

**CLYST CARING FRIENDS**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2023**

**CLYST CARING FRIENDS**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2023**

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**CLYST CARING FRIENDS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31<sup>ST</sup> MARCH 2023**

**REGISTERED CHARITY NUMBER:** 1172267

**CURRENT TRUSTEES:** Mr H Gent (Chair)  
Mrs H Sansbury (Secretary)  
Mrs S Gaisford  
Mrs J Govier  
Dr M Hillier  
Mrs A Hurren  
Mr R Thwaytes

**CO-OPTED MEMBERS:** Mrs A Alford-Rukundo (Treasurer)

**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 31<sup>ST</sup> MARCH 2023**

The trustees present their report together with the financial statements of the charity for the year ended 31<sup>st</sup> March 2023. 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 2023 comprised of 8 trustees and 1 co-opted member.

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

Mr H Gent (Chair)  
Mrs H Sansbury (Secretary)  
Mrs S Gaisford  
Mrs J Govier (from 18<sup>th</sup> October 2022)  
Dr M Hillier  
Mrs A Hurren  
Mr C Jarrett (from 18<sup>th</sup> October 2022 to 4<sup>th</sup> May 2023)  
Mr R Thwaytes

Mrs A Alford-Rukundo (Treasurer)

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.

**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.

**Achievements and performance and Financial Review**

The charity made a net cash loss in this 22/23 year of £20,365, compared with a cash loss in the previous 21/22 year of £6,657. The combined losses for these two years amount therefore to £27,022. Thus we have nearly cancelled out the cash improvement that we achieved in 2020/21, which was £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. Since the end of the pandemic, our income from grants has been much reduced, and we have entered a different world, for all of us, in many different ways, and certainly for Clyst Caring. However, we see some positive trends in these accounts for 2022/23.

## CLYST CARING FRIENDS

### TRUSTEES' ANNUAL REPORT

YEAR ENDED 31<sup>ST</sup> MARCH 2023

#### **Achievements and Performance and Financial Review (continued)**

Charity shop sales are up again, to an incredible £49,851, up by about £6,000. Ros and everyone at the shop should be proud of this fantastic achievement. This incredible team of volunteers work in a tiny, cramped back room to process an enormous quantity of your donations, and extract as much value as possible by using every available outlet: the shop itself, online sales, and weekly bargain basement "jumble" type sales every Thursday mornings in the Victory Hall. Ros even gets receipts from the sale of textiles collected for recycling. The team work hard to constantly rotate the stock, regularly putting a fresh offering on the shelves, and a fresh display in the window. The shop acts as a social gathering place for Broadclyst village, and also as an important recycling centre, with the re-use of goods which might otherwise have ended up in an incinerator.

Receipts from the Day Centre (and Car Service) fees are up again at £65,149, up by nearly £16,000. Whilst keeping our fees as low as possible, we have increased turnover as we have continued to recover from the pandemic. At the beginning of the financial year that we are discussing, in April 2022, we were still constrained by covid precautions, and we were limiting the number of people who could attend the Day Centre for that reason. During 2022/23 we were able to increase the numbers of attendees.

Also, the coffee morning receipts are up by an amazing £1,025. The Pinhoe coffee mornings are a great fundraiser but also a wonderful social focus in Pinhoe. During the pandemic, when coffee mornings were not possible, the dedicated team of Pinhoe volunteers kept going, keeping in touch with people and helping them with deliveries or other tasks. As the covid precautions have eased off, people are once again welcoming the chance to come together once a week at the Heart of Oak on a Monday morning.

During the spring of 2022 we experienced a change in financial circumstances that affected all businesses and households: rapid rises in energy costs, and consequent inflationary increases in almost all costs including the cost of staff. In the accounts you see increases in employment costs (up by about £7,500) and day centre costs, (up by about £4,500).

On top of that, we have incurred some exceptional costs, partly due to the age of the Day Centre, and partly due to the need to modernise. The Day Centre has been running since 2003; it's not surprising that we needed a new boiler at a cost of virtually £6,000. Modernisation also includes paperwork. In autumn 2022 we had a good look at the way we run and concluded that we had a very good team of people operating very well, but not enough of the right paperwork to prove it. Since then, Lindsey has led an exceptional, massive, and very intelligent campaign to put in place risk assessments, care plans, policies, procedures, and training, which demonstrate that we do know what we are doing. The trustees are very grateful to our staff in the day centre who have enthusiastically taken part in this campaign, helping Lindsey in so many ways. We are now in a much stronger position than 12 months ago and we are so grateful to Lindsey for this. This campaign did generate extra costs for professional fees, and training, and these costs should ease off again going forward.

Recruitment has been an extra cost in the period covered by these accounts. In the summer of 2022, Carole Traer retired after about 20 years running Clyst Caring. Carole left behind a wonderful team of staff. When we advertised to replace Carole, we found that a temporary solution would be the best response until all the paperwork had been modernised. Our Vice-Chair, Sarah Gaisford, temporarily took on the role of Chief Executive and Lindsey Gibson agreed to set about putting everything in place, with the job title of General Manager. I am delighted to say that Lindsey has completed that task, and it is no longer necessary for Sarah to take responsibility as Chief Executive, and she has recently stood down. The trustees are very grateful to Sarah for having temporarily "held the fort", and she continues as Vice Chair of the trustees. During the summer of 2023, Lindsey gave notice to finish in the autumn, and we have recruited a new General Manager, Sam Peterson, starting September 2023. I would like to take this opportunity, on behalf of all the trustees, to thank Lindsey for everything that she has done for the charity.

## CLYST CARING FRIENDS

### TRUSTEES' ANNUAL REPORT

YEAR ENDED 31<sup>ST</sup> MARCH 2023

#### **Achievements and Performance and Financial Review (continued)**

To some extent some of the increased costs that we experienced during 2022/23 are not going to go away and are indeed still with us in the current year. We may have to live with increased energy costs (compared with two years ago); labour costs are not going to go down again; staff time will have to be committed to risk assessments and care plans. On top of that, we are facing another challenge as the supply of lunches from Gracey Court has come to an end. Since the summer of 2022 we have been sourcing some of our meals from elsewhere and we are grateful to Martinfield Farm for helping at very short notice. Recently we have made the decision to try cooking "in house" and this is going very well. However, it's not a "free lunch" and we have increased costs to run the service, and to upgrade the kitchen.

Our response to the challenge of increasing costs comes in three parts. Firstly, we are having to increase the attendance fees for people to come to the day centre. We have given plenty of notice for an increase that will take effect this coming November 2023. Secondly, Lindsey is leading a renewed project to seek grant funding from outside donors. Lindsey has been helped in this by our new member of staff, Kerry Jackson, who is also helping Ann with admin, as well as helping out in the shop and in the day centre. Thirdly, and most importantly, we will continue to depend on our members and supporters to continue to support us through the charity shop and other donations. The charity shop sits at the heart of our business and the more turnover it gets, the better our finances. We have been hugely encouraged by the generosity of the public who have made Clyst Caring the beneficiary of donations, including collections at memorial services, and funerals, and bequests in Wills.

Total cash funds at 31<sup>st</sup> March 2023 were £15,128 – all held in unrestricted funds.

Investment assets showed a slight increase from £76,258 to £76,680.

Clyst Caring Friends financial position is secure, with good assets. However, we are not complacent about the negative cash flow during 21/21 and 22/23 and a priority for the charity going forward is to increase our income to match expenditure. We intend to increase our fees, to look harder for external funding, and to continue 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 £15,128. 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.

The trustees believe that the charity must be ready to at least maintain and perhaps increase our capacity to fulfil our mission. We have a broad mission: "to relieve those who are unwell, infirm, elderly, or with a disability or loneliness". Just to maintain our current capacity, we may have to invest in both the day centre and the charity shop. If we do identify significant opportunities to expand, again this may require investment. For both these reasons we feel that we need to maintain reserves and that the current levels of reserve are 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 31<sup>ST</sup> March 2023, which are set out on pages 6 to 8.

#### **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 2023

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022 £
Note				
<b>RECEIPTS</b>				
Fundraising – including charity shop sales	49,851	-	<b>49,851</b>	43,738
Day Centre/Car Service/EMI/Bathing Group income	65,149	-	<b>65,149</b>	49,173
Donations	8,788	-	<b>8,788</b>	6,788
Gift aid tax refunds	-	-	-	344
Grants	2,000	684	<b>2,684</b>	6,850
CJRS Furlough Grants (Covid 19)	-	-	-	662
Meals	4,238	-	<b>4,238</b>	3,901
Passenger Fares	1,012	-	<b>1,012</b>	4,187
Coffee Mornings	2,965	-	<b>2,965</b>	1,940
Subscriptions	1,334	-	<b>1,334</b>	240
<b>TOTAL RECEIPTS</b>	<b>135,337</b>	<b>684</b>	<b>136,021</b>	<b>117,823</b>
<b>PAYMENTS</b>				
Employment costs	88,163	5,999	<b>94,162</b>	86,650
Drivers Mileage Payments	-	6,500	<b>6,500</b>	7,759
Day Centre Costs	13,897	-	<b>13,897</b>	9,234
Fundraising	1,750	-	<b>1,750</b>	3,277
Rent	12,402	-	<b>12,402</b>	4,961
Hall Hire	425	-	<b>425</b>	-
Services (Electric & Gas)	2,410	-	<b>2,410</b>	2,496
Telephone	2,353	-	<b>2,353</b>	2,632
Professional fees and insurance	6,296	-	<b>6,296</b>	2,737
Fixtures, Fittings & Equipment	863	-	<b>863</b>	150
New Boiler	5,696	-	<b>5,696</b>	-
Printing, Stationery and Postage	993	-	<b>993</b>	589
Office/General Administrative costs	1,346	-	<b>1,346</b>	-
Training & Recruitment	4,017	-	<b>4,017</b>	90
Miscellaneous	612	-	<b>612</b>	3,881
Hospitality	302	-	<b>302</b>	24
Advertising	199	-	<b>199</b>	-
Computer costs	387	-	<b>387</b>	-
Card Payment charges	1,776	-	<b>1,776</b>	-
<b>TOTAL PAYMENTS</b>	<b>143,887</b>	<b>12,499</b>	<b>156,386</b>	<b>124,480</b>
<b>NET RECEIPTS/(PAYMENTS)</b>	<b>(8,550)</b>	<b>(11,815)</b>	<b>(20,365)</b>	<b>(6,657)</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>3</b>	<b>11,815</b>	<b>-</b>	<b>-</b>
<b>CASH BALANCES BROUGHT FORWARD</b>	<b>35,493</b>	<b>-</b>	<b>35,493</b>	<b>42,150</b>
<b>CASH BALANCES CARRIED FORWARD</b>	<b>15,128</b>	<b>-</b>	<b>15,128</b>	<b>35,493</b>



**CLYST CARING FRIENDS**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31<sup>ST</sup> MARCH 2023**

	<b>Unrestricted Funds</b>	
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>CASH FUNDS</b>		
Bank Current account	<b>15,103</b>	<b>35,493</b>
Cash	<b>25</b>	<b>-</b>
<b>TOTAL CASH FUNDS</b>	<b>15,128</b>	<b>35,493</b>
<b>OTHER MONETARY ASSETS</b>		
HMRC Credit	<b>-</b>	<b>5,083</b>
Gift Aid tax refunds	<b>-</b>	<b>-</b>
<b>TOTAL OTHER MONETARY ASSETS</b>	<b>-</b>	<b>5,083</b>
<b>INVESTMENT ASSETS</b>		
Fidelity Money Builder	<b>45,038</b>	<b>44,274</b>
Fidelity Multi Asset Open Growth	<b>31,642</b>	<b>31,984</b>
<b>TOTAL INVESTMENT ASSETS</b>	<b>76,680</b>	<b>76,258</b>
<b>LIABILITIES</b>		
Rent	<b>164</b>	<b>2,480</b>
Services (Electric & Gas)	<b>353</b>	<b>337</b>
Employment costs	<b>329</b>	<b>-</b>
Independent examination fee	<b>500</b>	<b>650</b>
<b>TOTAL LIABILITIES</b>	<b>1,346</b>	<b>3,467</b>

**ASSETS RETAINED FOR OWN USE**

The charity holds various fixtures, fittings and equipment. These have an approximate value of £7,630 at the year-end.

These accounts were approved by the trustees on

2023 and signed on their behalf by:

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

**CLYST CARING FRIENDS**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2023**

**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 2023, nor for the year ended 31<sup>st</sup> March 2022.

There were no related party transactions during the year.

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

	<b>Receipts</b>	<b>Payments</b>	<b>Transfers Between Funds</b>	<b>Fund Balances C/Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Car Service	684	(12,499)	11,815	-
	<hr/>	<hr/>	<hr/>	<hr/>

A grant from Devon County Council for £684 was given to the charity for its Car Service. Costs exceeded the grant given and a transfer of £11,815 was made from the unrestricted funds.

**4. 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.