



# **Community Care North Bucks**

**Together we care**

**COMMUNITY CARE NORTH BUCKS  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**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 2022**

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 eleven Trustees:

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

**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 fulfil 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.

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

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

### **Overview**

The challenges associated with the covid pandemic continued to impact on the various aspects of the charity's work. It is due to the great fortitude of the volunteers that the four wings of the charity became fully operational by September 2021.

Whilst it is taking time to return to pre pandemic levels of activity this is because those using our services are still recovering themselves from covid issues. For example the levels of requests for the Hospital Car Service are still depressed due to hospitals still recovering from the affects of covid.

Financially the charity has survived the past two difficult years remarkably well with the Trustees needing to keep the finances under constant review. It is good to report that the finances are currently in good shape. Income for the year was £29,155.37(2020/21 £23,937.18) with expenditure at £28,023.15 (2020/21 £20,036.68) giving a surplus of £1,132.22. Reserves stood at £39,458.52 so we are carrying forward £75,849.14 .

The aim of Trustees is to ensure CCNB remains sustainable and Trustees have an agreed reserves policy which is reviewed each year. The funding received by CCNB is not consistent throughout the year. Grants applied for can be unsuccessful as well as successful. Trustees have determined to maintain a charity reserve of one year's expenditure. A specific action plan is required if the reserves fall to 6 months. At present the reserves exceed that upper limit, caused by the impact of covid, and whilst this will ensure a buffer against the current cost of living headwinds, they will need to be brought back within the current policy guidelines.

The restructuring of the Trustee Board which has been delayed by covid is at long last now underway. Three Trustees are standing down at the AGM, including the Chair, allowing for new Trustees to be introduced. This restructuring will continue over the next three years.

The Charity is also looking to expand, taking in new local groups needing thus building in greater long term sustainability

## **Objectives and Achievements**

### **2021/22 Objectives**

In view of the covid19 pandemic the following objectives have been set for 2020/21:

- 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 2021/22**

- i) The four wings of the charity were fully operational from September 2021
- ii) Finances were monitored closely and were in good shape at the year end
- iii) The restructuring of the Board was delayed owing to covid but is now underway with three Trustees standing down at this AGM leaving spaces for new Trustees to be recruited.
- iv) The risk analysis is still to be done

### **Objectives for 2022/23**

- i) Complete succession planning and recruitment of new trustees.
- ii) Absorb new groups to expand the scope of CCNB and develop the charity as a central focus for the local community focussing on carers and associated issues.
- iii) Develop detailed expenditure plans for each arm of the charity to utilise the reserve surpluses generated from the inactivity during the pandemic.
- iv) Complete risk assessments as committed in the prior year.
- v) To recruit a Safeguarding Head for CCNB.

## **Reports**

The Hospital Car Service was suspended in March 2020 as a result of the government's covid restrictions. It resumed on March 29<sup>th</sup> 2021 following a risk assessment. Prior to the suspension there were 43 drivers, this has now fallen to 18. The number of requests for hospital trips is now increasing as hospital services slowly return to a level of normality. It is also encouraging that drivers are now beginning to be allowed to accompany patients to their appointments. This is an important part of the service we provide but the covid restrictions meant that had to be suspended for a long period.

Adult Carers Support Group restarted in September 2021 and has gradually returned to the pre-covid level of activity. There are currently up to 15 carers being supported through the meetings and a programme of speakers providing advice and guidance. Good relationships have been established with the GP surgery .

Open House (the support group for ex carers ) has returned to a normal level of activity with two meeting a month. There are between 20 and 25 members attending these meetings. There has been a full programme of visiting speakers and trips out. A team of volunteers ensure the ex carers are supported as they slowly adjust to a new way of life.

It has been a very busy year for Young Carers (YC2) with a major programme of activities and support for young carers and their families. YC2 now runs three club nights a month an increase from two previously. There are currently 96 young carers and their families being supported. Capacity at present is 105 owing to the space constraints of the building and the ratio of volunteers to children allowed.

A significant aspect of the work has been the welfare activities needed because of the pressures on families caused for example by the cost of living crisis but also the level of benefits. Examples of the support given are:

- Signposting families to organisations where they can receive help
- Funding school trips
- Applying for and distributing supermarket vouchers to alleviate hardship
- Providing gifts at special times such as birthdays, Christmas and Easter.
- In liaison with the local Food Bank providing food parcels in times of crisis

Volunteers also liaise with families including home visits of new young carers and arranging help where needed from local care agencies. A coffee morning for the parents of young carers has been a successful initiative and is greatly appreciated.

A challenge for YC2 is getting the financial and professional support from Carers Bucks who have the contract to run young carer services for Buckinghamshire. This will need to be resolved this year and is being urgently addressed.

Trustees want to place on record their thanks and gratitude 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



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
COMMUNITY CARE NORTH Bucks

On accounts for the year  
ended

31-03-2022

Charity no  
(if any)

1172135

Set out on pages

(remember to include the page number of additional sheets)

Respective  
responsibilities of  
trustees and examiner

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.

It is my responsibility to:

- 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

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.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below\*)

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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

A. Hirst

Date:

6/6/2022

Name:

Audrey Hirst

Relevant professional  
qualification(s) or body  
(if any):



## COMMUNITY CARE NORTH BUCKS CONSOLIDATED ACCOUNTS 1.4.21-31.3.22

### INCOME

Car service	11,317.58
North Bucks Carers	214.00
Open House	600.00
Young Carers Youth Club	17,017.17

Reserve Account Interest	6.62
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<b>TOTAL INCOME (A)</b>	<b>29,155.37</b>
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### EXPENSES

Car service	11,452.29
North Bucks Carers	1,073.32
Open House	959.33
Young Carers Youth Club	14,538.21

<b>TOTAL EXPENDITURE (B)</b>	<b>28,023.15</b>
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### PETTY CASH NORTH BUCKS CARERS

Income	557.80
Expenditure	-389.79
B'fwd 1.4.2020	54.80
<b>TOTAL CASH (D)</b>	<b>222.81</b>

### PETTY CASH OPEN HOUSE

Income	262.75
Expenditure	-124.45
B'fwd 1.4.2020	82.57
<b>TOTAL CASH (E)</b>	<b>220.87</b>

### SUMMARY POSITION 2021-2022

<b>TOTAL INCOME (A)</b>	29,155.37
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<b>TOTAL EXPENSES (B)</b>	28,023.15
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<b>EXCESS/(DEFICIT) 2021-2022</b>	<b>1,132.22</b>
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### OPENING BALANCES 1.4.2021

Car Service	10,300.54
North Bucks Carers	1,734.01
Open House	2,135.99
Young Carers Youth Club	21,094.48
Reserve Account	39,458.52

	<b>74,723.54</b>
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<b>CLOSING BALANCE 31.3.2022</b>	<b>75,849.14</b>
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### CLOSING BALANCES

Car Service	10,165.83
Reserve A/C Car Service	7,310.56
North Bucks Carers	874.69
Reserve A/C N B Carers	5,237.07
Open House	1,776.66
Young Carers Youth Club	23,573.44
Reserve A/C Young Carers	26,910.89

	<b>75,849.14</b>
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### CASH IN HAND 1.4.2022

North Bucks Carers	222.81
Open House	220.87

CHARITY ACCOUNT NO.	1172135	<b>443.68</b>
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## CAR SERVICE 2021-22

	2021-22
<b>Income</b>	
Donations	971.68
Donations Drivers & Clients	848.94
Memory Giving	294.66
Fares	9,202.30
	<u>11,317.58</u>
<b>Expenditure</b>	
Drivers Expenses	9,764.19
Over/Under payments	397.40
Meeting Venue	130.00
DBS	86.40
Website/ Internet/Telephone	387.37
Insurance	492.33
Account Fees	96.00
Stationery/Printing	98.60
PPE	<u>11,452.29</u>
<b>Excess of Expenditure over Income</b>	<b>134.71</b>
<b>Reconciliation</b>	
Opening Balance as at 1.4.21	10,300.54
excess of Expenditure over Income	<u><u>-134.71</u></u>
<b>Closing Balance as at 31.3.22</b>	<b>10,165.83</b>
 Reserve Account	 7,310.56

## NORTH BUCKS CARERS 2021-22

	2021-22
<b>Income</b>	
J Anlezark	113.00
R Stutchbury Booklet	65.00
Xmas	36.00
	<u>214.00</u>
<b>Expenditure</b>	
Insurance	246.17
Account fee	96.00
Tel/ Internet	
Party/Summer/Xmas	704.75
Renewals	26.40
Post / Stat	<u>1073.32</u>
<b>Excess of expenditure over income</b>	<u>859.32</u>
<b>Reconciliation</b>	
Opening Balance	1734.01
less excess of expenditure over income	859.32
<b>Closing Balance as at 31.3.22</b>	<u>874.69</u>
Reserve Account	5237.07
<b>PETTY CASH</b>	
<b>Income</b>	
Fund raising	557.80
<b>Expenditure</b>	
Gen Exp	(389.79)
	<u>168.01</u>
Opening Balance	<u>54.80</u>
	222.81

## OPEN HOUSE 2021-22

2021-2022

### **Income**

Buckingham TC	600.00
	600.00

### **Expenditure**

Hall	120.00
Outings/Tickets	300.00
Xmas Party/ treats	151.38
Account Fee	96.00
Print,Post Stationery	28.98
Renewals	16.80
Insurance.	246.17
	959.33

Excess of Expenditure over Income	359.33
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### **Reconciliation**

Opening Balance as at 1.4.21	2135.99
less excess of expenditure over income	359.33

Closing Balance as at 31.3.22	1776.66
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### **PETTY CASH**

#### **Income**

Raffle	189.75
Donations	73.00
	262.75

#### **Expenditure**

Refreshment	31.45
Entertainment	60.00
Postage	33.00
	124.45

Excess of Income over Expenditure	138.30
Opening Balance	82.57
	220.87

## YOUNG CARERS YOUTH CLUB

2021-22

### **Income**

Donations	15,958.40
Donations via cans	33.22
Donations from Volunteers	824.55
AV Lottery	201.00
Petty Cash	
	17,017.17

### **Expenditure**

Admin	790.08
Administrator	597.60
General Club Expenses	5,351.73
Hoodies	1,327.01
Transport	349.50
Family Liaison	1,417.01
Welfare	4,112.95
Vouchers	100.00
Insurance	492.33
	14,538.21

**Excess of Income over Expenditure**      2,478.96

### **Reconciliation**

Opening Balance as at 1.4.21	21,094.48
Excess of income over expenditure	2,478.96

**Closing Balance as at 31.3.22**      23,573.44

Reserve Account      26,910.89