

HAM & PETERSHAM SOS

Charity Registration No. 1136675

Company Registration No. 7001262

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2018

INDEX TO FINANCIAL STATEMENTS

Page

1 - 6 Report of the Trustees

7-8 Independent Examiner's Report

9 Statement of Financial Activities

10-11 Balance Sheet

12-19 Notes to the Financial Statements

HAM & PETERSHAM SOS

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2018

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2018.

OBJECTIVES AND ACTIVITIES

The charitable objectives are

- (1) to promote the relief of the elderly, disabled, housebound or socially isolated persons in and around Ham and Petersham, primarily but not exclusively through the provision of a transport service, shopping service and outings as will relieve their charitable need.
- (2) to promote any other charitable purpose in and around Ham and Petersham as the trustees from time to time may determine

In order to achieve these aims Ham & Petersham SOS organises the following main areas of work in furtherance of its public benefit duties:

- A dedicated telephone helpline and answering service which is manned daily by either staff or volunteers
- A fully operational Office that is staffed with both salaried personnel and fully trained volunteers
- A accessible 9 seater minibus utilised for shopping trips, group outings, and social events.

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

ACHIEVEMENTS AND PERFORMANCE

This has been a year with some fundamental changes to the Board of Trustees. The resignation of Julia Martin as Treasurer set in place a challenge for the Board to find a suitable replacement. It was not an easy task for Julia had been associated with SOS for many years and had set in place a well-run model of finance, and had secured many friends in the sector. Despite such a daunting assignment a new Treasurer was found in the guise of Chris Ayliffe who has stepped in and has run with the undertaking in a most professional yet thoughtful manner. There were two further resignations due to personal reasons Angela Roberts who has been a stalwart supporter of SOS since its inception and John Austin a member of the Board for many years.

Thus the Board has taken on more trustees to support a balanced Board.

With a wealth of opportunities that were available to clients it is somewhat difficult to precis the many highlights of the year. It started and finished with Easter Parties with an attendance of 30 in April 2017 and 40 plus in March 2018 with a guest appearance by Zac Goldsmith M.P for Richmond and North Kingston The parties were funded by NHS Grass Roots and were very well received.

The Annual Ham Fair on 1st June 2017 was blessed with good weather and was great success. It allowed the opportunity of spreading the word of SOS and meeting new clients and volunteers.

Moving on to Sept 2017 and an outing to Brighton with 26 clients , providing transport , two drivers and support this was mainly funded by ourselves together with a token amount from the clients. This turned out to be a brilliant trip with excellent weather, if a little blustery!

1st Oct 2017 was the very first Ham Parade Market with ourselves chosen as the guest charity. The event proved to be extremely successful and has gone from strength to strength, and again as with the Ham Fair allowed ourselves to meet new clients and potential volunteers, and as a bonus we raised £320!!

In Dec 2017 we hosted the Xmas Luncheon held at the “ New Inn “ a splendid local pub subsidised by ourselves and greatly discounted by the landlord of the Inn, as an enormous thank you to all the volunteers and clients. Plates of very tasty sandwiches kept on appearing and wine and beers flowed, a wonderful occasion and a tribute to all involved.

No year is complete without a trip to the pantomime and this year was celebrated in Jan 2018 with an outing to Richmond Theatre to view a production of “Aladdin.” This was funded by Petersham Open Gardens and thanks must go to them for their generosity. The show was good fun, starring Christopher Biggins as Widow Twankey lots of “ behind you “ but according to critics Count Arther Strong stole the show, with a maniacal performance at the start of the show. A good time had by all.

Thus the year unfolded supplemented with numerous trips on the shopping bus, transport to and from Vocal Tonics, and not forgetting the individual transports to Hospitals and suchlike. None of this could happen if it were not for the 60 or so volunteers and support staff. A spectacular year.

FINANCIAL REVIEW

Financial Highlights

Total net assets were £111,074 on 31 March 2018 a reduction of £10,439 on 31 March 2017. Income from legacies, donations and charitable activities was £40,918. Grants were the principal source of income in

2017/18 - £18,209. Total expenditure on charitable activities was £51,630 including depreciation.

Reserves policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves

General Fund to cover working capital requirements, any potential short term reduction in funding and for winding - up costs (£61,074)

Hardship Fund to provide for one-off or continuing support for those in need (£5000)

Transport Fund to provide for the future replacement of the mini-bus (£30000)

Property Funds are held to cover the potential cost of fitting out of and moving to new premises in the future (15,000)

Restricted Funds

Restricted funds are established for services as specified by special grants (Nil)

Investment Policy

Funds equivalent to 6 months expenditure are available at immediate notice The balance is deposited in interest earning savings accounts, which could be for a fixed period if appropriate. The maximum amount deposited with a single bank or building society will not exceed the Financial Services Compensation Scheme protection limit (£85,000 in 2017 / 2018)

The trustees regularly monitor interest rates to insure that surplus funds secure a competitive rate of interest.

No investment is made in equities or equity-based securities

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham & Petersham SOS is a Company Limited by Guarantee (No 7001262) and a Registered Charity (No 1136675). The company was formed in August 2009 to take over from the previous Ham & Petersham SOS as an Unincorporated Association, which had been

founded in the late 1960s. Ham & Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in May 2010.

The following Trustees were in post during the period:

Rik Stratton Chair

Chris Ayliffe Hon Treasurer appointed 16 Oct 2017

Julia Martin Hon Treasurer resigned 16 Oct 2017

John Austin resigned 16 Oct 2017

Angela Roberts resigned 19th Feb 2018

Helen Beedham

Jane Lane Roberts

Helen Taylor appointed 27 Nov 2017

Katherine Goss appointed 27th Nov 2017

Salaried Staff:

Karen King Organiser appointed 18 May 2015

Millie Cooper appointed Mar 2014

Anne Marks appointed Apr 2016

Induction and Training of Trustees

Induction for new Trustees is organised by the Organiser of the Charity. In addition to knowledge gained through attendance at meetings. Trustees are provided with initial guidance and briefing material on the Charity's activities, as well as their legal obligations under charity and company law and on the content of the memorandum and Articles of Association

Risk management

The committee members have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

REFERENCE AND ADMINISTRATION

Address	The Woodville Centre Woodville Road Richmond TW10 7QW
Banker	Barclays Bank PLC Kingston upon Thames Branch
Independent Examiner	Robert Markless t/a Charity Advisory Services 88 Deacon Road Kingston KT2 6LU

HAM & PETERSHAM SOS

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2018 (cont.)

The Trustees (who are also the directors of the Ham & Petersham SOS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board on 2nd July 2018 and signed on its behalf by:

On behalf of the board

A handwritten signature in black ink, appearing to read 'Rik Stratton', with a horizontal line underneath.

Rik Stratton

Chair of Trustees

INDEPENDENT EXAMINERS REPORT

To the Trustees of HAM & PETERSHAM SOS

I report on the accounts of the charity for the period ended 31 March 2018, which are set out on pages 9 to 19.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.



Robert Markless
t/a Charity Advisory Services
88 Deacon Road
Kingston KT2 6LU

Date: 15/10/18

Ham & Petersham SOS

Statement of Financial Activities

For the year ended 31 March 2018

	Note	Unrestricted funds	Restricted funds	Total funds 2018	Total funds 2017
		£	£	£	£
Income from:					
Legacies and donations	2	14,434	-	14,434	94,073
Charitable activities	3	19,375	7,109	26,484	33,239
Investment income	4	273	-	273	308
Total		34,082	7,109	41,191	127,620

Expenditure on:					
Charitable activities	5	43,627	8,003	51,630	49,238
Total		43,627	8,003	51,630	49,238

Net income/(expenditure)		-9,545	-894	-10,439	78,382
---------------------------------	--	---------------	-------------	----------------	---------------

Transfers between funds	13	-	0	0	-
Net movement in funds		-9,545	-894	-10,439	78,382

Reconciliation of funds:					
Total funds brought forward		120,619	894	121,513	43,131
Total funds carried forward		111,074	0	111,074	121,513

Ham & Petersham SOS
Balance Sheet as at 31 March 2018

		2018		2017	
		£	£	£	£
Fixed assets :					
Tangible assets	9		8,666		14,443
Currents assets:					
Debtors	10	2,036		70,183	
Cash at bank and in hand	11	101,838		49,281	
Total Current Assets			103,874		119,464
Liabilities:					
Creditors: Amounts falling due within one year	12		1,466	12,394	
Net current assets or liabilities			102,408		107,070

Total Net Assets		111,074		121,513
-------------------------	--	----------------	--	----------------

The funds of the charity:

Unrestricted fund - General Fund	13	61,074	120,619
Unrestricted fund - Hardship Fund	13	5,000	-
Unrestricted fund - Transport Fund	13	30,000	-
Unrestricted fund - Premises Fund	13	15,000	-
Restricted funds	13	0	894
Total Funds		111,074	121,513

For the year ended 31 March 2018 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Trustees on 2 July 2018 and were signed on its behalf by:



.....
Rik Stratton, Chair

Ham & Petersham SOS

Notes to the Income Statements

For the year ended 31 March 2018

1. Accounting Policies

(a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Ham & Petersham SOS meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The prior year figures have been restated to bring the accounts in line with the 2015 SORP

(b) Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(c) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(d) Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Community minibus: written off over five years

(e) Taxation

The charity is exempt from corporation tax on its charitable activities.

(f) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(g) Pension Costs

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2 Legacies and donations

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Legacies	10,050	-	10,050	70,184
Donations	4,342	-	4,342	23,413
Collection boxes	42	-	42	476
Total	14,434	-	14,434	94,073

3 Income from charitable activities

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Grants	11,100	7,109	18,209	21,669
Membership	400	-	400	460
Mileage	3,275	-	3,275	4,076
Outings	1,263	-	1,263	2,865
Tea and chat	1,020	-	1,020	1,267
Lunch club	1,182	-	1,182	1,443
Shopping bus	1,136	-	1,136	1,459
Total Funds	19,375	7,109	26,484	33,239

4 Investment Income

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Bank interest receivable	273	-	273	308

5 Expenditure on Charitable Activities

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Salaries	25,879	2,732	28,611	26,199
Mileage and parking	227	-	227	442
Office consumables	101	22	123	1,141
Office stationery	177	-	177	107
Postage	175	-	175	169
Printing	1,511	-	1,511	1,514
Phone	1,388	-	1,388	880
Rent	975	-	975	780
Volunteers expenses	196	-	196	-
Training	594	-	594	-
Grants	-	300	300	-
Insurance	572	-	572	509
Legal & Professional fees	2,750	-	2,750	445
IT hardware	538	-	538	1,087
IT software	595	-	595	990
Outing venues and tickets	1,252	115	1,367	4,624
Outing transport	921	-	921	1,405
Lunch club	-	9	9	-
Shopping bus	-	2,251	2,251	3,169
Vocal tonix	-	2,574	2,574	-
Depreciation	5,777	-	5,777	5,777
Total	43,627	8,003	51,630	49,238

6 Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

7 Analysis of Employee Costs

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Wages and Salaries			28,235	25,915
Employer's NI			-	-
Employer's pension contributions			376	284
Total Funds	-	-	28,611	26,199

No net NI payable as it was fully offset by the governments Employment Allowance.

The average monthly number of employees during the year was as follows:

Management & Administration-	2018	2017
	3	3

No employee was paid in excess of £60,000 during the year (2016-17 nil.)

8 Comparatives for the Statement of Financial Activities 2016/17

	Unrestricted funds	Restricted funds	Total funds 2017
	£	£	£
Income from:			
Legacies and Donations	94,073	-	94,073
Charitable activities	33,239	-	33,239
Investment income	308	-	308
Total	127,620	-	127,620

Expenditure on:

Charitable activities	44,594	4,644	49,238
Total	44,594	4,644	49,238
Net income/(expenditure)	83,026	- 4,644	78,382

9 Tangible Fixed Assets

	Community minibus £
Cost	
At beginning of the year-At 1 April 2017	28,886
At end of the year-At 31 March 2018	
28,886	
Depreciation	
At beginning of the year-At 1 April 2017	14,443
Charge for the year	5,777
Impairment	
At end of the year-At 31 March 2018	
20,220	
Net book value at 31 March 2018	
8,666	
Net book value at 31 March 2017	14,443

10 Debtors

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Accrued income	2,036	-	2,036	70,183
Total				
	2,036	-	2,036	70,183

11 Cash at bank and in hand

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Barclays Community Account	17,411	-	17,411	4,998
CAF Gold Account	0	-	-	1,129
Virgin Charity Deposit Account	84,427	-	84,427	43,154
Total	101,838	-	101,838	49,281

12 Creditors: Amounts falling due within one year

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Deferred income	-	-	-	11,994
Accrued expenses	1,466	-	1,466	400
Total	1,466	-	1,466	12,394

13 Movements in funds

Fund name	Fund balances brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General Fund	120,619	34,082	- 43,627	- 50,000	61,074
Hardship Fund				5,000	5,000
Transport Fund				30,000	30,000
Premises Fund	-	-	-	15,000	15,000
Total Unrestricted Funds	120,619	34,082	- 43,627	-	111,074
Restricted funds					
Grant funding	894	7,109	- 8,003		0
Total restricted funds	894	7,109	- 8,003	-	0
Total Funds	121,513	41,191	- 51,630	-	111,074

Purposes of unrestricted funds

Unrestricted reserves (General Fund) are held to cover working capital requirements, any potential short-term reduction in funding and for winding-up costs.

Unrestricted reserves (Hardship Fund) are held to provide for one-off or continuing support to those in need.

Unrestricted reserves (Transport Fund) are held to provide for the future replacement of the minibus.

Unrestricted reserves (Property Fund) are held to cover the potential cost of fitting out of and moving to new premises in the future.

Purposes of restricted funds

The funds are for services covered by specific grants as explained in the trustees report.

14 Related Party Transactions

There were no related party transactions for the year ended 31 March 2018.