



AXMINSTER CARE SERVICE ANNUAL REPORT

31st March 2023

Objectives and Activities

The Objects of the Charity are to relieve poverty and sickness and distress and to do all such other things beneficial to the Community by such legally charitable means as the Trustees shall think fit in the town of Axminster and in the surrounding Parishes.

The Activities of the Charity will include raising funds to support the Objects of the Charity as stated above. This may include receiving donations and legacies, income received through the Charity Shop, Grants, Gift Aid, and Bank Interest Received. Other activities of the Charity will include the giving of Grants to individuals/families who are in need of financial or material support in times of crisis; the giving of Grants to local community groups, schools, churches, and other charities who are struggling to raise funds for projects that will be of benefit and have impact within our local community.

Requests for Grants for individuals are received by the Secretary via a third party such as a doctor, social worker, head of school, clergy etc. This is to ensure that the need is genuine. Material goods are provided by the Charity on behalf of the client to ensure that their needs are met and funds are not misused. The Grant is issued upon agreeance with all Trustees.

Requests for Grants received by groups, schools, churches, and other charities are received by the Secretary and are presented to all Trustees for consideration. The Trustees will consider how the Grant will enhance the community and people within, and whether this meets with the Charity's ethos.

Axminster Care Service has approximately forty volunteers across different areas of the service and include volunteer shop assistants/sorters who each work a few hours each day which helps to ensure that our Charity Shop is able to open six days per week. Volunteer drivers who facilitate the transport service will work at least one day per week, ensuring that we are able to cover the demand for medial transportation. Volunteer telephonists operate the telephone system and coordinate client transport requests and drivers, with each one working one morning per week for two hours.

Achievement and Performance

Having recovered from the pandemic and upon the appointment of an experienced Shop Manager in 2022, the sales income for the Charity Shop has increased by £12,698 for the

financial year. We would hope to see a further increase in the next financial year, but this may be impacted by the current cost of living crisis and people not spending as they were. The Charity Shop Manager is now working with Axe Valley Academy in providing them with donated attire for their Annual Prom Night. This allows students an opportunity to purchase suitable outfits at a much lower cost, with the funds received going back to the Axminster Care Service.

The Shop Manager and Assistant Shop Manager took part in First Aid Training during the year, ensuring that Health and Safety measures are met. Following the training a Defibrillator was purchased and sited outside of the Charity Shop. This is the only defibrillator in the street and so a lifeline for anyone in heart distress, particularly as there is a nursing home directly opposite, and cafes, shops, car park etc. along the street.

The Volunteer Drivers Team have continued with transporting people to and from medical appointments but have struggled to add to their volunteer numbers. This is something that will be addressed by implementing a marketing campaign in the future. Free Parking Permits have been acquired for use at Dorchester Hospital, aiding both Drivers and their clients with unpredictable waiting times. It has been acknowledged that we are in need of further Volunteer Drivers in order to meet future demand, as there has been difficulty at certain times with a number of drivers taking holiday at the same time, reducing driver availability and therefore impacting on the service provided.

The Charity was in receipt of a £500,000 legacy during the year, of which £250,000 is to be utilised in setting up a Dyslexia Fund. The Fund will be introduced to our local schools, and it is expected that it will run for a period of ten years or so pending any further donations into the fund in the future. It is expected that the Fund will make a significant contribution to the education of our young people in the community over the next ten years.

The cost-of-living crisis has impacted on Shop sales this period and is expected to do so in the next financial period with people not spending as they were. However, surprisingly the number of individual grant requests have not increased for this year. This is something the Charity will need to look into to see if a marketing campaign may be required to create awareness of the support on offer.

Financial Review

For the year to March 2023, we saw an increase in Charity Shop Sales mainly due to the appointment of a new Shop Manager. No Council Grants were received during the financial year. Client Transport Donations had increased for this year, along with Bank Interest Received. Gift Aid claims received remain a similar level to that of last year. The main increase in income for this year was due to Donations received. A legacy donation of £500,00 had been received, of which £250,000 was used to set up the Douglas Hull Dyslexia Fund.

Expenditure for the Charity was down on the previous year, with the main differences being lower costs incurred in maintaining the fabric of the Shop, and higher Staff Costs due to the

appointment of the new Shop Manager and Assistant Shop Manager. Donations to community groups, schools, and other charities in need in the town increased during the year, although client donations had decreased.

Each of the Charity's bank and savings accounts with Lloyds Bank have increased during the year, with the addition of the legacy donation. The Charity aims to review its current bank and savings accounts to both safeguard finances and invest wisely for future growth. Currently the Charity Shop has its own bank account with £121,103.19 held at the year end, as does the Treasurers Account with £13,045.62 held at the year end. A Lloyds Deposit Account holds £630,893.18 at the year end which is made up of donations received and the legacy donation of £500,000.00. Two COIF Accounts hold the remaining funds, providing the Charity with a good rate of interest on funds invested. With the addition of the large legacy the Charity will now review all bank and savings accounts at the earliest opportunity to ensure security of funds and wise investments. The total sum of funds held at the end of the financial year was £861,007.99.

Plans for Future Periods

Axminster Care Service will continue its current services of Grant giving and medical transport support to the community. The Charity will look to increase awareness of its activities through marketing initiatives over the next financial year; will look to analyse where Grants have been given in the past and assess if this needs to be reviewed to ensure fairness in committee decision making. The new Douglas Hull Dyslexia Fund will be rolled out, with introductory payments being made to local schools to stimulate interest and forward planning on how schools may utilise the funding available to them.

Structure, Governance and Management

The Axminster Care Service Constitution is documented by a Deed of Trust and is constituted by Trustees incorporated as a body. Trustees are appointed from time to time depending on availability of current post holders and will be nominated by a Trustee and elected with agreement of all existing Trustees.

Petitions for funding are received by the Secretary and are either discussed at a meeting of Trustees, or if the request is of urgency, it will be distributed by email to Trustees for consideration. The decision to progress with a funding application will only take place with a majority of Trustees in favour of supporting the request.

Decisions relating to the day to day running of the Charity Shop are primarily the responsibility of the Shop Manager. Decisions relating to costs of maintenance and security of the Charity Shop will be discussed within Trustee meetings, or via email to all Trustees in the event of urgency.

Trustees are made aware of their responsibilities via information provided by the Government website. On election as Trustee, the appointee will have a settling in period where no defined responsibility will be placed upon them, and this will depend on the individual's character and

business background. New Trustees will be provided by copies of policies held by the Charity as follows: Equality Policy, Safeguarding Policy, Social Media Policy, Financial Controls Policy, Financial Reserves Policy, Investing Charity Funds Policy & Procedures, Serious Incident Reporting, Privacy Notice for Employees and Volunteers incorporating GDPR.

Trustees will agree in committee any salary or salary review for the Shop Manager and Assistant Shop Manager, and this will be done on an annual basis. Trustees will look at the current financial climate, and comparison salaries for those in similar positions within the county.

Reference and Administrative Details

The name of the Charity is Axminster Care Service and can sometimes be referred to as ACS. Axminster Care Service is a UK registered charity, Charity No. 900144. The address of the principal office is Axminster Care Service, South Street, Axminster Devon EX13 5AD.

The names of the Trustees for the accounting period are as follows:

Chairman, Dr James Vann

Vice Chairman, Mr Mervyn D Symes

Secretary, Mrs Jacqueline Symes

Treasurer, Mrs Alison Hayward

Mrs Thelma Collier

Driver Coordinator, Mr Malcolm Laws

The Secretary, Mrs Jacqueline Symes, will have communications with the charity's lawyer Scott Rowe Solicitors, Axminster, who hold the Title to the property at South Street, Axminster. The Secretary will also manage the day to day activities of the Charity as at the date of this Annual report. The Treasurer will manage the day to day finances of the Charity as at the date of this Annual report, in liaison with Lloyds Bank Plc. The Treasurer appointed Four Ashes Accountants as auditor of the Year End Accounts.

Axminster Care Service (Reg. charity no 900144)

Income and Expenditure Accounts for the year ended 31st March 2023

	<u>2023</u>	<u>2022</u>
<u>Income</u>	£	£
Shop Takings	61,076.22	48,378.20
Council grants	-	2,667.00
Client Transport donations	13,039.10	10,741.29
Senior Citizens Lunch Club	-	3,830.00
Donations	675,572.19	6,766.79
Gift Aid	333.25	333.50
Interest received	2,679.17	51.92
	<u>752,699.93</u>	<u>72,768.70</u>
<u>Expenditure</u>		
Donations	16,165.00	10,212.48
Client Expenses	2,191.83	3,019.50
Transport costs	15,022.40	15,478.08
Advertising	109.99	295.00
Heat and light	2,532.90	2,009.56
Telephone	634.89	380.22
Water and rates	50.00	575.33
Insurance	1,466.01	1,317.46
Roof repairs	-	10,648.80
Shop Refurb	-	16,810.48
Shop maintenance	7,824.84	2,631.91
Shop supplies	1,405.02	2,192.25
Shop cleaning and waste	1,878.00	2,474.00
Staff costs	22,888.98	1,909.00
Shop honararium	-	1,000.00
Administration	2,095.78	3,901.24
Senior citizens lunch club	-	5,691.00
Card charges	184.47	
	<u>74,450.11</u>	<u>80,546.31</u>
SURPLUS/DEFICIT FOR THE YEAR	<u>678,249.82</u>	<u>- 7,777.61</u>

Axminster Care Service (Reg. charity no 900144)

Balance Sheet at 31st March 2023

	<u>2023</u>	<u>2022</u>
	£	£
<u>Cash at bank</u>		
COIF Charities Deposit Fund Account	93,965.94	91,829.84
COIF Charities Deposit Building Fund Account	2,000.06	-
Shop Bank account	121,103.19	83,707.71
Treasurers Account	13,045.62	7,220.62
Lloyds Deposit	630,893.18	
	<u>861,007.99</u>	<u>182,758.17</u>
 <u>Funds</u>		
Unrestricted Funds brought forward	182,758.17	190,535.78
Surplus/Deficit for the year	678,249.82	- 7,777.61
	<u>861,007.99</u>	<u>182,758.17</u>

Signed 

A Hayward FMAAT MICB
Treasurer

Four Ashes Accountants

Independent Examiner's Report

Report to the trustees of Axminster Care Service, charity no 900144

On accounts for the year ended 31 March 2023, as set out on pages 1 to 2

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023.

Responsibilities and basis of 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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians.

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 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:



Simon Hyett

Four Ashes Accountants

Owl Cottage, Stoke Abbott, Beaminster, Dorset, DT8 3JU

Association of Accounting Technicians Licenced Accountant

Four Ashes Accountants

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