

**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 2022**

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
Contents

	Page
Trustees Report	1-4
Report of the Examiners	5
Statement of Financial Activities	6-7
Balance Sheet	8
Notes to the accounts	9-11

HELPING OLDER PEOPLE NEW FOREST

Report of the Trustees for the year ended 31st March 2022

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 2022.

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
Mr D N W Tungate
Mr S R Williams
Mrs P C Inglis
Mrs M Morgan

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 2022

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 2022

ACHIEVEMENT AND PERFORMANCE

The charity has met all targets with performance meeting expectations

Review of the Year's Activities

The start of the year coincided with the UK Government's 'Roadmap out of Covid-19' and in many ways we could coin this heading for the year under review. As with most charities, the lockdown presented considerable financial and logistical challenges that we have had to spend much of this the year recovering and rebuilding from.

Due to their now well documented 'vulnerable' category we had already lost large numbers of mature volunteers who no longer felt able to continue due to the inherent health risks being out in public. This further impacted our ability to deliver core services and we spent much of the year trying to recruit new people. We were somewhat successful in this endeavour but still lack enough volunteers and continue to try our best to attract people.

Despite these difficulties, our shops were fully reopened, we started to rebuild our befriending service and improved on our ability to offer home visits to those needing support with form filling, benefit applications and the general impact of digital discrimination.

Again, thanks to the impact of Covid, this proved to be a very difficult year for fundraising, with many more charities chasing a share of a smaller amount of money.

Nevertheless, we ended the year in a good position having found our own roadmap out of Covid-19, putting the building blocks into place for what will hopefully be a very productive subsequent year.

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 2022

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 2 meetings and the Trustees attendance at the meetings were:

Mrs M Clarke - 3 of 3

Mr D N W Tungate - 3 of 3

Mr S R Williams - 3 of 3

Mrs P C Inglis - 2 of 3

Mrs M Morgan - 3 of 3

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

.....
- Trustee

Date:

HELPING OLDER PEOPLE NEW FOREST

Independent Examiners Report for the year ended 31st March 2022

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 6 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 2022

HELPING OLDER PEOPLE NEW FOREST

STATEMENT OF FINANCIAL ACTIVITIES for the 31 MARCH 2022

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<u>INCOMING RESOURCES</u>				
Grants	6,667	-	6,667	69,169
Donations - Other	1,255	-	1,255	8,022
Befriending	-	1,885	1,885	5,000
Information and Advice - Ringwood	-	5,000	5,000	-
Sales	77,220	-	77,220	23,516
Legacies	-	-	-	7,164
Furlough Scheme	714	-	714	19,518
<u>Total Incoming Resources</u>	<u>85,856</u>	<u>6,885</u>	<u>92,741</u>	<u>132,389</u>
<u>RESOURCES EXPENDED</u>				
Charitable Activities: -				
Information and Advice	18,534	3,758	22,292	20,612
Befriending	10,329	4,542	14,871	5,941
Fundraising	82,633	-	82,633	72,968
Publicity - Including Website Costs	358	-	358	48
	<u>111,854</u>	<u>8,300</u>	<u>120,154</u>	<u>99,569</u>
Governance Costs: -				
Administration	13	-	13	13
Insurance	1,310	-	1,310	1,282
Accountancy Fees	1,957	-	1,957	2,372
	<u>3,280</u>	<u>-</u>	<u>3,280</u>	<u>3,667</u>

HELPING OLDER PEOPLE NEW FOREST

STATEMENT OF FINANCIAL ACTIVITIES for the 31 MARCH 2022 (continued)

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<u>RESOURCES EXPENDED (continued)</u>				
<u>Total Expenditure</u>	<u>115,134</u>	<u>8,300</u>	<u>123,434</u>	<u>103,236</u>
<u>Net Incoming / (outgoing) Resources for the period</u>	(29,278)	(1,415)	(30,693)	29,153
Total Funds brought forward	28,514	13,357	41,871	12,718
<u>TOTAL FUNDS CARRIED FORWARD</u>	<u>(764)</u>	<u>11,942</u>	<u>11,178</u>	<u>41,871</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 2022 or 2021 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 2022

	Note	2022		2021	
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Assets	3		3,172		6,229
<u>CURRENT ASSETS</u>					
Stocks	4	4,000		4,000	
Debtors	5	5,498		3,932	
Cash at Bank and in Hand		20,905		30,612	
		<u>30,403</u>		<u>38,544</u>	
<u>CURRENT LIABILITIES</u>					
Creditors	6	<u>(22,397)</u>		<u>(14,508)</u>	
<u>NET CURRENT ASSETS</u>			8,006		24,036
<u>NET ASSETS</u>			<u>11,178</u>		<u>30,265</u>
<u>RESTRICTED FUNDS</u>			11,942		13,357
<u>UNRESTRICTED FUNDS</u>					
General Purposes Fund			<u>(764)</u>		<u>28,514</u>
<u>TOTAL FUNDS</u>			<u>11,178</u>		<u>41,871</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

..... M Clarke
Signed

Date2022

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 2022

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	8,239
Salaries	56,466
Premises costs	33,406
Depreciation	5,180
	<u>103,291</u>

<u>Allocated as follows:</u>	£
<u>Charitable activities-</u>	
Information and advice	10% 10,329
Fundraising	80% 82,633
Befriending	10% 10,329
	<u>103,291</u>

HELPING OLDER PEOPLE NEW FOREST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

3 Fixed Assets

	Premises £	Computers £	Fixtures & Fittings £	Office Equipment £	Total £
COST					
At 1.4.2021	25,523	897	6,065	3,352	35,837
Additions	-	1,508	615	-	2,123
Disposals	-	-	-	-	-
At 31.3.2022	<u>25,523</u>	<u>2,405</u>	<u>6,680</u>	<u>3,352</u>	<u>37,960</u>
DEPRECIATION					
At 1.4.2021	19,294	897	6,065	3,352	29,608
Charge for year	4,680	377	123	-	5,180
Disposals	-	-	-	-	-
At 31.3.2022	<u>23,974</u>	<u>1,274</u>	<u>6,188</u>	<u>3,352</u>	<u>34,788</u>
NET BOOK VALUE					
31.3.2022	<u>1,549</u>	<u>1,131</u>	<u>492</u>	<u>-</u>	<u>3,172</u>
31.3.2021	<u>6,229</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,229</u>

4 Stocks

	2022 £	2021 £
Stock	<u>4,000</u>	<u>4,000</u>

5 Debtors

	2022 £	2021 £
Debtors and accrued income	<u>5,498</u>	<u>3,932</u>

6 Creditors - falling due within one year

	2022 £	2021 £
Accruals	7,397	2,902
Other Creditors - Loans	15,000	-
	<u>22,397</u>	<u>2,902</u>

7 Funds

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £
At 1st April 2021	28,514	13,357	41,871
Incoming resources	85,856	6,885	92,741
Outgoing resources	(115,134)	(8,300)	(123,434)
At 31st March 2022	<u>(764)</u>	<u>11,942</u>	<u>11,178</u>
Represented by:			
Tangible Fixed Assets	3,172	-	3,172
Net Current Assets	8,006	-	8,006
	<u>11,178</u>	<u>-</u>	<u>11,178</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 2022 (continued)

7 Funds (continued)

The charity is a public benefit entity

Restricted Funds Analysis

	Balance b/fwd	Received	Expended	Balance c/fwd
Hants CC	(643)	1,885	-	1,242
Edward Gostling	9,000	-	(8,300)	700
Henry Smith	5,000	5,000	-	10,000
	<u>13,357</u>	<u>6,885</u>	<u>(8,300)</u>	<u>11,942</u>

8 Employees' Remuneration

Total remuneration (excluding employers' NI contributions) for the period amounted to £52,157 (2021 - £36,909).

The average number of paid staff for the period were:

Welfare Services	:	2 part-time employee
Administration	:	5 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.