

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 11	Year 2021		Day 31	Month 10	Year 2022

## Section A Reference and administration details

Charity name

SOLEBAY CARE FUND

Other names charity is known by

Registered charity number (if any) 1144108

Charity's principal address

Solebay Health Centre

Teal Close, Reydon

Southwold Suffolk

Postcode

IP18 6GY

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Ryan	Chairperson		
2	Rigby Whittaker	Trustee		
3	Belinda Guise	Treasurer		
4	Sally Bird	Secretary		
5	Rita Woodcraft	Trustee		
6	Jane Samkin	Trustee	11.10.22-31.10.22	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

**Name of chief executive or names of senior staff members (Optional information)**

--

## Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution adopted 28.6.2011, as amended 27.9.2011.
How the charity is constituted (e.g. trust, association, company)	Association
Trustee selection methods (e.g. appointed by, elected by)	Appointed by invitation drawn from the people with the skill, knowledge or experience and an interest in the aims & objectives of the Charity, subject to the 'disqualification from acting as a Trustee' check/confirmation and approval of the Board.

## Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

The Charity was registered with the Charity Commission on 3.10.2011.

The Trustees have had regard on the guidance issued by The Charity Commission on public benefit in carrying out their duties during the year.

The Charity's income consists of donations from patients/families of patients of Solebay Health Centre GP Surgery & local people in the Solebay area of Suffolk and sponsorship & fundraising events completed by the local GP Practice, the Trustees &/or their associates and local people in the Solebay area.

Expenditure is requested by the Community Matron based at Solebay Health Centre GP Surgery and is authorised by a minimum of two of the Charity's Trustees. The Charity's expenditure ranges from providing short term non-NHS/Social Services funded services such as immediate 24-hour nursing care at home, to the fitting of key safes/alarms, giving recipients a rapid response to meet their urgent medical/social need.

The Charity maintains a very clear & transparent recording process of all income & expense items, which is subject to an independent annual examination.

With the help of the Community Matron, Trustees & local people, for the financial year ended 31<sup>st</sup> October 2022 the Charity received income of £94.3K which came mainly from donations and bequeaths. For the same period the Charity had expenses of £132.6K which provided local people with non-NHS/Social Services funded immediate care and equipment.

**Summary of the objects of the charity set out in its governing document**

The objectives of the Charity, which can be viewed on the Charity Commission website, are: *'To relieve suffering and provide essential medical care for those members of the population of the Solebay area of Suffolk, who require it by providing or assisting in the provision of equipment, facilities and services not provided by the statutory authorities.'*

This has been dealt with in the section above, entitled Structure, Governance & Management, under the sub heading additional governance issues.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

This has been dealt with in the section above, entitled Structure, Governance & Management under the subheading additional Governance issues.

**Summary of the main achievements of the charity during the year**

During 2021/22 the Charity spent £94,323.89 demonstrated through the independently examined accounts, and expenditure examples for the year 1.11.21 - 31.10.22 were as follows:

**Nursing Care – £59.9K:**

Expenditure ranged from 24-hour respite care to emergency carer cover for elderly people suffering from Dementia & Alzheimer's enabling the recipients to remain in their own homes rather than the trauma of hospital admission.

**Key safes/Alarms - £160:**

The Charity funded the installation/supply of key safes/alarms to enable immediate access for registered carers & to help keep the vulnerable recipients safe.

**Care Home Fees – £9.5K:**

The Charity was able to provide 24-hour respite care for local people, including those with Dementia and for Palliative care for those suffering from cancer.

**Website - £180:**

The annual cost to maintain the Charity website.

**Equipment - £4.9K:**

The Charity paid for items for patients to use in their homes including a specialised bed, a shower seat & 2 repose pressure cushions and funded the purchase of a specialist lifting chair for use in the local community.

**Stomp Sessions - £2.5K:**

The cost of providing weekly music activities which the Charity funds at a local Care Home.

**Insurance - £434.48:**

For the Charity's annual liability insurance cover.

**Community Bus - £10K**

Donations to the transport provider of the Community Bus, to enable the continuation of a much-needed service for the local community helped with driving by local volunteers.

**Walk & Talk - £1K**

The cost of providing a weekly walking session for local people to help/aid both their physical & mental health by reducing loneliness/isolation through activity & socialising.

**Admiral Nurse - £31.7K**

Donations to the Solebay Health Centre to help to fund (*including associated training & development costs*) a dedicated Dementia Nurse to support local people and their families.

**Dementia & Lung Health Singing Groups - £820**

To fund the cost of a weekly singing groups at a local Community Centre to help residents with Dementia and to also help promote lung health.

Stair Lifts - £4.6K

The funding of installing and/or hire of stairlifts for local residents with mobility issues to enable them to remain in their homes.

Fundraising - £166

The purchase of medals for participants in the walk fundraiser.

Other – £6.2K

Included items such as £454.80 to fund the cost of a local Community Xmas lunch, £1K to fund the funeral of a local resident as sadly no personal funds available/relatives to help fund the cost, £384 to purchase & install a cooker for a local resident who was without cooking facilities, the return of a £2.8K monies received in error (*in the previous financial year -July 2021*) by a local Commissioning Group, £170 to purchase a charger unit for a specialised lifting chair and £258 to fund a Defibrillator battery for local Care Homes.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees previously agreed to operate a reserve fund of £25K, as a prudent measure to help ensure any requests for immediate non-NHS/Social Services funded nursing care/equipment could be made by the Charity.  
The balance of the Charity's reserve account as at 31.10.22 was £233K.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity's principal sources of funds come from bequeaths, public donations and sponsorship & fundraising events.

#### During 2021/22 examples of:

Donations included: Numerous bequeaths & public donations by cheque, cash, standing orders & via Virgin Money, Charities Aid Foundation and Much Loved, a donation from a local Common Lands Charity, local Parish Councils, PCC's & Society donations, a local Rotary Club donation and local Charitable Trust donations.

Sponsorship & fundraiser events included: a local community quiz night fundraiser, a Starlight Walk event, the proceeds from sales of a local book, a Family Fun Day fundraiser, a pub quiz night fundraiser and a local plant selling stall.

Gift Aid: £976.34 received from HMRC re claim period 1.11.2019-31.10.2020 and a further £3,234.45 re claim period 1.11.20-31.10.21.

Detailed in achievements section above.

The Charity operates 2 bank accounts with Barclays Bank Plc, a current account and a reserve account as mentioned in the reserves section above.

## Section F



## Other optional information

The Charity received many thank you letters & cards from grateful recipients/their families and several donations/bequeaths, which are a simple measure of the public benefit provided throughout the year.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CATHERINE E RYAN	BENJAMIN G WISE
Position (e.g. Secretary, Chair, etc)	CHAIR.	TREASURER
Date	15.6.23	



# **SOLEBAY CARE FUND**

**Year Ended 31 October 2022**

**Charity Number 1144108**

**SOLEBAY CARE FUND**

**CONTENTS**

Independent Examiner's Report	3
Income and Expenditure Account	4
Bank Reconciliation	5

## SOLEBAY CARE FUND

I report on the income and expenditure accounts of the charity for the year ended 31 October 2022, set out on page 4.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts
- to follow the procedures laid down in the general directions given by the Charity Commission
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and therefore the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with our examination, no matter has come to my attention which give any reasonable cause to believe that the required accounting records have not been kept and that there are no matters to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 30 March 2023

Mrs R H Carter F.C.C.A.  
37 Southwold Road  
Wrentham  
Beccles  
Suffolk  
NR34 7JE

# SOLEBAY CARE FUND

## Income & Expenditure Account for the year ended 31 October 2022

	Total 2021-2022	Total 2020-2021
	£	£
<b>Income:</b>		
Donations	47,000.35	45,416.77
Fundraising	1,143.00	1,726.40
BT MyDonate	-	8,336.05
Virgin Money	82.50	-
Bequests	38,000.00	10,000.00
Friends of S/wold Hospital	-	3,000.00
Community Bus	3,194.47	11,001.00
Other	-	5,397.95
HMRC Gift Aid	4,210.79	2,074.53
Interest on reserve	29.19	391.03
Old unrepresented cheques - written back	663.59	-
Deficit for the year	38,337.33	7,884.07
	<u>132,661.22</u>	<u>95,227.80</u>

	Total 2021-2022	Total 2020-2021
	£	£
<b>Expenses:</b>		
Nursing care	59,933.06	58,506.59
Key safes installed	160.00	156.00
Care home fees	9,850.01	3,117.28
Equipment	4,951.43	1,870.27
Pitches View costs	-	62.49
Stomp sessions	2,524.00	224.00
Insurance	434.48	423.38
Admiral nurse	31,755.57	19,604.20
Other	6,114.15	5,762.83
Community bus	10,043.00	5,500.76
Stair lifts	4,655.00	-
Website costs	180.00	-
Walk & talk	1,074.52	-
Dementia singing	820.00	-
Fundraising costs	166.00	-
	<u>132,661.22</u>	<u>95,227.80</u>

# SOLEBAY CARE FUND

As at 31 October 2022

	Current Account £	Reserve Account £	Total £
Opening Balance at 1 November 2021	52,364.84	283,146.41	335,511.25
Receipts	94,294.70	29.19	94,323.89
Expenses	(132,661.22)	-	(132,661.22)
Transfers	50,000.00	(50,000.00)	-
Closing Balance at 31 October 2022	<u>63,998.32</u>	<u>233,175.60</u>	<u>297,173.92</u>

Balance per Bank statement

Current £	Reserve £	Total £
64,509.58	233,175.60	297,685.18

Unpresented cheques:

101612	35.00
101622	75.00
101623	220.00
101624	50.00
101625	131.26

(511.26)	(511.26)
<u>63,998.32</u>	<u>233,175.60</u>
	<u><u>297,173.92</u></u>

Notes: 1. No reserve account statement has been received since 29.06.22 and the above balance is therefore as at that date.

2. The current account is stated as at the end of October 2022.

3. Old unpresented cheques have been written back.



# **SOLEBAY CARE FUND**

**Year Ended 31 October 2022**

**Charity Number 1144108**

**SOLEBAY CARE FUND**

**CONTENTS**

Independent Examiner's Report	3
Income and Expenditure Account	4
Bank Reconciliation	5

## SOLEBAY CARE FUND

I report on the income and expenditure accounts of the charity for the year ended 31 October 2022, set out on page 4.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts
- to follow the procedures laid down in the general directions given by the Charity Commission
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and therefore the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with our examination, no matter has come to my attention which give any reasonable cause to believe that the required accounting records have not been kept and that there are no matters to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 30 March 2023

Mrs R H Carter F.C.C.A.  
37 Southwold Road  
Wrentham  
Beccles  
Suffolk  
NR34 7JE

# SOLEBAY CARE FUND

## Income & Expenditure Account for the year ended 31 October 2022

	Total 2021-2022	Total 2020-2021
	£	£
<b>Income:</b>		
Donations	47,000.35	45,416.77
Fundraising	1,143.00	1,726.40
BT MyDonate	-	8,336.05
Virgin Money	82.50	-
Bequests	38,000.00	10,000.00
Friends of S/wold Hospital	-	3,000.00
Community Bus	3,194.47	11,001.00
Other	-	5,397.95
HMRC Gift Aid	4,210.79	2,074.53
Interest on reserve	29.19	391.03
Old unrepresented cheques - written back	663.59	-
Deficit for the year	38,337.33	7,884.07
	<u>132,661.22</u>	<u>95,227.80</u>

	Total 2021-2022	Total 2020-2021
	£	£
<b>Expenses:</b>		
Nursing care	59,933.06	58,506.59
Key safes installed	160.00	156.00
Care home fees	9,850.01	3,117.28
Equipment	4,951.43	1,870.27
Pitches View costs	-	62.49
Stomp sessions	2,524.00	224.00
Insurance	434.48	423.38
Admiral nurse	31,755.57	19,604.20
Other	6,114.15	5,762.83
Community bus	10,043.00	5,500.76
Stair lifts	4,655.00	-
Website costs	180.00	-
Walk & talk	1,074.52	-
Dementia singing	820.00	-
Fundraising costs	166.00	-
	<u>132,661.22</u>	<u>95,227.80</u>

# SOLEBAY CARE FUND

As at 31 October 2022

	Current Account £	Reserve Account £	Total £
Opening Balance at 1 November 2021	52,364.84	283,146.41	335,511.25
Receipts	94,294.70	29.19	94,323.89
Expenses	(132,661.22)	-	(132,661.22)
Transfers	50,000.00	(50,000.00)	-
Closing Balance at 31 October 2022	<u>63,998.32</u>	<u>233,175.60</u>	<u>297,173.92</u>

Balance per Bank statement

Current £	Reserve £	Total £
64,509.58	233,175.60	297,685.18

Unpresented cheques:

101612	35.00
101622	75.00
101623	220.00
101624	50.00
101625	131.26

(511.26)	(511.26)
<u>63,998.32</u>	<u>233,175.60</u>
	<u><u>297,173.92</u></u>

Notes:

1. No reserve account statement has been received since 29.06.22 and the above balance is therefore as at that date.
2. The current account is stated as at the end of October 2022.
3. Old unpresented cheques have been written back.