

**CLYST CARING FRIENDS**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2021**

**CLYST CARING FRIENDS**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

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**CLYST CARING FRIENDS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

**REGISTERED CHARITY NUMBER:** 1172267

**CURRENT TRUSTEES**

Mr H Gent (Vice Chair)  
Mr R Thwaytes  
Mrs H Sansbury (Secretary)  
Mrs S Gaisford  
Dr M Hillier  
Mrs A Hurren

**CO-OPTED MEMBERS**

Mrs A Alford-Rukundo (Treasurer)  
Mrs C Traer (Co-ordinator)

**REGISTERED OFFICE:**

Pinhoe Surgery  
Pinn Lane  
Pinhoe  
Exeter  
EX1 3SY

**INDEPENDENT EXAMINER:**

Mr M Cronin MAAT FCIE MICB  
Bowhill Bookkeeping Services  
172 Newman Road  
Exeter  
EX4 1PQ

**INDEPENDENT FINANCIAL ADVISORS:**

Mr Clive Swiggs AFS  
Chartered Financial Planner  
Ashton Court  
Pynes Hill  
Exeter  
EX2 5AZ

## **CLYST CARING FRIENDS**

### **TRUSTEES' ANNUAL REPORT**

#### **YEAR ENDED 31<sup>ST</sup> MARCH 2021**

The trustees present their report together with the financial statements of the charity for the year ended 31<sup>st</sup> March 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the Charity's constitution, applicable law and follow best accounting practice as laid out in the SORP FRS 102.

#### **Structure, Governance and Management**

Clyst Caring Friends was constituted as a CIO (Charitable Incorporated Organisation) and registered with the Charity Commission on 27<sup>th</sup> March 2017. Formerly, since November 1995 it had existed as an unincorporated association, before transferring its net assets to the CIO on 1<sup>st</sup> April 2017.

The charity is administered by a Management Committee, which at 31<sup>st</sup> March 2021 comprised of 6 trustees and 2 co-opted members.

The trustees and co-opted members who served during the year and up to the date the report was approved are as follows:

Dr C Clements (Chair to 15<sup>th</sup> July 2021)

Mr H Gent (Vice Chair)

Mr R Thwaytes

Mrs S Vaughan (to 16<sup>th</sup> June 2020)

Mrs L Hitchcock (to 7<sup>th</sup> April 2021)

Mr A Potter (to 15<sup>th</sup> July 2021)

Mrs H Sansbury (Secretary)

Mrs S Gaisford (from 15<sup>th</sup> July 2021)

Dr M Hillier (from 15<sup>th</sup> July 2021)

Mrs A Hurren (from 15<sup>th</sup> July 2021)

Mrs A Alford-Rukundo (Treasurer from 28<sup>th</sup> October 2021)

Mr R Sercombe (Treasurer to 28<sup>th</sup> October 2021)

Mrs C Traer (Co-ordinator)

New trustees are appointed by the existing members.

#### **Objectives and activities**

The Charity's objectives are as follows:

The relief of those who are unwell, infirm, elderly or with a disability or loneliness amongst the persons residing in the area covered by the Pinhoe and Broadclyst Medical Practice.

#### **Public Benefit Statement**

The trustees are satisfied that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their duties.

#### **Achievements and performance**

The objectives have been achieved as follows:

We have a co-ordinator who oversees all the activities of the charity to ensure the objectives of the charity are fulfilled. The responsibilities of the co-ordinator include managing the Clyst Centre. Here we provide three days of day care, one of which is the EMI group, and there is a small amount of sub-letting. The specialist bathing unit could not be used during the covid lockdown and it is unlikely that it will be brought back into service. We also have a befriending and carers support scheme and a monthly lunch club. The coordinator is also responsible for developing new services and is supported by a paid office manager. We also employ a part time manager of our successful charity shop. The charity currently has 7 part time paid employees.

## **CLYST CARING FRIENDS**

### **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

#### **Achievements and performance (continued)**

All the services we offer are supported by the volunteer operated car service, which also covers journeys to doctors, residential homes, social activities, chiropodist, dentist and opticians. 3,905 miles (12,442 miles in 2019-20) were travelled by an average of 12 volunteer drivers. Due to covid the car service has been operational for only six months this year and during those six months demand was down with very few journeys to the surgery undertaken.

Our income is raised by donations, subscriptions, grants and charging for our services. We maximize our donations by encouraging gift aiding whenever possible. In a local church hall, we run a drop-in centre once a week, together with coffee mornings twice a month at different locations. Other fund-raising activities during the year included draws, a fun day, Christmas bazaar and 100 club. In all fundraising we are supported by our 73 volunteers and we have a loyal following and respect in the local community. Our membership stands at 76 members.

#### **Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### **Covid 19**

The financial year started with our day centre and charity shop closed and were closed for six months of the year at different times following the guidance, also our car service was suspended. All our income streams to generate our own income were non-existent and we had to rely on outside help. This took the form of the government's furlough scheme, a lottery grant, grants from local authorities, donations from local charities and individuals, and a fantastic local response with fundraising. There was a big effort put in to applying the covid regulations in conjunction with the local authority but when the day centre reopened in September, we could not see a future for the specialist bathing service so we unfortunately had to make one member of staff redundant. During the time of the closure the County Council continued to honour their contracts for clients they had placed with us, their support was most welcome.

#### **Financial Review**

The impact of the lockdown has had a major impact on this year's finances and comparisons with last year would be unrepresentative but where they are quoted it is for reference only.

The charity made a cash surplus in the year of £28,848 (2019/20 – cash surplus £3,897). Total cash receipts were £137,717. Cash receipts included £93,710 from grants, donations (including gift aid), furlough scheme and Devon County Council and local government support. We therefore raised £44,007 for the time our services were operational.

A grant for £45,027 from the Coronavirus Community Support Fund, distributed by The National Lottery Community Fund, has helped to relaunch the charity's Day Centre. Thanks to the government for making this possible. The details of this fund are shown at note 3 on page 8.

The expenditure was £108,869 (2019/20 – £120,811).

Total cash funds at 31<sup>st</sup> March 2021 were £42,150 – all held in unrestricted funds.

Investment assets showed an increase of 23.2%. The value at the year-end was £68,990 (£56,000 in 2019/20).

Clyst Caring Friends financial position is stable and overall, the charity continues to be run efficiently fulfilling the objectives of the charity as set out in the constitution.

**CLYST CARING FRIENDS**

**TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

**Investment and Reserves Policy**

At the year-end the charity's cash reserves totalled £42,150. In addition, the charity held £68,990 in investment assets. There are no restrictions on the charity's powers to invest.

During the year, the trustees evaluated whether they had sufficient funds to cover all their responsibilities. They concluded that allowing for potential redundancy payments, outstanding debts and employment cost liabilities, £40,000 was required to be set aside. This would allow for the charity to be wound up at three months' notice, should that ever be necessary.

At the end of the year the trustees anticipated difficult trading conditions as the turnover and income from the charity shop had not recovered to pre-pandemic levels, the costs of operating day care were higher due to the need for covid precautions, and the exceptional grant funding to help us through the pandemic was coming to an end. For these reasons we believe our reserves at the year-end were not excessive.

This report was approved by the trustees on

and signed on their behalf by:

.....  
**Mr H Gent**  
**Vice Chair of Trustees**

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

## **CLYST CARING FRIENDS**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31<sup>ST</sup> March 2021, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the CIO are not required to be audited and are eligible for independent examination, I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable 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 material matters have come to my attention in connection with the examination given me cause to believe that in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

**Mr M Cronin MAAT FCIE MICB  
Bowhill Bookkeeping Services  
172 Newman Road  
Exeter  
EX4 1PQ**

**Date**

# CLYST CARING FRIENDS

## RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31<sup>ST</sup> MARCH 2021

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
Note					
<b>RECEIPTS</b>					
	Fundraising – including charity shop sales	21,538	-	<b>21,538</b>	42,533
	Day Centre/Car Service/EMI/Bathing Group income	17,585	-	<b>17,585</b>	34,190
	Donations	5,301	-	<b>5,301</b>	7,397
	Gift aid tax refunds	403	-	<b>403</b>	1,456
	Legacy	2,000	-	<b>2,000</b>	-
	Grants	10,149	49,372	<b>59,521</b>	4,548
	CJRS Furlough Grants (Covid 19)	28,485	-	<b>28,485</b>	-
	Meals	1,185	-	<b>1,185</b>	5,383
	Passenger Fares	1,504	-	<b>1,504</b>	4,713
	Coffee Mornings	49	-	<b>49</b>	2,661
	Training	-	-	-	661
	Rent	-	-	-	316
	Subscriptions	94	-	<b>94</b>	251
	Lunch Club	7	-	<b>7</b>	87
	Bank Interest	45	-	<b>45</b>	-
	Bank Fraud (exceptional item)	5	-	-	20,512
<b>TOTAL RECEIPTS</b>		<b>88,345</b>	<b>49,372</b>	<b>137,717</b>	<b>124,708</b>
<b>PAYMENTS</b>					
	Employment costs	30,748	47,369	<b>78,117</b>	78,302
	Drivers Mileage Payments	1,886	389	<b>2,275</b>	6,633
	Day Centre Costs	-	4,576	<b>4,576</b>	9,523
	Fundraising	1,880	-	<b>1,880</b>	3,430
	Rent	6,710	3,184	<b>9,894</b>	9,794
	Services	972	311	<b>1,283</b>	4,035
	Telephone	2,408	311	<b>2,719</b>	2,220
	Professional fees and insurance	1,565	-	<b>1,565</b>	2,649
	Fixtures, Fittings & Equipment	-	5,928	<b>5,928</b>	2,411
	Newsletter	-	-	-	567
	Stationery and Postage	143	-	<b>143</b>	522
	Training & Recruitment	-	-	-	450
	Miscellaneous	190	-	<b>190</b>	150
	Hospitality	289	-	<b>289</b>	114
	Lunch Club	-	-	-	11
	Bank Charges	10	-	<b>10</b>	-
<b>TOTAL PAYMENTS</b>		<b>46,801</b>	<b>62,068</b>	<b>108,869</b>	<b>120,811</b>
<b>NET RECEIPTS/(PAYMENTS)</b>		<b>41,544</b>	<b>(12,696)</b>	<b>28,848</b>	<b>3,897</b>
<b>TRANSFERS BETWEEN FUNDS</b>		3	(12,696)	12,696	-
<b>CASH BALANCES BROUGHT FORWARD</b>		<b>13,302</b>	<b>-</b>	<b>13,302</b>	<b>9,405</b>
<b>CASH BALANCES CARRIED FORWARD</b>		<b>42,150</b>	<b>-</b>	<b>42,150</b>	<b>13,302</b>



**CLYST CARING FRIENDS**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31<sup>ST</sup> MARCH 2021**

	<b>Unrestricted Funds</b>	
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>CASH FUNDS</b>		
Bank Current account	<b>42,150</b>	13,302
<b>TOTAL CASH FUNDS</b>	<b>42,150</b>	13,302
<b>OTHER MONETARY ASSETS</b>		
Gift Aid tax refunds	<b>184</b>	300
<b>TOTAL OTHER MONETARY ASSETS</b>	<b>184</b>	300
<b>INVESTMENT ASSETS</b>		
Fidelity Money Builder	<b>38,756</b>	32,597
Fidelity Multi Asset Open Growth	<b>30,234</b>	23,403
<b>TOTAL INVESTMENT ASSETS</b>	<b>68,990</b>	56,000
<b>LIABILITIES</b>		
Independent examination fee	<b>600</b>	600
<b>TOTAL LIABILITIES</b>	<b>600</b>	600

**ASSETS RETAINED FOR OWN USE**

The charity holds various fixtures, fittings and equipment. These have an approximate value of £10,500 at the year-end.

These accounts were approved by the trustees on

2021 and signed on their behalf by:

.....  
**Mr H Gent**  
**Vice Chair of Trustees**

**CLYST CARING FRIENDS**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

**1. ACCOUNTING POLICIES**

**Accounting Convention**

The financial statements are prepared under the receipts and payments basis and comply with the Charities Act 2011 and follow best accounting practice as laid out in the SORP FRS 102.

**2. TRUSTEES' REMUNERATION AND EXPENSES**

The trustees' insurance included trustee indemnity insurance.

No remuneration, directly or indirectly, out of the funds of the charity was paid or is payable for the year to any of the trustees, or to any other person or persons known to be connected to any of them.

There were no trustee expenses paid for the year ended 31<sup>ST</sup> March 2021, nor for the year ended 31<sup>ST</sup> March 2020.

There were no related party transactions during the year.

**3. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS**

	Receipts	Payments	Transfers Between Funds	Fund Balances C/Forward
	£	£	£	£
Relaunch – Day Centre	45,027	(51,747)	6,720	-
Charity Shop – Heaters	3,500	(5,928)	2,428	-
Car Service	845	(4,393)	3,548	-
	_____	_____	_____	_____
<b>TOTALS</b>	49,372	(62,068)	12,696	-
	=====	=====	=====	=====

A grant of £45,027 was given to the charity from the Coronavirus Community Support Fund, distributed by The National Lottery Community Fund for the relaunch of the charity's Day Centre. The amounts expended exceeded the grant given and a transfer of £6,720 was therefore made from the unrestricted funds.

A grant of £3,500 was given to the charity from Broadclyst Parish Council to install heaters in the charity shop. The amounts expended exceeded the grant given and a transfer of £2,428 was therefore made from the unrestricted funds.

A grant from Devon County Council for £845 was given to the charity for its Car Service. Costs exceeded the grant given and a transfer of £3,548 was made from the unrestricted funds.

**4. CHARITY SHOP LEASE**

A lease has been agreed with 'The National Trust' for the charity shop for the period 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2023 at a rent of £1,200. At the date of signing the accounts, no invoice had yet been raised by 'The National Trust' and no rent had therefore been paid by the charity.

**5. BANK FRAUD (EXCEPTIONAL ITEM)**

The bank fraud reported in financial statements year ending March 2019 was resolved in April 2019. The Ombudsman found in the charity's favour with the bank refunding the charity £20,512. The initial fraud loss of £18,750 was supplemented by bank interest and a goodwill payment.

**CLYST CARING FRIENDS**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

**6. OUTSTANDING GUARANTEES**

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.