



Registered Charity No: 274756

Guildford 566 635

www.careforguildford.org.uk

ANNUAL REPORT FOR 2023

TRUSTEES AND ORGANISING COMMITTEE

Officers:	Chairman	Linda Smith
	Vice Chairman	Paulene Lambert
	Treasurer	Denise Hilton
	Secretary	Carol Gallacher
Trustees:	Zita Delaney, Rosanne Bond, Chris Kay, Vanessa Green and Philip O'Dwyer	

The Officers and Trustees listed above were Trustees throughout 2023, with Philip O'Dwyer and Vanessa Green joining in July and October respectively.

The Trustees declare that they have approved this Trustees' report.

Signed on behalf of the charity's Trustees

Linda J Smith

Linda Smith – Chairman

ORGANISATION AND GOVERNANCE

Care for Guildford undertakes voluntary work and associated charitable activities for the benefit of people living within the area of the old Guildford borough, principally providing transport to medical appointments and shopping for housebound clients.

Care for Guildford is an unincorporated association. In accordance with its Constitution, it is managed by an Organising Committee of Trustees. The Committee has four officers, who are each elected for a period of one year, and up to eight other members each elected for a period of three years.

Elections are held at the Annual General Meeting. Individuals are eligible for re-election. The Committee may co-opt up to six non-elected members for a period expiring at the next AGM.

Day to day operations are managed by Section Leaders who may, but need not, be members of the Committee.

For Charity Commission purposes the principal address of Care for Guildford is: 14 Wykeham Road, Guildford, Surrey. GU1 2SE

SUMMARY OF MAIN ACHIEVEMENTS DURING THE YEAR

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Transport				
Hospitals within Guildford boundary	700	446	479	284
Hospitals outside Guildford boundary	70	67	53	50
Clinics, doctors, dentists, other medical	1568	1467	1083	654
Clubs, day centres, etc.	205	186	30	157
Other	174	15	14	15
Odd Jobs	0	2	2	2
	2,263	2,183	1,661	1,162
Shopping				
Groceries	549	478	409	396
Total Number of Jobs	2,812	2,661	2,070	1,558
Clients				
New clients who joined within the year	138	155	137	98
Listed in our records at 31st December	490	467	419	435
Volunteers	111	107	134	139
Duty Officers at year end	19	20	20	20

CHAIRMAN'S REPORT 2023

This is for the 48th AGM of Care For Guildford.

This year has seen our client numbers increase to 490 and our volunteer numbers decrease to 111. Recruitment has been slow. We gained 9 volunteers from the Farmer's Markets, one from a call to a Duty Officer and 4 others from the website, Surrey Community Action and the Volunteer Bureau. The Trustees have looked carefully at our recruitment methods. Publicity has been increased by an article in the regular advertising magazines circulated to the community each month, circulating information Post Cards through our existing volunteers, taking a stall at a local School Christmas Fair and continuing to have Stalls at Spring and Autumn Farmer's Markets. Our usual information leaflets are in Doctors' surgeries and the library with Banners accepted at some churches.

We recruited a new Administrator and welcomed Laura Baxter who took over Graham Jump's post when he retired in July after 10 years in the role. Our grateful thanks to Graham for his excellent hand-over and for staying with Care for Guildford as a Duty Officer and driver. We thank you Graham for the contribution you made to updating Care for Guildford's operating systems.

Carol Gallacher, our Secretary of 12 years, retired from her post at the end of December. Carol's attention to detail has kept our records in exemplary order and has made a valued contribution to the governance of Care for Guildford. Thank you. I am pleased to welcome Alison Harris, one of our drivers, as Secretary from the 1st of January 2024.

The usual social events have been held, as well as a Duty Officer meeting to meet our new Administrator, Laura, to share experiences and good practice.

The shoppers, managed by Rosanne Bond, continue to give a valuable service to our most vulnerable clients, not only shopping but providing regular contact and contributing to their wellbeing.

The Trustees and I give grateful thanks to all our volunteers. The Shoppers, Duty Officers and Drivers, many who do multiple jobs each week helping Care to retain an excellent record of rarely not being able to fill a job.

I personally thank my fellow Trustees who work as an excellent team, questioning, supporting and ensuring we are kept up to date with ideas for keeping Care for Guildford moving forward and ensuring we continue to give a good service to our community.

FINANCE

In 2023 we recorded a surplus of £2,688. Income for the year was £26,975 compared with £21,642. Investment income in 2023 was slightly higher at £13,287. Client contributions totalled £13,688 compared with 2022's figure of £8,835. Volunteers' claimed expenses at £8,950 were considerably higher than the previous year's figure of £2,895.

The total expenditure in 2023 was £24,287, compared with 2022's figure of £14,997. There was a prepayment of £500 for the Volunteers' lunch held in 2024 together with a donation of £2,138 to RSCH of 3 wheelchairs. We started 2023 with £10,315 in our current account. We transferred £7,000 to COIF Investment Fund. Our bank balance at the end of the year was £6,003.

The COIF income units are held at cost (£131,166) but had a value of £225,741 as at 31 December 2023, an increase during the 12 months of just over £26,000. Our other shares and unit trusts (with Aviva, Merchants Trust, Henderson, M&G, and Barclays Wealth) are also held at cost (£81,736) and had a market value of £131,218 at the year's end, showing small increase from the end of the previous year of around £530.

In 2022 the Committee reviewed its policy in respect of Care for Guildford's reserves, and decided that the policy, as set out below, continued to meet the charity's needs.

The Trustees are reviewing the Charity's Investments currently

Denise Hilton, Hon Treasurer

8th April 2024

POLICY ON FINANCIAL RESERVES

1. To establish and maintain investments at a level to provide income to meet routine expenditure
2. To keep money on deposit to bridge cash flow problems and enable non-routine expenditure
3. Thereafter, to make donations to local charities with similar objectives to Care for Guildford from surplus income
4. To monitor this policy tri-annually, or more frequently when stock market conditions require it

There are no material commitments or planned expenditure which have not been provided for in the balance sheet which have been deducted from the assets in the unrestricted fund of the charity in calculating the amount of reserves and therefore no policy has been adopted in respect of such items.

ACCOUNTS - For the year ending 31st December 2023

1. Receipts and Payments Account

	2023	2022
<u>Receipts</u>		
Income from assets		
Net dividends received	13,287	12,807
Deposit account interest	0	0
Tax/gift aid recovered	0	0
	<u>13,287</u>	<u>12,807</u>
Other income		
Client Contributions	13,688	8,835
Miscellaneous	0	0
	<u>13,688</u>	<u>8,835</u>
Total Receipts	<u>26,975</u>	<u>21,642</u>
<u>Payments</u>		
<i>Direct charitable expenses</i>		
Volunteers' claimed expenses	8,950	2,895
<i>Service delivery costs</i>		
Administrator	8,410	6,648
Insurance	237	215
Telephone/Website	1,115	923
	9,762	7,786
<i>Governance costs</i>		
Post, stationery, printing	710	509
Publicity	444	660
Computers	0	548
Prepaid Costs for 2024	500	0
Miscellaneous **	3,921	2,599
	5,575	4,316
Total Expenditure	<u>24,287</u>	<u>14,997</u>
Surplus for the year	<u>£2,688</u>	<u>£6,645</u>

** The Miscellaneous figure includes a £2318 donation for three wheelchairs to Royal Surrey County Hospital

2. Statement of Assets as at 31st December

	2023	2022
Funds as at 1st January	216,217	209,572
Surplus (deficit) for the year	2,688	6,645
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Funds as at 31st December	218,905	216,217
Comprising:		
<i>Monetary assets</i>		
Bank current account	6,003	10,315
	<hr/>	<hr/>
Total Monetary Assets	6,003	10,315
<i>Non-Monetary Assets</i>		
COIF Charities Investment Fund at cost	131,166	124,166
(Value as at 31st December 2023: £225,741)		
Other quoted securities at cost	81,736	81,736
(Value as at 31st December 2022: £131,218)		
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Total Non-Monetary Assets	212,902	205,902
	<hr/>	<hr/>
Total Funds as at 31st December	218,905	216,217

3. Notes

- a. The accounts are kept on a 'receipts and payments' basis.
- b. 2023 expenses claimed and contributions received after 31st December 2023 are not included.
- c. There are no restricted funds.
- d. The Trustees confirm that the accounts comply with the appropriate legal requirements.
- e. The Trustees approved the accounts on 8th April 2024

Denise Hilton, Honorary Treasurer

8th April 2024

INDEPENDENT EXAMINER'S REPORT

To the Members of Care for Guildford

I report to the Trustees on my examination of the accounts of the above Charity for the year ended 31 December 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").

Independent Examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M. L. Hammond FCA

8th April 2024