

HAMPTON & HAMPTON HILL VOLUNTARY CARE

England & Wales · Charity number 1140070

Details

Other names	HAMPTON & HAMPTON HILL VOLUNTARY CARE GROUP
Status	Registered
Legal form	Charitable company
Company number	06431882
Registered	2011-01-27
Register	View on the Charity Commission register

Contact

Address	The Greenwood Community Centre 1A School Road Hampton TW12 1QL
Phone	02089795326
Email	ceo@greenwoodcommunity.org.uk
Website	www.greenwoodcommunity.org.uk

Activities

Objects: THE CHARITY'S OBJECTS ("THE OBJECTS") ARE:A) TO PROMOTE AND PROVIDE SERVICES OF A CHARITABLE NATURE FOR THE BENEFIT OF OUR COMMUNITY WITH THE AIM OF IMPROVING THE CONDITIONS OF LIFE OF THE PERSONS FOR WHOM THE SERVICES ARE INTENDED AND OF TRAINING THEM IN THE PRINCIPLES OF GOOD CITIZENSHIP;B) TO ADVANCE THE EDUCATION OF THE SAID COMMUNITY AND IN PARTICULAR IN REGARD TO MENTAL, PHYSICAL AND SOCIAL WELFARE;C) TO PROVIDE FURTHER EDUCATION AND TRAINING FOR MEN AND WOMEN AND TO ENCOURAGE THEM TO UNDERTAKE VOLUNTARY WORK IN EDUCATION, SOCIAL SERVICES AND CHARITABLE ACTIVITIES FOR THE BENEFIT OF THE SAID COMMUNITY;D) TO UNDERTAKE AND PROMOTE STUDY, RESEARCH AND DEVELOPMENT OF WORK IN THE SOCIAL SERVICES BY VOLUNTEERS EITHER AS INDIVIDUALS OR IN GROUPS OR AS MEMBERS OF ORGANISATIONS AND TO PUBLISH THE USEFUL RESULTS OF ALL SUCH STUDY AND RESEARCH;E) TO CARRY OUT SUCH OTHER LEGALLY CHARITABLE PURPOSES FOR THE BENEFIT OF THE SAID COMMUNITY AS THE EXECUTIVE COMMITTEE HEREINAFTER CONSTITUTED SHALL DETERMINE FROM TIME TO TIME WITH PARTICULAR REFERENCE TO THE CONTINUING CARE OF THE AGED, THOSE PHYSICALLY AND MENTALLY DISABLED AND THOSE WHO BY REASON OF THEIR YOUTH, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES ARE IN NEED.

Activities: Promoting health and well being in the community.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment
- **Who:** Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Richmond Upon Thames

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£206,772	£241,357	-	-
2024-03-31	£141,959	£173,983	-	-
2023-03-31	£116,740	£159,196	-	-
2022-03-31	£229,571	£151,205	-	-
2021-03-31	£204,353	£159,684	-	-

Trustees

Name	Role	Appointed
MICHAEL JAMES HORSLEY	Chair	2025-01-01
Asoka Bandara Karandawala		2022-04-28
Bodhi Sato Liu		2024-08-28
David John Holt		2025-05-21
James David Munby		2021-04-22
John Macdonald		2026-02-09
Victoria Helen Ford		2025-01-15
Wendy Anne Jones		2022-11-17

Accounts

COMPANY REGISTRATION NUMBER: 06431882
CHARITY REGISTRATION NUMBER: 1140070

**Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2025**

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2025

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Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report)
Year ended 31 March 2025

The Trustees, who are also the Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

Chair's Statement

It is my pleasure to present this Chair's Report for the year ending 31st March 2025.

Although I have been in post for only six months, I am fortunate to build on the strong foundations laid by my predecessor, Anthony Nash and would like to recognise his contribution to the charity over several years and I have worked alongside a committed team of trustees, staff, and volunteers. Together, we have continued to steer the charity through a year of consolidation and challenge.

The challenge we encounter is similar to that of other charities in maintaining public awareness of our work in an increasingly crowded and competitive landscape of limited funding.

We remain focused in sustaining and developing the key role the charity plays in the community, that of reducing the impact of loneliness and social isolation by providing outreach services and a welcoming space to engage with others in activities, groups and having conversations with friends. Our women's and men's groups being particularly popular, along our outreach services of befriending, shopping and excursions, to support belonging and overcoming loneliness. Expanding services and extending our reach is an ongoing goal through building additional capacity and income.

As part of learning about the charity, I've spent time in the centre to see how the charity operates day to day. It has been valuable to see the staff in action, meet the people we support, and talk with volunteers who give their time so generously.

As a new Chair, I've been working closely with our CEO to begin an exciting piece of work focused on reframing the role of our trustees. The goal of this is to look together at exploring how the board can connect more deeply with the charity's values and play a more active, engaged role in driving forward our strategy and vision. This is an opportunity to strengthen our shared purpose and build a platform to unlock the full potential of the board in support of the charity's future. We value the support of the Cranfield Trust who are providing 'pro bono' consultancy to help with achieving our aims with this piece of work.

I would like to extend heartfelt thanks to everyone who has supported our charity this year: volunteers to our generous funders and the dedicated team. Your belief in our mission enables us to keep making a difference.



.....
Michael Horsley - Chair

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Reference and administrative details

Registered charity name	Hampton & Hampton Hill Voluntary Care
Charity registration number	1140070
Company registration number	06431882
Principal office and registered office	The Greenwood Community Centre School Road Hampton Hill TW12 1QL

The Trustees

Anthony Nash – Chair	(Retired 27 November 2024)
Michael Horsley – Chair	(Appointed 1 January 2025)
David Munby - Vice Chair	
Asoka Karandawala – Treasurer	
Maria Brent	(Retired 24 March 2025)
Wendy Jones	
Bryan Searle	(Retired 30 May 2025)
Bodhi Sato Liu	(Appointed 28 August 2024)
Victoria Ford	(Appointed 15 January 2025)
David Holt	(Appointed 21 May 2025)

Chief Executive Officer Robert McRae-Adams

Bankers CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling Kent
ME19 4JQ

Independent Examiner David Howard Accountants
5 The Square
Bagshot
Surrey GU19 5AX

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Structure, governance and management

Governing document

The company is a registered charity following the grant of charitable status by the Charity Commission on 27 January 2011. The governing document of the charitable company is its Memorandum and Articles of Association.

The principal objects of the charity are to promote and provide social services of a charitable nature for the benefit of our community with the aim of improving the conditions of life of the persons for whom the services are intended and of training them in the principles of good citizenship.

In the event of the charity being wound up, every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets for payment of the charity's debts and liabilities and the costs, charges and expenses of winding up; if a surplus remains after the charity is wound up, it shall be given to another charity or charities having similar objects including the prohibition of the distribution to its members.

Recruitment and Appointment of Management Committee

The Trustees of the charity are known as members of the Management Committee. Under the requirements of the Articles of Association the number of Trustees (to include Chair, Vice Chair and Treasurer) shall not be less than three and shall not exceed fifteen.

At each Annual General Meeting one third of Trustees who are subject to retirement by rotation shall retire from office; the Trustees to retire shall be those who have been longest in office since their last appointment or re-appointment. If the charity at the meeting at which a Trustee retires by rotation does not fill the vacancy, the retiring Trustee shall in normal circumstances, if willing to act, be deemed to have been reappointed. The Management Committee seeks to ensure that the needs of the charity are appropriately reflected through the diversity of the Trustee body.

Trustee Induction and Training

Trustees are recruited, inducted and trained, and carry out their responsibilities guided by advice provided by a number of umbrella organisations, for example, Richmond Council for Voluntary Services. The Board of Trustees is familiar with the practical work of the charity and Trustees have been inducted into their responsibilities by the Chair and the Chief Executive Officer.

The Board of Trustees is also encouraged to participate in the charity's objectives. Detailed financial and operational information is provided to the Trustees at each meeting and explanation of this is provided when a Trustee discloses that he/she does not understand the full implications of the information given. Trustees are aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Structure, governance and management *(continued)*

Risk assessment

The Trustees regularly assess the risks to which the charity is exposed, in particular those relating to the operations and finance. The Trustees are satisfied that systems, where practicable, are in place to mitigate exposure to the major risks.

Major risks of running the charity are:

Absence of sufficient and appropriate insurance

Appropriate insurance is in place to cover all aspects of the charity's operations including cover for public liability, employers' liability, building and contents.

Insufficient funding

Under our financial policy procedures, quarterly management accounts and comparison with budgets are prepared to ensure that there are sufficient funds in order for the charity to continue. The cash position is continually monitored. The charity would not take on any financial commitment without ensuring that there was adequate funding or reserves. The funding of the charity is reliant on the financial support of Hampton Fund, the London Borough of Richmond upon Thames (via Age UK Richmond), funding through the Community Independent Living Scheme, grants from other funders and income from the lettings of the hall and rooms at The Greenwood Community Centre. The Trustees and senior management are closely involved in consultation meetings to discuss future sources of funding. We are constantly seeking new hirers for the hall and rooms at The Greenwood Community Centre to ensure that the income stream from this activity remains sound and contributes a significant amount to the costs of running the charity.

Fall in the number of volunteers

Trustees and management are always seeking new volunteers since age or infirmity can prevent existing volunteers from continuing to provide services to the charity. New volunteers are sought via our website, through postal campaigns and by networking in the community.

Organisational Structure

The Board of Trustees is responsible for the strategic direction and policy of the charity. At present, the Board of Trustees comprises members from a variety of professional backgrounds and several members who are regularly involved in the activities of the charity.

The charity has one full time member of staff known as the Chief Executive Officer, who is responsible for the operational performance of the charity. Three part-time members of staff are employed to support the outreach work of our organisation: a part-time Operations Manager (Outreach), one providing a focus on the Befriending Services and the Men's/Women's Groups and the other provides generic support across all services. The Operations Manager (Community Centre-and Senior Caretaker and look after the lettings of rooms at the Greenwood Community Centre. Caretakers are employed on a part time basis as required. A process of delegation is in place for volunteers and part time staff and the day-to-day responsibility of the services rests with the Chief Executive Officer.

The Trustees and the Chief Executive Officer are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Trustees meet formally on a quarterly basis and at least twice more on an ad hoc basis to consider finance and funding, personnel, policies and procedures as well as performance against the key activities of the charity. The Treasurer oversees the financial control and where possible, due to the size of the organisation, other duties are delegated between nominated members of staff who are paid employees and key volunteers.

The last Annual General Meeting was held on 27 November 2024.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Related Parties

There are no related parties who have had influence with funders. There were no related party transactions during the year.

Objectives and activities

The primary objective of Hampton & Hampton Hill Voluntary Care ("H&HHVC") within the framework of promoting health and well-being in the community is to provide a range of services of a charitable nature in accordance with the Memorandum of Association of the company.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity, as summarised in the following two paragraphs and as described more fully in the section of this Report under the heading "Achievements and Performance", constitute the proper provision of public benefit to those who make use of the support and services offered by the charity. The support and services offered are provided at minimal cost and there is therefore little financial burden placed on the users.

We reach out to those in need of help through ill health, poverty, mental or physical stress or any handicapped or underprivileged condition by improving the quality of their life through an outreach Neighbourhood Care Project, a Community Integrated Accessible Transport Project, a focused Information Service and our Community Centre, The Greenwood Community Centre. We support them in their day-to-day living, complementing statutory services and those available from other providers. We aim to reduce the level of exclusion felt by many even in this relatively affluent area.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

Community Transport

This service supports our clients who have mobility restrictions or who may be more isolated and unable to use existing services or public transport, primarily through the use of volunteer drivers using their own car

In November 2024 the partnership between H&HHVC Richmond & Kington Accessible Transport (RAKAT CT LTD) was dissolved and the staff managing the minibs services was relocated. We continue to utilise the minibs transport services to enable attendance to groups and excursions we run for neighbours receiving our support.

Greenwood Community Centre

We manage Greenwood Community Centre on behalf of the Hampton Fund and this provides an excellent base for our offices and for many local groups and organisations who share our aims in creating and supporting both young and old.

We provide accessible and affordable space, encouraging and supporting groups in health and wellbeing, broadening of education, recreation, physical activity and social inclusion. The standard of facilities is high, well regarded and the cost of premises hire is maintained at an affordable level.

The rental income contributes to the overall costs of the charity in running the premises.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Achievements and performance *(continued)*

Befriending Services

Befriending Services have performed consistently throughout the year.. We continue to provide a Men's Group, a Women's Group and a Book Club, and we have continued to offer the "On Your Doorstep" services such as shopping, prescription collection and delivery and welfare parcels throughout the year.

Communication and Publicity

The website (www.greenwoodcommunity.org.uk) and four social media channels (Facebook, X (formerly known as Twitter) Instagram, and NextDoor) all provide regular updates of local community news and activities at Greenwood Community Centre. In March 2022 we re-introduced our newsletter "The Greenwood Post", primarily in digital format and circulated to our clients in printed copy. This has been further reviewed this year and replaced by a new e-bulletin as our primary 'direct marketing tool'.

We continue to support people who telephone or call in personally at Greenwood Community Centre and ensure they are signposted to the appropriate support such as the Community Independent Living Service, for information and guidance.

We are continuing to offer our Digital Inclusion Programme. A small group of volunteers act as "Digital Buddies" helping clients to maximise their understanding and use of their smart devices. We have integrated the use of technology into our regular services, including monitoring and feedback from volunteers working in the community.

Volunteers

Volunteers are vital to our charity. We recruit volunteers from a variety of backgrounds and every individual brings experience and knowledge to support our work. We offer ongoing training and support and organise social events to show our appreciation of their commitment to the charity and their community. We recruit volunteers from our local area to reflect the local demographic but are also looking further afield to find key volunteers who can bring added experience and diversity to the team.

We have a much more transient group of volunteers; we saw many new volunteers at the beginning of the pandemic but faced a substantial drop in numbers once they began to return to work. Numbers of registered volunteers varies throughout the year but remains around the 100 -120 people.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Financial review

The charity's total income increased by £64,813 from £141,959 to £206,772. Donations reduced by £4,198, however lettings increased by £18,199. Service User Registrations showed a small decrease of £95.

Grants from Hampton Fund remained at £30,000 in the year and the Age UK grants increased by inflation to £40,825. Various new grants were obtained during the year to fund staff costs as well as partly pay for the roof repairs in April 2024.

Expenditure on charitable activities increased by £67,373 from £173,983 to £241,357. This was mainly due to salary costs increasing by £15,158 due to the full year effect of 2 part-time managers being employed part way through the previous year during the year to assist the CEO to be able to fund raise more effectively and the cost for the flat roof repairs of £44,204.

Grants of £10,000 were raised towards the cost of the roof repairs along with generous donations of a further £3,600. Hampton Fund, the building owner made an interest free loan of £29,895 for the balance of the repair cost which is payable over 10 years starting in May 2026. This has alleviated the cash position of the Charity.

The above resulted in a deficit of £34,585 for the compared to the deficit in the previous year of £32,024.

There was a major fund-raising effort in the previous year along with the help of a professional fund raiser which resulted in grants and donations promised of nearly £135,000 over the next 5 years. This professional was hired again during the latter part of this year and the results of several of the grant applications are still pending.

This fund-raising effort is continuing in the current difficult economic climate due to the need to diversify from the current regular grant.

Restricted and unrestricted income funds

The restricted income from grants has either been utilised during the year or provision on 31 March 2025 has been made for unspent funds at that date to be utilised during the current financial year. Full details are shown in Note 19 to the financial statements. The balance of unrestricted funds decreased from £99,526 to £64,941.

Reserves

As stated above, on 31 March 2025, the unrestricted reserves amounted to £64,941. Our reserves policy is to retain sufficient reserves to meet essential expenses for a period of 4.5 months and currently this has reduced to 3.5 months. The budgeted expenditure for the current financial year is £217,251. Strenuous efforts will continue to be made to continue fundraising efforts to ensure continuing financial viability of the charity.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Financial review *(continued)*

Reserves Policy

H&HHVC operates a reserves policy which determines the level of unrestricted funds which we need to hold as reserves or working capital, to maintain the organisation's core activities and ensure continuity as a going concern in the event that funding from external sources for core or essential activities ceases or is seriously curtailed. This policy requires us to maintain sufficient General Funds to enable these essential activities to be continued for a period of 4.5 months whilst other funds are being sought or decisions made about the level of future activity. It is a principle of the policy that unrestricted funds not required as working capital or for other purposes should not be retained unnecessarily but should be invested in the future of the organisation and for the benefit of the local community. The Trustees and the Management team are making efforts to increase the reserves to 4.5 months by the end of this current year.

Plans for future periods

We have continued to review and develop the governance of the organisation and have successfully recruited 3 new Board members including a new Chair to replace the retiring Chair to bring a wider range of skills and experience to the organisation. We are actively looking at the capacity and resources of the Charity to ensure we can develop the services we can offer to the wider community and fund raise to provide those services.

Statement of Trustees' responsibilities

The Trustees, who are also the Directors of Hampton & Hampton Hill Voluntary Care for the purpose of company law, are responsible for preparing the Trustees' Report 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Financial review *(continued)*

Small companies provision statement

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

The Trustees' Annual Report (incorporating the Directors' Report) and the strategic report were approved on 20 August 2025 and signed on behalf of the Board of Trustees by:

A handwritten signature in black ink, appearing to read 'MHorsley', with a stylized flourish at the end.

.....
Michael Horsley - Chair
Trustee and Director

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Hampton & Hampton Hill Voluntary Care

Year ended 31 March 2025

I report to the Trustees on my examination of the financial statements of Hampton & Hampton Hill Voluntary Care ('the charity') for the year ended 31 March 2025, which are set out on pages 12 to 24.

Responsibilities and basis of report

As the Trustees of the company (and also its Directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
David Howard Accountants
5 The Square
Bagshot
Surrey GU19 5AX

Date: **25-08-2025**

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2025

		Unrestricted funds £	2025 Restricted funds £	Total funds £	2024 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	26,915	–	26,915	31,113
Charitable activities	6	66,457	110,547	177,004	108,513
Investment income	7	2,853	–	2,853	2,333
Total income		<u>96,225</u>	<u>110,547</u>	<u>206,772</u>	<u>141,959</u>
Expenditure					
Expenditure on charitable activities	8,9	130,810	110,547	241,357	173,983
Total expenditure		<u>130,810</u>	<u>110,547</u>	<u>241,357</u>	<u>173,983</u>
Net income and net movement in funds		<u>(34,585)</u>	<u>-</u>	<u>(34,585)</u>	<u>(32,024)</u>
Reconciliation of funds					
Total funds brought forward		99,526	338	99,526	131,550
Total funds carried forward		<u>64,941</u>	<u>-</u>	<u>64,941</u>	<u>99,526</u>

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

The notes on pages 13 to 24 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Position

31 March 2025

	Note	2025 £	£	2024 £
Fixed assets				
Tangible fixed assets	14		8,231	10,869
Current assets				
Debtors	15	7,380		16,355
Cash at bank and in hand		109,795		119,929
		117,175		136,284
Creditors: amounts falling due within one year	16	30,570		47,627
Net current assets			86,605	88,657
Total assets less current liabilities			94,836	99,526
Creditors: amounts falling due over one year	17		29,895	0
Net assets			64,941	99,526
Funds of the charity				
Restricted funds			-	-
Unrestricted funds			64,941	99,526
Total charity funds	19		64,941	99,526

For the year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The Members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements 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/Directors and authorised for issue on 20 August, and are signed on behalf of the Board by:



Michael Horsley - Chair
Trustee and Director



Asoka Karandawala - Treasurer
Trustee and Director

The notes on pages 13 to 24 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2025

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Greenwood Community Centre, School Road, Hampton Hill, TW12 1QL.

2. Statement of compliance

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical basis with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees/Directors to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees/Directors for particular future projects or commitments.

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

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Equipment costing £500 or less is not capitalised but is expenses in the year of purchase.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

- Equipment 15%
- Computers 33%
- Office Relocation 15%

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

The requirements of the Charities Acts do not allow the distribution of a surplus on winding up to the members. Any such surplus must with the authority of the Charity Commissioners be paid either to another approved registered charity or to the Charity Commission.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Donations			
General Donations	16,699	-	16,669
Transport Income	5,429	-	5,429
Gift Aid Refunds	763	-	763
Fundraising	-	-	-
Service User Registrations	4,024	-	4,024
Grants			
None	-	-	-
	<u>26,915</u>	<u>-</u>	<u>26,915</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations			
General Donations	21,309	-	21,309
Transport Income	5,129	-	5,129
Gift Aid Refunds	556	-	556
Fundraising	-	-	-
Service User Registrations	4,119	-	4,119
	<u>31,113</u>	<u>-</u>	<u>31,113</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
City Bridge Foundation	-	15,300	15,300
London Borough of Richmond upon Thames	-	250	250
Age UK Richmond	-	19,280	19,280
Hampton Fund	-	30,000	30,000
Community Ind Living Scheme	-	10,743	10,743
Income from the use of the Greenwood Community Centre	61,457	-	61,457
LBRuT Civic Pride/Bernard Sunley Foundation	-	10,000	10,000
CILS (Men's Project)	-	5,372	5,372
National Lottery	-	14,602	14,602
Masonic Charitable Foundation	5,000	-	5,000
Other	-	5,000	5,000
	<u>66,457</u>	<u>110,547</u>	<u>177,004</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
London Borough of Richmond upon Thames	-	250	250
Age UK Richmond	-	18,454	18,454
Hampton Fund	-	30,000	30,000
Community Ind Living Scheme	-	10,150	10,150
Income from the use of the Greenwood Community Centre	43,258	-	43,258
Other Grants	-	-	-
CILS (Men's Project)	-	5,074	5,074
National Lottery	-	1,327	1,327
	<u>43,258</u>	<u>65,255</u>	<u>108,513</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	<u>2,852</u>	<u>2,852</u>	<u>2,333</u>	<u>2,333</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Greenwood Community Centre Operation	102,353	110,547	212,900
Support Costs	28,457	-	28,457
Expenditure on charitable activities	<u>130,810</u>	<u>110,547</u>	<u>241,357</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Greenwood Community Centre Operation	82,113	65,255	147,368
Support Costs	26,277	338	26,615
Expenditure on charitable activities	<u>108,390</u>	<u>65,593</u>	<u>173,983</u>

9. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	35,194	95,297	130,491
Establishment Costs	68,284	10,000	78,284
Equipment	-	-	-
Activities expenditure	(1,437)	5,250	3,813
Other Costs	312	-	312
Total Greenwood Community Centre Operation Costs	<u>102,353</u>	<u>110,547</u>	<u>212,900</u>
Support Costs			
Administration	18,051	-	18,051
Publicity & Fundraising	6,119	-	6,119
Depreciation	2,637	-	2,637
Loss on disposal of fixed assets	-	-	-
Independent Examiner's Fees	1,650	-	1,650
Total Support Costs	<u>28,457</u>	<u>-</u>	<u>28,457</u>
Expenditure on charitable activities	<u>130,810</u>	<u>110,547</u>	<u>241,357</u>

	Support Costs £	Governance Costs £	2025 £
Provision of services to clients	<u>26,807</u>	<u>1,650</u>	<u>28,457</u>

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

9. Expenditure on charitable activities by activity type *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	50,330	65,005	115,335
Establishment Costs	29,412	-	29,412
Equipment	-	-	-
Activities expenditure	2,142	250	2,392
Other Costs	229	-	229
Total Greenwood Community Centre Operation Costs	82,113	65,255	147,368
Support Costs			
Administration	16,262	-	16,262
Publicity & Fundraising	5,677	-	5,677
Depreciation	2,638	334	2,976
Loss on disposal of fixed assets	-	-	-
Independent Examiner's Fee	1,700	-	1,700
Total Support Costs	26,277	334	26,615
Expenditure on charitable activities	108,390	65,593	173,983

	Support Costs £	Governance Costs £	2024 £
Provision of services to clients	24,915	1,700	26,615

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

10. Net income

Net income is stated after charging:

	2025 £	2024 £
Depreciation of tangible fixed assets	2,637	2,975

11. Independent examination fees

	2025 £	2024 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,650	1,700

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and salaries	124,379	111,435
Social security costs	3,339	1,419
Employer contributions to pension plans	2,774	2,480
	<u>130,492</u>	<u>115,334</u>

The average head count of employees during the year was 10 (2022: 9). The average number of full-time equivalent employees during the year is analysed as follows:

	2025	2024
	No.	No.
Number of Greenwood Community Centre staff	<u>3.2</u>	<u>3.2</u>

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £97,138 (2024: £87,088).

13. Trustee remuneration and expenses

There were no Trustees'/Directors' expenses paid for the year ended 31 March 2025 or for the year ended 31 March 2024.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

14. Tangible fixed assets

	Equipment and Office Relocation £	Total £
Cost		
At 1 April 2024	69,012	69,012
Additions	-	-
Disposals	-	-
At 31 March 2025	69,012	69,012
Depreciation		
At 1 April 2024	58,144	58,144
Charge for the year	2,637	2,637
Disposals	-	-
At 31 March 2025	60,781	60,781
Carrying amount		
At 31 March 2025	8,231	8,231
At 31 March 2024	10,869	10,869

15. Debtors

	2025 £	2024 £
Trade debtors	7,380	14,827
Prepayments and accrued income	-	1,528
Other debtors	-	-
	7,380	16,355

16. Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	3,296	3,176
Accruals and deferred income	24,988	42,197
Social security and other taxes	2,286	2,254
Other creditors	-	-
	30,570	47,627

17. Creditors: amounts due over 1 year

Hampton Fund which owns the Greenwood Centre, gave a loan of £29,895 in May 2024 towards the cost of the flat roof repairs. This is interest free and repayable over 10 years starting May 2026.

18. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,774 (2024: £2,480).

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

19. Analysis of charitable funds

Unrestricted funds

	At 1 April 2024	Income	Expenditure	Transfers	At 31 March 2025
	£	£	£	£	£
General funds	79,526	91,225	(125,810)	-	44,941
Masonic Charity		5,000	(5,000)	-	-
Designated Fund - Building repairs and refurbishment and other capital expenditure (see Note below)	20,000	-	-	-	20,000
	<u>99,526</u>	<u>96,225</u>	<u>(130,810)</u>	<u>-</u>	<u>64,941</u>
	At 1 April 2023	Income	Expenditure	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	111,212	76,704	(108,390)	-	79,526
Designated Fund - Building repairs and refurbishment and other capital expenditure	20,000	-	-	-	20,000
	<u>131,212</u>	<u>76,704</u>	<u>(108,390)</u>	<u>-</u>	<u>99,526</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

19. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2024	Income	Expenditure	At 31 March 2025
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	-	65,395	(65,395)	-
The City Bridge Foundation	-	15,300	(15,300)	-
National Lottery	-	14,602	(14,602)	-
LBRuT Other activities	-	250	(250)	-
LBRuT Civic Pride	-	5,000	(5,000)	-
Bernard Sunley Foundation	-	5,000	(5,000)	-
Others	-	5,000	(5,000)	-
	<u>-</u>	<u>110,547</u>	<u>(110,547)</u>	<u>-</u>
	<u>-</u>	<u>110,547</u>	<u>(110,547)</u>	<u>-</u>

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	-	63,678	(63,678)	-
LBRuT Other activities	-	250	(250)	-
National Lottery	-	-	-	-
LBRuT Local Area Fund	338	-	(338)	-
	<u>338</u>	<u>63,928</u>	<u>(64,266)</u>	<u>-</u>
	<u>338</u>	<u>63,928</u>	<u>(64,266)</u>	<u>-</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

19. Analysis of charitable funds *(continued)*

Designated Fund

Following a review of likely future expenditure on renovation and other capital items, including technology assets, broadband infrastructure and fixture and fittings, the Trustees/Directors decided in 2022 to increase the Designated Fund to £20,000.

Unrestricted Funds

The charity received a sum of £5,000 from the Masonic Charity for its expenditure and further sums of £5,000 per year have been agreed for the next 2 years.

Restricted Funds

The donors have directed that the donations (shown above as income) are to be used to finance:

- a) The salary and related management costs of the Chief Executive Officer, who is responsible for the day-to-day management of the charity, and of the principal employees who are, respectively, responsible mainly for the Befriending Project and for providing administrative assistance are partly funded by the Hampton Fund and the grants from Age UK (Richmond).
- b) The charity was successful in obtaining several grants. The City Bridge Foundation is funding £84,000 over 5 years to cover the part-time Operations Manager's salary costs and the first tranche this year was £15,300. The National Lottery grant was for 1 year to cover the senior caretaker's salary. Richmond Civic Pride and the Bernard Sunley Foundation each granted £5,000 towards the repairs and replacement of the flat roof at the Greenwood Centre, which was carried out in April 2024.
- c) Funds of £5,000 were granted for the costs of transport for the elderly and the grantor wished to remain anonymous. LBRuT Other activities include a grant of £250 for the Full of Life event.

20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Tangible fixed assets	8,231	-	8,231
Current assets	117,175	-	117,175
Creditors less than 1 year	(30,570)	-	(30,570)
Creditors over 1 year	(29,895)	-	(29,895)
Net assets	64,941	-	64,941

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible fixed assets	10,869	-	10,869
Current assets	136,284	-	136,284
Creditors less than 1 year	(47,627)	-	(47,627)
Net assets	99,526	-	99,526

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

21. Critical accounting estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

There were no key judgements. The main accounting estimates are depreciation, gift aid debtors and accruals.

22. Taxation

As a charity, Hampton & Hampton Hill Voluntary Care is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

23. Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

Accounts

COMPANY REGISTRATION NUMBER: 06431882
CHARITY REGISTRATION NUMBER: 1140070

Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2024

Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2024

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Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report)
Year ended 31 March 2024

The Trustees, who are also the Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

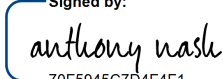
Chair's Statement

It has been another challenging year of change for the charity. As you will read from the financial review the charity made another substantial loss albeit lower than our original forecast but clearly not something that is sustainable over the medium term. Part of the reason for increased costs was the recruitment of two new part-time Operational Managers posts on an 'experimental' basis, a decision that could be reversed if funding could not be found for a longer term appointment. Like many charities we are faced with a rising overhead cost challenge and, whilst inflation may reduce over the coming months, we will not see a return to the level of costs before the pandemic. Maintaining the fabric of the Greenwood Centre has been a constant challenge with our limited resources and this situation was exacerbated in the autumn of 2023 when it became necessary to replace the flat roof over the Stanton Hall at considerable cost.

In face of the above, we commenced a fundraising exercise at the back end of 2023 by engaging an external fundraiser, not something that the charity had previously done. I am pleased to say that this exercise was more successful than we had hoped and a total of £135,000 was raised to be spread over the next five years. £12,500 of this supported the roof replacement costs with the balance coming from a loan provided by Hampton Fund. As the roof repairs were not completed until post our balance sheet date, you will not see the effect in these financial statements. With the additional fundraising, we will look to rebuild our reserves in the medium term. We will also need to keep our foot on the fundraising accelerator as we need to maintain a strong pipeline of new funding sources to maintain our financial stability for subsequent periods. We would like to expand our range of support for the community but this will depend on finding additional funding.

I would like to thank the following funders who have supported us: Hampton Fund, the National Lottery, LBRUT Civic Pride Fund, City Bridge, Bernard Sunley Foundation, The Masonic Charitable Foundation and the Francis Winham Foundation. I would also like to thank many of you who contributed to our Just Giving fund for roof replacement costs.

For the coming year we remain focused on delivering support to our local community and welcoming more people and community groups to the Greenwood Centre. As ever this could not be achieved without the dedicated hard work of our staff, volunteers and trustees and I thank you all once again.

Signed by:

.....70F5945C7D4F4F1.....

Anthony Nash - Chair

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Reference and administrative details

Registered charity name	Hampton & Hampton Hill Voluntary Care
Charity registration number	1140070
Company registration number	06431882
Principal office and registered office	The Greenwood Community Centre School Road Hampton Hill TW12 1QL

The Trustees

Anthony Nash - Chair	
David Munby - Vice Chair	
Asoka Karandawala - Treasurer	
Maria Brent	(Appointed 22 November 2023)
Wendy Jones	
Susan Martineau	(Retired 12 May 2023)
Bryan Searle	
Fiona Smith	(Retired 4 August 2023)

Chief Executive Officer	Robert McRae-Adams
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Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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Independent Examiner	David Howard Accountants 5 The Square Bagshot Surrey GU19 5AX
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Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Structure, governance and management

Governing document

The company is a registered charity following the grant of charitable status by the Charity Commission on 27 January 2011. The governing document of the charitable company is its Memorandum and Articles of Association.

The principal objects of the charity are to promote and provide social services of a charitable nature for the benefit of our community with the aim of improving the conditions of life of the persons for whom the services are intended and of training them in the principles of good citizenship.

In the event of the charity being wound up, every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets for payment of the charity's debts and liabilities and the costs, charges and expenses of winding up; if a surplus remains after the charity is wound up, it shall be given to another charity or charities having similar objects including the prohibition of the distribution to its members.

Recruitment and Appointment of Management Committee

The Trustees of the charity are known as members of the Management Committee. Under the requirements of the Articles of Association the number of Trustees (to include Chair, Vice Chair and Treasurer) shall not be less than three and shall not exceed fifteen.

At each Annual General Meeting one third of Trustees who are subject to retirement by rotation shall retire from office; the Trustees to retire shall be those who have been longest in office since their last appointment or re-appointment. If the charity at the meeting at which a Trustee retires by rotation does not fill the vacancy, the retiring Trustee shall in normal circumstances, if willing to act, be deemed to have been reappointed. The Management Committee seeks to ensure that the needs of the charity are appropriately reflected through the diversity of the Trustee body.

Trustee Induction and Training

Trustees are recruited, inducted and trained, and carry out their responsibilities guided by advice provided by a number of umbrella organisations, for example, Richmond Council for Voluntary Services. The Board of Trustees is familiar with the practical work of the charity and Trustees have been inducted into their responsibilities by the Chair and the Chief Executive Officer.

The Board of Trustees is also encouraged to participate in the charity's objectives. Detailed financial and operational information is provided to the Trustees at each meeting and explanation of this is provided when a Trustee discloses that he/she does not understand the full implications of the information given. Trustees are aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Structure, governance and management *(continued)*

Risk assessment

The Trustees regularly assess the risks to which the charity is exposed, in particular those relating to the operations and finance. The Trustees are satisfied that systems, where practicable, are in place to mitigate exposure to the major risks.

Major risks of running the charity are:

Absence of sufficient and appropriate insurance

Appropriate insurance is in place to cover all aspects of the charity's operations including cover for public liability, employers' liability, building and contents.

Insufficient funding

Under our financial policy procedures, quarterly management accounts and comparison with budgets are prepared to ensure that there are sufficient funds in order for the charity to continue. The cash position is continually monitored. The charity would not take on any financial commitment without ensuring that there was adequate funding or reserves. The funding of the charity is reliant on the financial support of Hampton Fund, the London Borough of Richmond upon Thames (via Age UK Richmond), funding through the Community Independent Living Scheme, grants from other funders and income from the lettings of the hall and rooms at The Greenwood Community Centre. The Trustees and senior management are closely involved in consultation meetings to discuss future sources of funding. We are constantly seeking new hirers for the hall and rooms at The Greenwood Community Centre to ensure that the income stream from this activity remains sound and contributes a significant amount to the costs of running the charity.

Fall in the number of volunteers

Trustees and management are always seeking new volunteers since age or infirmity can prevent existing volunteers from continuing to provide services to the charity. New volunteers are sought via our website, through postal campaigns and by networking in the community.

Organisational Structure

The Board of Trustees is responsible for the strategic direction and policy of the charity. At present, the Board of Trustees comprises members from a variety of professional backgrounds and several members who are regularly involved in the activities of the charity.

The charity has one full time member of staff known as the Chief Executive Officer, who is responsible for the operational performance of the charity. Two part-time members of staff are employed to support the work of our organisation: one provides a focus on the Befriending Services and the Men's Club and the other provides generic support across all services. The Lettings Manager and his successor look after the lettings of rooms at the Greenwood Community Centre. Caretakers are employed on a part time basis as required. A process of delegation is in place for volunteers and part time staff and the day-to-day responsibility of the services rests with the Chief Executive Officer.

The Trustees and the Chief Executive Officer are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Trustees meet formally on a quarterly basis and at least twice more on an ad hoc basis to consider finance and funding, personnel, policies and procedures as well as performance against the key activities of the charity. The Treasurer oversees the financial control and where possible, due to the size of the organisation, other duties are delegated between nominated members of staff who are paid employees and key volunteers.

The last Annual General Meeting was held on 28 November 2023.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Related Parties

There are no related parties who have had influence with funders. There were no related party transactions during the year.

Objectives and activities

The primary objective of Hampton & Hampton Hill Voluntary Care ("H&HHVC") within the framework of promoting health and well-being in the community is to provide a range of services of a charitable nature in accordance with the Memorandum of Association of the company.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity, as summarised in the following two paragraphs and as described more fully in the section of this Report under the heading "Achievements and Performance", constitute the proper provision of public benefit to those who make use of the support and services offered by the charity. The support and services offered are provided at minimal cost and there is therefore little financial burden placed on the users.

We reach out to those in need of help through ill health, poverty, mental or physical stress or any handicapped or underprivileged condition by improving the quality of their life through an outreach Neighbourhood Care Project, a Community Integrated Accessible Transport Project, a focused Information Service and our Community Centre, The Greenwood Community Centre. We support them in their day-to-day living, complementing statutory services and those available from other providers. We aim to reduce the level of exclusion felt by many even in this relatively affluent area.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

Community Transport

This service supports our clients who have mobility problems or who may be more isolated and unable to use existing services or public transport.

We have an accessible transport project in partnership with Richmond & Kingston Accessible Transport (RAKAT CT LTD) comprising three minibuses which supports clients to access local services such as Homelink Day Respite Care, Linden Hall and Ellera Hall, door to door shopping buses and excursions. We also have a team of volunteer car drivers who take clients to health, social and recreational appointments.

Our transport services continued to be affected by the pandemic meaning we ran fewer local bus services and have had to restrict our volunteer transport offer to service users.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Achievements and performance *(continued)*

Greenwood Community Centre

We manage Greenwood Community Centre on behalf of the Hampton Fund and this provides an excellent base for our offices and for many local groups and organisations who share our aims in creating and supporting both young and old.

We provide accessible and affordable space, encouraging and supporting groups in health and wellbeing, broadening of education, recreation, physical activity and social inclusion. The standard of facilities is high, well regarded and the cost of premises hire is maintained at an affordable level.

The rental income contributes to the overall costs of the charity in running the premises.

After a review of the way space was being used at the Centre, we also took the opportunity to relocate the office space to the front of the building and create a new hire space which we call the Rowan Hall.

Befriending Services

Befriending Services also continued to be impacted upon by social distancing requirements. However, we have managed to re-start more traditional face to face services over this year. Groups and activities have also resumed but we have continued to offer the "On Your Doorstep" services such as shopping, prescription collection and delivery and welfare parcels throughout the year.

As a result of the pandemic, we now offer a wider choice of services, integrating those we developed specifically over the lockdown as part of our regular offer to our clients.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Communication and Publicity

The website (www.greenwoodcommunity.org.uk) and five social media channels (Facebook, Twitter, Instagram, Pinterest and NextDoor) all provide regular updates of local community news and activities at Greenwood Community Centre. In March 2022 we re-introduced our newsletter "The Greenwood Post", primarily in digital format and circulated to our clients in printed copy.

We continue to support people who telephone or call in personally at Greenwood Community Centre and ensure they are signposted to the appropriate support such as the Community Independent Living Service, for information and guidance.

We are continuing to offer our Digital Inclusion Programme. A small group of volunteers act as "Digital Buddies" helping clients to maximise their understanding and use of their smart devices. We now offer Befriending via Zoom and integrate the use of technology into our regular services, including monitoring and feedback from volunteers working in the community.

Volunteers

Volunteers are vital to our charity. We recruit volunteers from a variety of backgrounds and every individual brings experience and knowledge to support our work. We offer ongoing training and support and organise social events to show our appreciation of their commitment to the charity and their community. We recruit volunteers from our local area to reflect the local demographic but are also looking further afield to find key volunteers who can bring added experience and diversity to the team.

We have a much more transient group of volunteers; we saw many new volunteers at the beginning of the pandemic but faced a substantial drop in numbers once they began to return to work. Numbers of registered volunteers have now dropped to 93, a substantial drop from the pandemic number of 248.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Financial review

The charity's total income increased by £25,219 from £116,740 to £141,959. Donations increased by £4,725 and lettings by £6,126. Service User Registrations showed a small decrease of £302.

Grants from Hampton Fund increased by £9,900 to £30,000 in the year and the Age UK grants increased by inflation. This increase reflected the Charity reserves reducing to less than 12 months of reserves.

Expenditure on charitable activities increased by £14,787 from £159,196 to £173,983. This was mainly due to salary costs increasing by £18,290 due to 2 part-time managers being employed during the year to assist the CEO to be able to fund raise more effectively. This increase was offset by establishment costs decreasing by £1,595 and professional fees decreasing by £2,088.

The above resulted in a deficit of £32,024 for the compared to the deficit in the previous year of £42,456.

There was a major fund-raising effort in the year along with the help of a professional fund raiser which resulted in grants and donations promised of nearly £135,000 over the next 5 years, some of which was received shortly before the year end for use in the next financial year. These amounts received shortly before the year end amounted to £29,602 and is shown in the balance sheet as deferred grants, which helped increase the cash balances at the year end. This is reflected in the balance sheet with reserves reduced by the deficit but cash balances increasing slightly compared to the previous year.

This fund-raising effort was due to the need to diversify from the current regular grant givers and to fund raise to repair part of the Centre's roof which cost nearly £45,000 and was carried out shortly after the year end. The Charity has also agreed a long-term loan from the building owner, the Hampton Fund to fund any of the unfunded costs of the roof repairs and this would alleviate the cashflow situation in the medium term.

Restricted and unrestricted income funds

The restricted income from grants has either been utilised during the year or provision at 31 March 2024 has been made for unspent funds at that date to be utilised during the current financial year. The balances on restricted funds at 31 March 2023 of £338 represent the written down values at that date of a laptop which was purchased from the grants provided by the London Borough of Richmond upon Thames and these were fully written down in 2024. Full details are shown in Note 18 to the financial statements. The balance of unrestricted funds decreased from £131,212 to £99,526.

Reserves

As stated above, on 31 March 2024, the unrestricted reserves amounted to £99,526. Our reserves policy is to retain sufficient reserves to meet essential expenses for a period of 4.5 months. The budgeted expenditure for the current financial year is £229,872 and most this increase is due to the roof repairs estimated at £45,000. Strenuous efforts will continue to be made to continue fundraising efforts to ensure continuing financial viability of the charity.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2024

Financial review *(continued)*

Reserves Policy

H&HHVC operates a reserves policy which determines the level of unrestricted funds which we need to hold as reserves or working capital, to maintain the organisation's core activities and ensure continuity as a going concern in the event that funding from external sources for core or essential activities ceases or is seriously curtailed. This policy requires us to maintain sufficient General Funds to enable these essential activities to be continued for a period of 4.5 months whilst other funds are being sought or decisions made about the level of future activity. It is a principle of the policy that unrestricted funds not required as working capital or for other purposes should not be retained unnecessarily but should be invested in the future of the organisation and for the benefit of the local community. Based on unrestricted reserves of £99,526 at 31 March 2024 and budgeted expenditure of £229,872 in the current financial year, the requirements of the reserves policy to retain reserves for essential expenditure for 4.5 months have been met.

Plans for future periods

We have continued to review and develop the governance of the organisation and have successfully recruited a new Board member to bring a wider range of skills and experience to the organisation. We are actively looking at the capacity and resources of the Charity to ensure we can develop the services we can offer to the wider community.

Statement of Trustees' responsibilities

The Trustees, who are also the Directors of Hampton & Hampton Hill Voluntary Care for the purpose of company law, are responsible for preparing the Trustees' Report 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*
Year ended 31 March 2024

Financial review *(continued)*

Small companies provision statement

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

The Trustees' Annual Report (incorporating the Directors' Report) and the strategic report were approved on 14 September 2024 and signed on behalf of the Board of Trustees by:

Signed by:

.....70F5945C7D4F4F4.....
Anthony Nash - Chair
Trustee and Director

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Hampton & Hampton Hill Voluntary Care

Year ended 31 March 2024

I report to the Trustees on my examination of the financial statements of Hampton & Hampton Hill Voluntary Care ('the charity') for the year ended 31 March 2024, which are set out on pages 12 to 25.

Responsibilities and basis of report

As the Trustees of the company (and also its Directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

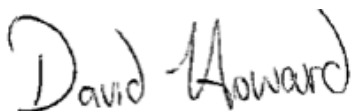
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
David Howard Accountants
5 The Square
Bagshot
Surrey GU19 5AX

Date: **14/09/2024**

Hampton & Hampton Hill Voluntary Care**Company Limited by Guarantee****Statement of Financial Activities
(including income and expenditure account)****Year ended 31 March 2024**

			2024		2023
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	31,113	—	31,113	26,388
Charitable activities	6	43,258	65,255	108,513	89,386
Investment income	7	2,333	—	2,333	966
Total income		<u>76,704</u>	<u>65,255</u>	<u>141,959</u>	<u>116,740</u>
Expenditure					
Expenditure on charitable activities	8,9	108,390	65,593	173,983	159,196
Total expenditure		<u>108,390</u>	<u>65,593</u>	<u>173,983</u>	<u>159,196</u>
Net income and net movement in funds		<u>(31,686)</u>	<u>(338)</u>	<u>(32,024)</u>	<u>(42,456)</u>
Reconciliation of funds					
Total funds brought forward		131,212	338	131,550	174,006
Total funds carried forward		<u>99,526</u>	<u>-</u>	<u>99,526</u>	<u>131,550</u>

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

The notes on pages 14 to 25 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care**Company Limited by Guarantee****Statement of Financial Position****31 March 2024**

	Note	2024 £	£	2023 £
Fixed assets				
Tangible fixed assets	14		10,869	13,844
Current assets				
Debtors	15	16,355		16,792
Cash at bank and in hand		119,929		118,004
		<u>136,284</u>		<u>134,796</u>
Creditors: amounts falling due within one year	16	<u>47,627</u>		<u>17,090</u>
Net current assets			<u>88,657</u>	<u>117,706</u>
Total assets less current liabilities			<u>99,526</u>	<u>131,550</u>
Net assets			<u>99,526</u>	<u>131,550</u>
Funds of the charity				
Restricted funds			-	338
Unrestricted funds			<u>99,526</u>	<u>131,212</u>
Total charity funds	18		<u>99,526</u>	<u>131,550</u>

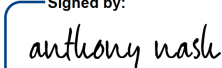
For the year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The Members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements 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/Directors and authorised for issue on 14 September 2024, and are signed on behalf of the Board by:

Signed by:

 70F5945C7D4F4F1...
 Anthony Nash - Chair
 Trustee and Director


 Asoka Karandawala - Treasurer
 Trustee and Director

The notes on pages 14 to 25 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Greenwood Community Centre, School Road, Hampton Hill, TW12 1QL.

2. Statement of compliance

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical basis with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees/Directors to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees/Directors for particular future projects or commitments.

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

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Equipment costing £500 or less is not capitalised but is expenses in the year of purchase.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

- Equipment 15%
- Computers 33%
- Office Relocation 15%

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-to is limited to £10.

The requirements of the Charities Acts do not allow the distribution of a surplus on winding up to the members. Any such surplus must with the authority of the Charity Commissioners be paid either to another approved registered charity or to the Charity Commission.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations			
General Donations	21,309	-	21,309
Transport Income	5,129	-	5,129
Gift Aid Refunds	556	-	556
Fundraising	-	-	-
Service User Registrations	4,119	-	4,119
Grants			
None	-	-	-
	<u>31,113</u>	<u>-</u>	<u>31,113</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
General Donations	16,486	-	16,486
Transport Income	4,801	-	4,801
Gift Aid Refunds	680	-	680
Fundraising	-	-	-
Service User Registrations	4,421	-	4,421
	<u>26,388</u>	<u>-</u>	<u>26,388</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
London Borough of Richmond upon Thames	-	250	250
Age UK Richmond	-	18,454	18,454
Hampton Fund	-	30,000	30,000
Community Ind Living Scheme	-	10,150	10,150
Income from the use of the Greenwood Community Centre	43,258	-	43,258
National Lottery	-	-	-
Other Grants	-	-	-
CILS (Men's Project)	-	5,074	5,074
National Lottery	-	1,327	1,327
	<u>43,258</u>	<u>65,255</u>	<u>108,513</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
London Borough of Richmond upon Thames	-	1,098	1,098
Age UK Richmond	-	16,805	16,805
Hampton Fund	-	20,100	20,100
Community Ind Living Scheme	-	9,501	9,501
Income from the use of the Greenwood Community Centre	37,132	-	37,132
Other Grants	-	-	-
CILS (Men's Project)	-	4,750	4,750
	<u>37,132</u>	<u>52,254</u>	<u>89,386</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	<u>2,333</u>	<u>2,333</u>	<u>966</u>	<u>966</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Greenwood Community Centre Operation	82,113	65,255	147,368
Support Costs	26,277	338	26,615
Expenditure on charitable activities	<u>108,390</u>	<u>65,593</u>	<u>173,983</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Greenwood Community Centre Operation	80,370	52,254	132,624
Support Costs	25,418	1,154	26,572
Expenditure on charitable activities	<u>105,788</u>	<u>53,408</u>	<u>159,196</u>

9. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	50,330	65,005	115,335
Establishment Costs	29,412	-	29,412
Equipment	-	-	-
Activities expenditure	2,142	250	2,392
Other Costs	229	-	229
Total Greenwood Community Centre Operation Costs	<u>82,113</u>	<u>65,255</u>	<u>147,368</u>
Support Costs			
Administration	16,262	-	16,262
Publicity & Fundraising	5,677	-	5,677
Depreciation	2,638	338	2,976
Loss on disposal of fixed assets	-	-	-
Independent Examiner's Fees	1,700	-	1,700
Total Support Costs	<u>26,277</u>	<u>338</u>	<u>26,615</u>
Expenditure on charitable activities	<u>108,390</u>	<u>65,593</u>	<u>173,983</u>

	Support Costs £	Governance Costs £	2024 £
Provision of services to clients	<u>24,915</u>	<u>1,700</u>	<u>26,615</u>

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

9. Expenditure on charitable activities by activity type *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	45,888	51,156	97,044
Establishment Costs	31,007	-	31,007
Equipment	-	-	-
Activities expenditure	3,159	1,098	4,257
Other Costs	316	-	316
Total Greenwood Community Centre Operation Costs	80,370	52,254	132,624
Support Costs			
Administration	20,109	-	20,109
Publicity & Fundraising	1,175	-	1,175
Depreciation	2,634	1,154	3,788
Loss on disposal of fixed assets	-	-	-
Independent Examiner's Fee	1,500	-	1,500
Total Support Costs	25,418	1,154	26,572
Expenditure on charitable activities	105,788	53,408	159,196
	Support Costs £	Governance Costs £	2023 £
Provision of services to clients	25,072	1,500	26,572

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

10. Net income

Net income is stated after charging:

	2024 £	2023 £
Depreciation of tangible fixed assets	2,975	3,788

11. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,700	1,500

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	111,435	94,673
Social security costs	1,419	658
Employer contributions to pension plans	2,480	1,713
	<u>115,334</u>	<u>97,044</u>

The average head count of employees during the year was 9 (2022: 9). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Number of Greenwood Community Centre staff	<u>3.2</u>	<u>2.5</u>

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £87,088 (2023: £64,927).

13. Trustee remuneration and expenses

Except as stated below, there were no Trustees'/Directors' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

As permitted by Section 185 of the Charities Act 2011, Neil Ritchie, a Trustee and the former Treasurer, received fees for accountancy and payroll services of £1,800 in the previous financial year to 31 March 2023.

There were no Trustees'/Directors' expenses paid for the year ended 31 March 2024 or for the year ended 31 March 2023.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

14. Tangible fixed assets

	Equipment and Office Relocation £	Total £
Cost		
At 1 April 2023	69,013	69,013
Additions	-	-
Disposals	-	-
At 31 March 2024	69,013	69,013
Depreciation		
At 1 April 2023	55,169	55,169
Charge for the year	2,975	2,975
Disposals	-	-
At 31 March 2024	58,144	58,144
Carrying amount		
At 31 March 2024	10,869	10,869
At 31 March 2023	13,844	13,844

15. Debtors

	2024 £	2023 £
Trade debtors	14,827	15,145
Prepayments and accrued income	1,528	1,648
Other debtors	-	-
	16,355	16,792

16. Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	3,176	915
Accruals and deferred income	42,197	14,702
Social security and other taxes	2,254	1,473
Other creditors	-	-
	47,627	17,090

17. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,480 (2023: £1,713).

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2023	Income	Expenditure	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	111,212	76,704	(108,390)	-	79,526
Designated Fund - Building repairs and refurbishment and other capital expenditure (see Note below)	20,000	-	-	-	20,000
	<u>131,212</u>	<u>76,704</u>	<u>(108,390)</u>	<u>-</u>	<u>99,526</u>

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
General funds	152,514	64,486	(105,788)	-	111,212
Designated Fund - Building repairs and refurbishment and other capital expenditure	20,000	-	-	-	20,000
	<u>172,514</u>	<u>64,486</u>	<u>(105,788)</u>	<u>-</u>	<u>131,212</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

18. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	-	63,678	(63,678)	-
The Fore (Raft Fund)	-	-	-	-
LBRuT Covid Emergency Grant	-	-	-	-
London Community Foundation	-	-	-	-
LBRuT Covid PPE Grant	-	-	-	-
LBRuT Other activities	-	250	(250)	-
National Lottery	-	-	-	-
Flower Beds Maintenance	-	-	-	-
LBRuT Local Area Fund	338	-	(338)	-
	<u>338</u>	<u>63,928</u>	<u>(64,266)</u>	<u>-</u>

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	-	51,156	(51,156)	-
The Fore (Raft Fund)	549	-	(549)	-
LBRuT Covid Emergency Grant	411	-	(411)	-
London Community Foundation	-	-	-	-
LBRuT Covid PPE Grant	-	-	-	-
LBRuT Other activities	-	1,098	(1,098)	-
National Lottery	-	-	-	-
Flower Beds Maintenance	-	-	-	-
LBRuT Local Area Fund	532	-	(194)	338
	<u>1,492</u>	<u>52,254</u>	<u>(53,408)</u>	<u>338</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

18. Analysis of charitable funds *(continued)*

Designated Fund

Following a review of likely future expenditure on renovation and other capital items, including technology assets, broadband infrastructure and fixture and fittings, the Trustees/Directors decided in 2022 to increase the Designated Fund to £20,000.

Restricted Funds

The donors have directed that the donations (shown above as income) are to be used to finance:

• The salary and related management costs of the Chief Executive Officer, who is responsible for the day-to-day management of the charity, and of the principal employees who are, respectively, responsible mainly for the Befriending Project and for providing administrative assistance.

• London Borough of Richmond upon Thames - Local Area Fund – This was a grant received to fund the purchase of televisions, a laptop and computer costs in 2022. The balance of £338 at 31 March 2023 has now been fully written down in 2024.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible fixed assets	10,869	-	10,869
Current assets	136,284	-	136,284
Creditors less than 1 year	(47,627)	-	(47,627)
Net assets	99,526	-	99,526

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	13,505	338	13,843
Current assets	134,797	-	134,796
Creditors less than 1 year	(17,090)	-	(17,089)
Net assets	131,212	338	131,550

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

20. Critical accounting estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

There were no key judgements. The main accounting estimates are depreciation, gift aid debtors and accruals.

21. Taxation

As a charity, Hampton & Hampton Hill Voluntary Care is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

22. Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Accounts

COMPANY REGISTRATION NUMBER: 06431882
CHARITY REGISTRATION NUMBER: 1140070

**Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2023**

**Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2023**

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Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report)

Year ended 31 March 2023

The Trustees, who are also the Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

Chair's Statement

During the year the Charity completed its strategic review. Our renewed strategy is encapsulated in our new Vision, Mission and Values which, whilst not a radical departure from our roots, aims to embrace the whole community.

Vision: for a happier, healthier and supportive community

Mission: to connect, empower and inspire our community to support its members and help those affected by loneliness, isolation with the aim of improving their quality of life.

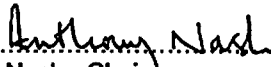
Values: respect, empathy, dignity, integrity, inclusive, equality, friendly, supportive, kind

Our feeling was that the Charity had largely become associated with services to the elderly community who perhaps are the most obvious group affected by loneliness and isolation. However, exclusion can and does extend to other members of our community and our aim is to widen where possible our services through our own initiatives and by working with other local partner organisations. We have recently invested further in our staffing by creating two new general manager roles which will free up the time of our CEO, Rob McCrae-Adams, to focus on strategic initiatives and fundraising.

The economic environment remains difficult for charities with cost inflation more than wiping out any efficiency savings that we have achieved in streamlining our financial function. I see no change to this challenging landscape for the next couple of years and we must therefore maximise our efforts on fundraising. Unfortunately, and somewhat unexpectedly, we lost some of our core funding from Hampton Fund during the financial year which has made this even more challenging, and the trustee board has rightly reviewed the strategic options if new funding cannot sources cannot be replaced. We hope that Hampton Fund will return to our funding group during the next financial year. In the short term we can absorb these losses through our reserves but this cannot be sustained in the longer term without widening and increasing our funding sources. The deficit this year is partly due to this loss of funding but also due to the known reduction in Lettings income following the ending of the NHS vaccination contract in March 2022.

In the coming year our efforts will be concentrated on creating new projects that will see greater community use of the Greenwood Centre in partnership with other local charities and organisations. The Greenwood Centre is a great community asset that has more capacity to host events and meetings but we need to ensure that this is at a price that community groups can afford given that we all face a cost of living challenge.

In finishing I would like to thank all of our staff, trustees and funders for your continued support and hard work. The immediate Covid challenge now seems well behind us but the legacy of its impact is likely to remain with us for some time to come.

..........
Anthony Nash - Chair

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Reference and administrative details

Registered charity name Hampton & Hampton Hill Voluntary Care

Charity registration number 1140070

Company registration number 06431882

Principal office and registered office The Greenwood Community Centre
School Road
Hampton Hill
TW12 1QL

The Trustees

Anthony Nash - Chair
David Munby - Vice Chair
Asoka Karandawala – Treasurer (Appointed 28 April 2022)
Neil Ritchie - Treasurer (Retired 21 November 2022)
Andrew Hyde (Retired 14 September 2022)
Wendy Jones (Appointed 17 November 2022)
Susan Martineau (Retired 12 May 2023)
Bryan Searle
Fiona Smith (Retired 4 August 2023)

Chief Executive Officer Robert McRae-Adams

Bankers CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling Kent
ME19 4JQ

Independent Examiner David Howard Accountants
5 The Square
Bagshot
Surrey GU19 5AX

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Structure, governance and management

Governing document

The company is a registered charity following the grant of charitable status by the Charity Commission on 27 January 2011. The governing document of the charitable company is its Memorandum and Articles of Association.

The principal objects of the charity are to promote and provide social services of a charitable nature for the benefit of our community with the aim of improving the conditions of life of the persons for whom the services are intended and of training them in the principles of good citizenship.

In the event of the charity being wound up, every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets for payment of the charity's debts and liabilities and the costs, charges and expenses of winding up; if a surplus remains after the charity is wound up, it shall be given to another charity or charities having similar objects including the prohibition of the distribution to its members.

Recruitment and Appointment of Management Committee

The Trustees of the charity are known as members of the Management Committee. Under the requirements of the Articles of Association the number of Trustees (to include Chair, Vice Chair and Treasurer) shall not be less than three and shall not exceed fifteen.

At each Annual General Meeting one third of Trustees who are subject to retirement by rotation shall retire from office; the Trustees to retire shall be those who have been longest in office since their last appointment or re-appointment. If the charity at the meeting at which a Trustee retires by rotation does not fill the vacancy, the retiring Trustee shall in normal circumstances, if willing to act, be deemed to have been reappointed. The Management Committee seeks to ensure that the needs of the charity are appropriately reflected through the diversity of the Trustee body.

Trustee Induction and Training

Trustees are recruited, inducted and trained, and carry out their responsibilities guided by advice provided by a number of umbrella organisations, for example, Richmond Council for Voluntary Services. The Board of Trustees is familiar with the practical work of the charity and Trustees have been inducted into their responsibilities by the Chair and the Chief Executive Officer.

The Board of Trustees is also encouraged to participate in the charity's objectives. Detailed financial and operational information is provided to the Trustees at each meeting and explanation of this is provided when a Trustee discloses that he/she does not understand the full implications of the information given. Trustees are aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Structure, governance and management *(continued)*

Risk assessment

The Trustees regularly assess the risks to which the charity is exposed, in particular those relating to the operations and finance. The Trustees are satisfied that systems, where practicable, are in place to mitigate exposure to the major risks.

Major risks of running the charity are:

Absence of sufficient and appropriate insurance

Appropriate insurance is in place to cover all aspects of the charity's operations including cover for public liability, employers' liability, building and contents.

Insufficient funding

Under our financial policy procedures, quarterly management accounts and comparison with budgets are prepared to ensure that there are sufficient funds in order for the charity to continue. The cash position is continually monitored. The charity would not take on any financial commitment without ensuring that there was adequate funding or reserves. The funding of the charity is reliant on the financial support of Hampton Fund, the London Borough of Richmond upon Thames (via Age UK Richmond), funding through the Community Independent Living Scheme, grants from other funders and income from the lettings of the hall and rooms at The Greenwood Community Centre. The Trustees and senior management are closely involved in consultation meetings to discuss future sources of funding. We are constantly seeking new hirers for the hall and rooms at The Greenwood Community Centre to ensure that the income stream from this activity remains sound and contributes a significant amount to the costs of running the charity.

Fall in the number of volunteers

Trustees and management are always seeking new volunteers since age or infirmity can prevent existing volunteers from continuing to provide services to the charity. New volunteers are sought via our website, through postal campaigns and by networking in the community.

Organisational Structure

The Board of Trustees is responsible for the strategic direction and policy of the charity. At present, the Board of Trustees comprises members from a variety of professional backgrounds and several members who are regularly involved in the activities of the charity.

The charity has one full time member of staff known as the Chief Executive Officer, who is responsible for the operational performance of the charity. Two part-time members of staff are employed to support the work of our organisation: one provides a focus on the Befriending Services and the Men's Club and the other provides generic support across all services. The Lettings Manager and his successor look after the lettings of rooms at the Greenwood Community Centre. Caretakers are employed on a part time basis as required. A process of delegation is in place for volunteers and part time staff and the day-to-day responsibility of the services rests with the Chief Executive Officer.

The Trustees and the Chief Executive Officer are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Trustees meet formally on a quarterly basis and at least twice more on an ad hoc basis to consider finance and funding, personnel, policies and procedures as well as performance against the key activities of the charity. The Treasurer oversees the financial control and where possible, due to the size of the organisation, other duties are delegated between nominated members of staff who are paid employees and key volunteers.

The last Annual General Meeting was held on 25 October 2022.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Related Parties

There are no related parties who have had influence with funders. With the exception of the fees paid to the previous Treasurer who was a Trustee (retired on 21 November 2022), as disclosed in Note 13 to the financial statements, there were no related party transactions during the year.

Objectives and activities

The primary objective of Hampton & Hampton Hill Voluntary Care ("H&HHVC") within the framework of promoting health and well-being in the community is to provide a range of services of a charitable nature in accordance with the Memorandum of Association of the company.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity, as summarised in the following two paragraphs and as described more fully in the section of this Report under the heading "Achievements and Performance", constitute the proper provision of public benefit to those who make use of the support and services offered by the charity. The support and services offered are provided at minimal cost and there is therefore little financial burden placed on the users.

We reach out to those in need of help through ill health, poverty, mental or physical stress or any handicapped or underprivileged condition by improving the quality of their life through an outreach Neighbourhood Care Project, a Community Integrated Accessible Transport Project, a focused Information Service and our Community Centre, The Greenwood Community Centre. We support them in their day-to-day living, complementing statutory services and those available from other providers. We aim to reduce the level of exclusion felt by many even in this relatively affluent area.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

Community Transport

This service supports our clients who have mobility problems or who may be more isolated and unable to use existing services or public transport.

We have an accessible transport project in partnership with Richmond & Kington Accessible Transport (RAKAT CT LTD) comprising three minibuses which supports clients to access local services such as Homelink Day Respite Care, Linden Hall and Elleray Hall, door to door shopping buses and excursions. We also have a team of volunteer car drivers who take clients to health, social and recreational appointments.

Our transport services continued to be affected by the pandemic meaning we ran fewer local bus services and have had to restrict our volunteer transport offer to service users.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Achievements and performance *(continued)*

Greenwood Community Centre

We manage Greenwood Community Centre on behalf of the Hampton Fund and this provides an excellent base for our offices and for many local groups and organisations who share our aims in creating and supporting both young and old.

We provide accessible and affordable space, encouraging and supporting groups in health and wellbeing, broadening of education, recreation, physical activity and social inclusion. The standard of facilities is high, well regarded and the cost of premises hire is maintained at an affordable level.

The rental income contributes to the overall costs of the charity in running the premises.

This year we have been able to reopen our doors to the community with varying degrees of social distancing measures in place. The agreement with Hampton Primary Care Network to provide a space for their vaccination programmes continued through to the end of March 2022. After a review of the way space was being used at the Centre, we also took the opportunity to relocate the office space to the front of the building and create a new hire space which we call the Rowan Hall.

Befriending Services

Befriending Services also continued to be impacted upon by social distancing requirements. However, we have managed to re-start more traditional face to face services over this year. Groups and activities have also resumed but we have continued to offer the "On Your Doorstep" services such as shopping, prescription collection and delivery and welfare parcels throughout the year.

As a result of the pandemic, we now offer a wider choice of services, integrating those we developed specifically over the lockdown as part of our regular offer to our clients.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Communication and Publicity

The website (www.greenwoodcommunity.org.uk) and five social media channels (Facebook, Twitter, Instagram, Pinterest and NextDoor) all provide regular updates of local community news and activities at Greenwood Community Centre. In March 2022 we re-introduced our newsletter "The Greenwood Post", primarily in digital format and circulated to our clients in printed copy.

We continue to support people who telephone or call in personally at Greenwood Community Centre and ensure they are signposted to the appropriate support such as the Community Independent Living Service, for information and guidance.

We are continuing to offer our Digital Inclusion Programme. A small group of volunteers act as "Digital Buddies" helping clients to maximise their understanding and use of their smart devices. We now offer Befriending via Zoom and integrate the use of technology into our regular services, including monitoring and feedback from volunteers working in the community.

Volunteers

Volunteers are vital to our charity. We recruit volunteers from a variety of backgrounds and every individual brings experience and knowledge to support our work. We offer ongoing training and support and organise social events to show our appreciation of their commitment to the charity and their community. We recruit volunteers from our local area to reflect the local demographic but are also looking further afield to find key volunteers who can bring added experience and diversity to the team.

We have a much more transient group of volunteers; we saw many new volunteers at the beginning of the pandemic but faced a substantial drop in numbers once they began to return to work. Numbers of registered volunteers have now dropped to 93, a substantial drop from the pandemic number of 248.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Financial review

The charity's total income decreased by £112,831 from £229,571 to £116,740. Last year included income from the NHS hiring the hall. Donations and legacies showed a small increase of £1,601. Service User Registrations showed an increase of £314 and General Donations increased by a healthy £7,123. The previous year included a one-off job retention grant of £5,596. This reduction was offset by the increase in general donations.

The decrease in income from charitable activities of £115,373 was due to one off income from the NHS hiring the hall in the previous year, which was £84,000. The income from other hirers amounted to £37,132.

There was a reduction in grants from the Hampton Fund of £20,100, due to the Charity having more than 12 months of reserves. The previous year the grant was £40,200.

Expenditure on charitable activities increased by £7,991 from £151,205 to £159,196, Salary costs were similar to the previous year. However, establishment costs increased by £5,407 due to the increased energy costs and administration costs increased by £2,784, accounting for the increase in expenditure.

The above resulted in a deficit of £42,456 for the compared to the surplus in the previous year of £78,366.

There were no key changes to the assets in the balance sheet except for the deficit reducing the cash balances during the year.

Restricted and unrestricted income funds

The restricted income from grants has either been utilised during the year or provision at 31 March 2023 has been made for unspent funds at that date to be utilised during the current financial year. The balances on restricted funds at 31 March 2023 of £338 represent the written down values at that date of a laptop which was purchased from the grants provided by the London Borough of Richmond upon Thames. Full details are shown in Note 18 to the financial statements. The balance of unrestricted funds decreased from £172,514 to £131,212.

Reserves

As stated above, on 31 March 2023, the unrestricted reserves amounted to £131,212. Our reserves policy is to retain sufficient reserves to meet essential expenses for a period of 4.5 months. The budgeted expenditure for the current financial year is £182,492 and this increase is due to hiring two part time managers so that the CEO has sufficient time to make fundraising efforts. Strenuous efforts will continue to be made to increase fundraising efforts to ensure continuing financial viability of the charity.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Financial review *(continued)*

Reserves Policy

H&HHVC operates a reserves policy which determines the level of unrestricted funds which we need to hold as reserves or working capital, to maintain the organisation's core activities and ensure continuity as a going concern in the event that funding from external sources for core or essential activities ceases or is seriously curtailed. This policy requires us to maintain sufficient General Funds to enable these essential activities to be continued for a period of 4.5 months whilst other funds are being sought or decisions made about the level of future activity. It is a principle of the policy that unrestricted funds not required as working capital or for other purposes should not be retained unnecessarily but should be invested in the future of the organisation and for the benefit of the local community. Based on unrestricted reserves of £131,212 at 31 March 2023 and budgeted expenditure of £182,492 in the current financial year, the requirements of the reserves policy to retain reserves for essential expenditure for 4.5 months have been met.

Plans for future periods

We have continued to review and develop the governance of the organisation and have successfully recruited new Board members to bring a wider range of skills and experience to the organisation. We are actively looking at the capacity and resources of the Charity to ensure we are capable of developing the services we can offer to the wider community.

Statement of Trustees' responsibilities

The Trustees, who are also the Directors of Hampton & Hampton Hill Voluntary Care for the purpose of company law, are responsible for preparing the Trustees' Report 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2023

Financial review *(continued)*

Small companies provision statement

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

The Trustees' Annual Report (incorporating the Directors' Report) and the strategic report were approved on 14 September 2023 and signed on behalf of the Board of Trustees by:

.....*Anthony Nash*.....
Anthony Nash - Chair
Trustee and Director

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Hampton & Hampton Hill Voluntary Care

Year ended 31 March 2023

I report to the Trustees on my examination of the financial statements of Hampton & Hampton Hill Voluntary Care ('the charity') for the year ended 31 March 2023, which are set out on pages 12 to 25.

Responsibilities and basis of report

As the Trustees of the company (and also its Directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
David Howard Accountants
5 The Square
Bagshot
Surrey GU19 5AX

Date: 11-10-2023

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	26,388	–	26,388	24,787
Charitable activities	6	37,132	52,254	89,386	204,759
Investment income	7	966	–	966	25
Total income		<u>64,486</u>	<u>52,254</u>	<u>116,740</u>	<u>229,571</u>
Expenditure					
Expenditure on charitable activities	8,9	105,788	53,408	159,196	151,205
Total expenditure		<u>105,788</u>	<u>53,408</u>	<u>159,196</u>	<u>151,205</u>
Net income and net movement in funds		<u>(41,302)</u>	<u>(1,154)</u>	<u>(42,456)</u>	<u>78,366</u>
Reconciliation of funds					
Total funds brought forward		172,514	1,492	174,006	95,640
Total funds carried forward		<u>131,212</u>	<u>338</u>	<u>131,550</u>	<u>174,006</u>

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

The notes on pages 14 to 25 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Position

31 March 2023

	Note	2023 £	£	2022 £
Fixed assets				
Tangible fixed assets	14		13,844	17,632
Current assets				
Debtors	15	16,792		14,465
Cash at bank and in hand		118,004		163,342
		<u>134,796</u>		<u>177,807</u>
Creditors: amounts falling due within one year	16	<u>17,090</u>		<u>21,433</u>
Net current assets			<u>117,706</u>	<u>156,374</u>
Total assets less current liabilities			<u>131,550</u>	<u>174,006</u>
Net assets			<u>131,550</u>	<u>174,006</u>
Funds of the charity				
Restricted funds			338	1,492
Unrestricted funds			<u>131,212</u>	<u>172,514</u>
Total charity funds	18		<u>131,550</u>	<u>174,006</u>

For the year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The Members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements 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/Directors and authorised for issue on 14 September 2023, and are signed on behalf of the Board by:


.....
Anthony Nash - Chair
Trustee and Director


.....
Asoka Karandawala - Treasurer
Trustee and Director

The notes on pages 14 to 25 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Greenwood Community Centre, School Road, Hampton Hill, TW12 1QL.

2. Statement of compliance

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical basis with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees/Directors to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees/Directors for particular future projects or commitments.

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

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Equipment costing £500 or less is not capitalised but is expenses in the year of purchase.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

- Equipment 15%
- Computers 33%
- Office Relocation 15%

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

The requirements of the Charities Acts do not allow the distribution of a surplus on winding up to the members. Any such surplus must with the authority of the Charity Commissioners be paid either to another approved registered charity or to the Charity Commission.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
General Donations	16,486	-	16,486
Transport Income	4,801	-	4,801
Gift Aid Refunds	680	-	680
Fundraising	-	-	-
Service User Registrations	4,421	-	4,421
Grants			
None	-	-	-
	<u>26,388</u>	<u>-</u>	<u>26,388</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
General Donations	9,363	-	9,363
Transport Income	4,754	-	4,754
Gift Aid Refunds	859	-	859
Fundraising	108	-	108
Service User Registrations	4,107	-	4,107
Grants			
Job Retention Scheme Grant	5,596	-	5,596
	<u>24,787</u>	<u>-</u>	<u>24,787</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
London Borough of Richmond upon Thames	-	1,098	1,098
Age UK Richmond	-	16,805	16,805
Hampton Fund	-	20,100	20,100
Community Ind Living Scheme	-	9,501	9,501
Income from the use of the Greenwood Community Centre	37,132	-	37,132
Other Grants	-	-	-
CILS (Men's Project)	-	4,750	4,750
	<u>37,132</u>	<u>52,254</u>	<u>89,386</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
London Borough of Richmond upon Thames	21,590	4,285	25,875
Age UK Richmond	-	16,639	16,639
Hampton Fund	-	40,200	40,200
Community Ind Living Scheme	-	9,407	9,407
Income from the use of the Greenwood Community Centre	107,027	-	107,027
Other Grants	908	-	908
CILS (Men's Project)	-	4,703	4,703
	<u>129,525</u>	<u>75,234</u>	<u>204,759</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>966</u>	<u>966</u>	<u>25</u>	<u>25</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Greenwood Community Centre Operation	80,370	52,254	132,624
Support Costs	25,418	1,154	26,572
Expenditure on charitable activities	<u>105,788</u>	<u>53,408</u>	<u>159,196</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Greenwood Community Centre Operation	54,966	73,084	128,050
Support Costs	20,577	2,578	23,155
Expenditure on charitable activities	<u>75,543</u>	<u>75,662</u>	<u>151,205</u>

9. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	45,888	51,156	97,044
Establishment Costs	31,007	-	31,007
Equipment	-	-	-
Activities expenditure	3,159	1,098	4,257
Other Costs	316	-	316
Total Greenwood Community Centre Operation Costs	<u>80,370</u>	<u>52,254</u>	<u>132,624</u>
Support Costs			
Administration	20,109	-	20,109
Publicity & Fundraising	1,175	-	1,175
Depreciation	2,634	1,154	3,788
Loss on disposal of fixed assets	-	-	-
Independent Examiner's Fees	1,500	-	1,500
Total Support Costs	<u>25,418</u>	<u>1,154</u>	<u>26,572</u>
Expenditure on charitable activities	<u>105,788</u>	<u>53,408</u>	<u>159,196</u>
	Support Costs £	Governance Costs £	2023 £
Provision of services to clients	<u>25,072</u>	<u>1,500</u>	<u>26,572</u>

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

9. Expenditure on charitable activities by activity type *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	36,697	60,321	97,018
Establishment Costs	14,972	10,628	25,600
Equipment	-	2,135	2,135
Activities expenditure	3,110	-	3,110
Other Costs	187	-	187
Total Greenwood Community Centre Operation Costs	54,966	73,084	128,050
Support Costs			
Administration	15,755	1,570	17,325
Publicity & Fundraising	672	-	672
Depreciation	1,513	1,008	2,521
Loss on disposal of fixed assets	37	-	37
Independent Examiner's Fee	2,600	-	2,600
Total Support Costs	20,577	2,578	23,155
Expenditure on charitable activities	75,543	75,662	151,205

	Support Costs £	Governance Costs £	2022 £
Provision of services to clients	20,555	2,600	23,155

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

10. Net income

Net income is stated after charging:

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>3,788</u>	<u>2,521</u>

11. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,500</u>	<u>2,600</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	94,673	94,564
Social security costs	658	903
Employer contributions to pension plans	1,713	1,551
	<u>97,044</u>	<u>97,018</u>

The average head count of employees during the year was 9 (2022: 9). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Number of Greenwood Community Centre staff	<u>2.5</u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £64,927 (2022: £64,777).

13. Trustee remuneration and expenses

Except as stated below, there were no Trustees'/Directors' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

As permitted by Section 185 of the Charities Act 2011, Neil Ritchie, a Trustee and the former Treasurer, received fees for accountancy and payroll services of £1,800 in the financial year (2022: £3,600).

There were no Trustees'/Directors' expenses paid for the year ended 31 March 2023 or for the year ended 31 March 2022.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

14. Tangible fixed assets

	Equipment and Office Relocation £	Total £
Cost		
At 1 April 2022	69,013	69,013
Additions	-	-
Disposals	-	-
At 31 March 2023	69,013	69,013
Depreciation		
At 1 April 2022	51,381	51,381
Charge for the year	3,788	3,788
Disposals	-	-
At 31 March 2023	55,169	55,169
Carrying amount		
At 31 March 2023	13,844	13,844
At 31 March 2022	17,632	17,632

15. Debtors

	2023 £	2022 £
Trade debtors	15,145	10,088
Prepayments and accrued income	1,648	4,377
Other debtors	-	-
	16,792	14,465

16. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	915	3,163
Accruals and deferred income	14,702	14,997
Social security and other taxes	1,473	1,859
Other creditors	-	1,414
	17,090	21,433

17. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,713 (2022: £1,551).

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
General funds	152,514	64,486	(105,788)	-	111,212
Designated Fund - Building repairs and refurbishment and other capital expenditure (see Note below)	20,000	-	-	-	20,000
	<u>172,514</u>	<u>64,486</u>	<u>(105,788)</u>	<u>-</u>	<u>131,212</u>
	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	78,720	154,337	(75,543)	(5,000)	152,514
Designated Fund - Building repairs and refurbishment and other capital expenditure	15,000	-	-	5,000	20,000
	<u>93,720</u>	<u>154,337</u>	<u>(75,543)</u>	<u>-</u>	<u>172,514</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

18. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	-	51,156	(51,156)	-
The Fore (Raft Fund)	549	-	(549)	-
LBRuT Covid Emergency Grant	411	-	(411)	-
London Community Foundation	-	-	-	-
LBRuT Covid PPE Grant	-	-	-	-
LBRuT Other activities	-	1,098	(1,098)	-
National Lottery	-	-	-	-
Flower Beds Maintenance	-	-	-	-
LBRuT Local Area Fund	532	-	(194)	338
	<u>1,492</u>	<u>52,254</u>	<u>(53,408)</u>	<u>338</u>

	At 1 April 2021	Income	Expenditure	At 31 March 2022
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	-	70,949	(70,949)	-
The Fore (Raft Fund)	1,098	-	(549)	549
LBRuT Covid Emergency Grant	822	-	(411)	411
London Community Foundation	-	-	-	-
LBRuT Covid PPE Grant	-	-	-	-
National Lottery	-	-	-	-
Flower Beds Maintenance	-	-	-	-
LBRuT Local Area Fund	-	4,285	(3,753)	532
	<u>1,920</u>	<u>75,234</u>	<u>(75,662)</u>	<u>1,492</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

18. Analysis of charitable funds *(continued)*

Designated Fund

Following a review of likely future expenditure on renovation and other capital items, including technology assets, broadband infrastructure and fixture and fittings, the Trustees/Directors decided in 2022 to increase the Designated Fund to £20,000.

Restricted Funds

The donors have directed that the donations (shown above as income) are to be used to finance:

- Y The salary and related management costs of the Chief Executive Officer, who is responsible for the day-to-day management of the charity, and of the principal employees who are, respectively, responsible mainly for the Befriending Project and for providing administrative assistance.
- Y The Fore (Raft Fund) - The balance of £549 shown at 31 March 2022 reflects the written down value of the three laptops purchased from the grant received in the year ended 31 March 2021 and these have been fully written down by 31 March 2023.
- Y London Borough of Richmond upon Thames - Covid Emergency Grant - The balance of £411 shown at 31 March 2022 reflects the written down value of the two laptops purchased from the grant received in the year ended 31 March 2021 and these have been fully written down by 31 March 2023.
- Y London Borough of Richmond upon Thames - Local Area Fund – This was a grant received to fund the purchase of televisions, a laptop and computer costs in 2022. The balance of £338 at 31 March 2023 represents the written down value of the laptop at that date.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	13,505	338	13,843
Current assets	134,797	-	134,796
Creditors less than 1 year	(17,090)	-	(17,089)
Net assets	131,212	338	131,550

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	16,140	1,492	17,632
Current assets	177,807	-	177,807
Creditors less than 1 year	(21,433)	-	(21,433)
Net assets	172,514	1,492	174,006

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

20. Critical accounting estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

There were no key judgements. The main accounting estimates are depreciation, gift aid debtors and accruals.

21. Taxation

As a charity, Hampton & Hampton Hill Voluntary Care is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Accounts

COMPANY REGISTRATION NUMBER: 06431882
CHARITY REGISTRATION NUMBER: 1140070

**Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2022**

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2022

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Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report)

Year ended 31 March 2022

The Trustees, who are also the Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Chair's Statement

In writing my report for last year's accounts there was still much uncertainty about how Covid would continue to impact the charity and I can't say that things are any clearer now despite the worst of the lockdowns being out of the way. Having survived Covid we are now faced with the cost-of-living crisis and a difficult economic outlook for the next couple of years at least. The community we serve will get little respite from the pressures we have experienced over the last two years and we will look to support those most impacted where we can.

I am pleased to say that the charity has once again achieved a record surplus for the year which is due to the continuation of the use of the Greenwood Community Centre as a vaccination centre by Hampton Primary Care Network. This contract has now come to an end and our forward financial view is less optimistic albeit we have the reserves to absorb economic changes in the short term and also make new investment in the charity. The key aim is to ensure that the charity maintains financial viability in the medium to long term so how we invest our reserves will need careful consideration. Investment must also show a measurable improvement of the impact of our services. The strong financial performance over the last two years has allowed us to fund much needed upgrades to the fabric of the Greenwood Community Centre, create a further meeting room for hire and improve our technology. We have also started a Strategic Review of the charity which we hope to conclude by the end of August 2022. This is focussing on renewing our Mission and Vision and on developing strategic alliances with other local organisations that work within our area.

We will also look at our organisational structure and seek to broaden our funding relationships to maximise the assets that we operate for the greatest impact for our service users and the wider community. We need to maintain our relevance and show that we can respond to changing and difficult circumstances but I believe we have a strong platform from which to grow. We will communicate more on this once the review is completed. As a small charity, this is very much a team game between staff, Trustees and volunteers and I would like to thank everyone for their continued hard work and dedication. I am delighted that we have received much positive feedback on the work we have done over the last year, again in the face of very difficult circumstances. I would also like to thank once again our external supporters and funders who continue to make our work possible through their support. We know we cannot rest on our laurels nor can control everything that happens in the external environment so we must remain flexible in our approach.

Lastly, I would like to thank all those organisations and individuals who have supported us financially during the past year and we look forward to working with you closely again to support our local community.

Hampton Fund

London Borough of Richmond upon Thames

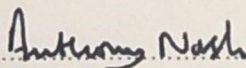
Community Independent Living Service

Age UK

Hampton Methodist Church

ASDA Foundation

Yoga Sessions – Men's Group and Yoga Sessions – Women's Group



Anthony Nash - Chair

7 September 2022

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Reference and administrative details

Registered charity name	Hampton & Hampton Hill Voluntary Care
Charity registration number	1140070
Company registration number	06431882
Principal office and registered office	The Greenwood Community Centre School Road Hampton Hill TW12 1QL

The Trustees

Anthony Nash - Chair	
David Munby - Vice Chair	
Neil Ritchie - Treasurer	
Andrew Hyde	
Susan Martineau	
Bryan Searle	
Fiona Smith	
Asoka Karandawala	(Appointed 28 April 2022)
Anita Auch	(Retired 28 September 2021)
Antony Angeli	(Retired 24 September 2021)
Baljinder Lal	(Retired 17 March 2022)
Nigel Newby	(Retired 22 September 2021)
Lisa Turner	(Retired 26 April 2021)

Chief Executive Officer Robert McRae-Adams

Bankers CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling Kent
ME19 4JQ

Independent Examiner Siobhan Glenister
David Howard Limited
5 The Square
Bagshot
Surrey GU19 5AX

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Structure, governance and management

Governing document

The company is a registered charity following the grant of charitable status by the Charity Commission on 27 January 2011. The governing document of the charitable company is its Memorandum and Articles of Association.

The principal objects of the charity are to promote and provide social services of a charitable nature for the benefit of our community with the aim of improving the conditions of life of the persons for whom the services are intended and of training them in the principles of good citizenship.

In the event of the charity being wound up, every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets for payment of the charity's debts and liabilities and the costs, charges and expenses of winding up; if a surplus remains after the charity is wound up, it shall be given to another charity or charities having similar objects including the prohibition of the distribution to its members.

Recruitment and Appointment of Management Committee

The Trustees of the charity are known as members of the Management Committee. Under the requirements of the Articles of Association the number of Trustees (to include Chair, Vice Chair and Treasurer) shall not be less than three and shall not exceed fifteen.

At each Annual General Meeting one third of Trustees who are subject to retirement by rotation shall retire from office; the Trustees to retire shall be those who have been longest in office since their last appointment or re-appointment. If the charity at the meeting at which a Trustee retires by rotation does not fill the vacancy, the retiring Trustee shall in normal circumstances, if willing to act, be deemed to have been reappointed. The Management Committee seeks to ensure that the needs of the charity are appropriately reflected through the diversity of the Trustee body.

Trustee Induction and Training

Trustees are recruited, inducted and trained, and carry out their responsibilities guided by advice provided by a number of umbrella organisations, for example, Richmond Council for Voluntary Services. The Board of Trustees is familiar with the practical work of the charity and Trustees have been inducted into their responsibilities by the Chair and the Chief Executive Officer.

The Board of Trustees is also encouraged to participate in the charity's objectives. Detailed financial and operational information is provided to the Trustees at each meeting and explanation of this is provided when a Trustee discloses that he/she does not understand the full implications of the information given. Trustees are aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Structure, governance and management *(continued)*

Risk assessment

The Trustees regularly assess the risks to which the charity is exposed, in particular those relating to the operations and finance. The Trustees are satisfied that systems, where practicable, are in place to mitigate exposure to the major risks.

Major risks of running the charity are:

Absence of sufficient and appropriate insurance

Appropriate insurance is in place to cover all aspects of the charity's operations including cover for public liability, employers' liability, building and contents.

Insufficient funding

Under our financial policy procedures, quarterly management accounts and comparison with budgets are prepared to ensure that there are sufficient funds in order for the charity to continue. The cash position is continually monitored. The charity would not take on any financial commitment without ensuring that there was adequate funding or reserves. The funding of the charity is reliant on the financial support of Hampton Fund, the London Borough of Richmond upon Thames (via Age UK Richmond), funding through the Community Independent Living Scheme, grants from other funders and income from the lettings of the hall and rooms at The Greenwood Community Centre. The Trustees and senior management are closely involved in consultation meetings to discuss future sources of funding. We are constantly seeking new hirers for the hall and rooms at The Greenwood Community Centre to ensure that the income stream from this activity remains sound and contributes a significant amount to the costs of running the charity.

Fall in the number of volunteers

Trustees and management are always seeking new volunteers since age or infirmity can prevent existing volunteers from continuing to provide services to the charity. New volunteers are sought via our website, through postal campaigns and by networking in the community.

Organisational Structure

The Board of Trustees is responsible for the strategic direction and policy of the charity. At present, the Board of Trustees comprises members from a variety of professional backgrounds and several members who are regularly involved in the activities of the charity.

The charity has one full time member of staff known as the Chief Executive Officer, who is responsible for the operational performance of the charity. Two part-time members of staff are employed to support the work of our organisation: one provides a focus on the Befriending Services and the Men's Club and the other provides generic support across all services. The Lettings Manager and his successor look after the lettings of rooms at the Greenwood Community Centre. Caretakers are employed on a part time basis as required. A process of delegation is in place for volunteers and part time staff and the day-to-day responsibility of the services rests with the Chief Executive Officer.

The Trustees and the Chief Executive Officer are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Trustees meet formally on a quarterly basis and at least twice more on an ad hoc basis to consider finance and funding, personnel, policies and procedures as well as performance against the key activities of the charity. The Treasurer oversees the financial control and where possible, due to the size of the organisation, other duties are delegated between nominated members of staff who are paid employees and key volunteers.

The last Annual General Meeting was held on 26 October 2021.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Related Parties

There are no related parties who have had influence with funders. With the exception of the fees paid to the Treasurer who is a Trustee, as disclosed in Note 13 to the financial statements, there were no related party transactions during the year.

Objectives and activities

The primary objective of Hampton & Hampton Hill Voluntary Care ("H&HHVC") within the framework of promoting health and well-being in the community is to provide a range of services of a charitable nature in accordance with the Memorandum of Association of the company.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity, as summarised in the following two paragraphs and as described more fully in the section of this Report under the heading "Achievements and Performance", constitute the proper provision of public benefit to those who make use of the support and services offered by the charity. The support and services offered are provided at minimal cost and there is therefore little financial burden placed on the users.

We reach out to those in need of help through ill health, poverty, mental or physical stress or any handicapped or underprivileged condition by improving the quality of their life through an outreach Neighbourhood Care Project, a Community Integrated Accessible Transport Project, a focused Information Service and our Community Centre, The Greenwood Community Centre. We support them in their day-to-day living, complementing statutory services and those available from other providers. We aim to reduce the level of exclusion felt by many even in this relatively affluent area.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

Community Transport

This service supports our clients who have mobility problems or who may be more isolated and unable to use existing services or public transport.

We have an accessible transport project in partnership with Richmond & Kington Accessible Transport (RAKAT CT LTD) comprising three minibuses which supports clients to access local services such as Homelink Day Respite Care, Linden Hall and Elleray Hall, door to door shopping buses and excursions. We also have a team of volunteer car drivers who take clients to health, social and recreational appointments.

Our transport services continued to be affected by the pandemic meaning we ran fewer local bus services and have had to restrict our volunteer transport offer to service users.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Achievements and performance (continued)

Greenwood Community Centre

We manage Greenwood Community Centre on behalf of the Hampton Fund and this provides an excellent base for our offices and for many local groups and organisations who share our aims in creating and supporting both young and old.

We provide accessible and affordable space, encouraging and supporting groups in health and wellbeing, broadening of education, recreation, physical activity and social inclusion. The standard of facilities is high, well regarded and the cost of premises hire is maintained at an affordable level.

The rental income contributes to the overall costs of the charity in running the premises.

This year we have been able to reopen our doors to the community with varying degrees of social distancing measures in place. The agreement with Hampton Primary Care Network to provide a space for their vaccination programmes continued through to the end of March 2022. After a review of the way space was being used at the Centre, we also took the opportunity to relocate the office space to the front of the building and create a new hire space which we call the Rowan Hall.

Befriending Services

Befriending Services also continued to be impacted upon by social distancing requirements. However, we have managed to re-start more traditional face to face services over this year. Groups and activities have also resumed but we have continued to offer the "On Your Doorstep" services such as shopping, prescription collection and delivery and welfare parcels throughout the year.

As a result of the pandemic, we now offer a wider choice of services, integrating those we developed specifically over the lockdown as part of our regular offer to our clients.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Communication and Publicity

The website (www.greenwoodcommunity.org.uk) and five social media channels (Facebook, Twitter, Instagram, Pinterest and NextDoor) all provide regular updates of local community news and activities at Greenwood Community Centre. In March 2022 we re-introduced our newsletter "The Greenwood Post", primarily in digital format and circulated to our clients in printed copy.

We continue to support people who telephone or call in personally at Greenwood Community Centre and ensure they are signposted to the appropriate support such as the Community Independent Living Service, for information and guidance.

We are continuing to offer our Digital Inclusion Programme. A small group of volunteers act as "Digital Buddies" helping clients to maximise their understanding and use of their smart devices. We now offer Befriending via Zoom and integrate the use of technology into our regular services, including monitoring and feedback from volunteers working in the community.

Volunteers

Volunteers are vital to our charity. We recruit volunteers from a variety of backgrounds and every individual brings experience and knowledge to support our work. We offer ongoing training and support and organise social events to show our appreciation of their commitment to the charity and their community. We recruit volunteers from our local area to reflect the local demographic but are also looking further afield to find key volunteers who can bring added experience and diversity to the team.

We have a much more transient group of volunteers; we saw many new volunteers at the beginning of the pandemic but faced a substantial drop in numbers once they began to return to work. Numbers of registered volunteers have now dropped to 93, a substantial drop from the pandemic number of 248.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Financial review

The charity's total income increased by £25,218 from £204,353 to £229,571. Donations and legacies showed a decrease of £11,396 principally as a result of a reduction of £11,360 in receipts under the Job Retention Scheme which ceased on 30 September 2021. Service User Registrations showed a healthy increase of £893 while General Donations reduced by £947. Other net increases amounted to £18.

There was an increase in income from charitable activities of £36,625.

Income from NHS for the use of the Stanton Hall as a Covid vaccination centre for the whole year amounted to £84,000 compared with £25,200 received in the previous year for the period January 2021 to March 2021 – an increase of £58,800. There was also an increase in income from other hirers amounting to £17,183 as a result of the easing of lockdown measures. The total increase in lettings income was therefore £75,983. Lettings to NHS ceased on 31 March 2022.

There was a reduction in grants from the London Borough of Richmond upon Thames of £17,837 and a reduction in the grant from Hampton Fund of £11,733. No grants were received in the year from The Fore (Raft Fund), London Community Foundation or National Lottery – grants received in the previous year amounted to £9,696.

Other net decreases in income from charitable activities amounted to £92.

Expenditure on charitable activities decreased from £159,684 to £151,205, a decrease of £8,479. Salaries costs decreased by £8,624 as a result of one fewer member of staff as reduced by a pay increase given to remaining staff. Office costs reduced by £5,859 as a result of a reduction in computer costs offset by the cost of televisions purchased. Establishment costs increased by £3,402 since more was spent on repairs and renewals and activities expenditure increased by £2,095 since more activities were possible. Other net increases in costs amounted to £507.

There was an overall excess of income over expenditure for the year of £78,366 compared with an excess of income over expenditure of £44,669 in the previous financial year.

As shown in Note 14, additions to fixed assets amounted to £18,160. This comprises the cost of £8,822 for new carpets throughout the building, the cost of £1,208 for new CCTV equipment, and the cost of £580 for a new laptop (funded by the grant from LBRuT Local Area Fund); in addition, £7,550 was spent on relocating the office area to the front part of the building thereby freeing up the previous office space for lettings to hirers.

Restricted and unrestricted income funds

The restricted income from grants has either been utilised during the year or provision at 31 March 2022 has been made for unspent funds at that date to be utilised during the current financial year. The balances on restricted funds at 31 March 2022 of £1,492 represent the written down values at that date of the five laptops which were purchased from the grants provided by The Fore (Raft Fund) and by the London Borough of Richmond upon Thames and the written down value of the laptop purchased from the grant provided by LBRuT Local Area Fund. Full details are shown in Note 18 to the financial statements. The balance of unrestricted funds increased from £93,720 to £172,514.

Reserves

As stated above, at 31 March 2022, the unrestricted reserves amounted to £172,514 thanks to the income from NHS for the hiring of the Stanton Hall and the generous grants which we have received in the past year. Our reserves policy is to retain sufficient reserves to meet essential expenses for a period of 4.5 months. The budgeted expenditure for the current financial year is £155,692. Strenuous efforts will continue to be made to increase fundraising efforts to ensure continuing financial viability of the charity.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2022

Financial review *(continued)*

Reserves Policy

H&HHVC operates a reserves policy which determines the level of unrestricted funds which we need to hold as reserves or working capital, to maintain the organisation's core activities and ensure continuity as a going concern in the event that funding from external sources for core or essential activities ceases or is seriously curtailed. This policy requires us to maintain sufficient General Funds to enable these essential activities to be continued for a period of 4.5 months whilst other funds are being sought or decisions made about the level of future activity. It is a principle of the policy that unrestricted funds not required as working capital or for other purposes should not be retained unnecessarily but should be invested in the future of the organisation and for the benefit of the local community. Based on unrestricted reserves of £172,514 at 31 March 2022 and budgeted expenditure of £155,692 in the current financial year, the requirements of the reserves policy to retain reserves for essential expenditure for 4.5 months have been met.

Plans for future periods

We have continued to review and develop the governance of the organisation and have successfully recruited new Board members to bring a wider range of skills and experience to the organisation. We are actively looking at the capacity and resources of the Charity to ensure we are capable of developing the services we can offer to the wider community.

Statement of Trustees' responsibilities

The Trustees, who are also the Directors of Hampton & Hampton Hill Voluntary Care for the purpose of company law, are responsible for preparing the Trustees' Report 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

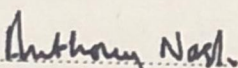
Year ended 31 March 2022

Financial review *(continued)*

Small companies provision statement

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

The Trustees' Annual Report (incorporating the Directors' Report) and the strategic report were approved on 7 September 2022 and signed on behalf of the Board of Trustees by:


.....
Anthony Nash - Chair
Trustee and Director

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Hampton & Hampton Hill Voluntary Care

Year ended 31 March 2022

I report to the Trustees on my examination of the financial statements of Hampton & Hampton Hill Voluntary Care ('the charity') for the year ended 31 March 2022, which are set out on pages 12 to 25.

Responsibilities and basis of report

As the Trustees of the company (and also its Directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

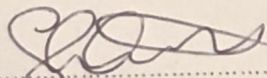
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Siobhan Glenister
Chartered Accountant
David Howard Limited
5 The Square
Bagshot
Surrey GU19 5AX

Date: 7th September 2022

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

		Unrestricted funds £	2022 Restricted funds £	Total funds £	2021 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	24,787	—	24,787	36,183
Charitable activities	6	129,525	75,234	204,759	168,134
Investment income	7	25	—	25	36
Total income		<u>154,337</u>	<u>75,234</u>	<u>229,571</u>	<u>204,353</u>
Expenditure					
Expenditure on charitable activities	8,9	75,543	75,662	151,205	159,684
Total expenditure		<u>75,543</u>	<u>75,662</u>	<u>151,205</u>	<u>159,684</u>
Net income and net movement in funds		<u>78,794</u>	<u>(428)</u>	<u>78,366</u>	<u>44,669</u>
Reconciliation of funds					
Total funds brought forward		93,720	1,920	95,640	50,971
Total funds carried forward		<u>172,514</u>	<u>1,492</u>	<u>174,006</u>	<u>95,640</u>

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

The notes on pages 14 to 25 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Position

31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible fixed assets	14	17,632	2,029
Current assets			
Debtors	15	14,465	34,694
Cash at bank and in hand		163,342	80,310
		<u>177,807</u>	<u>115,004</u>
Creditors: amounts falling due within one year	16	<u>21,433</u>	<u>21,393</u>
Net current assets		<u>156,374</u>	<u>93,611</u>
Total assets less current liabilities		<u>174,006</u>	<u>95,640</u>
Net assets		<u>174,006</u>	<u>95,640</u>
Funds of the charity			
Restricted funds		1,492	1,920
Unrestricted funds		172,514	93,720
Total charity funds	18	<u>174,006</u>	<u>95,640</u>

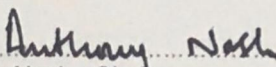
For the year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

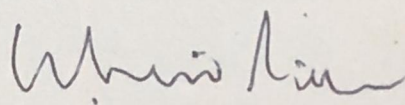
Directors' responsibilities:

- The Members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements 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/Directors and authorised for issue on 7 September 2022, and are signed on behalf of the Board by:


Anthony Nash - Chair
Trustee and Director


Neil Ritchie - Treasurer
Trustee and Director

The notes on pages 14 to 25 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Greenwood Community Centre, School Road, Hampton Hill, TW12 1QL.

2. Statement of compliance

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical basis with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees/Directors to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees/Directors for particular future projects or commitments.

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

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Equipment costing £500 or less is not capitalised but is expenses in the year of purchase.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

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- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

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Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

- Equipment 15%
- Computers 33%
- Office Relocation 15%

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

The requirements of the Charities Acts do not allow the distribution of a surplus on winding up to the members. Any such surplus must with the authority of the Charity Commissioners be paid either to another approved registered charity or to the Charity Commission.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
General Donations	9,363	—	9,363
Transport Income	4,754	—	4,754
Gift Aid Refunds	859	—	859
Fundraising	108	—	108
Service User Registrations	4,107	—	4,107
Grants			
Job Retention Scheme Grant	5,596	—	5,596
	<u>24,787</u>	<u>—</u>	<u>24,787</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
General Donations	9,715	595	10,310
Transport Income	4,754	—	4,754
Gift Aid Refunds	774	—	774
Fundraising	175	—	175
Service User Registrations	3,214	—	3,214
Grants			
Job Retention Scheme Grant	16,956	—	16,956
	<u>35,588</u>	<u>595</u>	<u>36,183</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2022

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
London Borough of Richmond upon Thames	21,590	4,285	25,875
Age UK Richmond	—	16,639	16,639
Hampton Fund	—	40,200	40,200
Community Ind Living Scheme	—	9,407	9,407
The Fore (Raft Fund)	—	—	—
London Community Foundation	—	—	—
National Lottery	—	—	—
Income from the use of the Greenwood Community Centre	107,027	—	107,027
Other Grants	908	—	908
CILS (Men's Project)	—	4,703	4,703
	<u>129,525</u>	<u>75,234</u>	<u>204,759</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
London Borough of Richmond upon Thames	40,572	3,140	43,712
Age UK Richmond	—	17,139	17,139
Hampton Fund	—	51,933	51,933
Community Ind Living Scheme	—	9,407	9,407
The Fore (Raft Fund)	—	4,887	4,887
London Community Foundation	—	2,170	2,170
National Lottery	—	2,639	2,639
Income from the use of the Greenwood Community Centre	31,044	—	31,044
Other Grants	500	—	500
CILS (Men's Project)	—	4,703	4,703
	<u>72,116</u>	<u>96,018</u>	<u>168,134</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	<u>25</u>	<u>25</u>	<u>36</u>	<u>36</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2022

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Greenwood Community Centre Operation	54,966	73,084	128,050
Support Costs	20,577	2,578	23,155
Expenditure on charitable activities	<u>75,543</u>	<u>75,662</u>	<u>151,205</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Greenwood Community Centre Operation	44,713	85,277	129,990
Support Costs	20,278	9,416	29,694
Expenditure on charitable activities	<u>64,991</u>	<u>94,693</u>	<u>159,684</u>

9. Expenditure on charitable activities by activity type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	36,697	60,321	97,018
Establishment Costs	14,972	10,628	25,600
Equipment	-	2,135	2,135
Activities expenditure	3,110	-	3,110
Other Costs	187	-	187
Total Greenwood Community Centre Operation Costs	<u>54,966</u>	<u>73,084</u>	<u>128,050</u>
Support Costs			
Administration	15,755	1,570	17,325
Publicity & Fundraising	672	-	672
Depreciation	1,513	1,008	2,521
Loss on disposal of fixed assets	37	-	37
Independent Examiner's Fee	2,600	-	2,600
Total Support Costs	<u>20,577</u>	<u>2,578</u>	<u>23,155</u>
Expenditure on charitable activities	<u>75,543</u>	<u>75,662</u>	<u>151,205</u>

	Support Costs £	Governance Costs £	2022 £
Provision of services to clients	<u>20,555</u>	<u>2,600</u>	<u>23,155</u>

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

9. Expenditure on charitable activities by activity type *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Greenwood Community Centre Operation			
Salaries, National Insurance & Pension	35,205	70,437	105,642
Establishment Costs	7,953	14,840	22,793
Equipment	-	-	-
Activities expenditure	1,015	-	1,015
Other Costs	540	-	540
Total Greenwood Community Centre Operation Costs	44,713	85,277	129,990
Support Costs			
Administration	16,863	8,456	25,319
Publicity & Fundraising	365	-	365
Depreciation	650	960	1,610
Loss on disposal of fixed assets	-	-	-
Independent Examiner's Fee	2,400	-	2,400
Total Support Costs	20,278	9,416	29,694
Expenditure on charitable activities	64,991	94,693	159,684
	Support Costs £	Governance Costs £	2021 £
Provision of services to clients	27,294	2,400	29,694

Support costs include general office running costs, depreciation and publicity and fundraising costs.

Governance costs represent fees paid for the independent examination of the Financial Statements

10. Net income

Net income is stated after charging:

	2022 £	2021 £
Depreciation of tangible fixed assets	2,521	1,610

11. Independent examination fees

	2022 £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	2,600	2,400

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	94,564	102,574
Social security costs	903	1,405
Employer contributions to pension plans	1,551	1,663
	<u>97,018</u>	<u>105,642</u>

The average head count of employees during the year was 9 (2021: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Number of Greenwood Community Centre staff	<u>3</u>	<u>4</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £64,777 (2021: £75,329).

13. Trustee remuneration and expenses

Except as stated below, there were no Trustees'/Directors' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

As permitted by Section 185 of the Charities Act 2011, Neil Ritchie, a Trustee and the Treasurer, received fees for accountancy and payroll services of £3,600 in the financial year (2021: £3,600).

There were no Trustees'/Directors' expenses paid for the year ended 31 March 2022 or for the year ended 31 March 2021.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

14. Tangible fixed assets

	Equipment and Office Relocation £	Total £
Cost		
At 1 April 2021	65,165	65,165
Additions	18,160	18,160
Disposals	(14,312)	(14,312)
At 31 March 2022	69,013	69,013
Depreciation		
At 1 April 2021	63,136	63,136
Charge for the year	2,521	2,521
Disposals	(14,276)	(14,276)
At 31 March 2022	51,381	51,381
Carrying amount		
At 31 March 2022	17,632	17,632
At 31 March 2021	2,029	2,029

15. Debtors

	2022 £	2021 £
Trade debtors	10,088	26,684
Prepayments and accrued income	4,377	3,906
Other debtors	—	4,104
	14,465	34,694

16. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	3,163	2,288
Accruals and deferred income	14,997	17,603
Social security and other taxes	1,859	1,502
Other creditors	1,414	—
	21,433	21,393

17. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,551 (2021: £1,663).

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	78,720	154,337	(75,543)	(5,000)	152,514
Designated Fund - Building repairs and refurbishment and other capital expenditure (see Note below)	15,000	—	—	5,000	20,000
	<u>93,720</u>	<u>154,337</u>	<u>(75,543)</u>	<u>—</u>	<u>172,514</u>

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	42,971	107,740	(64,991)	(7,000)	78,720
Designated Fund - Building repairs and refurbishment and other capital expenditure	8,000	—	—	7,000	15,000
	<u>50,971</u>	<u>107,740</u>	<u>(64,991)</u>	<u>—</u>	<u>93,720</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

18. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2021	Income	Expenditure	At 31 March 2022
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	—	70,949	(70,949)	—
The Fore (Raft Fund)	1,098	—	(549)	549
LBRuT Covid Emergency Grant	822	—	(411)	411
London Community Foundation	—	—	—	—
LBRuT Covid PPE Grant	—	—	—	—
National Lottery	—	—	—	—
Flower Beds Maintenance	—	—	—	—
LBRuT Local Area Fund	—	4,285	(3,753)	532
	<u>1,920</u>	<u>75,234</u>	<u>(75,662)</u>	<u>1,492</u>

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Chief Executive Officer's & Principal employees' salary and management costs	—	83,182	(83,182)	—
The Fore (Raft Fund)	—	4,887	(3,789)	1,098
LBRuT Covid Emergency Grant	—	1,640	(818)	822
London Community Foundation	—	2,170	(2,170)	—
LBRuT Covid PPE Grant	—	1,500	(1,500)	—
National Lottery	—	2,639	(2,639)	—
Flower Beds Maintenance	—	595	(595)	—
LBRuT Local Area Fund	—	—	—	—
	<u>—</u>	<u>96,613</u>	<u>(94,693)</u>	<u>1,920</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2022

18. Analysis of charitable funds (continued)

Designated Fund

Following a review of likely future expenditure on renovation and other capital items, including technology assets, broadband infrastructure and fixture and fittings, the Trustees/Directors decided in 2021 to increase the Designated Fund to £15,000. It has now been decided to increase the Designated Fund to £20,000.

Restricted Funds

The donors have directed that the donations (shown above as income) are to be used to finance:

- the salary and related management costs of the Chief Executive Officer, who is responsible for the day-to-day management of the charity, and of the principal employees who are, respectively, responsible mainly for the Befriending Project and for providing administrative assistance.
- The Fore (Raft Fund) - The balance of £549 shown at 31 March 2022 reflects the written down value of the three laptops purchased from the grant received in the year ended 31 March 2021.
- London Borough of Richmond upon Thames - Covid Emergency Grant - The balance of £411 shown at 31 March 2022 reflects the written down value of the two laptops purchased from the grant received in the year ended 31 March 2021
- London Borough of Richmond upon Thames - Local Area Fund – This was a grant received to fund the purchase of televisions, a laptop and computer costs. The balance of £532 at 31 March 2022 represents the written down value of the laptop at that date.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	16,140	1,492	17,632
Current assets	177,807	–	177,807
Creditors less than 1 year	(21,433)	–	(21,433)
Net assets	172,514	1,492	174,006

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	109	1,920	2,029
Current assets	115,004	–	115,004
Creditors less than 1 year	(21,393)	–	(21,393)
Net assets	93,720	1,920	95,640

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Critical accounting estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

There were no key judgements. The main accounting estimates are depreciation, gift aid debtors and accruals.

21. Taxation

As a charity, Hampton & Hampton Hill Voluntary Care is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Accounts

COMPANY REGISTRATION NUMBER: 06431882
CHARITY REGISTRATION NUMBER: 1140070

**Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Financial Statements
31 March 2021**

**Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021**

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Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report)
Year ended 31 March 2021

The Trustees, who are also the Directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

Chair's Statement

The financial year ended 31 March 2021 has been an unprecedented year for the charity. Not only the impact of Covid 19 on our activities but also significant change in the Trustee Board with six Trustees retiring, seven new Trustees appointed and a new Chair of Trustees. Having joined as a Trustee in only June 2020, I was asked if I would take on the Chair's role a matter of a few weeks later and was formally appointed at the AGM in November 2020. Bryan Searle, who was previously Chair, has stepped down to become Vice-Chair and I thank him on behalf of the charity for all the hard work he put in whilst Chair having to respond to the initial challenges presented by successive lockdowns and the material uncertainty that Covid caused for all in the charity sector.

It has been apparent for some time that the charity needed reinvigorating and a new start. Many Trustees had become disengaged and the management team left unsupported in terms of strategy and governance. Financially the charity had made small losses for a number of years and with no real plan as to how this could be addressed. Throw on to this the impact of Covid which shut down the Greenwood Community Centre and our lettings business for most of the financial year, then you can understand that the long-term future of the charity itself came into question. I am not sure that when I took over as Chair in November 2020 that I would be reporting on a record surplus by March 2021. More of how that happened later.

Since becoming Chair, I have undertaken with the CEO and Board a complete review of policy and procedures which needed to be updated, and in some cases, newly formulated to bring the charity back up to standard. I have also set up three Board Sub Committees – Strategy & Governance, Finance and Systems and Fundraising – to engage Trustees more actively in the key areas where the charity needs to raise its game. Alongside this we have continued to recruit new Trustees to address some of the gaps in skills that the charity lacked and this remains an ongoing process. It is fair to say that we still have far more challenges than solutions and the new Trustee Board needs time to gel and deliver a more coherent strategy and funding model to ensure the long-term future. In the near term our key focus will be on:

- Purpose and strategy
- Full review of client services and target clients
- Ability to better monitor impact of services
- Diversify and broaden funding sources
- Improving client and volunteer engagement
- Strengthening relations with key stakeholders and gain support for our strategy

Some of this is already under way and my role as Chair will be to ensure that momentum is maintained and key milestones delivered across the organisation.

Turning to financial performance, the charity, as stated above, achieved a record surplus of £44,669. The detail is covered in the Financial Review below but it is right to point out that this was driven by largely one-off items and the return of some unforeseen lettings income as the Greenwood Community Centre was used as a vaccination centre from mid-January 2021. The next financial year ending 31 March 2022 will continue to be impacted by Covid at least in the first quarter and possibly beyond so obtaining a clear view of underlying financial performance remains difficult. The continuing support of our key funding stakeholders will remain essential but the surplus achieved this current

Hampton & Hampton Hill Voluntary Care
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Directors' Report)
Year ended 31 March 2021

year will however give the charity the opportunity to plan outside of a “crisis management” environment. It will also allow the charity to address some of the more pressing capital items that have been building up in recent years. Finding new funding sources is increasingly difficult in the charity sector and it is sad to see that many charities will not have survived Covid. Therefore, we will need to build a compelling story to demonstrate that Hampton & Hampton Hill Voluntary Care can deliver a meaningful and positive impact for those in our community whom we choose to support.

I would like to thank all current and former members of staff, volunteers and Trustee Board for their hard work during this most difficult of years and the unprecedented challenges created by the pandemic. We have continued to support our clients and look forward to being able to increase that support during the coming year. There is still much to do and I cannot help feeling that there will be a few more Covid related bumps in the road for us all to negotiate before a clearer and hopefully calmer picture emerges.

Lastly, I would like to thank all those organisations and individuals who have supported us financially during the past year and we look forward to working with you closely again to support our local community.

Hampton Fund
London Borough of Richmond upon Thames
Community Independent Living Service
The Fore (Raft Fund)
National Lottery
London Community Foundation
Hampton Methodist Church
Hampton & Richmond Borough Football Club
Hampton Hill Flexercise Classes
Will and Way Club
Tiffin Estate Agents
Richmond in Bloom
Tesco (Bags of Help)
Asda (Feed the Community)

.....
Anthony Nash - Chair
9 September 2021

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Reference and administrative details

Registered charity name Hampton & Hampton Hill Voluntary Care

Charity registration number 1140070

Company registration number 06431882

Principal office and registered office The Greenwood Community Centre
School Road
Hampton Hill
TW12 1QL

The Trustees	Anthony Nash - Chair	(Appointed 10 June 2020)
	Bryan Searle – Vice Chair	
	Neil Ritchie - Treasurer	
	Nigel Newby	
	Susan Martineau	(Appointed 10 June 2020)
	Antony Angeli	(Appointed 11 November 2020)
	Baljinder Lal	(Appointed 11 November 2020)
	Anita Auch	(Appointed 22 April 2021)
	Andrew Hyde	(Appointed 22 April 2021)
	David Munby	(Appointed 22 April 2021)
	Fiona Smith	(Appointed 9 September 2021)
	Carole Atkinson MBE	(Retired 23 August 2020)
	Linda Green	(Retired 21 October 2020)
	Manoj Nanda	(Retired 9 March 2021)
	Elizabeth Searle	(Retired 23 November 2020)
	Melanie Sibthorp	(Retired 23 November 2020)
	Lisa Turner	(Retired 26 April 2021)

Chief Executive Officer Robert McRae-Adams

Independent Examiner Mohan Kripalani
86 Ormond Drive
Hampton
Middlesex TW12 2TN

Bankers CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Structure, governance and management

Governing document

The company is a registered charity following the grant of charitable status by the Charity Commission on 27 January 2011. The governing document of the charitable company is its Memorandum and Articles of Association.

The principal objects of the charity are to promote and provide social services of a charitable nature for the benefit of our community with the aim of improving the conditions of life of the persons for whom the services are intended and of training them in the principles of good citizenship.

In the event of the charity being wound up, every member of the charity undertakes to contribute such amount as may be required (not exceeding £10) to the charity's assets for payment of the charity's debts and liabilities and the costs, charges and expenses of winding up; if a surplus remains after the charity is wound up, it shall be given to another charity or charities having similar objects including the prohibition of the distribution to its members.

Recruitment and Appointment of Management Committee

The Trustees of the charity are known as members of the Management Committee. Under the requirements of the Articles of Association the number of Trustees (to include Chairman, Vice Chairman and Treasurer) shall not be less than three and shall not exceed fifteen.

At each Annual General Meeting one third of Trustees who are subject to retirement by rotation shall retire from office; the Trustees to retire shall be those who have been longest in office since their last appointment or re-appointment. If the charity at the meeting at which a Trustee retires by rotation does not fill the vacancy, the retiring Trustee shall in normal circumstances, if willing to act, be deemed to have been reappointed. The Management Committee seeks to ensure that the needs of the charity are appropriately reflected through the diversity of the Trustee body.

Trustee Induction and Training

Trustees are recruited, inducted and trained, and carry out their responsibilities guided by advice provided by a number of umbrella organisations, for example, Richmond Council for Voluntary Services. The Board of Trustees is familiar with the practical work of the charity and Trustees have been inducted into their responsibilities by the Chairman and the Chief Executive Officer.

The Board of Trustees is also encouraged to participate in the charity's objectives. Detailed financial and operational information is provided to the Trustees at each meeting and explanation of this is provided when a Trustee discloses that he/she does not understand the full implications of the information given. Trustees are aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Structure, governance and management *(continued)*

Risk assessment

The Trustees regularly assess the risks to which the charity is exposed, in particular those relating to the operations and finance. The Trustees are satisfied that systems, where practicable, are in place to mitigate exposure to the major risks.

Major risks of running the charity are:

- **Absence of sufficient and appropriate insurance**

Appropriate insurance is in place to cover all aspects of the charity's operations including cover for public liability, employers' liability, building and contents.

- **Insufficient funding**

Under our financial policy procedures, quarterly management accounts and comparison with budgets are prepared to ensure that there are sufficient funds in order for the charity to continue. The cash position is continually monitored. The charity would not take on any financial commitment without ensuring that there was adequate funding or reserves. The funding of the charity is reliant on the financial support of Hampton Fund, the London Borough of Richmond upon Thames (via Age UK Richmond), funding through the Community Independent Living Scheme, grants from other funders and income from the lettings of the hall and rooms at The Greenwood Community Centre. The Trustees and senior management are closely involved in consultation meetings to discuss future sources of funding. We are constantly seeking new hirers for the hall and rooms at The Greenwood Community Centre to ensure that the income stream from this activity remains sound and contributes a significant amount to the costs of running the charity.

- **Fall in the number of volunteers**

Trustees and management are always seeking new volunteers since age or infirmity can prevent existing volunteers from continuing to provide services to the charity. New volunteers are sought via our website, through postal campaigns and by networking in the community.

Organisational Structure

The Board of Trustees is responsible for the strategic direction and policy of the charity. At present, the Board of Trustees comprises members from a variety of professional backgrounds and several members who are regularly involved in the activities of the charity.

The charity has one full time member of staff known as the Chief Executive Officer, who is responsible for the operational performance of the charity. Two part-time members of staff are employed to support the work of our organisation: one provides a focus on the Befriending Services and the Men's Club; one provides generic support across all services. The Lettings Manager looks after the lettings of rooms at the Greenwood Community Centre. Caretakers are employed on a part time basis as required. A process of delegation is in place for volunteers and part time staff and the day-to-day responsibility of the services rests with the Chief Executive Officer.

The Trustees and the Chief Executive Officer are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Trustees meet formally on a quarterly basis and at least twice more on an ad hoc basis to consider finance and funding, personnel, policies and procedures as well as performance against the key activities of the charity. The Treasurer oversees the financial control and where possible, due to the size of the organisation, other duties are delegated between nominated members of staff who are paid employees and key volunteers.

The last Annual General Meeting was held on 23 November 2020.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Related Parties

There are no related parties who have had influence with funders. With the exception of the fees paid to the Treasurer who is a Trustee, as disclosed in Note 13 to the financial statements, there were no related party transactions during the year.

Objectives and activities

The primary objective of Hampton & Hampton Hill Voluntary Care ("H&HHVC") within the framework of promoting health and well-being in the community is to provide a range of services of a charitable nature in accordance with the Memorandum of Association of the company.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity, as summarised in the following two paragraphs and as described more fully in the section of this Report under the heading "Achievements and Performance", constitute the proper provision of public benefit to those who make use of the support and services offered by the charity. The support and services offered are provided at minimal cost and there is therefore little financial burden placed on the users.

We reach out to those in need of help through ill health, poverty, mental or physical stress or any handicapped or underprivileged condition by improving the quality of their life through an outreach Neighbourhood Care Project, a Community Integrated Accessible Transport Project, a focused Information Service and our Community Centre, The Greenwood Community Centre. We support them in their day-to-day living, complementing statutory services and those available from other providers. We aim to reduce the level of exclusion felt by many even in this relatively affluent area.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

Community Transport

This service supports our clients who have mobility problems or who may be more isolated and unable to use existing services or public transport.

We have an accessible transport project in partnership with Richmond & Kington Accessible Transport (RAKAT CT Limited) comprising three minibuses which supports clients to access local services such as Homelink Day Respite Care, Linden Hall and Ellera Hall, door to door shopping buses and excursions. We also have a team of volunteer car drivers who take clients to health, social and recreational appointments.

This year our transport services were deeply affected by the pandemic meaning we ran very few local bus services and have had to restrict our volunteer transport offer to service users.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Greenwood Community Centre

We manage Greenwood Community Centre on behalf of the Hampton Fund and this provides an excellent base for our offices and for many local groups and organisations who share our aims in creating and supporting both young and old.

We provide accessible and affordable space, encouraging and supporting groups in health and wellbeing, broadening of education, recreation, physical activity and social inclusion. The standard of facilities is high, well regarded and the cost of premises hire is maintained at an affordable level.

The rental income contributes to the overall running costs of the charity.

During this year, we have been unable to run the Community Centre as normal due to the impact of COVID-19 restrictions. Where possible we opened our doors for community use, ensuring social distancing measures were in place and increased cleaning/hygiene measures. We entered into an agreement with Hampton Primary Care Network to utilise the Centre as a local vaccination hub from January through to June 2021.

Befriending Services

Like all services, the pandemic has meant we had to revise how we supported people at home. All face-to-face befriending was withdrawn and replaced with telephone befriending. Guidelines and weather permitting, we were able to offer face-to-face to some clients in their gardens. Groups and activities were also withdrawn and replaced with "On Your Doorstep", a service where volunteers delivered a range of welfare parcels to clients.

Communication and Publicity

We are continuing to review ways to provide information to local people. The website (www.greenwoodcommunity.org.uk) and five social media channels (Facebook, Twitter, Instagram, Pinterest and NextDoor) all provide regular updates of local community news and activities at Greenwood Community Centre.

We continue to support people who telephone or call in personally at Greenwood Community Centre and ensure they are signposted to the appropriate support such as the Community Independent Living Service, for information and guidance. We have continued to invest in new ICT systems and are continuing to evolve these to ensure the team works efficiently.

We succeeded in gaining funds for our Digital Inclusion Programme that included developing new communication tools for staff, volunteers and Trustees. We are developing services for clients to provide supported access to technology to enable those who are currently unable to access/use digital services such as video conferencing (Zoom), browsing the web or online shopping.

COVID-19 Support Services

At the end of March 2020, it became necessary to review and develop urgently local services to support those who were being affected by the impact of the coronavirus. We quickly developed support, using volunteers, to shop and collect prescriptions on behalf of many clients who could no longer go out from their home. We also began the planning to develop other services for the longer-term as we were unaware of how long we would need to continue with these services. By the end of March 2020, we were seeing a substantial increase in referrals to our support services and continued these services throughout the year.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Volunteers

Volunteers are vital to our charity. We recruit volunteers from a variety of backgrounds and every individual brings experience and knowledge to support our work. We offer ongoing training and support and organise social events to show our appreciation of their commitment to the charity and their community. We recruit volunteers from our local community to reflect the local demographic but are also looking further afield to find key volunteers who can bring added experience and diversity to the team.

During this year, we saw a substantial change in our volunteer team, many of our long-term volunteers finding that they needed to stay safe at home. A recruitment appeal made through Richmond Council for Voluntary Services resulted in 248 applications from potential new volunteers. The logistics of dealing with so many applications did overwhelm our team but we were able to place over 60% of those applying to help, many of whom have stayed with us throughout the year.

Financial review

The charity's total income increased by £63,016 from £141,337 to £204,353.

Donations and legacies showed an increase of £14,774 principally as a result of receipts of £16,956 under the Job Retention Scheme as reduced by a fall in fundraising income of £2,126 as a result of restrictions imposed by the pandemic. Other net decreases totalled £56.

There was an increase in income from charitable activities of £48,317. Increased income under this heading included grants from the London Borough of Richmond upon Thames of £43,712, a welcome increase of £9,766 in the grant received from Hampton Fund, and grants totalling £9,696 from The Fore (Raft Fund), London Community Foundation and National Lottery; other grants fell by £5,049, principally the absence of the grant of £5,000 received from Inman Charity in the previous year. Income from the use of the Greenwood Community Centre fell by £10,130 – the reduction would have been much greater without the additional unexpected income of £25,200 from NHS for the use of the Stanton Hall as a Covid vaccination centre from January to March 2021. Lettings to NHS will continue for the months of April, May and June 2021, which will help to replace some of the lettings income lost as a result of the absence of hirers during lockdown periods as a result of the pandemic. Other net increases in income from charitable activities amounted to £322.

Expenditure on charitable activities increased from £149,557 to £159,684, an increase of £10,127. Computer costs increased by £8,877- funding totalling £8,049 towards those computer costs was received from various funders as part of restricted funds income as detailed in Note 18. Costs of repairs and renewals showed an increase of £1,176. Other net increases in costs amounted to £74.

There was an overall excess of income over expenditure for the year of £44,669 compared with an excess of expenditure over income of £8,220 in the previous financial year.

Restricted and unrestricted income funds

The restricted income from grants has either been utilised during the year or provision at 31 March 2021 has been made for unspent funds at that date to be utilised during the current financial year. The balances on restricted funds at 31 March 2021 of £1,920 represent the written down values at that date of the five laptops which were purchased from the grants provided by The Fore (Raft Fund) and by the London Borough of Richmond upon Thames. Full details are shown in Note 18 to the financial statements. The balance of unrestricted funds increased from £50,971 to £93,720.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2021

Reserves

As stated above, at 31 March 2021, the unrestricted reserves amounted to £93,720 thanks to the many generous grants which we have received in the past year. Our reserves policy is to retain sufficient reserves to meet essential expenses for a period of three months. The budgeted expenditure for the current financial year is £148,265 taking into account our best estimates of when normality will return and normal lettings and activities will resume. The extension of the Job Retention Scheme to September 2021 will also have a positive financial impact on our results. Further grants of £15,600 have been received from the London Borough of Richmond upon Thames in the current financial year which is of great financial assistance to the operations of the charity. Strenuous efforts will continue to be made to increase fundraising efforts to ensure continuing financial viability of the charity.

Reserves Policy

H&HHVC operates a reserves policy which determines the level of unrestricted funds which we need to hold as reserves or working capital, to maintain the organisation's core activities and ensure continuity as a going concern in the event that funding from external sources for core or essential activities ceases or is seriously curtailed. This policy requires us to maintain sufficient General Funds to enable these essential activities to be continued for a period of three months whilst other funds are being sought or decisions made about the level of future activity. It is a principle of the policy that unrestricted funds not required as working capital or for other purposes should not be retained unnecessarily but should be invested in the future of the organisation and for the benefit of the local community. Based on unrestricted reserves of £93,720 at 31 March 2021 and budgeted expenditure of £148,265 in the current financial year, the requirements of the reserves policy to retain reserves for essential expenditure for three months have been met.

Plans for future periods

Planning for the future will be wholly dependent on the current social distancing guidelines, which can change at short notice. We will endeavour to return to our normal service provision where possible, but we will aim to incorporate many of the new ways of working and services developed during the pandemic. This will extend our reach into the community and support people who are isolated at home.

We have begun the work on our digital inclusion programme, which covers internal processes and up-skilling staff, Trustees and volunteers. We are developing services to offer local people to enable them to access to digital services such as Zoom, web browsing and online shopping.

The Trustees' Annual Report (incorporating the Directors' Report) and the strategic report were approved on 9 September 2021 and signed on behalf of the Board of Trustees by:

.....
Anthony Nash - Chair
Trustee and Director

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Hampton & Hampton Hill Voluntary Care

Year ended 31 March 2021

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 12 to 23.

Responsibilities and basis of report

As the charity Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Hampton & Hampton Hill Voluntary Care

Year ended 31 March 2021

Limitation on the scope of the Examination

Due to COVID 19 we are unable to sample test the income from Donations. We are therefore unable to determine if any adjustment may be required.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Mohan Kripalani
Penningtons Accountants Limited
Independent Examiner
ICAEW**

86 Ormond Drive
Hampton
Middlesex
TW12 2TN

Date 20 September 2021

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

			2021		2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	35,588	595	36,183	21,409
Charitable activities	6	72,116	96,018	168,134	119,817
Investment income	7	36	—	36	111
Total income		<u>107,740</u>	<u>96,613</u>	<u>204,353</u>	<u>141,337</u>
Expenditure					
Expenditure on charitable activities	8,9	64,991	94,693	159,684	149,557
Total expenditure		<u>64,991</u>	<u>94,693</u>	<u>159,684</u>	<u>149,557</u>
Net income/(expenditure) and net movement in funds		<u>42,749</u>	<u>1,920</u>	<u>44,669</u>	<u>(8,220)</u>
Reconciliation of funds					
Total funds brought forward		50,971	—	50,971	59,191
Total funds carried forward		<u>93,720</u>	<u>1,920</u>	<u>95,640</u>	<u>50,971</u>

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

The notes on pages 14 to 23 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Statement of Financial Position

31 March 2021

	Note	2021 £	£	2020 £
Fixed assets				
Tangible fixed assets	14		2,029	759
Current assets				
Debtors	15	34,694		17,363
Cash at bank and in hand		80,310		63,958
		115,004		81,321
Creditors: amounts falling due within one year	16	21,393		31,109
Net current assets			93,611	50,212
Total assets less current liabilities			95,640	50,971
Net assets			95,640	50,971
Funds of the charity				
Restricted funds			1,920	–
Unrestricted funds			93,720	50,971
Total charity funds	18		95,640	50,971

The Board of Trustees confirm that the Members have not required the company to obtain an audit of the accounts for the year ended 31 March 2021 in accordance with Section 475 Companies Act 2006. The Board of Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to the accounting records and the preparation of accounts.

These financial statements were approved by the Board of Trustees and authorised for issue on 9 September 2021, and are signed on behalf of the Board by:

.....
Anthony Nash – Chair
Trustee and Director

.....
Neil Ritchie - Treasurer
Trustee and Director

The notes on pages 14 to 23 form part of these financial statements.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Greenwood Community Centre, School Road, Hampton Hill, TW12 1QL.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular future projects or commitments.

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

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Equipment costing £500 or less is not capitalised but is expensed in the year of purchase.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

- Fixtures & Fittings 15% Computers 33.3%

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
General Donations	9,715	595	10,310
Transport Income	4,754	—	4,754
Gift Aid Refunds	774	—	774
Fundraising	175	—	175
Service User Registrations	3,214	—	3,214
Grants			
Job Retention Scheme	16,956	—	16,956
	<u>35,588</u>	<u>595</u>	<u>36,183</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
General Donations	9,667	—	9,667
Transport Income	4,062	—	4,062
Gift Aid Refunds	1,200	—	1,200
Fundraising	2,301	—	2,301
Service User Registrations	4,179	—	4,179
Grants			
Job Retention Scheme	—	—	—
	<u>21,409</u>	<u>—</u>	<u>21,409</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
London Borough of Richmond upon Thames	40,572	3,140	43,712
Age UK Richmond	–	17,139	17,139
Hampton Fund	–	51,933	51,933
Community Independent Living Service	–	9,407	9,407
The Fore (Raft Fund)	–	4,887	4,887
London Community Foundation	–	2,170	2,170
National Lottery	–	2,639	2,639
Income from the use of the Greenwood Community Centre	31,044	–	31,044
Other Grants	500	–	500
CILS (Men's Project)	–	4,703	4,703
	<u>72,116</u>	<u>96,018</u>	<u>168,134</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
London Borough of Richmond upon Thames/ Age UK Richmond	–	16,735	16,735
Hampton Fund	–	42,167	42,167
Community Independent Living Service	–	9,461	9,461
The Fore (Raft Fund)	–	–	–
London Community Foundation	–	–	–
National Lottery	–	–	–
Income from the use of the Greenwood Community Centre	41,174	–	41,174
Other Grants	5,000	549	5,549
CILS (Men's Project)	–	4,731	4,731
	<u>46,174</u>	<u>73,643</u>	<u>119,817</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>36</u>	<u>36</u>	<u>111</u>	<u>111</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Greenwood Community Centre Operation	62,591	94,693	157,284
Governance costs	2,400	—	2,400
	<u>64,991</u>	<u>94,693</u>	<u>159,684</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Greenwood Community Centre Operation	73,394	73,643	147,037
Governance costs	2,520	—	2,520
	<u>75,914</u>	<u>73,643</u>	<u>149,557</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Governance £	Total funds 2021 £	Total funds 2020 £
Greenwood Community Centre Operation	157,284	—	157,284	147,037
Governance costs	—	2,400	2,400	2,520
	<u>157,284</u>	<u>2,400</u>	<u>159,684</u>	<u>149,557</u>

Analysis of Greenwood Community Centre Operation Expenditure

	Total funds 2021 £	Total funds 2020 £
Salaries, national insurance & pension	105,642	95,933
Establishment costs	22,198	25,755
Office costs	25,319	16,786
Activities expenditure	1,015	5,884
Other costs	540	832
Publicity & fundraising	365	216
Depreciation	1,610	1,631
Flower Beds Maintenance costs	595	—
	<u>157,284</u>	<u>147,037</u>

10. Governance Costs

	Governance £	Total 2021 £	Total 2020 £
Independent Examiner's Fees	2,400	2,400	2,520

11. Net income/(expenditure)

Net income/(expenditure) is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	1,610	1,631

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	102,574	97,259
Social security costs	1,405	2,383
Employer contributions to pension plans	1,663	1,652
	<u>105,642</u>	<u>101,294</u>

The average head count of employees during the year was 10 (2020: 8). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of Greenwood Community Centre staff	<u>4</u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £75,329 (2020: £70,413).

13. Trustee remuneration and expenses

Except as stated below, there were no Trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

As permitted by Section 185 of the Charities Act 2011, Neil Ritchie, a Trustee and the Treasurer, received fees for accountancy and payroll services of £3,600 in the financial year (2020: £3,600).

There were no Trustees' expenses paid for the year ended 31 March 2021 or for the year ended 31 March 2020.

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

14. Tangible fixed assets

	Equipment £	Total £
Cost		
At 1 April 2020	62,285	62,285
Additions	2,880	2,880
At 31 March 2021	65,165	65,165
Depreciation		
At 1 April 2020	61,526	61,526
Charge for the year	1,610	1,610
At 31 March 2021	63,136	63,136
Carrying amount		
At 31 March 2021	2,029	2,029
At 31 March 2020	759	759

15. Debtors

	2021 £	2020 £
Trade debtors	26,684	12,488
Prepayments and accrued income	3,906	4,875
Other debtors	4,104	–
	34,694	17,363

16. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,288	2,726
Accruals and deferred income	8,726	3,203
Social security and other taxes	1,502	1,971
Other creditors	8,877	23,209
	21,393	31,109

17. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,663 (2020: £1,652).

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General funds	42,971	107,740	(64,991)	(7,000)	78,720
Designated Fund - Building repairs and refurbishment and other capital expenditure (see Note below)	8,000	—	—	7,000	15,000
	<u>50,971</u>	<u>107,740</u>	<u>(64,991)</u>	<u>—</u>	<u>93,720</u>
	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
General funds	51,191	67,694	(75,914)	—	42,971
Designated Fund - Building repairs & refurbishment	8,000	—	—	—	8,000
	<u>59,191</u>	<u>67,694</u>	<u>(75,914)</u>	<u>—</u>	<u>50,971</u>

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

18. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Chief Executive Officer's & Principal employees' salary and management costs	—	83,182	(83,182)	—	—
The Fore (Raft Fund)	—	4,887	(3,789)	—	1,098
LBRuT Covid Emergency Grant	—	1,640	(818)	—	822
London Community Foundation	—	2,170	(2,170)	—	—
LBRuT Covid PPE Grant	—	1,500	(1,500)	—	—
National Lottery	—	2,639	(2,639)	—	—
Flower Beds Maintenance	—	595	(595)	—	—
	—	96,613	(94,693)	—	1,920

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Chief Executive Officer's & Principal employees' salary and management costs	—	73,643	(73,643)	—	—
The Fore (Raft Fund)	—	—	—	—	—
LBRuT Covid Emergency Grant	—	—	—	—	—
London Community Foundation	—	—	—	—	—
LBRuT Covid PPE Grant	—	—	—	—	—
National Lottery	—	—	—	—	—
Flower Beds Maintenance	—	—	—	—	—
	—	73,643	(73,643)	—	—

Hampton & Hampton Hill Voluntary Care

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

18. Analysis of charitable funds *(continued)*

Designated Funds

Following a review of likely future expenditure on renovation and other capital items, including technology assets, broadband infrastructure and fixtures and fittings, the Trustees have decided to increase the Designated Fund from £8,000 to £15,000. The quantum of this Fund will be reviewed on a bi-annual basis.

Restricted Funds

The donors have directed that the donations (shown above as income) are to be used to finance:

- the salary and related management costs of the Chief Executive Officer, who is responsible for the day-to-day management of the charity, and of the principal employees who are, respectively, responsible mainly for the Befriending Project and for providing administrative assistance.
- The Fore (Raft Fund) – 3 laptops, related installation costs, SharePoint software and digital training.
- London Borough of Richmond upon Thames - Covid Emergency Grant – 2 laptops and a contribution to volunteer petrol costs.
- London Community Foundation – 10 Samsung Galaxy tablets and set-up costs.
- London Borough of Richmond upon Thames - PPE Grant – PPE equipment and cleaning materials.
- National Lottery – Digital inclusion products.
- Flower Bed Maintenance – Maintenance of the flower beds at the Greenwood Community Centre.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	109	1,920	2,029
Current assets	115,004	–	115,004
Creditors less than 1 year	(21,393)	–	(21,393)
Net assets	93,720	1,920	95,640

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	759	–	759
Current assets	81,321	–	81,321
Creditors less than 1 year	(31,109)	–	(31,109)
Net assets	50,971	–	50,971