund (Covid Fund) provided a grant to support staff retention during the Covid pandemic as well as for additional PPE and IT costs.

Totnes Town Council provided a grant towards additional staff costs due to Covid-19 response.

15. Unrestricted funds – current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Designated Funds					
Reserves Policy Fund	-	-	-	236,054	236,054
Projected Shortfall Fund 2021-2022	65,203	-	-	(65,203)	-
Projected Shortfall Fund 2022-2023	65,203	-	-	(65,203)	-
IT Upgrade	250	250	-	-	500
	<u>130,656</u>	<u>250</u>	<u>-</u>	<u>105,648</u>	<u>236,554</u>
Fixed Asset Fund	29,587	-	(12,414)	38,549	55,722
Total Designated funds	<u>160,243</u>	<u>250</u>	<u>(12,414)</u>	<u>144,197</u>	<u>292,276</u>
General fund	<u>151,406</u>	<u>278,845</u>	<u>(314,660)</u>	<u>(115,591)</u>	<u>-</u>
	<u>311,649</u>	<u>279,095</u>	<u>(327,074)</u>	<u>28,606</u>	<u>292,276</u>

Unrestricted funds – previous year

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance at 31 March 2021
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	£	£	£	£	£
Designated Funds					
Projected Shortfall Fund 2020-2021	82,860	-	-	(82,860)	-
Projected Shortfall Fund 2021-2022	82,860	-	-	(17,657)	65,203
Projected Shortfall Fund 2022-2023	-	-	-	65,203	65,203
IT Upgrade	-	250	-	-	250
	165,720	250	-	(35,314)	130,656
Fixed Asset Fund	38,378	-	(8,791)	-	29,587
Total Designated funds	204,098	250	(8,791)	(35,314)	160,243
General fund	63,916	270,668	(218,492)	35,314	151,406
	268,014	270,918	(227,283)	-	311,649
Designated Funds					

All of the designated funds are represented by monies held in a deposit account except for the fixed asset fund that is represented by fixed assets. The general fund is represented by net current assets.

The Reserves Policy Fund represents the reserves that the trustees wish to retain

The Projected Shortfall Funds represent the budgeted deficits until 31 March 2023. During the year ended 31 March 2022 these designated funds were cancelled to reflect the new reserves policy.

The Fixed Asset Fund relates to the charity's assets that are represented by the tangible fixed assets used for charitable purposes and are therefore not available to spend.

16. Control and Related Party Transactions

The charity is under the control of its Trustees. There were no related party transactions during the year.

17. Commitments

As at 31 March 2022 the charity had capital commitments of nil (2021: £34,910 for the purchase of a minibus).