

Edridge Fund of Napo

ACCOUNTS & ANNUAL REPORT for the year ended 31 December 2022

Administrative Details

Full name: The Edridge Fund of Napo the Trade Union and Professional Association
for Family Court and Probation Staff
Reg Charity No: 803493
Registered Office: Boat Race House, 65 Mortlake High Street, London, SW14 8HL
Bankers: Unity Trust Bank Plc. Nine Brindley Place, Birmingham B1 2HB
Investment
Managers: Aberdeen Fund Managers Ltd, PO Box 9029, Chelmsford, Essex, CM99
2WJ
Independent
Examiner: Peter Smith, Wayside, Dairy Lane, Aston Juxta Mondrum, Nantwich,
Cheshire. CW5 6DS

Report of the Trustees

The Trustees present their annual report with the accounts of the Fund for the year ending 31st December 2022. The accounts comply with the Fund's Trust Deed, the Charities Act 1993 (as amended by the Charities Act 2006), as well as the "Statement of Recommended Practice: Accounting and Reporting by Charities", Charities Commission 2005, revised in 2014, and the Financial Reporting Standard FRS 102, to the extent that it applies.

Trustees

The Trustees who held office during the year were as follows:

Alan Goode (East Midlands) Appointed November 2019 – Chair of Trustees
David Stevens (Mercia) Appointed November 2014, re-elected 2019 – Vice Chair
Carolyn Mack (East Midlands) Appointed September 2016, re-elected 2021
Ian Hankinson (Mercia) Appointed March 2018
Peter Rowe (Cheshire/Greater Manchester) Appointed November 2018
Francis Sanders (Manchester & Cheshire) Appointed September 2019

Kenneth Boyall Appointed September 2019 (co-opted for support with Edridge Reps)

Alan Goode was re-appointed as Chair in March 2022.

David Stevens was re-appointed as Vice Chair in March 2022.

Staff

Karen Monaghan Secretary to Trustees
Jeanne Peall Honorary Treasurer
Sarah Byatt Administrator

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Edridge Fund (The Fund) operates as an unincorporated association in accordance with a Trust Deed dated 1st May 1990 and subsequent amending deeds dated 11th July 2003, 9th May 2013 and as amended by scheme dated 6th July 2020. The Trust Deed of 1990 established the Fund as an independent charity but retained close links with Napo – the Trade Union and Professional Association for Probation & Family Court Staff, which have been present from the Fund's original foundation in 1934. The Deed of 1990 stipulates that Trustees are appointed by the members of the Napo National Executive Committee by election from candidates nominated by Napo branches. A maximum of five Trustees are elected to serve for a five-year period. No Trustee may serve more than two consecutive terms. Should elections not take place, Trustees are empowered to elect a Trustee, normally from those nominated.

New Trustees are provided with an induction pack, which is reviewed regularly. The pack includes relevant information regarding the Fund's constitution and guidance from the Charity Commission on the responsibilities and duties of trustees. They are in contact with the staff and other Trustees for support and advice and undertake a period of shadowing with a mentor Trustee prior to being a Rota Chair for grant applications.

The Trustees meet five times a year, which have taken place via Zoom for three meetings, and two face to face meetings this year. The level of income is reviewed, and financial decisions made accordingly. Trustees consider reports from staff on activities and review the charity's policies and governance compliance regularly. During the year, Trustees consider applications for assistance as soon as they are received, with the aim to complete the process within three weeks, but is usually much shorter, and in emergencies can be within hours. Decisions made by email are then ratified at Trustees' meetings.

The Fund is administered by staff working remotely, with appropriate measures taken to ensure the security of confidential information in accordance with GDPR. The principal financial and operational records are held electronically on a server provided by Napo, though officers and staff of Napo have no access to those records.

The Trustees try to ensure that we operate as fair employers. We try to ensure we follow all appropriate employment legislation, with supervision and support for staff provided by the Chair of the Fund.

OBJECTIVES AND ACTIVITIES

The objects of the Fund as set out in the Trust Deed dated 1st May 1990 are as follows: monies subscribed, donated, or raised for the Fund shall be applied in accordance with the Deed to assist eligible persons when in need, hardship, or distress, whether or not they have been members of Napo. This covers a wide range of probation and family court staff, but essentially applies to anybody who could be a full member, retired member, or professional associate of Napo. In addition, this covers in some circumstances, dependants.

The primary work of the Fund is to provide financial assistance. Grant applications are considered in line with the process outlined above. In some cases, applicants are given advice, either directly from the Trustees, or with the assistance of local Edridge Representatives. This advice is usually to help applicants obtain further help elsewhere, and never involves giving financial advice.

Edridge Fund of Napo

The secondary work of the Fund is to ensure that we continue to have the resources to maintain our financial assistance. The major contribution to the Fund is the donation we receive from Napo, and in recent years we have also been assisted with substantial grants from the CSiS Charity Fund, for which the Board are very grateful. The Fund also receives income from occasional legacies, donations, and gifts either on a regular basis, or other occasional donations. A small income is received from the "50/50 Club" which is a registered small lottery, and from sales of Christmas Cards and other merchandise, nominally at the Napo AGM. There are also sponsored, and local fundraising events held by Napo branches. An Investment Portfolio is maintained to provide a free reserve for the Fund, and this is managed professionally.

The Fund also works to promote wider knowledge of the Fund, firstly to increase the awareness of the assistance available to those in need, and secondly to publicise the work of the Fund to increase donations. To this end we regularly contribute pieces to the Napo Magazine and on social media. The Fund's website is intended to assist both potential applicants for assistance, and existing and potential donors. Representatives of the Edridge Fund attend probation-related conferences and events to promote the work of the Fund.

The Charities Act 2006 places a responsibility on charities to ensure that they are for the benefit of the public, or a section of the public. The Trustees confirm that they have had regard to the Charities Commission general guidance on public benefit and reviewed the aims and activities of the Fund in the light of that guidance. The Trustees are of the opinion that the Fund satisfies these requirements.

Applications for Assistance

The total number of applications in 2022 was 100, which is an increase on the number received in 2021 (79) and 2020 (91) but still less than the pre-pandemic year of 2019 (123). The total amount paid in grants during 2022 increased by 44% compared with 2021.

Grants were paid in respect of 75 of the applications. 25 were not successful either because the applicants were not eligible, the application was withdrawn, or they were not deemed to be in financial hardship. The percentage of the total applications for 2022 that were successful was 75%, compared with 2021 when the percentage of successful applications was 64% of the total. The percentage of refused applications in 2021 was 25%, a reduction compared to 2021 when it was 35%.

The average grant paid was £290, which is a slight decrease on 2021 where the average grant was £297. The amounts granted ranged from £130 to £450. The Trustees continue to attempt to make grants that match the immediate needs of the applicant.

There were slightly more applications from non-Napo members than from Napo members, similar to 2021. In 2022 the overall amount paid to Napo members was greater than the amount paid to other applicants. Two grants were paid to members of other Unions. We have continued the practice of referring applicants from other Unions to their own Welfare Funds, before considering an application.

All applicants employed by HMPPS are now advised of their eligibility for the potential assistance available from the Civil Service Charity "For you by you", on the basis that those applicants are now Civil Servants. This is a much larger Charity and can provide various forms of help beyond financial assistance.

Edridge Fund of Napo

This year we have again made a very full analysis of the applications, including analysis of the Diversity questionnaires we ask applicants to complete with their applications. The aim of doing this is for the Trustees to ensure that decisions on applications do not indicate any discriminatory bias.

We set out below a table of the key results of this analysis under various headings.

All the percentages are based on the successful applications, but we confirm that we have done the same analysis on the applications refused, and the proportions in all categories are roughly the same. The Diversity figures are based on 90 forms as a number were not completed. In 19% of the forms returned the ethnicity section was blank. We are including in the table a comparison with the figures for 2021.

Analysis of Successful Applications

Union Membership	Napo	None	Other Union	Total Paid
2022	58%	40%	2%	
Amount Paid	£12,560	£8,660	£510	£21,730
2021	44%	56%	0%	
Amount Paid	£6,690	£8,435	nil	£15,125
Ethnic Background	White	Black	Mixed	Asian
2022	40%	10%	5%	4%
2021	59%	18%	2%	2%
Gender	Male	Female	Transgender	
2022	11%	63%	0%	
2021	16%	51%	0%	
Sexual Orientation	Bi-sexual	Gay/ Lesbian	Heterosexual	Prefer not to answer
2022	0%	2%	70%	1%
2021	2%	7%	85%	3%
Disability	Yes	No	Prefer not to answer	
2022	35%	36%	3%	
2021	31%	37%	5%	

Governance

During 2022, Trustees continued to ensure the Fund was well placed to address issues relating to its work in the future. The Board underwent training on Investments to help support their stewardship of the Funds reserves. The Trustees also agreed to review maximum grant levels on at each meeting to ensure applicants needs were being met whilst keeping a balanced budget.

Trustee & Staff Changes

There were no Trustee or staff changes during the year.

Edridge Fund of Napo

Financial Review

Donations and fund raising

In 2022 the majority of the income of the Edridge Fund was provided by grants from Napo and from CSIS (Civil Service Insurance Society). In addition, funds were received from a bequest from the estate of Ms A Martin. The Trustees remain very grateful for the contributions made by Napo and CSIS, which are of considerable significance in enabling the Fund to continue to provide assistance to current and retired Family Court and Probation staff and their dependants who are in need.

The 50/50 Club continued to be well supported and to provide a steady source of income, albeit slightly reduced from 2021. As a result of some members donating all or a proportion of their winnings back to the Fund, the net benefit was once again more than 50% of the income received. The figure for regular donations was reduced in 2022 as a result of the repayment of monies to HMPPS. We reported in the 2021 accounts that an overpayment of donations from staff salaries had been made by HMPPS in 2020. Aside from this, regular donations continue to decline, which has been the case throughout the charity sector.

Fundraising through Branches and the Family Court Section has continued to recover. The importance of a 'live' Napo AGM to Edridge was once again confirmed, with another successful year in terms of fundraising through the Edridge stall, The raffle of the prize donated by GFTU was particularly popular. The Edridge Fund Trustees wish to extend their thanks to GFTU for the prize they donated.

Administration and Expenditure

Expenditure on administration continued to be tightly managed and was at a similar level to 2021. The details can be found in the notes to the accounts. The majority of applications are now handled on-line and most communication is by email resulting in greatly reduced postal costs. Payment of invoices, grants and 50/50 prizes continue to be largely by bank transfer (BACS). Governance costs, which usually cover Trustee travel expenses and meeting costs, increased in 2022 as the Trustees resumed holding some in-person meetings although the majority still take place via Zoom.

Edridge Investments

In August 2020, the monies returned by HSBC Investments were reinvested and are now managed by Aberdeen Standard Investments. Turmoil in financial markets in the Autumn of 2022 resulted in a significant loss in our invested funds, which until then had either increased or held their value. The funds have subsequently started to recover.

Future Plans

Edridge Fund of Napo

1. The Trustees intend to continue to grow the number of Edridge representatives across the country, not only to provide support and assistance to colleagues, but also to assist with raising awareness of the Fund. We hope that this will also serve to grow income streams through additional donations and fundraising activity.
2. The Trustees will promote opportunity for payroll giving through LDUs to seek to spread donations to the Fund more broadly across the workforce as we come together in a national service.
3. The Trustees will link with the Employee Assistance programme to develop a response to debt in conjunction with other appropriate charities and signpost applicants to the Fund to relevant additional sources of help where we can do so.

DECLARATION

The Trustees declare that they have approved the Trustees' Report above

Signed: Alan Goode – Chair of Trustees
31st July 2023

CHAIR'S REPORT

I am pleased to be able to present this report of the Edridge Fund for 2022, and in doing so I would want to pay tribute to those officers of the fund, the trustees and local representatives who have worked hard to enable the fund to continue to respond efficiently to those in need of assistance throughout the year.

The Edridge Fund, established in 1934, exists to support all staff of the NPS and Family Courts Service at times of financial crisis. Many applicants have seen unexpected changes in their personal circumstances, perhaps separation or divorce, a partner's loss of job or a serious illness has meant that a one-off demand to replace a defunct boiler or replace a fridge or a cooker can seem like an impossible burden, and the grant we can give provides a huge boost to their security and self-esteem.

It is a sign of the times that the cost-of-living crisis has seen a greater number of younger colleagues struggling to establish their own home and turning to the fund for support. Equally the political turmoil of the past year and the cost-of-living crisis has had a significant impact on the income stream of the fund.

The main sources of income to the fund continue to be the annual grant from NAPO and from the Civil Service Insurance fund which provide the bedrock of the fund. Without these grants we would struggle to operate and we are immensely grateful for that support.

There has been a decline in income from both fundraising activities and from regular donations but we have been much helped by monies received in legacies and I would encourage all, if you can do nothing else, to remember us in your will. Such gifts received have made an enormous difference.

To secure the fund we are required to balance funds which we have conservatively invested, but even that safe investment was impacted by last year's political turmoil and the value of the investment fell by over £20,000, although there has been some recovery in 2023.

Office costs increased minimally (although at less than inflation) but governance costs increased by £451 as a result of a resumption of face-to-face meetings.

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The number of applications increased by 21 over the course of the year and the amount of money given out was over £6,000 more than the previous year in part because the trustees increased the maximum grant to £500 in recognition of the negative impact of the increase in the cost of living.

While all applications are judged on the individual circumstances of the applicant, we continue to see common issues that may overlap with each other about a third of recipients are single parents and have needs in relation their children, or to enable them to establish independent accommodation following a separation. About a tenth of recipients reported incidents of domestic abuse, whilst the most common issue faced by applicants was indebtedness, where over half the applicants reported serious levels of debt which placed them in hardship.

We are much indebted to those colleagues who act as Edridge representatives at a local level providing a vital link by raising awareness of the charity among the staff group by being available to support individuals put forward their application by supporting a range of fundraising activities as opportunities or capacity allows
My thanks to them and to all of you who continue to support the work of the Fund.

Alan Goode – Chair of Trustees
July 2023

Independent Examiner's Report on the Accounts Report to the Trustees of The Edridge Fund of Napo

On accounts for the year ended 31/12/2022, set out on pages 8 -12 , Charity no. 803493

RESPONSIBILITIES & BASIS OF REPORT

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of: [insert name of applicable listed body]. Delete [] if not applicable.~~

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
- ☐ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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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: Peter John Smith 11th October 2023

Address: Wayside, Dairy Lane, Astra Juxta Mondrum, Nantwich, Cheshire CW5 6DS

Relevant professional qualification: Retired Chartered Accountant

Statement of Financial Activities for the year ended 31 December 2022

		Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
Income from:	Notes				
Donations and legacies	12	46,075		46,075	10,048
Investment Income & Bank interest	11	378		378	3
Charitable activities					
Fund raising	6	4,122		4,122	3,803
Merchandise sales		139		139	137
Grants receivable	12 & 7	11,570		11,570	11,293
Total Income		<u>62,284</u>	<u>Nil</u>	<u>62,284</u>	<u>25,284</u>
Expenditure on:					
Raising Funds:					
Cost of raising funds		1,412		1,412	1,478
Investment Management					
Charitable activities:					
Grants payable		21,830		21,830	15,125
Management and delivery of activities 2 ,4,		13,748		13,748	13,017
Total Expenditure		<u>36,990</u>	<u>0</u>	<u>36,990</u>	<u>29,620</u>
Net Income/(expenditure) before investment gains/(losses)		25,294		25,294	(4,336)
Net gains/(losses) on investments		<u>(20,587)</u>		<u>(20,587)</u>	<u>11,540</u>
Net income/(expenditure) before transfers		4,707		4,707	7,204
Transfers between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net movement in funds		4,707	0	4,707	7,204
Total funds brought forward		267,537	1,911	269,448	269,269
Prior year adjustment	10				(179)
Total funds carried forward at 31/12/2022		<u>272,244</u>	<u>1,911</u>	<u>274,155</u>	<u>269,448</u>

Edridge Fund of Napo

BALANCE SHEET

As at 31st December 2021

	Notes	2022	2021
		£	£
FIXED ASSETS			
Tangible Assets	3	Nil	Nil
Investments	11	189,212	209,799
CURRENT ASSETS			
Debtors	9	600	Nil
Cash at Bank and in Hand		86,166	63,156
		<u>86,766</u>	<u>63,156</u>
Creditors			
Amounts falling due within one year			
Accruals	5	(1,823)	(3,686)
Net Current Assets		275,978	272,955
Total Assets less Current Liabilities		274,155	269,269
Prior Year Adjustment for 2021 Accounts			179
Net Assets		<u>274,155</u>	<u>269,448</u>
Net Assets		<u>274,155</u>	<u>269,269</u>
Charity Funds			
Unrestricted Funds		272,244	267,537
Restricted Funds	7	1,911	1,911
Total Funds available to the Fund		<u>274,155</u>	<u>269,448</u>

These financial statements were submitted to the Trustees and were approved,
subject to a satisfactory Independent Examination

Alan Goode

Chair of the Trustees, 4th September 2023

The notes on the following three pages form part of these accounts

Notes forming part of the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES

Our Accounting policies remain as reported in previous years.

2. MANAGEMENT AND DELIVERY OF THE CHARITIES PURPOSE

		2022	2021
	Notes	£	£
Staff Salaries		11,131	10,989
Office Services including rent		654	645
Office Costs, postage, computer running costs etc		404	320
Insurance		851	831
Depreciation on fixed assets	3	Nil	Nil
Equipment Purchase		Nil	Nil
Bank charges		185	150
		<u>13,225</u>	<u>12,945</u>

3. TANGIBLE ASSETS

The Trustees have once again concluded that our stocks of goods for sale, and operational equipment, is at a level where it would not be appropriate to account for depreciation, and this would not have any material effect on the accounts.

4. GOVERNANCE COSTS

	2022	2021
	£	£
Trustees' expenses	390	Ni
Meeting Expenses (zoom fee)	133	72
Audit and accountancy	Nil	Nil
Napo Conference expenses	Nil	Nil
Trustees Training	Nil	Nil
	<u>523</u>	<u>72</u>

5. CREDITORS

£

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Wages payment for December 2022	931
Grants 097/22, 099/22 paid in 2023	550
Web charges Quarter 4 2022	126
50 50 prize march 2022	79
Corporate Credit Card Dec 22	137
	<hr/>
	1,823

6. FUND RAISING INCOME

	£
Fund Raising and Sponsored events	1,986
50/50 Club Subscriptions *	2,136
	<hr/>
	4,122

*This means that the net benefits to the Fund from the 50/50 Club is £1,447 for the current year.

7. TUUT GRANT RESTRICTED FUNDS

As reported in our 2019 Accounts we had received a grant for specific purposes, which was to fund the purchase of card reading machines for fund raising purposes. The balance of the restricted funds are reflected in the accounts. The sum of £154 was spent in 2019. There has been no further expenditure during the current year.

8. GIFT AID TAX REFUNDS

<u>Analysis of Gift Aid refunds account</u>	£	£	£
Debtor figure brought forward from 2021	Nil		
Gift Aid refund 2020/2021		Nil	
Gift Aid refund 2021/2022		619	
Total rec'd 2022		619	
Allocated to current year	619		
Estimate for 2020/2021		600	
Balance carried forward as Debtor			Nil
Total Debtor			600
	<hr/>	<hr/>	
	619	1,219	

In 2022 two claims for Gift Aid refunds were submitted to HMRC covering tax years 2020/21 and 2021/22. The latter claim was paid in 2022 but an error appears to have occurred during submission of the former claim. This is being investigated with HMRC.

9. DEBTORS

	Notes	£
Gift Aid tax refunds payable (estimated)	8	600
		<hr/>

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600

10. PRIOR YEAR ADJUSTMENT

A prior year adjustment has been made for the sum of £179. This relates to 50/50 Club prizes From 2020 made in 2021. These were omitted from the list of Creditors in the 2021 accounts. Adjustments have been made to the relevant funds.

11. INVESTMENTS

In March 2020 the Trustees appointed Aberdeen Investments as their Investment Managers. Valuation is market value, certified by our investment managers at 31/12/22. Income received From the underlying investments is retained within the Fund and transferred to capital. The Decrease in value of the portfolio during 2022 reflects the decrease in market value.

12. VOLUNTARY INCOME – SPECIAL ITEMS

	£
CSIS Charity Fund	10,000

See main report – Financial Review – Donations & Fund Raising