

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date 10 / 12 / 2019 Period end date 31 / 01 / 2021

Charity name The Richmond upon Thames Voluntary Fund

Charity No 1186870

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Trust is established for the purpose of allocating income received for charitable purposes directed wholly or mainly to the benefit of residents of the London Borough of Richmond upon Thames.</p> <p>This will typically include older people, people with learning disabilities, people with physical disabilities, children with mental health issues etc.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the	Para 1.17 and 1.19	Grants are given to charities and organisations situated in the London Borough of Richmond upon Thames or which directly help vulnerable residents of the Borough.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>Carrying out the charitable purposes:</p> <p>1.1. The charitable purposes are carried out by awarding financial support to charitable organisations who make a positive difference to the lives of vulnerable people in Richmond upon Thames.</p> <p>1.2. The Trustees will agree a beneficiary theme each year that meets the Trusts charitable criteria based on their local knowledge of issues affecting the borough. They will seek detailed information from the Council and other local stakeholders on</p>

		<p>particular issues affecting residents and how the Richmond Voluntary Fund can be used to best address these issues.</p> <p>1.3. In special circumstances i.e. an area of need presenting during the funding year, Trustees could unanimously agree to fund additional charities to support that need.</p> <p>The charity's beneficiaries:</p> <p>1.4. Beneficiaries of the Richmond upon Thames Voluntary Fund will include organisations with a charitable purpose situated in the London Borough of Richmond Upon Thames or which directly help vulnerable residents of the Borough. This will typically include older people, people with learning disabilities, people with physical disabilities, children with mental health issues etc.</p> <p>Criteria for deciding who the Fund benefits:</p> <p>1.5. The main criteria for deciding who the Fund supports is whether the beneficiaries meet an identified local need. As described above, the Trustees will agree an area of need each year using their local knowledge and information from other stakeholders on local issues.</p> <p>Criteria for selecting organisations to receive grants:</p> <p>1.6. The criteria for selecting organisations to receive grants are:</p> <ul style="list-style-type: none"> a) Does the organisation / project meet the identified area of need. b) The impact the project will have and the difference it will make c) The quality and scope of the project/ capacity to scale-up their service with additional funding d) Meet due diligence and evaluation checks e) The financial health of the charity and evidenced demand for additional funding f) The sustainability of the project / organisation <p>1.7 The Fund will only support organisations that are:</p> <ul style="list-style-type: none"> a) Providing services or activities that meet the identified area of need and benefit the London Borough of Richmond upon Thames and its residents. The Fund will consider applications from organisations that have a regional or national remit, but we will only fund services or activities that benefit Richmond borough. b) Registered Charities or CIOs c) Not for profit. The Fund cannot support organisations that make a profit. However, it can
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		<p>support social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested. This must be reflected in the accounts the organisation provides. Companies Limited by Shares are not eligible.</p> <p>d) Constituted. Organisations supported must have a constitution, governing document or set of rules that is signed and dated and defines how the organisation will operate.</p> <p>e) Financially solvent. Organisations supported by the Fund must not have liabilities that are more than their current assets.</p> <p>1.8 Organisations can apply in partnership with other non-voluntary sector organisations e.g. statutory agencies, or private companies but the voluntary or community group must be the lead partner and funds will only be paid into their bank account.</p> <p>1.9 The Fund will not provide support for:</p> <p>a) Churches or other organisations where the monies will be used for religious purposes</p> <p>b) Projects where the monies will be used for political purposes</p> <p>The procedure for identifying and verifying donors:</p> <p>1.10 Residents of the borough of Richmond upon Thames will be invited to donate towards local organisations that offer support in the identified area of need. Communications will be targeted at higher band named taxpayers (bands G and H), but there will be general communication to all tax payers about the Fund so others can choose to donate.</p> <p>Any conditions attached to donations by the donors would be reviewed by Trustees on a case-by-case basis.</p>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Richmond Voluntary Fund launched its first public appeal in February 2020 to residents of Richmond Borough in Council tax bands G & H. This public appeal raised a total of £110,814 (including gift aid) from 429 donors, all of which is being distributed equally between the two registered charities: Off The Record and Richmond Borough Mind, for their invaluable work supporting young people and children experiencing mental health difficulties who live in the London Borough of Richmond upon Thames. Alongside this appeal the Richmond Voluntary Fund worked with the London Borough of Richmond upon Thames to deliver a public information campaign that helped to raise awareness of mental health issues amongst children and young people, and where to get support.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	The charity has received donations of £96,199 during the first period of operation and made payments out of £81,339. Further amounts have been received following the end of the financial year by claiming gift-aid. These amounts will be included in amounts to be distributed to local charities for the first period of operation, to total £110,814.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	Receipts and payments accounts are used, so reserves are not formally declared, however £14,860 was held in cash as at the 31 st January 2021.
Reasons for holding zero reserves	Para 1.22	Limited reserves are held, because all funds are paid on to local charities after the funds have been received in donations. Also, the London Borough of Richmond upon Thames has agreed to fund all other operational costs, and so funds are not required to be held to cover these costs.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

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Other		
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Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	The Richmond upon Thames Voluntary Fund is an unincorporated association with a Trust Deed as its governing document.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	There must be at least 7 trustees. Apart from the first trusts, every trustee must be appointed for 4 years (concurrent with the term of the Council of the London Borough of Richmond on Thames) by a resolution of the trustees passed at a special meeting. All first trustees will hold office until the date of the next local election in Richmond upon Thames (May 2022).

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Richmond upon Thames Voluntary Fund
Other name the charity uses	The Richmond Voluntary Fund
Registered charity number	1186870
Charity's principal address	Civic Centre 44 York Street Twickenham TW1 3BZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2	Gillian Norton	Chair		
3	Robin Brown	Treasurer		
4	Paul Hodgins			
5	Michael Wilson			
6	Richard Bennett			
7	Gareth Roberts			
8	Penelope Moulton			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	<div><div>Gillian Norton</div><div></div></div>	
Full name(s)	<div>Gillian Norton</div>	
Position (eg Secretary, Chair, etc)	<div>Chairman</div>	
Date	<div>06.10.2021</div>	
Signature(s)	<div><div>Robin Brown</div><div></div></div>	
Full name(s)	<div>Robin Brown</div>	
Position (eg Secretary, Chair, etc)	<div>Trustee</div>	
Date	<div>06.10.2021</div>	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

The Richmond Upon Thames Voluntary Fund

No (if any)

1186870

Receipts and payments accounts


CC16a

For the period from	Period start date	To	Period end date
	10.12.2019		31.01.2021

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	-	96,199	-	96,199	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	96,199	-	96,199	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	96,199	-	96,199	-
A3 Payments					
Donations paid	-	80,000	-	80,000	-
Bank and CAF charges	-	1,339	-	1,339	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	81,339	-	81,339	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	81,339	-	81,339	-
Net of receipts/(payments)	-	14,860	-	14,860	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	-	14,860	-	14,860	-

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		-	14,860	-
		-	-	-
		-	-	-
	Total cash funds	-	14,860	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details			
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details			
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			GILLIAN NORTON	06.10.2021



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

The Richmond Upon Thames Voluntary Fund

On accounts for the year
ended

31/01/2021

Charity no
(if any)

1186870

Set out on pages

(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 31/01/2021.

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 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.

Signed:

A. Hamilton

Date:

26/08/2021

Name:

Andrew Hamilton

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

Chartered Internal Auditor (CMAA)
Member of the Institute of Internal Auditors UK

Address:

1 Reid Avenue

Caterham

CR3 5SL

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.

N/A