

HAM AND PETERSHAM SOS

England & Wales · Charity number 1136675

Details

Status	Registered
Legal form	Charitable company
Company number	07001262
Registered	2010-06-30
Register	View on the Charity Commission register

Contact

Address	Ham Day Centre Woodville Road Richmond TW10 7QW
Phone	02089481090
Email	enquiries@hamandpetershamsos.co.uk
Website	www.hamandpetershamsos.co.uk

Activities

Objects: '(1) TO PROMOTE THE RELIEF OF THE ELDERLY, DISABLED, HOUSEBOUND OR SOCIALLY ISOLATED PERSONS IN AND AROUND HAM AND PETERSHAM, PRIMARILY BUT NOT EXCLUSIVELY THROUGH THE PROVISION OF A TRANSPORT SERVICE, SHOPPING SERVICE AND OUTINGS AS WILL RELIEVE THEIR CHARITABLE NEED.(2) TO PROVIDE ANY OTHER CHARITABLE PURPOSE IN AND AROUND HAM AND PETERSHAM AS THE TRUSTEES FROM TIME TO TIME MAY DETERMINE.

Activities: To promote the relief of the elderly, disabled, housebound or socially isolated persons in and around Ham and Petersham, primarily but not exclusively through the provision of a transport service, shopping service and outings.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Economic/community Development/employment
- **Who:** Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** HAM AND PETERSHAM,
- Richmond Upon Thames

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£54,607	£60,784	-	-
2024-03-31	£57,512	£60,857	-	-
2023-03-31	£57,118	£54,206	-	-
2022-03-31	£33,451	£44,016	-	-
2021-03-31	£86,448	£44,119	-	-

Trustees

Name	Role	Appointed
Aiden Buckley	Chair	2020-06-10
Alexandra Sasha Pearce		2026-01-16
Christopher Lane		2023-05-04
Kirsty Marie Phillips		2025-07-03
Louisa Jean Alice Peacock		2025-01-09

HAM AND PETERSHAM SOS

England & Wales - Charity number 1136675

Accounts

HAM and PETERSHAM SOS

Charity Registration No. 1136675

Company Registration No. 7001262

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2025

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**HAM and PETERSHAM SOS
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2025**

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2025.

OBJECTIVES AND ACTIVITIES

The charitable objectives are:

- To promote the relief of the elderly, disabled, housebound or socially isolated persons in and around Ham and Petersham. Primarily, but, not exclusively, through the provision of a transport service, shopping service and outings, as will relieve their charitable need.

And

- To promote any other charitable purpose in and around Ham and Petersham as the trustees from time to time may determine.

To achieve these objectives, Ham and Petersham SOS through its team of staff and volunteers, provides a wide range of services which help to reduce social isolation, loneliness, and help individuals to remain living independently.

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2025

ACHIEVEMENTS AND PERFORMANCE

On behalf of the board, I am delighted to present the Ham & Petersham SOS Annual Report and Accounts for the year ending March 2025. I became Chair in October 2024, alongside Chris Lane who took on the Deputy Chair role, and I would like to thank my predecessor, Helen Beedham, for her many years of support and leadership she provided to the charity.

Our longstanding manager, Karen King, stepped down from her role in May 2024. We thank her for her years of service and wish her all the best in her future endeavours. We welcomed Jill Hancock as manager in July 2024 and she has been instrumental in advancing our services over the past year.

A huge thank you to our staff team and trustees, who through their hard work and skill, were able to navigate the change in leadership and its challenges, such that, with the help of our dedicated volunteer team, we have seen the charity and its services grow during the course of the year.

The Need

Ham & Petersham SOS supports vulnerable adults, primarily those aged 65 and above, and individuals with disabilities, who are at risk of social isolation and loneliness due to age, mobility challenges, and living in an area with limited public transport. We serve a community where more than half of residents aged 75 and over live alone, and the area ranks in the third most deprived decile on the UK's Index of Multiple Deprivation. Additionally, over 50% of our members identify as having a disability.

There are clear links between poor physical and mental wellbeing and social isolation and loneliness. Social isolation and loneliness share many risks including decreased independence, poor mental and physical health, cognitive decline, and increased mortality.

Core Activities

Over the past 12 months, we have continued to deliver and improve our core services with the aim to help reduce social isolation and loneliness and help individuals to remain living independently.

These included:

- Monthly Outings
- Monthly Coffee Mornings @ Petersham Nurseries
- Weekly Lunch Club @ Ham Library
- Weekly trips on the shopping bus to Sainsburys
- Monthly trips on the shopping bus to Lidl
- Weekly gatherings @ Tea & Chat
- Summer, Winter & Spring Parties
- Monthly Fish & Chip Friday
- Befriending Service
- Transport to and from GP, hospital and other health appointments
- Transport to our social activities
- Picking up prescriptions

- General transport requests
- Shopping requests
- Gardening
- Daily telephone support 10am-12pm

Established Social Activities

Our established social activities continue to prove popular, and we have seen a steady increase in demand. Total attendances at our social activities were 1,850 for the year - up 22% on the previous year (32% over 2 years). Again, post Covid, we did see our befriending activity dip slightly to 430 attendances as demand picked up for our group activities. As of the end of March 2025 we have over 150 members, a 10% increase YoY. 45% of our members are aged between 75 and 85 years old and 30% are aged over 85 years old.

To build community and a sense of belonging for our members, we host a number of free and heavily subsidised annual parties including our Easter Party, Summer Party and Christmas Party. These are well attended and very successful. This year we were fortunate to be the guests of the Charity, 90 Degrees South, who hosted a wonderful reception for our members at the Richmond Hill Hotel in May. Comprising a full three course sit-down meal, live band, dancing and a magician, it was an absolute pleasure to watch our members take to the dance floor and have such a good time. A huge thank you to our friends at 90 Degrees South for putting on such a special event for us.

We have had some wonderful outings during the year including trips to Kew Gardens, Bird World, Lavender Farm, Brighton, Shopping in Staines, Toby Carvery, Milestones Museum, the Christmas Lights in central London and the Cockney Museum. The outings remain very popular and a highlight for many of our members.

Piloting New Services

We have piloted new activities, specifically aimed at helping individuals to remain active, engaged, and independent. Older generations are living longer but are in worse health than previous generations at the same age. As such, these new piloted activities are centred around improving physical and mental health as well offering a social element.

Activities included craft sessions, such as wreath making at Christmas. We created a new "Twixtmas" event for our members - the period between Christmas and New Year can be a particularly lonely period for many and we hosted a lunch event on the 30th December, which proved very popular. We also piloted a Monday Morning Wellness activity in October funded by Richmond's Full of Life fund. This involved Chair Yoga, and a nutritional talk and snack.

This has been exceptionally well received with positive outcomes and now runs every Monday morning. We plan to secure funds to run this on a regular basis.

Partnership Working

One of our strategic aims is to develop long term partnerships with other service providers to increase outreach, and help meet the needs of our member base. We have worked closely with a number of other organisations over the course of the year including Ham Library to deliver Tea, Tech and Chat sessions on a regular basis, the charity Cooking Up, to offer a

number of healthy cookery sessions for our members, and we partnered with the charity RUILS to deliver Winter Health Checks.

Practical Support Services

We have seen continued demand across our practical support services, helping our members to remain independent and also providing social connections. Our transport service being a good example. Our volunteer drivers provide a much-needed service, giving lifts to essential healthcare appointments. Our members know they can trust and rely on our drivers and we frequently see long-term friendships develop between members and drivers. From a practical point of view, the service also provides a good opportunity to check in with our members to make sure they are alright.

Over the course of the year, we have provided 1350 hours of practical support for our members. We have been able to provide over 950 transport jobs, including to social activities, of which 187 were healthcare related, a 9% increase.

The Difference We Make

The positive impact on an individual's physical and mental wellbeing from reducing social isolation and loneliness, involving them in the local community and providing support to remain living independently, is well documented. However, what do our members believe are the differences our services make?

Our latest survey of our members showed:

- 100% are very satisfied with our services
- 74% said our services made them feel happier and more positive
- 91% said our services helped them to meet new people
- 74% said our services helped them to feel more fit and active

Aside from the quantitative data we measure, we receive regular qualitative feedback from our members and those around them. Here is just one example of the feedback, from the family of a member coping with memory loss:

"Mum wanted you to let your volunteers know just how important SOS is to her in maintaining a full, healthy, independent life. She finds the opportunity to establish and maintain regular social contacts locally absolutely central to living a fulfilling life. The service you and your volunteers provide keeps her going and allows her to fill her weeks with fun and stimulating activities. As a family caring and supporting her to do so, we recognise just how valuable this service is to her, and to us, as we navigate her memory loss condition."

We also know that it is not just our members that are feeling the benefit with 2 out of 5 of our members saying an unpaid family member care for them. Many carers call for advice, information, and attend our activities. We calculate, approximately two people per member indirectly benefit from our work as we provide respite for carers and peace of mind to family/friends knowing Ham & Petersham SOS is there to support their loved ones.

Volunteering

We have a fantastic team of around 60 dedicated volunteers of drivers, social activity helpers, office helpers, befrienders, gardeners and shoppers - a multi-cultural group spanning a wide range of ages. As ever, the amount of support we can offer to our members is limited to the

availability of volunteers. This year the staff team have implemented changes to the volunteer onboarding/engagement/retention processes, created regular volunteer newsletters and organised regular volunteer engagement events. The early signs are that these changes are making a positive impact, improving volunteer engagement and we look forward to seeing how it impacts our service offering over the coming years.

Support for Ham & Petersham SOS

I would like to take this opportunity to thank our supporters, whom without their support we would not be able to make such a difference to the lives of many in the local community.

A thank you to Michelin starred restaurant, The Dysart Petersham, who continued to support our Lunch Club with fine foods; Petersham Nurseries who continued to support our monthly coffee mornings; the German church congregation in Ham who continued to make delicious cakes for our Tea and Chat; and St. Thomas Aquinas Church who supported us with the venue for our Monday Morning Wellness. Also, thank you to the local schools, Radnor House School, who hosted an afternoon tea for our members, Holy Cross Prep School, who invited our members along to watch their nativity play and Grey Court School who hosted us for a Christmas lunch – great fun had by all.

In the past year, donations have come from our local community and we are as ever, extremely grateful. We are thankful for the continued support through the CLS contract with Age UK Richmond upon Thames which continues to support a number of our activities. And a special thank you to The Richmond Foundation who provides significant financial support towards our core costs and to the Ham & Petersham Association & Amenities Group, who has provided a substantial donation this year on the back of the Ham Open Gardens event. Thanks to their help, the charity stands on a stable financial footing, however, the £6,177 deficit the charity recorded for the financial year will have an impact on our ability to withstand some potential shocks as we see our contingency reserves reduce. Going forwards, as we look to deliver on some of the new services we are piloting, we will need to find other sources of income to support them.

Lastly, I would like to thank my fellow trustees for their continued support, our staff team for their hard work and skill, and our volunteers for their enthusiastic commitment. It has been a successful year and I look forward to the year ahead.

Aiden Buckley
Chair of Trustees

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2025

FINANCIAL REVIEW

The deficit for the year was £6,177 and total net assets decreased to £122,257 as a result. Total income was £54,607 whilst expenditure was £60,784.

Income was down by £2,905 from the previous year. Grants totalling £30,809 were the principal source of income, but down by £2,445 over the previous year. This was largely due to a reduction in Richmond Partnership's funding. Donations received amounted to £10,179.

Lunch Club, trips, Tea & Chat, and Fish & Chip Club contributed income of £5,906 whilst Gift Aid provided an additional £1,795. Bank interest earned was £3,015.

Total expenditure, largely unchanged from the previous year, was £60,784.

Reserves Policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves:

- General Fund to cover working capital requirements including any potential short-term reduction in funding and for winding up costs (£2,257).
- Hardship Fund to provide support for those in need (£20,000).
- Transport Fund to provide for the future replacement of the minibus (£75,000).
- Premises Fund to cover the potential costs of fitting out the office and in case of a move to new premises in the future (£25,000).

Total Unrestricted Reserves amounted to £122,257.

Restricted Funds

There was no requirement to set up any restricted reserves for services specified by grant donors.

Investment Policy

No investments were made in equities, gilts, equity-based securities, or any collective investment. All funds were deposited in a UK based bank regulated by the Financial Conduct Authority and/or the Prudential Regulatory Authority.

Funds were deposited in a current account supported by an interest-bearing on-line savings account with immediate access. Balances in the current account and the on-line savings accounts were monitored to ensure that sufficient funds were in place to meet predicted outgoings.

Surplus funds were deposited in an interest earning fixed period savings account, which required notice of withdrawal to be given.

The maximum amount deposited with a single institution did not exceed the current Financial Services Compensation protection limit.

The Trustees regularly monitored interest rates to ensure that funds secure a competitive rate of interest.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham and Petersham SOS is a Company Limited by Guarantee (No 7001262) and a Registered Charity (No 1136675). The company was formed in August 2009 to take over from the previous Ham and Petersham SOS as an Unincorporated Association, which had been founded in the late 1960s. Ham and Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in October 2021.

The following Trustees were in post during the period:

Helen Beedham **Chair** (resigned October 2024)

Aiden Buckley **Chair** (Chair from October 2024)

Christopher Lane **Deputy Chair** (from October 2024)

Chris Ayliffe **Treasurer**

Jeff Andrews

Tony Philip (appointed May 2024, resigned January 2025)

Louisa Peacock (appointed January 2025)

Salaried Staff

Karen King – Manager, Left May 2024

Jill Hancock – Manager, Appointed July 2024

Millie Cooper - Appointed March 2014

Natalie Freeman - Appointed March 2024

Induction and Training of Trustees

Induction for new Trustees is organised by the Manager of the Charity in addition to knowledge gained through attendance at meetings. Trustees are provided with initial guidance and briefing material on the Charity's activities, as well as their legal obligations under charity and company law and on the content of the memorandum and Articles of Association

Risk management

The committee members have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

REFERENCE AND ADMINISTRATION

Address	The Woodville Centre Woodville Road Richmond TW10 7QW
Banker	Barclays Bank PLC Kingston upon Thames Branch
Independent Examiner	Clare Judge 114 Selkirk Road Twickenham TW2 6PU

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2025

The Trustees (who are also the directors of the Ham and Petersham SOS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- 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 in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board on **14th November 2025** and signed on its behalf by:



Aiden Buckley
Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HAM & PETERSHAM SOS

I am reporting on the accounts of the charity Ham and Petersham SOS, Charity No: 1136675, Company No: 7001262 for the year ending 31 March 2025.

Since the last audit for year ending 31 March 2024 the Organiser of the HAPSOS has left and has been replaced by a Manager who with the Trustees, as directors of the charity, are responsible for the preparation and financial reporting of the accounts.

It is my responsibility to state, based on the procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether matters have come to my attention and 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 any matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from your Manager and Treasurer 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 accordance with my examination, no matter has come to my attention that gives me reasonable cause to believe that, in any material respect, there is any cause for concern to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006; or
- The accounts have not been prepared in accordance with the Charities SORP (FRS102)
 - A previous recommendation for a set of Procedure Notes to be listed showing all the responsibilities to be taken on by the present Manager, who I realise has only recently come to HAPSOS, has not yet been set up by the Organiser and Trustees. I am aware that

the present Treasurer will be leaving before the end of the year and the importance of this to assist the new Treasurer.

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- A second previous recommendation was for a detailed inventory listing all assets belonging to the centre to be set up as this would be required for insurance purposes in the event of damage, theft or fire.
- A safe should be obtained for the cash that is presently being kept in individual plastic bags in a filing cabinet drawer. When the office is vacated at the end of the day the key to the filing cabinet is left in a desk drawer.
- A record of the cash held in individual bags should be maintained showing the amounts held and a record of banking undertaken thus avoiding theft.

All other minor details and changes have already been satisfactorily discussed with the charity's Manager and Treasurer and the majority have been undertaken.

A handwritten signature in blue ink that reads "Clare Judge". The signature is written in a cursive style with a large initial 'C'.

Clare Judge

Independent Examiner

Date: 27 July 2025

Ham and Petersham SOS

Statement of Financial Activities for the Year Ended 31 March 2025

	Note	Unrestricted funds	Restricted funds	Total funds 2025	Total funds 2024
Income from:					
Legacies, donations & GiftAid	2	£ 11,973	£ -	£ 11,973	£ 13,876
Charitable activities	3	£ 38,390	£ -	£ 38,390	£ 40,622
Investment income	4	£ 4,244	£ -	£ 4,244	£ 3,015
Total		£ 54,607	£ -	£ 54,607	£ 57,513
Expenditure on:					
Charitable activities	5	£ 60,784	£ -	£ 60,784	£ 60,731
Total		£ 60,784	£ -	£ 60,784	£ 60,731
Net income/(expenditure)		-£ 6,177	£ -	-£ 6,177	-£ 3,218
Transfers between funds	13	£ -	£ -	£ -	£ -
Net movement in funds		-£ 6,177	£ -	-£ 6,177	-£ 3,218
Reconciliation of funds:					
Total funds brought forward		£ 128,433	£ -	£ 128,433	£ 131,778
Total funds carried forward		£ 122,256	£ -	£ 122,256	£ 128,560

Ham and Petersham SOS
Balance Sheet
As at 31 March 2025

	2025		2024	
Fixed assets :				
Tangible assets	£ -	£ -	£ -	£ -
Currents assets:	£ -	£ -	£ -	£ -
Debtors	10	£ -	£ -	£ -
Cash at bank and in hand	11	11	£ 122,256	£ -
Total Current Assets			£ 122,256	£ -
Liabilities:				
Creditors: Amounts falling due within one year	1	12	£ -	£ -
Net current assets or liabilities			£ -	£ -
Total Net Assets			£ -	£ 128,434
The funds of the charity:				
Unrestricted fund - General Fund	13		£ 2,257	£ 8,434
Unrestricted fund - Hardship Fund	13		£ 20,000	£ 20,000
Unrestricted fund - Transport Fund	13		£ 75,000	£ 75,000
Unrestricted fund - Premises Fund	13		£ 25,000	£ 25,000
Restricted funds	13		£ -	£ -
Total Funds			£ 122,257	£ 128,434

For the year ended 31 March 2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act 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.

These financial statements were approved by the Board of Trustees on 14th November 2025 and were signed on its behalf by:



Aiden Buckley
Chair of Trustees

Date: 14th November 2025

Ham and Petersham SOS
Notes to the Income Statements
For the Year Ended 31 March 2025

Accounting Policies

(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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small Ham and Petersham SOS 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 note(s).

(b) **Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(c) **Resources expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(d) **Tangible fixed assets and depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Community minibus: written off over five years

(e) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(f) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(g) **Pension Costs**

Contributions are made to the National Employer's Savings Trust (NEST) on behalf of eligible employees. Payments to NEST are charged to the Statement of Financial Activities in the period to which they relate.

Ham and Petersham SOS

Notes to the Income Statements For the Year Ended 31 March 2025

2 Legacies Gift Aid and donations

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Legacies	£ -	£ -	£ -	£ -
Donations	£ 10,179	£ -	£ 10,179	£ 11,768
Gift Aid	£ 1,795	£ -	£ 1,795	£ 1,760
Collection boxes	£ -	£ -	£ -	£ 348
Total	£ 11,973	£ -	£ 11,973	£ 13,876

3 Income from charitable activities

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Grants	£ 30,809	£ -	£ 30,809	£ 33,254
Membership	£ 310	£ -	£ 310	£ 270
Events	£ -	£ -	£ -	£ -
Trips	£ 2,221	£ -	£ 2,221	£ 1,798
Tea and chat	£ 1,064	£ -	£ 1,064	£ 896
Lunch club	£ 1,598	£ -	£ 1,598	£ 1,826
Fish & Chip Club	£ 1,024	£ -	£ 1,024	£ 1,538
Shopping bus	£ 971	£ -	£ 971	£ 995
Kingston Tea & Treats	£ -	£ -	£ -	£ 45
Wellness Activities	£ 385	£ -	£ 385	£ -
Other Client Activities	£ 8.00	£ -	£ 8	£ -
Total Funds	£ 38,390	£ -	£ 38,390	£ 40,622

4 Investment Income

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Bank interest receivable	£ 4,244	£ -	£ 4,244	£ 3,015

5 Expenditure on Charitable Activities

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Salary	£ 39,115	£ -	£ 39,115	£ 31,769
Employer's Pension Contribution	£ 672	£ -	£ 672	£ 854
Overtime	£ 206	£ -	£ 206	£ 1,045
Cost of Living Support Payments	£ -	£ -	£ -	£ 5,022
Office Supplies	£ 205	£ -	£ 205	£ 2,064
Postage	£ 258	£ -	£ 258	£ 378
Printing	£ 1,498	£ -	£ 1,498	£ 1,206
Employee Travel & Parking	£ -	£ -	£ -	£ -
Telephones & Broadband	£ 2,037	£ -	£ 2,037	£ 1,701
Office Service Charge	£ 780	£ -	£ 780	£ 780
Volunteer's Expenses	£ 41	£ -	£ 41	£ 223
Training	£ -	£ -	£ -	£ 437
Hardship Grants	£ -	£ -	£ -	£ -
Insurance	£ 854	£ -	£ 854	£ 814
IT Services & Hosting	£ 747	£ -	£ 747	£ 1,360
Payroll Services	£ 375	£ -	£ 375	£ 318
Barclaycard	£ 3	£ -	£ 3	£ 10
Legal & Professional Services	£ 871	£ -	£ 871	£ 1,221
Audit	£ 400	£ -	£ 400	£ 400
IT Hardware	£ -	£ -	£ -	£ -
IT Software	£ -	£ -	£ -	£ 18
Events	£ 749	£ -	£ 749	£ 1,474
Trips	£ 3,672	£ -	£ 3,672	£ 3,267
Tea & Chat	£ 19	£ -	£ 19	£ 67
Lunch Club	£ 811	£ -	£ 811	£ 408
Fish & Chip Club	£ 1,450	£ -	£ 1,450	£ 1,927
List Shopping Expenses	£ -	£ -	£ -	£ 8
Shopping Bus	£ 2,814	£ -	£ 2,814	£ 2,210
Kingston Tea & Treats	£ -	£ -	£ -	£ -
Wellness Activities	£ 941	£ -	£ 941	£ -
Othe Client Activities	£ 188	£ -	£ 188	£ -
Unallocated RAKAT Costs	£ 2,078	£ -	£ 2,078	£ 1,750
Depreciation	£ -	£ -	£ -	£ -
Total	£ 60,784	£ -	£ 60,784	£ 60,731

6 Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

7 Analysis of Employee Costs

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Salary	£ 39,115	£ -	£ 39,115	£ 31,769
Overtime	£ 206	£ -	£ 206	£ -
Employer's National Insurance	£ -	£ -	£ -	£ -
Employer's Pension Contributions	£ 672	£ -	£ 672	£ 854
Total Funds	£ 39,993	£ -	£ 39,993	£ 32,623

No Employers NI was payable as it was fully offset by the government's Employment Allowance

The average monthly number of employees during the year was as follows:

	<u>2025</u>	<u>2024</u>
Management and administration	3	3

No employee was paid in excess of £60,000 during the year (202/24 nil).

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2025
Comparatives for the Statement of Financial Activities 2023/24

8 Net Income

	Unrestricted funds	Restricted funds	Total funds 2025
Income from:			
Legacies and Donations	£ 11,973	£ -	£ 11,973
Charitable activities	£ 38,390	£ -	£ 38,390
Bank interest	£ 4,244	£ -	£ 4,244
Total	£ 54,607	£ -	£ 54,607
Expenditure on:			
Charitable activities	£ 60,784	£ -	£ 60,784
Total	£ 60,784	£ -	£ 60,784
Net income/(expenditure)	-£ 6,177	£ -	-£ 6,177

9 Tangible Fixed Assets

	£
Cost	
At beginning of the year-1 April 2024	£ -
At end of the year-At 31 March 2025	£ -
Depreciation	
At beginning of the year- 1 April 2024	£ -
Charge for the year	£ -
Impairment	£ -
At end of the year-31 March 2025	£ -
Net book value at 31 March 2024	£ -

10 Debtors

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Accrued income	£ -	£ -	£ -	£ -
Total	£ -	£ -	£ -	£ -

11 Cash at bank and in hand

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Barclays Community Account	£ 403	£ -	£ 403	£ 1,389
United Trust Bank Account	£ 55,967	£ -	£ 55,967	£ 53,287
Monmouthshire Building Society Account	£ 65,887	£ -	£ 65,887	£ 73,758
Total	£ 122,256	£ -	£ 122,256	£ 128,434

12 Creditors: Amounts falling due within one year

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Deferred income	£ -	£ -	£ -	£ -
Accrued expenses	£ -	£ -	£ -	£ -
Total	£ -	£ -	£ -	£ -

13 Movements in funds

	Fund balances brought forward	Incoming Resources	Resources Expended	Transfers	Fund balances carried forward
Unrestricted funds					
General Fund	£ 8,434	£ 54,607	-£ 60,784	£ 2,257	£ 2,257
Hardship Fund	£ 20,000	£ -	£ -	£ 20,000	£ 20,000
Transport Fund	£ 75,000	£ -	£ -	£ 75,000	£ 75,000
Premises Fund	£ 25,000	£ -	£ -	£ 25,000	£ 25,000
Total Unrestricted Funds	£ 128,434	£ 54,607	-£ 60,784	£ 122,257	£ 122,257
Restricted funds					
Grant funding	£ -	£ -	£ -	-	£ -
Total restricted funds	£ -	£ -	£ -	£ -	£ -
Total Funds	£ 128,434	£ 54,607	-£ 60,784	£ 122,257	£ 122,257

Purposes of unrestricted funds

Unrestricted reserves (General Fund) are held to cover working capital requirements, any potential short-term reduction in funding and for winding-up costs.

Unrestricted reserves (Hardship Fund) are held to provide for one-off or continuing support to those in need.

Unrestricted reserves (Transport Fund) are held to provide for the future replacement of the minibus.

Unrestricted reserves (Property Fund) are held to cover the potential cost of fitting out of and moving to new premises in the future.

Purposes of restricted funds

The funds are for services covered by specific grants as explained in the trustees report.

14 Related Party Transactions

There were no related party transactions for the year ended 31 March 2025.

HAM AND PETERSHAM SOS

England & Wales - Charity number 1136675

Accounts

HAM and PETERSHAM SOS

Charity Registration No. 1136675

Company Registration No. 7001262

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2024

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**HAM and PETERSHAM SOS
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2024**

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2024.

OBJECTIVES AND ACTIVITIES

The charitable objectives are

- to provide services to the elderly, the disabled, the housebound, and others in need, living in or around Ham and Petersham, all of whom shall herein after shall be called the clients. Primarily but not exclusively through the provision of a transport service, shopping service and outings as will relieve their charitable need.
- to promote any other charitable purpose in and around Ham and Petersham as the trustees from time to time may determine

In order to achieve these aims Ham and Petersham SOS organises the following main areas of work in furtherance of its public benefit duties:

- A dedicated telephone helpline and answering service which is manned daily by either staff or volunteers
- A fully operational Office that is staffed with both salaried personnel and fully trained volunteers
- An accessible 9-seater minibus utilised for shopping trips, group outings, and social events.

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2024

ACHIEVEMENTS AND PERFORMANCE

Measuring performance quantitatively is not easy for an organization that describes itself as 'Supporting people to be active, engaged and independent.' However, in the year covered by this report we provided the following:

- Nearly 1500 hours of practical support to our clients
- Over 900 transport jobs including to social activities
- of which 170 jobs were healthcare related
- 626 hours were spent providing telephone support

In February 2024 we carried out an independent client survey as part of our Community Independent Living Service Contract. Analysis of clients' responses showed that:

- 96% said they were satisfied with our services
- 88% said our services helped them to remain independent
- 86% said our services made them feel more connected with their community
- 82% said our services helped them feel more confident to get involved in things outside the home

As of March 2024 we have 137 clients and 60 volunteers which is a small increase in our client group compared to the previous year.

In May 2023, along with the rest of the country, we celebrated the King's Coronation. Concerned that many of our clients would watch the ceremony on their own, we organized an event along with the staff from Ham Youth Centre. Our clients watched on a large screen and the young people of Ham served lunch to their visitors and ran a session of Coronation Bingo. It was a great success and our thanks go to Ben Skelton and his team at the Ham Youth Centre. We hope that further intergenerational work will follow.

One of our aims for 2022-23 had been to raise our local profile and we continued to do this in 2023-24. We had stalls at Ham Fair in June and Ham Parade Market in July and at both we raised some funds. More importantly, at both events we got interest in volunteering as well as potential client contact.

Radnor House School in Twickenham chose Ham and Petersham SOS as it's school charity for 2023-24 and in July we were invited to take some of our clients to a tea party at Teddington Cricket Club. Whilst there, our Manager Karen King was presented with a generous cheque from the school for Ham and Petersham SOS. We are extremely grateful to the students, teachers and parents of Radnor House.

Our summer party in August was again held in the Woodville Centre. The guests of honour this year were the Mayor of Richmond and our MP Sarah Olney. Sadly, the weather was not kind and it was a wet day but our guests still enjoyed a wide range of ice-creams as well as tea and cake. Our ever-popular outings have continued to run every month and to destinations both near and far. Outings included trips to Hounslow Urban Farm, RAF Hendon, the Cockney Museum and a Christmas shopping trip to Staines with a carvery lunch.

Our weekly social activities in the Ham Library community room, Tea and Chat and Lunch Club, remain popular and the addition of Fish and Chip Friday once a month has proved to be an ongoing success. We are very grateful to the staff of Ham Library for their continuing support.

In December we held our annual Christmas lunch in a new location. The Lass of Richmond Hill provided an excellent meal and the staff were most considerate and helpful. In the autumn we trialed a new activity and offered transport to a Tea and Treats session held in nearby Swinnerton Hall in Kingston.

The cost of living has continued to be a concern for our clients and at Easter and Christmas we used some of our funds to give all clients a Sainsburys gift card as a cost of living grant. In January 2024 we introduced an additional shopping bus run to a local branch of Lidl. This was in response to requests by clients who were mindful of the cheaper prices. This service is now scheduled to run every month.

We have continued to work in partnership with a range of local organisations. The Michelin starred restaurant, The Dysart Petersham, has continued to make a monthly donation of fruit and vegetables as well as making soup and dessert once a month for our Lunch Club. The monthly coffee morning hosted by Petersham Nurseries has continued to be a popular event. Every fortnight members of the German speaking Catholic congregation in Ham make delicious cakes for Tea and Chat.

We have always communicated with our clients by circulating a quarterly newsletter. This year we have considered how we communicate with our wider community including our volunteers and clients' families. Our Manager, Karen King, posts regularly on Face Book, Twitter and Instagram both with news of our activities but also volunteer and trustee recruitment adverts. This year the decision was taken to up date our website and an initial brief was written followed by the appointment of a web designer. The Ham and Petersham Association and Amenities Group generously offered a grant to support this venture and the new website is due to go live in April 2024.

Our Community Independent Living Service contract with Age UK Richmond upon Thames continues to support some of our activities and we receive funds annually from the Richmond Parish Lands Charity. In the past year donations have come from our local community and we are as ever, extremely grateful to all our supporters as without their much-needed contributions we would not be able to continue our work in the local community.

Finally, I would like to express my gratitude to all the staff and volunteers who work so hard to organise, support and help with all our activities. With this dedicated team we are able to reach out to the elderly and vulnerable members of our community and bring not only practical support but also fun and friendship.



Helen Beedham

Chair of Trustees

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2024

FINANCIAL REVIEW

The deficit for the year was £3,344 and total net assets decreased to £128,434 as a result. Total income was £57,118 whilst expenditure was £60,857.

Income was virtually unchanged from the previous year. Grants totalling £33,254 were the principal source of income. Donations received amounted to £11,768.

Lunch Club, trips, Tea & Chat, and Fish & Chip Club contributed income of £6,058 whilst Gift Aid provided an additional £1,760. Bank interest earned rose significantly to £3,015.

Total expenditure was £60,857, rising by 12% over the previous year. This increase was largely accounted for by cost-of-living support assistance of £5,022 which was provided to clients during the year.

Reserves Policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves:

- General Fund to cover working capital requirements including any potential short-term reduction in funding and for winding up costs (£8,434).
- Hardship Fund to provide support for those in need (£20,000).
- Transport Fund to provide for the future replacement of the minibus (£75,000).
- Premises Fund to cover the potential costs of fitting out the office and in case of a move to new premises in the future (£25,000).

Total Unrestricted Reserves amounted to £128,434.

Restricted Funds

There was no requirement to set up any restricted reserves for services specified by grant donors.

Investment Policy

No investments were made in equities, gilts, equity-based securities, or any collective investment. All funds were deposited in a UK based bank regulated by the Financial Regulation Authority and/or the Prudential Regulatory Authority.

Funds were deposited in a current account supported by an interest-bearing on-line savings account with immediate access. Balances in the current account and the on-line savings accounts were monitored to ensure that sufficient funds were in place to meet predicted outgoings.

Surplus funds were deposited in an interest earning fixed period savings account, which required notice of withdrawal to be given.

The maximum amount deposited with a single institution did not exceed the current Financial Services Compensation protection limit.

The Trustees regularly monitored interest rates to ensure that funds secure a competitive rate of interest.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham and Petersham SOS is a Company Limited by Guarantee (No 7001262) and a Registered Charity (No 1136675). The company was formed in August 2009 to take over from the previous Ham and Petersham SOS as an Unincorporated Association, which had been founded in the late 1960s. Ham and Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in October 2021.

The following Trustees were in post during the period:

Helen Beedham **Chair**

Chris Ayliffe **Treasurer**

Kate Mitchell (resigned July 2023)

Aiden Buckley

Jeff Andrews

Christopher Lane (appointed April 2023)

Salaried Staff

Karen King Organiser appointed May 2015, job title changed to Manager September 2023

Millie Cooper appointed March 2014

Denise Whittington appointed October 2022 left March 2023

Robert Marlow appointed May 2023 left November 2023

Natalie Freeman appointed March 2024

Induction and Training of Trustees

Induction for new Trustees is organised by the Manager of the Charity in addition to knowledge gained through attendance at meetings. Trustees are provided with initial guidance and briefing material on the Charity's activities, as well as their legal obligations under charity and company law and on the content of the memorandum and Articles of Association

Risk management

The committee members have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

REFERENCE AND ADMINISTRATION

Address	The Woodville Centre Woodville Road Richmond TW10 7QW
Banker	Barclays Bank PLC Kingston upon Thames Branch
Independent Examiner	Clare Judge 114 Selkirk Road Twickenham TW2 6PU

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2024

The Trustees (who are also the directors of the Ham and Petersham SOS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then 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 in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board on 17th October 2024 and signed on its behalf by:



Helen Beedham Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAM & PETERSHAM SOS

I am reporting on the accounts of the charity Ham and Petersham SOS, Charity No: 1136675, Company No: 7001262 for the year ending 31 March 2024.

The Organiser and Trustees, as directors of the charity, are responsible for the preparation and financial reporting of the accounts.

It is my responsibility to state, based on the procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether matters have come to my attention and 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 any matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from your Organiser and Treasurer 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 accordance with my examination, no matter has come to my attention that gives me reasonable cause to believe that, in any material respect, there is any cause for concern to believe that:

- - Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- - The accounts do not accord with such records; or
- - The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006; or
- - The accounts have not been prepared in accordance with the Charities SORP (FRS102).

A recommendation from the previous audit was for a set of Procedure Notes showing all the duties, both within the office and elsewhere, which are undertaken by the Organiser on behalf of Ham & Petersham SOS, showing all her individual responsibilities was to be compiled.

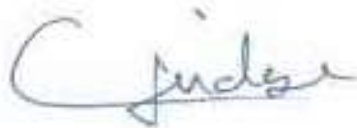
Due to lack of staff leading to excess work the headings have been listed however no guidelines or information has been noted showing further details.

As the present Organiser is shortly leaving the Trustees and any other office staff will need to ensure that they are aware of all procedures to enable the continual smooth running of Ham & Petersham SOS.

An inventory should be set up listing the assets at the centre as evidence of items owned in the event of theft or fire.

The spreadsheet showing salary totals should show individual employees as well as totals thus enabling a true audit trail.

All other minor details and changes have already been satisfactorily discussed with the charity's Organiser and Treasurer and the majority have already been undertaken.

A handwritten signature in blue ink that reads "Clare Judge". The signature is written in a cursive style with a large initial "C" and a long horizontal stroke at the end.

Clare Judge
Independent Examiner

Date: 22 May 2024

Ham and Petersham SOS

Statement of Financial Activities for the Year Ended 31 March 2024

	Note	Unrestricted funds	Restricted funds	Total funds 2024	Total funds 2023
Income from:					
Legacies, donations & GiftAid	2	£ 13,875	£ -	£ 13,875	£ 16,374
Charitable activities	3	£ 40,622	£ -	£ 40,622	£ 39,523
Investment income	4	£ 3,015	£ -	£ 3,015	£ 1,222
Total		£ 57,512	£ -	£ 57,512	£ 57,119
Expenditure on:					
Charitable activities	5	£ 60,857	£ -	£ 60,857	£ 54,206
Total		£ 60,857	£ -	£ 60,857	£ 54,206
Net income/(expenditure)		£ 3,344	£ -	£ 3,344	£ 2,913
Transfers between funds	13	£ -	£ -	£ -	£ -
Net movement in funds		£ 3,344	£ -	£ 3,344	£ 2,913
Reconciliation of funds:					
Total funds brought forward		£ 131,778	£ -	£ 131,778	£ 128,865
Total funds carried forward		£ 128,434	£ -	£ 128,434	£ 131,778

Ham and Petersham SOS
Balance Sheet
As at 31 March 2024

	2024		2023	
Fixed assets :				
Tangible assets	£ -	£ -	£ -	£ -
Currents assets:	£ -	£ -	£ -	£ -
Debtors	10 £ -	£ -	£ -	£ -
Cash at bank and in hand	11 £ 128,433	£ -	£ 131,777	£ -
Total Current Assets		£ 128,433	£ -	£ 131,777
Liabilities				
Creditors: Amounts falling due within one year	12 £ -	£ -	£ -	£ -
Net current assets or liabilities		£ 128,433	£ -	£ -
Total Net Assets		£ 128,433	£ -	£ 131,777
The funds of the charity:				
Unrestricted fund - General Fund	13 £ -	£ 8,434	£ -	£ 11,778
Unrestricted fund - Hardship Fund	13 £ -	£ 20,000	£ -	£ 20,000
Unrestricted fund - Transport Fund	13 £ -	£ 75,000	£ -	£ 75,000
Unrestricted fund - Premises Fund	13 £ -	£ 25,000	£ -	£ 25,000
Restricted funds	13 £ -	£ -	£ -	£ -
Total Funds		£ 128,434	£ -	£ 131,778

For the year ended 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act 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.

Helen Beedham

Date: 17th October 2024

Chair of Trustees

Helen Beedham

Ham and Petersham SOS

Notes to the Income Statements For the year ended 31 March 2024

Accounting Policies

(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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company Ham and Petersham SOS 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 note(s).

(b) **Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(c) **Resources expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(d) **Tangible fixed assets and depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Community minibus: written off over five years

(e) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(f) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(g) **Pension Costs**

Contributions are made to the National Employer's Savings Trust (NEST) on behalf of eligible employees. Payments to NEST are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Income Statements
For the year ended 31 March 2024

2 Legacies Gift Aid and donations

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Legacies	£ -	£ -	£ -	£ -
Donations	£ 11,768	£ -	£ 11,768	£ 14,785
Gift Aid	£ 1,760	£ -	£ 1,760	£ 1,334
Collection boxes	£ 348	£ -	£ 348	£ 255
Total	£ 13,875	£ -	£ 13,875	£ 16,574

3 Income from charitable activities

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Grants	£ 33,254	£ -	£ 33,254	£ 32,756
Membership	£ 270	£ -	£ 270	£ 510
Events	£ -	£ -	£ -	£ -
Trips	£ 1,798	£ -	£ 1,798	£ 2,038
Tea and chat	£ 896	£ -	£ 896	£ 926
Lunch club	£ 1,826	£ -	£ 1,826	£ 1,679
Fish & Chip Club	£ 1,538	£ -	£ 1,538	£ 577
Shopping bus	£ 995	£ -	£ 995	£ 1,037
Kingston Tea & Treats	£ 45	£ -	£ 45	£ -
Total Funds	£ 40,622	£ -	£ 40,622	£ 39,523

4 Investment Income

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Bank interest receivable	£ 3,015	£ -	£ 3,015	£ 1,222

5 Expenditure on Charitable Activities

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Salary	£ 31,769	£ -	£ 31,769	£ 31,829
Employer's Pension Contribution	£ 854	£ -	£ 854	£ 749
Overtime	£ 1,045	£ -	£ 1,045	£ 44
Cost of Living Support Payments	£ 5,022	£ -	£ 5,022	£ -
Office Supplies	£ 2,064	£ -	£ 2,064	£ 2,386
Postage	£ 378	£ -	£ 378	£ 272
Printing	£ 1,206	£ -	£ 1,206	£ 1,370
Employee Travel & Parking	£ -	£ -	£ -	£ 43
Telephones & Broadband	£ 1,701	£ -	£ 1,701	£ 1,361
Office Service Charge	£ 780	£ -	£ 780	£ 1,040
Volunteer's Expenses	£ 223	£ -	£ 223	£ 354
Training	£ 437	£ -	£ 437	£ 270
Hardship Grants	£ -	£ -	£ -	£ -
Insurance	£ 814	£ -	£ 814	£ 646
IT Services & Hosting	£ 1,360	£ -	£ 1,360	£ 1,648
Payroll Services	£ 318	£ -	£ 318	£ 357
B Barclaycard	£ 10	£ -	£ 10	£ 9
Legal & Professional Services	£ 1,221	£ -	£ 1,221	£ 382
Audit	£ 400	£ -	£ 400	£ 400
IT Hardware	£ -	£ -	£ -	£ 365
IT Software	£ 18	£ -	£ 18	£ 62
Events	£ 1,474	£ -	£ 1,474	£ 3,047
Trips	£ 3,267	£ -	£ 3,267	£ 2,446
Tea & Chat	£ 67	£ -	£ 67	£ 13
Lunch Club	£ 408	£ -	£ 408	£ 335
Fish & Chip Club	£ 1,927	£ -	£ 1,927	£ 720
List Shopping Expenses	£ 8	£ -	£ 8	£ -55
Shopping Bus	£ 2,210	£ -	£ 2,210	£ 4,113
Kingston Tea & Treats	£ 128	£ -	£ 128	£ -
Unallocated RAKAT Costs	£ 1,750	£ -	£ 1,750	£ -
Depreciation	£ -	£ -	£ -	£ -
Total	£ 60,857	£ -	£ 60,857	£ 54,206

Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Analysis of Employee Costs

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Salary	£ 31,769	£ -	£ 31,769	£ 31,829
Overtime	£ 1,045	£ -	£ 1,045	£ 44
Employer's National Insurance	£ -	£ -	£ -	£ -
Employer's Pension Contributions	£ 854	£ -	£ 854	£ 749
Total Funds	£ 33,668	£ -	£ 33,668	£ 32,622

No Employers NI was payable as it was fully offset by the government's Employment Allowance

The average monthly number of employees during the year was as follows:

	<u>2024</u>	<u>2023</u>
Management and administration	2	3

No employee was paid in excess of £60,000 during the year (2022/23 nil).

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2024
Comparatives for the Statement of Financial Activities 2022/23

8 Net Income

	Unrestricted funds	Restricted funds	Total funds 2024
Income from:			
Legacies and Donations	£ 13,875	£ -	£ -
Charitable activities	£ 40,622	£ -	£ -
Bank interest	£ 3,015	£ -	£ -
Total	£ 57,512	£ -	£ -
Expenditure on:			
Charitable activities	£ 60,857	£ -	£ -
Total	£ 60,857	£ -	£ -
Net income/(expenditure)	-£ 3,344	£ -	£ -

9 Tangible Fixed Assets

	£
Cost	
At beginning of the year-1 April 2023	£ -
At end of the year-At 31 March 2024	£ -
Depreciation	
At beginning of the year- 1 April 2023	£ -
Charge for the year	£ -
Impairment	£ -
At end of the year-31 March 2024	£ -
Net book value at 31 March 2023	£ -

10 Debtors

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Accrued income	£ -	£ -	£ -	£ -
Total	£ -	£ -	£ -	£ -

11 Cash at bank and in hand

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Barclays Community Account	£ 1,389	£ -	£ 1,389	£ 749
United Trust Bank Account	£ 53,287	£ -	£ 53,287	£ 52,106
Monmouthshire Building Society Account	£ 73,758	£ -	£ 73,758	£ 78,923
Total	£ 128,433	£ -	£ 128,433	£ 131,778

12 Creditors: Amounts falling due within one year

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
Deferred income	£ -	£ -	£ -	£ -
Accrued expenses	£ -	£ -	£ -	£ -
Total	£ -	£ -	£ -	£ -

13 Movements in funds

	Fund balances brought forward	Incoming Resources	Resources Expended	Transfers	Fund balances carried forward
Unrestricted funds					
General Fund	£ 11,778	£ 57,512	-£ 60,857	£ -	£ 8,434
Hardship Fund	£ 20,000	£ -	£ -	£ -	£ 20,000
Transport Fund	£ 75,000	£ -	£ -	£ -	£ 75,000
Premises Fund	£ 25,000	£ -	£ -	£ -	£ 25,000
Total Unrestricted Funds	£ 131,778	£ 57,512	-£ 60,857	£ -	£ 128,434
Restricted funds					
Grant funding	£ -	£ -	£ -	-	£ -
Total restricted funds	£ -	£ -	£ -	£ -	£ -
Total Funds	£ 131,778	£ 57,512	-£ 60,857	£ -	£ 128,434

Purposes of unrestricted funds

Unrestricted reserves (General Fund) are held to cover working capital requirements, any potential short-term reduction in Unrestricted reserves (Hardship Fund) are held to provide for one-off or continuing support to those in need.

Unrestricted reserves (Transport Fund) are held to provide for the future replacement of the minibus.

Unrestricted reserves (Property Fund) are held to cover the potential cost of fitting out of and moving to new premises in the

Purposes of restricted funds

The funds are for services covered by specific grants as explained in the trustees report.

14 Related Party Transactions

There were no related party transactions for the year ended 31 March 2024.

HAM AND PETERSHAM SOS

England & Wales - Charity number 1136675

Accounts

HAM and PETERSHAM SOS

Charity Registration No. 1136675

Company Registration No. 7001262

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2023

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**HAM and PETERSHAM SOS
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2023**

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2023.

OBJECTIVES AND ACTIVITIES

The charitable objectives are

- to provide services to the elderly, the disabled, the housebound, and others in need, living in or around Ham and Petersham, all of whom shall herein after shall be called the clients. Primarily but not exclusively through the provision of a transport service, shopping service and outings as will relieve their charitable need.
- to promote any other charitable purpose in and around Ham and Petersham as the trustees from time to time may determine

In order to achieve these aims Ham and Petersham SOS organises the following main areas of work in furtherance of its public benefit duties:

- A dedicated telephone helpline and answering service which is manned daily by either staff or volunteers
- A fully operational Office that is staffed with both salaried personnel and fully trained volunteers
- An accessible 9-seater minibus utilised for shopping trips, group outings, and social events.

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2023

ACHIEVEMENTS AND PERFORMANCE

The year covered by this report started with our annual Easter Tea Party held at The Woodville Centre and attended by many of our clients. Everyone was keen to get back to socialising and enjoy afternoon tea together. Covid continued to impact both on our service delivery and on the number of clients attending and although we were able to offer our full range of activities, we were short of volunteer drivers and transport assistants. One of our main aims in the summer of 2022 was to engage widely with our local community and ensure we were well known for what we do as well as offering volunteering opportunities for local residents. We found that our local profile was raised and that following the Covid lockdowns there was more interest in local charities. In May we were fortunate to be chosen as one of the charities to benefit from Ham Open Gardens which was organised by the Ham and Petersham Association and Amenities Group. Some of our volunteers helped on the day, successfully working alongside other local volunteers. In June 2022 we had a stall at our monthly local food market where we were able to talk face to face to people and provide information about ourselves. June saw the full return of Ham Fair to Ham Common and our stall was again an information source. By providing games for children, we succeeded in attracting families to discuss our work with us and Hook a Duck and Splat the Rat proved popular with all ages!

Our summer party in August was held in the garden of the Woodville Centre and attended by over 50 guests. The Mayor of Richmond was our guest of honour and tea was ably and efficiently served by a team of volunteer Police Cadets who came along with their leaders. Our ever-popular outings ran with a full monthly programme throughout the year and included a very hot trip to Fulham Palace just as the heatwave took grip and a very enjoyable, trip to Brighton in September.

In November a local restaurant, Saqui Tandoori, celebrated 40 years of business with a generous fund-raising evening in aid of Ham and Petersham SOS. Regular visitors to the restaurant as well as staff, volunteers and clients of Ham and Petersham SOS all joined together for a curry buffet. In December we were back to the New Inn on Ham Common for our Christmas lunch. We are very grateful to the New Inn staff who, over two days, provided a delicious seasonal lunch for 50 of our clients.

In the Autumn the trustees discussed their concerns about the increased cost of living and the impact it was having on our clients. We decided to reduce the cost of regular activities and increase the mileage allowance available to volunteer drivers. As part of the Richmond upon Thames council's winter initiative, Ham Library was designated a warm space. We took the opportunity to start a monthly 'Fish and Chip Friday' lunch in the library's community room. It was a great success and continues to be fully booked every month. Our thanks to the staff of Great Fish and Chips at Ham Parade for supplying a tasty lunch each month.

We have continued to work in partnership with a range of local organisations. The Michelin starred restaurant, The Dysart Petersham, has continued to make a monthly donation of fruit and vegetables as well as making soup and dessert once a month for our Lunch Club. The monthly coffee morning hosted by Petersham Nurseries has continued to be a popular event. A local company, TaylorMade Plumbing and Heating, has sponsored our minibus and Societe Generale have given a donation to support staff and volunteer training.

Our number of clients remains steady at 125. We currently have 60 volunteers. Our outreach work has attracted some new volunteers and our Organiser's active posting on social media has helped widen the pool of prospective helpers. We have looked at the way we offer volunteering opportunities so that we can be more flexible and ask for occasional help from those who find a regular commitment difficult. The shift in the pattern of requests from clients has settled with some increase in requests for medical appointments. Attendance at our social events has been affected on a few occasions by Covid but all our events remain very popular.

Our Community Independent Living Service contract with Age UK Richmond upon Thames continues to support some of our activities and we receive funds annually from the Richmond Parish Lands Charity. In the past year donations have come from our local community and we are as ever, extremely grateful to all our supporters as without their much-needed contributions we would not be able to continue our work in the local community.

Finally, I would like to express my gratitude to all the staff and volunteers who work so hard to organise, support and help with all our activities. With this dedicated team we are able to reach out to the elderly and vulnerable members of our community and bring not only practical support but also fun and friendship.

A handwritten signature in black ink that reads "Helen Beedham". The signature is written in a cursive, slightly slanted style.

Helen Beedham

Chair of Trustees

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2023

FINANCIAL REVIEW

The surplus for the year was £2,913 and total net assets increased to £131,778 as a result. Total income was £57,118 whilst expenditure was £54,206.

Income grew by 44% over the previous year reflecting an increased focus on fund raising. Grants totalling £32,756 were the principal source of income during the year. Donations received amounted to £14,785.

Lunch Club, trips, Tea & Chat, and the launch of the monthly Fish & Chip Club also helped bolster income earned during the year. Gift Aid generated an income of £1,334 whilst increased interest rates improved interest earned by 42% to £1,222.

Total expenditure was £54,206. The sound financial performance enabled the Trustees to authorise additional expenditure to enhance and support the events run by the charity and to raise our profile in the local community. Additional costs were incurred in the launch of the Fish and Chip Club.

Reserves Policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves:

- General Fund to cover working capital requirements including any potential short-term reduction in funding and for winding up costs (£11,778).
- Hardship Fund to provide support for those in need (£20,000).
- Transport Fund to provide for the future replacement of the minibus (£75,000).
- Premises Fund to cover the potential costs of fitting out the office and in case of a move to new premises in the future (£25,000).

Total Unrestricted Reserves amounted to £131,778.

Restricted Funds

There was no requirement to set up any restricted reserves for services specified by grant donors.

Investment Policy

No investments were made in equities, gilts, equity-based securities, or any collective investment. All funds were deposited in a UK based bank regulated by the Financial Regulation Authority and/or the Prudential Regulatory Authority.

Funds were deposited in a current account supported by an interest-bearing on-line savings account with immediate access. Balances in the current account and the on-line savings accounts were monitored to ensure that sufficient funds were in place to meet predicted outgoings.

Surplus funds were deposited in an interest earning fixed period savings account, which required notice of withdrawal to be given.

The maximum amount deposited with a single institution did not exceed the current Financial Services Compensation protection limit.

The Trustees regularly monitored interest rates to ensure that funds secure a competitive rate of interest.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham and Petersham SOS is a Company Limited by Guarantee (No 7001262) and a Registered Charity (No 1136675). The company was formed in August 2009 to take over from the previous Ham and Petersham SOS as an Unincorporated Association, which had been founded in the late 1960s. Ham and Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in October 2021.

The following Trustees were in post during the period:

Helen Beedham **Chair**

Chris Ayliffe **Treasurer**

Jane Lane Roberts

Kate Mitchell (joined August 2021)

Aiden Buckley

Salaried Staff

Karen King Organiser appointed May 2015

Millie Cooper appointed March 2014

Monique Mole appointed March 2019 (left September 2022)

Denise Whittington Appointed October 2022

Induction and Training of Trustees

Induction for new Trustees is organised by the Organiser of the Charity. In addition to knowledge gained through attendance at meetings. Trustees are provided with initial guidance and briefing material on the Charity's activities, as well as their legal obligations under charity and company law and on the content of the memorandum and Articles of Association

Risk management

The committee members have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

REFERENCE AND ADMINISTRATION

Address	The Woodville Centre Woodville Road Richmond TW10 7QW
Banker	Barclays Bank PLC Kingston upon Thames Branch
Independent Examiner	Clare Judge 114 Selkirk Road Twickenham TW2 6PU

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2023

The Trustees (who are also the directors of the Ham and Petersham SOS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then 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 in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board on 9th November 2023 and signed on its behalf by:

A handwritten signature in black ink that reads "Helen Beedham". The signature is written in a cursive, slightly slanted style.

Helen Beedham Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAM & PETERSHAM SOS

I am reporting on the accounts of the charity Ham and Petersham SOS, Charity No: 1136675, Company No: 7001262 for the year ending 31 March 2023.

The Organiser and Trustees, as directors of the charity, are responsible for the preparation and financial reporting of the accounts.

It is my responsibility to state, based on the procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether matters have come to my attention and 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 any matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from your Organiser and Treasurer 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

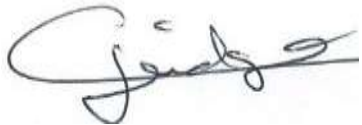
In accordance with my examination, no matter has come to my attention that gives me reasonable cause to believe that, in any material respect, there is any cause for concern to believe that:

- - Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- - The accounts do not accord with such records; or
- - The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006; or
- - The accounts have not been prepared in accordance with the Charities SORP (FRS102).

Blank rows had been left within both the income and expenditure spreadsheets. An acceptable reason for this was explained, however it could have indicated fraud.

All other minor details and changes have already been satisfactorily discussed with the charity's Organiser and Treasurer and the majority have already been undertaken. These included further detailing on spreadsheets together with regular updating via Dropbox.

A set of Procedure Notes showing all the tasks undertaken by the Organiser is being compiled showing her individual responsibilities. Once completed and where necessary the method to complete some tasks may need to be added to enable anyone taking over in her absence to undertake the task.

A handwritten signature in black ink, appearing to read 'Clare Judge', with a long horizontal stroke extending to the right.

Clare Judge Independent Examiner

Date: 04 July 2023

Ham and Petersham SOS

Statement of Financial Activities
For the year ended 31 March 2023

	Note	Unrestricted funds	Restrict ed funds	Total funds 2023	Total funds 2022
		£	£	£	£
Income from:					
Legacies, donations & GiftAid	2	16,374	-	16,374	5,381
Charitable activities	3	39,523	-	39,523	33,451
Investment income	4	1,222	-	1,222	862
Total		57,118	-	57,118	39,694
Expenditure on:					
Charitable activities	5	54,206	-	54,206	44,016
Total		54,206	-	54,206	44,016
Net income/(expenditure)		2,913	-	2,913	- 4,322
Transfers between funds	13	-	-	-	-
Net movement in funds		2,913	-	2,913	- 4,322
Reconciliation of funds:					
Total funds brought forward		128,865	-	128,865	128,865
Total funds carried forward		131,778	-	131,778	

Ham and Petersham SOS
Balance Sheet
As at 31 March 2023

	2023		2022	
	£	£	£	£
Fixed assets :				
Tangible assets	-	-		
Currents assets:				
Debtors	10	-	-	
Cash at bank and in hand	11	131,777	-	128,865
Total Current Assets		131,777		128,865
Liabilities				
Creditors: Amounts falling due within one year	12	-	-	
Net current assets or liabilities		131,777		128,865
Total Net Assets		131,777		128,865
The funds of the charity:				
Unrestricted fund - General Fund	13	11,778		58,865
Unrestricted fund - Hardship Fund	13	20,000		15,000
Unrestricted fund - Transport Fund	13	75,000		35,000
Unrestricted fund - Premises Fund	13	25,000		20,000
Restricted funds	13	-		-
Total Funds		131,778		128,865

For the year ended 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act 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.

These financial statements were approved by the Board of Trustees on 9th November 2023 and were signed on its behalf by:

Helen Beedham

Helen Beedham - Chair

Ham and Petersham SOS

Notes to the Income Statements For the year ended 31 March 2023

1 Accounting Policies

(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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Ham and Petersham SOS 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 note(s).

(b) **Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(c) **Resources expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(d) **Tangible fixed assets and depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Community minibus: written off over five years

(e) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(f) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(g) Pension Costs

Contributions are made to the National Employer's Savings Trust on behalf of eligible employees. NEST contributions are charged to the Statement of Financial Activities in the period to which they relate.

2 Legacies, Gift Aid and Donations

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Legacies	-	-	-	-
Donations	14,785	-	14,785	4,254
Gift Aid	1,334	-	1,334	1,053
Collection boxes	255	-	255	74
Total	16,374	-	16,374	5,381

3 Income from charitable activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Grants	32,756	-	32,756	28,710
Membership	510	-	510	683
Outings	2,038	-	2,038	1,447
Tea and chat	926	-	926	604
Lunch club	1,679	-	1,679	942
Fish & Chip Club	577	-	577	-
Shopping bus	1,037	-	1,037	1,065
Total Funds	39,523	-	39,523	33,451

4 Investment Income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Bank interest receivable	1,222	-	1,222	862

5 Expenditure on Charitable Activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Salary	31,829	-	31,829	31,391
Employer's Pension Contribution	749	-	749	718
Overtime	44	-	44	-
Office Supplies	2,386	-	2,386	545
Postage	272	-	272	423
Printing	1,370	-	1,370	1,562
Telephones & Broadband	1,361	-	1,361	1,270
Employee Travel & Parking	43	-	43	-
Office Service Charge	1,040	-	1,040	650
Volunteer's Expenses	354	-	354	243
Training	270	-	270	150
Grants	-	-	-	-
Insurance	646	-	646	649
IT Services & Hosting	1,648	-	1,648	-
Payroll Services	357	-	357	-
Barclaycard	9	-	9	-
Legal & Professional Services	382	-	382	1,889
Audit	400	-	400	-
IT Hardware	365	-	365	-
IT Software	62	-	62	-
Activities & Events	3,047	-	3,047	709
Outings & Tickets	1,457	-	1,457	-
Outings Transport	989	-	989	444
Tea & Chat	13	-	13	14
Lunch Club	335	-	335	75
Fish & Chip Club	720	-	720	-
List Shopping Expenses	-55	-	-55	-30
Shopping Bus	4,113	-	4,113	3,314
Depreciation	-	-	-	-
Total	54,206	-	54,206	44,016

6 Trustees' Remuneration and Benefits

There were no trustee's remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021

7 Analysis of Employee Costs

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Salary	31,829	-	31,829	31,391
Overtime	44	-	44	-
Employer's National Insurance	-	-	-	-
Employer's pension contributions	749	-	749	718
Total Funds	32,622	-	32,622	32,109

No Employers NI was payable as it was fully offset by the government's Employment Allowance

The average monthly number of employees during the year was as follows:

	<u>2023</u>	<u>2022</u>
Management and administration	3	3

8 Comparatives for the Statement of Financial Activities 2022/23

Net Income

	Unrestricted funds	Restricted funds	Total funds
	2022		
	£	£	£
Income from:			
Legacies and Donations	16,374	-	5,381
Charitable activities	39,523	-	33,451
Bank interest	1,222	-	862
Total	57,118	-	39,694
Expenditure on:			
Charitable activities	54,206	-	44,016
Total	54,206	-	44,016
Net income/(expenditure)	2,913	-	- 4,322

9 Tangible Fixed Assets

		£
Cost		
At beginning of the year-1 April 2022		-
At end of the year-At 31 March 2023		-
Depreciation		
At beginning of the year- 1 April 2022		-
Charge for the year		-
Impairment		-
At end of the year-31 March 2023		-
Net book value at 31 March 2022		-

10 Debtors

	Unrestricted	Restricted	Total	Total
	Funds 2023	Funds 2023	Funds 2023	Funds 2022
	£	£	£	£
Accrued income	-	-	-	-
Total	-	-	-	-

11 Cash at bank and in hand

	Unrestricted	Restricted	Total	Total
	Funds 2023	Funds 2023	Funds 2023	Funds 2022
	£	£	£	£
Barclays Community Account	749	-	749	1,607
United Trust Bank Account	52,106	-	52,106	51,565
Monmouthshire Building Society Account	78,923	-	78,923	75,693
Total	131,777	-	131,777	128,865

12 Creditors: Amounts falling due within one year

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2023	2023	2023	2022
	£	£	£	£
Deferred income	-	-	-	-
Accrued expenses	-	-	-	-
Total	-	-	-	-

13 Movements in funds

	Fund	Incoming	Resources	Transfers	Fund
	balances	Resources	Expended		balances
	brought				carried
	forward				forward
	£	£	£	£	£
Unrestricted funds					
General Fund	58,865	57,118	- 54,206	- 50,000	11,778
Hardship Fund	15,000	-	-	5,000	20,000
Transport Fund	35,000	-	-	40,000	75,000
Premises Fund	20,000	-	-	5,000	25,000
Total Unrestricted Funds	128,865	57,118	- 54,206	-	131,778
Restricted funds					
Grant funding	-	-	-	-	-
Total restricted funds	-	-	-	-	-
Total Funds	128,865	57,118	- 54,206	-	131,778

Purposes of unrestricted funds

Unrestricted reserves (General Fund) are held to cover working capital requirements, any potential short-term reduction in funding and for winding-up costs.

Unrestricted reserves (Hardship Fund) are held to provide for one-off or continuing support to those in need.

Unrestricted reserves (Transport Fund) are held to provide for the future replacement of the minibus.

Unrestricted reserves (Property Fund) are held to cover the potential cost of fitting out of and moving to new premises in the future.

Purposes of restricted funds

The funds are for services covered by specific grants as explained in the trustees report.

14 Related Party Transactions

There were no related party transactions for the year ended 31 March 2023.

HAM AND PETERSHAM SOS

England & Wales - Charity number 1136675

Accounts

HAM and PETERSHAM SOS

Charity Registration No. 1136675

Company Registration No. 7001262

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2022

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**HAM and PETERSHAM SOS
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022**

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2022.

OBJECTIVES AND ACTIVITIES

The charitable objectives are

- to provide services to the elderly, the disabled, the housebound, and others in need, living in or around Ham and Petersham, all of whom shall herein after shall be called the clients. Primarily but not exclusively through the provision of a transport service, shopping service and outings as will relieve their charitable need.
- to promote any other charitable purpose in and around Ham and Petersham as the trustees from time to time may determine

In order to achieve these aims Ham and Petersham SOS organises the following main areas of work in furtherance of its public benefit duties:

- A dedicated telephone helpline and answering service which is manned daily by either staff or volunteers
- A fully operational Office that is staffed with both salaried personnel and fully trained volunteers
- An accessible 9-seater minibus utilised for shopping trips, group outings, and social events.

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE

At the start of the period covered by this report England was emerging from the final lockdown of the Covid 19 pandemic. Our clients were keen to return to a more normal life as many had found the isolation brought about by Covid 19 restrictions difficult to bear. Over the summer months we gradually reintroduced face to face services including client transport, social activities and our shopping bus.

I would like to express my gratitude to all the staff and volunteers for their continuing adaptability and determined hard work at such a challenging time. As a result, the charity was able to continue to reach out to the community of Ham and Petersham. I would also like to thank our board of trustees, who throughout the year had to make difficult decisions; striving to find the right balance for our charity and our clients in terms of the health risks surrounding Covid 19 and the impact of long-term isolation. Our Chair, Rik Stratton, stepped down in August 2021 having successfully steered Ham and Petersham SOS through the most extraordinary of times.

Emerging from Covid 19 restrictions

In April 2021 we restarted our regular shopping bus to Sainsburys in Kingston. We ran at half capacity initially; masks were worn and windows open for ventilation. The clients were delighted to be out of their homes and free to choose their own groceries after a long winter of home deliveries. We also started weather dependent outdoor coffee mornings for 6 clients at a time. These proved popular and no one minded wrapping up for warmth. Norse Supply UK kindly donated two sitting suits that gave extra warmth for anyone who felt the cold. Fortunately, as the summer progressed, the weather improved! We also reopened our office in June for the use of staff and office volunteers.

Our outings were restarted in June with a successful trip to Kew Gardens and then to the RHS Wisley Garden in July. Our first major event and opportunity to get together was our summer party in August which was held in the garden of the Woodville Centre. This was attended by over 65 guests and included both our clients and volunteers with The Mayor of Richmond upon Thames as our guest of honour. Also in attendance were representatives from Health Watch, Richmond Parish Lands Charity and Richmond Housing Partnership. Tea was most ably and efficiently served by three Volunteer Police Cadets who came along with their Leader and our local School Liaison Officer. The garden team from our local National Trust property, Ham House and Garden, brought along bunches of flowers so that everyone went home with a memento of a very enjoyable afternoon. The party was supported by a generous donation from the German speaking congregation of St Thomas Aquinas in Ham.

From September we were able to provide our full range of social activities. The Ham Library Community Room reopened and we restarted our weekly Tea and Chat session followed by Lunch Club, again weekly, from October. September also saw the return of our annual trip to the seaside with a day out in Worthing which was enjoyed by everyone despite the weather! In December we were back to the New Inn on Ham Common for our Christmas lunch. We are very grateful to the New Inn staff who, over two days, provided a delicious seasonal lunch for 50 of our clients. We kept

going with our activities and trips during the winter months, ever mindful of Covid and our elderly clients, and only had to cancel on one occasion when several clients had been in contact with the virus just prior to an outing. Places visited by our clients included Sion Park, Staines for lunch and Christmas shopping and Greyshott Pottery.

Collaborative working

We have continued to work in partnership with a range of local organisations. The Michelin starred restaurant, The Dysart Petersham, has made a monthly donation of fruit and vegetables for distribution to our clients as well as making soup and dessert once a month for our Lunch Club. This high-quality produce has been much appreciated.

In August we were offered the opportunity to have a free stall at Ham Parade Market. This monthly market gives local charities the chance to raise funds by holding a raffle. The raffle prize is put together with produce from the stall holders. It is also an excellent opportunity to engage with the local community and meet potential clients and volunteers.

Two of our popular activities that had to stop while there were Covid 19 restrictions, restarted in Autumn 2021. The monthly coffee morning hosted by Petersham Nurseries and pub lunch organised by Age UK Richmond at the Lass of Richmond Hill, were once more available to our clients. Both events are eagerly anticipated and enjoyed by our clients and we are grateful to all the staff that make these events such a success.

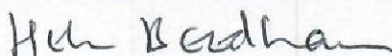
Following on from our successful distribution of Christmas gifts to all our clients in December 2020, we again took parcels to all our client households for Christmas 2021. Donations for the presents came from Meadlands School in Ham and also from Societe Generale as well as toiletries provided by The Hygiene Bank. Ham House and Garden made Christmas candle decorations using greenery from garden. Our thanks to the staff, parents and pupils of Meadlands School, the employees of Societe Generale and to Rosie Fyles and her garden team at Ham House.

Performance

Our number of clients has stayed steady at around 123. We currently have 60 volunteers and although we have lost most of our lockdown volunteers who have returned to work, we have had a steady return of our pre Covid 19 volunteers. The pattern of requests from clients has changed and we continue to have fewer requests for transport to medical appointments. This no doubt due to the increase in GP and hospital appointments by phone call. Attendance at our social events remains steady but our shopping bus service to Sainsburys has had less demand. There appears to have been a shift in the shopping habits of some of our clients following on from the Covid lockdowns with some preferring list shopping done by volunteers. We wait to see if this is a permanent shift as we move away from the extremes of the Covid 19 pandemic.

Funders and Supporters

Our Community Independent Living Service contract with Age UK Richmond upon Thames continues to support some of our activities and we receive funds annually from the Richmond Parish Lands Charity who generously increased our grant this year. In the past year donations have come from our local community and we are as ever, extremely grateful to all of our supporters as without their much-needed contributions we would not be able to continue our work in the local community.



Helen Beedham

Chair of Trustee

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

FINANCIAL REVIEW

The deficit for the year was £4,323 and total net assets fell to £128,865 as a result. Total income was £39,693 whilst expenditure was £44,016.

Grants totalling £28,710 were the principal source of income during the year. Donations received amounted to £4,254 whilst the resumption of activities such as Lunch Club, trips and Tea & Chat also helped bolster income earned during the year. Gift Aid generated income of £1,053.

Total expenditure was virtually unchanged on costs incurred in 2021/22.

Reserves Policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves:

General Fund to cover working capital requirements including any potential short-term reduction in funding and for winding up costs (£43,865)

Hardship Fund to provide for one-off or continuing support for those in needs (£20,000)

Transport Fund to provide for the future replacement of the minibus (£40,000)

Premises Fund to cover the potential costs of fitting out and moving to new premises in the future (£25,000).

Restricted Funds

Restricted fund reserves are established for services as specified by special grants (nil).

Investment Policy

Funds equivalent to at least 12 month's expenditure are available at immediate notice in a current account and an on-line interest earning savings account. The balance is deposited in an interest earning fixed period savings account.

The maximum amount deposited with a single institution will not exceed the Financial Services Compensation protection limit (currently £85,000).

The Trustees regularly monitor interest rates to ensure that surplus funds secure a competitive rate of interest.

No investments are made in equities or equity-based securities.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham and Petersham SOS is a Company Limited by Guarantee (No 7001262) and a Registered Charity (No 1136675). The company was formed in August 2009 to take over from the previous Ham and Petersham SOS as an Unincorporated Association, which had been founded in the late 1960s. Ham and Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in October 2021.

The following Trustees were in post during the period:

Helen Beedham Chair

Chris Ayliffe Treasurer

Jane Lane Roberts

Kate Mitchell (joined August 2021)

Aiden Buckley

Salaried Staff

Karen King Organiser appointed May 2015

Millie Cooper appointed March 2014

Monique Mole appointed March 2019

Induction and Training of Trustees

Induction for new Trustees is organised by the Organiser of the Charity. In addition to knowledge gained through attendance at meetings. Trustees are provided with initial guidance and briefing material on the Charity's activities, as well as their legal obligations under charity and company law and on the content of the memorandum and Articles of Association

Risk management

The committee members have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

REFERENCE AND ADMINISTRATION

Address	The Woodville Centre Woodville Road Richmond TW10 7QW
Banker	Barclays Bank PLC Kingston upon Thames Branch
Independent Examiner	Clare Judge 114 Selkirk Road Twickenham TW2 6PU

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

The Trustees (who are also the directors of the Ham and Petersham SOS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then 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 in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board on 10th November 2022 and signed on its behalf by:

Helen Beedham 10.11.22

Helen Beedham

Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HAM & PETERSHAM SOS

I am reporting on the accounts of the charity Ham and Petersham SOS, Charity No: 1136675, Company No: 7001262 for the year ending 31 March 2022.

The Organiser and Trustees, as directors of the charity, are responsible for the preparation and financial reporting of the accounts.

It is my responsibility to state, based on the procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether matters have come to my attention and 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 matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from your Organiser and, if necessary, you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

Independent Examiner's Statement

In accordance with my examination, no matter has come to my attention that gives me reasonable cause to believe that, in any material respect, there is any cause for concern to believe that:

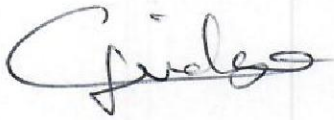
- - Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- - The accounts do not accord with such records; or
- - The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006; or
- - The accounts have not been prepared in accordance with the Charities SORP (FRS102).

Minor details have already been satisfactorily discussed with the charity's Organiser including setting up further references on various spreadsheets and the recording of individual collection boxes.

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While not all financial paperwork is retained at the charity's office the Organiser was able to obtain all information needed for the audit.

I am aware that a lot of the record keeping that the Organiser does is not documented in the charity's procedure notes allowing another person to take over if the Organiser were to be indisposed for a long period at any time.

A handwritten signature in black ink, appearing to read 'Clare Judge', written in a cursive style.

Clare Judge

Independent Examiner

Date: 08 June 2022

Ham and Petersham SOS

Statement of Financial Activities
For the year ended 31 March 2022

	Note	Unrestricted funds	Restrictede funds	Total funds 2022	Total funds 2021
		£	£	£	£
Income from:					
Legacies and donations	2	5,381	-	5,381	56,228
Charitable activities	3	33,451	-	33,451	29,105
Investment income	4	862	-	862	1,115
Total		39,693	-	39,693	86,448
Expenditure on:					
Charitable activities	5	44,016	-	44,016	44,119
Total		44,016	-	44,016	44,119
Net income/(expenditure)		-4,323	-	-4,323	42,329
Transfers between funds	13	-	-	-	-
Net movement in funds		-4,323	-	-4,323	42,329
Reconciliation of funds:					
Total funds brought forward		133,187	-	133,187	90,858
Total funds carried forward		128,864	-	128,864	133,187

Ham and Petersham SOS
Balance Sheet
As at 31 March 2022

	2022		2021	
	£	£	£	£
Fixed assets :				
Tangible assets	-	-	-	-
Currents assets:				
Debtors	10	-	-	-
Cash at bank and in hand	11	128,865	-	133,189
Total Current Assets		128,865		133,189
Liabilities				
Creditors: Amounts falling due within one year	12	-	-	-
Net current assets or liabilities		128,865		133,189
Total Net Assets		128,865		133,189
The funds of the charity:				
Unrestricted fund - General Fund	13	43,865		63,188
Unrestricted fund - Hardship Fund	13	20,000		15,000
Unrestricted fund - Transport Fund	13	40,000		35,000
Unrestricted fund - Premises Fund	13	25,000		20,000
Restricted funds	13	-		-
Total Funds		128,865		133,188

For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act 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.

These financial statements were approved by the Board of Trustees on 10th November 2022 and were signed on its behalf by:

Helen Beedham 10.11.22

Helen Beedham - Chair

Ham and Petersham SOS

Notes to the Income Statements For the year ended 31 March 2022

1 Accounting Policies

(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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Ham and Petersham SOS 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 note(s).

(b) **Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(c) **Resources expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(d) **Tangible fixed assets and depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Community minibus: written off over five years

(e) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(f) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(g) Pension Costs

Contributions are made to the National Employer's Savings Trust on behalf of eligible employees. NEST contributions are charged to the Statement of Financial Activities in the period to which they relate.

2 Legacies, Gift Aid and Donations

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Legacies	-	-	-	-
Donations	4,254	-	4,254	56,228
Gift Aid	1,053	-	1,053	-
Collection boxes	74	-	74	-
Total	5,381	-	5,381	56,228

3 Income from charitable activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Grants	28,710	-	28,710	27,128
Membership	683	-	683	-
Mileage	-	-	-	-
Outings	1,447	-	1,447	8
Tea and chat	604	-	604	-
Lunch club / Miscellaneous	942	-	942	38
List Shops	-	-	-	-
Shopping bus	1,065	-	1,065	1,932
Total Funds	33,451	-	33,451	29,105

4 Investment Income

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Bank interest receivable	862	-	862	1,115

5 Expenditure on Charitable Activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Staff remuneration	32,108	-	32,108	31,836
Mileage and parking	-	-	-	3
Office consumables	327	-	327	-
Office stationery	218	-	218	884
Postage	423	-	423	245
Printing	1,562	-	1,562	476
Phone	1,270	-	1,270	1,627
Rent	650	-	650	715
Volunteers expenses	243	-	243	179
Training	150	-	150	-
Grants	-	-	-	-
Insurance	649	-	649	649
Legal & Professional fees	1,887	-	1,887	1,486
IT hardware	-	-	-	-
IT software	-	-	-	196
Outing venues and tickets	709	-	709	772
Outing transport	444	-	444	-
Tea and chat	14	-	14	23
Lunch club	75	-	75	-
Shopping bus	3,314	-	3,314	5,027
List Shopping	-30	-	-30	-
Depreciation	-	-	-	-
Total	44,016	-	44,016	44,119

6 Trustees' Remuneration and Benefits

There were no trustee's remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021

7 Analysis of Employee Costs

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2022	2022	2022	2021
	£	£	£	£
Salaries	31,391	-	31,391	30,774
Employer's NI	-	-	-	-
Employer's pension contributions	718	-	718	1,062
Total Funds	32,108	-	32,108	31,836

No Employers NI was payable as it was fully offset by the government's Employment Allowance

The average monthly number of employees during the year was as follows:

	<u>2022</u>	<u>2021</u>
Management and administration	3	3

8 Comparatives for the Statement of Financial Activities 2021/22

	Unrestricted funds	Restrictede funds	Total funds
	2022		2022
	£	£	£
Income from:			
Legacies and Donations	5,381	-	5,381
Charitable activities	33,451	-	33,451
Bank interest	862	-	862
Total	39,693	-	39,693
Expenditure on:			
Charitable activities	44,016	-	44,016
Total	44,016	-	44,016
Net income/(expenditure)	- 4,323	-	- 4,323

9 Tangible Fixed Assets

		£
Cost		
At beginning of the year-1 April 2021		-
At end of the year-At 31 March 2022		-
Depreciation		
At beginning of the year- 1 April 2021		-
Charge for the year		-
Impairment		-
At end of the year-31 March 2022		-
Net book value at 31 March 2021		-

10 Debtors

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Accrued income	-	-	-	-
Total	-	-	-	-

11 Cash at bank and in hand

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Barclays Community Account	1,607	-	1,607	20,566
United Trust Bank Account	51,565	-	51,565	50,979
Virgin Charity Deposit Account	-	-	-	61,644
Monmouthshire Building Society Account	75,693	-	75,693	-
Total	128,865	-	128,865	133,189

12 Creditors: Amounts falling due within one year

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Deferred income	-	-	-	-
Accrued expenses	-	-	-	-
Total	-	-	-	-

13 Movements in funds

Fund name	Fund	Incoming	Resources	Transfers	Fund
	balances	Resources	Expended		balances
	brought				carried
	forward				forward
	£	£	£	£	£
Unrestricted funds					
General Fund	63,188	39,693	- 44,016	- 15,000	43,865
Hardship Fund	15,000	-	-	5,000	20,000
Transport Fund	35,000	-	-	5,000	40,000
Premises Fund	20,000	-	-	5,000	25,000
Total Unrestricted Funds	133,188	39,693	- 44,016	-	128,865
Restricted funds					
Grant funding	-	-	-	-	-
Total restricted funds	-	-	-	-	-
Total Funds	133,188	39,693	- 44,016	-	128,865

Purposes of unrestricted funds

Unrestricted reserves (General Fund) are held to cover working capital requirements, any potential short-term reduction in funding and for winding-up costs.

Unrestricted reserves (Hardship Fund) are held to provide for one-off or continuing support to those in need.

Unrestricted reserves (Transport Fund) are held to provide for the future replacement of the minibus.

Unrestricted reserves (Property Fund) are held to cover the potential cost of fitting out of and moving to new premises in the future.

Purposes of restricted funds

The funds are for services covered by specific grants as explained in the trustees report.

14 Related Party Transactions

There were no related party transactions for the year ended 31 March 2022.

HAM AND PETERSHAM SOS

England & Wales - Charity number 1136675

Accounts

HAM and PETERSHAM SOS

**Charity Registration No. 1136675
Company Registration No. 7001262**

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2021

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**HAM and PETERSHAM SOS
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021**

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2021.

OBJECTIVES AND ACTIVITIES

The charitable objectives are

- to provide services to the elderly, the disabled, the housebound, and others in need, living in or around Ham and Petersham, all of whom shall herein after shall be called the clients. Primarily but not exclusively through the provision of a transport service, shopping service and outings as will relieve their charitable need.
- to promote any other charitable purpose in and around Ham and Petersham as the trustees from time to time may determine

In order to achieve these aims Ham and Petersham SOS organises the following main areas of work in furtherance of its public benefit duties:

- A dedicated telephone helpline and answering service which is manned daily by either staff or volunteers
- A fully operational Office that is staffed with both salaried personnel and fully trained volunteers
- An accessible 9-seater minibus utilised for shopping trips, group outings, and social events.

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE

At the start of the year covered by this report England had just entered the first of three lockdowns. In April 2020 the threat of Covid 19 infection was being faced by all UK residents and the age group supported by Ham and Petersham SOS (HAPSOS) were considered to be particularly vulnerable. The response by the staff, volunteers and trustees of HAPSOS enabled the charity to continue providing a vital lifeline to local residents, many of whom found themselves isolated by lockdown restrictions.

I would like to express my gratitude to all the staff and volunteers for their adaptability and determined hard work at such a challenging time. As a result, the charity was able to innovate and continue to reach out to the community of Ham and Petersham. I would also like to thank our board of trustees, who throughout the year had to make difficult decisions, striving to find the right balance for our charity and our clients in terms of the health risks surrounding Covid 19 and those associated with long term isolation for our local vulnerable residents.

In recognition of our resilience throughout the pandemic when we continued to support our local community HAPSOS was awarded the Community Group of the Year 2020 by the London Borough of Richmond upon Thames. This award was also given to the other seven neighbourhood care groups. John Coles, a long standing and much missed volunteer was awarded a posthumous certificate of commendation in the Outstanding Volunteer category.

Adapting to life in a pandemic

Our priority at all times has been the safety and welfare of all the staff, volunteers and clients who are part of HAPSOS. Our office closed in late March 2020 and all three members of staff started working from home, two members of staff were also home schooling their children. Home working was made possible by the purchase of additional phones for staff use and a new laptop for Organiser Karen (through Emergency Funding from Richmond Parish Lands Charity) allowing staff and office volunteers to access our database remotely. The Chair of Trustees instigated informal weekly online meetings between the trustees and our Organiser Karen, as well as moving our full trustee meetings online. This enabled the trustees to keep abreast of changes as well as offer regular support.

Many of our existing volunteers (around 60%) were themselves shielding for either medical reasons or because of their age. We received offers of support from members of the local community and new volunteers were recruited subject to completion of DBS checks. As the year progressed, some of our new volunteers returned to their previous employment and gradually some of our existing volunteers returned.

All our social activities and trips ceased with the first lockdown. Our minibus trips to Sainsburys stopped and all face-to-face befriending ended to be replaced by regular phone calls. The number of requests for list shops rose as 90% of our clients were shielding and our volunteers kept many of these clients stocked with essential food items.

Collaborative working

With all of our usual activities stopped, new opportunities arose. Barny Taylor and Chef Kenneth Culhane from the Michelin starred restaurant The Dysart Petersham, closed because of the lockdown, volunteered their services. Each Saturday during the first lockdown they prepared 10 packages for us to distribute to local households. They used their usual suppliers to produce interesting and varied boxes of food and included tried and tested recipes to ensure the recipients could prepare a series of delicious dishes. We made sure that the recipients were people who

would enjoy cooking and could safely do so. We also supplied the volunteers who knew our clients well to carry out the distribution.

We were also contacted by the German School London who are based in Petersham. They had opened up their kitchens to supply daily meals to the charity Kitchen Social and were keen to help our clients. Each week day from late April to early June, our volunteers collected lunches for up to 15 local residents. We used our knowledge to ensure that those who were shielding and most in need received a daily hot lunch and we also used the opportunity to have a brief socially distanced door step chat. Our thanks go to Chef Chris Jerram and his team at the German School.

In December with our usual Christmas activities no longer possible, we sought to bring some Christmas cheer to our clients. Meadlands School in Ham were keen to help and with their generous donations we were able to assemble a bag of Christmas gifts to give to every one of our clients. The Christmas messages and drawings from the children of Meadlands were much appreciated. We had also been in contact with our local National Trust property, Ham House and Garden, and along with the gifts we were able to give each person a Christmas candle decoration made by the garden team at Ham House using holly and other greenery from the Ham House Garden. Our ever-willing team of volunteers distributed to 125 people and with a lonely Christmas looming, all the gifts were gratefully received. Our thanks to the staff, parents and pupils of Meadlands School and to Rosie Fyles and her garden team at Ham House.

Performance

Our number of clients has stayed steady at around 125. Thankfully Covid 19 infection was very low in our client group. Although the number of volunteers registered with us remained close to 75, up to 60% were shielding for most of the year and not active. Our office volunteers worked from home and our 10 befrienders made contact by phone. There were also many calls made by our staff and office volunteers as we tried to maintain contact with as many clients and volunteers as possible. The minibus shopping trips to Sainsburys in Kingston ran from September until the second lockdown. The driver only took 4 passengers at a time and there was no assistant thus giving more space to the occupants. Car transport was limited and was mostly list shopping trips rather than client transport. There was a small increase in requests for lifts in the early months of 2021 and these were to enable clients to get to vaccination centres. We issued Covid safety guidance to both minibus and car drivers so as to minimise the chances of possible infection.

Funders and Supporters

Our Community Independent Living Service contract with Age UK Richmond upon Thames continues to support some of our activities and we receive funds annually from the Richmond Parish Lands Charity. In the past year donations have come from our local community and we have also received a very generous donation from the winding up of Ham Village Centre. We are as ever, extremely grateful to all of our supporters who without their much needed support we would not be able to continue our work in the local community.

Thanks must be given to the London Borough of Richmond upon Thames who saw our staff and volunteers as vital key workers and included them in their Covid 19 vaccination programme. All staff and volunteers who had been actively client facing throughout the pandemic were offered a vaccination.

As this period reaches an end, we are looking forward to the gradual unlocking of Covid 19 restrictions in England and a return to a more normal life.

Helen Beedham
Chair of Trustees

Helen Beedham
3.11.21

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

FINANCIAL REVIEW

Total income was £86,448. Donations of £56,228 were the principal source of income during the year including £44,644 received from Ham Village Institute. Income from charitable activities increased by £4,086 to £29,105 including grants received of £27,128. Grant income benefited from the introduction of Gift Aid by £4,191.

Total expenditure fell by £5,868 to £44,119. The minibus was fully depreciated by the end of the previous financial year and no further provision was made at 31 March 2021.

Total net assets were £133,188 an increase of £43,329 on 31 March 2020.

Reserves Policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves:

General Fund to cover working capital requirements including any potential short-term reduction in funding and for winding up costs (£63,188)

Hardship Fund to provide for one-off or continuing support for those in needs (£15,000)

Transport Fund to provide for the future replacement of the minibus (£35,000)

Premises Fund to cover the potential costs of fitting out and moving to new premises in the future (£20,000).

Restricted Funds

Restricted fund reserves are established for services as specified by special grants (nil).

Investment Policy

Funds equivalent to 6 month's expenditure are available at immediate notice. The balance is deposited in interest earning savings accounts, which could be for a fixed period if appropriate. The maximum amount deposited with a single institution will not exceed the Financial Services Compensation protection limit (currently £85,000).

The Trustees regularly monitor interest rates to ensure that surplus funds secure a competitive rate of interest.

No investments are made in equities or equity-based securities.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham and Petersham SOS is a Company Limited by Guarantee (No 7001262) and a Registered Charity (No 1136675). The company was formed in August 2009 to take over from the previous Ham and Petersham SOS as an Unincorporated Association, which had been founded in the late 1960s. Ham and Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in May 2010.

The following Trustees were in post during the period:

Rik Stratton Chair
Colin Gardner Treasurer (resigned 23rd March 2021)
Chris Ayliffe Treasurer (from 23rd March 2021)
Helen Beedham (Chair from 25th August 2021)
Jane Lane Roberts
Helen Taylor (resigned 23rd March 2021)
Aiden Buckley (from 10th June 2020)

Salaried Staff

Karen King Organiser appointed May 2015
Millie Cooper appointed March 2014
Monique Mole appointed March 2019

Induction and Training of Trustees

Induction for new Trustees is organised by the Organiser of the Charity. In addition to knowledge gained through attendance at meetings. Trustees are provided with initial guidance and briefing material on the Charity's activities, as well as their legal obligations under charity and company law and on the content of the memorandum and Articles of Association

Risk management

The committee members have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

REFERENCE AND ADMINISTRATION

Address	The Woodville Centre Woodville Road Richmond TW10 7QW
Banker	Barclays Bank PLC Kingston upon Thames Branch
Independent Examiner	Clare Judge 114 Selkirk Road Twickenham TW2 6PU

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2021

The Trustees (who are also the directors of the Ham and Petersham SOS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then 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 in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board on 3.11.21... and signed on its behalf by:

Helen Beedham

Helen Beedham

Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HAM and PETERSHAM SOS

I am reporting on the accounts of the charity Ham and Petersham SOS, Charity No: 1136675, Company No: 7001262 for the year ending 31 March 2021.

The Organiser and Trustees, as directors of the charity, are responsible for the preparation and financial reporting of the accounts.

It is my responsibility to state, based on the procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether matters have come to my attention and 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 matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from your Organiser and, if necessary, you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

Independent Examiner's Statement

In accordance with my examination, no matter has come to my attention that gives me reasonable cause to believe that, in any material respect, there is any cause for concern to believe that:

- - Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- - The accounts do not accord with such records; or
- - The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006; or
- - The accounts have not been prepared in accordance with the Charities SORP (FRS102).

Minor details have already been satisfactorily discussed with the Charity's Organiser, who has been able to keep excellent records of all transactions while working from home during the COVID-19 pandemic.



Clare Judge
Independent Examiner
Date: 07 July 2021

Ham and Petersham SOS

Statement of Financial Activities
For the year ended 31 March 2021

	Note	Unrestricted funds	Restricted funds	Total funds 2021	Total funds 2020
		£	£	£	£
Income from:					
Legacies and donations	2	56,228	-	56,228	15,764
Charitable activities	3	29,105	-	29,105	25,020
Investment income	4	1,115	-	1,115	554
Total		86,448	-	86,448	41,338

Expenditure on:					
Charitable activities	5	44,119	-	44,119	49,987
Total		44,119	-	44,119	49,987

Net income/(expenditure)		42,329	-	42,329	- 8,649
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Transfers between funds	13	-	-	-	-
Net movement in funds		42,329	-	42,329	- 8,649

Reconciliation of funds:					
Total funds brought forward		90,858	-	90,858	99,507
Total funds carried forward		133,187	-	133,187	90,858

Ham and Petersham SOS

Balance Sheet
As at 31 March 2021

	2021		2020	
	£	£	£	£
Fixed assets :				
Tangible assets	0	-	-	-

Currents assets:

Debtors	10	-	-	
Cash at bank and in hand	11	133,188	96,858	
Total Current Assets		133,188		96,858
Liabilities:				
Creditors: Amounts falling due within one year	12	-	6,000	
Net current assets or liabilities		133,188		90,858

Total Net Assets

	133,188		90,858
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The funds of the charity:

Unrestricted fund - General Fund	13	63,188	40,858
Unrestricted fund - Hardship Fund	13	15,000	5,000
Unrestricted fund - Transport Fund	13	35,000	30,000
Unrestricted fund - Premises Fund	13	20,000	15,000
Restricted funds	13	-	-
Total Funds		133,188	90,858

For the year ended 31 March 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act 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.

These financial statements were approved by the Board of Trustees on 3 November 2021 and were signed on its behalf by:

Helen Beedham - Chair of Trustees

Helen Beedham
3.11.21

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021

1. Accounting Policies

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

The prior year figures have been restated to bring the accounts in line with the 2015 SORP.

b. Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

c. Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

d. Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

e. Taxation

The charity is exempt from corporation tax on its charitable activities.

f. Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

g. Pension Costs

Contributions are made to the National Employers Savings Trust (NEST) on behalf of eligible employees. Payments to NEST are charged to the Statement of Financial Activities in the period to which they relate.

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021

2 Legacies and donations

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Legacies	-	-	-	190
Donations	56,228	-	56,228	15,236
Collection boxes	-	-	-	338
Total	56,228	-	56,228	15,764

3 Income from charitable activities

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Grants	27,128		27,128	16,283
Membership	-	-	-	390
Mileage	-	-	-	2,315
Outings	8	-	8	3,803
Tea and chat	-	-	-	707
Lunch club / Miscellaneous	38	-	38	875
Shopping bus	1,932	-	1,932	646
Total Funds	29,105	-	29,105	25,020

4 Investment Income

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank interest receivable	1,115	-	1,115	554

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021

5. Expenditure on Charitable Activities

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Salaries	31,836	-	31,836	31,457
Mileage and parking	3	-	3	17
Office consumables	0	-	-	3
Office stationery	884	-	884	779
Postage	245	-	245	154
Printing	476	-	476	1,504
Phone	1,627	-	1,627	1,787
Rent	715	-	715	650
Volunteers expenses	179	-	179	865
Training	0	-	-	65
Grants		-	-	-
Insurance	649	-	649	623
Legal & Professional fees	1,486	-	1,486	1,745
IT hardware	0	-	-	500
IT software	196	-	196	100
Outing venues and tickets	772	-	772	1,515
Outing transport	0	-	-	1,293
Tea and chat	23	-	23	7
Lunch club	0	-	-	-
Shopping bus	5,027	-	5,027	2,387
Vocal tonix	0	-	-	1,648
Depreciation	-	-	-	2,889
Total	44,119	-	44,119	49,987

6. Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021

7. Analysis of Employee Costs

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Wages and Salaries			28,235	30,730
Employer's NI			-	-
Employer's pension contributions			376	727
Total Funds	-	-	28,611	31,457

No net NI payable as it was fully offset by the Government's Employment Allowance Scheme. The average monthly number of employees during the year was as follows:

	<u>2021</u>	<u>2020</u>
Management and administration	3	3

No employee was paid in excess of £60,000 during the year (2021/22 nil).

8. Comparatives for the Statement of Financial Activities 2020/21

	Unrestricted funds	Restricted funds	Total funds 2021
	£	£	£
Income from:			
Legacies and Donations	15,764	-	15,764
Charitable activities	25,020	-	25,020
Investment income	554	-	554
Total	41,338	-	41,338

Expenditure on:

Charitable activities	49,987	-	49,987
Total	49,987	-	49,987

Net income/(expenditure)	-	-	-
	8,649	-	8,649

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021

9. Tangible Fixed Assets

	£
Cost	
At beginning of the year-At 1 April 2020	-
At end of the year-At 31 March 2021	-
Depreciation	

10. Debtors

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Accrued income		-	-	
Total	-	-	-	-

11. Cash at bank and in hand

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Barclays Community Account	20,566	-	20,566	10,351
United Trust Bank	50,979	-	50,979	50,000
Virgin Charity Deposit Account	61,644	-	61,644	36,507
Total	133,188	-	133,188	96,858

Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021

12. Creditors: Amounts falling due within one year

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Deferred income		-	-	5,550
Accrued expenses		-	-	450
Total	-	-	-	6,000

13. Movements in funds

Fund name	Fund balances brought forward	Incoming Resources	Resources Expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General Fund	40,858	86,448	44,119	20,000	63,188
Hardship Fund	5,000	-		10,000	15,000
Transport Fund	30,000	-		5,000	35,000
Premises Fund	15,000	-	-	5,000	20,000
Total Unrestricted Funds	90,858	86,448	44,119	-	133,188
Restricted funds					
Grant funding		-	-		-
Total restricted funds	-	-	-	-	-
Total Funds	90,858	86,448	44,119	-	133,188

**Ham and Petersham SOS
Notes to the Income Statements
For the year ended 31 March 2021**

Purposes of unrestricted funds

Unrestricted reserves (General Fund) are held to cover working capital requirements, any potential short-term reduction in funding and for winding-up costs.

Unrestricted reserves (Hardship Fund) are held to provide for one-off or continuing support to those in need.

Unrestricted reserves (Transport Fund) are held to provide for the future replacement of the minibus.

Unrestricted reserves (Property Fund) are held to cover the potential cost of fitting out of and moving to new premises in the future.

Purposes of restricted funds

The funds are for services covered by specific grants as explained in the trustees report.

14. Related Party Transactions

There were no related party transactions for the year ended 31 March 2021.

HAM and PETERSHAM SOS

**Charity Registration No. 1136675
Company Registration No. 7001262**

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2021