



# **Friends For Families**

## **Sevenoaks**

### **Trustees' Annual Report**

2021-22

Registered charity number 1178499

**Section A:****Administration Details**

This report covers the period from 6 April 2021 to 31 March 2022.

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

Hannah Gwyther: Hannah was appointed as a trustee in February 2019 and reappointed in February 2022

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 trustees raise the funding for the work to be undertaken from two sources: individual and corporate donations, and grants. In 2021-2022 the trustees successfully applied for and received several grants, raising £25,175 in grant income. 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.

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.

The charity met 248 referrals in 2021-22, at a cost of £86,545. 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.

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

Friends for Families (Sevenside)

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## Receipts and payments accounts

CC16a

For the period  
from

8th April 2021

To

31st March 2022

### 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 £
<b>A1 Receipts</b>					
Donations	54,955	-	-	54,955	55,522
Gift Aid	6,585	-	-	6,585	4,300
Gift voucher donations	145	-	-	145	305
Grants	13,500	11,675	-	25,175	3,000
Fundraised income	7,093	-	-	7,093	-
Donated items received	22,325	-	-	22,325	16,300
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>104,603</b>	<b>11,675</b>	<b>-</b>	<b>116,278</b>	<b>79,427</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>104,603</b>	<b>11,675</b>	<b>-</b>	<b>116,278</b>	<b>79,427</b>
<b>A3 Payments</b>					
Clothing and shoes	2,911	727	-	3,638	4,052
Furniture	14,158	1,204	-	15,362	17,395
Electrical appliances and white goods	8,900	1,246	-	10,146	10,023
Food and drink	17,806	4,556	-	22,362	7,783
Baby supplies	3,513	874	-	4,387	967
Home furnishings/improvements	15,115	1,134	-	16,249	6,067
Toys, books and crafts	744	548	-	1,292	5,647
Sports and activities	1,053	104	-	1,157	322
Wellbeing	2,361	68	-	2,429	1,963
Technology	774	-	-	774	2,797
Housing costs	2,285	-	-	2,285	-
Nursery fees	659	-	-	659	5,080
Transport	2,138	95	-	2,233	1,772
Utilities	1,290	-	-	1,290	100
Vouchers	2,128	153	-	2,281	1,928
Christmas Appeal Costs	2,034	-	-	2,034	808
Fundraising costs	1,822	-	-	1,822	-
Other	234	-	-	234	662
Admin costs	1,685	-	-	1,685	608
Donated items passed on	22,325	-	-	22,325	16,300
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>103,936</b>	<b>10,709</b>	<b>-</b>	<b>114,645</b>	<b>84,274</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>103,936</b>	<b>10,709</b>	<b>-</b>	<b>114,645</b>	<b>84,274</b>
<b>Net of receipts/(payments)</b>	<b>667</b>	<b>966</b>	<b>-</b>	<b>1,633</b>	<b>4,847</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>59,997</b>	<b>-</b>	<b>-</b>	<b>59,997</b>	<b>38,896</b>
<b>Prior year expenses allocated to current year restricted cash</b>					
CCXX R1 accounts (SS)	966	-	1	966	10/11/2022

Cash funds this year end 61,630 0 - 61,630 34,049

## 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 £
<b>B1 Cash funds</b>	Cash	61,630	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	61,630	-	-
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

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

<p>Signature</p> <div style="border: 1px solid black; padding: 5px; min-height: 30px;"> </div>	<p>Print Name</p> <div style="border: 1px solid black; padding: 5px; min-height: 30px;"> SHONA CAMPBELL </div>	<p>Date of approval</p> <div style="border: 1px solid black; padding: 5px; min-height: 30px;"> 10/11/22 </div>
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**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**

Friends for Families

**On accounts for the year  
ended**

2021/22

**Charity no  
(if any)**

1178499

**Set out on pages**

1, 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/22**

**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:** 01/12/22

**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.**