

CHARITY NUMBER: 298127

GATWICK TRAVEL-CARE

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

GATWICK TRAVEL-CARE

GENERAL INFORMATION

FOR THE YEAR ENDED 31 MARCH 2021

<u>Trustees</u>	Julie Ayres Sadaf Akram Rev Jonathan Baldwin (appointed 24 November 2020) Shelley Brown (appointed 24 November 2020)
<u>Principal Address</u>	Gatwick Travel-Care Room 3014B South Terminal Gatwick Airport West Sussex RH6 0NP
<u>Banks</u>	Lloyds TSB Bank Plc 11 High Street Horley RH6 7BJ CCLA Senator House 85 Queen Victoria Street London EC4V 4ET
<u>Independent Examiner</u>	Graham Hunt BA FCA Kreston Reeves LLP Springfield House Springfield Road Horsham West Sussex RH12 2RG
<u>Charity number</u>	298127

GATWICK TRAVEL-CARE

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GATWICK TRAVEL-CARE

TRUSTEES' REPORT

The Trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust Deed and the Charities Act 2011.

Structure, governance and management

Gatwick Travel-Care is an Association governed by a constitution adopted 27th October 1987 and is a registered Charity (Charity number 298127).

The Charity is governed by its Management Committee who set the policy of the Charity and who are the Trustees for the purposes of Charity Law.

The Trustees who served during the year, along with changes prior to the date of signing this report, were as follows:

Julie Ayres
Sadaf Akram
Rev Jonathan Baldwin (appointed 24th November 2020)
Shelley Brown (appointed 24th November 2020)

New trustees are appointed on the basis of relevant knowledge and experience and with the approval of the existing Trustees.

Objectives and activities for the Public Benefit

The objects of the Charity as set out in its governing document are:

To relieve poverty and sickness and advance religion among persons travelling through Gatwick Airport, Gatwick, West Sussex without distinction of sex or political, religious or other options whose problems are outside the scope of the normal services provided by the Airports Authority, Airline Firms and Control Authorities.

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 and have referred to the guidance contained in the Charity Commission guidance on public benefit when reviewing the Charity's aims and objectives and in planning the activities of the Charity.

Details of how the Charity has achieved this are provided below.

Achievements and Performance in the year

This year has been particularly challenging for Gatwick Travel-Care as the airport's operations were significantly affected due to the global Covid-19 pandemic, resulting in a substantial decrease in passenger numbers.

GATWICK TRAVEL-CARE

TRUSTEES' REPORT

The reduced operational activity during the year meant that significantly fewer passengers travelled. Only eight clients were assisted by Gatwick Travel-Care, of which seven were Foreign, Commonwealth & Development Office referrals, representing an 85% decrease compared to the previous year.

Throughout this challenging year the Foreign, Commonwealth & Development Office (FCDO) continued to support Gatwick Travel-Care with grants totalling £40,500. The charity would like to thank FCDO and Gatwick Airport Limited for their continued support. Gatwick Travel-Care also received grants of £27,479.51 from the HMRC Job retention scheme. The Committee recognised that the charity needed to continue to adapt to new challenges as the airport recovered from the impact of the pandemic.

Donations, although significantly less compared to last year, included the hand-held collection boxes (£1,342.80) and Just Giving (£238.82), together with money from the charity globes (£3,404.13).

Most of the grants and donations continued to be used to upskill the team, ensuring that they are prepared to manage the increasingly challenging and complex client cases.

Due to significantly fewer clients, the Trustees placed the duty management team on the Government's job retention scheme in May 2020, reduced the team's numbers by one, by offering a voluntary redundancy scheme in September 2020, and closed the Gatwick Travel-Care offices until the end of April 2021. Several members of the committee took the difficult decision to leave or retire as did many of the volunteers. However, in November 2020, the charity welcomed two new Trustees, Rev Jonathan Baldwin and Shelley Brown, both of whom have been valued committee members.

It has been an unsettling year for everyone; however, the Trustees, committee, and management team have embraced countless challenges but remained fully committed to the continued success of Gatwick Travel-Care as lockdown restrictions eased in March 2021.

Financial Review

In 2020/21 the Charity operated with a financial surplus of £7,116 (2019/20: £23,234). Receipts, primarily from donations and grants, provided an income of £73,036 (2019/20: £115,095). Expenditure of £65,920 (2019/20: £91,861) was incurred during the year on charitable activities.

At the year end this left the Charity with reserves of £146,977 (2019/20: £139,861) comprising the balances carried forward in the bank accounts.

Reserves Policy

Unrestricted funds are funds raised, or grants awarded, to the Charity with no restriction on use other than they must be used in furtherance of the Charity objectives and comply with the Charity normal financial management requirements. These represent the Charity's free reserves.

The Trustees have considered the level of reserves they wish to retain, appropriate to the Charity's needs. This is based on the Charity's size and the level of financial commitments held. The trustees aim to ensure the Charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

GATWICK TRAVEL-CARE

TRUSTEES' REPORT

Risk assessment

The trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions.

The trustees have also examined other operational and business risks which they face and confirm that they are continuing to improve the systems in place to mitigate the significant risks.

Approved by the Trustees on 25 January 2022 and signed on their behalf by:

Julie Ayres
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF GATWICK TRAVEL-CARE**

I report to the Charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2021 which are set out on pages 5 to 8.

Responsibilities and basis of report

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 Charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Graham Hunt BA FCA

Kreston Reeves LLP
Chartered Accountants
Springfield House
Springfield Road
Horsham
West Sussex
RH12 2RG

Date: 26 January 2022

GATWICK TRAVEL-CARE
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 Total £	2020 Total £
RECEIPTS			
Donations, grants and legacies	2	72,965	114,828
Investments		71	267
Total receipts		<u>73,036</u>	<u>115,095</u>
PAYMENTS			
Charitable activities	3	65,920	91,861
Total payments		<u>65,920</u>	<u>91,861</u>
NET MOVEMENTS IN FUNDS		7,116	23,234
Fund balance brought forward		<u>139,861</u>	<u>116,627</u>
FUND BALANCE CARRIED FORWARD		<u>146,977</u>	<u>139,861</u>

GATWICK TRAVEL-CARE
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2021

	31 March 2021	31 March 2020
	£	£
ASSETS		
Cash Funds		
Current Account	109,573	102,501
Petty Cash	-	-
Deposit Account	<u>37,404</u>	<u>37,360</u>
	<u>146,977</u>	<u>139,861</u>
Represented by:		
General Fund	<u>146,977</u>	<u>139,861</u>
	<u>146,977</u>	<u>139,861</u>
Assets retained for the Charity's own use		
Fixed Assets		
Equipment	<u>9,524</u>	<u>9,524</u>
Liabilities		
Independent Examiner's fees	1,038	1,038
Accounts preparation fees	<u>1,296</u>	<u>1,296</u>
	<u>2,334</u>	<u>2,334</u>

Approved by the Trustees on 25 January 2022 and signed on their behalf by:

Julie Ayres
Chairman

GATWICK TRAVEL-CARE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. BASIS OF ACCOUNTING

The Trustees have elected to take advantage of the provisions that apply to small charities and these accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners.

All payments and liabilities include VAT where applicable.

2. RECEIPTS

	2021 Total £	2020 Total £
Donations, Grants and Legacies		
Gifts and donations	4,986	58,019
Grants	67,979	56,809
	<u>72,965</u>	<u>114,828</u>

Investment income

Bank interest	71	267
	<u>71</u>	<u>267</u>

3. PAYMENTS

	2021 Total £	2020 Total £
Costs of Charitable Activities		
Direct Costs		
Client loan or grant:		
Train	75	977
Bus	-	486
Flight	-	68
Hotel	-	1,304
Taxi	18	213
Identity Applications	309	-
Other	596	178
Support Costs		
Staff wages, NI and pensions	55,259	65,622
Volunteer expenses	500	6,767
Staff training	30	3,012
General expenses	439	834
Insurance	2,692	2,817
Office expenses	666	1,997
IT costs	617	1,181
Legal and professional fees	4,191	4,017
Advertising and Marketing	528	2,388
	<u>65,920</u>	<u>91,861</u>

GATWICK TRAVEL-CARE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

4. RESTRICTED FUNDS

The Charity held no restricted funds during the current or previous financial period.

5. TRUSTEES' REMUNERATION AND EXPENSES

No payments were made to trustees during the current or previous financial period.

6. RELATED PARTIES

There were no related party transactions in the current or previous financial period.