

THE GOOD NEIGHBOUR SCHEME
FOR MILL HILL AND BURNT OAK

TRUSTEES' ANNUAL REPORT

AND

SUMMARY OF FINANCIAL ACTIVITIES

FOR THE YEAR

1ST AUGUST 2012 TO 31ST JULY 2013

Registered Charity Number: 1130578

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THE GOOD NEIGHBOUR SCHEME FOR MILL HILL & BURNT OAK

List of Trustees:

Rev Dr Roger Scopes (Chair until June 2013)

Mr Jamie Ingham Clark (resigned June 2013)

Fr. Colin Davies

Mr Derrick Edgerton (Chair from June 2013)

Mrs Maggie Lamb

Mrs Joan Leith

Mrs Margaret Parrock (from May 2013)

Mrs Pauline Seaton

Mr David White (from June 2013)

List of Officers:

Honorary Treasurer: Mr David Neal

Honorary Secretary: Mr Martin Rosen

List of Staff:

Coordinator: Mrs Jeanette Poulton

Deputy Coordinator: Mrs Johanne Calnan

Development Worker: Mrs. Valerie Ross

Burnt Oak lunch club administrator: Mrs Loretta Tinch (until July 2013)

1. Objects of the Good Neighbour Scheme for Mill Hill and Burnt Oak, according to the Constitution, approved by the Charity Commission when the Scheme was registered in 2009

“1. To relieve, either generally or individually, persons resident in Mill Hill and Burnt Oak within the Borough of Barnet (in particular but not exclusively older and disabled people) who are in conditions of need, hardship or distress.

2. To further such other charitable purposes for the benefit of the community as the trustees may from time to time determine.”

2. Summary of the main activities undertaken.

The trustees have considered the Charity Commission’s Guidance on Public Benefit and are satisfied that all our services contribute to public benefit.

Our policy is to enable volunteers to provide services to older and disabled people in Mill Hill and Burnt Oak, both in the London Borough of Barnet, for the good of the community. The area covered by the scheme is clearly laid out in the Constitution and maps with the area covered highlighted are available.

The “conditions of need, hardship or distress” addressed by these services are mainly the fragility, loneliness and isolation experienced by older people in the community through illness, the moving of children away from the area, and bereavement. Clients are expected to pay modest, affordable sums (£3 for a shopping trip in a minibus, £3.50 for a lunch, £6 per hour towards the cost of a garden make-over). The outcomes of our services include the growth of considerable social capital, through the good relationships formed among clients and between them and the volunteers and staff. It should be noted that most of our volunteers are retired and volunteering for the GNS gives them a sense of purpose and aids their well being.

There are nearly 200 clients who use the services provided by the GNS and at least 50% are over the age of 80years.

3. Personnel

The work of the GNS is organised by a small team of 4 part-time paid staff: Co-ordinator, Deputy Co-ordinator, Development Worker, and Administrator of the Burnt Oak Lunch Club. The work is done by nearly 80 volunteers, overseen by 8 trustees representing 6 Mill Hill and 2 Burnt Oak Churches plus co-opted representatives from the community and 2 officers (treasurer and secretary) who are not trustees, all being volunteers.

4. Activities provided

The GNS offers:

A chiropody run transporting clients to and from a local clinic

Weekly lunch club at Mill Hill

Weekly lunch club at Burnt Oak

Weekly shopping buses to a large local supermarket or shopping centre

General lifts to GPs, hospital appointments etc,

Befriending, both by phone and personal visits

Advice/signposting (numbers using this service increasing dramatically)

Gardening (clearance work for safety reasons)

Clients are asked for donations towards the cost of services where costs are incurred by the charity.

5. Overview of Year

The way the GNS receives its funding from the London Borough of Barnet has changed dramatically since April this year. LBB has outsourced the provision of some of its services to the elderly to a consortium headed by AgeUK Barnet. It should be noted that statistics show that Barnet has a significantly higher proportion of elderly residents when compared to other London boroughs. The GNS signed a contract with AgeUK Barnet after consulting a solicitor who specialised in charity law, with an additional memo of understanding added to the contract so as to protect our interests as we also receive funding from other sources.

As a result of the overall amount of funding received, the Provider group allocated the monies for the year 2013 – 2014 in similar proportions as previous years but with a reduction of 23%. This obviously has had an effect.

The GNS received funding from many local organisations, local churches and local schools and some individuals. It is the “preferred” charity for the Sainsbury’s Edgware and for a local girl’s school, indicating the good standing of the GNS locally.

We continued to see an increase in the demand for the services we provide and are currently able to keep up with the demand. The number of volunteers stays steady as the older of them leave (possibly becoming clients) and new ones joining. All volunteers go through a DBS check. Whilst there is a desire to expand the range of services offered, it is difficult to do so without appropriate levels of funding being in place and guaranteed and having the required number of volunteers.

6. Finance

From its first formation in 1983, the Good Neighbour Scheme (GNS) depended on the London Borough of Barnet as its main source of funding. In the light of funding cuts to local authorities the then Management Committee of the GNS chose to seek charitable status to allow access to funding from external sources. We have now had to negotiate with other voluntary agencies to form a Barnet Older Adults Services Provider Group, with a lead

provider, Age UK Barnet holding the main contract with the Borough; Age UK Barnet then sub-contract some of the services to other providers such as GNS. This came into effect in April 2013; at the same time Barnet cut their funding of the provision of Older Adult Services by 23%. The Provider Group has yet to decide how the total funding for 2013/14 is to be allocated between its constituent members, yet alone for 2014/15.

In 2011/12 we were able to develop other sources of funding, as shown in the Financial Statements; but most of the Trusts who gave then did not do so in 2012/13. So the GNS Trustees are faced once again with the need to broaden the sources of funding.

The Trustees have a Financial Reserves policy to allow the scheme to continue to function in a period of “financial drought” whilst funding is sought and obtained. This is detailed below.

THE GOOD NEIGHBOUR SCHEME FOR MILL HILL & BURNT OAK
(GNS)
Registered Charity No. 1130578

POLICY ON FINANCIAL RESERVES

The Charity’s Policy on Reserves is to generate and maintain a balance sufficient:

- a) to preserve the financial viability of the Charity in the face of any unexpected or unavoidable drop in its regular income;
- b) to enable the Charity, in pursuing its objectives, to undertake from time to time new projects on a pilot basis, to demonstrate the viability and potential benefits of such projects with a view to securing new funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are approximately 75% of its annual turnover.

This policy was approved by a meeting of the Trustees on 28.01.13

FINANCIAL STATEMENTS – Year ended 31 July 2013

RECEIPTS AND PAYMENTS ACCOUNT

<u>RECEIPTS</u>	Notes	General			TOTAL 2012/13	TOTAL 2011/12
		Unrestricted Funds	Designated Fund	Restricted Funds		
London Borough of Barnet	1	£11,863			£11,863	£12,848
The City Bridge Trust	2			£7,200	£7,200	£7,200
Central London Community Healthcare NHS Trust	3			£1,200	£1,200	£600
Friend in Need Community Centre – Gardening Scheme	4			£0	£0	£766
Barnet Endowment Trust	5				£0	£5,000
Beatrice Laing Trust		£1,000			£1,000	£1,000
Garfield Weston Foundation					£0	£5,000
The Hobson Charity					£0	£5,000
Mercers Trustees					£0	£2,000
Waitrose Community Fund					£0	£343
The Yapp Foundation	6			£0	£0	£2,000
Fund Raising		£7,620			£7,620	£8,401
Donations from Clients		£2,898			£2,898	£2,953
Luncheon Club Meals		£6,295			£6,295	£5,817
Other income		£1,088			£1,088	£44
Interest		<u>£12</u>	<u>£0</u>	<u>£0</u>	<u>£12</u>	<u>£6</u>
		<u>£30,776</u>	<u>£0</u>	<u>£8,400</u>	<u>£39,176</u>	<u>£58,978</u>
 <u>PAYMENTS</u>						
Salaries, National Insurance & Administration		£19,226		£6,902	£26,127	£26,331
Luncheon Club Meals		£3,059		£3,215	£6,273	£5,692
Hire of Transport		£2,251		£2,882	£5,133	£3,400
Gardening Scheme			£394	£490	£884	£601
Equipment - Burnt Oak Luncheon Club				£251	£251	£0
- for Co-ordinator		£480			£480	£0
- for Development Worker		<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£450</u>
		<u>£25,015</u>	<u>£394</u>	<u>£13,739</u>	<u>£39,148</u>	<u>£36,474</u>
Surplus of receipts over payments		£5,761	-£394	-£5,339	£28	£22,504
Balances brought forward at 1 st August		<u>£27,662</u>	<u>£800</u>	<u>£6,399</u>	<u>£34,861</u>	<u>£12,357</u>
BALANCE CARRIED FORWARD		<u>£33,423</u>	<u>£406</u>	<u>£1,060</u>	<u>£34,889</u>	<u>£34,861</u>
CASH FUNDS @ 31 st JULY		<u>£33,423</u>	<u>£406</u>	<u>£1,060</u>	<u>£34,889</u>	<u>£34,861</u>

NOTES

1) London Borough of Barnet

2012/13 (8 months) – direct	£8,565
2013/14 (4 months) via AgeUK Barnet	<u>£3,298</u>
	<u>£11,863</u>

2) The City Bridge Trust – for Burnt Oak Luncheon Club

Balance b.f.	£2,181
Receipts	£7,200
Payments	<u>-£8,321</u>
Balance c.f.	<u>£1,060</u>

3) Central London Community Healthcare NHS Trust – Chiropody Service

Balance b.f.	£0
Receipts	£1,200
Payments	<u>-£1,200</u>
Balance c.f.	<u>£0</u>

NB. The NHS are now providing transport to the chiropody clinics via the Ambulance Service, and will no longer be contributing to the cost of lifts organised through the GNS office.

4) Friend in Need Community Centre – Gardening Scheme

Balance b.f.	£490
Receipts *	£0
Payments	<u>-£490</u>
Balance c.f.	<u>£0</u>

* GNS did not receive the 2013 grant of £666 until after 31 July 2013.

An apparent overspend of £394 has been taken from designated funds temporarily.

5) Barnet Endowment Trust – for Development Work

Balance b.f.	£2,730
Receipts	£0
Payments (1/8/12 to 31/7/13)	<u>-£2,730</u>
Balance c.f.	<u>£0</u>

6) The YAPP Foundation – for transport costs

Balance b.f.	£998
Receipts	£0
Payments (1/8/12 to 31/7/13)	<u>-£998</u>
Balance c.f.	<u>£0</u>

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS OF THE GOOD NEIGHBOUR SCHEME FOR MILL HILL AND
BURNT OAK
FOR THE YEAR ENDED 31ST JULY, 2013**

CHARITY NO. 1130578

Report to the trustees/members of the Good Neighbour Scheme for Mill Hill and Burnt Oak Registered Charity Number 1130578 on the accounts for the Year ended 31st July 2013 as set out on pages 7 to 8 of the Trustees Annual Report and Statement of Financial Activity.

Respective responsibilities of the trustees and the examiner

The charity's trustees 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 Act) and that an independent examination is needed.

It is the responsibility of the Independent Examiner:

1. to examine the accounts under section 145 of the Act
2. to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Act) and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the trustees concerning any such matters, the procedures undertaken. Where the procedures undertaken do not provide all the evidence that would be required for an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair' view, the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to doubt that, in any material respect:
 - a. accounting records have been kept in accordance with section 130 of the Act; and
 - b. the preparation of the accounts accord with accounting records and comply with the accounting requirements of the 2011 Act or:
2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed..... January 2014

John Stevens
16 Sunbury Garden, Mill Hill, London, NW7 3SG

Signed by.....*David Neal*.....David Neal (Hon. Treasurer) 28 November 2013



Signed on behalf of the Trustees:.....Chair
(D M Edgerton)

Date.....28th November 2013.....