

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

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

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