

Registered Charity Number 1037052

**NEIGHBOURCARE ANDOVER
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2023**

NEIGHBOURCARE ANDOVER

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

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INDEPENDENT EXAMINERS' REPORT TO THE COMMITTEE OF NEIGHBOUR CARE ANDOVER

We report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 7 to 14 appended to this report.

RESPECTIVE RESPONSIBILITIES OF COMMITTEE MEMBERS AND EXAMINERS

The Charity Committee is 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 Committee 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 Committee 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:

20/09/23

NEIGHBOURCARE ANDOVER

REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023

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 Visually Impaired Group, Lunch Clubs and Day Centre, to name a few.
- Cleaning, gardening and sitting service
- Community Charity Shop and Book Shop
- Information Point
- Home from Hospital Scheme
- Buddy Scheme

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.

NEIGHBOURCARE ANDOVER
REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023 (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 a 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
Secretary: Rosemary Grover
Treasurer: Jim Johnson

Other Committee Members:
Anita Gregory
Julie Johnson
Elaine Fakes
Jean Roberts
Peter Villiard

Bookkeeper: Gemma Coombs

NEIGHBOUR CARE ANDOVER

REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023 (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.

NEIGHBOUR CARE ANDOVER
REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2023 (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 18/9/23
And signed on its behalf by:

Judie Tighe
Chairperson



Julie Johnson



NEIGHBOUR CARE ANDOVER

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>2023 Total Funds</u> £	<u>2022 Total Funds</u> £
Income and Expenditure					
Incoming Resources					
Shop Sales		52,825	-	52,825	47,062
Book Sales		20,698	-	20,698	16,402
Membership		15,742	-	15,742	12,491
Silver Surfers Income		-	-	-	-
Donations and Gifts		14,693	-	14,693	14,870
TVBC Funding		-	-	-	-
Other Income		8,447	-	8,447	8,496
Dementia Club		-	-	-	-
Home Help		-	-	-	-
Petrol and Trips receipts		41,898	-	41,898	47,808
Connexions		-	-	-	-
Government grants and furlough paymer	2	-	-	-	2,218
Total Incoming Resources		<u>154,302</u>	<u>-</u>	<u>154,302</u>	<u>149,346</u>
Resources Expended					
Direct Charitable Expenditure					
Helpers	3	21,767	-	21,767	22,990
Support Expenditure					
Administration	4	134,638	-	134,638	120,477
Total Resources Expended	5	<u>156,406</u>	<u>-</u>	<u>156,406</u>	<u>143,467</u>
Net Income Resources for the Year		(2,104)	-	(2,104)	5,879
Balance Brought Forward					
1 April 2022		222,591	-	222,591	214,535
Balance Carried Forward					
31 March 2023		<u>220,487</u>	<u>-</u>	<u>220,487</u>	<u>220,414</u>

NEIGHBOURCARE ANDOVER
BALANCE SHEET AS AT 31 MARCH 2023

	Note	<u>2023</u> £	<u>2022</u> £
Fixed Assets			
Tangible Assets	6	1,496	-
Current Asset			
Cash at Bank		215,676	221,132
		<u>215,676</u>	<u>221,132</u>
Creditors			
Amounts falling due within 12 months	7	1,138	(718)
		<u>216,814</u>	<u>220,414</u>
Net Current Assets			
Amounts falling due in more than 12 months		-	-
		<u>218,310</u>	<u>220,414</u>
Total Net Assets			
		<u>218,310</u>	<u>220,414</u>
Income Funds			
Non-distributable funds			
Unrestricted: Designated	8	217,300	217,300
Unrestricted: General	9	1,011	3,114
		<u>218,310</u>	<u>220,414</u>

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

Approved by the committee on.....18/9/.....2023 and signed on its behalf by:

Judie Tighe

Jane
Judie Johnson 20/9/2023. Trustee.

NEIGHBOUR CARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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

In 2022, 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. This scheme was not continued into 2023.

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

3. Direct Charity Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>
Payments to helpers	-	-	-	-
Payment for Petrol	20,366	-	20,366	21,859
Bus Trips	1,401	-	1,401	1,131
	<u>21,767</u>	<u>-</u>	<u>21,767</u>	<u>22,990</u>

4. Administrative Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>	<u>2022 Total</u> <u>Funds</u>
Printing Postage and Stationery	334	-	334	676
Repairs of Equipment	370	-	370	1,280
Lease of Photocopier	1,067	-	1,067	1,067
Insurance	1,563	-	1,563	1,479
Wages & Pension Contribution	53,325	-	53,325	43,496
Wages - Casual	37,768	-	37,768	32,112
Cleaning and refreshment	1,127	-	1,127	749
Accommodation costs	29,410	-	29,410	29,763
Sundry Expenses	6,710	-	6,710	6,710
Advertising	756	-	756	760
Transport Money	-	-	-	-
Accountancy Costs	1,792	-	1,792	1,899
Depreciation	417	-	417	486
	<u>134,638</u>	<u>-</u>	<u>134,638</u>	<u>120,477</u>

ANDOVER NEIGHBOUR CARE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. Total Resources Expended

	<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>2022 Total</u>	<u>2022 Total</u>
Charitable	-	-	21,767	21,767	22,990
Administration	91,093	417	43,128	134,638	120,477
	<u>91,093</u>	<u>417</u>	<u>64,895</u>	<u>156,406</u>	<u>143,467</u>

6. Tangible Fixed Assets

	Office Equipment	Motor Vehicles	Total
Cost			
As at 31 March 2022	51,491	30,125	80,300
Additions	1,652	261	1,913
As at 31 March 2023	<u>53,143</u>	<u>30,386</u>	<u>82,213</u>
Depreciation			
As at 31 March 2022	51,491	30,125	81,616
Charged during the year	330	87	417
As at 31 March 2023	<u>51,821</u>	<u>30,212</u>	<u>82,033</u>
Net Book Value			
As at 31 March 2023	<u>1,322</u>	<u>174</u>	<u>1,496</u>
As at 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>

7. Creditors

Amounts falling due for payment within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2023 Total Funds</u>	<u>2022 Total Funds</u>
Accounts Payable	-	-	-	(68)
Accruals & Deferred Income	1,138	-	1,138	(650)
Amounts falling due within 12 months	<u>1,138</u>	<u>-</u>	<u>1,138</u>	<u>(718)</u>

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 31</u> <u>March 2022</u>	<u>New</u>	<u>Utilised/</u> <u>Realised</u>	<u>Balance at</u> <u>31 March</u> <u>2023</u>
Emergency Repair Contingency	47,300	-	-	47,300
Contingency planning reserve	80,000	-	-	80,000
Termination of services contingency	40,000	-	-	40,000
Future Staff Costs and Pensions	50,000	-	-	50,000
	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>

9. Unrestricted Funds

	<u>Balance at 31</u> <u>March 2022</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance at</u> <u>31 March</u> <u>2023</u>
Unrestricted Funds	3,114	154,302	156,406	1,011
Designated Funds (Note 9)	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>
	<u>220,414</u>	<u>154,302</u>	<u>156,406</u>	<u>218,311</u>

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 £218,310 (2022: £220,414). This includes all cash and readily realisable assets at 31 MARCH 2023.

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.