



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st April 2021** Period start date To **31st March 2022** Period end date

Charity name: Camberley Care Trust

Charity registration number: 1188130

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of poverty, distress and sickness of the elderly, disabled or vulnerable living in the Camberley and Frimley area by providing a car service and a handyman service and in such other ways as the trustees consider appropriate.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Camberley Care provides a transport service for the elderly, vulnerable and disabled in Camberley and Frimley using volunteer drivers. There is no cost for this service, but a donation amount is suggested to cover costs.</p> <p>Camberley Care also manages a subsidised low-cost handyman service, which also helps elderly, vulnerable and disabled in the Camberley and Frimley areas.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit. In all aspects of the day-to-day operation and administration of Camberley Care the Trustees meet all the Public Benefit requirements:</p> <ul style="list-style-type: none">• By supporting elderly, vulnerable people in the community to continue to live independently.• By reporting annually on our operations and providing financial reports in support of this.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>Camberley Care are extremely grateful for the contribution made by their many volunteers: Drivers, Duty Officers and Trustees. Without their dedication and efforts Camberley Care Trust would not be able to support as many people within the Camberley and Frimley Communities.</p> <p>As far as the Office Team are concerned, we can only reiterate how dedicated they are to serving our clients and how they ensure all is as it should be, especially client safety and well-being. We are very fortunate in having such a dedicated team.</p>
Other		<p>Camberley Care are also extremely grateful to our handymen, who have continued to provide an exceptional service for our clients.</p>

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	<p>Camberley Care Trust continued to operate both the drive and handyman services during and in spite of the various COVID related restrictions and lock-downs throughout the reporting period. All our volunteers and handymen were given supplies of PPE and sanitiser, as required, to ensure our clients and their own safety against infection.</p> <p>On June 9th 2021, 52 afternoon teas from Bears Bakery were delivered to us. These were shared between Camberley Care, Surrey Heath Age Concern and Time to Talk. A small number of our volunteer drivers delivered these to our clients who were delighted to receive them. The Afternoon Teas were paid for by monies given by the National Lottery Community fund.</p> <p>Along with our regular drives, many clients were taken to the vaccination centres for their COVID and Flu Vaccines.</p>

		<p>Social events for our volunteers: Regular coffee meetups (weather permitting) at the Camberley Rugby Ground and Mullans Café were arranged, and an in-person Christmas Afternoon Tea for all our volunteers and handymen at St Paul's Church in December 2021, was hosted by the office team.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p><u>Office Team Initiatives April 2021 to March 2022</u></p> <p>General office administration</p> <ul style="list-style-type: none"> • Prepared the office for post pandemic return <p>IT</p> <ul style="list-style-type: none"> • Worked with Charitylog on their system to see if this was a suitable replacement for our Charity Portal • Worked on the top 5 must have changes to the Charity Portal <p>Volunteer administration</p> <ul style="list-style-type: none"> • New adverts for volunteer recruitment • Recruitment of new volunteers • Adverts for recruitment of Trustees <p>Duty Officers</p> <ul style="list-style-type: none"> • Retraining of Duty Officers on return to the office <p>Marketing and social media</p> <ul style="list-style-type: none"> • Developed new marketing adverts • Continued to post Facebook and twitter posts • Put adverts into new outlets e.g. Surrey Heath Heathscene, Round and about Magazine • Produced newsletters for the volunteers: April and December 2021 and March 2022
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		<p><u>Trustee IT Initiatives April 2021 to March 2022</u></p> <p>The www.camberleycare.org website had been moved to a new supplier; this is both cheaper to run and more secure than before.</p> <p>On the CharityPortal system there is a backlog of important software maintenance to do, which we are investigating; when this is complete, we can move forward with several improvements that will make the system easier to use.</p>
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>During the period, activity grew in terms of drives and handyperson services over the previous year but did not return to pre pandemic levels. The ability to claim assistance through the Furlough Scheme for the earlier part of the financial period was key in ensuring losses were minimised. The financial position at the end of the period was positive in terms of bank balances held and the ability to meet our financial commitments from unrestricted funds.</p> <p>Restricted funds are now insignificant and the bulk of the funds at the year end are unrestricted. The balance of the funds received from Frimley Fuel Allotments will remain restricted until relevant IT expenditure has been incurred.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Camberley Care Trust reserve policy is to keep an agreed sum of £30,000 in reserve, in order that the trustees can discharge their responsibilities should the charity have to close.</p>

Amount of reserves held	Para 1.22	£30,000
Reasons for holding zero reserves	Para 1.22	
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:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Camberley Care Trust's principal source of funding is from the donations made by our clients for the driving service provided. In addition to this, we receive donations from local churches, businesses and private individuals. Our significant income/donations/legacies as follows during the finance period: £4000 Legacy £700 St Michael's Church £1500 Fuel Allotment for IT Upgrades £326 Client funeral donations £300 Our Lady Queen of Heaven church £4874 Gov Furlough Scheme Rebate £949 Gift Aid Rebate £424 Surrey Heath Lottery
Investment policy and objectives including any social investment policy adopted	Para 1.46	There is no written investment policy and due to the level of funds we do not make investments. We have cash funds on notice bank accounts to enable the maximum interest return to be received whilst not putting funds at risk. We have no documented social investment policy but in practice try to be as ethical, environmentally friendly and sustainable as possible in our purchasing and office activities.
A description of the principal risks facing the charity	Para 1.46	The slow recovery from the effects of COVID on the charity, which has caused the number of clients using our driving service to drop significantly. The charity relies heavily on the donations made for this service. At the end of this financial period the drives are at c60% of pre-pandemic levels.
Other		With fuel prices increasing and a general cost of living increase we anticipate this will impact on our ability to attract volunteer drivers.

Structure, Governance and Management

Description of charity's trusts:		
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Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Charitable Incorporated Organisation)
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	Appointment of charity trustees (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The following policies are in place to assist with staff, volunteer and trustee induction and training:</p> <ul style="list-style-type: none"> • Complaints • Confidentiality Agreement • Conflict of Interest • Driving • Equality and Diversity • Finance • Health and Safety • Safeguarding • Volunteering
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Camberley Care Trust is managed by a Board of Trustees as outlined below. The charity employs two part-time staff, an Office Manager and an Office Administrator. The Board and Office Manager meet once a month to discuss and agree on the management of the charities operations.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Camberley Care Trust
Other name the charity uses	Camberley Care
Registered charity number	1188130

Charity's principal address	Community Link, Ian Goodchild Centre, Knoll Road, Camberley GU15 3SY

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	Angela Barnatt	Chair		
2	Antonie van de Bovenkamp	Vice Chair	27/09/2021	
3	Lesley Parker	Treasurer	27/09/2021	
4	Janet Chapman			
5	Susan Collett	HR		
6	Wendy Orr	Secretary		
7	Tim FitzGerald			
8	Ruby Ford			
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17				
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19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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
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Name of chief executive or names of senior staff members (Optional information)

Susan Pearson, Office Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>ABarnatt</i>	<i>AMWB1p</i>
Full name(s)	Angela Barnatt	Antonie de van Bovenkamp
Position (eg Secretary, Chair, etc)	Chair	Vice Chair

Date *25th October 2022*



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Camberley Care Trust

No (if any)
1188130

CC16a

Receipts and payments accounts

For the period from	01/04/2021	To	Period end date 31/03/2022
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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					
Client Donations (drives)	13,871	-	-	13,871	2,723
Payments (Handyman)	-	5,260	-	5,260	3,890
Other donations	7,797	1,625	-	9,422	6,737
Gift Aid refund APE 31/3/2021	949	-	-	949	-
Sundry	2,404	-	-	2,404	2,938
Bank Interest	544	-	-	544	710
Furlough Receipt	4,874	-	-	4,874	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,439	6,885	-	37,324	16,998
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,439	6,885	-	37,324	16,998
A3 Payments					
Direct IT costs (restricted due to grant)	-	534	-	534	-
Drivers mileage claims	8,073	-	-	8,073	891
Handyman expenses	-	5,258	-	5,258	4,250
Admin staff costs	19,653	9,826	-	29,479	18,460
Office rent	1,611	805	-	2,416	1,767
Telephone, postage, stationery	1,449	725	-	2,174	2,391
Insurance	446	223	-	669	1,520
IT costs	2,871	1,435	-	4,306	485
Sundry costs	951	475	-	1,426	2,595
Sub total	35,054	19,281	-	54,335	32,359
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	35,054	19,281	-	54,335	32,359
Net of receipts/(payments)	- 4,615	- 12,396	-	- 17,011	- 15,361
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	141,713	17,592	-	159,305	-
Cash funds this year end	137,098	5,196	-	142,294	- 15,361

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	Funds at CAF Bank	50,082	5,196	-
	Funds at Shawbrook Bank	84,361	-	-
	Funds at NatWest Bank	2,655	-	-
	Total cash funds	137,098	5,196	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Supplier refunds due at year end (received April 2022)	148	74	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	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

Lesley Parker

ABarnatt

Print Name

Lesley Parker

Angela Barnatt

Date of approval

25/10/22

25/10/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Camberley Care Trust

On accounts for the year
ended

31 March 2022

Charity no
(if any) 1188130

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, 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 all 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:

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

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.

Signed:

Date: 8 July 2022

Name:

David Wilson

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

Address:

23 Ridgeway Close, Lightwater, Surrey, GU18 5XX

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.