



A Christian organisation
supporting older people

FARNHAM ASSIST ANNUAL REPORT 2020



Photo taken from a short service of blessing in December 2020 attended by the Mayor of Farnham just before volunteers delivered Christmas goodie bags to 150 clients.

Chairman's Report for 2020

2020 was a very challenging year for Farnham Assist as all our planned activities were cancelled due to the lockdown.

As a board we had 2 main aims:-

1 To maintain contact and provide the maximum support we could to all our clients, especially those who were living alone.

2 To stay financially viable as a charity so that our work could go on as soon as the pandemic permitted.

I am pleased to report that both these aims were achieved by the dedication commitment and imagination of our manager, June Trantom, helped by our team of volunteers who pulled out all the stops.

Contact was maintained with clients by regular phone calls and deliveries of regular food gifts and imaginative “goodie bags” allowing doorstep contact and backed up by regular telephone contact coordinated by June.

Assist has stayed financially viable despite a lack of fundraising events by tough decisions. One member of staff had independently found another job which in retrospect was a blessing, but a second member had unfortunately to be furloughed and then made redundant. In addition, June offered to reduce her own hours to half time, to save us money. Our thanks go out to June and to all our supporters who have continued their regular financial support at this difficult time.

Finally, we are pleased to have recruited a new Manager, Rodney Bates to replace June on her retirement on 31.12.20 and welcomed him in November.

It was a really busy year for our trustees and I am grateful to all my colleagues for the time and effort given to keep our charity on the road.

Mary Riggs

FARNHAM ASSIST

Financial Review for the Year ending 30th December 2020

Despite a challenging year when most activities were necessarily placed on hold due to the Coronavirus pandemic, the Charity secured sufficient financing by way of grants and donations to ensure that it would be in a position to recommence activities once conditions allowed. During the accounting period the Charity's staff was reduced to one person, due to a combination of one member of staff leaving to obtain alternative employment and another being made redundant due to lack of activities. The remaining member of staff, its Manager, took retirement in December having voluntarily accepted a 50% pay cut for most of the year. Her successor was therefore enabled to take over the operations of the Charity with wholly adequate funding with which to continue operations.

The Annual Report and Statement of Financial Activities for the period clearly demonstrate that the Charity had sufficient funds at its disposal to maintain the level of activities that its clientele might expect in the coming year.

The Charity's Reserves Policy - last updated and agreed by the Board of Trustees on 1st December 2020 - explains that an adequate level of reserves will help secure its viability beyond the immediate future and provide reliable services over the longer term. The main reasons why reserves need to be held are:

- to fund working capital
- to fund unexpected expenditure, for example when projects overrun or unplanned events occur
- to fund shortfalls in income, when income does not reach expected levels

The Charity's current day-to-day activities generally do not incur high costs, due in part to the high involvement of volunteers and also many events are self-funding. The Charity's main liabilities are staff costs and premises costs. In a worst case scenario where the charity had to be wound up, staff would be made redundant and given three month's notice. However, with the new Manager having only just started employment (and any new members who might be employed in the coming year) no redundancy payments would be applicable within two years. It is the Charity's policy to have regular break clauses in its lease agreements, and indeed the current notice period is just three months. In the event of financial difficulties the Charity would potentially face having to find a maximum of £2,135 to cover rent and services, business rates, heat, light and insurance. Even taking a very pessimistic view, the total liability is unlikely to be greater than £20,000. Therefore, reserves at their current level of £20,174.71 are quite sufficient. This year, our independent examiner has advised that we should record our total trustee donations during 2020 which were £1720.00.

The Charity's reference and administrative details are contained in Page 2 of the Report and Financial Statements, approved by the Board on 23rd June 2021.

Date..... Signed on behalf of the Board.....

(Kenneth Wickenden, Treasurer and Director)

FARNHAM ASSIST

A summary of 2020 from the Manager of Farnham ASSIST

As with all charities, this was a challenging year where lots of well-made plans had to be hastily changed. More importantly, the pandemic meant that the popular programme of activities and events and the simple act of gathering together with friends and families would simply not happen for most of the year.

The first two months of the year involved the usual busy programme of lunches, pub visits and groups as people gathered throughout the winter. Unfortunately, these had to be stopped abruptly at the start of the pandemic and could not resume until 2021.

However, Farnham ASSIST with the wider family of volunteers and supporters adapted quickly into this changing world and continued to build relationships and contacts in new and innovative ways. Clients received regular phone calls, cream teas were delivered and some clients received practical help with their medication or shopping. The Charity was a key part of the wider community response to the pandemic within Farnham and this close and partnership working remains today.

Whilst some charities had to hibernate for many months, the need for Farnham ASSIST was shown to be even greater. Many people across wider society experienced loneliness and isolation for the first time. We know from conversations from our clients that these were hard times but punctuated with moments of joy. The value of a kind word, a smile, a thoughtful phone call or encouraging card pushed through a letterbox was priceless. We were particularly pleased that around 20 of our clients were able to receive a Christmas Day meal lovingly cooked and delivered by kind families across Farnham and arranged by our friends at Right at Home.

As Farnham ASSIST is a wider family, it is important to note that a number of clients have sadly passed away during 2020. Whilst we mourn their loss, we were also uplifted when hearing from their families and friends at the fun and enjoyment they experienced with us during those twilight years.

Finally, a report on 2020 could not end without acknowledging the hard work and dedication of my predecessor, June Trantom, who retired on 31st December after several years as the Manager. Recognition and acknowledgement should also be given to Alison and Susie who left the charity during 2020 and to David who retired from his role as Trustee. We wish all of them well in their future endeavours and thank them for their time and commitment serving our older community in Farnham. We have all made a difference.

Rodney Bates

Manager of Farnham ASSIST

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR YEAR ENDED 31ST DECEMBER 2020**

FARNHAM ASSIST

COMPANY LIMITED BY GUARANTEE

Registered Company Number 07114978

Registered Charity Number 1135187

Page 2 Legal and Administrative Information

Pages 3 Trustees Report

Page 4 Statement of Financial Activities

Page 5 Balance Sheet

Pages 6 to 8 Notes to the Financial Statements

Page 9 Independent Examiners Report to the Trustees

Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
West Sussex
PO18 8NF

FARNHAM ASSIST

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1135187
COMPANY NUMBER	07114978
START OF FINANCIAL YEAR	1st January 2020
END OF FINANCIAL YEAR	31st December 2020
DIRECTORS AT 31ST DEC 2020	Dr Mary Riggs (Chair) Christopher Packwood (Vice Chair) Kenneth Wickenden (Treasurer) Alexandra Burn Margaret Daniels David Ashby (resigned 24th February 2020)
COMPANY SECRETARY	Rodney Bates (appointed 16th November 2020) June Trantom (resigned 31st December 2020)
GOVERNING INSTRUMENT	Charitable Company limited by guarantee. Memorandum and Articles adopted and company incorporated on 3rd January 2010 as amended by special resolutions dated 2nd June 2015
CHARITABLE OBJECTS	The relief of older people who are in need in the Farnham area, particularly those who live alone or are housebound. By providing assistance, information, training, advice, befriending and physical and spiritual support, through which work the charity shows God's love for them.
REGISTERED OFFICE	7 St George's Yard Farnham Surrey GU9 7LW
PRIMARY BANKERS	CAF Bank Ltd ME19 4JQ
INDEPENDENT EXAMINER	P B Robinson MAAT FCIE Independent Examiners Ltd 2 Broadbridge Business Centre Delling Lane Bosham West Sussex PO18 8NF

FARNHAM ASSIST
DIRECTORS' REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2020

The Directors present their report together with the financial statements of the Company for the year ended 31st December 2020. A more detailed report is available on the Charity Commission web site by accessing the annual report and financial statements for year ended 31st December 2020 under Charity Registration No. 1135187.

Statement of Director's responsibilities:

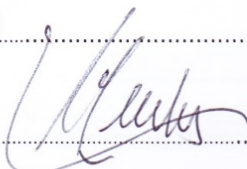
Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the company and of the profit or loss of the company during that period. In preparing those financial statements the directors are required to:

- (i) select suitable accounting policies and then apply them consistently,
- (ii) make judgements and estimates that are reasonable and prudent,
- (iii) prepare financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In preparing this report the directors have taken advantage of special provisions of the Companies Act 2006 relating to small

I approve the attached statement of financial activities and balance sheet for the year ended 31st December 2020, and confirm that I have made available all information necessary for its preparation.

Date 23RD JUNE 2021

Signed on behalf of the Board 

Kenneth Wickenden (Treasurer and Director)

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

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
INCOME AND ENDOWMENTS FROM:					
Donations and Legacies		44,600		44,600	42,876
Activities for Generating Funds		1,914		1,914	10,739
Income from Charitable Activities		1,536		1,536	9,386
Investment Income Bank Interest		22		22	29
TOTAL INCOME		48,072	0	48,072	63,030
EXPENDITURE ON:					
Raising Funds	2a	2,653	0	2,653	10,447
Charitable Activities	2b	39,167	0	39,167	57,290
TOTAL EXPENDITURE		41,820	0	41,820	67,737
NET INCOMING/ (OUTGOING) RESOURCES		6,252	0	6,252	-4,707
Total Funds Brought Forward		40,885	0	40,885	45,592
TOTAL FUNDS CARRIED FORWARD		47,137	0	47,137	40,885

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 8 to 10 form part of these financial statements.

FARNHAM ASSIST
BALANCE SHEET
AS AT 31ST DECEMBER 2020

	Notes	Unrestricted Funds £	Restricted Funds £	31-Dec 2020 Total £	31-Dec 2019 Total £
Fixed Assets					
Tangible assets		0	0	0	0
Current Assets					
Debtors	6	3,186	0	3,186	9,591
Cash at bank and in hand	5	44,856	0	44,856	32,602
Total Current Assets		48,042	0	48,042	42,193
Creditors:					
amounts falling due within one year	7	905	0	905	732
NET CURRENT ASSETS		47,137	0	47,137	41,461
NET ASSETS		47,137	0	47,137	41,461

Funds of the Charity

General Funds		47,137	0	47,137	40,885
Restricted Funds	3	0	0	0	0

Total Funds		47,137	0	47,137	40,885
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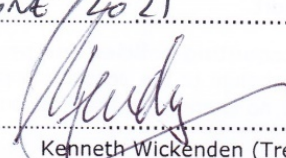
For the year ending 31st December 2020 the Company was entitled to exemption from audit under section 477(2) of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

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

Approved by the Directors on 23 RD JUNE 2021

Signed on their behalf by 
Kenneth Wickenden (Treasurer and Director)

FARNHAM ASSIST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

1. ACCOUNTING POLICIES

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

1.1 Basis of Preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements are prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)). Advantage has been taken of the exemption under FRS 102 1A for smaller charities not to prepare a statement of cash flows.

1.2 Income

All incoming resources are included in the Statement of Financial Activities when the charity has entitlement to the funds, certainty of receipt and the amount can be quantified with reasonable accuracy.

Donated assets and services are included at their estimated open market valuation. No income is recognised where there is no financial cost borne by a third party.

1.3 Investment Income

This is included in the accounts when receivable.

1.4 Expenditure

Expenditure is included when incurred. Costs which are identified as relating to restricted projects are allocated directly to those activities. Costs which relate to the general running of the charity are allocated against unrestricted funds, and within the statement of financial activities these expenses are shown as costs of raising funds and charitable activities - which include support costs and governance costs (relating to the charity's compliance with constitutional and statutory requirements).

1.5 Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

1.6 Funds

Restricted funds are funds subject to specific conditions imposed by donors as to how they may be used.

Unrestricted funds are those which are not subject to any special restrictions and they can be used as the Trustees decide. Designated funds are part of unrestricted funds and are amounts the Trustees have set aside to cover particular expenditure.

1.7 Volunteer Help

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

1.8 Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts except the adjustment explained in the notes.

FARNHAM ASSIST

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

2. EXPENDITURE ON:

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
Raising Funds					
Event Costs		2,043		2,043	6,153
Lunch Events Costs		610		610	4,294
		2,653	0	2,653	10,447

Charitable Activities

Gifts Given		275		275	0
Wages and Social Security Costs	4	24,148		24,148	38,914
Volunteer and Staff Costs		204		204	1,164
Office Rent and Rates		7,122		7,122	8,157
Energy		662		662	1,155
Room Hire		379		379	980
Insurance		1,019		1,019	867
Office Expenses		1,404		1,404	1,020
Communications		1,123		1,123	1,046
PPS		467		467	2,157
Repairs and Renewals		387		387	746
Bank Charges		60		60	60
Professional Fees		1,917		1,917	1,024
		39,167	0	39,167	57,290

3. RESTRICTED FUNDS

The charity has no restricted funds at present.

4. STAFF COSTS

	Total 31-Dec 2020 £	Total 31-Dec 2019 £
Total staff costs were:		
Wages and Salaries	24,042	38,862
Pension Costs	106	52
	24,148	38,914

No employee earned more than £60,000 during the period. The average full time equivalent number of staff employed by the charity during the period was:

	Total 31-Dec 2020 No.	Total 31-Dec 2019 No.
Support	1	1.5
	1	1.5

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Signed on their behalf by 
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	1	1.5

FARNHAM ASSIST

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2020

5. CASH AT BANK AND IN HAND

	Unrestricted Fund	Restricted Fund	Total 31-Dec 2020	Total 31-Dec 2019
	£	£	£	£
Scottish Widows	20,175		20,175	20,158
CAF Bank				
Gold Account	6,072		6,072	12,270
Cash Account	18,571		18,571	136
Petty Cash	38		38	38
	44,856	0	44,856	32,602

6. DEBTORS AND PREPAYMENTS

Gift Aid Recoverable	2,186		2,186	8,591
Prepayments	1,000		1,000	1,000
	3,186	0	3,186	9,591

7. CREDITORS ACCRUALS AND DEFERRED INCOME: AMOUNTS FALLING DUE WITHIN ONE YEAR

Social Security			0	329
NEST Pension	5		5	38
Accruals			0	365
Independent Examiners Fees	900		900	0
	905	0	905	732

8. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any other person connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

9. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

10. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Directors of Farnham Assist on the accounts for the year ended 31st December 2020 set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not requirements of Section 144(2) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for an independent examination, It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 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 organisation 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.

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

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P B Robinson MAAT FCIE
Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
W. Sussex
PO18 8NF



Dated: 22nd July 2021