

HAM and PETERSHAM SOS

Charity Registration No. 1136675

Company Registration No. 7001262

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

Year to 31 March 2022

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**HAM and PETERSHAM SOS
REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022**

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2022.

OBJECTIVES AND ACTIVITIES

The charitable objectives are

- to provide services to the elderly, the disabled, the housebound, and others in need, living in or around Ham and Petersham, all of whom shall herein after shall be called the clients. Primarily but not exclusively through the provision of a transport service, shopping service and outings as will relieve their charitable need.
- 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 and 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
- An 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.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE

At the start of the period covered by this report England was emerging from the final lockdown of the Covid 19 pandemic. Our clients were keen to return to a more normal life as many had found the isolation brought about by Covid 19 restrictions difficult to bear. Over the summer months we gradually reintroduced face to face services including client transport, social activities and our shopping bus.

I would like to express my gratitude to all the staff and volunteers for their continuing adaptability and determined hard work at such a challenging time. As a result, the charity was able to continue to reach out to the community of Ham and Petersham. I would also like to thank our board of trustees, who throughout the year had to make difficult decisions; striving to find the right balance for our charity and our clients in terms of the health risks surrounding Covid 19 and the impact of long-term isolation. Our Chair, Rik Stratton, stepped down in August 2021 having successfully steered Ham and Petersham SOS through the most extraordinary of times.

Emerging from Covid 19 restrictions

In April 2021 we restarted our regular shopping bus to Sainsburys in Kingston. We ran at half capacity initially; masks were worn and windows open for ventilation. The clients were delighted to be out of their homes and free to choose their own groceries after a long winter of home deliveries. We also started weather dependent outdoor coffee mornings for 6 clients at a time. These proved popular and no one minded wrapping up for warmth. Norse Supply UK kindly donated two sitting suits that gave extra warmth for anyone who felt the cold. Fortunately, as the summer progressed, the weather improved! We also reopened our office in June for the use of staff and office volunteers.

Our outings were restarted in June with a successful trip to Kew Gardens and then to the RHS Wisley Garden in July. Our first major event and opportunity to get together was our summer party in August which was held in the garden of the Woodville Centre. This was attended by over 65 guests and included both our clients and volunteers with The Mayor of Richmond upon Thames as our guest of honour. Also in attendance were representatives from Health Watch, Richmond Parish Lands Charity and Richmond Housing Partnership. Tea was most ably and efficiently served by three Volunteer Police Cadets who came along with their Leader and our local School Liaison Officer. The garden team from our local National Trust property, Ham House and Garden, brought along bunches of flowers so that everyone went home with a memento of a very enjoyable afternoon. The party was supported by a generous donation from the German speaking congregation of St Thomas Aquinas in Ham.

From September we were able to provide our full range of social activities. The Ham Library Community Room reopened and we restarted our weekly Tea and Chat session followed by Lunch Club, again weekly, from October. September also saw the return of our annual trip to the seaside with a day out in Worthing which was enjoyed by everyone despite the weather! In December we were back to the New Inn on Ham Common for our Christmas lunch. We are very grateful to the New Inn staff who, over two days, provided a delicious seasonal lunch for 50 of our clients. We kept

going with our activities and trips during the winter months, ever mindful of Covid and our elderly clients, and only had to cancel on one occasion when several clients had been in contact with the virus just prior to an outing. Places visited by our clients included Sion Park, Staines for lunch and Christmas shopping and Greyshott Pottery.

Collaborative working

We have continued to work in partnership with a range of local organisations. The Michelin starred restaurant, The Dysart Petersham, has made a monthly donation of fruit and vegetables for distribution to our clients as well as making soup and dessert once a month for our Lunch Club. This high-quality produce has been much appreciated.

In August we were offered the opportunity to have a free stall at Ham Parade Market. This monthly market gives local charities the chance to raise funds by holding a raffle. The raffle prize is put together with produce from the stall holders. It is also an excellent opportunity to engage with the local community and meet potential clients and volunteers.

Two of our popular activities that had to stop while there were Covid 19 restrictions, restarted in Autumn 2021. The monthly coffee morning hosted by Petersham Nurseries and pub lunch organised by Age UK Richmond at the Lass of Richmond Hill, were once more available to our clients. Both events are eagerly anticipated and enjoyed by our clients and we are grateful to all the staff that make these events such a success.

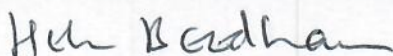
Following on from our successful distribution of Christmas gifts to all our clients in December 2020, we again took parcels to all our client households for Christmas 2021. Donations for the presents came from Meadlands School in Ham and also from Societe Generale as well as toiletries provided by The Hygiene Bank. Ham House and Garden made Christmas candle decorations using greenery from garden. Our thanks to the staff, parents and pupils of Meadlands School, the employees of Societe Generale and to Rosie Fyles and her garden team at Ham House.

Performance

Our number of clients has stayed steady at around 123. We currently have 60 volunteers and although we have lost most of our lockdown volunteers who have returned to work, we have had a steady return of our pre Covid 19 volunteers. The pattern of requests from clients has changed and we continue to have fewer requests for transport to medical appointments. This no doubt due to the increase in GP and hospital appointments by phone call. Attendance at our social events remains steady but our shopping bus service to Sainsburys has had less demand. There appears to have been a shift in the shopping habits of some of our clients following on from the Covid lockdowns with some preferring list shopping done by volunteers. We wait to see if this is a permanent shift as we move away from the extremes of the Covid 19 pandemic.

Funders and Supporters

Our Community Independent Living Service contract with Age UK Richmond upon Thames continues to support some of our activities and we receive funds annually from the Richmond Parish Lands Charity who generously increased our grant this year. In the past year donations have come from our local community and we are as ever, extremely grateful to all of our supporters as without their much-needed contributions we would not be able to continue our work in the local community.



Helen Beedham

Chair of Trustee

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

FINANCIAL REVIEW

The deficit for the year was £4,323 and total net assets fell to £128,865 as a result. Total income was £39,693 whilst expenditure was £44,016.

Grants totalling £28,710 were the principal source of income during the year. Donations received amounted to £4,254 whilst the resumption of activities such as Lunch Club, trips and Tea & Chat also helped bolster income earned during the year. Gift Aid generated income of £1,053.

Total expenditure was virtually unchanged on costs incurred in 2021/22.

Reserves Policy

Unrestricted Reserves

The Trustees have established the following unrestricted reserves:

General Fund to cover working capital requirements including any potential short-term reduction in funding and for winding up costs (£43,865)

Hardship Fund to provide for one-off or continuing support for those in needs (£20,000)

Transport Fund to provide for the future replacement of the minibus (£40,000)

Premises Fund to cover the potential costs of fitting out and moving to new premises in the future (£25,000).

Restricted Funds

Restricted fund reserves are established for services as specified by special grants (nil).

Investment Policy

Funds equivalent to at least 12 month's expenditure are available at immediate notice in a current account and an on-line interest earning savings account. The balance is deposited in an interest earning fixed period savings account.

The maximum amount deposited with a single institution will not exceed the Financial Services Compensation protection limit (currently £85,000).

The Trustees regularly monitor interest rates to ensure that surplus funds secure a competitive rate of interest.

No investments are made in equities or equity-based securities.

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

The Ham and 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 and Petersham SOS as an Unincorporated Association, which had been founded in the late 1960s. Ham and Petersham SOS was registered as a charity in June 2010. The company's Memorandum and Articles had been amended in October 2021.

The following Trustees were in post during the period:

Helen Beedham **Chair**

Chris Ayliffe **Treasurer**

Jane Lane Roberts

Kate Mitchell (joined August 2021)

Aiden Buckley

Salaried Staff

Karen King Organiser appointed May 2015

Millie Cooper appointed March 2014

Monique Mole appointed March 2019

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	Clare Judge 114 Selkirk Road Twickenham TW2 6PU

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2022

The Trustees (who are also the directors of the Ham and 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 10th November 2022 and signed on its behalf by:

Helen Beedham 10.11.22

Helen Beedham

Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HAM & PETERSHAM SOS

I am reporting on the accounts of the charity Ham and Petersham SOS, Charity No: 1136675, Company No: 7001262 for the year ending 31 March 2022.

The Organiser and Trustees, as directors of the charity, are responsible for the preparation and financial reporting of the accounts.

It is my responsibility to state, based on the procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, whether matters have come to my attention and 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 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 Commissioners. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from your Organiser and, if necessary, 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 accordance with my examination, no matter has come to my attention that gives me reasonable cause to believe that, in any material respect, there is any cause for concern to believe that:

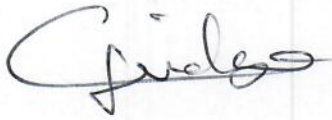
- - Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- - The accounts do not accord with such records; or
- - The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006; or
- - The accounts have not been prepared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

Minor details have already been satisfactorily discussed with the charity's Organiser including setting up further references on various spreadsheets and the recording of individual collection boxes.

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While not all financial paperwork is retained at the charity's office the Organiser was able to obtain all information needed for the audit.

I am aware that a lot of the record keeping that the Organiser does is not documented in the charity's procedure notes allowing another person to take over if the Organiser were to be indisposed for a long period at any time.

A handwritten signature in black ink, appearing to read 'Clare Judge', written in a cursive style.

Clare Judge

Independent Examiner

Date: 08 June 2022

Ham and Petersham SOS

Statement of Financial Activities
For the year ended 31 March 2022

	Note	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
		£	£	£	£
Income from:					
Legacies and donations	2	5,381	-	5,381	56,228
Charitable activities	3	33,451	-	33,451	29,105
Investment income	4	862	-	862	1,115
Total		39,693	-	39,693	86,448
Expenditure on:					
Charitable activities	5	44,016	-	44,016	44,119
Total		44,016	-	44,016	44,119
Net income/(expenditure)		-4,323	-	-4,323	42,329
Transfers between funds	13	-	-	-	-
Net movement in funds		-4,323	-	-4,323	42,329
Reconciliation of funds:					
Total funds brought forward		133,187	-	133,187	90,858
Total funds carried forward		128,864	-	128,864	133,187

Ham and Petersham SOS
Balance Sheet
As at 31 March 2022

	2022		2021	
	£	£	£	£
Fixed assets :				
Tangible assets	-	-		-
Currents assets:				
Debtors	10	-	-	
Cash at bank and in hand	11	128,865	-	133,189
Total Current Assets		128,865		133,189
Liabilities				
Creditors: Amounts falling due within one year	12	-	-	
Net current assets or liabilities		128,865		133,189
Total Net Assets		128,865		133,189
The funds of the charity:				
Unrestricted fund - General Fund	13	43,865		63,188
Unrestricted fund - Hardship Fund	13	20,000		15,000
Unrestricted fund - Transport Fund	13	40,000		35,000
Unrestricted fund - Premises Fund	13	25,000		20,000
Restricted funds	13	-		-
Total Funds		128,865		133,188

For the year ended 31 March 2022 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 10th November 2022 and were signed on its behalf by:

Helen Beedham 10.11.22

Helen Beedham - Chair

Ham and Petersham SOS

Notes to the Income Statements For the year ended 31 March 2022

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 and 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).

(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

Contributions are made to the National Employer's Savings Trust on behalf of eligible employees. NEST contributions are charged to the Statement of Financial Activities in the period to which they relate.

2 Legacies, Gift Aid and Donations

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Legacies	-	-	-	-
Donations	4,254	-	4,254	56,228
Gift Aid	1,053	-	1,053	-
Collection boxes	74	-	74	-
Total	5,381	-	5,381	56,228

3 Income from charitable activities

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Grants	28,710	-	28,710	27,128
Membership	683	-	683	-
Mileage	-	-	-	-
Outings	1,447	-	1,447	8
Tea and chat	604	-	604	-
Lunch club / Miscellaneous	942	-	942	38
List Shops	-	-	-	-
Shopping bus	1,065	-	1,065	1,932
Total Funds	33,451	-	33,451	29,105

4 Investment Income

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Bank interest receivable	862	-	862	1,115

5 Expenditure on Charitable Activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Staff remuneration	32,108	-	32,108	31,836
Mileage and parking	-	-	-	3
Office consumables	327	-	327	-
Office stationery	218	-	218	884
Postage	423	-	423	245
Printing	1,562	-	1,562	476
Phone	1,270	-	1,270	1,627
Rent	650	-	650	715
Volunteers expenses	243	-	243	179
Training	150	-	150	-
Grants	-	-	-	-
Insurance	649	-	649	649
Legal & Professional fees	1,887	-	1,887	1,486
IT hardware	-	-	-	-
IT software	-	-	-	196
Outing venues and tickets	709	-	709	772
Outing transport	444	-	444	-
Tea and chat	14	-	14	23
Lunch club	75	-	75	-
Shopping bus	3,314	-	3,314	5,027
List Shopping	-30	-	-30	-
Depreciation	-	-	-	-
Total	44,016	-	44,016	44,119

6 Trustees' Remuneration and Benefits

There were no trustee's remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021

7 Analysis of Employee Costs

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2022	2022	2022	2021
	£	£	£	£
Salaries	31,391	-	31,391	30,774
Employer's NI	-	-	-	-
Employer's pension contributions	718	-	718	1,062
Total Funds	32,108	-	32,108	31,836

No Employers NI was payable as it was fully offset by the government's Employment Allowance

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

	<u>2022</u>	<u>2021</u>
Management and administration	3	3

8 Comparatives for the Statement of Financial Activities 2021/22

	Unrestricted funds	Restrictede funds	Total funds
	2022		2022
	£	£	£
Income from:			
Legacies and Donations	5,381	-	5,381
Charitable activities	33,451	-	33,451
Bank interest	862	-	862
Total	39,693	-	39,693
Expenditure on:			
Charitable activities	44,016	-	44,016
Total	44,016	-	44,016
Net income/(expenditure) -	4,323	-	4,323

9 Tangible Fixed Assets

		£
Cost		
At beginning of the year-1 April 2021		-
At end of the year-At 31 March 2022		-
Depreciation		
At beginning of the year- 1 April 2021		-
Charge for the year		-
Impairment		-
At end of the year-31 March 2022		-
Net book value at 31 March 2021		-

10 Debtors

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Accrued income	-	-	-	-
Total	-	-	-	-

11 Cash at bank and in hand

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Barclays Community Account	1,607	-	1,607	20,566
United Trust Bank Account	51,565	-	51,565	50,979
Virgin Charity Deposit Account	-	-	-	61,644
Monmouthshire Building Society Account	75,693	-	75,693	-
Total	128,865	-	128,865	133,189

12 Creditors: Amounts falling due within one year

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
	£	£	£	£
Deferred income	-	-	-	-
Accrued expenses	-	-	-	-
Total	-	-	-	-

13 Movements in funds

Fund name	Fund	Incoming	Resources	Transfers	Fund
	balances	Resources	Expended		balances
	brought				carried
	forward				forward
	£	£	£	£	£
Unrestricted funds					
General Fund	63,188	39,693	- 44,016	- 15,000	43,865
Hardship Fund	15,000	-	-	5,000	20,000
Transport Fund	35,000	-	-	5,000	40,000
Premises Fund	20,000	-	-	5,000	25,000
Total Unrestricted Funds	133,188	39,693	- 44,016	-	128,865
Restricted funds					
Grant funding	-	-	-	-	-
Total restricted funds	-	-	-	-	-
Total Funds	133,188	39,693	- 44,016	-	128,865

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 2022.