

**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

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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

<b>The Trustees</b>	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](http://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 £
<b>Income and endowments</b>					
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
<b>Total income</b>		<u>107,740</u>	<u>96,613</u>	<u>204,353</u>	<u>141,337</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	64,991	94,693	159,684	149,557
<b>Total expenditure</b>		<u>64,991</u>	<u>94,693</u>	<u>159,684</u>	<u>149,557</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>42,749</u>	<u>1,920</u>	<u>44,669</u>	<u>(8,220)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		50,971	—	50,971	59,191
<b>Total funds carried forward</b>		<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 £
<b>Fixed assets</b>				
Tangible fixed assets	14		2,029	759
<b>Current assets</b>				
Debtors	15	34,694		17,363
Cash at bank and in hand		80,310		63,958
		115,004		81,321
<b>Creditors: amounts falling due within one year</b>	16	21,393		31,109
<b>Net current assets</b>			93,611	50,212
<b>Total assets less current liabilities</b>			95,640	50,971
<b>Net assets</b>			95,640	50,971
<b>Funds of the charity</b>				
Restricted funds			1,920	—
Unrestricted funds			93,720	50,971
<b>Total charity funds</b>	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 £
<b>Donations</b>			
General Donations	9,715	595	<b>10,310</b>
Transport Income	4,754	—	<b>4,754</b>
Gift Aid Refunds	774	—	<b>774</b>
Fundraising	175	—	<b>175</b>
Service User Registrations	3,214	—	<b>3,214</b>
<b>Grants</b>			
Job Retention Scheme	16,956	—	<b>16,956</b>
	<u>35,588</u>	<u>595</u>	<u><b>36,183</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
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
<b>Grants</b>			
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	<b>43,712</b>
Age UK Richmond	–	17,139	<b>17,139</b>
Hampton Fund	–	51,933	<b>51,933</b>
Community Independent Living Service	–	9,407	<b>9,407</b>
The Fore (Raft Fund)	–	4,887	<b>4,887</b>
London Community Foundation	–	2,170	<b>2,170</b>
National Lottery	–	2,639	<b>2,639</b>
Income from the use of the Greenwood Community Centre	31,044	–	<b>31,044</b>
Other Grants	500	–	<b>500</b>
CILS (Men's Project)	–	4,703	<b>4,703</b>
	<u>72,116</u>	<u>96,018</u>	<u><b>168,134</b></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><b>36</b></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	<b>157,284</b>
Governance costs	2,400	—	<b>2,400</b>
	<u>64,991</u>	<u>94,693</u>	<u><b>159,684</b></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	—	<b>157,284</b>	147,037
Governance costs	—	2,400	<b>2,400</b>	2,520
	<u>157,284</u>	<u>2,400</u>	<u><b>159,684</b></u>	<u>149,557</u>

#### Analysis of Greenwood Community Centre Operation Expenditure

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

#### 10. Governance Costs

	Governance £	Total 2021 £	Total 2020 £
Independent Examiner's Fees	2,400	<b>2,400</b>	2,520

#### 11. Net income/(expenditure)

Net income/(expenditure) is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	<b>1,610</b>	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 £
<b>Cost</b>		
At 1 April 2020	62,285	<b>62,285</b>
Additions	2,880	<b>2,880</b>
<b>At 31 March 2021</b>	<b>65,165</b>	<b>65,165</b>
<b>Depreciation</b>		
At 1 April 2020	61,526	<b>61,526</b>
Charge for the year	1,610	<b>1,610</b>
<b>At 31 March 2021</b>	<b>63,136</b>	<b>63,136</b>
<b>Carrying amount</b>		
<b>At 31 March 2021</b>	<b>2,029</b>	<b>2,029</b>
At 31 March 2020	759	759

#### 15. Debtors

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

#### 16. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	<b>2,288</b>	2,726
Accruals and deferred income	<b>8,726</b>	3,203
Social security and other taxes	<b>1,502</b>	1,971
Other creditors	<b>8,877</b>	23,209
	<b>21,393</b>	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)	—	—
	<u>—</u>	<u>96,613</u>	<u>(94,693)</u>	<u>—</u>	<u>1,920</u>

	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	—	—	—	—	—
	<u>—</u>	<u>73,643</u>	<u>(73,643)</u>	<u>—</u>	<u>—</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)*

##### 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)
<b>Net assets</b>	<b>93,720</b>	<b>1,920</b>	<b>95,640</b>

  

	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)
<b>Net assets</b>	<b>50,971</b>	<b>–</b>	<b>50,971</b>