

# **CONTACT:**

# **SELSDON CHURCHES NEIGHBOURHOOD CARE**

Registered Charity No: 1124346

## **REPORTS and FINANCIAL STATEMENTS for the year ended 31 March 2022**

### **Contents**

Company General Information	Page 2
Report of the Directors	Pages 3 to 6
Contact - What we Do	Page 7 & 8
The Chairman's Report	Page 9 & 10
The Managers' Report	Pages 11 to 12
Independent Examiner's Report	Page 13
Statement of Financial Activities	Page 14
Balance Sheet	Page 15
Notes forming part of the Financial Statements	Pages 17 to 20

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Report of the Directors for the year ended 31 March 2022**

The Trustees, present their Report and the Financial Statements for the year ended 31 March 2022.

### **Original Constitution**

Contact: Selsdon Churches Neighbourhood Care was a Company No. 6582829, limited by guarantee and not having a share capital, which was governed by a Memorandum and Articles of Association. The liability of each member was limited to £1. It is also a Registered Charity No. 1124346

The company was incorporated on 1 May 2008.

The charity was registered with the Charity Commission on 5 June 2008.

The company commenced operating from 11 October 2008.

### **Merger of Charities**

At a Special General Meeting held on 10 October 2008 the members of Selsdon Churches Neighbourhood Care, commonly known as 'Contact', (an unincorporated association, Registered Charity No.1012801) voted to transfer the assets and liabilities of Contact to this "new" charity. The merger was duly registered on the Merger of Charities register maintained by the Charity Commission.

### **Conversion to a Charitable Incorporated Organisation (CIO)**

On 9 March 2021 an application was lodged with the Charities Commission to convert to a Charity Incorporated Organisation and permission was subsequently granted by the Charities Commission on the 8 April 2021. The Charity now only reports to the Charities Commission and are governed by the terms of the new constitution

### **Trustees**

The current Trustees of the Charity are:

Mrs Helen Lishmund - Chairman

Miss Christine P G Waring - Vice Chairman

Mr Barry Shaw - Company Secretary

Mr Adrian Forward - Treasurer

Mr Martin Bailey

Mr Michael Barbour

Ms Yvonne Barnard

Miss Maureen Donnelly

Mrs Gillian Gandolfo

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Report of the Directors for the year ended 31 March 2022 (continued)**

### **Risk Policy**

The Directors recognise that in today's litigious society there is a need to ensure that none of the services provided causes a level of dissatisfaction that might prompt a client to take legal action against Contact. The Directors have always maintained a 'hands on approach' (and continue so to do) to the management of Contact thereby ensuring that none of the services and help provided is beyond the capability of a good neighbour. The Directors also ensure that the staff, who provide assistance with completion of application forms for state benefits for example, have access to and undertake regular training. The Directors regularly review the risks and appropriate action is taken to mitigate them.

### **Equal Opportunities Policy**

Membership of Contact is open to all who wish to support its objects, irrespective of nationality, ethnic or national origins, sex, marital status, race, colour, political or religious belief, social or financial standing. Members will be welcome from those with disability who are able to support the objects of Contact. Contact supports equality of opportunity and will pursue policies to prevent discrimination. Contact will make available and provide its services to all members of the Selsdon area regardless of their age, race, colour, nationality, ethnic or national origins, of their sex, marital status or disability, political or religious belief, social or financial standing.

### **Vulnerable Adult's Policy**

Contact believes that all involved in its activities have the right to be safe and free from harm. To this end the Management Committee have adopted the policy contained in the London multi-agency policy and the procedures contained therein to safeguard adults from abuse will be followed. A copy of the Policy document is kept in the Contact Office or is available to view on line at

<http://www.croydon.gov.uk/healthsocial/sva>

### **Children's Policy**

One of the most important principles of Contact child protection policy states "that any volunteer who shall be selected by the designated Child Protection Person (DCPP) to undertake a caring visit in which a child or children may be involved needs to have attended safeguarding and welfare of children training".

The volunteers involved in Child care must provide two referees which will be thoroughly checked and have Disclosure and Barring Service vetting undertaken prior to the commencement of work.

The Contact Child protection policy document is available to view in the Contact office during normal opening hours.

## CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE

### Contact: What we do

Number of New Clients	54
Callers to Office	703
Advice and Assistance given to clients	6196
Clients Shopping Trips	350
Transport for clients for health appointments	150
Other transport requests	181
Customer care calls to clients	1195

Contact is Selsdon Churches Neighbourhood Care Scheme that provides practical help, advice, support and information to people living within the Selsdon area and part of Sanderstead, through a large network of volunteers. Although a churches scheme, Contact welcomes all clients and volunteers regardless of any religious, political or secular views.

**Transport:** Door to door transport to doctors, local clinics, hospitals, etc. for the less mobile.

**Information:** On a wide range of statutory and voluntary services, e.g. specialist holidays, self-help groups, benefits and many more.

**Shopping/  
Prescription collection:** For the sick, disabled or elderly.

**Shopping Bus:** A regular door to door shopping bus to Warlingham Sainsbury's. Escorts travel with the mini-bus giving help where needed.

**Visiting/Befriending:** For housebound or elderly people, needing support or company. We also provide a hospital visiting service.

**Carer Support:** Information, advice and support on services and benefits and how to apply, completing application forms if required. Providing day and evening respite for carers.

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Chairman's Annual Report for the year ended 31 March 2022**

2021/22 saw Selsdon Contact gradually returning to normal after the lockdowns and enforced office closure due to the Covid pandemic. We were pleased to reopen the office and welcome some new office volunteers. A small number of office volunteers preferred to continue working from home. We have a committed and talented band of office volunteers.

Jasmine has continued to manage the office and staff throughout all the changes of the last two years. In addition she has been instrumental in promoting Selsdon Contact and giving us a high profile particularly in regard to the various initiatives through Croydon Council. The Council in conjunction with Croydon Voluntary Action, have set up Local Community Partnerships across the borough bringing together community groups in each area. Selsdon falls into Croydon South East along with New Addington. Jasmine and I have been attending these meetings and find ourselves the only representatives from Selsdon. Jasmine has been involved in advising and assisting in setting up Selsdon Community Hub offering information and support to anyone in the community. It is important that Selsdon Contact are seen to support these initiatives as we look to apply for further funding from the Council.

The community event to thank those who helped throughout 2020 and funded from the Mayor of London's award took place in September and was attended by a number of volunteers from Selsdon Contact.

With the office opening regularly, staffing has been a challenge. Jasmine Singh had been appointed Manager from September 2021 with Joyce Dean as an Administrative Assistant. As a team they were, with most volunteers keen to return but we respected the decision of anyone who wishes to stay away for the time being. Sadly in January 2022 Joyce Dean suffered a stroke and has been unable to return to work. This was a great shock for everyone and a big loss to the office. Our wonderful office volunteers soon stepped forward to take over Joyce's various roles. Everyone connected with Contact, especially the Trustees, would like to thank Joyce for her much valued support over many years and we all wish her well for the future.

It was acknowledged that Jasmine was in need of support and the post of Deputy Manager was advertised. We were delighted to appoint Harriet Butler and were sorry to lose her to a full time post elsewhere so soon. We are looking at what staffing is needed to best support Jasmine.

I reported last year that we were expecting to receive invoices for rent from Croydon Council. We were advised that we owed a considerable sum in rates due to the fact that Contact's percentage of the overall rates bill had been overlooked for some years. Court cases were threatened but have subsequently been cancelled. We have now been informed that we will be billed for sums for rent, rates, maintenance charges and insurance (with percentages based on floor area) but that Croydon Council will not be offering any subsidy due to their financial situation.

We are now in our final year of a 3 year contract with Croydon Council and are awaiting news on any community funding available through the local authority. We received some funding under a Vaccination programme contracting us to contact clients and residents to encourage them to take up Covid vaccinations. We are also grateful for legacies and donations which keep our funds at a good level.

Perhaps the major event in this 2021/22 year was the eventual arrival of our new minibus. The Trustees are extremely grateful to Martin Bailey for his valued advice and assistance in researching and arranging a leasing deal which proved to be a better financial option than purchasing a bus. Martin also arranged some adaptations in the area at the back of the Community Hall to enable us to keep the bus on site. It is now being well used for shopping bus trips and outings. We are grateful to the Jubilee church for their co-operation here.

# CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE

## The Manager's Report for the year ended 31 March 2022

During the past year, we have slowly emerged from lockdown restrictions. Cautiously, Contact began to re-introduce services to ensure the safety of both clients and volunteers. We offered office volunteers the option of continuing to work from home. Provisions were made in the office, for returning volunteers to work safely, by having a strict cleaning regime and allowing lesser numbers to work in the office. We signed up to have lateral flow tests, in the local testing centres and made available testing kits in the office for people not able to get to the test centres. In addition, we met visitors outside the office, keeping to the 2 metre distance guidelines. Our Vent-Axia and air conditioning Systems serviced. New fire Extinguishers installed and the office had a fresh coat of paint, decluttered and re-vamped. This seemed to boost morale and certified our return.

I continued to participate in meetings with the one Alliance Croydon Integrated Community Network (ICN), Rotary Club of Sanderstead & Selsdon, Croydon Neighbourhood Care Association (CNCA) Croydon Voluntary Action (CVA). This year we joined the new Croydon South east Locality, paired with community groups in New Addington. I managed to raise awareness of Contact and was involved in the discussions leading up to the New Hub set up in Selsdon Baptist Church.

Following the arrival of our newly leased minibus we were able to provide long awaited trips to Coffee mornings and outings. which were very welcomed by clients. The housebound continued to receive Befriending calls weekly by our team of office volunteers, until such a time telephone calls were carried out by the office.

Platinum Jubilee event took place in June 2022, with matching table decorations, Bunting and mini union Jack flags for each table. Many clients reminisced about their whereabouts on the Queens' Coronation on 2 June 1953. They were pleased to receive badges of this and tea mugs with inscriptions of the same as raffle prizes. Almost all, stood for the Toast to the Queen.

Towards the end of the year we were invited to a Thank you event, held for Street Champions organised by Jazz Potter, from Croydon Jubilee Church at Farleigh Court Golf Club. Selsdon Street Champions helped residents/neighbours during the pandemic. It was nice to meet lots of volunteers, who were passionate about care in the community.

We were able to send Goody bags to all of our 300 clients, thanks to a generous donation from John Laing, a former employer of one of our volunteers. we received so many notes/cards/donations from grateful clients, that we prepared a special box file to keep these. A stand out comment is **"Contact is like something sent from heaven"**.

Again in lieu of the Annual Christmas Party, we organised a mince pie and Tea event, with over 30 clients in attendance, a pre- Christmas atmosphere of carols and stollen was enjoyed by all.

As always, Contact is grateful for the support of St John's, Selsdon Baptist, St Columba's, St Francis Churches, as well as Churches Together in Selsdon and Addington. This year in particular, we are very thankful for Croydon Jubilee Church, for not only allowing us to use the Coffee Shop area for our meetings & events, but also for helping us in a number of ways. This part of the building can be isolated at times and it is comforting to know that we are able to help each other.

The beginning of the of new year 2022 was rather tragic, Joyce Dean my Administrative Assistant, became long term sick, which left the office struggling. It was most welcoming to have a few trustees on board dividing Joyce's tasks. In addition, having office volunteers coming in on extra days to assist. I am very grateful to all for keeping us afloat during this difficult time.

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Independent Examiner's Report**

### **To the Trustees of Contact: Selsdon Churches Neighbourhood Care**

I report on the accounts of the Charity (No: 1124346) and Company (No: 6582829) for the year ended 31 March 2022 which are set out on pages 15 to 21.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. The charity's trustees consider that an audit is not required for this year under Section 145 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination

It is my responsibility to

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

#### **Basis of independent examiner's statement**

My 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. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

- accounting records have not been kept in accordance with Section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant account requirements under Section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102); and
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.



**Name: Leslie John Tasker FCCA**

Relevant professional qualification or body: Association of Chartered Certified Accountants

Address: Ryefield Ltd. Unit 139, Airport House, Purley Way, Croydon, Surrey. CR0 0XZ.

Date:

**CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

Registered Charity No: 1124346

Company No: 6582829

**Statement of Financial Activities  
for the year ended 31 March 2022**  
(incorporating the Income and Expenditure Account and  
Statement of Total Recognised Gains and Losses)

	Notes	General Fund	Designated Fund	Restricted Funds	Total Funds	Year ended 31 Mar 2021
<b>INCOME</b>						
From generated funds:						
London Borough of Croydon	5	30,116	-	-	30,116	29,517
Donations received	6 & 7	9,114	-	-	9,114	18,968
Legacies and In Memoriam gifts received		-	-	-	-	-
Income from other bodies		-	-	-	-	5,000
Sale of vehicle		-	-	-	-	6,000
Bank interest		370	-	-	370	354
From charitable activities	8	3,124	-	-	3,124	-
<b>Total income</b>		<b>42,725</b>	<b>-</b>	<b>-</b>	<b>42,725</b>	<b>59,838</b>
<b>EXPENDITURE</b>						
Charitable activities:						
Personnel	9	26,561	-	-	26,561	26,863
Office costs	10	8,297	-	-	8,297	7,625
Equipment costs	11	100	-	-	100	-
Other expenses	12	9,613	-	-	9,613	8,097
Donations and gifts		2,932	-	-	2,932	4,390
Catering costs		2,401	-	-	2,401	5,604
Depreciation	3	1,402	-	-	1,402	2,315
		<b>51,306</b>	<b>-</b>	<b>-</b>	<b>51,306</b>	<b>54,894</b>
Governance costs:						
Bank charges and Accountancy		-	-	-	-	-
Independent Examiner's fee		840	-	-	840	840
		<b>840</b>	<b>-</b>	<b>-</b>	<b>840</b>	<b>840</b>
<b>Total expenditure</b>		<b>52,146</b>	<b>-</b>	<b>-</b>	<b>52,146</b>	<b>55,734</b>
<b>NET INCOME (EXPENDITURE) before transfers</b>		<b>-9,421</b>	<b>-</b>	<b>-</b>	<b>-9,421</b>	<b>4,105</b>
Transfers between funds	4	-	-	-	-	-
<b>NET INCOME (EXPENDITURE) after transfers</b>		<b>-9,421</b>	<b>-</b>	<b>-</b>	<b>-9,421</b>	<b>4,105</b>
Funds brought forward at 1 April 2021		109,965	16,968	-	126,933	122,828
<b>TOTAL FUNDS carried forward at 31 March 2022</b>		<b>£100,544</b>	<b>£16,968</b>	<b>-</b>	<b>£117,512</b>	<b>£126,933</b>

**This statement of financial activities includes all losses and gains in the year. All income and expenditure derive from continuing activities**



**CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

**Registered Charity No: 1124346**

**Company No: 6582829**

**Notes forming part of the Financial Statements  
for the year ended 31 March 2022**

**1 Basis of preparation**

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

**1.2 Going concern**

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy**

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 2.

**1.4 Changes to accounting estimates**

No changes to accounting estimates have occurred in the reporting period.

**1.5 Material prior year errors**

No material prior year errors have been identified in the reporting period.

**2 Accounting policies**

**2.1 Generally**

All items are accounted for on the accruals basis.

**2.2 Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when (a) the charity becomes entitled to the resources, (b) it is more likely than not that the trustees will receive the resources, and (c) the monetary value can be measured with sufficient reliability.

**2.3 Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

**2.4 Legacies**

Legacies are only included in the SoFA when receipt is probable, that is, when the grant of probate has been issued, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met. As at 31 March 2017 the directors were aware that the charity could expect an unrestricted residuary legacy of approximately £80,000 from a deceased person's estate, but the final amount due was not advised by the Executor until several months later. The benefit of this legacy will be reported in the SoFA for the year to 31 March 2018.

**2.5 Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**2.6 Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' report.

**CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**  
Registered Charity No; 1124346  
Company No: 6582829

**Notes forming part of the Financial Statements  
for the year ended 31 March 2022  
(continued)**

**4 Movement of Funds**

The General Fund is available for use in accordance with the charitable objects.

The Designated Fund relates to a legacy from Mr D H Thornton which has been set aside by the directors for the future expansion of the charitable activities.

	Balances at 31.3.2021	Incoming Resources	Resources Expended	Transfers In/(Out)	Balances at 31.3.2022
Unrestricted Funds:					
General Fund	109,965	42,725	-52,146	-	100,544
Designated Fund	16,968	-	-	-	16,968
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	126,933	42,725	-52,146	-	117,512
Restricted Fund	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£126,933	£42,725	(£52,146)	-	£117,512
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**5 Grants received (General Fund)**

	Year ended 31.3.2022	Year ended 31.3.2021
London Borough of Croydon support grants	£30,116	£29,517
London Borough additional funds for extra work undertaken	-	-
	<hr/>	<hr/>
	£30,116	£29,517
	<hr/>	<hr/>

**6 Donations received (General Fund)**

	Year ended 31.3.2022	Year ended 31.3.2021
Contributions from the member Churches of CTSA ( <i>see below</i> )	2,000	1,950
Donations received	5,806	17,018
Grants from other charities	1,309	-
Tax recoverable from Gift Aid Donations	-	-
	<hr/>	<hr/>
	£9,114	£18,968
	<hr/>	<hr/>

*Note: CTSA refers to Churches Together in Selsdon & Addington*

**7 Restricted Gift Fund**

	Year ended 31.3.2022	Year ended 31.3.2021
Restricted Gifts received during the year -	-	-
	<hr/>	<hr/>

**8 Incoming resources from charitable activities**

	Year ended 31.3.2022	Year ended 31.3.2021
Coffee mornings	334	
Outings	278	
Shopping Bus	2,017	
CNCA - Health related driving	-	
Party Receipts	70	
CATS - share of income from bus hire to other groups	-	
Sundry	425	
	<hr/>	<hr/>
	£3,124	-
	<hr/>	<hr/>

**CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**  
**Registered Charity No: 1124346**  
**Company No: 6582829**

**Notes forming part of the Financial Statements**  
**for the year ended 31 March 2022**  
**(continued)**

**12 Other expenses**

	Year ended 31.3.2022	Year ended 31.3.2021
--	-------------------------	-------------------------

A decision was made to purchase a minibus in February 2012 after Croydon Accessible Transport (CATS) agreed to garage and manage the vehicle. In consideration of their management expertise it was agreed that, in addition to the payment of an annual management fee, Contact and CATS would share income and expenditure incurred on an equal basis. This agreement includes the nominal charges incurred by Contact for the use of our minibus for shopping, coffee mornings and outings. The vehicle was sold in February 2021 and a leased replacement was obtained in the current year end.

Expenditure on Bus:

leasing and running costs	9,613	-
CATS - Other costs		36
Sundry expenses		1,618
Shopping Bus		(535)
<b>Total</b>	<b>£9,613</b>	<b>£1,119</b>

**13 Staff costs**

Contact pays two members of staff who between them normally work a total of 44 hours per week. Over the year to 31st March 2022. In addition a cleaner is employed for 128 hours per annum.

**14 Directors**

The directors received no remuneration during the period under review, other than re-imbursed expenses relating to mileage claims or supporting the clients of Contact.

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Chairman's Annual Report for the year ended 31 March 2022 (cont.)**

The other major event was the office closure over Easter 2022 for redecoration and we are now looking bright and smart. Many thanks to those whose moved furniture etc to allow this to happen, who found an excellent decorator and who put everything back afterwards.

The Trustees are mindful that Selsdon Contact would not be working so well in serving the local community without the help, support and hard work of several people.

Selsdon Contact would not be able to function at all without the generous and cheerful support of our volunteers. One of our driver volunteers stood down in 2021 after 40 years involvement with Contact. Many of our volunteers have been part of Contact for many years and we welcomed some new volunteers who have fitted into the team well.

The charity currently has a board of Trustees with a great diversity of skills, experience and dedication. I am grateful to all my fellow directors for their support. Chris Waring as Deputy Chair is a wise and generous mentor; Adrian Forward is a reliable and prudent Treasurer and special thanks go to Barry Shaw as Company Secretary who has finally completed the conversion to a Charitable Incorporated Organisation (CIO) thus removing the need to register with Companies House and comply with company law. My fellow trustees offer wise advice and keep me on my toes and I am grateful to you all. We are this year welcoming Martyn Brown to our number.

As always, we are indebted to the churches (Selsdon Baptist Church, St Columba's, St Francis, Jubilee Church and St John's) for their financial and prayerful support. This year has meant financial support has been somewhat interrupted by the pandemic restrictions. No Christmas party, no collections outside Sainsburys and most businesses struggling to keep solvent. However, Selsdon and Sanderstead Rotary and, London Cooling provided hampers and gifts for our clients.

It has been a challenging year but it has been a pleasure to work with such an enthusiastic board of Trustees, Jasmine, and a great team of office volunteers so keen to support our clients through this difficult time and a great band of volunteers. I will look forward to seeing everyone at the AGM meeting,

Finally, I would like to wish everyone well for the forthcoming year.

GOD BLESS YOU ALL

**Helen Lishmund**

Chairman

Date:



18-OCTOBER 2022

## **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

### **Contact: What we do (continued)**

Practical Help:	Dog walking, 'one off' gardening jobs, wheelchair pushing, basic DIY.
Loan Equipment:	The office has an extensive supply of equipment available for short term loan including wheelchairs, Zimmer frames, indoor and outdoor walkers, TENS machine and many other items. All the wheelchairs are serviced regularly.
Smoke Alarm Scheme:	Installing smoke alarms and providing battery checks
Young Families:	Supporting families with children or young adults.
Social Events:	For clients, coffee mornings, outings (with assistance), Christmas party and regular newsletters
Contact Links:	Volunteers throughout our area are each responsible for delivering Contact information to 25-30 houses once a year and, when appropriate, offering practical help.

Contact has a paid manager and assistant, both of whom work part time.

In addition, nearly 300 volunteers are involved in Contact, including a team of fifteen office volunteers and two postmen, to whom the directors and staff extend their heartfelt thanks.

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Report of the Directors for the year ended 31 March 2022 (continued)**

### **Statement of the Responsibilities of the Directors**

The directors of Contact: Selsdon Churches Neighbourhood Care (for the purposes of company law) are responsible for preparing the Report of the directors and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

Select suitable accounting policies and apply them consistently; observe the methods and principles in the Charities SORP; make judgements and estimates that are reasonable and prudent; state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue its operations.

### **Public Benefit**

It is the opinion of the Directors that this report makes it clear that 'Contact' exists to serve the people of Selsdon which it does so willingly and freely. No charges are made for the services provided, apart from fares for the shopping bus, the cost of outings and loan equipment charges. The Charity exists on a grant from the local authority and donations from the local churches and supporters.

All the directors give of their time freely and no directors' remuneration was paid in the year and no directors' expenses were charged. There were no related party transactions. Some volunteers claim for reimbursement of car mileage at rates not exceeding those approved by HM Revenue & Customs. Any other benefits by directors, staff and volunteers are incidental.

Signed by Barry Shaw, Honorary Company Secretary, on behalf of the Directors

A handwritten signature in black ink, appearing to read 'BC Shaw', written over a horizontal line.

Mr BARRY SHAW

Date : 18/10/2022

# **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

## **Report of the Directors for the year ended 31 March 2022**

**(continued)**

### **Objects of the Charity**

Under the Articles of Association, the objects of the charity are the relief of the persons in need or for such charitable purpose or purposes as the directors shall from time to time decide for the benefit of the inhabitants in the general Selsdon Area and any other neighbouring area as determined by the directors from time to time.

The present activities of the charity are set out in the statement headed "Contact – What we do" - on page 7.

### **Review of the year ended 31 March 2022**

Appended to this report are two documents which report on the activities undertaken by the charity during the period now under review:

The Chairman's Report - on page 9. The Managers' Report - on page 11.

Also included in the directors' report are Policy Statements that have been adopted by the charity (see below and page 5), and the statement of the responsibilities of the directors (on page 6).

It is the opinion of the directors that this report, along with the appended reports and statements, demonstrate that the charity is operating for Public Benefit

### **Policy Statements**

#### **Reserves Policy**

The major part of Contact's income arises from three sources - an annual grant from the London Borough of Croydon, gifts from the local churches, and gifts from individuals. From time to time grants are also received from charitable trusts and donations from other local organisations. The trustees recognise that funds from any of our major funders could cease without notice and, as a responsible employers, consider that it is prudent to maintain reserves sufficient to meet four months operating costs, say £15,000.

# CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE

## Company General Information

### Governing Document

Memorandum and Articles of Association

### Operating Name

Contact

### Employed Staff

Mrs Jane Evans and Mrs Jasmine Singh

### Registered Office

Selsdon Community Centre, 132 Addington Road, Selsdon, South Croydon, CR2 8LA

### Bankers

Barclays Bank plc., Selsdon & Sanderstead Branch, The Croydon Group, PO Box 95, 1 North End, Croydon, CR9 1RN

Nationwide Building Society, 150A Addington Road, South Croydon CR2 8YQ

### Previously:

CAF Bank Limited 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ

### Independent Examiner

L Tasker FCCA  
Ryefield Limited  
Airport House  
Unit 139  
Purley Way  
Croydon  
CR0 0XZ





Notes forming part of the Financial Statements  
for the year ended 31 March 2022  
(continued)

**9 Personnel**

	Unrestricted Funds	Restricted Fund	Year ended 31.3.2022 Total	Year ended 31.3.2021 Total
Manager and Client Support Manager				
Salaries	26,164	-	26,164	31,094
Employers' NI contributions		-	-	-
Expenses and pension	263	-	263	1,202
Staff training (including volunteers)	-	-	-	134
Volunteers' expenses	81	-	81	678
DBS Costs	52	-	52	74
	<u>£26,561</u>	<u>-</u>	<u>£26,561</u>	<u>£33,182</u>

HMR&C has waived the first £3,000 of Employers' National Insurance contributions for small businesses. Contact benefited by this waiver to the *total Employers' National Insurance amount*.

**10 Office costs (General Fund)**

	Unrestricted Funds	Restricted Fund	Year ended 31.3.2022 Total	Year ended 31.3.2021 Total
Printing, postage and stationery	503	-	503	683
Photocopier charges	-	-	-	271
Telephones and internet charges	-	-	-	1,290
Computer supplies and support	3,753	-	3,753	187
Domestic expenses	6	-	6	230
Repairs	868	-	868	230
Advertising	74	-	74	-
Insurance	1,753	-	1,753	1,693
Room Hire	167	-	167	-
AGM costs	260	-	260	-
gifts	841	-	841	-
sundry expenses	72	-	72	-
	<u>£8,297</u>	<u>-</u>	<u>£8,297</u>	<u>£4,585</u>

The charity's office was provided by the London Borough of Croydon in December 2003 who, until December 2012, allowed occupation on a rent and service charge free basis. Bearing in mind the role in the local community which we undertake, the Directors had hoped that Croydon would allow Contact to continue the use of the premises on that basis for the foreseeable future. At the end of 2012, Croydon decided to offer us a 25 year lease with effect from the 1st January 2013 which although rent free, would levy an annual service charge, initially of £1,600 per annum. The Lease was never executed and to date there appears to be no mechanism for the London Borough of Croydon to collect this sum. The accrual has been frozen at current levels.

**11 Equipment costs (General Fund)**

	Year ended 31.3.2022	Year ended 31.3.2021
Minor equipment cost	100	3,490
Maintenance of equipment available for loan by clients	-	83
	<u>£100</u>	<u>£3,573</u>

**CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**  
**Registered Charity No: 1124346**  
**Company No: 6582829**

**Notes forming part of the Financial Statements**  
**for the year ended 31 March 2022**  
**(continued)**

**2 Accounting policies (continued)**

**2.7 Expenditure and Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**2.8 Governance and support costs**

Support costs have been allocated between governance and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

**2.9 Tangible fixed assets for use by the charity**

Computers and Office Equipment purchased at more than a cost of £500 are capitalised and written-off on a straight line basis over 5 years. Vehicles are written off on a straight line basis over 8 years.

**2.10 Taxation**

As a registered charity under the Charities Acts, no liability to taxation arises.

**3 Fixed Assets**

	Minibus	Computers	Telephone	Photocopier	TOTAL
Cost at 1.4.2021	-	7,359	-	4,215	11,574
Additions	-	-	-	-	-
Cost at 31.3.2022	-	£7,359	-	£4,215	£11,574
Depreciation at 1.4.2021	0	-3,376	-	-4,285	-7,661
Charge for Year	0	-1,472	-	70	-1,402
Depreciation at 31.3.2022	£0	(£4,848)	-	(£4,215)	(£9,063)
Net Book Value					
At 31.3.2021	-	£3,983	-	(£70)	£3,913
At 31.3.2022	-	£2,511	-	-	£2,511

The Minibus was sold on 10 February 2021

## CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE

Registered Charity No: 1124346

Company No: 6582829

## Balance Sheet at 31 March 2022

	Note	Unrestricted Funds	Restricted Fund	Total Funds 31 Mar 2022	Total Funds 31 Mar 2021
<b>FIXED ASSETS</b>					
Office Equipment	3	2,511	-	2,511	3,913
Motor Vehicle	3	-	-	-	-
<b>TOTAL Fixed Assets</b>		<b>2,511</b>	<b>-</b>	<b>2,511</b>	<b>3,913</b>
<b>CURRENT ASSETS</b>					
Sundry Debtors and Prepayments		-	-	-	-
Cash at bank and in hand					
Bank Current Accounts		16,789	-	16,789	45,439
Bank Deposit Accounts		106,950	-	106,950	86,448
Cash in hand		142	-	142	150
<b>TOTAL Current Assets</b>		<b>123,881</b>	<b>-</b>	<b>123,881</b>	<b>132,037</b>
<b>CURRENT LIABILITIES</b>					
Credit Card		0	-	0	-137
Sundry creditors falling due within one year and accruals		-8,880	-	-8,880	-8,880
Inter Fund Balances		-	-	-	-
<b>TOTAL Current Liabilities</b>		<b>-8,880</b>	<b>-</b>	<b>-8,880</b>	<b>-9,017</b>
<b>NET CURRENT ASSETS</b>		<b>115,001</b>	<b>-</b>	<b>115,001</b>	<b>123,020</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>£117,512</b>	<b>-</b>	<b>£117,512</b>	<b>£126,933</b>
<b>THE FUNDS OF THE CHARITY</b>					
Unrestricted funds	4	117,512	-	117,512	126,933
Restricted funds	4	-	-	-	-
<b>TOTAL CHARITY FUNDS</b>		<b>£117,512</b>	<b>-</b>	<b>£117,512</b>	<b>£126,933</b>

**Exemption from audit, etc.**

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

**Director's responsibilities**

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

**Special provisions relating to small companies**

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

These financial statements were approved by the Directors on the 29/09/2022 and signed on their behalf



HELEN LISHMUND

Chairman



BARRY SHAW

Company Secretary



## **CONTACT : SELSDON CHURCHES NEIGHBOURHOOD CARE**

### **The Manager's Report for the year ended 31 March 2022 (cont.)**

In the springtime the recruitment process completed for a new deputy and Harriet Butler joined the team. Harriet, became a valuable member of the team and brought all our computer and Database records up to date. Sadly, Harriet moved onto a career in education, which she was passionate about. We are again in the process of advertising for 2 new roles to complement the office team (A Deputy Manager and an IT/data entry person).

Another, busy and challenging year in the life of Contact. We have overcome a number of obstacles to maintain our commitment to not only our clients but the wider community of Selsdon. We made a significant achievement in raising awareness of the work and role of Contact within the statutory and Voluntary sector.

Contact is on a new journey and moving forward in new directions. I feel sure with your support, Contact will go from strength to strength.

Jasmine Singh.  
Manager.