

**CAMPDEN AREA HOME NURSING TRUST**

**(Registered Charity No. 1007840)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2017**

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**Trustees**

Dr I Henry (Chair)  
Mrs S Hudson Evans (Resigned 4 June 2017)  
Mrs M R Houghton  
Dr M Sporton  
Mr J Leng (Resigned 13 May 2016)  
Mrs C Leng  
Dr R Zamir  
Mr G L Medley (appointed 19<sup>th</sup> July 2016)  
Mrs H Makaritis (appointed 6<sup>th</sup> March 2017)  
Mrs E Milnes James (appointed 12<sup>th</sup> June 2017)

**Principal Address**

Three Gables  
High Street  
Chipping Campden  
Gloucestershire  
GL55 6AG

**Independent Examiner**

Mark Kirkbride & Co Limited  
The Old Bull Pens  
Sezincote  
Nr Moreton-in-Marsh  
GL56 9AW

**Bankers**

Lloyds TSB Bank plc  
19 High Street  
Evesham  
Worcestershire  
WR11 4DQ

**Investment Advisers**

Quilter  
39 Bennetts Hill  
Birmingham  
B2 5SN

**Charity Registration Number**

1007840

## Introduction

The Trustees present their report for the year ended 31 March 2017. In presenting this report, the Trustees have complied with the Charities Statement of Recommended Practice (Financial Reporting Standard 102) (the "Charities SORP FRS 102").

## Reference and Administrative Information

The Trustees of the charity are listed on page 2. Mrs S E Roberts is the Secretary/Treasurer to the Trustees to whom day-to-day management of the charity is delegated by the Trustees. Principal places of business and professional advisors of the charity are given on page 2.

## Structure, Governance and Management

### Organisational Structure

The Charity is established under a Deed of Trust executed in 1991, as amended on 20 May 2009. The Charity is registered with the Charity Commission.

### Governance

The governing body of the charity is the Trustees, who are listed on page 2.

All new Trustees are made aware of their responsibilities as Trustees and are provided with relevant guidance issued by the Charities Commissioners from time to time.

### Management

The Trustees are responsible for setting strategies and policies for the charity and for ensuring that these are implemented.

The day to day administration of the Trust is delegated to the Secretary/Treasurer, and operational management of the delivery of nursing services is co-ordinated by the Nursing Co-ordinator.

### Risk Management

The Trustees confirm that they have identified and reviewed the major risks to which the Trust is exposed and have established systems to mitigate those risks.

### Objectives and Activities

#### Objectives

The object of the Trust is to provide Home Nursing care, without charge, to terminally ill patients within a twelve mile radius of Chipping Campden, Gloucestershire.

**Activities during the Year – Achievements and Performance**

On a day-to-day basis, the Trust continues to care for the terminally ill during the last few weeks of a patient's life. This is a service provided to anyone in need free of charge. The service is provided by our team of thirteen trained nurses working with one full time nurse manager, all of whom are employed by the Trust. The service is provided in close liaison with General Practitioners and district nurses, and, from time to time, carers from other agencies. We work strictly under the guidance of the district nurses and General Practitioners with whom we communicate regularly, and more frequently when we are looking after a patient from a specific practice. In the year to 31 March 2017 we have nursed 38 patients. The amount of time a patient is nursed varies on a case by case basis. We may put several nights of care in with many preparatory visits, or we may only spend one or two nights with a patient and their family. This makes planning on a regular basis more difficult but we endeavour to provide care for as long as it may be needed.

We are sorry to have seen the resignation of two of our Trustees this year. Mr Jim Leng, and Mrs Sarah Hudson Evans have both resigned. However we are pleased to have appointed both Mrs Helen Makaritis and Mrs Elizabeth Milnes James in 2017.

We have relaunched our website which has been extremely beneficial in terms of reaching out to a wider audience and raising our profile. We have a face book and twitter presence and are in the process of building up our supporter database which helps in the promotion of our own and other fundraising events. In June 2016 we held our first "Friends of Campden Home Nursing" evening which was successful, gathering on members of the local community who wish to support us but who are not able to become Trustees. We have also actively been involved in many fundraising activities, which other organisations have organised on our behalf as well as some we have managed ourselves. In May 2016 we had a very successful Coffee Morning fundraising campaign when many of the surrounding villages, whom we serve, held extremely successful coffee mornings to raise funds for us.

**Financial Review****Responsibilities for the Financial Statements**

Charity law requires the Trustees to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its financial activities for the year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies are in accordance with the Charities' SORP and with applicable United Kingdom Accounting Standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

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

**Review of the Year**

Our radius is 12 miles from the centre of Chipping Campden. The communities and villages between Chipping Campden and Evesham are very supportive of us.

In this current financial year, income has increased significantly compared to the previous year. Since the beginning of 2016 we have sought to raise the profile of Campden Home Nursing in the village and surrounding areas and this is beginning to reap its rewards. We have been supported by some very loyal and generous regular supporters and we have managed to increase awareness about our services in the local community. We have been fortunate enough to have become the selected charity to receive the proceeds from the Chipping Campden Open Gardens which are held annually in June and in 2016 raised over £7,500 for Campden Area Home Nursing. There were also several other events which other organisations ran in order to raise funds for us. We are very grateful to all those organisation and the friends and supporters who help make these events so successful. We are enormously grateful to all our supporters and fundraisers who enable the nurses to care for patients free of charge in their own homes. With greater numbers of patients nursed our expenditure continues to rise. Auto-enrolment for pensions has come into force for us this year. The development of the website continues to have an impact, with more people accessing our services and supporting us in various ways. We are pleased that our investment performance has recovered in 2016/2017 which has meant that with our significantly reduced operating deficit, and the gain on investments, we are able to report a small net surplus for the year of £27,910 (2016: £(56,620)). Unrestricted funds at the end of the year stand at £339,921 (2016: £312,011).

**Income**

The Trust derives its non-investment income from the following sources

- gifts, legacies, contributions from patients, their relatives and friends, and other supporters
- donations
- fund-raising by well-wishers, local groups and dedicated fund-raisers

**Investment Policy and Performance**

Investments are held for the purpose of generating funds for charitable activities and as a safeguard against any future shortfall in income. The Trustees investment objective is to maximise income while preserving capital. The investment strategy, reviewed periodically by the Trustees taking the advice of the Investment Advisers, is to hold investments for the medium term, with a low tolerance of risk, rather than to seek to generate returns through trading activities.

In consultation with our Investment Advisers, we maintain a balanced and diversified portfolio. The portfolio is managed on a discretionary basis by our Investment Advisers, Quilter, with the aim of increasing our total return, i.e. the total of both income receivable and capital growth.

**Reserves Policy**

The Trust is now well established and respected for the quality of its services to the local community and, especially in the light of the very generous benefaction in the past, the Trustees feel it is their duty to assure continuation of the nursing service, ideally in perpetuity. The Trustees are pleased therefore to hold reserves sufficient in their estimation to sustain full operations for at least 3 years even if income remains depressed. In assessing this position, the Trustees note the following trends:

- increased nursing costs, particularly salaries, due to increased activity and pension provision
- increasing administration costs, particularly from the Care Quality Commission and Department of Health
- budgeted increase in overheads due to new rental agreement and administration costs, in order to improve our outreach and fulfil Charity Commission and Care Quality Commission requirements
- continued volatility in investment values and yields

In order to sustain the Trustees' reserves objectives in the current investment climate, the Trustees continue to actively consider further fund-raising activities.

**Plans for Future Years**

Looking forward, we are pleased to announce that we are leasing a room in the Old Police Station in Chipping Campden from 1 August 2017 which will be our main base for administration and nursing purposes. We hope that this will raise our profile in the area as well as make us more accessible for general day to day enquiries. We aim to employ a part-time administrator who will improve our coordination and administration.

**Independent Examiners**

The Independent Examiner is Mark Kirkbride

By Order of the Trustees



**Dr I Henry**

1 August 2017

This report on the accounts of Campden Home Nursing (Registered Charity Number 1007840) for the year ended 31 March 2017 which comprise the Report of the Trustees, Statement of Financial Activities, Balance Sheet and Cash Flow Statement, is in respect of an examination carried out in accordance with Section 145 of the Charities Act 2011 (the Act).

### Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts, and consider that an audit is not required for the year (under section 144(2) of the Act) and that an independent examination is needed.

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

### Basis of independent examiner's statement

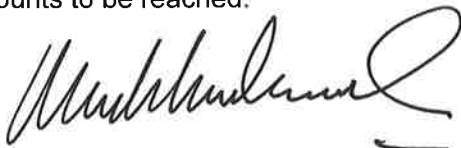
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken 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 matter has come to my attention :

- which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date 1 August 2017

Mark Kirkbride FCA CTA  
Mark Kirkbride and Co Limited  
Chartered Accountant  
The Old Bull Pens  
Sezincote  
Nr Moreton-in-Marsh  
GL56 9AW



	Notes	Total Funds 2017	Total Funds 2016
<b>Income</b>			
Donations and legacies	1	56,051	39,923
Other trading activities	2	26,090	16,610
Investments	3	5,145	5,254
		<hr/>	<hr/>
<b>Total</b>		87,286	61,787
<b>Expenditure</b>			
Charitable activities	4	100,230	100,496
Raising funds		1,516	429
Investment manager fees		3,273	3,601
		<hr/>	<hr/>
<b>Total</b>		105,119	104,526
		<hr/>	<hr/>
<b>Net (expenditure)/income</b>		£ (17,733)	£ (42,739)
<b>Other Recognised Gains and Losses</b>			
Net gains/(losses) on investment assets		45,643	(13,881)
		<hr/>	<hr/>
<b>Net Movement in Funds</b>		27,910	(56,620)
<b>Reconciliation of Funds:</b>			
Total funds brought forward		312,011	368,631
		<hr/>	<hr/>
<b>Total funds carried forward</b>		£339,921	£312,011
		<hr/>	<hr/>

The Charity has no recognised gains or losses other than as stated above.  
All of the activities represent continuing activities of the Charity.

The Accounting Policies and Notes on pages 11 to 15 form part of these financial statements.

	Note	2017	2016
<b>Fixed Assets</b>			
Investments	7	299,380	274,469
<b>Current Assets</b>			
Debtors	8	5,757	2,918
Cash at bank, at brokers and in hand		35,350	35,132
<b>Creditors: amounts falling due within one year</b>	9	(566)	(508)
<b>Net Current Assets</b>		<u>40,541</u>	<u>37,542</u>
<b>Total Assets less Current Liabilities</b>		<u>339,921</u>	<u>312,011</u>
<b>Provisions for Liabilities and Charges</b>		-	-
<b>Net assets</b>		<u>£339,921</u>	<u>£312,011</u>
<b>Funds</b>	10		
<b>Unrestricted funds</b>			
General		<u>339,921</u>	<u>312,011</u>
<b>Total Funds</b>		<u>£339,921</u>	<u>£312,011</u>

Approved by the Board of Trustees on  
1 August 2017  
and signed on its behalf by

Dr Irene Henry (Chair) – Trustee

The Accounting Policies and Notes on pages 11 to 15 form part of these Financial Statements.

**CAMPDEN AREA HOME NURSING TRUST****CASH FLOW STATEMENT  
Year ended 31 March 2017**

	<b>Note</b>	<b>2017</b>	<b>2016</b>
Net cash (outflow)/inflow from operating activities	11	(25,659)	(48,598)
Returns on investments and servicing of finance	12	5,145	5,254
Capital expenditure and financial investment	13	20,732	46,337
<b>Cash inflow / (outflow) before management of liquid resources and financing</b>		<u>218</u>	<u>2,993</u>
Management of liquid resources		-	-
Financing		-	-
<b>Increase/ (Decrease) in Cash in the Year</b>		<u>£218</u>	<u>£2,993</u>

All movements in net funds relate to movements in cash.

The Accounting Policies and Notes on pages 11 to 15 form part of these Financial Statements.

**CAMPDEN AREA HOME NURSING TRUST**

**NOTES TO THE FINANCIAL STATEMENTS**  
Year ended 31 March 2017

<b>5. Net Incoming Resources</b>	<b>2017</b>	<b>2016</b>
This is stated after charging:		
Independent Examiners fee	£566	£500
	<hr/>	<hr/>

**6. Trustees and Employees**

Trustees

There was no trustees' remuneration or other benefits or any trustees' expenses paid (2016 – nil in all cases).

Staff costs:

	<b>2017</b>	<b>2016</b>
Salaries, wages and benefits-in-kind	83,447	82,915
Social security costs	5,882	5,723
	<hr/>	<hr/>
	£89,329	£88,638
	<hr/>	<hr/>

The average number of employees, (one full time and all others part time) analysed by function, was:

	No.	No.
Nursing	6	6
Administration	1	1
	<hr/>	<hr/>
	7	7
	<hr/>	<hr/>

**7. Fixed Asset Investments**

	<b>Listed investments</b>
Valuation at 1 April 2016	274,469
Additions at cost	95,389
Disposal proceeds	(116,121)
Realised gains	6,595
Unrealised gains	39,048
	<hr/>
Market value at 31 March 2017	£299,380
	<hr/>
Investments at cost	£251,486
	<hr/>

All investments were held in the UK throughout the year.

Within the investment portfolio, the Trust holds 8,137 Artemis Income I Inc shares (7%), 17,410 Allianz Global Investment Gilts (11%), 9,185 Majedie Asset Mgt Inc. (5%), 14,176 Majedie Asset Mgt UK Equity (7%), 113 Iridian Ucits US Fund Equity (5%), 283 Findlay Park Funds (7%), and 12,784 Investec Fund Mgrs UK Alpha (5%). No other holdings had a value of more than 5% of the portfolio. (2016 – 10,623 Artemis Income I Inc shares (8%), 10,574 Aberdeen Investment Property Trust (5%), 11,715 Allianz Global Investment Gilts (8%), 9,185 Majedie Asset Mgt Inc. (5%), 14,200 Majedie Asset Mgt UK Equity (5%), 141 Iridian Ucits US Fund Equity (5%), 342 Findlay Park Funds (7%), 99 Vulcan Global Value Equity (5%) and 14,150 Investec Fund Mgrs UK Alpha (5%))

<b>8. Debtors</b>					<b>2017</b>	<b>2016</b>
Income tax recoverable					5,580	2,751
Prepayments and accrued income					177	167
					<u>£5,757</u>	<u>£2,918</u>
<b>9. Creditors: amounts falling due within one year</b>					<b>2017</b>	<b>2016</b>
Other creditors					566	508
					<u>£566</u>	<u>£508</u>
<b>10. Analysis of Total Funds</b>						
	<b>Tangible fixed assets</b>	<b>Investments</b>	<b>Net Current assets</b>	<b>Long-term liabilities</b>		<b>Total</b>
<b>Unrestricted funds</b>						
General	£ -	£299,380	£40,541	£ -		£339,921
	<u>£ -</u>	<u>£299,380</u>	<u>£40,541</u>	<u>£ -</u>		<u>£339,921</u>
<b>11. Reconciliation of Net Incoming Resources to Net Cash Outflow from Operating Activities</b>					<b>2017</b>	<b>2016</b>
Net (outgoing)/incoming resources before other recognised gains and losses					(17,733)	(42,739)
Investment income					(5,145)	(5,254)
Decrease/(increase) in debtors					(2,839)	(605)
Increase/(decrease) in creditors					58	(-)
					<u>£(25,659)</u>	<u>£ (48,598)</u>
Net cash (outflow)/inflow/ from operating activities						
<b>12. Analysis of Cash Flows for headings netted in the Cash Flow Statement</b>					<b>2017</b>	<b>2016</b>
<b>Returns on Investments and Servicing of Finance</b>						
Investment income					5,145	5,254
					<u>£5,145</u>	<u>£5,254</u>
Net Cash Inflow/(Outflow) from Returns on Investments and Servicing of Finance						

13. Capital Expenditure	2017	2016
Payments to acquire fixed asset investments	(95,389)	(222,947)
Receipts from the sale of fixed asset investments	116,121	269,284
	<u>          </u>	<u>          </u>
Net Cash Inflow/(Outflow) of Capital Expenditure	£20,732	£46,337
	<u>          </u>	<u>          </u>

14. Analysis of Net Funds	At 1 April 2016	Cash flow	At 31 March 2017
Cash in hand, at bank and at brokers	35,132	218	35,350
	<u>          </u>	<u>          </u>	<u>          </u>
	£35,132	£218	£35,350
	<u>          </u>	<u>          </u>	<u>          </u>