

CLYST CARING FRIENDS
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2022

CLYST CARING FRIENDS
YEAR ENDED 31ST MARCH 2022

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CLYST CARING FRIENDS

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31ST MARCH 2022

REGISTERED CHARITY NUMBER: 1172267

CURRENT TRUSTEES: Mr H Gent (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, to 03.08.22)

REGISTERED OFFICE: The Clyst Day Centre
Hellings Gardens
Broadclyst
Exeter
EX5 3EJ

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 31ST MARCH 2022

The trustees present their report together with the financial statements of the charity for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out on page 7 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 27th March 2017. Formerly, since November 1995 it had existed as an unincorporated association, before transferring its net assets to the CIO on 1st April 2017.

The charity is administered by a Management Committee, which at 31st March 2022 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 15th July 2021)
Mr H Gent (Vice Chair and then Chair from 15th July 2021)
Mr R Thwaytes
Mrs L Hitchcock (to 7th April 2021)
Mr A Potter (to 15th July 2021)
Mrs H Sansbury (Secretary)
Mrs S Gaisford (from 15th July 2021)
Dr M Hillier (from 15th July 2021)
Mrs A Hurren (from 15th July 2021)

Mrs A Alford-Rukundo (Treasurer from 28th October 2021)
Mr R Sercombe (Treasurer to 28th October 2021)
Mrs C Traer (Co-ordinator to 3rd August 2022; replacement not yet appointed at time of report)

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

At the time of writing (September 2022) our long-serving Coordinator has recently resigned for health reasons, and we are expecting to appoint a successor, probably soon, in October. The Coordinator oversees the Day Centre Manager, the Office Manager, and the Charity Shop Manager, working alongside our Treasurer. The Day Centre at Broadclyst provides day care, currently three days per week, with about 12 clients catered for each day. The Office Manager oversees the volunteer operated car service which takes clients to day care and to medical appointments. The Charity Shop generates significant financial support, and provides a good route to re-use, or re- cycling, for unwanted items of all sorts, and is a social centre for Broadclyst village. The charity currently has 7 paid employees spread across the day centre, the shop, and the office, all part time.

CLYST CARING FRIENDS

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31ST MARCH 2022

Our income is raised by donations, subscriptions, grants and charging for our services. We maximize our donations by encouraging gift aiding whenever possible. We run a coffee morning every week in Pinhoe which is well-attended and provides a welcome opportunity for people to be together. Other fund-raising activities during the year included a recent revival of weekly jumble sales, draws, a fun day, and the 100 club, which is a small lottery. In all fundraising we are supported by our volunteers, currently totalling 55 people, and we have a loyal following and respect in the local community. Our membership stands at 74 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.

Financial Review

The charity made a net cash loss in this 21/22 year of £6,657, compared with a cash surplus in the previous 20/21 year of £28,848. The exceptional positive cash flow in 20/21 had been bolstered by total grants of £59,521, much of which was covid related, and grants were much reduced in 21/22 to just £6,850. This was the main factor in the reduction of Total Receipts, to £117,823 in 21/22, compared with £137,717 in 20/21. Total expenditure rose to £124,480 in 21/22, compared with £108,869 in 20/21. None of this was surprising. In our annual report a year ago, we wrote that we "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 level of grant funding to help us through the pandemic was coming to an end."

Total cash funds at 31st March 2022 were £35,493 – all held in unrestricted funds.

Investment assets showed an increase from £68,990 to £76,258.

Clyst Caring Friends financial position is secure, with good assets. However, we are not complacent about the negative cash flow and a priority for the charity going forward is to work harder to find external funding as well as continuing to develop our excellent funding stream from the charity shop and the many kind donors who support the charity.

Investment and Reserves Policy

At the year-end the charity's cash reserves totalled £35,493. In addition, the charity held £76,258 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 were aware that the Care challenges facing residents in our area are mounting with further pressure on the budget of the statutory providers and increased need for the voluntary and charity sector to provide Care and help people to live in their own homes, or return to their own homes after hospital treatment, as far as possible. We expect to increase our services, even if this increase in turnover challenges our cash flow. We are also mindful that after nearly 20 years, the fabric and fittings of the Day Centre are in some cases coming up for renewal. This does include some significant items. 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
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 31ST March 2022, which are set out on pages 5 to 7.

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 31ST MARCH 2022

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
Note				
RECEIPTS				
Fundraising – including charity shop sales	43,738	-	43,738	21,538
Day Centre/Car Service/EMI/Bathing Group income	49,173	-	49,173	17,585
Donations	6,788	-	6,788	5,301
Gift aid tax refunds	344	-	344	403
Legacy	-	-	-	2,000
Grants	6,151	699	6,850	59,521
CJRS Furlough Grants (Covid 19)	662	-	662	28,485
Meals	3,901	-	3,901	1,185
Passenger Fares	4,187	-	4,187	1,504
Coffee Mornings	1,940	-	1,940	49
Subscriptions	240	-	240	94
Lunch Club	-	-	-	7
Bank Interest	-	-	-	45
TOTAL RECEIPTS	117,124	699	117,823	137,717
PAYMENTS				
Employment costs	79,606	7,044	86,650	78,117
Drivers Mileage Payments	-	7,759	7,759	2,275
Day Centre Costs	9,234	-	9,234	4,576
Fundraising	3,277	-	3,277	1,880
Rent	4,961	-	4,961	9,894
Services	2,496	-	2,496	1,283
Telephone	2,632	-	2,632	2,719
Professional fees and insurance	2,737	-	2,737	1,565
Fixtures, Fittings & Equipment	150	-	150	5,928
Printing, Stationery and Postage	589	-	589	143
Training & Recruitment	90	-	90	-
Miscellaneous	3,881	-	3,881	190
Hospitality	24	-	24	289
Bank Charges	-	-	-	10
TOTAL PAYMENTS	109,677	14,803	124,480	108,869
NET RECEIPTS/(PAYMENTS)	7,447	(14,104)	(6,657)	28,848
TRANSFERS BETWEEN FUNDS	3	(14,104)	14,104	-
CASH BALANCES BROUGHT FORWARD	42,150	-	42,150	13,302
CASH BALANCES CARRIED FORWARD	35,493	-	35,493	42,150

CLYST CARING FRIENDS
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2022

Unrestricted Funds		
	2022	2021
	£	£
CASH FUNDS		
Bank Current account	35,493	42,150
TOTAL CASH FUNDS	35,493	42,150
OTHER MONETARY ASSETS		
HMRC Credit	5,083	-
Gift Aid tax refunds	-	184
TOTAL OTHER MONETARY ASSETS	5,083	184
INVESTMENT ASSETS		
Fidelity Money Builder	44,274	38,756
Fidelity Multi Asset Open Growth	31,984	30,234
TOTAL INVESTMENT ASSETS	76,258	68,990
LIABILITIES		
Rent	2,480	-
Services (Electric & Gas)	337	-
Independent examination fee	650	600
TOTAL LIABILITIES	3,467	600

ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and equipment. These have an approximate value of £8,950 at the year-end.

These accounts were approved by the trustees on

2022 and signed on their behalf by:

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Mr H Gent
Chair of Trustees

CLYST CARING FRIENDS
NOTES TO THE ACCOUNTS
YEAR ENDED 31ST MARCH 2022

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 31ST March 2022, nor for the year ended 31ST March 2021.

There were no related party transactions during the year.

3. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS

	Receipts	Payments	Transfers Between Funds	Fund Balances C/Forward
	£	£	£	£
Car Service	699	(14,803)	14,104	-
	<hr/>	<hr/>	<hr/>	<hr/>

A grant from Devon County Council for £699 was given to the charity for its Car Service. Costs exceeded the grant given and a transfer of £14,104 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 1st May 2020 to 30th 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. 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.

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CLYST CARING FRIENDS

TRUSTEES' ANNUAL REPORT

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This report was approved by the trustees on

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CLYST CARING FRIENDS

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Independent examiner's statement

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**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 31ST MARCH 2022

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CLYST CARING FRIENDS
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2022

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CASH FUNDS		
Bank Current account	35,493	42,150
TOTAL CASH FUNDS	35,493	42,150
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ASSETS RETAINED FOR OWN USE

The charity holds various fixtures, fittings and equipment. These have an approximate value of £8,950 at the year-end.

These accounts were approved by the trustees on

2022 and signed on their behalf by:

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Mr H Gent
Chair of Trustees

CLYST CARING FRIENDS
NOTES TO THE ACCOUNTS
YEAR ENDED 31ST MARCH 2022

1. ACCOUNTING POLICIES

Accounting Convention

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There were no trustee expenses paid for the year ended 31ST March 2022, nor for the year ended 31ST March 2021.

There were no related party transactions during the year.

3. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS

	Receipts	Payments	Transfers Between Funds	Fund Balances C/Forward
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5. 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.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

CLYST CARING FRIENDS

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Mr M Cronin MAAT FCIE MICB
Bowhill Bookkeeping Services
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Martin Cronin

Date

6/10/2022