

Continuing Care North East Fife

Trustees Annual Report

Year to 31st March 2024

SC 006167

Recruitment and Appointment of Trustees

All Trustees are appointed by the members at the Annual General Meeting each year. The committee can co-opt members at any time.

Constitution

We are in the process of changing our charity from an Unincorporated Charity to a Scottish Charitable Incorporated Organisation (SCIO). Our present Charity (SC006167) will be wound up and the assets transferred to the new Charity (SC053120) which was registered with OSCR on 13th February 2024. The present management committee will be responsible for running the new Charity

Appointment of Trustees

The management committee which normally meets every two months are the charity's trustees. Membership of the management committee is open to all. Trustees are appointed at the Annual General Meeting.

Charitable Purpose

Our purpose, as recorded in the Constitution, is to provide assistance and to befriend sick, disabled and lonely clients of all ages.

Activities

Most clients are referred by professionals from Fife Health and Social Care Partnership, the Scottish Ambulance Service or by individuals who know the client such as family members.

Clients may self-refer, and any member of the public can refer a client for assessment by the coordinator.

Development of the Website and additional leaflets in Health Centres has led to increased awareness of the service and increased demand through these access points. Poor public transport in Northeast Fife and a stretched Ambulance Service has undoubtedly led to increased demand.

Referrals received by CCNEF

Total

2022-2023

124

2023-2024

114

Transport Service

This is normally the busiest part of the Service with volunteers providing transport from the client's home to their appointment but activity this year has been markedly increased after a quieter period during the pandemic. With increasing emphasis on "Care in the Community for the elderly" demand for the Service continues to increase with an average of 92 journeys per month in the past year.

Transport Journeys	2022-23	2023-2024
Totals	1108	1389

Befriending Service

Staying in touch with clients has been very important in providing support and social contact. The service is limited by the volunteers available and the geographical spread of clients and volunteers.

Volunteers

Volunteer numbers have not increased in past 4 years, although we urgently need more volunteers to deal with increased workload. Volunteers are often recruited through personal contact, some are recruited via Fife Voluntary Action, some via press comment, and some the result of talks to groups about the Service.

Increasingly we are contacted through our website www.continuingcarenef.org.uk/new/index

We are fortunate to have a spread of volunteers living throughout Northeast Fife. Intending Volunteers are required to submit to the Disclosure Scotland Scheme for Protection of Vulnerable Groups.

	2022-23	2023-2024
Volunteer numbers	40	30

Funding

The Fife Health and Social Care Partnership has generously continued funding through a three-year grant. Donations are received from clients on a regular basis, and from other sources on a one-off basis.

Expenses

The coordinator is salaried and receives expenses for mileage, telephone, postage, stationery, and computer expenses. Volunteers receive mileage expenses (45p/m) for the transport services. All clients are asked to donate to contribute to the cost of transport based on the mileage involved. As all committee members and the coordinator work from home there are no overhead costs for office expenses.

Trustee's remuneration and expenses.

The Trustees did not receive any remuneration during the year. Expenses of trustees were remunerated against receipted out of pocket expenses incurred on behalf of the Service.

Financial Review

The reserve policy is to hold sufficient funds to meet the anticipated commitments of the charity and the possible costs in the event of the charity winding up. With activity and charitable donations for the year showing significant increases, receipts of £43,023 were up £9,342 and payments of £37,618 were up £4,693, resulting in a satisfactory surplus for the year of £5,405. The closing bank balance was £41,159. It is believed that the charity is therefore in a sound financial position.

Signed on behalf of the Trustees.



4th September 2024

Charity Number SC 006167
Established 1981

Continuing Care Service North East Fife
Accounts for Year Ended 31st March 2024
Scottish Charity no. SC053120

Notes	Restricted	Unrestricted	Total 2023/24	Total 2022/23
	£	£	£	£
Donations	201	26,324	26,525	20,414
Charitable Donations		7413	7413	3,801
Grants				
NHS Fife		8,041	8,041	7,786
Fundraising				
Coffee Morning		723	723	708
Other Funds Received				
AGM Receipts		0	0	0
Investments				
Bank Interest		321	321	84
Other Receipts		0	0	887
Total	201	42,822	43,023	33,680

Fundraising Costs				
Coffee Morning		82	82	82
Payments for Charitable Activities	1	37,354	37,354	30,884
Governance Costs				
AGM Expenses		182	182	180
Equipment Purchase/Repair		0	0	723
Sundries		0	0	1056
Total		37618	37618	32925
Surplus/Deficit for the year	201	5,204	5,405	755

Notes on the second page form an integral part of these accounts
Statement of Balance for Year Ending 31st March 2024

	2023/24	2022/23
Opening Cash and Bank Balance	35,754	34,999
Surplus/Deficit	5,405	755
	41,159	35,754
Closing Cash and Bank Balance		
Restricted	256	457
Unrestricted	40,903	35,297
	41,159	35,754

Approved by the trustees and signed on their behalf by:

Trustee

Date

4.9.24

NOTES £

	2023/24	2022/23
1 Salaries	14,506	13,403
Travel Expenses	21,403	16,232
Telephone Expenses	121	203
Postage	490	287
Printing & Stationery	303	296
Insurance	351	322
Room Hire for meetings	0	41
Volunteers' Meeting	0	0
Independent Examination	180	100
TOTAL	37,354	30,884

Continuing Care Service North East Fife

Charity No SC006167

I report on the accounts of the charity for the year ended 31st March 2024 which are set out on the following page.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Address:

Fife Voluntary Action
Caledonia House
Pentland Park
Saltire Centre
Glenrothes, KY6 2AL

Date:

07/10/24

