



Friends For Families

Sevenoaks

Trustees' Annual Report

2020-21

Registered charity number 1178499

Section A:**Administration Details**

This report covers the period from 6 April 2020 to 5 April 2021.

Friends For Families (Sevenoaks) was established in January 2018 and became a registered charity on 23 May 2018. The registered charity number is 1178499 and the address the charity is registered to is 10 Pinewood Avenue, Sevenoaks TN14 5AF

The charity's name is Friends For Families (Sevenoaks) and it is not known by any other name, though it is often abbreviated to Friends For Families or F4F.

Names of the charity trustees who manage the charity

Shona Campbell (Chair), first charity trustee.

Claire Davison (Treasurer): Claire was appointed as a trustee and as Treasurer in January 2021, taking over from Debbie Griffin, first charity trustee.

Hannah Gwyther: Hannah was appointed as a trustee in February 2019.

Hayley Hansford: Hayley was appointed as a trustee in February 2020

Kelly Barlow: Kelly was appointed as a trustee in February 2020

There are at present no other trustees, and there are no staff members.

Section B:**Structure, Governance and Management**

The charity is governed by its constitution, and is a Foundation Charitable Incorporated Organisation. Apart from the first charity trustees, all trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

The charity is managed and run by the trustees, and there are no paid staff members. There are several volunteers who work with the trustees on an ad hoc basis.

Section C:

Objectives and activities

The objects of the charity are

To relieve the poverty of families with children who are living within the Sevenoaks district and Dartford or are otherwise clients of West Kent Children's Services at Kent County Council, specifically families who do not have the resources to provide themselves with the normal things of life which most people take for granted, by

- providing items including but not limited to furniture, bedding, clothing, food, fuel, heating appliances, washing machines and fridges or by providing grants to purchase these items.
- payment for services including but not limited to essential repairs, hairdressing or outings and entertainment for children.
- providing facilities including but not limited to the supply of equipment, books, and travelling expenses to attend school, and equipment and funds for recreational pursuits intended to bring the quality of life of the beneficiaries to a reasonable standard
- financing any other items, services or facilities that the trustees agree should be provided to bring the quality of life of the beneficiaries to a reasonable standard.

The main activities undertaken for the public benefit in relation to these objects are

- The purchase of beds and bedding, basic furniture and white goods, whether new or second hand. Where appropriate donated second hand items are also provided.
- The purchase of clothing, nappies, basic baby equipment, cleaning equipment and products. Where appropriate donated second hand items are also provided.
- The purchase of food. Much of the non-perishable food we supply is donated, and we fund the rest and specifically perishable foods.
- Payment for children's groups and classes, particularly where these are therapeutic and/or prevent a child being isolated on grounds of poverty.
- Payment for school uniform, shoes, bags and equipment and travelling costs to school where no alternative is available that can be funded by the family or statutory services.

In all cases the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The charity does not give cash grants to families, and all activities are undertaken in conjunction with and through the intermediary of West Kent Children's Services.

The charity benefits greatly from the support of the local community, both in volunteering their time and making financial donations, but also in supplying the charity with second hand items and ensuring they are in a good condition to be donated, purchasing food supplies, and providing the charity with advice and support on a range of issues.

Section D

Achievements and performance

The charity was first established by the people who became the first trustees as a source of informal support to Children's Social Work Services client families in January 2018, so the 2020-21 financial year was the third full financial year that the charity has been in operation.

The trustees raise the funding for the work to be undertaken from two sources: individual and corporate donations, and grants. In 2019-2020 the trustees successfully applied for and received several grants, more than doubling the grant income compared to 2018-2019 from £12,000 to £28,948. The trustees also worked to raise awareness within the local community, resulting in many individual donations to the charity. Further financial details may be found in the annual accounts.

A new trustee and Treasurer was recruited to take over from founding trustee Debbie Griffin, who stepped down from the charity upon relocation. All trustees worked to develop the pool of volunteers willing to assist with the workload (particularly important as the charity has no paid staff). This included building relations with local businesses and community groups.

In mid-March 2020, in response to the first national lockdown, the charity began supplying food for a pop-up food bank within Children's Services to deal with the immediate crisis for vulnerable families. The charity continued to supply this food bank until the end of May 2020, spending over £4,800 on food for this purpose (approximately £2,500 of which was spent in this financial year) as well as taking large quantities of donated food to Children's Services.

The charity was also asked to source laptops and other devices for home schooling during lockdowns, and in the course of 2020-2021 purchased 25 devices for children who were unable to access online schoolwork. This is not normally something the charity does, and together with the food bank supplies demonstrates that the charity was able to respond swiftly and flexibly to changing requirements during the pandemic.

The charity met 211 referrals in 2019-20, at a cost of £45,370. In 2020-21 the charity funded 244 referrals in addition to supplying the pop-up food bank. Expenditure on all of this totalled £67,366. The increase in expenditure per case is due in large part to the increased hardship caused by the pandemic, meaning that a wider range of items were required to help individual families.

In addition to these individual case referrals, the charity also provided 548 Christmas gifts for children identified by the social work teams, and 114 Christmas food parcels for their families.

Section E:

Financial review

The Trustees have reviewed the guidance "Charity Reserves: building resilience" (published Jan 2016) and do not consider that the charity requires a reserves policy at this time. This is due to the nature of our funding and expenditure. This will be reviewed by the trustees on a regular basis.

The charity has no funds in deficit.

The charity's principal sources of funds are grants from grant-making bodies and businesses and individual donations. The charity also organises fundraising events and raffles in normal years, but was unable to do so in 2020-2021 due to the pandemic..

The charity has been fortunate enough to raise enough funds from these sources to enable it to meet all the referrals made to it that were found to be consistent with its objects.

The charity does not have sufficient funds to make investments and does not anticipate this situation changing in the foreseeable future, and therefore has no investment policy.

Section F: **Other optional information**

None.

Section G: **Declaration**

The trustees declare that they have approved the trustees' report above. The Trustees are of the view that there are no uncertainties at present as to the charity's status as a going concern.

Signed on behalf of the charity's trustees:

Signature

Full Name Shona Agnes Brown Campbell

Position Chair of Trustees

Date 27 January 2022



Friends For Families

Sevenoaks



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

For the period
from

To

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	55,522	-	-	55,522	49,356
Gift Aid	4,300	-	-	4,300	-
Gift voucher donations	305	-	-	305	275
Grants	3,000	25,948	-	28,948	12,000
Fundraised income	-	-	-	-	4,855
Donated items received	16,300	-	-	16,300	8,925
	-	-	-	-	-
Sub total (Gross income for AR)	79,427	25,948	-	105,375	75,411
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	79,427	25,948	-	105,375	75,411
A3 Payments					
Clothing and shoes	4,052	-	-	4,052	1,549
Furniture	17,395	-	-	17,395	16,477
Electrical appliances and white goods	10,023	-	-	10,023	6,616
Food and drink	7,783	-	-	7,783	4,785
Baby supplies	967	-	-	967	2,246
Home furnishings/improvements	6,067	-	-	6,067	3,752
Toys, books and crafts	5,647	-	-	5,647	1,537
Sports and activities	322	-	-	322	1,008
Wellbeing	1,963	-	-	1,963	700
Technology	2,797	-	-	2,797	679
Nursery fees	5,080	-	-	5,080	1,728
Transport	1,772	-	-	1,772	1,641
Utilities	100	-	-	100	-
Vouchers	1,928	-	-	1,928	1,379
Christmas Appeal Costs	808	-	-	808	72
Other	662	-	-	662	1,200
Admin costs	608	-	-	608	557
Donated Items passed on	16,300	-	-	16,300	8,925
	-	-	-	-	-
	-	-	-	-	-
Sub total	84,274	-	-	84,274	54,852
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	84,274	-	-	84,274	54,852
Net of receipts/(payments)	- 4,847	25,948	-	21,101	20,559
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,896	-	-	38,896	18,337
Cash funds this year end	34,049	25,948	-	59,997	38,896

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))			

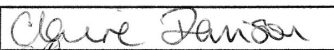
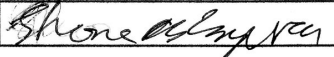
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CLAIRE DAVISON	17/1/22
	SHONA CAMPBELL	20/1/22



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Friends for Families

**On accounts for the year
ended**

2020/21

**Charity no
(if any)**

1178499

Set out on pages

1, 2, 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **05 / 04 /2021**

**Responsibilities and
basis of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Emily Chandler

Date: 17/01/22

Name:

Emily Chandler

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

MICB – Institute of Certified Bookkeepers

Address:

16 White Friars

Sevenoaks

Kent TN13 1QG

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

Friends for Families - Income and Expenditure
Year ended 5th April 2021

Income	£
Donations	55,522
Gift Aid	4,300
Gift voucher donations	305
Grants	3,000
Restricted funds	25,948
Total cash donations	89,075
Donated Items received	16,300
Total income	105,375
Expenditure	
Clothing and shoes	4,052
Furniture	17,395
Electrical appliances and white goods	10,023
Food and drink	7,783
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Technology	2,797
Nursery fees	5,080
Transport	1,772
Utilities	100
Vouchers	1,928
Christmas Appeal Costs	808
Other	662
Admin costs	608
Donated Items passed on	16,300
Total expenditure	84,274
Income less expenditure	21,101
Cash Flow	
Opening Cash Balance - 06/04/20	38,895.95
Plus FY2020/21 Income	105,375
Less FY2020/21 Expenditure	84,274
Plus expenditure not on bank statement	171.95
Closing Cash Balance 05/04/21	60,168.92

Emily Chandler
17/04/22

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CHARITY COMMISSION
FOR ENGLAND AND WALES

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CC16a

For the period from		To	
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B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Claire Davison</i>	CLAIRE DAVISON	17/1/22
<i>Shona Campbell</i>	SHONA CAMPBELL	20/1/22