



Community Care North Bucks

Together we care

**COMMUNITY CARE NORTH BUCKS
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Charity No: 1172135

COMMUNITY CARE NORTH BUCKS

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COMMUNITY CARE NORTH BUCKS
LEGAL AND ADMINISTRATIVE DETAILS

Charity Name

Community Care North Bucks

Charity Registration Number

1172135

Registered Office

22 Holton Road
Buckingham
MK18 1PQ

Trustees

Keith Croxton
David Jackson
Jacqui North
Sue Watkins
Gerry Bluck
Margo Jackson
Lauren Taylor
Brian Hirst
Carol Penny
Ros Hutt.
Simon Wells
Ann McGahan

Independent Examiner

Audrey Hirst
1 Nightingale Close
Buckingham
MK18 1FU

Banker

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
MK19 4JQ

COMMUNITY CARE NORTH BUCKS
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Community Care North Bucks (CCNB) is a Charitable Incorporated Organisation (charity number 1172135) operating in North Bucks.

A Board of Trustees, appointed by the membership of CCNB, oversees the governance and management of the Charity. There are currently twelve Trustees:

Keith Croxton
David Jackson
Jacqui North
Sue Watkins
Gerry Bluck
Margo Jackson
Lauren Taylor
Brian Hirst
Carol Penny
Ros Hutt.
Simon Wells
Ann McGahan

Object

They govern the Charity within the object set out in the Constitution, which states: -

“To promote any charitable purpose for the benefit of the inhabitants of North Bucks, and to advance education, protect and preserve health and relieve poverty, sickness and distress.”

To fulfill this object the Charity currently has four activities: -

- A Hospital Car Service
- A support group for adult carers (aged 18 plus)
- A support group and club for young carers (for carers under 18).
- Open House, a support group for ex carers and people who live on their own.

Public Benefit

The Trustees confirm they have referred to the public benefit guidance issued by the Charity Commission when reviewing and monitoring the activities of CCNB. All Trustees give their

time voluntarily and receive no private benefit from the work of the Charity. Services provide benefits which are either free or subsidised to ensure anyone can access them.

The Trustees review all the policies and procedures of the Charity annually or earlier if needed. These include a risk assessment so that risks to the Charity are identified and managed.

The Charity is run entirely by volunteers: there are currently 65 volunteers involved.

CCNB is funded through grants, local fundraising and subsidised charges from patients using the Hospital Car Service.

Overview

The past year was overshadowed by the covid pandemic which caused significant disruption to all our services. As the pandemic deepened the main priority became supporting our volunteers as they worked so hard serving those who used our services normally ensuring their needs were being met and providing an important contact during times of isolation.

Whilst the finances were affected the overall picture saw the charity in good shape financially at the end of the year.

The income for the year was £23,937.18 (2019/20 £48,000.78) and the expenditure £20,036.68 (2019/20 £47,922.89) leaving a surplus of £3,900.50. The reserves at the year end were £39,451.90 (2019/20 £39,424.12). The charity carried forward £74,716.92 leaving it in a good position to face the challenges the next year will present as services begin to resume.

We are grateful to those who have supported us financially during the past year. Full details of all those who have supported us during the year will appear on our web site later in the year

It is difficult to assess what level of support we will get from our funders in the coming year; much will depend on their post covid situations so it will be crucial Trustees monitor the finances closely

We are aiming to achieve a balanced budget by the year end including ensuring the reserve limit set out in the reserves policy is met.

Little progress was made during the past year to develop the Trustee Board so this will be an important priority during the coming year. Trustees have agreed for a full succession review to be completed by November 30th 2021 and an implementation plan put in place.

Objectives and Achievements

The following objectives were set for 2020/21 :

In view of the covid19 pandemic the following objectives were set:

- i) To ensure each wing of the charity resumes their services in a planned and sustainable way as government pandemic restrictions allow.
- ii) To monitor the finances closely to ensure the charity remains sustainable throughout the covid 19 pandemic
- iii) To continue to seek a further new Trustee
- iv) To produce a revised risk analysis for each wing of the charity in the light of the covid 19 pandemic

Outcomes

- i) Services were not able to start during 20/21 because of government restrictions.
- ii) The finances remained strong during 20/21 owing to grant income and fewer expenses/outgoings. As a result the reserves held are above the limit set in the reserves policy
- iii) A further Trustee has joined the team with HR experience
- iv) Risk analyses were carried out by Young Carers and the Hospital Car Service during the year where activities took place.

The following objectives have been set for 2021/22

The overall aim for 2021/22 is to restore all our services as soon as the restrictions are lifted and ensure the charity is in a good position financially by the year end.

With this in mind the following specific objectives have been set:

- i) To aim for all four wings of the charity to fully open and services resumed by September 30th
- ii) To ensure risk assessments are carried out where applicable as services resume.
- iii) To ensure the finances are kept under review to ensure a balanced budget by the year end.
- iv) To ensure the reserves held by the year end fall within the reserves policy limit.
- v) To ensure the long term sustainability of the Trustees Board by carrying out a succession review by November 30th 2021.
- vi) To carry out a policy review during 2021/22.

Reports

The Hospital Car Service was suspended in March 2020 owing to government restrictions. It resumed on March 29th following a risk assessment. Prior to the suspension there were 43

drivers, currently that has risen to 13 as the volunteers have slowly returned following second vaccination. At present the number of requests is low so the service is coping well. It is anticipated requests will increase over the coming months as hospitals recover from covid provided there is not another surge in covid cases.

Adult Carers and Open House (support group for ex carers) were not able to meet during the past year but volunteers have regularly kept in touch with those they support where possible by telephone and zoom meetings

Open House will be resuming meetings in July and Adult Carers in September.

It has been a very challenging year for Young Carers. Whilst it was not possible to run the club nights the Young Carers volunteer team provided regular ongoing support to 65 young carers and their families in a variety of ways including :

- Weekly contact with every young carer family.
- One to one support for each young carer
- Supplies of activity packs
- Food parcels for those in need of food help at Christmas and Easter.
- Help with the purchase of laptops
- Sessions via zoom
- Outdoor activities and trips where possible within restriction guidelines
- Advocacy for young carer families
- Liaison with local schools .

The volunteers have ensured that young carers have not felt alone or isolated during a difficult period. It is hoped that club nights will start again in July.

It is expected that the need for the services we provide will increase as restrictions are lifted and those we care for have to cope with new ways of living. Public expenditure will undoubtedly remain under pressure at local and national level. This will present us with new challenges financially which Trustees will need to address. Thankfully the support of the local community for the work we do remains positive and strong.

I want to place on record the thanks of the Trustees to our volunteers who have worked so tirelessly to help others during a demanding year. Without the selfless commitment of our volunteers week in week out we could not run the services we provide to so many in our community.

Keith Croxton
Chair of Trustees

INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF COMMUNITY CARE NORTH BUCK

Report to the trustees/ members of	Charity Name COMMUNITY CARE NORTH BUCKS		
On accounts for the year ended	2020 - 2021	Charity no (if any)	1172135
Set out on pages	(remember to include the page numbers of additional sheets)		
Respective responsibilities of trustees and examiner	<p>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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed:	<div style="border: 1px solid black; height: 20px; width: 100%; display: flex; align-items: center; justify-content: center;"> </div>		Date: <div style="border: 1px solid black; padding: 2px 10px;">5/6/2021</div>
Name:	<div style="border: 1px solid black; padding: 2px;">Audrey Hirst</div>		
Relevant professional qualification(s) or body	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		

COMMUNITY CARE NORTH BUCKS

CONSOLIDATED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

INCOME

Car service	952.03
North Bucks Carers	1,196.80
Open House	520.00
Young Carers Youth Club	21,170.66
Young Carers Petty Cash	69.91

Reserve Account Interest	27.78
TOTAL INCOME (A)	23,937.18

EXPENSES

Car service	942.27
North Bucks Carers	1,411.70
Open House	840.49
Young Carers Youth Club	16,842.22

TOTAL EXPENDITURE (B)	20,036.68
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PETTY CASH NORTH BUCKS CARERS

Income	5.00
Expenditure	-50.37
B'fwd 1.4.2020	100.17
TOTAL CASH (D)	54.80

PETTY CASH OPEN HOUSE

Income	53.05
Expenditure	-35.29
B'fwd 1.4.2020	64.81
TOTAL CASH (E)	82.57

PETTY CASH YC2

Income	
Expenditure	-69.91
B'fwd 1.4.2020	69.91
TOTAL CASH	0.00

SUMMARY POSITION 2020-2021

TOTAL INCOME (A)	23,937.18
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TOTAL EXPENSES (B)	-20,036.68
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EXCESS/(DEFICIT) 2020-2021	3,900.50
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OPENING BALANCES 1.4.2020

Car Service	10,290.78
North Bucks Carers	1,948.91
Open House	2,456.48
Young Carers Youth Club	16,696.13
Reserve Account	39,424.12

70,816.42

CLOSING BALANCE 31.3.2021	74,716.92
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CLOSING BALANCES

Car Service	10,300.54
Reserve A/C Car Service	7,309.35
North Bucks Carers	1,734.01
Reserve A/C N B Carers	5,236.20
Open House	2,135.99
Young Carers Youth Club	21,094.48
Reserve A/C Young Carers	26,906.35

74,716.92

CASH IN HAND 1.4.2021

North Bucks Carers	54.80
Open House	82.57

137.37

COMMUNITY CARE NORTH BUCKS

CAR SERVICE

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Income

Donations	875.47
Donations Drivers & Clients	15.00
Fares	<u>61.56</u>
	952.03

Expenditure

Drivers Expenses	42.15
Website/ Internet/Telephone	275.05
Insurance	492.00
Account Fees	69.00
Stationery/Printing	39.98
PPE	<u>24.09</u>
	942.27

**Excess of Income over
Expenditure**

9.76

Reconciliation

Opening Balance as at 1.4.20	10,290.78
excess of income over expenditure	<u>9.76</u>

Closing Balance as at 31.3.21 10,300.54

Cash at Bank	10,300.54
Reserve Account	7,309.35

COMMUNITY CARE NORTH BUCKS

NORTH BUCKS CARERS

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Income

E Douglas	125.00
Groundwork	625.00
Gawcott Charitable Trust	400.00
Xmas excess	30.00
Renewals	16.80
	<u>1196.80</u>

Expenditure

Insurance	246.00
Booklet	400.00
Account fee	69.00
Tel/ Internet	28.00
Party/Summer/Xmas	606.00
Renewals	43.20
Post / Stat	19.50
	<u>1411.70</u>

Excess of expenditure over income	<u>-214.90</u>
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Reconciliation

Opening Balance	1948.91
less excess of expenditure over income	-214.90

Closing Balance as at 31.3.21	<u>1734.01</u>
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Reserve Account	5236.20
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PETTY CASH**Income**

Fund raising	5.00
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Expenditure

Postage	23.40
Vouchers	26.97
	<u>50.37</u>

Opening Balance	<u>100.17</u>
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54.80

COMMUNITY CARE NORTH BUCKS

OPEN HOUSE

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Income

Mr & Mrs Whittaker	20.00
Gawcott Charitable Trust	<u>500.00</u>
	520.00

Expenditure

Hall	40.00
Tel/Internet	28.00
Easter/Xmas treats	235.19
Account Fee	69.00
Lockdown sundries	163.17
Renewals	16.80
Meetings	42.33
Insurance.	<u>246.00</u>
	840.49

Excess of Expenditure over Income 320.49

Reconciliation

Opening Balance as at 1.4.20	2456.48
less excess of expenditure over income	<u>-320.49</u>

Closing Balance as at 31.3.21 2135.99

PETTY CASH**Income**

Donations (Drinks)	<u>53.05</u>
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Expenditure

Refreshment	35.29
	<u>35.29</u>

Excess of Income over Expenditure	17.76
Opening Balance	<u>64.81</u>
	82.57

COMMUNITY CARE NORTH BUCKS

YOUNG CARERS YOUTH CLUB

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021

Income

Donations	16,512.83
Donations	4,415.00
Donations via cans	24.83
AV Lottery	218.00
Petty Cash	69.91
	<u>21,240.57</u>

Expenditure

Xmas Easter Gifts	3,280.27
General Club Expenses	830.88
Stat / Printing	219.55
Transport	312.67
Extra Activities	826.40
Stock	3,437.83
Welfare	2,757.97
Website	56.00
Support	668.65
Vouchers	3,595.00
Insurance	493.00
Renewals	25.00
Account Fees	69.00
R Radcliffe	270.00
	<u>16,842.22</u>

**Excess of Income over
Expenditure**

4,398.35

Reconciliation

Opening Balance as at 1.4.20	16,696.13
Excess of income over expenditure	<u>4,398.35</u>

Closing Balance as at 31.3.21 21,094.48

Cash at Bank 21,094.48

Reserve Account 26,906.35