

**Camphill Families and Friends**  
**(formerly the Association of Parents Relatives and Friends of**  
**Camphill)**

**Trustees' Report and Accounts**

**31 March 2013**

Charity number 1078930

# **Camphill Families and Friends**

## **Trustees' Report**

### **Charity Name and Number**

Camphill Families and Friends (formerly The Association of Parents, Relatives and Friends of Camphill)

Charity number 1078930

### **Correspondence Address:**

6, Raisdale Road  
Penarth  
CF64 5BN

### **Trustees and Executive Committee**

Mary Pearson, Chair (appointed 10<sup>th</sup> April 2013)

Karen Walker, Chair (resigned 28<sup>th</sup> March 2013)

Anita Bennett

Simon Burdis, resigned 11<sup>th</sup> December 2012

Evan Davies, Secretary

Godfrey Davey

Elaine Dowell

Vivian Griffiths

Merton Parker

Robin Porter

Annie Singleton, Membership Secretary

Peter Stephenson

Jeremy Trevethick, Treasurer

### **Bankers**

NatWest Plc  
Ringwood Branch  
11 High Street  
Ringwood  
Hants  
BH24 1BA

# Camphill Families and Friends

## Trustees' Report

### Objectives and Activities

Camphill Families and Friends' ("the Charity's") objectives are to help and support individuals with special needs who wish to live in Camphill communities in England, Wales and Scotland. It provides a forum through which to share information, experiences and raise awareness of the many current and crucial issues that concern all of us and our families. This is done primarily through our website, a series of newsletters and also through national and regional meetings. From time to time specific projects are undertaken to support individuals living within Camphill communities.

### Achievement and Performance

The Charity serves the public benefit by pursuing our charitable objects in the following ways:

- **Membership**  
The Charity continues to build up its membership which has now reached around 300. It is the aim to involve Members closely in all its activities so that the object of helping people who live in Camphill communities can be enhanced. Many families have now upgraded to Family Membership in order to allow their children or siblings to have access to the information sent out, and to introduce them to some of the issues which Camphill is facing.
- **Reaching and involving our Members**  
At least two newsletters are sent out to Members each year and we have converted most our e-mailing to an electronic web-based system which makes communication with our Members easier. We hold three or four open meetings each year and reports of these meetings are posted on the website. We continue to send information by post to those Members who do not have access to computers.
- **Website development**  
We have continued to invest in our website and we are working on making it as user-friendly and informative as possible. It is proving to be an excellent way of keeping Members informed of the latest developments within Camphill and the Charity. Members can access the website on [www.camphillfamiliesandfriends.com](http://www.camphillfamiliesandfriends.com).
- **Open meetings**  
We have continued our policy of arranging open meetings so that important topics relating to social care and Camphill might be of benefit to members. We always allow considerable time to keep members informed about any developments taking place of interest to them and encouraging networking and bonding among families.

Our open meetings, all of which were very well attended, have been held as follows:

- London, 23<sup>rd</sup> June 2012. This was the last in our series of six meetings on *Challenges to Camphill*, at which five managers of Camphill communities spoke about ways of retaining Camphill's essential features within a structure of modern governance and management. This resulted in the publication of our *Lessons learned* which received a great deal of positive publicity and approval.
- Birmingham, 17<sup>th</sup> November 2012. Paul Greening made a presentation about appointeeship, attorneyship and deputyship.
- Birmingham, 23<sup>rd</sup> March 2013. This open meeting, at which a presentation on personalisation was to have been held, sadly had to be cancelled due to

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snowstorms. It is planned to cover that topic at an open meeting on 2<sup>nd</sup> November 2013.

- Work with The Camphill Village Trust (“CVT”)  
The current crisis in CVT has occupied us greatly during this year in the following ways, which we shall continue to develop into the future, particularly our partnership role in CVT Review’s implementation process.
  - *Our position statements*  
We have continued to issue position statements taking a moderate, neutral, modernising line towards CVT matters
  - *The CVT Review*  
We have sought to influence developments within CVT by making a submission to its Review which was very well received and was reproduced in full within it. We also responded post the Review in a similar vein.
  - *Co-hosting*  
We co-hosted three regional meetings early in 2013, called by CVT and the Review Team to consult families about the future course of CVT. These meetings highlighted our own main concerns about the crucial importance of maintaining social therapy, the influence of co-workers, the intentional community and the household model.
  - *Meetings with CVT trustees and managers*  
Six of our trustees met a number of CVT trustees and senior managers in autumn 2012 and discussed a range of topics, including improved communications, co-worker recruitment and training, the CVT Review, the issue of CVT membership and ongoing involvement with and the support of CVT by the Charity.
  - *Camphill international mediation*  
Two of our trustees took part in the Camphill international mediation weekend
  
- Camphill Families and Friends Scotland  
Following the opening up of the membership of the Charity at our last AGM to include parents and siblings of companions based in Scottish Camphill communities, there was a successful exercise undertaken to contact people with such a connection, and 82 families have already signed up to membership.

### Structure, Governance and Management

The Charity was established by a constitution adopted on 16<sup>th</sup> October 1999 (amended 19<sup>th</sup> May 2007 and 23<sup>rd</sup> June 2012) which provides that it shall be administered and managed by the members of the executive committee.

The constitution was amended at the AGM held on 23<sup>rd</sup> June 2012 to change the name of the charity from The Association of Parents, Relatives and Friends of Camphill to Camphill Families and Friends.

The wording of the constitution was also amended at the last AGM to allow for the Charity’s objects to help and support individuals with special needs who wish to live in Camphill Scotland. It was previously limited to supporting those individuals in Camphill England and Wales. The constitution was further amended to allow membership to be open to parents and siblings of companions at Camphill communities in Scotland as well as in England and Wales.

The executive committee comprises between 5 and 15 members, who are elected at the annual general meeting. The executive committee has powers to co-opt up to 5 additional members. The executive committee meets around 3 to 4 times per annum.

## **Camphill Families and Friends**

The names of the trustees at 3<sup>rd</sup> June 2013 are set out on page 1.

### **Financial Review**

The Charity's activities are funded by membership subscriptions and donations, including gift aid, and by contributions to individual events.

It is the Trustees' policy to have funds available to meet unforeseen expenditure and to provide working capital. It is the aim to hold a minimum of £3,000 in reserves and a maximum of £10,000 at the year end.

### **Statement of Trustees' Responsibilities**

Charity 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 charity and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in operational existence

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 Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

**By order of the Trustees**

**Mary Pearson**  
**Chair**

**3<sup>rd</sup> June 2013**

# Camphill Families and Friends

## Statement of Financial Activities for the year ended 31 March 2013

*Notes*

	<b>2013</b>	<b>2012</b>
	£	£
<b>Income and Expenditure</b>		
<b>Income</b>		
Membership subscriptions & donations	5,728	5,803
Gift aid	771	639
Bank interest	85	65
	<hr/>	<hr/>
Total income	6,584	6,507
	<hr/>	<hr/>
<b>Expenditure</b>		
Administrative expenses	3 8,831	4,411
Loss on asset disposals	2	-
	<hr/>	<hr/>
Total expenditure	8,833	4,411
	<hr/>	<hr/>
<b>Net (expenditure)/income for the year</b>	<b>(2,249)</b>	<b>2,096</b>
General fund balance brought forward	10,626	8,530
	<hr/>	<hr/>
General fund balance carried forward	8,377	10,626
	<hr/>	<hr/>

# Camphill Families and Friends

## Balance Sheet at 31 March 2013

	<i>Note</i>		<b>2013</b>		<b>2012</b>
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	4		-		2
<b>Current assets</b>					
Prepayments and accrued income		33		70	
Cash at bank		9,049		11,314	
		<u>9,082</u>		<u>11,384</u>	
<b>Current liabilities</b>	5	(705)		(760)	
		<u>8,377</u>		<u>10,624</u>	
<b>Net current assets</b>			8,377		10,624
			<u>8,377</u>		<u>10,626</u>
<b>Net assets</b>					
Represented by					
General fund			8,377		10,626
			<u>8,377</u>		<u>10,626</u>

Approved by the Trustees on 3 June 2013 and signed on their behalf by

**Mary Pearson**  
Chair

# Camphill Families and Friends

## Notes to the accounts for the year ended 31 March 2013

### 1. Accounting policies

#### Accounting convention

The accounts are prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The accounts are prepared in accordance with the Charities SORP (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2008

#### Income

Interest is accounted for on an accruals basis.

#### Tangible fixed assets

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Project & Office equipment - 4 years

### 2. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

### 3. Administrative expenses

	2013	2012
	£	£
Travel expenses -Trustees	2,942	2,178
-Other	375	-
Conferences & meetings	2,564	290
Insurance	743	744
Stationery, postage and other office expenses	892	849
Website development	1,315	350
	<hr/>	<hr/>
	8,831	4,411
	<hr/>	<hr/>

Expenses were paid to 12 trustees (2012:13)

## Camphill Families and Friends

### 4. Tangible fixed assets

	<i>Project Equipment</i> £	<i>Office Equipment</i> £	<i>Total</i> £
<i>Cost</i>			
At 1 April 2012	3,572	3,662	7,234
Disposals	(3,572)	(3,662)	(7,234)
	_____	_____	_____
At 31 March 2013	-	-	-
	_____	_____	_____
<i>Depreciation</i>			
At 1 April 2012	3,571	3,661	7,232
Loss on disposals	1	1	2
On disposals	(3,572)	(3,662)	(7,234)
	_____	_____	_____
At 31 March 2013	-	-	-
	_____	_____	_____
<i>Net book value</i>			
At 31 March 2013	-	-	-
	_____	_____	_____
At 31 March 2012	1	1	2
	_____	_____	_____

### 5. Current liabilities

	<b>2013</b>	<b>2012</b>
	£	£
Accruals and deferred income	705	760
	_____	_____
	705	760
	_____	_____

# **Camphill Families and Friends**

## **Independent examiner's report to the trustees of Camphill Families and Friends**

I report on the accounts of the Trust for the year ended 31 March 2013, which are set out on pages 5 to 8.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act)
- follow the procedures specified in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the 2011 Act, and
- state whether particular 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. 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 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:

1. 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 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*John Price*

Fellow of the Institute of Chartered Accountants in England and Wales

18, Archer Road

Penarth

South Glamorgan

CF64 3HW

3 June 2013