

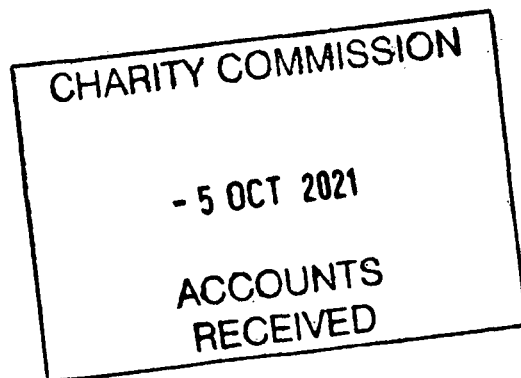
**Registration Charity Number 1117260**  
**Company Registration Number 05617885**

**HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDING 31ST DECEMBER 2020**

**(A Company Limited by Guarantee)**



**HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

**LEGAL AND ADMINISTRATIVE INFORMATION**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**Officers**

Chairperson	Miss D Shurmer
Secretary	Ms S Davies
Trustees	Mrs A Darlington Mrs B Hook Mrs M Green Mrs C Merrick Mrs M Liverick

**Address**

75 High Street  
Rhymney  
Gwent  
NP22 5NB

**Accountants**

Mears Accountancy Ltd  
8 Afon Dar Close  
Gadlys  
Aberdare  
Mid Glam  
CF44 8DF

**Charity Registration Number** 1117260

**Company Registration Number** 05617885

## **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

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## **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

### **The Trustees Report**

The Trustees present their annual report and the statement of accounts for the year ended 31st December 2020.

#### **Members of the management committee who served during the year were:**

Miss D Shurmer - Chairperson  
Miss S Davies - Secretary  
Mrs A Darlington  
Mrs B Hook  
Mrs M Green  
Mrs C Merrick  
Mrs M Liverick

### **STATUS**

Helping Hands is a voluntary organisation with charitable status, Charity Number 1117260 and a company limited by guarantee since 9th November 2005, company no 05617885 registered in England & Wales. On 1st January 2006 all assets and liabilities were transferred from Charity number 1063765.

The charity is constituted by its Memorandum and Articles of Association and its Trustees are appointed at an AGM or extraordinary special meeting.

### **ORGANISATION**

Helping Hands is local organisation known as Rhymney Cancer Self Help Group. The day to day management of Helping Hands is delegated to Derwyn Evans, the Administration Manager.

### **OBJECTIVES**

To ensure the relief of persons within the Upper Rhymney Valley who are suffering or who have suffered from cancer and/or other serious illnesses in particular by the provision of advice, support and loan of home comforts, equipment, for such persons, their friends, families and carers.

The main activities in relation to the objectives are to provide a home comforts free loan service of medical aids for seriously ill residents, transport to hospital for treatment, complimentary therapy and financial assistance.

### **ACHIEVEMENTS**

The charity has assisted over 400 families in the Upper Rhymney Valley with loan of medical aids from our home comforts free loan service. At present we have in excess of £170,000 worth of aids - medical and otherwise, on loan to seriously ill residents and their carers. We have expanded our services into the village of Deri during 2006 and this is now proving very popular and in demand.

In May 2006 the charity was awarded the 'Queens Award for Voluntary Service 2006' and the trustee were invited to a Garden Party at Buckingham Palace.

Our Charity Shop during 2007-8 has undertaken a major refurbishment programme of the external and cellar areas. The cellar will give us additional storage space.

### **FUTURE PLANS**

The organisation purchased their Charity Shop at 74 High Street, Rhymney. This was done with the aid of a grant from CCBC. The Charity has in 2015 refurbished and rent the flat above 74 High Street. 75 High Street continues as a Clothes shop and Drop in Centre.

## **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

### **The Trustees Report (continued)**

#### **FINANCIAL REVIEW**

The principal source of funds comes from the sale of donated goods sold in our Charity shop. From donations from local residents and businesses. Fundraising events by the general public and from events organised by volunteers of the Charity. We also receive grants for capital and staff overheads.

The Charity invests reserves in short term bonds and instant access accounts.

#### **POLICY ON RESERVES**

Funds held by the company are:-

General Unrestricted Funds - these funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted Funds - these are funds which can 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.

#### **ACCOUNTING POLICY**

The accounts are drawn up to comply with the Companies Act 2006 and Charities SORP 2005 "Accounting and Reporting by Charities".

#### **STATEMENT OF DIRECTORS' AND TRUSTEES' RESPONSIBILITIES**

Charity Law and the Companies Acts require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

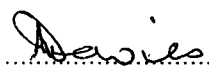
The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the accountants in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

#### **Method of preparation of accounts**

The trustees, in their capacity as directors, state that the accounts have been prepared in accordance with the special provisions in the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees:-

Dated:- 20/9/21.....

 ( SUSAN DAVIES )  
( SECRETARY )

**HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

**ACCOUNTANTS REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS**  
**OF HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

We have examined the financial statements of Helping Hands for the year ended 31st December 2020 which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared in accordance with the accounting policies set out on page 8.

**Respective responsibilities of the directors and reporting accountant.**

The directors responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustee' Responsibilities.

We have been appointed as examiner under the Charities Act 1993 and report in accordance with regulations made under section 43 of that Act. It is our responsibility to form an independent opinion, based on our examination, on those statements and to report to you.

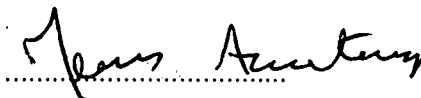
**Basis of opinion**

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

**Opinion**

In our opinion ,

- a - the accounts are in agreement with the accounting records kept by the company under section 386 of the Companies Act 2006 and that no matter has come to our attention which gives me reasonable cause to believe that in any material respect the requirement to keep accounting records and to prepare accounts have not been met; or that attention should be drawn in order to enable a proper understanding of the accounts to be reached.
- b - having regard only to, and on the basis of, the information contained in those accounting records:
  - i the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Act; and
  - ii the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 477(2) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 478(a) to (c).



Mears Accountancy Ltd

Dated

22/9/21

**HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**INCOME AND EXPENDITURE**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2020</u> <u>Total</u>	<u>2019</u> <u>Total</u>
<u>Incoming Resources</u>					
Grants and Donations		42,436	0	42,436	8,675
Fundraising		7,682		7,682	9,344
Activities in furtherance of the charities objects		37,738		37,738	67,650
Interest received		315		315	567
<b>Total Incoming Resources</b>	<b>2</b>	<b>88,171</b>	<b>0</b>	<b>88,171</b>	<b>86,236</b>
<u>Resources Expended</u>					
Direct Charitable Expenditure			0	0	10,000
Activities in furtherance of the charities objects		62,091		62,091	66,641
Administration				-	-
<b>Total Resources Expended</b>	<b>6</b>	<b>62,091</b>	<b>0</b>	<b>62,091</b>	<b>76,641</b>
<u>Net Incoming Resources before transfers</u>		26,080	0	26,080	9,596
Transfer between funds		-	0	-	-
<b>Net Incoming Resources</b>		<b>26,080</b>	<b>0</b>	<b>26,080</b>	<b>9,596</b>
Balances brought forward		262,414	0	262,414	252,819
<b>Balances Carried forward</b>		<b>288,495</b>	<b>0</b>	<b>288,495</b>	<b>262,414</b>

**HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

**BALANCE SHEET AS AT 31ST DECEMBER 2020**

	Note	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible assets	7	65,549	70,298
<b>Current assets</b>			
Debtors	6	0	0
Stock		50	50
Cash at Bank & in hand		223,546	192,716
		223,596	192,766
Creditors - amounts falling due within one year	4	650	650
Net current assets		222,946	192,116
Total assets less current liabilities		288,495	262,414
Net assets		288,495	262,414
Funds			
- Unrestricted		223,895	194,014
- Other			
- Building Fund		64,600	68,400
Funds			
- Restricted		0	0
Total funds		288,495	262,414

For the year ending 31st December 2020 the company was entitled to exemption under section 477 (2) of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- i ensuring that the company keeps accounting records which comply with section 386; and
- ii preparing accounts which give a true and fair view of the state of affairs of the company as the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Approved by the Board of Trustees on 20/9/21 and signed on its behalf by

.....*Susan Davies* (SUSAN DAVIES SECRETARY)

The notes on page 6-10 form part of these accounts.



## **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

### **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31ST DECEMBER 2020**

#### **1) Principal Accounting policies**

- 1.1 Basis of Accounting - These financial statements have been prepared under the historical cost convention as modified to incorporate the revaluation of certain assets, in accordance with the Companies Act 1985 and the Statement of Recommended Practice : Accounting and Reporting by Charities issued March 2005
- 1.2 Status - Helping Hands is a registered charity and a company limited by guarantee.
- 1.3 Fund Balance - The balances held by the charity are separated between restricted and unrestricted funds. Balances on restricted funds are subject to specific conditions imposed from the funding source. Unrestricted funds are available to be utilised by the trustees in the furtherance of the general objectives of the charity
- 1.4 Incoming Resources - All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable.
- 1.5 Fixed Assets - Fixed assets are stated at cost less accumulated depreciation. The charity provides for depreciation on tangible fixed assets based on the estimated useful life of the fixed assets and their anticipated residual value:-
- |                  |                         |
|------------------|-------------------------|
| Land & Buildings | 4% straight line basis  |
| Equipment        | 25% straight line basis |
- 1.6 Stock - is included in the balance sheet at the lower of cost or net realisable value, provisions being made as appropriate against any obsolete or slow moving items. Where stock is held for a specific restricted purpose the relevant incoming resources are held as balances on restricted funds.
- 1.7 Deferred Income - Income or grants received in advance are held as deferred income and carried forward to future accounting periods to be released when the defined purposes of the work or project have been completed, approved or certified.
- 1.8 Gifts in Kind - are included in the income and expenditure account where they are applied in carrying out charitable activities, where the company would otherwise have to purchase the donated facility and the benefit is both quantifiable and material. The quantifiable benefit is shown as both incoming and expended resources within the appropriate funds and full details of the gifts are disclosed in a note.
- 1.9 The charity is exempt from tax on its charitable activities.

## **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

### **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31ST DECEMBER 2020**

#### **2 Total Incoming Resources**

	2020 £	2019 £
Welsh Church Fund- CCBC	-	8,675
CCBC Lockdown Grant	27,000	-
HMRC Furlough	15,436	-
Shop	25,990	54,356
Donation	7,548	8,776
Fundraising	7,682	9,344
Misc	4,200	4,518
	<u>87,855</u>	<u>85,669</u>
Interest Received	315	567
Total incoming resources	<u>88,171</u>	<u>86,236</u>

#### **3 Net Incoming Resources**

is stated after charging

	2020 £	2019 £
Staff Costs		
Wages & Salaries	33,924	32,830
Social security costs	1,652	1,779
Pension costs	1,660	1,532
	<u>37,236</u>	<u>36,141</u>
Depreciation on:-		
Tangible owned fixed assets	4,749	4,749
Assets held under finance agreements	0	0
Accounting services	650	650
Average No of employees		
Full time	2	2
Part time	0	0
	<u>2</u>	<u>2</u>

The number of employees is based on full time equivalents

No employee earned £50,000 or more during the period

The trustees/directors did not receive any emoluments or reimbursement of expenses during the year.

## **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

### **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31ST DECEMBER 2020**

#### **4 Creditors - amounts falling due within one year**

	2020	2019
	£	£
Trade creditors & accruals	650	650
Tax & social security	0	0
Other Creditors	0	0
	<u>650</u>	<u>650</u>

All creditors are due in less than one year

#### **5 Debtors**

Other Debtors	<u>0</u>	<u>0</u>
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All debtors are due in less than one year

#### **6 Resources expended**

	2020	2019
	£	£
Employee Costs	37,236	36,141
Rent	3,640	3,640
Utilities	1,765	2,714
Telephone	1,084	1,133
Medical Equip	894	97
Stock	2,039	1,683
Shop maintenance	1,684	12,916
Insurance	3,123	3,012
Administration costs	2,036	1,640
Cancer care line	0	0
Travel	2,832	3,869
Other	0	3,653
Professional fees	650	650
Depreciation	4,749	4,749
Bank charges	360	744
	<u>62,091</u>	<u>76,641</u>

# **HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

## **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31ST DECEMBER 2020**

### **7 Tangible Fixed Assets**

	Land & Building	Plant & Equipment	Total £
Cost			
Brought forward	95,000	29,546	124,546
Acquired in the period	-	-	0
Disposal	-	-	-
As at 31.12.20	95,000	29,546	124,546
Depreciation - Charge for year			
Brought forward	26,600	27,648	54,248
Charged in the period	3,800	949	4,749
Disposals	-	-	-
Depreciation C/f	30,400	28,597	58,997
Net Book Value at 31 December 2020	64,600	949	65,549
Net Book Value at 31 December 2019	68,400	1,898	70,298

### **8 Analysis of Net Assets Between Funds**

	General Funds £	2020 Restricted Funds £	Total Funds £
Fixed Assets	65,549	-	65,549
Current Assets	192,766	-	192,766
Current Liabilities	-650	-	-650
	257,665	0	257,665

**HELPING HANDS (RHYMNEY CANCER SELF-HELP GROUP)**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**9 Movements in Funds**

	At 01/01/20	Incoming Resources	Outgoing Resources	Transfers	At 31/12/2020
Restricted Funds :					
Unrestricted Funds	194,014	88,171	58,291	-	223,895
Building Fund	68,400		3,800	-	64,600
	<u>262,414</u>	<u>88,171</u>	<u>62,091</u>	<u>-</u>	<u>288,495</u>

The Building Fund (above) represent the purchase of the building and the balance as at 31 December 2020 represents the asset value of the building.