



Minutes for the 23rd Annual General Meeting for Respite at Home Volunteers West Mid Beds and Ivel Valley on Monday 31 October 2022 at 7.30pm at the Davis Suite, Rufus Centre, Flitwick

1. Welcome all to our 23rd AGM
2. Chairman's Opening Remarks
3. Attending, apologies and absence – Gareth read out the list of apologies which included: The Sandy Town Mayor, Kim Herrick volunteer, Justine Twinn volunteer, Rob Millington volunteer, Carol Solaiman Carers in Bedfordshire, Richard Fuller Member of Parliament for North East Bedfordshire, Emma Simpson IPL, Debra Aitken BRCC, Cllr Clinch Deputy Mayor of Ampthill
4. Minutes from the last Annual General Meeting 2021 – Mark Smith accepted the minutes from the 2021 AGM and Clare Thompson seconded and the vote in favour of acceptance was unanimous
5. Chairman's Report – Gareth spoke about his first year as Chairman and how impressed he is with the charity, the commitment of the Volunteer Manager and all the volunteers for all the work they do helping others in their local communities.
6. Treasurer's Report – As Gareth has taken on this role for much of the last year he talked this and how we now have a new Treasurer Terry Thurley who will be joining us soon. Gareth also apologised that the Annual Report and Accounts were unavailable as Peter Cole had been unable to complete them in time for the AGM, but these will be sent out to anyone who would like to see them.
31/10/22 RHV business account £18638, 23, RHV Community account £786.54
7. Volunteer Manager's Report – Nicola Mills read her report which included thanking all the volunteers for the brilliant work they do and also the wider community including the Chequers Pub who have raised so much money for us this year
8. Election of Honorary Auditor – Nomination for the re-election of Peter Cole was proposed to continue as the Honorary Auditor proposed by Gareth Mackey and seconded by Clare Thompson and the vote in favour of acceptance was unanimous
9. Nominations for the re-election of any Committee Members/Trustees – Nomination for the re-election of Mark Smith, Trustee, was proposed by Gareth Mackey and seconded by Clare Thompson and the vote in favour of acceptance was unanimous

10. The large group split into three smaller groups and our volunteers spoke about their experiences helping families living with life limiting illnesses in the local community, this was an informal interactive part of the meeting and the other attendees were encouraged to ask questions and share their experiences
11. Any Other Business? Allan Elliott discussed he felt that former volunteers should be mentioned at the AGM. Mandy Fallowfield made the point that due to the huge amount of work RHV have to do to secure Big Lottery funding, she felt that the local communities should get more involved and support small charities like ours.
12. Celebration of our volunteers work and commitment to Respite at Home Volunteers and a presentation of certificates for their long service. Congratulations to Karen Gulliksen and Kim Herrick and thank you for all the work you have done over the last 5 years years supporting others in the local community, you are all an inspiration.
13. Chairman Gareth Mackey's closing remarks - Gareth thanked all the great people in the community for their time and effort and helping to keep RHV still working in the community after 23 years!
14. Light refreshments with hot drinks, biscuits and spooky cakes were served whilst mingling

**REGISTERED COMPANY NUMBER:CE003849 (I
REGISTERED (**

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE
FOR
RESPITE AT HOME VOLUNTEERS

**Cole & co
34 Truro Gardens
Flitwick
Bedford
MK45 1UH**

England and Wales)
CHARITY NUMBER 1161178

2022

RESPITE AT HOME VOLUNTEERS

CONTENTS OF THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 30 JUNE 2022**

	Page
Report of the trustees	1
Independent Examiner's Report	2
Statement of Financial Activities	3
Balance Sheet	4
Notes to the Financial Statements	5 to 8
Detailed Statement of Financial Activities	9

RESPITE AT HOME VOLUNTEERS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2022. The trustees adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective of the CIO is to protect and preserve the health of families, carers and friends suffering from life-limiting illness by the provision of hospice-type community care/a home service in the West Mid and Ival Valley areas of Central Bedfordshire.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited c limited by guarantee as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Reegistered Company number: CE003849 (England and Wales).

Registered Charity number: 1161178

Registered office

Trustees

Mr G Mackey
Ms C Thompson
Ms J Hallworth
Mr M Smith
Mr. T W G Thurley

Company Secretary

Independent Examiner

Cole & Co

34 Trutro Gardens
Flitwick
Bedford
MK45 1UH

Approved by order of the board of trustees on..... And signed on its behalf by:

.....

1

ompany,

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RESPITE AT HOME VOLUNTEERS

Independent examiner's report to the trustees of Respite At Home Volunteers

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 .

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination. I report in respect of my examination of your charity accounts carried out under section 145 of the Charities Act 2011.('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention with the examination cause to believe:

- 1 accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act or any requirement that the accounts give a true and fair view which is not a matter considered by me in my independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Financial Reporting Standards Recommended Practice for accounting and reporting by charities (applicable to charities preparing accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which I have been drawn in this report in order to enable a proper understanding of the accounts to be reached.

Peter Cole FMAAT
Cole & Co
34 Truro Gardens
Flitwick
Bedford
MK45 1UH.

Date:

June 2022.

responsible
2006 Act').

the 2006
counts as
have followed

tion giving me

ie 2006 Act;

t other than
d as part of an

Statements of
paring their
ublic of

attention should

RESPITE AT HOME VOLUNTEERS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2022

	Notes	2022 Unrestricted Fund £	2021 Total Funds £
INCOME AND ENDOWMENTS FROM			
Donations and Legacies		18471	22102
Investment income	2	<u>3</u>	<u>4</u>
Total		18474	22106
EXPENDITURE ON			
Other		<u>20831</u>	<u>15994</u>
NET LOSS/INCOME		-2357	6112
RECONCILIATION OF FUNDS			
Total funds brought forward		28593	22481
TOTAL FUNDS CARRIED FORWARD		<u>26236</u>	<u>28593</u>

The notes form part of these financial statements

RESPIRE AT HOME VOLUNTEERS
BALANCE SHEET
30TH JUNE 2022

	Notes	2022 Unrestricted Fund £	2021 Total Funds £
FIXED ASSETS			
Tangible assets	6	1137	763
CURRENT ASSETS			
Debtors	7	322	325
Cash at bank and in hand		26467	28646
		<u>27926</u>	<u>28971</u>
CREDITORS			
Amounts falling due within one year	8	-1690	-1141
NET CURRENT ASSETS		<u>26236</u>	<u>27830</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>28593</u>
NET ASSETS		<u>26236</u>	<u>28593</u>
FUNDS			
Unrestricted funds	9	26236	28593
TOTAL FUNDS		<u>26236</u>	<u>28593</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 1 ended 30 June 2022.

The members have not required the company to obtain an audit of its financial statements for the year end 30 June 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 38 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on..... and were signed on its behalf by:

.....
G Mackey-Trustee

The notes form part of these financial statements

for the year

led

6 and 387

aritable
ear in
the
e to the

companies

.

RESPITE AT HOME VOLUNTEERS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the charities SORP (FRS 102) 'Accounting and Reporting for Charities: A Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)'. Financial Reporting Standard 102. 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared on the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to it and it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation to incur the expenditure, it is probable that a transfer of economic benefit will be required to settle the liability and been classified under headings that aggregate all cost related to the category. Where costs are directly attributed to particular headings they have been allocated to activities on a basis of the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 INVESTMENT INCOME

	2022	2021
Interest Received	<u>3</u>	<u>4</u>

continued.

RS102, have
by Charities:
ordance with
ctive
able in UK
repared under

ent to the funds,

n committing
ired in settlement
sts cannot be
nsistent with the

s estimated

i of the trustees.

: charity.
ed purposes.

iancal

RESPITE AT HOME VOLUNTEERS
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2022

3 NET INCOME/(EXPENDITURE.)

Net income/(expenditure is stated after charging/ crediting);

	2022	2021
	£	£
Depreciation-owned assets	<u>284</u>	<u>191</u>

4 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2022 for the year ended 30 June 2021.

Trustees expenses

There were no trustees' expenses paid for the year ended 30 June 2022 nor for the year ended 30 June 2021.

5 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds
INCOME AND ENDOWMENTS FROM	
Donations and legacies	18471
investment income	<u>3</u>
Total	18474
EXPENDITURE ON	
Other	<u>-20831</u>
NET LOSS	-2357
RECONCILIATION OF FUNDS	
Total funds brought forward	22481
TOTAL FUNDS CARRIED FORWARD	<u><u>20124</u></u>

continued.

the yesr

ed

.....

RESPITE AT HOME VOLUNTEERS
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2022

6 TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 July 2021	5367
Additions	<u>657</u>
	<u>6024</u>
DEPRECIATION	
At 1 July 2021	4604
Charge for the year	<u>283</u>
	<u>4887</u>
NET BOOK VALUE	
At 30 June 2022	<u>1137</u>
At 30 June 2021	<u>763</u>

7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Prepayments	<u>322</u>	<u>325</u>

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	268	42
Accrued expenses	<u>1422</u>	<u>1099</u>
	<u>1690</u>	<u>1141</u>

9 MOVEMENT IN FUNDS

	At	Net movement	At
Unrestricted funds	07/01/2021 in funds		30.06.2022
General fund	28593	-2357	26236
TOTAL FUNDS	<u>28593</u>	<u>-2357</u>	<u>26236</u>
Net movement in funds, included in the above are as follows:			
Unrestricted funds	Incoming resources	Resources Expended	Movement in funds
General fund	18474	-20831	-2357
TOTAL FUNDS	<u>18474</u>	<u>-20831</u>	<u>-2357</u>

continued.

.....

NOTES TO THE FINANCIAL STATEMENTS-continued
FOR THE YEAR ENDED 30 JUNE 2022

9 MOVEMENT IN FUNDS-continued

Comparatives for movement in funds

	At 1.7.2020	Movement in funds	At 30.6.2021
	£	£	£
Unrestricted funds			
General fund	22481	6113	28594
TOTAL FUNDS	22481	6112	28594

Comparative net movement in funds, included in the above as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	22107	-15994	6113
TOTAL FUNDS	22107	-15994	6113

A current year 12 months and prior year 12 months combined is as follows:

	At 1.7.2020	Movement in funds	At 30.6.2022
	£	£	£
Unrestricted funds			
General fund	22481	3756	26237
TOTAL FUNDS	22481	3756	26237

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	40581	-36825	3756
TOTAL FUNDS	40581	-36825	3756

10 RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2022..

RESPITE AT HOME VOLUNTEERS
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donation and fundraising	18471	22102
Investment income		
Interest received	<u>3</u>	<u>4</u>
Total incoming resources	<u>18474</u>	<u>22106</u>
EXPENDITURE		
Others		
Entertaining	92	-
Insurance	445	390
Motor expenses	2328	437
Rent and utilities	1320	1385
Postage and stationery	520	382
Software	144	233
Sundry expenses	437	30
Telephone	1301	1229
Pension	541	285
Wages	13244	11282
Depreciation	<u>284</u>	<u>191</u>
	20656	15844
Support costs		
Governance costs		
Accountancy and legal fees	<u>175</u>	<u>150</u>
Total resources expended	<u>20831</u>	<u>15994</u>
Net Expenditure/Income	<u>-2357</u>	<u>6112</u>

