

Charity number: 1082253

Lydbrook Community Association
Trustees' report and financial statements
for the year ended 31 August 2017

Lydbrook Community Association

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Lydbrook Community Association

Legal and administrative information

Charity number	1082253
Business address	Lydcare Lydbrook Valley Springs Lydbrook Gloucestershire GL17 9PP 01594 860143
Trustees	Richard Stirling Ali Mc Guckin Emma Morris Pat Stott - Vice Chair Brian Nathan - Hon Secretary Mark Baker David Thompson Kevin Oversby - Advisory
Accountants	Oversby & Company Unit 1C Mushet Business Centre Crucible Close Coleford Gloucestershire GL16 8RE

Lydbrook Community Association

Report of the trustees for the year ended 31 August 2017

The trustees present their report and the financial statements for the year ended 31 August 2017. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Introduction from the Chairman

We are very fortunate to have two new Trustees; Ali Mc Guckin and Brian Nathan who bring a wealth of experience and knowledge, we now have a very vibrant forward-thinking management team who will ensure Lydcare continues to operate efficiently and effectively.

Our loyal team of volunteers continued with their valuable support so that we can deliver our services to the community. Edna Husbands has continued as our Transport Co-ordinator which is a very demanding role which is expanding as demand for transport increases.

Margaret Shockey provides valuable administration support and ensures all enquiries are dealt with promptly and effectively.

Demand for Benefits, Information and Advice has increased significantly, and we very much appreciate the commitment from Caroline Young who delivers this outstanding service throughout the Forest. Peggy Kear has continued to keep Joys Green Lunch Club running smoothly with regular lunches and Art classes at the Pludds village hall. English Bicknor Lunch Club remains well supported by the loyal group of volunteers

There are continued demands on charities to operate to the standards required by our insurers and we maintain a comprehensive Health and Safety policy which covers all our activities however we must all make sure that we are operating with Safety as our highest priority.

The Trustees are very grateful for the valuable support and advice provided by Daniel Oversby our Accountant. Brian Nathan as Honourable Secretary has brought a welcome order and discipline to the Trustees administration and the accounts.

Lydbrook Community Association

Report of the trustees for the year ended 31 August 2017

Community Transport

The transport service continues to make a valuable and significant contribution to the community and is highly valued by those that use it and it is recognized for the high levels of personal service and care. This is a strong reflection of the time and commitment that our drivers contribute to making this a very efficient operation. Two new drivers joined us during the year, Tony Lush and Andy Smith taking our total driver support to twelve

Transport Statistics

Total journeys

	SEPT\DEC	JAN\MAR	APR\JUN	JUL\AUG	TOTAL
16/17	350	379	426	242	1397
15/16	381	278	331	215	1205
14\15	294	210	280	262	1046
13\14	256	302	276	337	1171

Total miles

16/17	35553
15/16	31563
14\15	27955
13\14	31805

Demand this year has increased by 15% exceeding the 15/16 level, bookings for medical appointments make up most journeys. This increase in demand is due to the decline in access to routine bus services and the increase in awareness of our service following distribution of promotional leaflets. The key hospital destinations are Gloucester, Cheltenham, Hereford, Bristol and Birmingham.

We have continued to work in conjunction with Bream Voluntary Car Service, and we will continue to work closely with them in the future.

We receive financial support for our voluntary transport service from Gloucester County Council which is valuable in underpinning this service. We are required to maintain accurate records and make timely returns to secure this funding. We must extend our thanks to Lynne Greig who formats our returns and forwards them onto GCC without fail.

FOREST ROUTES.

This project is now in its final year and the exit phase is in place ready for completion in October 2018. The four partners are hopeful that they will continue to meet after the project ends and maintain a focal point for community transport within the Forest.

Lydbrook Community Association

Report of the trustees for the year ended 31 August 2017

Benefits Advice. This service is held in very high regard and is a strong reflection on the quality of service which Caroline delivers, and it is apparent that it is unique across the whole county. Referrals have more than doubled over the last 12 months and Trustees are now in the process of securing funding so that Caroline can operate on a full-time basis.

Topics covered;

Information/advice

Benefits check

Pension credit

Carer's allowance

Disability Living Allowance

Attendance Allowance

Disability benefit reviews

Council Tax/Housing benefit

Blue Badge Applications

Sign posted other agencies

Referred to DWP.

Typical examples of help provided by Caroline;

1. Mrs A is in her 70's and in poor health. She cares for her adult son who has learning difficulties, and her husband who is physically disabled and has recently been diagnosed with cancer. The existing Disability Benefits awards from both her son and husband were due to expire and both had received forms to claim Personal Independence Payments. Mrs A was totally overwhelmed by the size of the forms and the detail of information requested. She went to her doctor's surgery for advice and they contacted Social Prescribing who referred her to Caroline. The deadline for completion was fast approaching, fortunately Caroline was able to visit the following day. Completion of each form took a couple of hours plus a visit to the Surgery to collect some additional supporting evidence. Mrs A rang two weeks later to say that assessments were in place for both her husband and son which would enable the appropriate benefits to be reinstated.

2. The Alzheimer's Society referred Mr B to Caroline. He has dementia and his partner has been caring for him for the past 18 months, having given up work to do so. Another charity had already completed an Attendance Allowance application form, but the application was unsuccessful. Caroline has a close working relationship with Alzheimer's Society and they referred the case to her. A new application was completed, and Mr B's partner noted that they had not been asked many questions during the first application, they realised that the form had not been completed correctly. The benefit was then awarded which made it possible for Caroline to assist in a successful application for Carer's Allowance for his partner.

3. Miss C was discharged from hospital into a nursing home, Social Services established she had outstanding debts and complications with her bank account. This case was referred to Caroline who resolved all the issues with Miss C's bank and now visits Miss C when required to help with her finances.

4. Regular letters of thanks;

Dear Trustees

I am writing to thank you for the service we receive from Caroline in assisting us with claims for Attendance and Carer's Allowances. Her knowledge was invaluable, and it made the ordeal of completing the forms much less stressful. Our claims were successful which will be a major benefit to us both.

Caroline continues to foster links with Alzheimer's Society, Macmillan Cancer Support, CAB, Coventry Building Society and Forest of Dean District Council.

Lydbrook Community Association

Report of the trustees for the year ended 31 August 2017

Funding

We have continued to operate without applying for funds as reported at the last AGM. Support for our charity boxes within the community continues and have raised over £300, we are grateful to the customers of Lydbrook Village Shop and The Royal Spring pub. Westbury on Severn & Lydbrook Parish Council have also made valued donations.

The above contributions help with our administration costs and the Trustees extend they're thanks to everyone for their generosity.

Roger Carew-Hunt Bequest

This is now established as Roger Carew-Hunt Fund and the Trustees are looking at ways that these funds can be best used to benefit the local community; Oversby & Co Coleford will act as the Fund accountants and the accounts and management details are available by appointment with their office

Lunch Clubs

Joys Green Lunch Club

The club meets every other Friday at the Pludds Village Hall which provides us with a pleasant room, well prepared and heated. We are well supported with up to 12 people attending and with three volunteers assisting. Our meals are very good and are supplied by Age Concern. We rely on Dial a Ride to transport three of our members who need wheelchair assistance.

The Art Class meet during three terms of nine weeks and we are well supported by a regular group of aspiring artists. Our tutor is Diana Gash using Landscape, Pre Raphaelite and Past Interests as our subjects. Paintings from our group have been selected and displayed at Cinderford Artspace.

ENGLISH BICKNOR LUNCH CLUB

We have had another successful year. Our numbers on the register have remained steady at 50 with 38-42 diners attending every fortnight.

Age Concern continue to provide a very good 3 course meal and in addition we provide cheese and biscuits, tea and coffee. We have a range of activities following the meal which include; speakers, demonstrations, quizzes and storytelling. A visiting chiropodist attends to foot care and library facilities are available.

Outings (4 a year) have become more difficult to arrange due to age and lack of mobility and some find it too tiring to be out all day. As a result, we are inviting other individuals and groups to join us.

We have a very loyal group of hardworking volunteers who set up tables, serve, wash up and clear away afterwards. They also provide additional help whenever needed and bring books, make Christmas cards and menus and entertain if required. The atmosphere at our club is very much one of friendship and helping each other. For some it is the only opportunity to get out, meet other people, enjoy a good meal and be looked after and entertained, it makes a welcome change to catering for themselves at home. Regular contact enables the club to identify any reason for unexpected absence and help ensure care is provided if needed.

There are some lovely stories how members have become friends and support each other because of meeting at the lunch club, it is an asset to the community.

Lydbrook Community Association

Report of the trustees for the year ended 31 August 2017

Partnership Working

Lydcare works in conjunction with the following organizations enabling us to keep abreast of resources, information and changes in policies that may affect our operation;

Forest Routes.

Bream Voluntary Car Service

Newent and Lydney Dial a Ride

Alzheimer's Society Gloucester

The Forest Health Forum

Forest Voluntary Health Forum

Older Person's Delivery Group

Age Concern Forest of Dean

Forest of Dean District Council

Gloucester Rural Community

Gloucester County Council

Community Transport Gloucestershire

Coventry Building Society

Trustees

Future

The Trustees are committed to maintain the delivery of our core activities which Lydcare has established; Community Transport, Benefits Advice and Lunch clubs and we will continue to support and work with other agencies to support the local community.

Acknowledgements

Benefits Advice : Caroline Young

Transport Co-ordinator: Edna Husbands

Administration: Margaret Shockey

English Bicknor Lunch Club: Gill Carne/ Jeff Carrick

Joys Green Lunch Club: Peggy Kear

Driver Returns Administrator: Lynne Greg

Financial review

Lydbrook Community Association

Report of the trustees for the year ended 31 August 2017

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume 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 enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

On behalf of the board

Secretary

Lydbrook Community Association

Independent examiner's report to the trustees on the unaudited financial statements of Lydbrook Community Association.

I report on the accounts of Lydbrook Community Association for the year ended 31 August 2017 set out on pages 2 to 14.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(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 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent examiner

Lydbrook Community Association

Statement of financial activities

For the year ended 31 August 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total £	2016 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	7,250	-	7,250	10,556
Activities for generating funds	3	1,332	5,379	6,711	6,303
Other incoming resources	4	(610)	610	-	288
Total incoming resources		<u>7,972</u>	<u>5,989</u>	<u>13,961</u>	<u>17,147</u>
Resources expended					
Benefits Advisor & Befriending	5	5,189	310	5,499	1,529
Establishment costs		1,409	345	1,754	1,871
Motor and travelling expenses		2,471	755	3,226	2,240
Auditors' remuneration		350	-	350	350
Legal and professional fees		23	253	276	104
Other office expenses		2,453	14	2,467	4,036
Meals		1,298	4,358	5,656	5,723
Total resources expended		<u>13,193</u>	<u>6,035</u>	<u>19,228</u>	<u>15,853</u>
Total funds brought forward		<u>15,498</u>	<u>4,297</u>	<u>19,795</u>	<u>18,500</u>
Total funds carried forward		<u>10,277</u>	<u>4,251</u>	<u>14,528</u>	<u>19,794</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 11 to 14 form an integral part of these financial statements.

Lydbrook Community Association

Balance sheet as at 31 August 2017

	Notes	£	2017 £	£	2016 £
Fixed assets					
Tangible assets	6		1,332		1,032
Current assets					
Debtors	7	4,340		806	
Cash at bank and in hand		13,439		18,106	
Creditors: amounts falling due within one year	8	(4,584)		(150)	
Net current assets			13,193		18,762
Net assets			14,525		19,794
Funds	9				
Restricted income funds			4,251		4,297
Unrestricted income funds			10,274		15,500
Total funds			14,525		19,796

The financial statements were approved by the trustees on and signed on its behalf by

Richard Stirling
Trustee

The notes on pages 11 to 14 form an integral part of these financial statements.

Lydbrook Community Association

Notes to financial statements for the year ended 31 August 2017

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery -

Lydbrook Community Association

Notes to financial statements for the year ended 31 August 2017

2. Voluntary income

	Unrestricted funds £	2017 Total £	2016 Total £
Donations	4,250	4,250	6,456
Gloucestershire CC	3,000	3,000	3,000
Lydbrook PC	-	-	1,100
	<u>7,250</u>	<u>7,250</u>	<u>10,556</u>

3. Activities for generating funds

	Unrestricted funds £	Restricted funds £	2017 Total £	2016 Total £
Lunch Clubs	1,076	4,139	5,215	5,106
Raffles	256	780	1,036	688
Transport	-	433	433	466
Bank Interest	-	27	27	43
	<u>1,332</u>	<u>5,379</u>	<u>6,711</u>	<u>6,303</u>

4. Other incoming resources

	Unrestricted funds £	Restricted funds £	2017 Total £	2016 Total £
Other income	(610)	610	-	288
	<u>(610)</u>	<u>610</u>	<u>-</u>	<u>288</u>

Lydbrook Community Association

Notes to financial statements for the year ended 31 August 2017

5. Employees

Employment costs	2017	2016
	£	£
Wages and salaries	5,171	1,529
Other costs	328	-
	<u>5,499</u>	<u>1,529</u>

No employee received emoluments of more than £60,000 (2016 : None).

Number of employees

The term wages refers to the Benefits Advisor and Be-friending Costs - In 2017 the figure includes £1,638 of costs relating to 2016 that had not been included.

6. Tangible fixed assets

	Plant and machinery	Total
	£	£
Cost		
At 1 September 2016	9,446	9,446
Additions	300	300
At 31 August 2017	<u>9,746</u>	<u>9,746</u>
Depreciation		
At 1 September 2016 and	<u> </u>	<u> </u>
Net book values		
At 31 August 2017	<u>1,332</u>	<u>1,332</u>
At 31 August 2016	<u>1,032</u>	<u>1,032</u>

7. Debtors

	2017	2016
	£	£
Trade debtors	3,534	-
Prepayments and accrued income	806	806
	<u>4,340</u>	<u>806</u>

Lydbrook Community Association

Notes to financial statements for the year ended 31 August 2017

8. Creditors: amounts falling due within one year

	2017	2016
	£	£
Accruals and deferred income	4,584	150
	<u>4,584</u>	<u>150</u>

9. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fund balances at 31 August 2017 as represented by:			
Current assets	10,277	4,251	14,528
	<u>10,277</u>	<u>4,251</u>	<u>14,528</u>

10. Unrestricted funds

	At 1st September 2016	Incoming resources	Outgoing resources	At 31st August 2017
	£	£	£	£
Lydcare Running Funds	15,497	7,972	(13,193)	10,276
	<u>15,497</u>	<u>7,972</u>	<u>(13,193)</u>	<u>10,276</u>

11. Restricted funds

	At 1st September 2016	Incoming resources	Outgoing resources	At 31st August 2017
	£	£	£	£
English Bicknor Restricted Funds	4,297	5,989	(6,035)	4,251
	<u>4,297</u>	<u>5,989</u>	<u>(6,035)</u>	<u>4,251</u>

Lydbrook Community Association

The following pages do not form part of the statutory accounts.

Lydbrook Community Association

Detailed statement of financial activities

For the year ended 31 August 2017

	2017		2016	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Donations		4,250		6,456
Gloucestershire CC		3,000		3,000
Lydbrook PC		-		1,100
		<u>7,250</u>		<u>10,556</u>
<i>Activities for generating funds</i>				
Lunch Clubs		5,215		5,106
Raffles		1,036		688
Transport		433		466
Bank Interest		27		43
		<u>6,711</u>		<u>6,303</u>
Total incoming resources from generating funds		<u>13,961</u>		<u>16,859</u>
Other incoming resources				
Other income		-		288
		<u>-</u>		<u>288</u>
Total incoming resources		<u>13,961</u>		<u>17,147</u>
Resources expended				
Costs of generating funds:				
<i>Activity 1</i>				
Benefits Advisor	5,171		1,529	
Activity 1 - Staff - Other	328		-	
Hall Hire	946		1,023	
Insurance	808		848	
Outings & Mileage Claims	3,226		2,240	
Professional - Auditor remuneration	350		350	
Activity 1 - Professional - Other	276		104	
Office expenses	2,467		4,035	
Meals	5,656		5,723	
		<u>19,228</u>		<u>15,852</u>
Total cost of generating voluntary income		<u>19,228</u>		<u>15,852</u>
Fundraising trading:				
cost of goods sold and other costs				
Total costs of generating funds		<u>19,228</u>		<u>15,852</u>

Lydbrook Community Association

Detailed statement of financial activities

For the year ended 31 August 2017

	2017	2016
	£	£
Charitable activities		
<i>Activities undertaken directly</i>	_____	_____
		-
Net incoming/(outgoing) resources for the year	<u>(5,267)</u>	<u>1,295</u>