

**HELPING OLDER PEOPLE NEW FOREST
(A Company Limited By Guarantee)**

**Registered Company No: 08326735 (England and Wales)
Registered Charity No: 1152294**

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31st March 2021**

DAVIS, BURTON, WILLIAMS & CO.

**Chartered Certified Accountants
Office B11, Sutton Business Centre
Restmor Way, Wallington
Surrey, SM6 7AH**

HELPING OLDER PEOPLE NEW FOREST
Report and accounts
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HELPING OLDER PEOPLE NEW FOREST

Report of the Trustees for the year ended 31st March 2021

The trustees who are also directors of the charity, Helping Older People New Forest, known as HOPE, for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021.

Reference and Administrative Details

Registered Company number

08326735 (England and Wales)

Registered Charity number

1152294

Registered Office

25 Kensington Park
Milford On Sea
Lymington
Hampshire SO41 0WD

Trustees/Directors

Mrs M Clarke, FCCA
Mrs C M Coats (Resigned 21st August 2020)
Mr D N W Tungate
Mr S R Williams
Mrs P C Inglis
Mrs M Morgan (Appointed 25th February 2021)

Accountants & Independent Examiners

Davis Burton Williams & Co.
Chartered Certified Accountants
Office B11, Sutton Business Centre
Restmor Way, Wallington
Surrey, SM6 7AH

Structure, Governance and Management

Governing document

The organisation is a charitable company limited by guarantee incorporated on 11 December 2012.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up the members are required to contribute such an amount as may be required (not exceeding £1).

Recruitment and appointment of new trustees

The Directors of the company are also charity trustees for the purposes of charity law and under the company's Articles.

The Trustees seek to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body to enhance the potential skill set and experience of Trustees.

HELPING OLDER PEOPLE NEW FOREST

Report of the Trustees for the year ended 31st March 2021

Induction and training of new trustees

Potential new Trustees are to be invited to attend a short training session with the Trustees of the charity to familiarise themselves with the charity and the context within which it operates.

Organisational structure

The company was incorporated on the 11 December 2012 as a charitable company limited by guarantee and not having a share capital. Its members are such persons admitted to membership by the Trustees.

OBJECTIVES AND ACTIVITIES

Objectives and aims

HOPe's charitable objectives are as follows:-

To promote the following purposes for the benefit of the public and/or older people in and around the New Forest in Hampshire

- Support in times of need, bereavement, loneliness and isolation.
- Older people are supported to live independently.
- Older people are less likely to use health and care services.
- Assist pensioners with financial matters including benefits and the filling in of forms.
- Older people are supported to engage with local service delivery

HOPe's overall aim is to deliver good quality, sustainable services to older people, their carers, friends and relatives.

HOPe is a locally based charity and relies on local support for local people.

Priority is given to offering information and advice services. Services are provided by fully trained advisers. Hope also runs a befriending service. All services are safe, impartial, fully accessible, confidential and user friendly.

Strategic Direction of the Charity

- To strive to meet the needs of the older population of the New Forest - as far as we are able.
- To offer services which make a real difference.
- To engage with local people and communities and to involve them in our work.
- To ensure a strong, professional organisation which is self supporting and sustainable in the long term.
- To work in partnership with other organisations so that together we can strengthen our impact.

Delivery of Public Benefit

The Trustees in complying with these duties report that HOPe works to provide benefit to older people, their carers, friends and relatives in the New Forest. It does this by providing services to meet known needs. Services are open and accessible and involve the local community. They are free at the point of delivery. HOPe works cooperatively with other organisations to maximise public benefit.

HELPING OLDER PEOPLE NEW FOREST

Report of the Trustees for the year ended 31st March 2021

ACHIEVEMENT AND PERFORMANCE

The charity has met all targets with performance meeting expectations

Review of the Year's Activities

As we came into the year the first lockdown continued to bite and since then there have been successive barriers to keeping our shops trading. Despite the difficulties created we were able to access a number of funding sources and we also benefited from the support given by the Government to the retail sector.

The result of this is that we ended the year in a positive position. Both of our services (Information and Advice & Befriending) provided a limited service during the lockdown periods and are now in the process of returning to full strength. Both shops are now open and trading at good levels.

Last year it was mentioned that we hoped to extend the scope of the service to beyond the New Milton area. An application was made to Hampshire County Council to fund this extension during the 2021-2022 year and we were successful in this endeavour.

Financial review

Reserve policy

The trustees consider it appropriate to increase the operating reserves to ensure the charity can maintain its operation, in the event of a funding fall out. This remains an ongoing objective.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of Helping Older People New Forest for the purposes of company law) are responsible for preparing 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 period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

HELPING OLDER PEOPLE NEW FOREST

Report of the Trustees for the year ended 31st March 2021

STATEMENT OF TRUSTEES RESPONSIBILITIES continued

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant examination information of which the charitable company's examiners are unaware: and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant examination information and to establish that the examiners are aware of that information.

Trustees attendance at meetings

Due to Covid there was only 1 meeting and the Trustees attendance at the meetings were:

Mrs M Clarke - 1 of 1

Mr D N W Tungate - 1 of 1

Mr S R Williams - 1 of 1

Mrs P C Inglis - 1 of 1


STATEMENT AS TO DISCLOSURE OF INFORMATION TO ACCOUNTANTS

So far as the Trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's accountants are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make them aware of any examination information and to establish that the charitable company's examiners are aware of that information.

ACCOUNTANTS

The accountants, Davis, Burton, Williams & Co. will be proposed for re-appointment in the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD OF TRUSTEES


.....
M CLARKE - Trustee

Date: 19.11.21

HELPING OLDER PEOPLE NEW FOREST

Independent Examiners Report for the year ended 31st March 2021

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 8 to 11.

Respective responsibilities of the Trustees and Examiner

As described on page 3 the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under section 145 of the Charities 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145 (5)(b) of the 2011 Act;
- 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 Commissioners. 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 consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement


In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


P R Williams F.C.C.A - (Independent Examiner)
Davis Burton Williams & Co
Chartered Certified Accountants
Office B11, Sutton Business Centre
Restmor Way, Wallington
Surrey, SM6 7AH
Date 19/11/2021

HELPING OLDER PEOPLE NEW FOREST

STATEMENT OF FINANCIAL ACTIVITIES for the 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<u>INCOMING RESOURCES</u>				
Grants	69,169	-	69,169	5,000
Donations - Other	8,022	-	8,022	1,534
Befriending	-	5,000	5,000	9,000
Information and Advice - Ringwood	-	-	-	5,000
Fund Raising	-	-	-	2,068
Sales	23,516	-	23,516	76,417
Legacies	7,164	-	7,164	-
Furlough Scheme	19,518	-	19,518	19,518
<u>Total Incoming Resources</u>	<u>127,389</u>	<u>5,000</u>	<u>132,389</u>	<u>99,019</u>
<u>RESOURCES EXPENDED</u>				
Charitable Activities: -				
Information and Advice	20,612	-	20,612	21,756
Befriending	-	5,941	5,941	6,395
Fundraising	72,968	-	72,968	77,815
Publicity - Including Website Costs	48	-	48	359
Mobility Scooter Training Refund	-	-	-	150
	<u>93,628</u>	<u>5,941</u>	<u>99,569</u>	<u>106,475</u>
Governance Costs: -				
Administration	13	-	13	263
Insurance	1,282	-	1,282	1,483
Accountancy Fees	2,372	-	2,372	1,825
	<u>3,667</u>	<u>-</u>	<u>3,667</u>	<u>3,571</u>

HELPING OLDER PEOPLE NEW FOREST

STATEMENT OF FINANCIAL ACTIVITIES for the 31 MARCH 2021 (continued)

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<u>RESOURCES EXPENDED (continued)</u>				
<u>Total Expenditure</u>	<u>97,295</u>	<u>5,941</u>	<u>103,236</u>	<u>110,046</u>
<u>Net Incoming / (outgoing) Resources for the period</u>	30,094	(941)	29,153	(11,027)
Total Funds brought forward	(1,580)	14,298	12,718	23,745
<u>TOTAL FUNDS CARRIED FORWARD</u>	<u>28,514</u>	<u>13,357</u>	<u>41,871</u>	<u>12,718</u>

All activities for the current period derive from continuing operations.

None of the company's activities were acquired or discontinued during the year and there were no recognised gains and losses for 2021 or 2020 other than those included in the profit and loss account.

The notes on pages 9 to 11 form an integral part of these accounts.

HELPING OLDER PEOPLE NEW FOREST

BALANCE SHEET as at 31 MARCH 2021

	Note	2021	2020
		£	£
<u>FIXED ASSETS</u>			
Tangible Assets	3	6,229	5,971
<u>CURRENT ASSETS</u>			
Stocks	4	4,000	2,000
Debtors	5	3,932	6,794
Cash at Bank and in Hand		30,612	12,461
		<u>38,544</u>	<u>21,255</u>
<u>CURRENT LIABILITIES</u>			
Creditors	6	<u>(2,902)</u>	<u>(14,508)</u>
<u>NET CURRENT ASSETS</u>		35,642	6,747
<u>NET ASSETS</u>		<u>41,871</u>	<u>12,718</u>
<u>RESTRICTED FUNDS</u>		13,357	14,298
<u>UNRESTRICTED FUNDS</u>			
General Purposes Fund		<u>28,514</u>	<u>(1,580)</u>
<u>TOTAL FUNDS</u>		<u>41,871</u>	<u>12,718</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

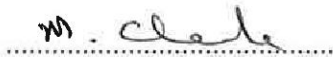
The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees and signed on their behalf by:



Signed

S.R. WILLIAMS



Signed

M Clarke

Date 19th November 2021

The notes on pages 9 to 11 form an integral part of these accounts.

HELPING OLDER PEOPLE NEW FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

(b) Depreciation of Fixed Assets

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life as follows:-

Premises	Depreciation over term of lease
Fixtures & Fittings	20% straight line basis
Office Equipment	20% straight line basis
Computers	25% straight line basis

(c) Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

(d) Allocation of Overhead and Support Costs

Overhead and support costs have been allocated between charitable activities and governance costs in proportion to the estimated administrative burden applicable to each activity. The allocation of overhead and support costs is analysed in note 2.

(e) Governance Costs

Governance costs comprise all costs involved in the public accountability of the charity and its compliance with regulation and good practice.

2 Allocation of Support Costs and Overheads

The breakdown of support costs and how these were allocated between Charitable Activities is shown in the tables below.

<u>Total Costs</u>	£
Administration expenses	7,200
Salaries	32,673
Premises costs	17,371
Depreciation	3,616
	<u>60,860</u>

<u>Allocated as follows:</u>	£
<u>Charitable activities-</u>	
Information and advice	20% 12,172
Fundraising	75% 45,645
Befriending	5% 3,043
	<u>60,860</u>

The allocation above does not include the costs incurred by Ringwood amounting to £13,410.

HELPING OLDER PEOPLE NEW FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (continued)

3 Fixed Assets

	Premises £	Computers £	Fixtures & Fittings £	Office Equipment £	Total £
COST					
At 1.4.2020	21,725	897	6,065	3,352	32,039
Additions	3,798	-	-	-	3,798
Disposals	-	-	-	-	-
At 31.3.2021	<u>25,523</u>	<u>897</u>	<u>6,065</u>	<u>3,352</u>	<u>35,837</u>
DEPRECIATION					
At 1.4.2020	16,005	646	6,065	3,352	26,068
Charge for year	3,289	251	-	-	3,540
Disposals	-	-	-	-	-
At 31.3.2021	<u>19,294</u>	<u>897</u>	<u>6,065</u>	<u>3,352</u>	<u>29,608</u>
NET BOOK VALUE					
31.3.2021	<u>6,229</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,229</u>
31.3.2020	<u>5,720</u>	<u>251</u>	<u>-</u>	<u>-</u>	<u>5,971</u>

4 Stocks

	2021 £	2020 £
Stock	<u>4,000</u>	<u>2,000</u>

5 Debtors

	2021 £	2020 £
Debtors and accrued income	<u>3,932</u>	<u>6,794</u>

6 Creditors - falling due within one year

	2021 £	2020 £
Accruals	2,902	4,508
Other Creditors - Loans	-	10,000
	<u>2,902</u>	<u>14,508</u>

7 Funds

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
At 1st April 2020	(1,580)	14,298	12,718
Incoming resources	127,389	5,000	132,389
Outgoing resources	(97,295)	(5,941)	(103,236)
At 31st March 2021	<u>28,514</u>	<u>13,357</u>	<u>41,871</u>
Represented by:			
Tangible Fixed Assets	6,229	-	6,229
Net Current Assets	<u>35,642</u>	<u>-</u>	<u>35,642</u>
	<u>41,871</u>	<u>-</u>	<u>41,871</u>

Restricted Funds

These are amounts received by Helping Older People New Forest to be expended on specific purposes.

HELPING OLDER PEOPLE NEW FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (continued)

7 Funds (continued)

The charity is a public benefit entity

Restricted Funds Analysis

	Balance b/fwd	Received	Expended	Balance c/fwd
Hants CC	5,298	-	(5,941)	(643)
Edward Gostling	4,000	5,000	-	9,000
Henry Smith	5,000	-	-	5,000
	<u>14,298</u>	<u>5,000</u>	<u>(5,941)</u>	<u>13,357</u>

8 Employees' Remuneration

Total remuneration (excluding employers' NI contributions) for the period amounted to £36,909 (2020 - £36,765).

The average number of paid staff for the period were:

Welfare Services	:	1 part-time employee
Administration	:	4 part-time employees

9 Trustees Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person or persons known to be connected with any of them.

10 Pension Commitments

The charity operates a Nest workplace pension scheme.