

CHARITY NUMBER: 298127

GATWICK TRAVEL-CARE

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

GATWICK TRAVEL-CARE
GENERAL INFORMATION
FOR THE YEAR ENDED 31 MARCH 2022

Trustees Julie Ayres
Sadaf Akram
Rev Jonathan Baldwin
Shelley Brown (Resigned 10 May 2022)
Linda Comber (Appointed 18 November 2021)
Lyndsay Siantonas (Appointed 18 November 2021)

Principal Address Gatwick Travel-Care
Room 3014B
South Terminal
Gatwick Airport
West Sussex
RH6 0NP

Banks Lloyds TSB Bank Plc
11 High Street
Horley
RH6 7BJ

CCLA
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner Graham Hunt BA FCA
Kreston Reeves LLP
Springfield House
Springfield Road
Horsham
West Sussex
RH12 2RG

Charity number 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 2022.

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
Shelley Brown (resigned 10 May 2022)
Linda Comber (appointed 18th November 2021)
Lyndsay Siantonas (appointed 18th November 2021)

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

Once again, this year has been particularly challenging for Gatwick Travel-Care as the airport's operations continued to be affected by the impact of 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 fewer passengers travelled. A total of 264 clients were assisted by Gatwick Travel-Care, of which 177 were for general assistance, 13 were Foreign, Commonwealth & Development Office referrals and 37 were from airlines.

The trustees were grateful for the ongoing financial support from The Foreign, Commonwealth & Development Office (FCDO) and Gatwick Airport Limited to allow the charity to continue its important work supporting passengers in need of assistance. The FCDO provided a generous grant of £27,000 whilst Gatwick Airport Limited provided a grant of £10,000, understandably reflecting the decrease in passenger numbers.

Donations in the year including hand-held collection boxes and charity globes totalled £6,201 (2020/21: £4,986).

Once the opportunity arises, the grants and donations will be used to upskill the entire team, ensuring that they continue to be prepared to manage the increasingly challenging and complex client cases. Following the reduction in staff members and volunteers last year, together with the closure of the GTC offices from 31 April 2020, the trustees were delighted that the team returned to Gatwick from 4 May 2021 in preparation for the office reopening on 4 June 2021. As a result of the Ukrainian crisis in the early part of 2022, the GTC office opening hours reverted to 0900-1600, also allowing the team to respond to other client referrals in the afternoon.

Together with the dedicated team of staff, the volunteers have continued to be a critical part of GTC, providing additional support to clients as passenger numbers increased. Although GTC lost a number of its volunteers due to the pandemic, new volunteers were recruited during the year bringing the total to 14 by the year end. These volunteers have brought new skills and expertise to the charity, whilst other potential volunteers have expressed their interest in joining GTC which will in time increase volunteer numbers back to pre-pandemic levels.

In November 2021, the charity welcomed two new trustees, Linda Comber and Lyndsay Siantonas, both of whom brought their experience and expertise to the charity with Linda previously being GTC Manager. Although business has far from returned to usual, the team of staff and volunteers has embraced the new challenges post pandemic, and with the support of the trustees and committee, remain determined to provide an excellent service to those most in need whilst travelling through the airport.

Financial Review

In 2021/22 the Charity operated with a financial surplus of £3,810 (2020/21: £7,116). Receipts, primarily from donations and grants, provided an income of £47,725 (2020/21: £73,036). Expenditure of £43,915 (2020/21: £65,920) was incurred during the year on charitable activities.

At the year end this left the Charity with reserves of £150,787 (2020/21: £146,977) 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.

GATWICK TRAVEL-CARE

TRUSTEES' REPORT

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.

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 23 November 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 2022 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: 23 November 2022

GATWICK TRAVEL-CARE
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 Total £	2021 Total £
RECEIPTS			
Donations, grants and legacies	2	47,699	72,965
Investments	2	26	71
Total receipts		<u>47,725</u>	<u>73,036</u>
PAYMENTS			
Charitable activities	3	43,915	65,920
Total payments		<u>43,915</u>	<u>65,920</u>
NET MOVEMENTS IN FUNDS		3,810	7,116
Fund balance brought forward		<u>146,977</u>	<u>139,861</u>
FUND BALANCE CARRIED FORWARD		<u>150,787</u>	<u>146,977</u>

GATWICK TRAVEL-CARE
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2022

	31 March 2022 £	31 March 2021 £
ASSETS		
Cash Funds		
Current Accounts	113,367	109,573
Deposit Account	<u>37,420</u>	<u>37,404</u>
	<u>150,787</u>	<u>146,977</u>
Represented by:		
General Fund	<u>150,787</u>	<u>146,977</u>
	<u>150,787</u>	<u>146,977</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	1,188	1,038
Accounts preparation fees	<u>2,052</u>	<u>1,296</u>
	<u>3,240</u>	<u>2,334</u>

Approved by the Trustees on 23 November 2022 and signed on their behalf by:

Julie Ayres
Chairman

GATWICK TRAVEL-CARE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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

	2022 Total £	2021 Total £
Donations, Grants and Legacies		
Gifts and donations	6,201	4,986
Grants	41,498	67,979
	<u>47,699</u>	<u>72,965</u>
Investment income		
Bank interest	26	71
	<u>26</u>	<u>71</u>

3. PAYMENTS

	2022 Total £	2021 Total £
Costs of Charitable Activities		
Direct Costs		
Client loan or grant:		
Train	18	75
Bus	79	-
Taxi	-	18
Other	103	905
Support Costs		
Staff wages, NI and pensions	33,931	55,259
Volunteer expenses	2,046	500
Staff training	73	30
General expenses	335	439
Insurance	2,838	2,692
Office expenses	283	666
IT costs	563	617
Legal and professional fees	3,380	4,191
Advertising and Marketing	266	528
	<u>43,915</u>	<u>65,920</u>

GATWICK TRAVEL-CARE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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.