

Registered Charity Number 1037052

**NEIGHBOURCARE ANDOVER
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021**

NEIGHBOURCARE ANDOVER

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

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INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF NEIGHBOURCARE ANDOVER

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 7 to 14 appended to this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINERS

The Charity Trustees are responsible for the preparation of accounts; they consider it that the audit requirement of s145 of the Charities Act 2011 (the Act) does not apply. It is our responsibility, without performing an audit, to carry out an examination of the accounts and report to you.

BASIS OF EXAMINERS' REPORT

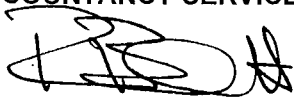
This independent examination has been carried out in accordance with s145 of the Act and complies with Directions given by the Charities Commission (CC32 – Independent Examination of Charity Accounts). The accounts have been prepared on a Receipts and Payments basis.

Our report is in respect of an examination carried out under s43 of the Act and in accordance with the directions given by the Charity Commissioners under ss7(b) of that section. An examination includes a review of the accounting records kept by the charity trustees and a comparison of the accounts presented with those records. It also includes a review of the accounts, which is primarily limited to analytical procedures and to making of such enquiries of the charity trustees as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

EXAMINERS' STATEMENT

Based on our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect accounting records have not been kept in accordance with s41 of the Act, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to our attention in connection with our examination that which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**BARTON-KNOTT ACCOUNTANCY SERVICES
ACCOUNTANTS**



**16 Moneyer Road
Andover
Hampshire
SP10 4NG**

Date:

27th Sept 2021

NEIGHBOURCARE ANDOVER

REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021

Charity Details

Neighbourcare Andover is a registered charity number 1037052

Principal Address

14 Union Street
Andover
Hampshire
SP10 1PA

Objects of the Charity

The purpose of the charity is to relieve persons in the area, who are in need by reason of their age, sickness or poverty, by provision of such voluntary care work as may be charitable.

Support and Activity

The charity now has no secured funding and will be running on their reserves until future funding can be sourced.

The level of activities has remained the same as previous years but expected to reduce in the future as they are now all self funding.

The charity provides the following services from our principal address in Union Street:

- Voluntary drivers that transport the sick and elderly to hospital appointments and visits to doctors
- Transport to clubs, shopping and any reasonable request
- Transport for other local charities for example the Stroke Club, blind club, crisis centre to name a few.
- Cleaning, gardening and sitting service
- Community Charity Shop
- Information Point
- Home from Hospital Scheme
- Book Shop

We also get visitors to the office in Union Street, who are just lonely and need someone to talk to.

In addition to future plans, we are trying to secure other sources of funding. Provision in the accounts has been made to cover all running costs for the following year as the charity has no guaranteed funding.

The charity will continue with all the activities they already deliver by implementing a charging policy, membership and use of the reserves.

NEIGHBOUR CARE ANDOVER

REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021 (Continued)

The charity will continue to deliver these services to those in need as defined in the Objects of the Charity.

Statement of Responsibilities of the Committee

Charity Law requires the Committee to prepare statements of accounts for each financial year. In preparing those financial statements, the Committee is required to:

- Select suitable accounting policies and apply them consistently
- Make judgement and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with (accounts and reports) regulations 2008.

Management Committee

President: Dame Mary Fagan

The charity is run by an annually elected management committee. This is charged by proxy of agency to pursue the running of the charity on behalf of the Committee and in accordance with the primary interests of the charity itself. At the end of the year under review the management committee was made up of the following:

Chairman:	Judie Tighe
Vice Chairman:	Mr P Ward
Secretary:	Rosemary Grover
Treasurer:	Jim Johnson

Other Committee Members:

Anita Gregory
Julie Johnson
Elaine Fakes
Jean Roberts

NEIGHBOURCARE ANDOVER

REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021 (Continued)

Where management committee members also sit as public representatives of council bodies or are employees of governmental departments, and where a contractual relationship exists between their bodies and the charity giving rise to a potential conflict of interests, committee members have reviewed the governance procedures and have formulated the following safeguards and measures to reduce the risk of conflict of interest occurring –

- Register of members interests in bodies with whom the charity has contractual obligation
- A statement of confidentiality regarding charity matters discussed
- The removal from any discussion during committee meetings of members with duplications of interests where matters discussed are in relation to those external interests.
- Continuous review of member's viability as a management committee member in the light of the effectiveness of the measures may prohibit the effectiveness of the measures in preventing a potential conflict of interests arising, and the extent that the exercising of the measures may prohibit the effective of duties by that member as a member of the management committee.

We are aware that failure of the management committee to properly monitor these measures may result in prosecution of the charity and its Committee under the Public Interest Disclosure Act 1998.

We have also further steps to ensure that members are not placed on the management committee at the request of funding bodies as a condition of received that funding and monitoring how it is spent.

We are satisfied that the measures we have put in place will ensure any potential conflicts of interest will be quickly identified and dealt with in such a fashion as not to prejudice the management committee's effective management of the charity, and maintain the privacy of the charity's interests in their activities.

Impact of Covid-19

Management (including the management committee members) regularly prepares and reviews financial forecasts to manage the Charity and make decisions around ongoing operations. During the COVID-19 pandemic, management has used these practices to take proactive actions to conserve resources during the various stages of the pandemic, including implementing furloughs, temporary salary reductions, restricting travel and related expenses, and obtaining more flexible payment terms with vendors.

Based upon information that is currently available, management prepared a forecast for the next 12 months that provides a reasonable expectation that the Charity has adequate resources to continue as a going concern. Management also prepared potential adverse scenarios, including modelling a potential second wave of COVID-19 that has the same severity and impact on the Charity as the first wave, which caused a significant decline in revenues during the months when the most severe business restrictions were in place.

**NEIGHBOURCARE ANDOVER
REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2021 (Continued)**

Impact of Covid-19 (continued)

In the adverse scenario, the Charity would incur a net deficit in resources during the duration of the potential second wave. However, the declines in revenues would be partially mitigated by reinstating the resource conserving actions described above.

In addition, management have designated sufficient funds out of the charity's unrestricted reserves to meet reasonably foreseeable future additional funding deficits in the event of a further wave of Covid-19 related restrictions. While management would assume a similar level of government funded financial support should there be further disruption, the level of funds designated to cover any future eventuality have not assumed any further support.

Fixed Assets

Movements in fixed assets are disclosed in the financial statements.

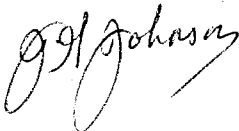
Approved by the management committee on

And signed on its behalf by:

Judie Tighe
Chairperson



Julie Johnson



NEIGHBOURCARE ANDOVER

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2021 Total</u> <u>Funds</u> <u>£</u>	<u>2020 Total</u> <u>Funds</u> <u>£</u>
Income and Expenditure					
Incoming Resources					
Shop Sales		15,173	-	15,173	37,317
Book Sales		6,295	-	6,295	14,422
Membership		5,043	-	5,043	14,578
Silver Surfers Income		-	-	-	3,740
Donations and Gifts		15,701	-	15,701	12,492
TVBC Funding		21,301	-	21,301	-
Other Income		2,769	-	2,769	1,297
Dementia Club		-	-	-	-
Home Help		165	-	165	3,878
Petrol and Trips receipts		20,914	-	20,914	47,595
Connexions		-	-	-	-
Government grants and furlough payer	2	42,217	-	42,217	-
Total Incoming Resources		129,577	-	129,577	135,316
Resources Expended					
Direct Charitable Expenditure					
Helpers	3	13,462	-	13,462	36,956
Support Expenditure					
Administration	4	131,331	-	131,331	108,745
Total Resources Expended	5	144,793	-	144,793	145,701
Net Income Resources for the Year		(15,216)	-	(15,216)	(10,385)
Balance Brought Forward					
1 April 2019		129,952	-	129,952	129,337
Balance Carried Forward					
31 March 2020		114,736	-	114,736	118,952

NEIGHBOURCARE ANDOVER
BALANCE SHEET AS AT 31 MARCH 2021

		<u>2021</u>	<u>2020</u>
	Note	£	£
Fixed Assets			
Tangible Assets	6	486	5,325
Current Asset			
Cash at Bank		<u>214,699</u>	<u>225,759</u>
		214,699	225,759
Creditors			
Amounts falling due within 12 months	7	(650)	(1,332)
		<u>214,049</u>	<u>224,427</u>
Amounts falling due in more than 12 months		-	-
Total Net Assets		<u><u>214,535</u></u>	<u><u>229,751</u></u>
Income Funds			
Non-distributable funds			
Unrestricted: Designated	8	122,300	99,800
Unrestricted: General	9	<u>92,236</u>	<u>129,952</u>
		<u>214,535</u>	<u>229,751</u>

The notes and appendices on pages 9 to 14 form part of these financial statements.

Approved by the committee on.....2021 and signed on its behalf by:

Judie Tighe 

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

The principal accounting policies adopted by the charity are as follows:

a Basis of Accounting

The accounts have been prepared in accordance with applicable accounting standards and on the basis of historical costs.

b Accounting policies

In accordance with recommendations by the Charity Commission to allow for the impact of COVID related effects, the accounts have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent to provide a true and fair view.

c Income

Income is represented by grants, donations and other income shown gross.

d Grants

Grants are accounted for on a receivable basis. General revenue grants are apportioned over the period to which they relate.

Fixed assets grants are capitalised and amortised on the same basis as the asset it relates to is depreciated.

e Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated to write off the cost of fixed assets to their estimated residual value over their expected useful lives to the charity. The annual depreciation rates and methods of calculation are as follows:

Motor Vehicles	20% Straight Line
Office Equipment	33% Straight Line

2. Grants Receivable

As part of its ongoing support to charities, in April 2020 the UK Government introduced the Coronavirus Job Retention Scheme (CJRS). This provided funding to retain employees on furlough and reduce the likelihood of redundancies due to Covid 19. The charity also received support in the form of a local authority business support grant.

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. Direct Charity Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2021 Total</u> <u>Funds</u>	<u>2020 Total</u> <u>Funds</u>
Payments to helpers	630	-	630	5,913
Payment for Petrol	12,087	-	12,087	26,825
Bus Trips	745	-	745	4,218
	<u>13,462</u>	<u>-</u>	<u>13,462</u>	<u>36,956</u>

4. Administrative Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2021 Total</u> <u>Funds</u>	<u>2020 Total</u> <u>Funds</u>
Printing Postage and Stationery	1,209	-	1,209	2,706
Repairs of Equipment	832	-	832	-
Lease of Photocopier	1,317	-	1,317	1,679
Insurance	2,057	-	2,057	1,735
Wages & Pension Contribution	59,826	-	59,826	33,333
Wages - Casual	25,716	-	25,716	20,287
Cleaning and refreshment	-	-	-	1,200
Accomodation costs	32,712	-	32,712	31,581
Sundry Expenses	1,561	-	1,561	6,144
Advertising	350	-	350	1,200
Transport Money	-	-	-	-
Accountancy Costs	1,740	-	1,740	1,850
Depreciation	6,155	-	6,155	7,030
	<u>133,474</u>	<u>-</u>	<u>133,474</u>	<u>108,745</u>

ANDOVER NEIGHBOUR CARE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Total Resources Expended

	<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>2021 Total</u>	<u>2020 Total</u>
Charitable	-	-	13,462	13,462	32,738
Administration	85,542	6,155	41,776	133,474	108,745
	<u>85,542</u>	<u>6,155</u>	<u>55,238</u>	<u>146,935</u>	<u>141,483</u>

6. Tangible Fixed Assets

	<u>Office Equipment</u>	<u>Motor Vehicles</u>	<u>Total</u>
Cost			
As at 1 April 2020	50,175	30,125	80,300
Additions	-	-	-
As at 31 March 2021	<u>51,491</u>	<u>30,125</u>	<u>80,300</u>
Depreciation			
As at 1 April 2020	50,175	24,800	74,975
Charged during the year	830	5,325	6,155
As at 31 March 2021	<u>51,005</u>	<u>30,125</u>	<u>81,130</u>
Net Book Value			
As at 31 March 2021	<u>486</u>	<u>-</u>	<u>486</u>
As at 31 March 2020	<u>1,317</u>	<u>5,325</u>	<u>6,641</u>

7. Creditors

Amounts falling due for payment within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2021 Total Funds</u>	<u>2020 Total Funds</u>
Accruals & Deferred Income	<u>(650)</u>	<u>-</u>	<u>(650)</u>	<u>(1,332)</u>

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Designated Funds

The income funds of the charity include the following designated funds that are to meet any future events that may impact funding and other revenues, including a further wave of disruption caused by Covid-19, and set aside by the management committee for specific purposes:

	<u>Balance at 1</u> <u>April 2020</u>	<u>New</u>	<u>Utilised/</u> <u>Realised</u>	<u>Balance at</u> <u>31 March</u> <u>2021</u>
Emergency Repair Contingency	19,800	7,500	-	27,300
Future Staff Costs and Pensions	80,000	15,000	-	95,000
	<u>99,800</u>	<u>22,500</u>	<u>-</u>	<u>122,300</u>

9. Unrestricted Funds

	<u>Balance at 1</u> <u>April 2020</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance at</u> <u>31 March</u> <u>2021</u>
Unrestricted Funds	129,952	131,719	169,435	92,236
Designated Funds (Note 9)	99,800	22,500	-	122,300
	<u>229,752</u>	<u>154,219</u>	<u>169,435</u>	<u>214,536</u>

NEIGHBOUR CARE ANDOVER
APPENDIX TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

RESERVE POLICY

The policy is written in the light of the Charities Commissions Guidance "Charities Reserves" (CC10, May 1997) which states "to justify their holding of reserves, trustees should have a reserve policy, based on a realistic assessment of their reserve needs".

Reserves are defined as "income which becomes available to the charity and is to be expended at the trustees' discretion in the furtherance of any charity's objects (sometimes referred to as "general purpose income") but what is not yet spent, committed or designated.

The definition of reserves therefore excludes: permanent endowment, restricted funds, designated fund and income funds which could only be realised by disposing of fixed assets held for charity use.

The reserve policy should cover as a minimum:

- The reason for the charity holding the reserves
- The level of reserves believed by the Committee as being necessary
- The steps to be taken by the charity to establish or maintain reserves at the agreed level, and the arrangements put in place by the management committee for monitoring and reviewing the policy.

Why Andover Neighbourcare needs reserves

- Contingency planning. This includes other costs associated with the winding up of the charity. The charity has assessed that in addition to the designated amounts below, it should maintain £80,000 in reserve.
- Maintenance and general upkeep of premises. All of Andover Neighbourcare's premises are leased on a full repairing basis. The charity has assessed it should continue to maintain £60,000 to fund emergency repairs in order to ensure continuity of its services from these buildings.
- Fees incurred in the event of a winding up of the charity. In the event of the organisation being wound up, the charity considers it should be required to cover three months running costs to a total of £40,000. This will ensure proper running down of the services and for the transfer of those services to other agencies.
- To cover possible future redundancy costs. The charity believes that £50,000 will cover the staff costs for employees associated with the company for ten years in the event of redundancies being made.

Establishing and maintaining reserves at the agreed level

- The Committee has agreed that the target for reserves to be maintained at £230,000. The level of reserves currently stands at £214,535 (2020: £229,751). This includes all cash and readily realisable assets at 31 MARCH 2021.

Exit Strategy

The exit strategy had been formulated given the absence of any secured funding from either Hampshire County Council or Test Valley Borough Council (annually assessable). If future fund raising and income generating activities are unsuccessful, and based upon no other long-term source being found, the following strategy would be adopted to minimise the impact on the provision of services and to ensure the continuation of as much work within the charity's constitution being undertaken as possible.

The time scale upon which the strategy has been developed is three months.

- **New Referrals for care provisions would cease.** All referring agencies (Social Services, Health Visitors, Community Mental Health Team, GPs) would be advised of the impending cessation of service provisions.
- **Connexions Club.** Currently operating on a weekly basis, the club would revert to a fortnightly scheme in order to enable Neighbourcare and its beneficiaries to start to prepare for closure.
- **Reassessment by volunteers.** This would be needed for the volunteers to support for the scheme in the future. Alternative sources of management for the element of the project would be sought.
- **Support Worker funding.** Support for workers would be sought from alternative agencies in the area and from local council agencies.
- **The status of the building.** The status of the buildings are on a repairing lease basis.