



Together we Care.

**Community Care North Bucks
Report and financial statements
Year ending March 2024
Charity Number 1172135**

Content

Legal and Administrative Information

Trustee Annual Report

Independent Examiners Report

Receipt and Payment accounts

COMMUNITY CARE NORTH BUCKS

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Legal and administrative details

Charity name

Community Care North Bucks

Charity Registration number

1172135

Registered Office

55 Waine Close
Buckingham
Bucks
MK18 1FF

Trustees

Simon Wells
Jacqui North (resigned 31st May 2024)
Colin Cross
Ros Hutt
Brian Hirst
Margo Jackson
Lee King
Chris Gardner
Sue Watkins
Sue Johnston
Emma Weingart (resigned 15th April 2024)
Ann McGahan (resigned 17th August 2023)

Independent accounts examiner

Mr Steven Harding
Glanwin House
Avenue Road
MK18 1QA

Banker

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

**Community Care North Bucks
Trustee Annual Report
For the year ended 31st March 2024**

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:

Simon Wells
Colin Cross
Jacqui North (resigned 31st May 2024)
Sue Watkins
Margo Jackson
Brian Hirst
Ros Hutt
Lee King
Chris Gardner
Sue Johnston
Emma Weingart (resigned 15th April 2024)

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 six 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
- Men in Sheds Buckingham
- Buckingham AED Project, which installs and maintains defibrillators in the area.

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 subsidized 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 64 volunteers involved.

Overview

The activities of the Charity grew with the very welcome addition of Men in Sheds Buckingham and the Buckingham AED Project, whose membership was approved at an EGM and with minor revisions to the constitution.

Financially the charity has continued to enjoy a stable financial position but fundraising continues to be challenging as more organisations seek grants and funding in a time of significant inflation and a cost-of-living crisis.

Trustees keep the finances under constant review. It is good to report that the finances are currently in good shape. With the addition of Men in Sheds Buckingham and the Buckingham AED Project from April, Income for the year was £73,932.05 (2022/23 £40,516.16) with total expenditure at £50,311.61 (2022/23 £44,631), giving a net excess for the year of £23,620.44 (2022/23 deficit of £4,114.99)

Reserves stood at £48,446.67 (2022/23 £39,227.66), and total bank and cash balances were £109,064.05 (2022/23 £72,327.29) at the end of the financial year.

Note the Buckingham AED Project received a substantial legacy of £20,000 in 2023 which inflated total income and bank balances.

Funds will be transferred in 2024/25 to new bankers which will allow greater interest to be earned on available reserves.

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 a minimum 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.

The restructuring of the Trustee Board is at long last now underway. New Trustees are being introduced. This restructuring will continue over the next three years.

A thorough Policy Review was conducted in 2023 and updated Policy documents and new Policy documents created and approved.

Work has commenced on creating a One Drive repository for documentation compliant with Data Protection requirements.

The Charity is also looking to expand, taking in new local groups, thus building in greater long-term sustainability. Two new groups have joined CCNB with discussions underway in 2024 with two additional groups.

Objectives and Achievements

2023/2024 objectives

1. To ensure successful onboarding of new groups.
2. To utilize sensibly and prudently reserves.
3. Ensure robust and meaningful succession plans are in place for each operating arm of the charity.
4. To improve CCNB marketing materials and social media platforms and website hits.

5. To support and encourage the procurement of a community hub and base for Men in Sheds over the medium to long term.

2023/24 Outcomes

1. The two new groups have interacted well with the long-standing groups and continue to learn best practice from each other.
2. Reserves have increased but expenditure post-March has in a planned way been steadily increasing to utilize excess reserves.
3. It is a truism that recruiting new Trustees and retaining them is challenging as competition for talent is very competitive. The groups have been reminded that they need to manage their own succession planning to ensure continuity of the services that they provide.
4. Little progress has been made on improving the website and service leaflets and this will be a priority for 2024/25.
5. Whilst some work has been undertaken looking for premises for Men in Sheds and longer-term thinking about a community hub, there is acceptance that this is a major undertaking and suitable alternative buildings, and/or land and funding for a new build, are at a premium. CCNB will continue to review this objective and commit to discuss as an agenda item at each Trustee meeting.

2024/25 Objectives

1. Improve the website as a matter of urgency and fully utilize the new CCNB Facebook page.
2. Ensure new Trustees are recruited to replace long serving Trustees who are standing down at the AGM.
3. Finally commit to use the significant surpluses in the groups with significant reserves to benefit the local community. To be closely monitored at each Trustee meeting with the groups expected to present their projects and expenditure plans.
4. Implement Trustee training.
5. Establish a multi-agency approach to ensure with the help of the Hospital Car Service that CCNB can operate a local wheelchair car service.

Reports

Hospital Car Service

- The hospital car service continued to recruit new drivers and provide an invaluable service to the local community. Registered drivers stand at 24. A WhatsApp group of drivers is now in place that allows instantaneous communication which has proved invaluable for urgent patient transport requests.
- HCS did a poster campaign in early 2024 and this has driven up requests and there are appointments a significant distance away from Buckingham and an increase in weekend requests. Requested journeys were constant at between 60 and 80 per month with longer distances in some instances where the NHS was utilizing capacity in hospitals such as Amersham and Wycombe.
- Efforts are in process to improve communication and accessibility with Norden House in Winslow where coordinators are currently having to join long call waits due to having no dedicated phone line to resolve transport queries.
- CCNB has quotes in hand to purchase and or lease a new wheelchair car, as the vehicle purchased in 2022 is now coming to the end of its useful life. A small committee will be established to manage this project.
- Thanks to Rotary for allowing the car service to benefit from the Santa Float collection.

Young Carers

- Running two youth clubs per month split by juniors and seniors, -run by Elle for juniors and Emma for seniors. which works better than the previous three groups.
- 50 young carers in seniors and 35 in juniors with a significant waiting list particularly for seniors who will be assessed in September 2024 for membership.
- Restructuring of management as Simon moved to focus on welfare support for YC2 and Elle and Emma are doing a magnificent job planning and executing Club Nights and respite activities.
- Great financial support from NFU Mutual, Rotary, Buckingham Half marathon, The MITRE as well as Friends of Young Carers.
- Helping Hands at Buckingham County Council gave YC2 a significant injection of shopping vouchers in January 2024 and these have and continue to provide support for YC2 families.
- Lynda Fisher continues to provide exceptional and organizational support to YC2 for which their grateful thanks.
- Ambitious plans in place for summer 2024 with amazing trips to Gullivers Land and Harry Potter World.
- Some focus on volunteer and driver recruitment.
- Margo continues wellness walks.
- SEND workshops in place in partnership with Buckinghamshire Family Service.

Adult Carers

- After many years Ann McGahan has taken a well-deserved rest from running the Adult Carers Group (and has stepped down as a Trustee) and this is now run by Simon Wells and Linda Knox together with a band of dedicated volunteers.
- Bimonthly meetings continue to operate in the Community Centre and the numbers of attendees are slowly growing.
- A well-attended Christmas luncheon was held at the White Hart.
- Schedule of regular welfare visitors and guests.
- Visits to local garden centers held and three trips organized for third quarter 2024.
- Focus on attracting new volunteers and group leaders as well as attracting additional grant monies and bolstering reserves.
- Fundraising has brought in over £5k which allows for many respite activities to take place.
- Marketing and social media platforms are being developed to attract new members and volunteers.
- New database established and Facebook page with multiple posts and adverts to attract new volunteers and members.

Open House

- 55 members in total and growing significantly such that the group is moving from the Centre to the Community Centre in August 2024.
- 17 volunteers and one recruit with IT skills, which will be a major boost to the Group.
- Grant received from Buckingham Town Council of £808.
- Trustees want to place on record their thanks and gratitude to our volunteers who have worked so tirelessly. Without the selfless commitment of our volunteers week in and week out we could not provide the services we provide to so many in our community.

Men in Sheds Buckingham

- Membership is at 18 and through the income raised from attending events and from commissions the annual membership fee remains unchanged and is still at the level established on formation of the group. Funds were also raised by participating in the Rotary Club Swimathon and Santa Float.
- Support is given to local scouts, Lace Hill care home and schools, which is always warmly received.
- Security of tenure on premises remains a concern. Whilst the current landlord is happy for the group to remain, they are not prepared to issue a formal lease. Work has commenced to convert disused roof space into a usable area and the group has uprated its intruder alarm. Expenditure is being met from current reserves.

Buckingham AED Project

- Now in its 10th year. Buckingham AED Project now added to the CCNB Public Liability Insurance Policy.
- Focus on maintenance with one new machine being installed in Overn Crescent Buckingham. Evaluating replacing the AED at Linden Village shop.
- Plans in place for a bench to be in Buckingham at the Community Centre for the group founder and to mark thanks for his generous legacy bequest.
- AED project currently monitors 26 units, 23 which are deployed with one spare and two units from AED Donate.
- Efforts continuing to locate an AED on Page Hill estate.
- 16 awareness sessions held in the region in 2023/24.
- Continue to support first responders and provided 6 CFR response bags with portable AED which meet South Central Ambulance Service requirements.

Closing remarks

I am grateful and thankful for the tremendous support and hard work of all volunteers and Trustees who make such a valuable contribution to our community and wish to place on record my sincere thanks to those Trustees who are retiring from the Trustee Board in 2024.

Simon Wells, Chair
July 2024

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

31.03.2024

Charity no
(if any)

1172135

Set out on pages

(remember to include the page numbers 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:



Date:

23rd Jun 2024

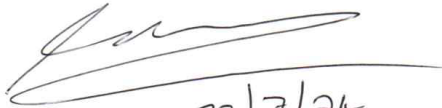
Name:

STEPHEN HARDING

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

Give here brief details of any items that the examiner wishes to disclose.

UNABLE TO VERIFY PETTY CASH
BALANCE AS CASH NOT PRESENT.



23/7/24

CCNB - INCOME & EXPENDITURE SUMMARY Year Ended 31 March 2024	Car Service	Noth Bucks Carers	Open House	Young Carers	TOTAL	Buckingham AED	Men In Sheds Buckingham	CCNB TOTAL
Income Received - Bank	16,838.21	3,605.90	3,852.24	16,577.02	£40,873.37	22,123.09	8,675.63	£71,672.09
Income Received - Reserve	164.45	105.71		610.80	£880.96			£880.96
Income Received - Cash		802.35	576.65		£1,379.00			£1,379.00
Total Income Received	17,002.66	4,513.96	4,428.89	17,187.82	£43,133.33	22,123.09	8,675.63	£73,932.05
Expenditure - Bank	(16,303.25)	(1,662.10)	(3,608.83)	(18,458.37)	£ (40,032.55)	(3,238.98)	(6,265.08)	£ (49,536.61)
Expenditure - Cash		(401.57)	(373.43)		£ (775.00)			£ (775.00)
Total Expenditure	(16,303.25)	(2,063.67)	(3,982.26)	(18,458.37)	£ (40,807.55)	(3,238.98)	(6,265.08)	£ (50,311.61)
Net Excess/(Deficit) at 31/03/24	£699.41	£2,450.29	£446.63	£ (1,270.55)	£2,325.78	£18,884.11	£2,410.55	£23,620.44
CCNB - BANK & CASH SUMMARY Year Ended 31 March 2024	Car Service	Noth Bucks Carers	Open House	Young Carers	TOTAL CAF BANK	Buckingham AED	Men In Sheds Buckingham	CCNB TOTAL
Opening Bank Balance 01/04/23	10,204.32	1,426.96	3,925.25	16,949.96	£32,506.49	5,452.45	1,835.75	£39,794.69
Opening Reserves Balance 01/04/23	7,360.46	4,771.11		27,096.09	£39,227.66		6,241.12	£45,468.78
Opening Cash Balance 01/04/23		243.77	349.37		£593.14			£593.14
Opening Bank & Cash balance at 1/04/23	£17,564.78	£6,441.84	£4,274.62	£44,046.05	£72,327.29	£5,452.45	£8,076.87	£85,856.61
Closing Bank Balance 31/03/24	10,739.28	3,670.76	4,168.66	15,068.61	£33,647.31	24,336.56	1,736.37	£59,720.24
Closing Reserves Balance 31/03/24	7,524.91	4,876.82		27,706.89	£40,108.62		8,338.05	£48,446.67
Closing Cash Balance 31/03/24		344.55	552.59		£897.14			£897.14
TOTAL BANK BALANCES AT 31/03/24	£18,264.19	£8,892.13	£4,721.25	£42,775.50	£74,653.07	£24,336.56	£10,074.42	£109,064.05

COMMUNITY CARE NORTH BUCKS CONSOLIDATED ACCOUNTS 1.4.23-31.03.24 - FINAL (UPDATED)

INCOME

Car Service	16,838.21
North Bucks Carers	3,605.90
Open House	3,852.24
Young Carers Youth Club	16,577.02
Reserve Account Interest	880.96
TOTAL INCOME (A)	41,754.33

EXPENSES

Car service	16,303.25
North Bucks Carers	1,662.10
Open House	3,608.83
Young Carers Youth Club	18,458.37
TOTAL EXPENDITURE (B)	40,032.55

PETTY CASH NORTH BUCKS CARERS

Income	802.35
Expenditure	-401.57
Trf to Bank	-300.00
B'fwd 1.4.2023	243.77
TOTAL CASH (D)	344.55

PETTY CASH OPEN HOUSE

Income	576.65
Expenditure	-373.43
B'fwd 1.4.2023	349.37
TOTAL CASH (E)	552.59

CHARITY ACCOUNT NO. 1172135

SUMMARY POSITION 2023-2024

TOTAL INCOME (A)	43,133.33
TOTAL EXPENSES (B)	-40,807.55
EXCESS/(DEFICIT) 2023-24	2,325.78

OPENING BALANCES 1.4.2023

Car Service	10,204.32
North Bucks Carers	1,426.96
Open House	3,925.25
Young Carers Youth Club	16,949.96
Reserve Account	39,227.66

CLOSING BALANCE 31.3.2024

CLOSING BALANCES

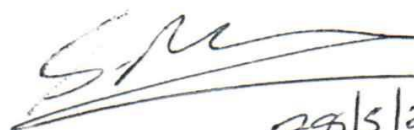
Car Service	10,739.28
Reserve A/C Car Service	7,524.91
North Bucks Carers	3,670.76
Reserve A/C N B Carers	4,876.82
Open House	4,168.66
Young Carers Youth Club	15,068.61
Reserve A/C Young Carers	27,706.89
	73,755.93



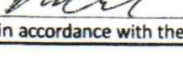
CASH IN HAND 1.4.2024

North Bucks Carers	344.55
Open House	552.59

TOTAL BANK & CASH 1.4.2024

	897.14
TOTAL BANK & CASH 1.4.2024	£74,653.07


28/5/24

	2023-24		2022-23		2021-22
C/F Previous year		£5,452.45		£4,614.53	£3,871.41
less Project cheques not presented					
C/F Previous year		£5,452.45		£4,614.53	£3,871.41
INCOME					
Fund-raising	£2,073.09		£1,350.69		£1,664.77
Personal donations	£20,050.00		£20.00		£500.98
Commercial and Club			£2,178.00		
Private payments for kit					
Total		£22,123.09	✓	£3,548.69	£2,165.75
EXPENDITURE					
Defibrillator public units/trainers kits	£2,196.00		£240.00		
Maintenance of AEDs/trainer kit	£91.94		£1,003.77		£1,401.63
Kit for First Responders					
Fund-raising					
Private kit					
Installation costs	£275.85		£1,410.00		
Awareness	£21.00		£21.00		£21.00
Administration/Insurance	£654.19				
Annual General Meeting			£36.00		
Total		£3,238.98	✓	£2,710.77	£1,422.63
Surplus reserve		£24,336.56	✓	£5,452.45	£4,614.53
Cheques not presented					
Bank figure at 31 March		£24,336.56		£5,452.45	£4,614.53
The Buckingham AED Project was constituted as an unincorporated charity at a meeting held in the Mayor's Parlour on Monday 3 March 2014.					
Hon Treasurer:		Trevor Bluck			
Hon Chairman		Lee King			
Inspected by:		Peter Frohock			
Certified to be in accordance with the information given to me					

Profit and Loss

Men in Sheds Buckingham
For the year ended 31 March 2024

2024

Turnover

Commission Sales	1,701.42
Donations	200.00
Interest Income	96.93
Membership	2,940.00
Other Revenue	223.27
Stock Sales	3,485.01
Wood Oddments	29.00
Total Turnover	8,675.63

Cost of Sales

Cost of Goods Sold	3,012.92
Total Cost of Sales	3,012.92

Gross Profit

5,662.71

Administrative Costs

Audit & Accountancy fees	79.20
Insurance	579.41
Printing & Stationery	16.84
Rent	2,154.72
Repairs & Maintenance	421.99
Total Administrative Costs	3,252.16

Operating Profit

2,410.55

Profit on Ordinary Activities Before Taxation

2,410.55

Profit after Taxation

2,410.55