

CHARITY NUMBER: 298127

GATWICK TRAVEL-CARE

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

GATWICK TRAVEL-CARE

GENERAL INFORMATION

FOR THE YEAR ENDED 31 MARCH 2023

Trustees

Lauren McDaniel (Chair) (Appointed 1 March 2023)
Sadaf Akram (Resigned 24 November 2022)
Julie Ayres
Rev Jonathan Baldwin (Resigned 24 November 2022)
Shelley Brown (Resigned 10 May 2022)
Linda Comber
Karen Edwards (Appointed 24 November 2022)
Derek Hearsey (Appointed 24 November 2022)
Lyndsay Siantonas
Susan Ann Wilcox (Appointed 24 November 2022)

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 2023.

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:

Lauren McDaniel (Chair) (Appointed 1 March 2023)
Sadaf Akram (Resigned 24 November 2022)
Julie Ayres
Rev Jonathan Baldwin (Resigned 24 November 2022)
Shelley Brown (Resigned 10 May 2022)
Linda Comber
Karen Edwards (Appointed 24 November 2022)
Derek Hearsey (Appointed 24 November 2022)
Lyndsay Siantonas
Susan Ann Wilcox (Appointed 24 November 2022)

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 opinions 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.

GATWICK TRAVEL-CARE

TRUSTEES' REPORT

Achievements and Performance in the year

It has been positive to see the Airport return to more familiar, busy operations this year. A total of 1,570 clients were assisted by Gatwick Travel-Care, an increase of 1,306 versus 2021/22. Foreign, Commonwealth and Development Office (FCDO) referrals increased by 254% compared to 2021/22.

Gatwick Travel-Care continued to benefit from ongoing financial support, with two key grants received from the FCDO and Gatwick Airport Limited. FCDO funding remained at £27,000 whilst Gatwick Airport Limited increased funding to £15,000, in response to increased passenger volume during the period.

Donations received during the period were approximately £33,000.

Following the Ukrainian crisis in the early part of 2022, the GTC office opening hours remained at 0900-1600.

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. As of March 2023 volunteer numbers were at 17. These volunteers bring skills and expertise to the Charity.

During 2022/23, the Charity welcomed four new Trustees, Karen Edwards, Derek Hearsey, Susan Wilcox in the role of Treasurer and Lauren McDaniel as Chair of Trustees. All of whom brought relevant airport or aviation experience to the Charity.

The team of staff and volunteers, with the support of the trustees and committee, remain dedicated to providing an excellent service to those most in need whilst travelling through the airport.

Financial Review

In 2022/23 the Charity operated with a financial surplus of £12,920 (2021/22: £3,810). Receipts, primarily from donations and grants, provided an income of £76,634 (2021/22: £47,725). Expenditure of £63,714 (2021/22: £43,915) was incurred during the year on charitable activities.

At the year end this left the Charity with reserves of £163,707 (2021/22: £150,787) 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.

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.

GATWICK TRAVEL-CARE

TRUSTEES' REPORT

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 29 November 2023 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Lauren', written in a cursive style.

Lauren McDaniel
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 2023 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.

Kreston Reeves LLP

Graham Hunt BA FCA

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

Date: 11 January 2024

GATWICK TRAVEL-CARE
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 MARCH 2023

	Note	2023 Total £	2022 Total £
RECEIPTS			
Donations, grants and legacies	2	75,473	47,699
Charitable activities		300	-
Investments	2	861	26
Total receipts		<u>76,634</u>	<u>47,725</u>
PAYMENTS			
Charitable activities	3	63,714	43,915
Total payments		<u>63,714</u>	<u>43,915</u>
NET MOVEMENTS IN FUNDS		12,920	3,810
Fund balance brought forward		<u>150,787</u>	<u>146,977</u>
FUND BALANCE CARRIED FORWARD		<u>163,707</u>	<u>150,787</u>

GATWICK TRAVEL-CARE
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2023

	31 March 2023 £	31 March 2022 £
ASSETS		
Cash Funds		
Current Accounts	125,624	113,367
Deposit Account	38,083	37,420
	<u>163,707</u>	<u>150,787</u>
Represented by:		
General Fund	163,707	150,787
	<u>163,707</u>	<u>150,787</u>
Assets retained for the Charity's own use		
Fixed Assets		
Equipment	9,524	9,524
Liabilities		
Independent Examiner's fees	1,680	1,188
Accounts preparation fees	1,200	2,052
	<u>2,880</u>	<u>3,240</u>

Approved by the Trustees on 29 November 2023 and signed on their behalf by:



Lauren McDaniel
Chair

GATWICK TRAVEL-CARE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

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

	2023 Total £	2022 Total £
Donations, Grants and Legacies		
Gifts and donations	33,473	6,201
Grants	42,000	41,498
	<u>75,473</u>	<u>47,699</u>
Investment income		
Bank interest	861	26
	<u>861</u>	<u>26</u>

3. PAYMENTS

	2023 Total £	2022 Total £
Costs of Charitable Activities		
Direct Costs		
Client loan or grant	3,334	200
Support Costs		
Staff wages, NI and pensions	48,555	33,931
Volunteer expenses	3,886	2,046
Staff training	40	73
General expenses	645	335
Insurance	1,472	2,838
Office expenses	696	283
IT costs	589	563
Legal and professional fees	4,477	3,380
Advertising and Marketing	20	266
	<u>63,714</u>	<u>43,915</u>

GATWICK TRAVEL-CARE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

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.