Camphill Families and Friends

Trustees' Report and Accounts

31 March 2020

Charity number 1078930

Camphill Families and Friends

Trustees' Report

Charity Name and Number

Camphill Families and Friends

Charity number 1078930

Correspondence Address:

admin@camphillfamiliesandfriends.com

Trustees and Executive Committee

Bankers

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

CAF Bank
25 Kings Hill Ave
Kings Hill
West Malling
ME19 4JQ

Camphill Families and Friends

Trustees' Report

The Trustees present their annual report together with the financial statements of Camphill Families and Friends ('the Charity'). The financial statements of the Charity have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

Structure, Governance and Management

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

The Trustees comprise between 5 and 15 members, who are elected at the annual general meeting. The Trustees have powers to co-opt up to 5 additional members and meet around 3 to 4 times per annum. The day to day business of the Charity is conducted and supported by email and telephone conference calls.

Trustees are normally elected from within the membership. The Trustees oversee the selection process for the appointment of new Trustees. A separate process agreed by the Trustee board is followed for the election of the Chair.

Details of the Trustees are set out on Page 2.

Newly appointed Trustees are provided with an induction to the Charity through the provision of introductory documentation and mentoring by established Trustees.

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, and their families and friends. 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 news updates and also through our open meetings and workshops. The Charity also participates in cross-Camphill activities and in any wider debates that involve residents and their families and friends. It always promotes family involvement in the activities of Camphill communities.
The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Camphill Families and Friends

Achievements and Performance

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

- **Membership**
  The Charity's level of membership has remained stable at around 420 members. This number incorporates people who have taken up Family Membership so as to include others in their family. It is the Charity's aim to involve members closely in all its activities, so that the objective of helping people who live in Camphill communities can be better achieved.

- **Open Meetings**
  The Charity's open meetings aim to keep Members informed about any developments which might be of interest to them and to encourage networking and communication among families. They always contain a session which allows Members to raise and debate matters relating to Camphill and to social care and which invariably involves lively and interactive discussion.

  Two open meetings were held during the period under review. The meeting scheduled to take place in April 2020 was cancelled due to Covid-19 restrictions.

  The first meeting on Wills and Trusts, held on 6th April 2019, was covered in last year's report. The second open meeting and Annual General Meeting was held in Birmingham on 9th November 2019 at which two presentations were given. The first was by Julian Haxby, Chair of the Alliance for Camphill, and the other by the Charity's Treasurer, Chris Hazlehurst on Wills and Trusts.

  Julian Haxby explained that the impetus for the Alliance had come from a growing need to defend and promote Camphill values, supporting the core principles of the Camphill movement. The main initiative which is currently being actively pursued is the creation of a new Camphill community.

  Chris Hazlehurst's presentation addressed the key points and pitfalls to be borne in mind when drawing up Wills and/or Trusts in favour of a learning disabled person. The Charity's website gives a detailed report of both presentations.

- **Gifts and Wills Guide**
  Following on from last year's Handover Guide, designed to help parents and relatives wishing to hand over responsibility for their learning disabled relative to siblings or other family members or friends, CFF has created a 'Thinking about Gifts and Wills Guide'.

  Our last two open meetings have featured presentations on Gifting, Wills and Trusts and the Guide we have produced is designed to help people wanting to make provision for a learning disabled relative or friend. It also gives contact details and donation pages for individual communities which people may want to support. The Guide can be found on the Charity's website under Our Publications.

- **Website Development and Communication**
  This year CFF has continued development of a new website, which was launched in June 2020. The latest work has focused on ensuring that the look and feel of the site fits with the ethos of the Charity and also maintains a user-friendly experience for visitors. As part of this we have created a new logo and selected a branded colour palette, both of which were unveiled with the website. We continue to communicate regularly with our Members via our regular email News Updates.

- **Other Activities**
  CFF is affiliated to the Association of Camphill Communities ('AoCC') and is a member of Learning Disability England ('LDE').

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 General 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.

In the year ended 31 March 2020 the Charity had an excess of income over expenditure of **£3,525** in the General Fund. This would give General Fund reserves of **£14,619** at year end. The General Fund reserves would then be well above the target maximum. The Trustees have resolved to transfer **£5000** from the General Fund reserves to the Donation Fund.
This change gives General Fund reserves of **£9,619** at year end

The Donation Fund which was set up in 2015/16 following the receipt of £50,000 from a legacy has a balance of **£23,612** at year end, following outgoings of **£22,000,** transfer of **£5000** from the General Fund reserves and receipt of interest income of **£148**. The outgoings comprised donations of £10,000 which were made to both the The Mount and The Esk Valley Camphill communities to provide ongoing support for their new initiatives. In addition, a sum of £2,000 was sent to the Hermanus Camphill School in South Africa, following the devastating fire that they suffered at the start of 2019. The Trustees will continue to use these legacy funds to support specific projects or initiatives within the Camphill movement both in the UK and abroad.

Going Concern
The Trustees have considered the financial circumstances of the Trust. At the time of approving the financial statements, they have a reasonable expectation that it has adequate resources to continue for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Camphill Families and Friends

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;
- observe the methods and principles in the applicable Charities SORP;
- 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 and the applicable Charities (Accounts and Reports) Regulations. 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
23 October 2020

Camphill Families and Friends

Statement of Financial Activities for the year ended 31 March 2020

	Notes	General Fund £	Donation Fund £	Total **2020** £	Total **2019** £
Income and Expenditure					
Income					
Membership subscriptions & donations		6,317	-	6,317	5,500
Gift aid		768	-	768	791
Bank interest		37	148	185	259
Total income		7,122	148	7,270	6,550
Expenditure					
Administrative expenses	3	3,525	-	3,525	3,609
Donation Fund expenditure		-	22,000	22,000	-
Total expenditure		3,525	22,000	25,525	3,609
Net income/(expenditure) for the year		3,597	(21,852)	18,255	2,941
Fund balances brought forward		11,022	40,464	51,486	48,545
Fund balances before internal transfer		14,619	18,612	33,231	51,486
Internal transfer		(5,000)	5,000	-	-
Fund balances carried forward		9,619	23,612	33,231	51,486

Camphill Families and Friends

Balance Sheet at 31 March 2020

	Note		**2020**		**2019**
		£	£	£	£
Current assets					
Prepayments and accrued income		378		243	
Cash at bank		32,965		51,567	
		33,339		51,810	
Current liabilities	4	108		324	
Net current assets			33,231		51,486
Net assets			33,231		51,486
Represented by					
General fund			9,619		11,022
Donation fund			23,612		40,464
			33,231		51,486

Approved by the Trustees on 23 October 2020 and signed on their behalf by

Mary Pearson
Chair

Camphill Families and Friends

Notes to the accounts for the year ended 31 March 2020

1. Accounting Policies

Accounting convention
The accounts have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Charities Act 2011 and applicable regulations.

Incoming Resources
Income received from subscriptions and donations is accounted for on a receivable basis Interest receivable is accounted for on an accruals basis.

Resources Expended
All expenditure is accounted for on an accruals basis.

Creditors and Provisions
Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

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

	2020	**2019**
	£	£
Travel expenses -Trustees	637	1,641
-Other	8	-
Conferences & meetings	1,754	747
Insurance	575	573
Stationery, postage and other office expenses	13	113
Subscriptions	168	199
Website development	305	286
Bank charges	65	50
	3,525	3,609

Expenses were paid to 4 Trustees during the year (2019: 6)

4. Current Liabilities

	2020	2019
	£	£
Accruals and deferred income	108	324
	108	324

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 2020, which are set out on pages 7 to 10.

Respective responsibilities of Trustees and examiner

As the Charity's Trustees, you are responsible for the preparation of the accounts; you consider that an audit is not required under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to

- examine the accounts (under section 145 of the Charities 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 Charities Act; and
    - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act

    have 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
23 October 2020