



# **Dartmouth Caring Supporting Our Community**

## **ANNUAL REPORT**

**April 2020 – March 2021**



## LEGAL AND ADMINISTRATIVE

**CHARITY NUMBER:** 900226

**BUSINESS ADDRESS:** 35 VICTORIA ROAD  
DARTMOUTH  
DEVON TQ6 9RT

<b>President</b>	<b>Iris Pritchard (Non-trustee)</b>
<b>Chair Trustee</b>	<b>Dee Nutt</b>
<b>Treasurer Trustee</b>	<b>Peter Adolphus</b>
<b>Vice Chair Trustee</b>	<b>Charles Sutherland</b>
<b>Trustee</b>	<b>David Flowerday</b>
<b>Trustee</b>	<b>Martin McGowan-Scanlon</b>
<b>Trustee</b>	<b>Caroline Martin</b>
<b>Trustee</b>	<b>Dr. Frances Davidson</b>

**INDEPENDENT EXAMINER:** SEAN SMITH (FCA)  
THOMAS WESTCOTT CHARTERED ACCOUNTANTS  
PETITOR HOUSE  
NICHOLSON HOUSE  
TORQUAY  
DEVON

**KEY PERSONNEL** NICK HINDMARSH  
MANAGER

**BANKERS:** LLOYDS BANK  
31 FORE STREET  
TOTNES  
DEVON  
TQ9 5HH

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

- Dartmouth Caring is an unincorporated standard registered charity.
- It is governed by its Constitution adopted on 17 July 1989 and amended 17 October 2013, as registered with the Charity Commission in October 2013.

The election of officers and other trustees is to take place in General Meetings:

- Each trustee shall retire with effect at the following Annual General Meeting after his appointment but shall be eligible for re-election at that Annual General Meeting.
- No one may be elected a trustee or an officer at any Annual General Meeting unless before the meeting the charity is given notice that is signed by a member entitled to vote at the meeting, states the member's intention to propose the appointment of a person as a trustee or as an officer and is signed by the person who is to be proposed to show his willingness to be appointed.
- The maximum number of trustees is fixed at 12 and the trustees may not appoint a person to be an officer if the person has already been elected or appointed to that office and has not yet vacated the office.

## **OBJECTIVES & ACTIVITIES FOR THE PUBLIC BENEFIT**

- The Charity's objectives are to undertake voluntary work in education, health & welfare, social services and similar support activities amongst those in need.
- Dartmouth Caring will serve the geographical area around Dartmouth, Stoke Fleming, Strete, Blackawton, Dittisham; served by Torbay Hospital, Derriford Hospital, Royal Devon & Exeter Hospital and the Dartmouth Medical Practice and any successors thereto.
- We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

## **RECRUITMENT AND INDUCTION OF NEW TRUSTEES**

- The Trust Board is always mindful of the need to review its skills set and the capacity of the Board to discharge its role.
- When a need to recruit new trustees arises an external advertisement is placed in the local press and on social media. If a wider search is needed then other channels will be explored.
- Potential trustees need to apply for the role. Those short listed are interviewed by the Chair and one other trustee, with the Manager.
- On appointment the Manager spends time with new trustees ensuring they are aware of their roles and responsibilities and current issues facing the charity; this includes discussing Safeguarding and completion of DBS checks. An induction pack is used to assist this process.

## What we did in 2020-21 and what it looked like in practice?

Last year was the year everyone in the community faced the challenges of a pandemic. Dartmouth Caring, along with many others, stepped up and played its part, adding new services to meet the changes in need and demand.

Traditional services that involved face to face contact, such as Lunch Clubs, Memory Café and Patient Transport needed to be mothballed, though they are now, in summer 2021, back up and running.

These were replaced at pace to ensure clients were not left without. 48 hours after closing Lunch Clubs we had a Meals on Wheels service running three days a week and within 3 weeks this became a daily service, including weekends and Bank Holidays.

We were inundated by offers of help both in terms of volunteers and a significant increase in donations to enable us to run the necessary support services. We cannot thank the community enough for their invaluable help in these early days. In the first 2 weeks, for example we acquired 80 new volunteers.

This meant that, in the first lockdown in particular, we were able to run the shopping, delivery of food parcels, prescription deliveries, and meals on wheels almost entirely with volunteers.

Staff quickly switched to remote working and the office, which had been a hive of activity in the past became a two person co-ordination centre. In the first week we identified 194 clients we knew we would need to support and allocated a Support Worker to



each, within 2 weeks this number grew to 319 clients. Each of these received a call or a visit each week throughout the first lockdown, many still do over 18 months later.

We received significant support from all tiers of local government and from community bodies such as St Petrox Trust, Dartmouth United Charities, the Food Festival, League of Friends, the Rotary Club of Dartmouth, the Hadley Trust and many others.

## What was the impact of Covid on our services?

### Benefit advice and support



Trained staff help local people get the benefits they need – every year these staff assist members of the community make claims for benefits linked to disability, pension credit, Universal credit, etc.

During the pandemic this was made difficult with the lack of face to face client contact. As we continue to return to “normal” the demand for this service is growing rapidly, as anticipated.

### Dementia advice and support

Memory Café has restarted, every Tuesday at the Baptist Church in Ivatt Road, supporting those with memory issues and their carers. However, Memory Café was closed for the whole of 2020-21.

The need for support was most acutely felt amongst these clients, more so than almost all other client groups, with the need for carer support being notable. We did permit some face to face support, in full PPE, to these clients due to their needs.



### Palliative & Cancer Care Liaison service

Nurse, Andie Day has been leading our Palliative & Cancer Care Liaison service for the past 3 years - in that time she has helped over 160 people through this difficult time in their lives. Her support and advice is for those with the diagnosis and for their family.



The pandemic had more impact on this service than any other, as the table of statistics, below, shows. The nature of clients’ treatments makes them especially vulnerable to Covid and adds to the emotional worries patients and their families endure.

Andie's role was absolutely invaluable during this time and we thank the trusts (The February Foundation and the James Tudor Foundation) that have helped us continue to fund this role.

### Meals on Wheels and Lunch Clubs



Our Lunch Clubs provided a regular time during the week for over 55s to meet, socialise and enjoy a wholesome home-made meal, with pudding, tea, coffee and biscuits. **We charged £5 per meal.** This service was replaced by Meals on Wheels at the start of Lockdown 1 and concluded at the end of May 2021, by which time we had cooked and delivered just under 12,000 hot two course meals.

Thanks to the support from various grants from the Peoples' Post Code Lottery, Devon County Council in particular over 10,000 of these were provided free to clients.

The role of volunteers was critical in making this service function along with all those who have cooked for us over the past year – thank you to all involved!

### Patient Transport

This stopped in March 2020 and restarted in January 2021 as our drivers were vaccinated. The loss of this service for 9 months was mitigated by a sharp decline in outpatient appointments at local hospitals. Demand has been on the rise, particularly from March 2021. Our volunteer drivers take local



people to health appointments at outpatients in hospital, the GP practice and others. They wait then bring them home. This service was stopped during Lockdown. **We ask for a donation to cover the driver's running costs only.**

## Counselling Service

We have 4 volunteer counsellors who between them support 12 clients at a time with their issues. Each client can access a bespoke 10 week programme to help them through their issues. This became a telephone only service for a while and is now run as a hybrid service with some face to face work and some online or over the telephone. Many clients have said they prefer online and telephone counselling as this reduces the anxiety and stress of attending a meeting.



There is a very clear need for this service currently with a rapidly growing waiting list.

## Patient liaison



We liaise closely with the medical professionals within our area, Moor to Sea, to support clients with their discharge from hospital, social care and reablement. We are able to advocate for our clients and assist communication between clients and the medical/social care teams. Our **Home Help Service** is an integral part of this as well as being a service for anyone who thinks they need additional help in the home to maintain their independence and ensuring they have the support they need.

## Young Dartmouth

We work with young people at the Academy adding to the support the school is able to offer their students. This programme is now in its 10<sup>th</sup> year, and returns this autumn after a break of 4 terms.



## Nick Hindmarsh - BEM – Chief Executive

## All charities have aims, ours are:

“to support those in need in Dartmouth and the surrounding villages”.

<b>Services provided in 2020-2021</b>	<b>2020-2021</b>	<b>2019-2020</b>
New clients taken on for on-going support	288	257
Conversations with clients called and spoken to	7532	4551
Meals on wheels	10831	45
Referred to specialist Dartmouth Caring services to support clients with - counselling, benefit support, Home Help and housing issues	399	228
Shopping, prescription deliveries, etc.	1542	219
Referred to Dartmouth Caring Dementia or End of Life/cancer care nursing staff	148	84
Transport	80	1124
Young Dartmouth - attendances	0	268
ViP - attendances	0	120
Memory Café attendances	12	1263
Lunch Clubs attendances	0	2318
<b>Total</b>	<b>20832</b>	<b>10477</b>
Average weekly workload - client contacts	425	214

### Major benefactors:

<ul style="list-style-type: none"> <li>• Dartmouth United Charities</li> <li>• Claire Milne Trust</li> <li>• Hadley Trust</li> <li>• Devon Community Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• The National Lottery</li> <li>• Peoples' Postcode Lottery</li> <li>• James Tudor Foundation</li> </ul>
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## Chair's remarks – 2020-21

It's been an amazing year and at the beginning of the financial year we were less than one month into lockdown.

The staff and volunteers of the charity worked really hard to ensure that the community of Dartmouth had the assistance they needed, particularly the extremely vulnerable.

Clearly face to face interaction had to be put on hold but Andie and Sarah continued to support their palliative and dementia clients and families in their time of need.

By the time vaccinations arrived towards the tail end of 2020 we worked hard to make sure all took part in this vaccination program, to speed up the delivery of essential support.

There are so many people I want to thank; the wonderful staff and volunteers and our great supporters; without them and their fantastic work it would not have been possible to have achieved so much.

**Thank you all!**

We go into the new financial year well positioned to continue this support to our community.

With my very best wishes to you and your families as we emerge from the ravages of the past year.

**Dee Nutt, MBE - Chair of Trustees**

## Treasurer's Report and reserve policy - 2020-21

This year has been extremely difficult for the charity sector in general but through our generous supporters and benefactors Dartmouth Caring remains in a healthy financial position. Our services have expanded considerably during the year with total expenditure rising to £301,000. The primary reason for this increase is due to the expansion of our "Meals on Wheels and "Home Help" services during the Covid-19 pandemic.

During the year our income rose 29% to £329,000, a quite remarkable achievement in the circumstances and one which allowed us to carry forward £28,000 to reserves to fund future activities.

At the year end the charity had reserves of £188,000 of which £140,000 were unrestricted and £48,000 were restricted. I would invite you to look at note 18 of the financial statements to see the areas in which these funds were restricted. It should be noted that the majority of these restricted reserves have been utilised since the year end.

Our policy is to hold undesignated reserves of between 60% and 80% of annual expenditure. These figures are meaningful when looking at a minimal level of restricted expenditure in a particular year but for this year restricted expenditure amounted to 55% of total expenditure. Accordingly, a more realistic picture for the year would be achieved by comparing undesignated reserves against annual unrestricted expenditure. Our undesignated reserves are the unrestricted funds of £140,000 less £15,000 set aside for our office move which is again set out in note 18. Our unrestricted expenditure for the year totalled £136,000 so we are looking at a 92% ratio between relevant reserves and expenditure which is highly satisfactory. The level of reserves is only indirectly in the Trustees control – we are able to increase services as the reserves rise, but equally have to reduce services if the reserves become uncomfortably low.

These reserves will help us sustain services through the uncertainties of the pandemic and beyond.

The trustees are very grateful for the continued support of our donors, large and small.

**Peter Adolphus – Treasurer**

## **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.

The trustees are required to prepare financial statements which give a true and fair view of charity and of the incoming resources and application of resources of the charity. 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 the financial position of the charity and enable them to ensure that the financial statements comply with legislation. 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 irregularities.

On behalf of the board:

**Peter Adolphus Treasurer & Trustee**

**November 2021**

# Dartmouth Caring

## Independent Examiner's Report to the Trustees of Dartmouth Caring

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Dartmouth Caring ('the charity') for the year ended 31 March 2021.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



**S R Smith (FCA)**

Thomas Westcott Chartered Accountants

Independent Examiner

Petitor House

Nicholson Road

Torquay

Devon, TQ2 7TD

31 December 2021

**Dartmouth Caring**  
**Statement of Financial Activities**  
**Year ended 31 March 2021**

		2021		2020	
		Unrestricted funds	Restricted funds	Total funds	Total funds
Note	£	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	4	92,485	199,290	<b>291,775</b>	203,761
Charitable activities	5	28,894	–	<b>28,894</b>	43,442
Fundraising income		7,312	–	<b>7,312</b>	6,479
Investment income	6	769	–	<b>769</b>	1,584
		—————	—————	—————	—————
<b>Total income</b>		129,460	199,290	<b>328,750</b>	255,266
		—————	—————	—————	—————
<b>Expenditure</b>					
Expenditure on fundraising		726	–	<b>726</b>	3,181
Expenditure on charitable activities	7	135,035	164,925	<b>299,960</b>	254,825
		—————	—————	—————	—————
<b>Total expenditure</b>		135,761	164,925	<b>300,686</b>	258,006
		—————	—————	—————	—————
<b>Net income/(expenditure) and net movement in funds</b>					
		(6,301)	34,365	<b>28,064</b>	(2,740)
		—————	—————	—————	—————
<b>Reconciliation of funds</b>					
Total funds brought forward		146,310	14,185	<b>160,495</b>	163,235
		—————	—————	—————	—————
<b>Total funds carried forward</b>		140,009	48,550	<b>188,559</b>	160,495
		—————	—————	—————	—————

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 15 to 25 form part of these financial statements.

**Dartmouth Caring**  
**Statement of Financial Position**  
**Year ended 31 March 2021**

		2021		2020
	Note	£	£	£
<b>Fixed assets</b>				
Tangible fixed assets	12		1	1,650
<b>Current assets</b>				
Debtors	13	9,872		6,298
Investments	14	55,289		79,069
Cash at bank and in hand		132,400		93,509
		197,561		178,876
<b>Creditors: amounts falling due within one year</b>	<b>15</b>	<b>9,003</b>		<b>20,031</b>
<b>Net current assets</b>			<b>188,558</b>	158,845
<b>Total assets less current liabilities</b>			<b>188,559</b>	160,495
<b>Net assets</b>			<b>188,559</b>	160,495
<b>Funds of the charity</b>				
Restricted funds			<b>48,550</b>	14,185
Unrestricted funds			<b>140,009</b>	146,310
<b>Total charity funds</b>	<b>18</b>		<b>188,559</b>	160,495

These financial statements were approved by the board of trustees and authorised for issue on 23<sup>rd</sup> November 2021 and are signed on behalf of the board by:

**Dee Nutt**

**Peter Adolphus**

**Trustee**

**Trustee**

The notes on pages 15 to 25 form part of these financial statements.

# Dartmouth Caring

## Notes to the Financial Statements

Year ended 31 March 2021

### 1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 35 Victoria Road, Dartmouth, Devon, TQ6 9RT.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. Accounting policies

#### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less.

#### Basis of preparation

The financial statements have been prepared on the historical cost basis.

#### Going concern

There are no material uncertainties about the charity's ability to continue.

#### Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken under the disclosure exemptions available not to present a cash flow statement for the charity.

#### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Accounting estimates and assumptions are made concerning the future and by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are none.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

#### Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### Incoming resources *(continued)*

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Where a grant (including government grants) does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

- legacy income is recognised when receipt is probable and entitlement is established.
- no amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events and non-charitable trading activities.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource.

### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. No tangible assets are carried at a revalued amount.

### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Office Equipment - 25% Straight line

### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument and are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash value or other consideration expected to be paid or received and not discounted.

### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.



# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

**Year ended 31 March 2021**

### 4. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
<b>Donations</b>			
Membership and joining fees	1,410	–	1,410
General donations	22,943	13,213	36,156
Gift Aid	4,499	–	4,499
<b>Legacies</b>	<b>18,000</b>	<b>–</b>	<b>18,000</b>
<b>Grants</b>			
National funding and grants	15,044	54,994	70,038
Dartmouth and District funding and grants	20,925	66,063	86,988
Government bodies	9,664	65,020	74,684
	92,485	199,290	291,775
	92,485	199,290	291,775

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
<b>Donations</b>			
Membership and joining fees	1,650	–	1,650
General donations	17,399	–	17,399
Gift Aid	1,257	–	1,257
<b>Legacies</b>	<b>7,398</b>	<b>–</b>	<b>7,398</b>

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 4. Donations and legacies *(continued)*

#### Grants

National funding and grants	28,457	20,935	49,392
Dartmouth and District funding and grants	1,050	50,000	51,050
Government bodies	65,819	9,796	75,615
	<u>123,030</u>	<u>80,731</u>	<u>203,761</u>

### 5. Charitable activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Home Help Service	17,128	<b>17,128</b>	18,742	18,742
Transport donations	655	<b>655</b>	10,988	10,988
Luncheon Club (including raffle)	5	<b>5</b>	10,876	10,876
Meals on Wheels	11,106	<b>11,106</b>	—	—
Other income	—	—	2,836	2,836
	<u>28,894</u>	<u><b>28,894</b></u>	<u>43,442</u>	<u>43,442</u>

### 6. Investment income

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Bank interest receivable	769	<b>769</b>	1,584	1,584
	<u>769</u>	<u><b>769</b></u>	<u>1,584</u>	<u>1,584</u>

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 7. Expenditure on charitable activities by activity type

	Total funds 2021	Total funds 2020
	£	£
Direct costs	<b>260,283</b>	211,608
Support costs	<b>39,677</b>	43,217
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	<b>299,960</b>	254,825
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>

### 8. Support costs

	Support costs	Total 2021	Total 2020
	£	£	£
Premises	7,380	<b>7,380</b>	7,380
General office	4,551	<b>4,551</b>	1,550
Insurance	3,313	<b>3,313</b>	4,275
Independent examination fees :-			
Examination of the financial statements	2,500	<b>2,500</b>	2,775
Other financial services	800	<b>800</b>	2,775
Consultancy fees	3,561	<b>3,561</b>	2,993
Telephone, internet and IT support	10,041	<b>10,041</b>	10,893
Printing, postage, stationery and advertising	4,994	<b>4,994</b>	6,267
Depreciation	1,649	<b>1,649</b>	3,450
Bank charges	560	<b>560</b>	437
Sundry expenses	328	<b>328</b>	422
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	<b>39,677</b>	<b>39,677</b>	43,217
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	209,160	178,909
Social security costs	7,150	6,896
Employer contributions to pension plans	2,948	2,690
	<hr/>	<hr/>
	219,258	188,495
	<hr/>	<hr/>

The average head count of employees during the year was 20 (2020: 16). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Manager	1	1
Support workers and administration	12	10
	<hr/>	<hr/>
	13	11
	<hr/>	<hr/>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

### 10. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

During the year there were no trustee expenses (2020 – Nil).

### 11. Volunteers

In 2020-21 volunteers played a hugely significant role. The usual activities of Lunch Club, Memory Café and volunteer driving were suspended for all or most of the year. In place of this, volunteers made a significant contribution to our new meals on wheels service and delivered and made a sizeable proportion of nearly 11,000 meals. They also collected and delivered over 1,500 clients' shopping and prescriptions.

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 12. Tangible fixed assets

	Equipment	Total
	£	£
<b>Cost</b>		
At 1 April 2020 and 31 March 2021	19,456	19,456
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 April 2020	17,806	17,806
Charge for the year	1,649	1,649
	<hr/>	<hr/>
<b>At 31 March 2021</b>	19,455	19,455
	<hr/>	<hr/>
<b>Carrying amount</b>		
At 31 March 2021	1	1
	<hr/>	<hr/>
At 31 March 2020	1,650	1,650
	<hr/>	<hr/>

### 13. Debtors

	2021	2020
	£	£
Trade debtors	3,238	2,418
Prepayments and accrued income	6,634	3,880
	<hr/>	<hr/>
	<b>9,872</b>	<b>6,298</b>
	<hr/>	<hr/>

### 14. Investments

	2021	2020
	£	£
Short-term deposits	55,289	79,069
	<hr/>	<hr/>

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 15. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,408	1,563
Accruals and deferred income	3,723	15,865
Social security and other taxes	2,872	2,603
Other creditors	-	-
	<u>9,003</u>	<u>20,031</u>

### 16. Deferred income

	2021	2020
	£	£
At 1 April 2020	8,250	6,250
Amount released to income	(8,250)	(6,250)
Amount deferred in year	-	8,250
	<u>-</u>	<u>8,250</u>
<b>At 31 March 2021</b>	<b>-</b>	<b>8,250</b>

The deferred income relates to grants received and where the expenditure will be incurred during the following year.

### 17. Pensions and other post-retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,948 (2020: £2,690).

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

### Year ended 31 March 2021

#### 18. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	146,310	129,460	(135,761)	<b>140,009</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	163,235	174,535	(191,460)	146,310
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Within the general reserve there is a designated fund of £15,000 for the estimated costs of the planned relocation to new premises. The remaining funds are held so that the charity is in a position to continue offering the services in line with their charitable aims and objectives during periods of declining income, as laid out in the Treasurer's Report and Reserves Policy.

##### Restricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Coronavirus	–	36,331	(12,939)	23,392
Mental Health Work	7,000	17,688	(24,688)	–
Meals on Wheels	–	23,913	(23,913)	–
Specialist Health Services	7,185	26,978	(10,475)	23,688
Wellbeing	–	44,380	(42,910)	1,470
Dartmouth United Charities	–	50,000	(50,000)	–
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	14,185	199,290	(164,925)	48,550
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

### Year ended 31 March 2021

#### 18. Analysis of charitable funds *(continued)*

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Young Dartmouth Group	–	4,000	(4,000)	–
Mental Health Work	–	10,546	(3,546)	7,000
Specialist Health Services	–	14,185	(7,000)	7,185
Community Transport	–	2,000	(2,000)	–
Dartmouth United Charities	–	50,000	(50,000)	–
	—	—	—	—
	–	80,731	(66,546)	14,185
	=	=	=	=

The purposes of the restricted funds are detailed by the chief executive in the annual report, from page 4.

#### 19. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	1	–	1
Current assets	149,011	48,550	197,561
Creditors less than 1 year	(9,003)	–	(9,003)
	—	—	—
<b>Net assets</b>	<b>140,009</b>	<b>48,550</b>	<b>188,559</b>
	=	=	=

  

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	1,650	–	1,650
Current assets	164,691	14,185	178,876
Creditors less than 1 year	(20,031)	–	(20,031)
	—	—	—
<b>Net assets</b>	<b>146,310</b>	<b>14,185</b>	<b>160,495</b>
	=	=	=



# Dartmouth Caring

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### **20. Post balance sheet events**

Although there are no specific known factors which could have an impact on the charity's financial statements, it should be noted that as at the end of the financial year there was instability relating to the global health emergency in respect of the coronavirus pandemic. As a result, the funding and the expenditure for the following year may be adversely affected.

The charity is in negotiations regarding the leasing of new premises, which is expected to take place next year and any future financial commitments are currently unknown.

### **21. Related parties**

The trustees and key personnel are listed on the legal and administrative page. There were no related party transactions during the year.