

RECEIVED

18 SEP 2017

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

1. Name of Voluntary Organisation CHURCHES TOGETHER IN GODALMING & DISTRICT
2. Contact Name, Address and Telephone Number 01483 - 415702  
MRS. JACKY TICKLER  
18 FRANKLYN ROAD, GODALMING, SURREY. GU7 2LD
3. Details of Organisation; is it
  - a) A Charity?
  - b) A Trust?
  - c) A Private Limited Company?
  - d) Affiliated to any National Body? - CT IN ENGLAND & WALES
  - e) Any other official registration?
4. What are the aims and objectives of the Organisation? CHURCHES WORKING TOGETHER  
IN GODALMING & DISTRICT
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.  
NO.
6. Please state size of membership and annual subscription levels of Organisation. 12 member churches \$40 - \$200+
7. Please enclose the following information as applicable to your Organisation:-
  - a) Constitution or aims
  - b) Copy of accounts (these will not be required for a new organisation)
  - c) Copy of budget for current financial year
  - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.  
JOINT SERVICE + OTHER ACTIVITIES (EASTER +  
STAYCATION) MONTHLY PRAYER SERVICE FOR YOUTH +  
MONTHLY PRAYER BREAKFASTS.  
TOWN DAY includes TOWN CAROL SERVICE  
STALL AT TOWN DAY AND CHRISTMAS FESTIVAL.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TO HELP FUND ENTERTAINMENT, REFRESHMENTS AND PUBLICITY INC. PA SYSTEM FOR CHRISTMAS TOGETHER IN GODALMING

- b) Specify
- Total Estimated Cost £ 650
  - Amount already available £
  - Amount expected to be available at commencement £
  - Dates scheduled to commence and finish

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
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11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 650.

b) Whether you have received a previous grant from the Town Council

- Amount £ 650
- Date DECEMBER 2016.
- Project GODALMING TOWN DAY (CT)

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

THIS DAY BRINGS TOGETHER ALL ASPECTS OF COMMUNITY, SECULAR, CHARITY + CHURCH. CHILDREN, YOUTH & OLDER PEOPLE TO ENJOY THEMSELVES.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 14.9.17.

Capacity in which signed ORGANISER OF EVENT.

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

## Churches Together in Godalming & District

### Income and Expenses Year Ended 31 August 2017

	Notes	2017		2016		Budget 2018	
		£	£	£	£	£	£
<b>Income</b>							
Subscriptions		5,840		5,840		5,840	
Town Day & Stalls		1,127		890		900	
Christmas Lunch	2	280		500		1,000	
Collection at Combined Service	1	-		-		-	
Easter Income		-		50		-	
Dennis Amy Donations		500		-		-	
		<u>7,747</u>		<u>7,280</u>		<u>7,740</u>	
<b>Expenses</b>							
Christmas Go Godalming		-		200		-	
Leaflets & Adverts		575		570		600	
Christmas Lunch	2	349		465		1,000	
Public Liability Insurance		136		133		140	
Town Day		695		646		700	
Third Age Away Day		200		200		200	
Go Godalming Subscription		10		10		10	
Website		18		36		40	
Easter Services		990		1,173		1,000	
Pastoral Support		-		200		-	
Joint Service		30		-		-	
Banner/Hi Vis Jackets		-		90		-	
Christmas Festival		160		-		100	
		<u>3,163</u>		<u>3,723</u>		<u>3,790</u>	
Net Income (Expenses) Before Distributions		4,584		3,557		3,950	
Trinity Trust Team		<u>5,000</u>		<u>5,000</u>		<u>5,000</u>	
Surplus (Deficit) for the Year		(416)		(1,443)		(1,050)	
Balance Brought Forward		1,583		3,026		1,167	
Cash at Bank 31 August 2017		<u>1,167</u>		<u>1,583</u>		<u>117</u>	

#### Notes

- 1 The combined service gifts were passed through The Bear Trust and amounted to £1,022.46 (2016: £970.77). This was divided equally between Christian Aid and The Cellar.
- 2 Waitrose made a direct cash donation of £280 and also provided vouchers for all guests so the figures shown here do not represent the full income and costs.

**GODALMING TOWN COUNCIL**  
**Application for Grant Aid**

1. Name of Voluntary Organisation: **Citizens Advice Waverley**
2. Contact Name, Address and Telephone Number

**Phil Davies, Chief Executive,  
Citizens Advice Waverley, 36 Bridge Street  
Godalming, Surrey GU7 1HP**

**01483 869599 / 07816 453698**

3. Details of Organisation; is it

- |                                     |                                |
|-------------------------------------|--------------------------------|
| a) A Charity?                       | Yes                            |
| b) A Trust?                         | No                             |
| c) A Private Limited Company?       | Yes                            |
| d) Affiliated to any National Body? | Yes, member of Citizens Advice |
| e) Any other official registration? | No                             |

4. What are the aims and objectives of the Organisation?

**Our aim:** To provide local people the advice they need to overcome their problems and  
To campaign on the big issues that affect their lives

**Our principles:** To provide everyone with free and easy access to independent, confidential and impartial advice on their rights and responsibilities  
To value diversity, promote equality and challenge discrimination

**Our values:** To provide high quality, inclusive services that focus on local people's needs  
Use research and campaigning to challenge disadvantage and barriers to social inclusion  
Provide sound governance through a Trustee Board working with integrity and transparency  
Recognise the value of our staff and volunteers and develop their full potential  
Participate in County and national Citizens Advice work  
Build positive working relationships with key local organisations  
Minimise our environmental impact

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

**None currently. (From 1 April this year have lost the £600 annual income we had received from PensionWise for renting our front office for their use one day each week, following their downsizing their outreach services. We are keen to obtain suitable new subtenants, subject to agreement from our landlord, Waverley Borough Council.)**

6. Please state size of membership and annual subscription levels of Organisation.

Citizens Advice Waverley has more than 150 volunteers in various roles, including more than 120 volunteer advisers. In 2016/17 we employed 16 part-time supervisory and admin support staff (8.1fte) to maintain, plan and develop the organisation's infrastructure so that it properly supports our volunteers in their work. Our operations are overseen by 10 volunteer trustees.

Our Godalming office has 50 volunteers, supported by a part-time Service Manager (14 hours per week), 2 part time Advice Service Supervisors (total 36 hours per week) and a part time Office Manager (16 hours per week), making a total equivalent of 1.8 fte of paid staff. As well as our Godalming office we also have offices in Cranleigh, Farnham and Haslemere.

Our Godalming office helped nearly 2,000 of the over 5,000 local people we helped across our four offices between April 2016 and March 2017. (We additionally helped a further nearly 2,000 people through our participation in a national webchat pilot service.)

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

**See attached report.**

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

**Provision of a locally available, independent, high quality advice service for Godalming residents.**

b) Specify	Total Estimated Cost	<b>£80,000</b>
	- Amount already available	£0
	- Amount expected to be available at commencement	<b>£20,000</b>
	- Dates scheduled to commence and finish	<b>Continuous</b>

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Waverley Borough Council	£20,000	Agreed as part of 3 year funding arrangement

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount           **£30,000**

b) Whether you have received a previous grant from the Town Council

- Amount           **£28,000**
- Date             **2016-17**
- Project          **As above**

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

**Our project will benefit the people of Godalming, and contribute to achieving Godalming Town Council's aims, by:**

- **increasing incomes in Godalming through helping local people to access their full financial entitlements - money that will be spent in Godalming – and thereby helping to improve social inclusion;**
- **reducing the number of Godalming children living in poverty through maximising family incomes and improving young parents' ability to manage their own finances;**
- **reducing anxiety, stress, depression and its associated ill-health effects through helping Godalming people to resolve issues relating to low income, debt, employment, housing and relationship problems;**
- **reducing homelessness and improving housing conditions in Godalming through helping resolve disputes between landlords and tenants and helping clients to manage housing debt and access grants for housing repairs;**
- **reducing indebtedness to local authorities by helping people apply for their full financial entitlements;**
- **helping Godalming people to access redress where they have experienced discrimination, unfair dismissal or received faulty goods and services;**
- **reducing the number of Godalming people entering the court system, and so incurring further debt, by negotiating with creditors;**
- **providing access to our services to the widest possible number of Godalming people by 'phone, drop-in, self-help through a kiosk and our website, appointments and via outreach; and**
- **contributing to the Godalming community planning process by using data collected in the course of our work.**

**Through using volunteers to deliver our service we also:**

- **enable a wide range of Godalming people, including those recovering from physical and mental health problems, to participate in a voluntary group and activity;**
- **more effectively meet the needs of Godalming people experiencing social and economic difficulties; and**
- **ensure there is equality of access and opportunity for Godalming residents.**

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed \_\_\_\_\_

Date: 12 April 2017

Capacity in which signed Chief Executive

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings,  
Bridge Street, Godalming, Surrey, GU7 1HR.

Please note that financial information provided may be discussed in a public forum.

## **Report for Godalming Town Council on the work of our Godalming office in 2016/17, and its value to the local community.**

### **Background**

1. Citizens Advice has provided free, confidential and impartial information, advice and support to residents in Godalming and its surrounding villages since 1978.
2. In 2006 the Godalming Citizens Advice office joined with Citizens Advice offices in Cranleigh, Farnham and Haslemere to form Citizens Advice Waverley.
3. In addition to providing face-to-face advice services in Godalming between 10:00 - 16:00 each weekday, Citizens Advice Waverley also offers Godalming residents a five days per week telephone helpline, manned by volunteers at all four of our offices plus an email advice service through our website ([www.waverleycab.org.uk](http://www.waverleycab.org.uk)).

### **Serving the Godalming community**

4. The Godalming office is the busiest of Citizens Advice Waverley's four offices, helping nearly 2,000 local people (just under 10% of the Godalming population) each year on a wide range of issues. Last year 34% of these issues related to claiming financial entitlements, 13% to managing debt, 11% to housing issues, 10% to employment issues and 8% to family and relationship issues.

### **How we helped Greg\***

#### **The problem:**

Greg lost both of his legs in a road traffic accident when he was a child. For the last 10 years he has depended on his mobility car to get to and from work. However when he was moved from Disability Living Allowance (DLA) to the new Personal Independence Payment (PIP) he wasn't awarded enough points to keep his car. This significantly limited Greg's ability to get around, not least to get to his part-time job.

#### **Our intervention:**

We supported Greg through the Mandatory Reconsideration process with the Department of Work and Pensions (DWP), but unfortunately this was unsuccessful and he had to return his mobility car. Unable to go back to work, we then supported Greg in making a formal appeal. The appeals hearing overturned the original decision and reinstated his payment for his mobility car. Greg is now back at work and receiving his full mobility allowance.

## Solving problems

5. Over the last year our more than **50 highly-skilled volunteers** in Godalming helped local people:
  - **secure over £½ million** of previously unclaimed financial entitlements
  - **managed nearly £½ million** of debt and
  - obtain Debt Relief Orders (DROs) with a total **value of over £76,000.**
  
6. They also helped:
  - **303 local people** facing work-related issues
  - prevent **16 local families** from losing their homes, and
  - **10 local people** suffering from domestic abuse.

## Outreach and preventative services

7. As part of our commitment to ensuring our services are accessible and relevant to everyone in Godalming we also offered an outreach service at Loseley Fields Children’s Centre and a limited home visiting service for people with mobility problems.
  
8. All of our Godalming-based volunteers were also trained to provide financial guidance and budgeting training to financially vulnerable people, including advice on how to get the best deal on their energy contracts. This helped people to learn the skills and gain the confidence they need to make sound financial decisions and minimise their risk of getting into debt.

## Changing lives

9. Our help and support changes people’s lives. This is not limited to improving their financial situations. It also contributes to reducing their stress and improving their ability to deal with their own problems. In our most recent survey:

### How we helped Selina\*

#### The problem:

Selina, who has learning difficulties, needed some dental treatment. When she visited the dentist she was asked if she was on welfare benefits as this might mean she was eligible for free treatment. As Selina was a pensioner, she wrongly assumed that she was on Pension Credit and proceeded to have her treatment carried out free-of-charge. She later realised that this was not the case and with the help of a friend, paid all the charges with monthly payments. Nonetheless she received a letter from a debt collection agency saying the NHS had sold the debt onto them. A 36p shortfall on the first monthly payment had incurred a £100 interest charge and a £50 surcharge, amounting to a bill of £150.36.

#### Our intervention:

We wrote to the debt agency explaining Selina’s initial confusion about whether or not she was eligible for free dental treatment. We told them about her learning difficulties, her poor health and how she needed a friend to help her make the monthly payments. In response they agreed to remove all the penalty charges and surcharges.



- **over 70%** of people using our services said that it had improved their confidence in managing their problems
- **more than 75%** said that it had impacted positively on their peace of mind
- **20% believed** that it had improved their health
- **90% reported satisfaction** with our overall service and nearly 100% said that they would use us again.

### Volunteering in Godalming

11. We are almost entirely dependent on our volunteers for delivering our services. They are recruited, trained and deployed locally and provide a total of **14,400 volunteer hours** each year at our Godalming office. This is estimated to be nearly **£¼million**.
12. In addition our Godalming office offers volunteering opportunities for local people to work as receptionists, administrators or get involved in our work campaigning for social justice. For many people taking their first steps into work, or returning after a career break, this can provide an ideal supportive environment.

“Citizens Advice’s Godalming office has given me vital real-world work experience. I know this will aid me greatly in my future career.”

Volunteer (aged 23), Godalming office

13. The most recent survey of our Godalming volunteers found that:
  - **92%** believed that volunteering there had taught them a lot and had enjoyed the team spirit
  - **83%** considered our Godalming office to be a supportive and professional place to work and found their work rewarding, and
  - **74%** were proud to work there, felt valued and would recommend it to their friends.

### Local fundraising

14. In 2016-17 we also ran **10 local fundraising events** and appeals for support with specific projects. These raised **more than £20,000**. A proportion of this money went towards the running costs of our Godalming office.

## Projects

15. Last year we were also involved in running a number of independently financed projects across the borough, designed to improve the services that we offer to local people, including those in Godalming. These included:
  - helping administer Surrey County Council's Local Assistance Scheme (LAS), that provided emergency financial support to **65 Godalming people**
  - reporting local people's experiences of health and social services to Healthwatch Surrey, the independent watchdog monitoring these services
  - helping address fuel poverty through providing advice on energy efficiency and facilitating switching of suppliers to **13 Godalming people**
  - piloting the provision of advice at local GP surgeries, including installing a linked, touchscreen **advice terminal at the Mill Medical Practice** in Godalming.
16. In addition we maintained a dedicated, client-facing advice website ([getadviceinwaverley.org.uk](http://getadviceinwaverley.org.uk)) that links people to locally-available practical support on a wide range of issues from **over 30 partner organisations**.
17. Our Godalming office, working with the St. Mark's foodbank, also supplied **over 150 food parcels** last year to local people in need. This is by far the greatest source of such support to local people.

"Thanks to you the world is a little bit more amazing..."

Godalming client, June 2016

## Summary

18. Our Godalming office is **here to help local people** by providing them with the information, advice and support they need to manage their problems and find their way forward. We are very grateful for the continuing support from Godalming Town Council for this vital work.

## **CITIZENS ADVICE WAVERLEY (CAW)**

### **PROVISIONAL FORECAST FOR 2018/19**

#### **Introduction**

1. For many years we have enjoyed a very positive working relationship with our key stakeholders, exemplified by a series of three year funding agreements. These have enabled us to plan our service over that period with some confidence, for which we are very grateful.
2. Our current 3-year funding agreement with Waverley Borough Council (WBC) runs until 31 March 2018 and similar agreements with at least two of our other key funders will end at the same time. The level of funding that will be available to us from these sources going forward is unclear.
3. This paper has been prepared to provide an indicative view of the future funding needs of CAW. The estimates it contains have been prepared on the assumption that we maintain the level of service envisaged in the current agreements with WBC and other key funders. It also considers the likely impact of a lower level of funding being available.

#### **Overview**

4. Citizens Advice Waverley operates with over 160 volunteers and 8 FTE of paid staff across our four offices in Cranleigh, Farnham, Godalming and Haslemere. It is funded primarily from three sources, Local Authority grants, service charges and local community support in the form of donations and attendance at fundraising events. We support people through several methods, but our face-to-face advice service remains the most valued by our clients and best method of supporting the most needy and vulnerable people.
6. We are aware of the financial pressures on our local authority funders and have engaged in a number of cost-cutting and revenue raising activities in recent years. But the increasing need for our services, reducing opportunities for accessing new income streams and full impact of new regulations placed on charities are placing unprecedented new strains on our current resources. We are currently running at a deficit against income and relying on reserves that will be used up during 2018/19.
7. What is required for the next financial year is either an increase in funding or a reduction in costs. Staff costs are at a minimum in the existing structure, so unless we see an increase in income, our only options will be structural change. This could involve closing an office thus reducing the face-to-face appointments available to those who need them and the volunteering opportunities available within our organisation.
8. The following paragraphs set out these issues in greater detail:

#### **Demand for advice**

9. Citizens Advice Waverley (CAW) is the only provider of holistic advice services within the Borough. Each year we help around 6,000 people who lack the knowledge, skills or mental capacity to cope with the often complex processes associated with life-changing events such as job loss, illness, relationship breakdowns or changes in carer responsibilities. Our services help these people to take back control of their lives.

10. Current demand for our services is high, in particular from those communities with higher levels of deprivation, and sometimes we struggle to meet the targets set by WBC in relation to waiting times between first contact and full advice provision. This is particularly acute in Farnham, whose catchment includes one of the five most deprived areas in Surrey.
11. Our expectations are that demand for our services will only increase, in particular because of:
  - a) the impending local roll-out of Universal Credit, with its complex claiming process, which it is anticipated will affect around 28% of all working families and more than half of all families with children
  - b) the increasing population of the borough and its age profile, and
  - c) increasing national regulation on us as a charity. This includes new Information Assurance requirements that impact particularly heavily on organisations that hold large quantities of confidential client information, a formal accreditation process for everyone providing or overseeing the provision of financial advice and more resource-intensive quality-assurance process requirements.

#### **Our ability to support our clients**

12. We have around 120 volunteers who provide advice to clients and a further 40 who support the organisation in a variety of ways, including through fundraising, receptionist duties, governance roles etc. These volunteers are supported by less than 8 FTE of part-time paid staff with an average FTE salary cost of around £28,500 including pensions and NI.
13. We already have a very high ratio of volunteers to paid staff and pay our staff less than many comparable organisations in the County. Therefore we see limited opportunity to reduce payroll costs whilst continuing to provide the levels of service built into the current agreements with main funders.
14. We have done much to reduce overhead costs over the last few years and have saved some £7,000 per annum. Those remaining are largely fixed costs based on the number of offices and to a lesser extent their opening hours. Bearing in mind the actions we have already taken the only area we believe there might be any remaining scope for reducing costs is premises which may include negotiating a rent reduction or moving. We are currently considering these options and will build them into an updated forecast later in the year.

#### **Income generation**

15. As in previous years the majority of our income has come from our key stakeholders (57% from WBC and 17% from Town Councils). We have been very successful in the past in raising funds from other sources in particular:
  - a) donations and community fundraising;
  - b) charging for services; and
  - c) subletting our premises –largely to other charity or public sector bodies.

16. We continue to be the most successful Citizens Advice in Surrey in raising funds from our local community and hope to continue to achieve these levels in the future.
17. In common with all Citizens Advice offices across the country, our direct services to clients are free, as required by the terms of our membership of the Citizens Advice national organisation. However we do charge for services we supply to organisations. These include the local administration of Surrey County Council (SCC)'s Local Support Allowance (LSA), acting as authorised intermediaries for the Insolvency Service's Debt Relief Orders (DROs) and advising clients on reducing their utilities bills. We also charge for supplying information to Healthwatch Surrey, and piloting new services for Citizens Advice's national organisation.
18. Although some of these contracts are expected to continue, the overall income from this source is expected to fall. Being part of an affluent borough puts us at a significant disadvantage in attracting national funding and during the last year or so we have lost six highly competitive bids for new contracts. We will continue to try to find new sources of funds but believe it would be imprudent at this time to include these in our forecast.
19. We are also undertaking a review to ensure that we are levying charges wherever possible. However the issues on which our clients predominantly seek our advice (nearly one third on benefit entitlements and one fifth on debt) mean that the scope for raising any significant income from them will always be severely limited. However we continue actively to promote our charitable status and to encourage and simplify the process for clients to make donations, including through text donations.
20. Recent funding pressures on the public and voluntary sector have resulted in our losing over £15,000 per annum of income we had previously received from subletting our premises to organisations from those sectors. We will continue to try to find organisations that could share our premises, but have not assumed any new income from subletting in our forecasts.

### **Finances**

21. In 2016/17 we ran a deficit against income of just under £28,000 and ended the year with unrestricted reserves of £102,910 and restricted reserves of £31,714. The minimum level of unrestricted reserves suggested by charity law is 3 months operating costs which equates to roughly £90,000. Our budget for 2017/18 indicates a loss similar to 2016/17 which would result in our unrestricted reserves falling below this minimum level. However, we envisage that transfers from our restricted reserves will enable us to remain above this minimum level at the year end.
22. Attached to this paper is a provisional forecast for CAW for 2018/19 based on the assumption that we maintain the service levels envisaged in our current agreements with funders. This shows that to do this our aggregate funding from our principal funders would need to be increased from our current levels of £275,000 to £316,450 in 2018/19.

### **Alternative options**

23. WBC is our principal funder, but we also rely on significant financial support from the Town/Parish councils where our offices operate. So the impact of any shortfall in funding is

not a simple question as it will depend on the funding from each of the five organisations that have supported us so strongly over many years.

24. We are currently open for 15 “full day equivalents” each week across the four offices. The easiest way to consider the implications of any shortfall against our budget is, in the first instance, to consider a reduction in these opening hours. Our variable costs e.g. costs that could be avoided if we were open for one less day each week are about £10,500 per annum. So if aggregate funding were to remain at the same level (e.g. £275,000) then we would need to reduce the number of days we were open by 4 days each week.
25. Which offices would be affected would depend on discussions with WBC and the relevant local town or parish council. Clearly a large reduction in the opening hours of a particular office could make it uneconomic to run as there are significant fixed costs, in particular rent and related property costs. This would need to be balanced with the key benefits of operating in each of the four main population centres:
  - a) providing much better access to our services for those in greatest need; and
  - b) enabling us to recruit volunteers from these local communities that we would not be able to do otherwise.
26. Clearly the real disadvantage in reducing the number of opening hours across the Borough would be a reduction in the number of local people we are able to support. In simple terms a one day reduction in opening times would reduce the number of people we can help and support by something like 375 per annum.
27. We are also investigating options for changing our advice structure, including introducing a new Information Service model that is currently being trialled in some other Citizens Advice offices in England. This provides more able people with access to the resources they need to find solutions to their own problems, using intelligent advice terminals supported by volunteers trained as “Information Assistants.” Although taken alone this is unlikely to deliver significant cost savings it could free up some fully trained advisers to ensure that they were available to support more vulnerable and needy clients. Combined with some reduction in the hours we provide full advice services it could mitigate, to an extent, the reduction in the number of clients we would be able to support.

### **Conclusion**

28. We do not take any of this lightly and will, of course continue to search for alternative options. However it is important that we keep our key stakeholders informed about the challenges and threats we are facing and seek their support in addressing these in ways that will least damage the help and support that we currently provide to the most vulnerable and needy people in our local society.

## ANSWERS TO QUESTIONS FROM GODALMING TOWN COUNCIL TO CITIZENS ADVICE WAVERLEY

1. ***What is the number of GU7 postcode residents who have sought assistance from CAB in the last reporting year?***

Not all of our clients provide us with their postcode details. Some choose not to and others access our services in ways that do not require them to, such as online via our website, via email, or via webchat.

Taking this into account we estimate that Citizens Advice helped around 1,000 GU7 residents in 2016/17, including those who provided a GU7 postcode, plus an estimated commensurate proportion of those for whom we do not hold postcode details.

Additionally we estimate that close to 800 GU7 residents also access Citizens Advice services online, including around 200 last year via our website. (We appreciate that some of these may also use our phone or face to face services.)

We also took part last year in a nationally funded pilot of advice provision via webchat. We estimate that we helped around 30 GU7 residents via this channel.

2. ***What percentage of these were assisted via the telephone/online advice system and what percentage were assisted via an appointment at the Godalming Centre?***

Nearly 60% of the GU7 residents assisted by Citizens Advice last year had a face to face appointment at our Godalming office. Around 20% were assisted exclusively by phone or online. Almost all of the remaining 20% of GU7 residents received face-to-face advice at another Citizens Advice office within the Citizens Advice Waverley district. (Last year only 48 of the known GU7 residents receiving face-to-face advice went to a Citizens Advice office outside Waverley.)

3. ***What is the number of non-GU7 residents who have sought appointments at the Godalming centre?***

Advisers at our Godalming office helped 360 non-GU7 residents with face-to-face advice in 2016/17. These clients were predominantly from the adjoining GU postcode areas.

4. ***What is the percentage of GU7 residents as compared to the total for Citizens Advice Waverley's area that have sought advice by telephone, online or face to face advice?***

Around 20% of the clients helped by Citizens Advice Waverley last year were GU7 residents.

5. ***What is the range of issues faced by GU7 residents requiring assistance and linked to this is whether these have shifted in say the previous 10 years?***

The top 5 issues we helped GU7 residents with last year were:

Benefits	38%
Debt	12%
Housing	10%
Employment	9%

Relationship 8%

The range of issues that we handle for our clients has remained broadly consistent for many years, with benefits, debt, housing and employment issues dominating. However the level of enquiries on each of these issues varies year by year, reflecting changes in the socio-economic climate and legislation.

For example in 2008/09 (the earliest period for which we have detailed records) when there was less statutory control on lenders, debt represented around 18% of our total enquiries. In 2016/17 it had dropped down to around 14% of our total enquiries.

The introduction of Welfare Reform has increased the number of benefits related enquiries from under 28% in 2008/09 to over 31% of our total enquiries in 2015/16. Around 38% of GU7 clients in 2016/17 had welfare benefit related issues.

6. ***Previously GTC was asked to increase the grant provided due to a rise in unemployment caused by the economic down turn, employment is currently at an all-time high and therefore what is the driver for the grant remaining at this level?***

A few years ago, as the economic downturn began to bite, we did see an increase in enquiries about employment rights, debt management and benefit entitlements. This required additional resources to manage, including training and quality control processes.

Whilst the number of enquires on first two of these issues have reduced over the last couple of years, the continuing roll-out of Welfare Reform has meant we have received significantly more enquiries about benefit entitlements, particularly for those with disabilities. This now represents over 38% of our total enquiries from GU7 residents.

The local introduction of Universal Credit next year will impact on over 50% of local families with children. We anticipate that this will significantly increase demand for our advice and support on this topic, and will require more resources to manage and quality assure.

7. ***What is the totality of Citizens Advice Waverley's current income, expenditure and reserves?***

The attached budget for 2017/18 (annex 1) and a provisional budget for 2018/19 (annex 2) and covering paper (annex 3) jointly set out the detail of our current financial position. This demonstrates that we would require a 15% increase in our amalgamated income from key funders in 2018/19 in order to retain our current service levels across the borough..

8. ***Please provide a breakdown of all income sources with a particular focus on the monies received from Waverley Borough Council and the Town and Parish Councils in the Waverley area?***

Please see the attached budget for 2017/18 and provisional forecasts for 2018/19.



9. ***A breakdown of where their money is spent (to include a figure for staffing, accommodation and other overhead costs as a percentage of total spend).***

The attached table (annex 4) shows the total income and costs associated with our overarching District structure that provides support to all of our local offices on issues such as training, IT support, marketing and governance, and the income and costs specific to the day-to-day running of each of those offices.

***Additional value of Godalming Office***

In addition to our core information and advice services, we also run a number of project-funded services for local people from our Godalming office. These include:

- Healthwatch, where we last year we provided 183 pieces of evidence from local people to influence positive change in local health and social care provision
- Surrey County Council's Local Assistance Scheme, providing emergency financial support to 175 local people in financial crisis last year
- Energy Best Deal, where last year we helped more than 60 local people to get a better deal from their utility suppliers.

We would estimate that around 20% of those who benefited from these additional services would be GU7 residents.

We also work alongside a number of other local organisations, including the St Marks Foodbank. In this role we are the major distributor of food parcels within Godalming, supplying over 170 local Godalming families with emergency food supplies in 2016/17.

***Volunteering opportunities***

Volunteering is widely recognised as having a positive impact on local communities, enabling a wide range of people, including those recovering from physical or mental health issues to participate in their community.

Through using volunteers to deliver our services at our Godalming office we also provide more than 40 such opportunities for local people, across a range of different areas including advice provision, administrative support and fundraising.

CITIZENS ADVICE WAVERLEY

FORWARD PLANNING BUDGET 2018/19	Budget 2017/18	Budget 2018/19
<b>INCOME</b>		
Local authority grants (including Parish Councils)	274,610	274,610
4102 - Unrestricted Funds	26,500	15,000
4103 - Training Grants	2,000	1,000
<b>PROJECT FUNDING</b>	<b>28,500</b>	<b>16,000</b>
4201 - General Donations	8,000	8,000
4202 - Client Donations	1,500	1,500
4203 - Gift Aid	1,000	1,000
4400 - Fund Raising Events	12,000	20,000
<b>DONATIONS AND FUNDRAISING</b>	<b>22,500</b>	<b>30,500</b>
4601 - Rents	600	600
4602 - Other Service Income	400	250
4800 - Other income	3,000	1,500
	4,000	2,350
<b>TOTAL INCOME</b>	<b>329,610</b>	<b>323,460</b>
<b>EXPENSES</b>		
7000 - Governance	2,000	2,000
7101 - Salaries	212,000	212,000
7103 - Travel	13,000	15,000
7104 - Parking	9,000	11,000
<b>SALARIES</b>	<b>234,000</b>	<b>238,000</b>
7200 - Recruitment & Training	4,000	5,000
<b>PEOPLE COSTS</b>	<b>238,000</b>	<b>243,000</b>
7301 - Rent & Service Charges	63,000	64,000
7302 - Insurances	3,000	3,000
7303 - Repairs & Maintenance	10,000	10,000
7320 - Utilities	10,000	10,000
<b>PREMISES COSTS</b>	<b>86,000</b>	<b>87,000</b>
7400 - Communications	8,000	8,000
7500 - Membership & Info Services	15,000	16,000
7600 - Office Consumables	5,000	5,000
7900 - Other Expenses	600	800
<b>OFFICE AND OTHER</b>	<b>28,600</b>	<b>29,800</b>
7950 - Fundraising Expenses	0	0
<b>TOTAL EXPENSES</b>	<b>354,600</b>	<b>361,800</b>
<b>NET INCOME</b>	<b>-24,990</b>	<b>-38,340</b>
7750 - Depreciation	-3,500	-3,500
Transfer		
Surplus/deficit on unrestricted funds	-28,490	-41,840

Notes: 1. This budget assumes that inflationary increases in salary costs will be offset by efficiency measures

2. The current maintenance contract on our telephone system, which was part of the purchase costs funded by a Big Lottery grant, expires at the end of 2018/19.

3. We anticipate that our reserves will be close to the legal minimum at the end of 2018/19

Forward Planning Budget 2017-2018		2016-2017	2017-2018	Notes
<b>INCOME</b>				
4001 - Waverley Borough Council		210,000.00	210,000.00	
4002 - Farnham Town Council		15,360.00	15,360.00	
4003 - Godalming Town Council		26,000.00	28,000.00	
4004 - Haslemere Town Council		10,000.00	10,000.00	
4005 - Cranleigh Parish Council		8,750.00	8,750.00	
4006 - Parish Councils		2,500.00	2,500.00	
	<b>GRANTS</b>	<b>272,610.00</b>	<b>274,610.00</b>	
4102 - Unrestricted Funds		26,000.00	26,500.00	
4103 - Training Grants		5,000.00	2,000.00	
	<b>PROJECT FUNDING</b>	<b>31,000.00</b>	<b>28,500.00</b>	
4201 - General Donations		10,000.00	8,000.00	
4202 - Client Donations		2,000.00	1,500.00	
4203 - Gift Aid		2,000.00	1,000.00	
4400 - Fund Raising Events		20,000.00	12,000.00	
	<b>DONATIONS AND FUNDRAISING</b>	<b>34,000.00</b>	<b>22,500.00</b>	
4601 - Rents		3,000.00	600.00	
4602 - Other Service Income		500.00	400.00	
4800 - Other income		2,000.00	3,000.00	
		<b>5,500.00</b>	<b>4,000.00</b>	
	<b>TOTAL INCOME</b>	<b>343,110.00</b>	<b>329,610.00</b>	
<b>EXPENSES</b>				
7000 - Governance		2,000.00	2,000.00	
7101 - Salaries		193,000.00	212,000.00	
7103 - Travel		12,000.00	13,000.00	
7104 - Parking		9,000.00	9,000.00	
	<b>SALARIES</b>	<b>214,000.00</b>	<b>234,000.00</b>	
7200 - Recruitment & Training		4,000.00	4,000.00	
	<b>PEOPLE COSTS</b>	<b>218,000.00</b>	<b>238,000.00</b>	
7301 - Rent & Service Charges		63,000.00	63,000.00	
7302 - Insurances		3,500.00	3,000.00	
7303 - Repairs & Maintenance		10,000.00	10,000.00	
7320 - Utilities		8,000.00	10,000.00	
	<b>PREMISES COSTS</b>	<b>84,500.00</b>	<b>86,000.00</b>	
7400 - Communications		10,000.00	8,000.00	
7500 - Membership & Info Services		15,000.00	15,000.00	
7600 - Office Consumables		5,000.00	5,000.00	
7900 - Other Expenses		1,000.00	600.00	
	<b>OFFICE AND OTHER</b>	<b>31,000.00</b>	<b>28,600.00</b>	
7950 - Fundraising Expenses		0.00	0.00	
	<b>TOTAL EXPENSES</b>	<b>335,500.00</b>	<b>354,600.00</b>	
	<b>NET INCOME</b>	<b>7,610.00</b>	<b>-24,990.00</b>	
7750 - Depreciation		-10000.00	-3500.00	
Surplus/deficit on unrestricted funds		<b>-2,390.00</b>	<b>-28,490.00</b>	

**CITIZENS ADVICE WAVERLEY**

<b>Forward Planning Budget 2017-2018</b>		
		<b>2017-2018</b>
<b>INCOME</b>		
4001 - Waverley Borough Council		210,000.00
4002 - Farnham Town Council		15,360.00
4003 - Godalming Town Council		28,000.00
4004 - Haslemere Town Council		10,000.00
4005 - Cranleigh Parish Council		8,750.00
4006 - Parish Councils		2,500.00
	<b>GRANTS</b>	<b>274,610.00</b>
4102 - Unrestricted Funds		26,500.00
4103 - Training Grants		2,000.00
	<b>PROJECT FUNDING</b>	<b>28,500.00</b>
4201 - General Donations		8,000.00
4202 - Client Donations		1,500.00
4203 - Gift Aid		1,000.00
4400 - Fund Raising Events		12,000.00
	<b>DONATIONS AND FUNDRAISING</b>	<b>22,500.00</b>
4601 - Rents		600.00
4602 - Other Service Income		400.00
4800 - Other income		3,000.00
		4,000.00
		4,000.00
	<b>TOTAL INCOME</b>	<b>329,610.00</b>
<b>EXPENSES</b>		
7000 - Governance		2,000.00
7101 - Salaries		212,000.00
7103 - Travel		13,000.00
7104 - Parking		9,000.00
	<b>SALARIES</b>	<b>234,000.00</b>
7200 - Recruitment & Training		5,000.00
		5,000.00
	<b>PEOPLE COSTS</b>	<b>239,000.00</b>
7301 - Rent & Service Charges		63,000.00
7302 - Insurances		3,000.00
7303 - Repairs & Maintenance		10,000.00
7320 - Utilities		10,000.00
	<b>PREMISES COSTS</b>	<b>86,000.00</b>
7400 - Communications		8,000.00
7500 - Membership & Info Services		15,000.00
7600 - Office Consumables		5,000.00
7900 - Other Expenses		1,500.00
	<b>OFFICE AND OTHER</b>	<b>29,500.00</b>
7950 - Fundraising Expenses		0.00
		0.00
	<b>TOTAL EXPENSES</b>	<b>356,500.00</b>
	<b>NET INCOME</b>	<b>-26,890.00</b>
7750 - Depreciation		-3500.00
<b>Surplus/deficit on unrestricted funds</b>		<b>-30,390.00</b>

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

RECEIVED  
10 AUG 2017

1. Name of Voluntary Organisation Home-Start in Waverley

2. Contact Name, Address and Telephone Number Dawn Murphy

Vernon House, 28 West Street,

Farnham Surrey. GU9 7DR

3. Details of Organisation; is it

- a) A Charity? Yes
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? Home-Start in Waverley is committed to

promoting to welfare of families with at least one child under five years of age. To safeguard, protect and

preserve the good health, both mental and physical, of children and parents of children.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.

No

6. Please state size of membership and annual subscription levels of Organisation. \_\_\_\_\_

The Scheme has approximately 70 volunteers, and supported 107 families during the year 2016 to 2017.

There are no annual subscriptions.

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

The volunteers have requested training for topics such as 1st Aid, Managing Children's Behaviour, Special Educational Needs, Mental Health. This will help them to support families appropriately. There are approximately 20 volunteers in the Godalming Area.

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Each course costs approximately £500 to deliver.

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b) Specify	- Total Estimated Cost	£	£2000
	- Amount already available	£	0
	- Amount expected to be available at commencement	£	£500
	- Dates scheduled to commence and finish		Sept 2017 to Sept 2018

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

---

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 500

- b) Whether you have received a previous grant from the Town Council


- Amount £
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

The project will help volunteers to support vulnerable families and their children. It will provide the skills and knowledge to ensure that individual family's needs are being met.

---

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed  \_\_\_\_\_ Date 10-08-2017

Capacity in which signed \_\_\_\_\_ Scheme manager \_\_\_\_\_

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

REGISTERED COMPANY NUMBER: 6069732 (England and Wales)  
REGISTERED CHARITY NUMBER: 1119141

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2016**  
**for**  
**Home-Start in Waverley**

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU



**Home-Start in Waverley**

**Contents of the Financial Statements  
for the Year Ended 31 March 2016**

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Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5 to 6
Notes to the Financial Statements	7 to 11
Detailed Statement of Financial Activities	12 to 13

## Home-Start in Waverley

### Report of the Trustees for the Year Ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Principal Activities**

The principal activity of the Company consists of offering friendship and informal, practical and emotional support to parents with young children throughout the Farnham, Haslemere, Godalming and Cranleigh areas of Surrey so that every child in the area can have a good start in life. The Company places trained volunteers alongside parents, tailoring support to the individual needs of each family, for as long as it is needed. No charges are levied for any help provided by the Company which acts purely as a charity.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

This has been another very productive year. Our number of volunteers increased to 84 (including 8 Management Committee trustees). They supported 118 Families and a record 356 Children (up 30% on last year). Referrals were up once again reflecting the continuing increased demand for our services. As part of our response, we now run a regular group session to provide some immediate support for families waiting to be matched with a volunteer. This has been well appreciated. So my first big thank you to our three Co-ordinators for their superb work during the past year.

We placed particular emphasis on Volunteer recruitment and training during the past year, with more than 30 new volunteers coming on board in the year adding to our very experienced team. We are most grateful to all volunteers for their dedication and commitment which is so important for our work in Waverley.

This year has also been one of significant change for Home-Start in Waverley. Starting with our staff, Elissa, our Administrator moved away in December to gain an accountancy qualification. We wish her well in her career development. We have been very fortunate to recruit Nickie Foskett as our new Administrator. She comes with a wealth of experience in operating and managing organisational processes and has settled in amazingly well.

Then in February, Dolores, our Scheme Manager for over 13 years, also decided it was time to significantly change her direction in life, and tendered her resignation. Thankfully, Dolores has remained in the area and has given great help in choosing a successor and in the handover process.

Another major challenge faced in 2015/6 was the ending of our Big Lottery Grant in early 2016. This was given for a period of 5 years to enable expansion of our services into additional towns such as Cranleigh and Godalming. This expansion was very successful and achieved all its objectives. However, our application for continuation was unsuccessful as their focus is more on new initiatives rather than maintaining core funding.

So the major challenge for 2016/7 will continue to be acquiring new funding to bridge the gap left by BL, and also to broaden the base of our donors to avoid over dependence on few sources. I can report that we have enjoyed an encouraging level of success so far in 2016/7, although we still have some way to go to fully fund our requirements for the mid to long term. But more of that in next year's report.

A huge vote of thanks must also go to our Management Committee, who have worked even harder in the past year to support our front line activities. Penny Reuter stepped down as a trustee in December for health reasons after 4 years of dedicated service. In the same month, we were very happy to welcome Nunzia Piersimoni as a new trustee.

Finally, I want to say a huge thank you to all the individuals and organisations who have given us funds during this past year. Thanks also to Surrey CC for renewing our grant for yet another year, and to Children in Need, who have continued to support us in recent years. The need for our services will only increase and we must do our best to expand and improve our services to meet that need. Thanks to all who work with us to this end. Let's make our next year even better for the families we serve.

Alan Thompson, Chairman of Home-Start in Waverley, October 2016.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Home-Start in Waverley**

**Report of the Trustees**  
**for the Year Ended 31 March 2016**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
6069732 (England and Wales)

**Registered Charity number**  
1119141

**Registered office**  
Home-Start in Waverley  
Vernon House  
28 West Street  
Farnham  
Surrey  
GU9 7DR

**Trustees**

Mr A M Thompson	Chair	- appointed 11.5.15
Mrs L K Barrat	Vice Chair	
Miss J Davics		
Mr J C Hargreaves	Treasurer	
Mrs R C Harris		- resigned 13.7.16
Mrs J E Martin		
Ms P Reuter		- resigned 18.12.15
Mrs A M Tann		
Ms N Piersimoni		- appointed 12.10.15

**Patron**

Lady Beryl Tindle

**Independent examiner**

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

Approved by order of the board of trustees on 17 November 2016 and signed on its behalf by:

Mr A M Thompson - Trustee

**Independent Examiner's Report to the Trustees of**  
**Home-Start in Waverley**

I report on the accounts for the year ended 31 March 2016 set out on pages four to eleven.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

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 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 statements below.

**Independent examiner's statement**

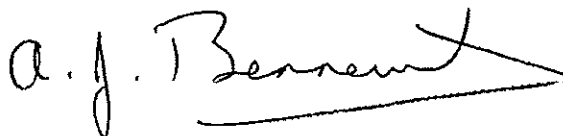
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

have not been met; or

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

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU



Date: 21 November 2016

Home-Start in Waverley

Statement of Financial Activities  
for the Year Ended 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	51,291	82,503	133,794	159,922
Other trading activities	3	4,483	-	4,483	2,549
Investment income	4	-	-	-	8
<b>Total</b>		<u>55,774</u>	<u>82,503</u>	<u>138,277</u>	<u>162,479</u>
<b>EXPENDITURE ON</b>					
Raising funds		1,312	-	1,312	856
Charitable activities					
Direct charitable expenditure		66,126	77,896	144,022	139,872
Family Fund		-	3,992	3,992	5,270
<b>Total</b>		<u>67,438</u>	<u>81,888</u>	<u>149,326</u>	<u>145,998</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(11,664)</u>	<u>615</u>	<u>(11,049)</u>	<u>16,481</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		100,545	10,247	110,792	94,311
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>88,881</u>	<u>10,862</u>	<u>99,743</u>	<u>110,792</u>

The notes form part of these financial statements

**Home-Start in Waverley****Balance Sheet  
At 31 March 2016**

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	358	-	358	556
<b>CURRENT ASSETS</b>					
Debtors	10	5,260	-	5,260	3,521
Cash at bank and in hand		87,560	10,862	98,422	122,614
		<u>92,820</u>	<u>10,862</u>	<u>103,682</u>	<u>126,135</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(4,297)	-	(4,297)	(15,899)
		<u>88,523</u>	<u>10,862</u>	<u>99,385</u>	<u>110,236</u>
<b>NET CURRENT ASSETS</b>					
		<u>88,523</u>	<u>10,862</u>	<u>99,385</u>	<u>110,236</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>88,881</u>	<u>10,862</u>	<u>99,743</u>	<u>110,792</u>
<b>NET ASSETS</b>		<u>88,881</u>	<u>10,862</u>	<u>99,743</u>	<u>110,792</u>
<b>FUNDS</b>	12				
Unrestricted funds				88,881	100,545
Restricted funds				10,862	10,247
<b>TOTAL FUNDS</b>				<u>99,743</u>	<u>110,792</u>

The notes form part of these financial statements

Home-Start in Waverley

Balance Sheet - continued  
At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 17 November 2016 and were signed on its behalf by:

Mr A M Thompson -Trustee

Mr J C Hargreaves -Trustee

The notes form part of these financial statements

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2016**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

IT equipment & software - Straight line over 5 years

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016

**2. DONATIONS AND LEGACIES**

	31.3.16	31.3.15
	£	£
Donations	16,779	23,822
Gift aid	719	272
Grants	116,296	135,828
	<u>133,794</u>	<u>159,922</u>

Grants received, included in the above, are as follows:

	31.3.16	31.3.15
	£	£
Big Lottery Fund	58,597	75,365
Surrey County Council	38,570	41,565
BBC Children In Need	9,129	8,898
Henry Smith	10,000	10,000
	<u>116,296</u>	<u>135,828</u>

**3. OTHER TRADING ACTIVITIES**

	31.3.16	31.3.15
	£	£
Fundraising events	4,483	2,549
	<u>4,483</u>	<u>2,549</u>

**4. INVESTMENT INCOME**

	31.3.16	31.3.15
	£	£
Deposit account interest	-	8
	<u>-</u>	<u>8</u>

**5. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation - owned assets	198	198
	<u>198</u>	<u>198</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016

7. **STAFF COSTS**

The average monthly number of employees during the year was as follows:

31.3.16	31.3.15
5	5
<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

8. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	68,870	91,052	159,922
Other trading activities	2,549	-	2,549
Investment income	8	-	8
<b>Total</b>	<u>71,427</u>	<u>91,052</u>	<u>162,479</u>
<b>EXPENDITURE ON</b>			
Raising funds	856	-	856
<b>Charitable activities</b>			
Direct charitable expenditure	55,455	84,417	139,872
Family Fund	-	5,270	5,270
<b>Total</b>	<u>56,311</u>	<u>89,687</u>	<u>145,998</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>15,116</u>	<u>1,365</u>	<u>16,481</u>
Transfers between funds	(3,754)	3,754	-
<b>Net movement in funds</b>	<u>11,362</u>	<u>5,119</u>	<u>16,481</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	89,183	5,128	94,311
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>100,545</u>	<u>10,247</u>	<u>110,792</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016

9. TANGIBLE FIXED ASSETS

	IT equipment & software £
<b>COST</b>	
At 1 April 2015 and 31 March 2016	1,782
<b>DEPRECIATION</b>	
At 1 April 2015	1,226
Charge for year	198
At 31 March 2016	1,424
<b>NET BOOK VALUE</b>	
At 31 March 2016	358
At 31 March 2015	556

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Accrued income	3,214	3,380
Prepayments	2,046	141
	<u>5,260</u>	<u>3,521</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Social security and other taxes	1,720	2,268
Deferred income	-	10,000
Accrued expenses	2,577	3,631
	<u>4,297</u>	<u>15,899</u>

12. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
<b>Unrestricted funds</b>			
General fund	100,545	(11,664)	88,881
<b>Restricted funds</b>			
Big Lottery Fund	170	(170)	-
Family Fund	10,077	785	10,862
	<u>10,247</u>	<u>615</u>	<u>10,862</u>
<b>TOTAL FUNDS</b>	<u>110,792</u>	<u>(11,049)</u>	<u>99,743</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2016

12. **MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	55,774	(67,438)	(11,664)
<b>Restricted funds</b>			
Big Lottery Fund	58,597	(58,767)	(170)
BBC Children In Need	9,129	(9,129)	-
Family Fund	4,777	(3,992)	785
Henry Smith Charity	10,000	(10,000)	-
	<u>82,503</u>	<u>(81,888)</u>	<u>615</u>
<b>TOTAL FUNDS</b>	<u>138,277</u>	<u>(149,326)</u>	<u>(11,049)</u>

The purpose of each restricted fund was as follows:

- Big Lottery Fund** - To extend community outreach.
- BBC Children In Need** - To assist in funding frontline costs.
- Family Fund** - To fund childrens' events, outings and treats.
- Henry Smith Fund** - To provide a contribution towards staffing costs.

13. **RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2016.

Home-Start in Waverley

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	16,779	23,822
Gift aid	719	272
Grants	116,296	135,828
	<hr/>	<hr/>
	133,794	159,922
<b>Other trading activities</b>		
Fundraising events	4,483	2,549
<b>Investment income</b>		
Deposit account interest	-	8
	<hr/>	<hr/>
<b>Total incoming resources</b>	138,277	162,479
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Funding costs	1,312	856
<b>Charitable activities</b>		
Wages	89,085	83,298
Social security	4,277	4,074
Pensions	2,674	2,676
Staff expenses	9,465	8,407
Staff recruitment & training	2,196	4,212
Volunteer expenses	5,891	6,328
Volunteer recruitment, training and support	7,633	6,879
Rent and service charge	8,256	7,466
Insurance	741	731
Office costs, meeting & refreshments	760	920
Equipment and IT costs	1,021	2,992
Depreciation	198	198
Printing, postage and stationary	4,611	5,190
Telephone	1,834	1,786
Advertising and publicity	184	233
Home-Start UK fee	2,978	2,578
Sundry expenses	3	-
Childrens' outings and treats	3,992	5,271
Events	166	-
	<hr/>	<hr/>
	145,965	143,239
<b>Support costs</b>		
Finance		
Accountancy	2,049	1,903
	<hr/>	<hr/>
<b>Total resources expended</b>	149,326	145,998

This page does not form part of the statutory financial statements

**Home-Start in Waverley**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2016**

	31.3.16 £	31.3.15 £
<b>Net (expenditure)/income</b>	<u>(11,049)</u>	<u>16,481</u>

This page does not form part of the statutory financial statements

Home-Start Waverley

Budgeted Income & Expenditure for 2017/18 v1

26-Jan-17

	£	£	£
<b>INCOME</b>			
Surrey CC	9 months @ £45,000	33,750	
CIN	12 months	38,000	
Garfield Weston	12 months	10,000	
Henry Smith	6 months	5,000	
Community Found	6 months	<u>2,500</u>	
			89,250
Donations	2016/17 - £15k for 9 months		20,000
	<b>TOTAL INCOME</b>		<u>109,250</u>
<b>EXPENDITURE</b>			
Salaries, NI & Pension	90,000		
Volunteer Recruitment, Prep etc	7,200		
Staff Recruitment & Training	<u>4,500</u>		
		101,700	
Staff T&S	8,400		
Volunteer T&S	<u>5,400</u>		
		13,800	
Premises costs		8,400	
Printing & Stationery	3,300		
Postage	1,400		
Telephones	2,000		
Advertising	200		
Insurance	750		
Equipment & IT	1,000		
Meetings/AGM	1,000		
Depreciation	<u>700</u>		
		10,350	
Events			
Family Fund Outings			
Family Fund Gifts			
		5,000	
Other costs			
Audit & Accountancy	1,500		
Legal Fees	0		
HS Contribution Fee	2,200		
General Expenses	<u>1,000</u>		
		4,700	
	<b>TOTAL EXPENDITURE</b>		143,950
<b>SHORTFALL</b>			<u><u>-34,700</u></u>

## Chairman's Review 2015-16

This has been another very productive year. Our number of volunteers increased to 84 (Including 8 Management Committee Trustees). They supported 118 Families and a record 356 Children (up 30% on last year). We placed particular emphasis on volunteer recruitment and training during the past year, with more than 30 new volunteers coming on board in the year adding to our very experienced team. We are most grateful to all our volunteers for their dedication and commitment which is so important for our work in Waverley.

This year has also been one of significant change for Home-Start in Waverley. Starting with our staff, Elissa, our Scheme Administrator moved away in December to gain an accountancy qualification. We wish her well in her career development. We have been very fortunate to recruit Nickie as our new Scheme Administrator. She comes with a wealth of experience in operating and managing organisational processes and has settled in amazingly well.

Then in February, Dolores, our Scheme Manager for over 13 years, also decided it was time to significantly change her direction in life and tendered her resignation. Thankfully, Dolores has remained in the area and has given great help in choosing a successor and in the handover process.

Another major challenge faced in 2015/16 was the ending of our Big Lottery Grant in early 2016. This was given for a period of 5 years to enable expansion of our services into additional towns such as Cranleigh and Godalming. Our application for continuation was unsuccessful as their focus is more on new initiatives rather than maintaining core funding.

So the major challenge for 2016/17 will continue to be acquiring new funding to bridge the gap left by Big Lottery and also to broaden the base of our donors to avoid over dependence on few sources. I can report that we have enjoyed an encouraging level of success so far in 2016/17, although we still have some way to go to fully fund our requirements for the mid to long term. But more of that in next year's report.

A huge vote of thanks must also go to our Management Committee, who have worked even harder over the past year to support our front line activities. Penny Reuter stepped down as a Trustee in December for health reasons after 4 years of dedicated service. In the same month, we were very happy to welcome Nunzia Piersimoni as a new Trustee. Finally, I want to say a huge thank you to all the individuals and organisations who have given us funds during this past year. Thanks also to Surrey CC for renewing our grant for yet another year, and to Children in Need, who have continued to support us in recent years. The need for our services will only increase and we must do our best to expand and improve our services to meet that need.

Thanks to all who work with us to this end. Let's make our next year even better for the families we serve.

**Alan Thompson, Chairman of Home-Start in Waverley, October 2016.**

# Home Start

Support and friendship for families

"Without Home-Start I don't know how I would have coped"

"I feel like I have been listened to, cared for. Found a friend, shared nice things with"

"My children loved our volunteer. She was so engaging and genuinely seemed interested and connected with them"

"Helped me get back to normal which I will forever be thankful for"

"With no family support nearby, Home-start has helped me carry through the most difficult early baby days"

"It made a huge difference knowing that once a week I could rely on help at a tricky time of the day for me"

Feedback from some of our Families & Referrers about Home-Start in Waverley

"Referral was seamless and match made very quickly"

"The volunteer has made a huge positive impact on the family"

"Easy to refer and prompt response"

"It is so valued by us and by families."

"great service for families - Thank you!"

"Fantastic service"

"Lovely volunteer - great service"

"Home-start are a life line to most of the families I support. They are about the only respite our families can access freely. I think they are all-fabulous"



# Home-Start in Waverley

# Home Start

Support and friendship for families



Home-Start in Waverley, a company limited by guarantee. Registered in England and Wales. Registered office: Vernon House, 28 West Street, Farnham, Surrey GU9 7DR

LOTTERY FUNDED

homestartwaverley.org



## WHAT WE DO AND WHY WE DO IT

### Vision

Home-Start wants to see a society in which every parent has the support they need to give their children the best possible start in life.

Home-Start in Waverley is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age.

### MISSION

- To safeguard, protect and preserve the good health, both mental and physical, of children and parents of children.
- To prevent cruelty or maltreatment of children.
- To relieve sickness, poverty and need amongst children and parents of children.

### WHAT HOME-START OFFERS

Working together with families in support of family life we aim to increase their confidence and independence by:

- Providing a volunteer with parenting experience to visit parents with young children at home.
- Offering support, friendship, practical assistance and a listening ear.
- Reassuring families that difficulties in bringing up children are not unusual and encouraging enjoyment of family life.
- Encouraging the parent's strengths and emotional wellbeing for the ultimate benefit of the children.
- Encouraging families to widen the network of relationships and effectively use support and services available within the community.

Below - Some of our Home-Start in Waverley Volunteers who were able to attend our Christmas lunch 2015



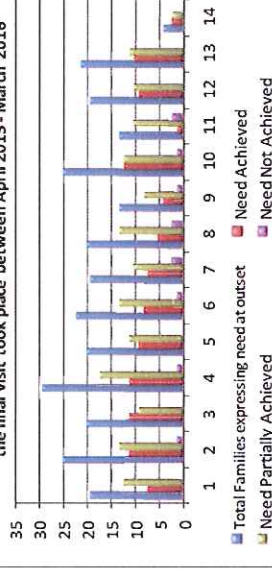
Above - Fun for our supported families at our Festive Fun Event

## MEETING THE NEEDS OF FAMILIES

**DURING 2015-16**  
**Home-Start in Waverley was able to support:**  
 118 Families,  
 with 356 Children,  
 with 84 Volunteers  
 (including 8 Management Committee Trustees)

40% of the families we support are either accessing Early Help Assessments or Children's Services

Sample group of 33 Home-Start in Waverley families for whom the final visit took place between April 2015 - March 2016



### KEY TO NEEDS

- Managing children's behaviour
- Being involved in the children's development/learning
- Coping with physical health
- Coping with mental health
- Coping with feeling isolated
- Parent's self-esteem
- Coping with child's physical health
- Coping with child's mental health
- Managing the household budget
- The day-to-day running of the home
- Stress caused by conflict in the family
- Coping with extra work of multiple children under 5
- Use of services
- Other

### We would like to give huge thanks to the following Volunteers, Trustees and helpers for their vital and much valued support during 2015-16;

Alan T, Alison C, Alice M, Amanda D, Amanda K, Amanda W, Angela B, Anne C, Ann D, Ann G, Ann T, Becky W, Belinda WJ, Brenda C, Caroline D, Carolyn K, Cath M, Cathy A, Celia G, Charlotte L, Claire W, Claudia P, Davina F, Dawn G, Deidre E, Delia P, Denise MC, Edwina T, Elaine A, Ellen S, Emma T, Felicity D, Frankie L, Gillian W, Helen A, Helen W, Hollie P, Jane S, Jeanette A, Jennifer J, Jenny P, Jessica M, Jo C, Jo H, Jo S, Joan E, John H, Judith P, Julie D, Julie J, Karen C, Karen D, Karen J, Kay S, Kerry H, Kerry T, Lady Tindle, Laura Mc, Lesley G, Lisa S, Liz S, Louise B, Louise S, Lyn B (Trustee), Lyn B (Vol), Lynne P, Maggie W, Mary L, Mary-Ann E, Meg R, Melanie R, Nunzia P, Olivia M, Pamela S, Rachel H, Rita B, Ros A, Rosemary P, Sally O, Sarah Mc, Sarah MM, Sarah O, Sharon M, Sue FP, Sue G, Sue M, Sue Mc, Vicky E, Zoe C & Zoe N

## Treasurer's Report and Accounts

As set out in the Chairman's Report, 2015/16 was a year of transition for Home-Start in Waverley and this is reflected in its financial performance for the year. Following completion of the 5 year plan to extend our services into neighbouring areas, funding from the Big Lottery ceased at the end of 2015. This, coupled with a small reduction in our funding from Surrey County Council and a lower level of Donations than in 2014/15, meant that total income fell by £24,000 in the year to £138,000.

In anticipation of this reduction in income, tight control was exercised during the year to keep running costs to a minimum. However, despite our best endeavours, total costs for 2015/16 came to £149,000, a year on year increase of £3,000 (2%). On a net basis, the surplus of expenditure over income was therefore £11,000 (2014/15 - a surplus of income over expenditure of £16,000).

HOMESTART IN WAVERLEY		
SUMMARY STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2016 (as examined by independent examiner)		
	2015/16 2014/15	
	£	
Surrey County Council (incl Councillors' Allocations)	38,570	41,565
Big Lottery Fund	58,597	75,365
BBC Children in Need	9,129	8,898
Henry Smith	10,000	10,000
Other Grants and Donations	116,296	135,828
Fundraising activities	17,498	24,094
Bank interest	4,483	2,549
	0	8
	138,277	162,479
Staff & Volunteer costs	121,221	115,874
Office costs and overheads	22,635	23,997
Family Fund costs	4,158	5,271
Fundraising costs	1,312	856
	149,326	145,998
Net increase in funds for the year	(11,049)	16,481
Fund balances b/f	110,792	94,311
Fund balances c/f	99,743	110,792

As explained in last year's report, the Trustees' consistent policy has been to try and build up Home-Start in Waverley's Reserves against the possible loss of donors. Thanks to this policy, and the success that has been enjoyed over recent months in securing funding from new sources, the Scheme remains financially viable and the Trustees look forward to the coming year with measured confidence.

**John Hargreaves, Treasurer, November 2016**

### Our kind benefactors during 2015-16

include (in alphabetical order):

- BBC Children in Need, Big Lottery Fund, Billmeir Trust, Blacknest Golf Club, Caroline Kirkman, David Munro - SCC Member's Allocation, Farnham Town Walks, Fernhurst Parish Council, Head North, Inner Wheel Club of Godalming, Kate Willan, Kerstin Ochel, Nancy Wilks, Rotary Club of Haslemere, St Joan's Church, St Mary's Frensham, Surrey County Council, The Henry Smith Charity and many other kind donors.

GODALMING TOWN COUNCIL

6 OCT 2017

Application for Grant Aid

1. Name of Voluntary Organisation GODALMING BAND.
2. Contact Name, Address and Telephone Number Mr. Raymond Pentt - Band Chairman  
Zell-am-Zee, Tilthams Green, Godalming, Surrey GU7 3BT.  
Home Telephone no:- 01483 422174.
3. Details of Organisation; is it
  - a) A Charity? - Charity - Registration number 1025290.
  - b) A Trust?
  - c) A Private Limited Company?
  - d) Affiliated to any National Body?
  - e) Any other official registration?
4. What are the aims and objectives of the Organisation? \_\_\_\_\_  
See details on additional sheet
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.  
See details on additional sheet.
6. Please state size of membership and annual subscription levels of Organisation. \_\_\_\_\_  
Current membership of Senior and Youth Bands totals 51 persons. + MD's.  
See details on additional sheet.
7. Please enclose the following information as applicable to your Organisation:-
  - a) Constitution or aims ✓
  - b) Copy of accounts (these will not be required for a new organisation) ✓
  - c) Copy of budget for current financial year ✓
  - d) Copy of last annual report to members (this will not be required for a new organisation) ✓
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.  
2016 - Recording of Senior Band's first CD - Self funding project.  
over 2/3 years.  
2017 - Purchase of new uniform jackets and ties and associated  
additional fundraising events and concerts.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.  
The purchase of new uniform jackets and ties for the senior band.  
to replace existing which are now approximately 25 years old

b) Specify

- Total Estimated Cost	£ 7500.
- Amount already available	£ 3400
- Amount expected to be available at commencement	£ 3400
- Dates scheduled to commence and finish	March 2017 / March 2018.

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

<u>Surrey County Council Local Members Allocation</u>		
- Cllr Peter Martin (Godalming)	£ 500	
- Cllr Penny Rivers (Godalming)	£ 500	

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1500

b) Whether you have received a previous grant from the Town Council

- Amount £ 500  
 - Date July 2012  
 - Project Godalming Band 75th Anniversary - including bands from France and Germany visiting town for our celebrations.

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

The continuing existence and availability of the Godalming Band in our town and local area for official town, local community and charitable events.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed RSP

Date 3rd October 2017

Capacity in which signed Band Chairman

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HR.

Please note that financial information provided may be discussed in a public forum.

Please state who the cheque should be made payable to should your application be successful

GODALMING BAND

## Godalming Band

### Further Information in support of grant application to Godalming Town Council – October 2017

#### Question 4 – Aims and Objectives

- [a] To promote and maintain the continued interest and development of music in our local area.
- [b] To provide the opportunity for any local person to enjoy music making by participating in a brass ensemble whilst giving both entertainment and service to the local community.
- [c] To provide the opportunity for young people in the community to be introduced to music, receive tuition, improve their knowledge and skills in this area whilst being part of a group providing service to the local community
- [d] To continue to maintain the existence of a very long standing musical facility within our town.

#### Question 5 – Revenue

The band's operates on a purely voluntary basis and there are no contracts for service in place.

The band raises income to pay for its expenses by means of subscriptions and charging a fee for engagements and services provided for undertaking public and private performances. The charges vary dependant on the type of event /timescales involved.

Some of the events that the band undertakes during the year are to help local charitable organisation raise funds. These events are often undertaken free of charge or for a donation.

#### Question 6 – Membership / Subscriptions

Currently the bands membership numbers are as follows :-

[a] Senior Band – 23 full members - Subscriptions – Full members £80 p.a – Over 60's and students £40p.a.

[b] Youth Band – 18 members – Subscriptions - £36 p.a – paid on basis of £12 per term

7/8 of the Youth band members also play with the senior band but no addition subscription is requested until they transfer to the senior band.

**Godalming Band - Receipts and Payments Account for the year ended 31 December 2016**

	2015	2016
	£   p	£   p
Balance B/Fwd	16,640.67	16,010.69
<b>ADD Receipts in year</b>		
Engagements	3,169.88	2,993.15
Concert	1,063.40	1,315.63
Subscriptions and donations	1,521.00	1,398.00
Youth Band	1,756.65	1,957.00
Bank interest	26.19	20.89
Other income	-	200.00
CD sales	-	1,630.00
	<hr/>	<hr/>
	24,177.79	25,525.36
<b>LESS Payments in year</b>		
Music Director & Deps.	2,125.00	2,100.00
Music purchased	92.00	255.38
Instrument repair and purchase	32.20	571.47
Concert expenses	162.50	291.04
Contest expenses fees etc	1,239.73	211.30
Youth Band	900.00	900.00
Band Hut maintenance etc	127.62	72.85
Rates and utilities	1,357.37	971.97
Insurances	1,036.80	1,117.02
Harmonie 150 net	928.00	-
Other expenses	165.88	170.96
CD production	-	3,118.61
	<hr/>	<hr/>

	16,010.69	15744.76
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REPRESENTED BY

Cash	251.90	251.90
CAF Bank Current Account	3,602.27	3,315.45
CAF Bank Gold Accounts	12,156.52	12,177.41

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TOTAL FUNDS	16,010.69	15,744.76

OTHER ASSETS AT BOOK VALUE £

Band Room lease, depreciated over the lease term of 40 years,	4,392
Furniture	200
Music	2,500
Instruments	32,132
Banners	25
Uniforms	600
Music stands	600

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TOTAL ASSETS	40,449

LIABILITIES	None
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A. Steele, Hon. Treasurer

Subject to examination

## Band Accounts

Funds available at 31.12.2016		£15,744
Specific ring-fenced funds		
[a] Radlett bequest	£1000	
[b] Music for Youth bequest	£300	
[c] Reserve's policy -- see details below	£10000	£11,300
Funds brought forward from 2016 available for special projects in 2017		£ 4444
Allocated towards the new uniforms project - £3500		

## Band reserve funds policy

The band operates on the following forward planning basis to ensure that meets with its charitable status.

1. If closure of the band were decided upon there would need to be an orderly closure in that existing playing commitments, some of which are booked a year in advance, would have to be met either of the bands or by engaging another band.

2. If the Band's bandroom headquarters became unavailable other suitable premises would need to be found.

3. Instruments and other equipment are purchased when necessary or when market prices are beneficial.

Taking into account this synopsis the band's policy is therefore to always seek to have one years' expenditure of £10000 in its CAF account and look to fundraising for expenditure other than normal costs.

Planned expenditure over and above normal day to day costs in 2017 are :-

[a] Purchase of new uniform jackets and ties - £7500

[b] Purchase of an up to date /lighter used Bb bass - £1900

[c] Head torches for evening parades and outdoor events - £400

**GODALMING BAND – BUDGET STATEMENT FOR 2017 YEAR [1<sup>st</sup> January to 31<sup>st</sup> December]**

**EXPENDITURE**

Musical Director, deps & other playing expenses	£2600	
Purchase of Music	£ 300	
Instrument repairs / servicing	£ 500	
Instrument purchases	£1900	
Contest expenses – Entry fees / registrations	£ 400	
- Engraving trophies	£ 100	
Youth Band M D & other playing expenses	£ 900	
Bandroom		
1. Maintenance	£ 250	
2. Cleaning	£ 450	
3. Rates and utilities	£1100	
Insurances		
Public Liability, Instruments, equipment & Band room	£1200	
Special events		
Concert expenses	Included as net figure in income.	
Lewes bonfire society parade	Included as net figure in income.	
Administration etc	£ 400	Total £ 10,100

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80<sup>th</sup> anniversary year project - Purchase of new uniform jackets and ties - £7500 {See below p2}

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**Income**

Engagements	£3000	
Concerts [ net of expenditure ]	£1000	
Subscriptions & donations	£1400	
Youth band – subscriptions, engagements, etc.	£1900	
Other income	£ 150	
Sale of CD's [say 50]	£ 500	
Special events		
Lewes bonfire society parade [net of expenditure]	£ 700	Total £ 8650

Deficit for year to be taken from balance of band funds or by additional fundraising event to cover cost of essential instrument purchase - £1450



**80<sup>th</sup> Anniversary Year Project**

Purchase of new band uniform jackets and ties £7500

Ongoing fund raising events for this project:-

**Band fundraising activities.**

1. Finance taken from band funds – deposit paid	£3400	
2. Additional concert Milford	£ 350	
3. Lewes Bonfire event	£ 700	
4. Quiz evening – planned	£ 300	
5. Individual band members sponsored activities -planned	£ 250	£1600

**Other fundraising activities**

Applications for grant funding from various bodies

[a] Godalming Town Council	£1500	
[b] Surrey County Council – 2 Local members funds	£1000	£7500