

**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.

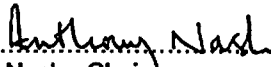
**Values:** respect, empathy, dignity, integrity, inclusive, equality, friendly, supportive, kind

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**

<b>Registered charity name</b>	Hampton & Hampton Hill Voluntary Care
<b>Charity registration number</b>	1140070
<b>Company registration number</b>	06431882
<b>Principal office and registered office</b>	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)

<b>Chief Executive Officer</b>	Robert McRae-Adams
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<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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<b>Independent Examiner</b>	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 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](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. 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	£	£	£	£
<b>Income and endowments</b>					
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
<b>Total income</b>		<u>64,486</u>	<u>52,254</u>	<u>116,740</u>	<u>229,571</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	105,788	53,408	159,196	151,205
<b>Total expenditure</b>		<u>105,788</u>	<u>53,408</u>	<u>159,196</u>	<u>151,205</u>
<b>Net income and net movement in funds</b>		<u>(41,302)</u>	<u>(1,154)</u>	<u>(42,456)</u>	<u>78,366</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		172,514	1,492	174,006	95,640
<b>Total funds carried forward</b>		<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 £
<b>Fixed assets</b>				
Tangible fixed assets	14		13,844	17,632
<b>Current assets</b>				
Debtors	15	16,792		14,465
Cash at bank and in hand		118,004		163,342
		<u>134,796</u>		<u>177,807</u>
<b>Creditors: amounts falling due within one year</b>	16	<u>17,090</u>		<u>21,433</u>
<b>Net current assets</b>			<u>117,706</u>	<u>156,374</u>
<b>Total assets less current liabilities</b>			<u>131,550</u>	<u>174,006</u>
<b>Net assets</b>			<u>131,550</u>	<u>174,006</u>
<b>Funds of the charity</b>				
Restricted funds			338	1,492
Unrestricted funds			<u>131,212</u>	<u>172,514</u>
<b>Total charity funds</b>	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 £
<b>Donations</b>			
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
<b>Grants</b>			
None	-	-	-
	<u>26,388</u>	<u>-</u>	<u>26,388</u>

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

	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 £
<b>Cost</b>		
At 1 April 2022	69,013	69,013
Additions	-	-
Disposals	-	-
<b>At 31 March 2023</b>	<b>69,013</b>	<b>69,013</b>
<b>Depreciation</b>		
At 1 April 2022	51,381	51,381
Charge for the year	3,788	3,788
Disposals	-	-
<b>At 31 March 2023</b>	<b>55,169</b>	<b>55,169</b>
<b>Carrying amount</b>		
<b>At 31 March 2023</b>	<b>13,844</b>	<b>13,844</b>
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	-	-
	<b>16,792</b>	<b>14,465</b>

#### 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
	<b>17,090</b>	<b>21,433</b>

#### 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)
<b>Net assets</b>	<b>131,212</b>	<b>338</b>	<b>131,550</b>

	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)
<b>Net assets</b>	<b>172,514</b>	<b>1,492</b>	<b>174,006</b>

# **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.