

Registered Charity Number 1037052

**NEIGHBOURCARE ANDOVER
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2024**

NEIGHBOURCARE ANDOVER

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

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INDEPENDENT EXAMINERS' REPORT TO THE COMMITTEE OF NEIGHBOURCARE ANDOVER

I report to the trustees on my examination of the accounts of the above named charity for the year ended 31 March 2024, which are set out on pages 7 to 14 appended to this report.

Responsibilities and basis of the 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 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

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.

I have no concerns and have come across no 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.

**BARTON-KNOTT ACCOUNTANCY SERVICES
ACCOUNTANTS**



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

Date: 28th October 2024

NEIGHBOURCARE ANDOVER

REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2024

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
- Cleaning, gardening and sitting service
- Community Charity Shop and Book Shop
- Information Point
- Bus Trips
- 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.

NEIGHBOUR CARE ANDOVER
REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2024 (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:
David Mayo
Julie Johnson
Elaine Fakes
Peter Villiard

Bookkeeper: Gemma Coombs

NEIGHBOUR CARE ANDOVER
REPORT OF THE COMMITTEE FOR THE YEAR TO MARCH 2024 (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.

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 2024

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2024 Total</u> <u>Funds</u> <u>£</u>	<u>2023 Total</u> <u>Funds</u> <u>£</u>
Income and Expenditure					
Incoming Resources					
Shop Sales		57,190	-	57,190	52,825
Book Sales		26,308	-	26,308	20,698
Membership		18,650	-	18,650	15,742
Silver Surfers Income		-	-	-	-
Donations and Gifts		5,270	-	5,270	14,693
TVBC Funding		-	-	-	-
Other Income		10,185	-	10,185	8,447
Dementia Club		-	-	-	-
Home Help		-	-	-	-
Petrol and Trips receipts		46,634	-	46,634	41,898
Connexions		-	-	-	-
Government grants and furlough paymer	2	-	-	-	-
Total Incoming Resources		<u>164,236</u>	<u>-</u>	<u>164,236</u>	<u>154,302</u>
Resources Expended					
Direct Charitable Expenditure					
Helpers	3	25,327	-	25,327	21,767
Support Expenditure					
Administration	4	137,533	-	137,533	134,638
Total Resources Expended	5	<u>162,860</u>	<u>-</u>	<u>162,860</u>	<u>156,406</u>
Net Income Resources for the Year		1,376	-	1,376	(2,104)
Balance Brought Forward					
1 April 2023		220,487	-	220,487	222,591
Balance Carried Forward					
31 March 2024		<u>221,863</u>	<u>-</u>	<u>221,863</u>	<u>220,487</u>

NEIGHBOURCARE ANDOVER
BALANCE SHEET AS AT 31 MARCH 2024

		<u>2024</u>	<u>2023</u>
	Note	£	£
Fixed Assets			
Tangible Assets	6	4,988	1,496
Current Asset			
Cash at Bank		<u>220,221</u>	<u>215,676</u>
		220,221	215,676
Creditors			
Amounts falling due within 12 months	7	(5,523)	1,138
		<u>214,698</u>	<u>216,814</u>
Amounts falling due in more than 12 months		-	-
Total Net Assets		<u><u>219,686</u></u>	<u><u>218,310</u></u>
Income Funds			
Non-distributable funds			
Unrestricted: Designated	8	217,300	217,300
Unrestricted: General	9	<u>2,387</u>	<u>1,011</u>
		<u><u>219,686</u></u>	<u><u>218,310</u></u>

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

Approved by the committee on.....2024 and signed on its behalf by:

Judie Tighe

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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

NEIGHBOUR CARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Direct Charity Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2024 Total</u> <u>Funds</u>	<u>2023 Total</u> <u>Funds</u>
Payments to helpers	-	-	-	-
Payment for Petrol	23,925	-	23,925	20,366
Bus Trips	1,401	-	1,401	1,401
	<u>25,327</u>	<u>-</u>	<u>25,327</u>	<u>21,767</u>

3. Administrative Expenditure

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2024 Total</u> <u>Funds</u>	<u>2023 Total</u> <u>Funds</u>
Printing Postage and Stationery	1,189	-	1,189	334
Repairs of Equipment	-	-	-	370
Lease of Photocopier	30	-	30	1,067
Insurance	5,255	-	5,255	1,563
Wages & Pension Contribution	43,361	-	43,361	53,325
Wages - Casual	39,975	-	39,975	37,768
Cleaning and refreshment	754	-	754	1,127
Accommodation costs	33,251	-	33,251	29,410
Sundry Expenses	9,293	-	9,293	6,710
Advertising	724	-	724	756
Transport Money	-	-	-	-
Accountancy Costs	2,253	-	2,253	1,792
Depreciation	1,448	-	1,448	417
	<u>137,533</u>	<u>-</u>	<u>137,533</u>	<u>134,638</u>

ANDOVER NEIGHBOUR CARE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

4. Total Resources Expended

	<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>2024 Total</u>	<u>2023 Total</u>
Charitable	-	-	25,327	25,327	21,767
Administration	83,336	1,448	52,749	137,533	134,638
	<u>83,336</u>	<u>1,448</u>	<u>78,075</u>	<u>162,860</u>	<u>156,406</u>

5. Tangible Fixed Assets

	Office Equipment	Motor Vehicles	Total
Cost			
As at 31 March 2023	53,143	30,386	82,213
Additions	4,284	657	4,940
As at 31 March 2024	<u>57,427</u>	<u>31,043</u>	<u>87,153</u>
Depreciation			
As at 31 March 2023	51,821	30,212	82,033
Charged during the year	1,088	360	1,448
As at 31 March 2024	<u>52,909</u>	<u>30,572</u>	<u>83,482</u>
Net Book Value			
As at 31 March 2024	<u>4,517</u>	<u>470</u>	<u>4,988</u>
As at 31 March 2023	<u>-</u>	<u>174</u>	<u>174</u>

6. Creditors

Amounts falling due for payment within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2024 Total Funds</u>	<u>2023 Total Funds</u>
Accounts Payable	-	-	-	-
Accruals & Deferred Income	(5,523)	-	(5,523)	1,138
Amounts falling due within 12 months	<u>(5,523)</u>	<u>-</u>	<u>(5,523)</u>	<u>1,138</u>

NEIGHBOURCARE ANDOVER
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

7. 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 2023</u>	<u>New</u>	<u>Utilised/</u> <u>Realised</u>	<u>Balance at</u> <u>31 March</u> <u>2024</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>

8. Unrestricted Funds

	<u>Balance at 31</u> <u>March 2023</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance at</u> <u>31 March</u> <u>2024</u>
Unrestricted Funds	1,011	164,236	162,860	2,387
Designated Funds (Note 9)	<u>217,300</u>	<u>-</u>	<u>-</u>	<u>217,300</u>
	<u>218,311</u>	<u>164,236</u>	<u>162,860</u>	<u>219,687</u>

NEIGHBOUR CARE ANDOVER
APPENDIX TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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

- To demonstrate the commitment by the trustees to act in the best interests of the charity and its beneficiaries
- By identifying and planning for the maintenance of essential services for beneficiaries, the trustees need to demonstrate prudent contingency planning. This not only includes the ongoing costs of providing services in line with the charitable objectives but should also include 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. To mitigate against the risks of unplanned closures and other financial liabilities associated with any unforeseen events, 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 in order to maintain the provision of services to the beneficiaries of the charity.

- 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 £219,686 (2023: £218,310). This includes all cash and readily realisable assets at 31 MARCH 2024.

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.
- **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 is on a repairing lease basis.