



Friends For Families

Sevenoaks

Trustees' Annual Report

2023-24

Registered charity number 1178499

Section A:**Administration Details**

This report covers the period from 1 April 2023 to 31 March 2024.

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 currently subject to change.

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 and reappointed in January 2024.

Hannah Gwyther: Hannah was appointed as a trustee in February 2019 and reappointed in February 2022, and stepped down in January 2024

Hayley Hansford: Hayley was appointed as a trustee in February 2020 and reappointed in February 2023, and stepped down in September 2023

Kelly Barlow: Kelly was appointed as a trustee in February 2020 and reappointed in February 2023

Heather Brightwell: Heather was appointed as a trustee in January 2024

Helen Buttivant: Helen was appointed as a trustee in January 2024

Katya Wickham: Katya was appointed as a trustee in January 2024

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 2023-2024 the trustees successfully applied for and received several grants, raising £38,945 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 262 referrals in 2023-24 and spent £92,077 helping families in need. In addition to this, the charity also provided 461 Christmas gifts for children identified by the social work teams, and 196 Christmas food parcels for their families. Whilst most of these were donated, the charity spent £2,853 of its funds on the Christmas Appeal

Section E:

Financial review

Reserves

Trustees have agreed that reserves of 4-6 months of expenditure should be maintained either in the current account or an instant access savings account split as follows: £30,000 in the current account and the remainder in an instant access savings account.

Any other funds in excess of this can be transferred to a savings account with a maximum of 1 month's notice. A maximum of £85,000 can be held in any individual account. Account balances should be regularly reviewed and transfers between accounts made as needed on a timely basis.

Cash reserves should be monitored at least monthly to ensure their adequacy and actions taken (eg increased grant applications) to address any potential shortfall.

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 16/10/24



Friends For Families
Sevenoaks



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Friends for Families (Sevenoaks)

No (if any)
1178499

CC16a

Receipts and payments accounts

For the period from	Period start date 1st April 2023	To	Period end date 31st March 2024
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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	70,181	2,316	-	72,497	73,676
Gift Aid	10,501	-	-	10,501	11,594
Gift voucher donations	170	-	-	170	301
Grants	18,450	20,495	-	38,945	79,100
Fundraised income	1,433	-	-	1,433	6,863
Donated items received	15,510	-	-	15,510	22,395
Bank interest	647	-	-	647	-
	-	-	-	-	-
Sub total (Gross income for AR)	116,892	22,811	-	139,703	193,929
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	116,892	22,811	-	139,703	193,929
A3 Payments					
Food and drink	17,167	11,925	-	29,092	40,420
Baby supplies	2,173	505	-	2,678	5,338
Clothing and shoes	3,885	506	-	4,391	4,120
Furniture	15,664	5,412	-	21,076	15,412
Electrical appliances and white goods	7,672	3,778	-	11,450	9,956
Home furnishings/improvements	12,259	489	-	12,748	7,813
Toys, books and crafts	3,359	115	-	3,474	350
Sports and activities	404	90	-	494	304
Wellbeing	1,561	-	-	1,561	5,122
Technology	164	-	-	164	504
Housing costs	-	-	-	-	-
Nursery fees	639	-	-	639	912
Transport	426	115	-	541	886
Utilities	402	-	-	402	3,705
Vouchers	2,534	356	-	2,890	2,436
Christmas Appeal Costs	537	2,316	-	2,853	1,357
Fundraising costs	-	-	-	-	2,251
Other	203	309	-	512	607
Admin costs	529	-	-	529	890
Donated items passed on	15,510	-	-	15,510	22,395
	-	-	-	-	-
Sub total	85,088	25,916	-	111,004	124,778
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	85,088	25,916	-	111,004	124,778
Net of receipts/(payments)	31,804	- 3,105	-	28,699	69,151
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	127,470	3,311	-	130,781	-
Cash funds this year end	159,274	206	-	159,480	69,151

22 30/09/24

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	Treasurer's Account	28,886	206	-
	Instant Access Savings Account	90,217	-	-
	32 Day Notice Savings Account	40,171	-	-
	Total cash funds	159,274	206	-

(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
<i>Claire Davison</i>	CLAIRE DAVISON	16/10/24

re 30/09/24



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Friends for Families

On accounts for the year
ended

2023/24

Charity no
(if any)

1178499

Set out on pages

1, 2

(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 **31/03/24**

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").

Independent
examiner's statement

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.

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: 30/09/2024

Name: Emily Chandler

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

MICB – Institute of Certified Bookkeepers

Address:

16 White Friars

Sevenoaks

Kent TN13 1QG

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.