

## **HALLIWELL BEFRIENDING SERVICE.**

### **Aim and Purposes, Objectives and Activities.**

We continue to make a difference to the lives of the older population who are or already or at risk of becoming isolated and lonely in Bolton.

We help to relieve and reduce isolation, by raising hopes and aspirations, helping older people to build confidence, supporting their independence through provision of a Befriending visiting and support service, that also provides social events e.g. drop ins coffee mornings, that include promotion of Health and wellbeing, access to activities, signposting those who need it to other services and relevant organisations, keeping older people connected and actively involved with local community in which they live and able to make new friends.

Our activities have been provided after consultation with service users and other organisations so that they are geared to older people with Low to Middle need.

We offer volunteering opportunities for those who would like to offer their skills and knowledge, who empathise with the needs and problems of older age and offer volunteering opportunities also for those who may have no other options to gain valuable social contact themselves, we have provided several work placements for university students to gain valuable community experience, for those volunteers who basically just want to be able to give back something to the communities in which they live.

We provide organised safe activities, for those who are able to access transport themselves or need low support to do this. (for example, ring and ride).

We set up support groups for those who we have already consulted with, who have expressed a high need of support, including consultation with volunteers who as well as existing service users trust the service enough so they would engage with the group support when they may not discuss their problems and long term health conditions and otherwise suffer in silence.

We are committed to changing lives, to value Diversity; we are open to referrals for the service and to volunteers from all diverse walks of life and already work with organisations that are geared to work closely with minority, hard to reach groups.

### **Achievements and Performance**

We offer opportunities for all beneficiaries to learn new skills, such as Understanding and operating computers and various programs that run on them. Word, Excel. A weekly computer group allows users to gain and share knowledge. We also offer a fortnightly group for men, to allow them to meet and play pool, darts, etc. We also offer a fortnightly group for ladies, for craft making, knitting and conversation. Further we also operate a drop in coffee morning where people can meet and socialise. A recent addition is a Film Group where service users can watch films.

At this present time we have 85 volunteers involved in many aspects relating to our service.

We have 96 service users at the current time, due to more activities we provide this figure is constantly changing due to the reduction in Council provided services. As some service users may require services we cannot supply (medical help), they may return to needing hospital/medical services. Although this reduces the number of service users, we have a list of new service users referred to us that we can then help. We provided support to over 300 people across all our activities during the year.

**During the year April 2020 to March 2021 we were limited in what we could do as a service by Covid-19. We received a Grant from the Government (overseen by National Lottery Community Fund) and small grants from the Serco Foundation and Bolton CVS.**

**We utilised these grants in many ways allowing us to :-**

- 1. Enable the service to operate via home working from the Co-Ordinators by purchasing Laptops and mobile phones.**
- 2. Ensure that the Community Hall was compliant with Covid19 measures by purchasing Screens. Sanitizers and temperature scanners.**
- 3. Assist service users with their shopping requirements where they requested.**
- 4. Provided an afternoon tea box via a local sandwich/cake shop (Mandy's Bakery). For service users and also to volunteers.**
- 5. Provided a Christmas goody box, assembled and delivered by our volunteers.**

## **Financial Review**

Total receipts on unrestricted funds were £809.

Restricted funds receipts were £39.117. As well as our main Council funding, we have obtained Covid19 funding from the Government (managed by National Lottery), Serco Foundation and Bolton CVS.

We are currently exploring various fund raising opportunities, due to the uncertainty regarding our main funding source, being the local council. We aim to continue to provide the service whatever level of funding we receive. We wish to expand the service as we see if being of benefit to service users, particularly at this time of reducing service provision from council services. Currently we have secured funding for the year 2021/22 from the local council.

We have also been successful in obtaining funding for a 5 year period from the National Lottery. This will allow us to continue the process of expanding the service and allowing a transition as staff reach retirement age and may choose to retire and their successors take up the reins of running the service on a daily basis.

The net result of the year was a surplus of receipts against payments of £4,015 . The bank balances carried forward at the year-end on 31<sup>st</sup> March 2021 were £10,002 on the unrestricted fund and £10,492 on the Restricted Fund. The Endowment Fund had a balance of £10,581, at the year end.

### **Reserves Policy**

It is the policy to try and ensure that there are funds equivalent to three months council funding on restricted funds, to facilitate the day to day running of the service.

### **Structure, governance and management**

The method of the appointment of committee members is by agreement at the Annual General Meeting, nominees are proposed and seconded.

The committee meets on a quarterly basis and discusses all issues regarding the provision of our service. During the year the committee met on six occasions (via Zoom), with a 85% attendance. The daily running of the service is carried out by Co-Ordinators, assisted by volunteers when necessary.

### **Administrative Information**

The service is currently situated at St Paul's Church, Halliwell Road, Bolton.

We are a registered charity, registered with the Charity Commission.

We have had 9 members of the community as our management team / trustees, during the year to 31<sup>st</sup> March 2021.

Chairman:	John Sloan
Treasurer:	Raymond Butcher

Committee Members:	Reverend Janet O'Neill
	Stephanie Stather
	Graham Darcy
	Gillian Hamilton
	Janette Marie Herring

Coordinators	Carol Fildes   Jacqueline Hallen
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# Halliwell Befriending Service

Annual Report and Financial Statements

for the Year Ended 31 March 2021

# Halliwell Befriending Service

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## Halliwell Befriending Service

### Reference and Administrative Details

Chairman	John Sloan
Trustees	Graham Darcy Janet O'Niell Gillian Hamilton
Secretary	Janet O'Niell
Governor	Raymond Butcher
Charity Registration Number	1152634
Principal Office	St Pauls Community Hall Halliwell Road Halliwell Bolton BL1 8BP
Independent Examiner	Jackson Accounts and Book Keeping Services Limited Suite 16, The White House 42-44 Chorley New Road Bolton BL1 4AP

# Halliwell Befriending Service

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

### Objectives and activities

#### *Public benefit*

The charity provides safe activities for the elderly and supports the elderly public with escorted shopping, sit in carer service and helping the elderly keep in touch with the community.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Graham Darcy  
Trustee

.....  
Janet O'Niell  
Trustee

.....  
Gillian Hamilton  
Trustee

.....  
Raymond Butcher  
Governor

.....  
John Sloan  
Chairman



# Halliwell Befriending Service

## Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Graham Darcy  
Trustee

.....  
Janet O'Niell  
Trustee

.....  
Gillian Hamilton  
Trustee

.....  
Raymond Butcher  
Governor

Halliwell Befriending Service  
Statement of Trustees' Responsibilities

.....  
John Sloan  
Chairman

## Halliwell Befriending Service

### Independent Examiner's Report to the trustees of Halliwell Befriending Service

I report to the trustees on my examination of the accounts of Halliwell Befriending Service for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the charity trustees of Halliwell Befriending Service you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Halliwell Befriending Service's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Halliwell Befriending Service as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....  
Jackson Accounts and Book Keeping Services Limited

Suite 16, The White House  
42-44 Chorley New Road  
Bolton  
BL1 4AP

Date:.....

# Halliwell Befriending Service

## Statement of Financial Activities for the Year Ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2021 £
Income and Endowments from:					
Appeals and donations		-	1,176	-	1,176
Appeals and donations		809	-	-	809
UK Government grants		-	37,941	-	37,941
Investment income	3	-	-	5	5
Total income		<u>809</u>	<u>39,117</u>	<u>5</u>	<u>39,931</u>
Expenditure on:					
Accountancy fees		-	(684)	-	(684)
Events		-	(3,415)	-	(3,415)
Wages and salaries		-	(18,866)	-	(18,866)
Wages and salaries		(1,814)	-	-	(1,814)
Staff pensions (Defined contribution) - pension scheme 1		(62)	-	-	(62)
Rent and rates		-	(144)	-	(144)
Rent and rates		(297)	-	-	(297)
Rent		-	(1,963)	-	(1,963)
Rent		(840)	-	-	(840)
Insurance		(669)	-	-	(669)
Equipment		-	(1,148)	-	(1,148)
Equipment repairs and renewals		-	(3,958)	-	(3,958)
Office expenses		-	(1,666)	-	(1,666)
Office expenses		(183)	-	-	(183)
Cleaning		-	(120)	-	(120)
Total expenditure		<u>(3,865)</u>	<u>(31,964)</u>	<u>-</u>	<u>(35,829)</u>
Net (expenditure)/income		(3,056)	7,153	5	4,102
Gross transfers between funds		<u>(868)</u>	<u>(1,029)</u>	<u>1,897</u>	<u>-</u>
Net movement in funds		(3,924)	6,124	1,902	4,102
Reconciliation of funds					
Total funds brought forward		<u>13,975</u>	<u>4,316</u>	<u>8,679</u>	<u>26,970</u>
Total funds carried forward	7	<u>10,051</u>	<u>10,440</u>	<u>10,581</u>	<u>31,072</u>

The notes on pages 9 to 13 form an integral part of these financial statements.

# Halliwell Befriending Service

## Statement of Financial Activities for the Year Ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2020 £
Income and Endowments from:					
Donations and legacies		9,033	24,365	-	33,398
Investment income	3	<u>-</u>	<u>-</u>	<u>18</u>	<u>18</u>
Total income		<u>9,033</u>	<u>24,365</u>	<u>18</u>	<u>33,416</u>
Expenditure on:					
Raising funds		<u>(8,207)</u>	<u>(22,044)</u>	<u>-</u>	<u>(30,251)</u>
Total expenditure		<u>(8,207)</u>	<u>(22,044)</u>	<u>-</u>	<u>(30,251)</u>
Net income		826	2,321	18	3,165
Gross transfers between funds		<u>1,020</u>	<u>(1,020)</u>	<u>-</u>	<u>-</u>
Net movement in funds		1,846	1,301	18	3,165
Reconciliation of funds					
Total funds brought forward		<u>12,129</u>	<u>3,015</u>	<u>8,661</u>	<u>23,805</u>
Total funds carried forward	7	<u><u>13,975</u></u>	<u><u>4,316</u></u>	<u><u>8,679</u></u>	<u><u>26,970</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2020 is shown in note 7.

# Halliwell Befriending Service

(Registration number: 1152634)  
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank and in hand	5	31,075	26,970
Creditors: Amounts falling due within one year	6	<u>(3)</u>	<u>-</u>
Net assets		<u>31,072</u>	<u>26,970</u>
Funds of the charity:			
Endowment funds		10,581	8,679
Restricted income funds			
Restricted funds		10,440	4,316
Unrestricted income funds			
Unrestricted funds		<u>10,051</u>	<u>13,975</u>
Total funds	7	<u>31,072</u>	<u>26,970</u>

The financial statements on pages 6 to 13 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Graham Darcy  
Trustee

.....  
Janet O'Niell  
Trustee

.....  
Gillian Hamilton  
Trustee

.....  
Raymond Butcher  
Governor

.....  
John Sloan  
Chairman

The notes on pages 9 to 13 form an integral part of these financial statements.

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### Basis of preparation

Halliwell Befriending Service meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### *Donations and legacies*

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### *Grants receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### *Investment income*

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## Notes to the Financial Statements for the Year Ended 31 March 2021

### *Raising funds*

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

### Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.



# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from individuals	809	1,176	1,985
Grants, including capital grants;			
Government grants	-	37,941	37,941
Total for 2021	<u>809</u>	<u>39,117</u>	<u>39,926</u>
Total for 2020	<u>9,033</u>	<u>24,365</u>	<u>33,398</u>

### 3 Investment income

	Endowment funds Expendable £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	5	5
Total for 2021	<u>5</u>	<u>5</u>
Total for 2020	<u>18</u>	<u>18</u>

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 4 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 5 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	65	188
Cash at bank	<u>31,010</u>	<u>26,782</u>
	<u>31,075</u>	<u>26,970</u>

### 6 Creditors: amounts falling due within one year

	2021 £
Other taxation and social security	<u>3</u>

### 7 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
General	13,975	809	(3,865)	(868)	10,051
Restricted funds	4,316	39,117	(31,964)	(1,029)	10,440
Endowment funds					
Expendable	<u>-</u>	<u>10,581</u>	<u>-</u>	<u>-</u>	<u>10,581</u>
Total funds	<u>18,291</u>	<u>50,507</u>	<u>(35,829)</u>	<u>(1,897)</u>	<u>31,072</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
General	12,129	9,033	(8,207)	1,020	13,975
Restricted funds	3,015	24,365	(22,044)	(1,020)	4,316
Endowment funds					
Expendable	<u>-</u>	<u>8,679</u>	<u>-</u>	<u>-</u>	<u>8,679</u>
Total funds	<u>15,144</u>	<u>42,077</u>	<u>(30,251)</u>	<u>-</u>	<u>26,970</u>

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 8 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Current assets	18,324	12,751	31,075
Current liabilities	<u>(3)</u>	<u>-</u>	<u>(3)</u>
Total net assets	<u>18,321</u>	<u>12,751</u>	<u>31,072</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2020 £
Current assets	<u>22,654</u>	<u>4,316</u>	<u>26,970</u>

### 9 Analysis of net funds

	At 1 April 2020 £	At 31 March 2021 £
Cash at bank and in hand	<u>26,970</u>	<u>26,970</u>
Net debt	<u>26,970</u>	<u>26,970</u>
	At 1 April 2019 £	At 31 March 2020 £
Net debt	<u>-</u>	<u>-</u>

# Halliwell Befriending Service

## Statement of Financial Activities by fund for the Year Ended 31 March 2021

	Total Unrestricted Funds 2021 £	Total Unrestricted Funds 2020 £
Income and Endowments from:		
Donations and legacies	<u>809</u>	<u>9,033</u>
Total income	<u>809</u>	<u>9,033</u>
Expenditure on:		
Raising funds	<u>(3,865)</u>	<u>(8,207)</u>
Total expenditure	<u>(3,865)</u>	<u>(8,207)</u>
Net (expenditure)/income	(3,056)	826
Gross transfers between funds	<u>(868)</u>	<u>1,020</u>
Net movement in funds	(3,924)	1,846
Reconciliation of funds		
Total funds brought forward	<u>13,975</u>	<u>12,129</u>
Total funds carried forward	<u>10,051</u>	<u>13,975</u>

# Halliwell Befriending Service

## Statement of Financial Activities by fund for the Year Ended 31 March 2021

	Total Restricted Funds 2021 £	Total Restricted Funds 2020 £
Income and Endowments from:		
Donations and legacies	<u>39,117</u>	<u>24,365</u>
Total income	<u>39,117</u>	<u>24,365</u>
Expenditure on:		
Raising funds	<u>(31,964)</u>	<u>(22,044)</u>
Total expenditure	<u>(31,964)</u>	<u>(22,044)</u>
Net income	7,153	2,321
Gross transfers between funds	<u>(1,029)</u>	<u>(1,020)</u>
Net movement in funds	6,124	1,301
Reconciliation of funds		
Total funds brought forward	<u>4,316</u>	<u>3,015</u>
Total funds carried forward	<u><u>10,440</u></u>	<u><u>4,316</u></u>

# Halliwell Befriending Service

## Statement of Financial Activities by fund for the Year Ended 31 March 2021

	Total Endowment Funds 2021 £	Total Endowment Funds 2020 £
Income and Endowments from:		
Investment income	<u>5</u>	<u>18</u>
Total income	<u>5</u>	<u>18</u>
Expenditure on:		
Net income	5	18
Gross transfers between funds	<u>1,897</u>	<u>-</u>
Net movement in funds	1,902	18
Reconciliation of funds		
Total funds brought forward	<u>8,679</u>	<u>8,661</u>
Total funds carried forward	<u>10,581</u>	<u>8,679</u>

# Halliwell Befriending Service

## Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	Total 2021 £	Total 2020 £
Income and Endowments from:		
Donations and legacies (analysed below)	39,926	33,398
Investment income (analysed below)	<u>5</u>	<u>18</u>
Total income	<u>39,931</u>	<u>33,416</u>
Expenditure on:		
Raising funds (analysed below)	<u>(35,829)</u>	<u>(30,251)</u>
Total expenditure	<u>(35,829)</u>	<u>(30,251)</u>
Net income	<u>4,102</u>	<u>3,165</u>
Net movement in funds	4,102	3,165
Reconciliation of funds		
Total funds brought forward	<u>26,970</u>	<u>23,805</u>
Total funds carried forward	<u><u>31,072</u></u>	<u><u>26,970</u></u>

# Halliwell Befriending Service

## Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	Total 2021 £	Total 2020 £
<i>Donations and legacies</i>		
Appeals and donations	1,176	5,365
Appeals and donations	809	9,033
UK Government grants	<u>37,941</u>	<u>19,000</u>
	<u>39,926</u>	<u>33,398</u>
<i>Investment income</i>		
Income from other investments	<u>5</u>	<u>18</u>
	<u>5</u>	<u>18</u>
<i>Raising funds</i>		
Accountancy fees	(684)	-
Events	(3,415)	(1,541)
Management fees	-	(4,634)
Wages and salaries	(18,866)	(17,959)
Wages and salaries	(1,814)	(881)
Staff pensions (Defined contribution) - pension scheme 1	(62)	-
Travelling	-	(363)
Volunteer expenses	-	(342)
Rent and rates	(144)	-
Rent and rates	(297)	-
Rent	(1,963)	(1,136)
Rent	(840)	(1,183)
Insurance	(669)	(547)
Equipment	(1,148)	(349)
Equipment repairs and renewals	(3,958)	-
Office expenses	(1,666)	(234)
Office expenses	(183)	(962)
Cleaning	<u>(120)</u>	<u>(120)</u>
	<u>(35,829)</u>	<u>(30,251)</u>



# Halliwell Befriending Service

Annual Report and Financial Statements

for the Year Ended 31 March 2021

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## Halliwell Befriending Service

### Reference and Administrative Details

Chairman	John Sloan
Trustees	Graham Darcy Janet O'Niell Gillian Hamilton
Secretary	Janet O'Niell
Governor	Raymond Butcher
Charity Registration Number	1152634
Principal Office	St Pauls Community Hall Halliwell Road Halliwell Bolton BL1 8BP
Independent Examiner	Jackson Accounts and Book Keeping Services Limited Suite 16, The White House 42-44 Chorley New Road Bolton BL1 4AP

# Halliwell Befriending Service

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

### Objectives and activities

#### *Public benefit*

The charity provides safe activities for the elderly and supports the elderly public with escorted shopping, sit in carer service and helping the elderly keep in touch with the community.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Graham Darcy  
Trustee

.....  
Janet O'Niell  
Trustee

.....  
Gillian Hamilton  
Trustee

.....  
Raymond Butcher  
Governor

.....  
John Sloan  
Chairman

# Halliwell Befriending Service

## Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Graham Darcy  
Trustee

.....  
Janet O'Niell  
Trustee

.....  
Gillian Hamilton  
Trustee

.....  
Raymond Butcher  
Governor

Halliwell Befriending Service  
Statement of Trustees' Responsibilities

.....  
John Sloan  
Chairman

## Halliwell Befriending Service

### Independent Examiner's Report to the trustees of Halliwell Befriending Service

I report to the trustees on my examination of the accounts of Halliwell Befriending Service for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the charity trustees of Halliwell Befriending Service you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Halliwell Befriending Service's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Halliwell Befriending Service as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....  
Jackson Accounts and Book Keeping Services Limited

Suite 16, The White House  
42-44 Chorley New Road  
Bolton  
BL1 4AP

Date:.....

# Halliwell Befriending Service

## Statement of Financial Activities for the Year Ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2021 £
Income and Endowments from:					
Appeals and donations		-	1,176	-	1,176
Appeals and donations		809	-	-	809
UK Government grants		-	37,941	-	37,941
Investment income	3	-	-	5	5
Total income		<u>809</u>	<u>39,117</u>	<u>5</u>	<u>39,931</u>
Expenditure on:					
Accountancy fees		-	(684)	-	(684)
Events		-	(3,415)	-	(3,415)
Wages and salaries		-	(18,866)	-	(18,866)
Wages and salaries		(1,814)	-	-	(1,814)
Staff pensions (Defined contribution) - pension scheme 1		(62)	-	-	(62)
Rent and rates		-	(144)	-	(144)
Rent and rates		(297)	-	-	(297)
Rent		-	(1,963)	-	(1,963)
Rent		(840)	-	-	(840)
Insurance		(669)	-	-	(669)
Equipment		-	(1,148)	-	(1,148)
Equipment repairs and renewals		-	(3,958)	-	(3,958)
Office expenses		-	(1,666)	-	(1,666)
Office expenses		(183)	-	-	(183)
Cleaning		-	(120)	-	(120)
Total expenditure		<u>(3,865)</u>	<u>(31,964)</u>	<u>-</u>	<u>(35,829)</u>
Net (expenditure)/income		(3,056)	7,153	5	4,102
Gross transfers between funds		<u>(868)</u>	<u>(1,029)</u>	<u>1,897</u>	<u>-</u>
Net movement in funds		(3,924)	6,124	1,902	4,102
Reconciliation of funds					
Total funds brought forward		<u>13,975</u>	<u>4,316</u>	<u>8,679</u>	<u>26,970</u>
Total funds carried forward	7	<u>10,051</u>	<u>10,440</u>	<u>10,581</u>	<u>31,072</u>

The notes on pages 9 to 13 form an integral part of these financial statements.



# Halliwell Befriending Service

## Statement of Financial Activities for the Year Ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2020 £
Income and Endowments from:					
Donations and legacies		9,033	24,365	-	33,398
Investment income	3	<u>-</u>	<u>-</u>	<u>18</u>	<u>18</u>
Total income		<u>9,033</u>	<u>24,365</u>	<u>18</u>	<u>33,416</u>
Expenditure on:					
Raising funds		<u>(8,207)</u>	<u>(22,044)</u>	<u>-</u>	<u>(30,251)</u>
Total expenditure		<u>(8,207)</u>	<u>(22,044)</u>	<u>-</u>	<u>(30,251)</u>
Net income		826	2,321	18	3,165
Gross transfers between funds		<u>1,020</u>	<u>(1,020)</u>	<u>-</u>	<u>-</u>
Net movement in funds		1,846	1,301	18	3,165
Reconciliation of funds					
Total funds brought forward		<u>12,129</u>	<u>3,015</u>	<u>8,661</u>	<u>23,805</u>
Total funds carried forward	7	<u><u>13,975</u></u>	<u><u>4,316</u></u>	<u><u>8,679</u></u>	<u><u>26,970</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2020 is shown in note 7.

# Halliwell Befriending Service

(Registration number: 1152634)  
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank and in hand	5	31,075	26,970
Creditors: Amounts falling due within one year	6	<u>(3)</u>	<u>-</u>
Net assets		<u>31,072</u>	<u>26,970</u>
Funds of the charity:			
Endowment funds		10,581	8,679
Restricted income funds			
Restricted funds		10,440	4,316
Unrestricted income funds			
Unrestricted funds		<u>10,051</u>	<u>13,975</u>
Total funds	7	<u>31,072</u>	<u>26,970</u>

The financial statements on pages 6 to 13 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Graham Darcy  
Trustee

.....  
Janet O'Niell  
Trustee

.....  
Gillian Hamilton  
Trustee

.....  
Raymond Butcher  
Governor

.....  
John Sloan  
Chairman

The notes on pages 9 to 13 form an integral part of these financial statements.

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### Basis of preparation

Halliwell Befriending Service meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### *Donations and legacies*

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### *Grants receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### *Investment income*

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## Notes to the Financial Statements for the Year Ended 31 March 2021

### *Raising funds*

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

### Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from individuals	809	1,176	1,985
Grants, including capital grants;			
Government grants	-	37,941	37,941
Total for 2021	<u>809</u>	<u>39,117</u>	<u>39,926</u>
Total for 2020	<u>9,033</u>	<u>24,365</u>	<u>33,398</u>

### 3 Investment income

	Endowment funds Expendable £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	5	5
Total for 2021	<u>5</u>	<u>5</u>
Total for 2020	<u>18</u>	<u>18</u>

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 4 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 5 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	65	188
Cash at bank	<u>31,010</u>	<u>26,782</u>
	<u>31,075</u>	<u>26,970</u>

### 6 Creditors: amounts falling due within one year

	2021 £
Other taxation and social security	<u>3</u>

### 7 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
General	13,975	809	(3,865)	(868)	10,051
Restricted funds	4,316	39,117	(31,964)	(1,029)	10,440
Endowment funds					
Expendable	<u>-</u>	<u>10,581</u>	<u>-</u>	<u>-</u>	<u>10,581</u>
Total funds	<u>18,291</u>	<u>50,507</u>	<u>(35,829)</u>	<u>(1,897)</u>	<u>31,072</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
General	12,129	9,033	(8,207)	1,020	13,975
Restricted funds	3,015	24,365	(22,044)	(1,020)	4,316
Endowment funds					
Expendable	<u>-</u>	<u>8,679</u>	<u>-</u>	<u>-</u>	<u>8,679</u>
Total funds	<u>15,144</u>	<u>42,077</u>	<u>(30,251)</u>	<u>-</u>	<u>26,970</u>

# Halliwell Befriending Service

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 8 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Current assets	18,324	12,751	31,075
Current liabilities	<u>(3)</u>	<u>-</u>	<u>(3)</u>
Total net assets	<u>18,321</u>	<u>12,751</u>	<u>31,072</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2020 £
Current assets	<u>22,654</u>	<u>4,316</u>	<u>26,970</u>

### 9 Analysis of net funds

	At 1 April 2020 £	At 31 March 2021 £
Cash at bank and in hand	<u>26,970</u>	<u>26,970</u>
Net debt	<u>26,970</u>	<u>26,970</u>
	At 1 April 2019 £	At 31 March 2020 £
Net debt	<u>-</u>	<u>-</u>

# Halliwell Befriending Service

## Statement of Financial Activities by fund for the Year Ended 31 March 2021

	Total Unrestricted Funds 2021 £	Total Unrestricted Funds 2020 £
Income and Endowments from:		
Donations and legacies	<u>809</u>	<u>9,033</u>
Total income	<u>809</u>	<u>9,033</u>
Expenditure on:		
Raising funds	<u>(3,865)</u>	<u>(8,207)</u>
Total expenditure	<u>(3,865)</u>	<u>(8,207)</u>
Net (expenditure)/income	(3,056)	826
Gross transfers between funds	<u>(868)</u>	<u>1,020</u>
Net movement in funds	(3,924)	1,846
Reconciliation of funds		
Total funds brought forward	<u>13,975</u>	<u>12,129</u>
Total funds carried forward	<u><u>10,051</u></u>	<u><u>13,975</u></u>



# Halliwell Befriending Service

## Statement of Financial Activities by fund for the Year Ended 31 March 2021

	Total Restricted Funds 2021 £	Total Restricted Funds 2020 £
Income and Endowments from:		
Donations and legacies	<u>39,117</u>	<u>24,365</u>
Total income	<u>39,117</u>	<u>24,365</u>
Expenditure on:		
Raising funds	<u>(31,964)</u>	<u>(22,044)</u>
Total expenditure	<u>(31,964)</u>	<u>(22,044)</u>
Net income	7,153	2,321
Gross transfers between funds	<u>(1,029)</u>	<u>(1,020)</u>
Net movement in funds	6,124	1,301
Reconciliation of funds		
Total funds brought forward	<u>4,316</u>	<u>3,015</u>
Total funds carried forward	<u><u>10,440</u></u>	<u><u>4,316</u></u>

# Halliwell Befriending Service

## Statement of Financial Activities by fund for the Year Ended 31 March 2021

	Total Endowment Funds 2021 £	Total Endowment Funds 2020 £
Income and Endowments from:		
Investment income	<u>5</u>	<u>18</u>
Total income	<u>5</u>	<u>18</u>
Expenditure on:		
Net income	5	18
Gross transfers between funds	<u>1,897</u>	<u>-</u>
Net movement in funds	1,902	18
Reconciliation of funds		
Total funds brought forward	<u>8,679</u>	<u>8,661</u>
Total funds carried forward	<u>10,581</u>	<u>8,679</u>

# Halliwell Befriending Service

## Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	Total 2021 £	Total 2020 £
Income and Endowments from:		
Donations and legacies (analysed below)	39,926	33,398
Investment income (analysed below)	<u>5</u>	<u>18</u>
Total income	<u>39,931</u>	<u>33,416</u>
Expenditure on:		
Raising funds (analysed below)	<u>(35,829)</u>	<u>(30,251)</u>
Total expenditure	<u>(35,829)</u>	<u>(30,251)</u>
Net income	<u>4,102</u>	<u>3,165</u>
Net movement in funds	4,102	3,165
Reconciliation of funds		
Total funds brought forward	<u>26,970</u>	<u>23,805</u>
Total funds carried forward	<u><u>31,072</u></u>	<u><u>26,970</u></u>

# Halliwell Befriending Service

## Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	Total 2021 £	Total 2020 £
<i>Donations and legacies</i>		
Appeals and donations	1,176	5,365
Appeals and donations	809	9,033
UK Government grants	<u>37,941</u>	<u>19,000</u>
	<u>39,926</u>	<u>33,398</u>
<i>Investment income</i>		
Income from other investments	<u>5</u>	<u>18</u>
	<u>5</u>	<u>18</u>
<i>Raising funds</i>		
Accountancy fees	(684)	-
Events	(3,415)	(1,541)
Management fees	-	(4,634)
Wages and salaries	(18,866)	(17,959)
Wages and salaries	(1,814)	(881)
Staff pensions (Defined contribution) - pension scheme 1	(62)	-
Travelling	-	(363)
Volunteer expenses	-	(342)
Rent and rates	(144)	-
Rent and rates	(297)	-
Rent	(1,963)	(1,136)
Rent	(840)	(1,183)
Insurance	(669)	(547)
Equipment	(1,148)	(349)
Equipment repairs and renewals	(3,958)	-
Office expenses	(1,666)	(234)
Office expenses	(183)	(962)
Cleaning	<u>(120)</u>	<u>(120)</u>
	<u>(35,829)</u>	<u>(30,251)</u>