

ACCOUNTS & ANNUAL REPORT
for the year ended 31 December 2015

Administrative Details

Full name:	The Edridge Fund of Napo the Trade Union and Professional Association for Family Court and Probation Staff
Registered Charity No:	803493
Registered Office:	4 Chivalry Road, Battersea, London SW11 1HT
Bankers:	Unity Trust Bank plc. Nine Brindley Place, Birmingham B1 2HB HSBC plc. 240 Lavender Hill, Battersea, LONDON SW11
Investment Managers:	HSBC Trust Company (UK) Ltd, PO Box 880, Southampton, SO15 1WP
Independent Examiner:	Gina Alderson, Felden Lodge, Felden Lane, Hemel Hempstead, HP3 0BL

Report of the Trustees

The Trustees present their annual report with the accounts of the Fund for the year ending 31st December 2015. The accounts comply with the Fund's Trust Deed, the Charities Act 1993 (as amended by the Charities Act 2006), as well as the "Statement of Recommended Practice: Accounting and Reporting by Charities", Charities Commission 2005, revised in 2014, and the Financial Reporting Standard FRS 102, to the extent that it applies.

Trustees

The Trustees who held office during the year were as follows

Anne King (Western)	Appointed as Trustee September 2006, re-appointed in 2011
Doug Stevenson (London)	Appointed July 2012
Charlotte Dunkley (East Midlands)	Appointed November 2013
Beverley Palmer (South Western)	Appointed September 2014, resigned March 2015
David Stevens (Mercia)	Appointed November 2014
Morna Mensah-Dankwah (London)	Appointed September 2015

Anne King was appointed as Chair of Trustees in October 2008. Doug Stevenson was appointed Vice Chair in September 2013. Both have been re-appointed annually since their initial appointment.

Staff

Karl Deakin	Secretary to Trustees – resigned September 2015
Cherry Bushell	Secretary to Trustees – appointed September 2015
Jeanne Peall	Honorary Treasurer – appointed May 2015
David Cox	Business Officer & Financial Administrator
Sarah Byatt	Administrator

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Edridge Fund (The Fund) operates as an unincorporated association in accordance with a Trust Deed dated 1 May 1990 and subsequent amending deeds dated 11th July 2003 and 9th May 2013. The Trust Deed of 1990 established the Fund as an independent charity, but retained close links with Napo – the Trade Union and Professional Association for Probation & Family Court Staff, which have been present from the Fund's original foundation in 1934. The Deed of 1990 stipulates that Trustees are appointed by the members of the Napo National Executive Committee by election from candidates nominated by Napo branches. A minimum of five Trustees are elected to serve for a five-year period. No Trustee may serve more than two consecutive terms. Should elections not take place, Trustees are empowered to elect a Trustee, normally from those nominated.

New Trustees are now provided with an induction pack, which was reviewed in 2014. The pack includes relevant information regarding the Fund's constitution and guidance from the Charity Commission on the responsibilities and duties of trustees. They are in contact with the staff and other Trustees for support and advice.

Edridge Fund of Napo

The Trustees meet five times a year. The level of income is reviewed and financial decisions made accordingly. Trustees consider reports from staff on activities. During the year, Trustees consider applications for assistance as soon as they are received. Trustees exchange views by e mail so that decisions can be reached quickly, and decided on a majority vote. The aim is to complete the process within three weeks, but is usually much shorter, and in emergencies can be within hours. Decisions made by e mail are then ratified at Trustees meetings.

The Fund is administered by staff working from their homes, with appropriate measures taken to ensure the security of confidential information. The principal financial and operational records are held electronically on a server provided by Napo, though officers of Napo have no access to those records.

The Trustees try to ensure that we operate as fair employers. We try to ensure we follow all appropriate employment legislation, with supervision and support for staff provided by the Chair of the Fund.

OBJECTIVES AND ACTIVITIES

The objects of the Fund as set out in the Trust Deed dated 1st May 1990 are as follows: monies subscribed, donated or raised for the fund shall be applied in accordance with the Deed to assist eligible persons when in need, hardship or distress, whether or not they have been members of Napo. This covers a wide range of probation and family court staff, but essentially applies to anybody who could be a member of Napo. In addition this covers retired staff, and in some circumstances dependents.

The primary work of the Fund is to provide financial assistance. Grant applications are considered in line with the process outlined above. In some cases applicants are given advice, either directly from the Trustees, or with the assistance of Local Edridge Representatives. This advice is usually to help applicants obtain further help elsewhere, and never involves giving financial advice.

The secondary work of the Fund is to ensure that we continue to have the resources to maintain our financial assistance. The major contribution to the Fund is the donation we receive from Napo, and in recent years we have also been assisted with substantial grants from the CSiS Charity Fund, which we describe in more detail later in this report. The Fund also receives income from donations and gifts either on a regular basis, or other occasional donations. A small income is received from the "50/50 Club" which is a registered small lottery, and from sales of Christmas Cards. There are also sponsored and local fundraising events. An Investment Portfolio is maintained to provide a free reserve for the Fund, and this is managed professionally.

The Fund also works to promote wider knowledge of the Fund, firstly to increase the awareness of the assistance available to those in need, and secondly to publicise the work of the Fund in order to increase donations. To this end we regularly contribute pieces to Napo News. The Fund's website is intended to assist both potential applicants for assistance, and also existing and potential donors. Representatives of the Edridge Fund attend probation-related conferences and events to promote the work of the Fund.

The Charities Act 2006 places a responsibility on charities to ensure that they are for the benefit of the public, or a section of the public. The Trustees confirm that they have had regard to the Charities Commission general guidance on public benefit, and reviewed the aims and activities of the Fund in the light of that guidance. The Trustees are of the opinion that the Fund satisfies these requirements.

ACHIEVEMENTS AND PERFORMANCE

Applications for Assistance

The level of applications during 2015 reduced by 14% over the previous year, and this continues a trend from the previous year when there had been a fall of 8.9%. This is contrary to the Trustees expectations that there would be an increase in need. The amount paid in grants reduced by £6,670 – a reduction of 12.84% - compared with 2014, but the average grant paid was about the same as the previous year. The Trustees have continued to target the amount paid to reflect the immediate needs of the applicant, the range of amounts paid is quite wide. The reasons for applications follow the pattern of previous years.

Edridge Fund of Napo

The applications received, as defined by employment grade, are set out below, with comparative figures for 2014 in brackets:-

Admin/Clerical	13 (10)	Retired Staff	8 (11)
Managerial/Supervisory	8 (10)	Unemployed Staff	9 (8)
PO	56 (70)	Dependants of staff	Nil (2)
PSO	36 (48)	Not Known	12 (5)
CAFCASS	Nil (Nil)	Social Worker	Nil (1)

Total successful applications 119 (138) : Total Applications during the year: 142 (165)

Applications were refused or withdrawn on 23 (27) occasions. The applications refused were on the grounds of either ineligibility or because need was not established. That figure includes applications from members of other unions. In many cases additional support was offered, often by our local Representatives.

The total paid to Napo members is once again considerably more than the annual grant we receive from Napo, by the amount of £9,795. This information is provided in view of the large donation we receive from Napo. The analysis is as follows – comparative figures for 2014 are quoted in brackets.

Designation of Applicant	Applications	Refused or withdrawn	Total Amount Paid	Percentage of Total Paid
Napo Member	77 (110)	3 (13)	£29,957 (£36,904)	66. % (71.07%)
No Union membership	41 (42)	6 (6)	£12,092 (£13,420)	27% (25.85%)
Not Known	2 (1)	Nil (Nil)	£475 (£450)	1% (0.87%)
Unison and other Unions	19 (12)	11 (8)	£2,730 (£1,150)	6% (2.21%)
Overall Totals	142 (165)	23 (27)	£45,254 (£51,924)	

In the case of applications by members of other unions, the Trustees first referred applicants to the benevolent fund of their union. In the event that the applicant, nevertheless, requests that their application goes forward, it would then be considered in full by the Trustees and in eight such cases a decision was made to award a grant. Each case was dealt with on its own merits.

Last year we reported on the connections we have made with the Charity for Civil Servants, “For you By you” formerly the Civil Service Benevolent Fund. We are now advising all staff employed by the NPS that as Civil Servants they can now apply to that fund, as an additional resource for assistance. As yet we have been unable to establish the extent of any such assistance, though we have anecdotal evidence that some applicants have received help in this way.

We have been collecting diversity information from our applications for more than a year now, and have started to collate this information, in order to inform the Trustees’ decision making. However we need to do more work on how we use this data.

Governance

As a result of work done in the previous year, to consider ways of improving the Fund’s response to modern circumstances, during 2015 the Trustees signed a new amending Trust Deed, and also compiled a consolidated document to reflect the provisions in the latest Trust Deed and all previous Deeds. Part of this was also to ensure that the “Transforming Rehabilitation” changes did not affect eligibility for staff to apply for assistance from the Fund.

The main focus of the Trustees during 2015, in terms of governance was in reviewing and revising policies, and also to develop a strategic plan for the future.

Trustee & Staff Changes

In the course of 2015 there were a number changes in both our Trustees and Staff. Beverley Palmer resigned as a Trustee, and we thank her for the enthusiastic work for the Fund during her term. We welcomed a new Trustee, Morna Mensah-Dankwah. Our Secretary Karl Deakin resigned in September 2015, having greatly assisted us in reviewing and updating our procedures during his 3 years in office. We appointed a new Secretary, Cherry Bushell, who has a substantial background in Charity Governance.

We reported last year that the Trustees had undertaken a review of financial controls, and as a result we appointed Jeanne Peall as our Honorary Treasurer. Jeanne Peall is a former Honorary National Treasurer for Napo. As a result, David Cox stood down as our Honorary Treasurer, but he continues in the roles of Business Officer and Financial Administrator.

FINANCIAL REVIEW

Donations and Fund Raising

This has once again been a mixed year for Edridge. Regular donations have decreased, though the indications are that the reduction has been from long standing donors, who are an ageing population. On the other hand, some current donors have increased their monthly payments. Against this background it is pleasing to see a substantial increase in one off donations and fund raising from branches, and individual one off donations, more than doubling the figure for the previous year. Of particular note is the donation of £1,820 from the Worker's Beer Company, which arises from Napo members working at Festivals and donating their wages to Edridge. There are many other examples of members and others working hard to raise money for us, and we are grateful for this income in these difficult times. We have also seen a respectable increase in participation in our 50/50 Lottery.

The Edridge Fund has once again received a donation from the Civil Service Insurance Society (CSiS) a not for profit organisation which supports other charities working with employees and retired staff in the Public Sector. We are therefore very pleased to report that CSiS increased their grant to £15,000 for 2015. This is the third year that we have been assisted by CSiS, which has provided a very welcome additional source of income at a time when our grant from Napo for 2015 has decreased by 25%. Given the date of publication of this report, it is appropriate to also confirm that CSiS has continued to support the Edridge Fund with a further grant of £10,000 during 2016. Again, we are very grateful for this.

Administration & Expenditure

The level of expenditure by the Fund on Governance and Administration has marginally decreased by £161 in total, compared with the previous year. However, the total expenditure, including our main charitable activity of grant giving, has reduced by £6,709, which is almost totally accounted for by the reduction in the level of grants paid for the current year. Some reduction was achieved in our administration costs in terms of meeting costs, partly because some Trustee expenses were covered from other sources, and also Trustees have now replaced one meeting a year with a Teleconference.

Edridge Investments

The value of the investments in our Portfolio has increased by a comparatively small amount over the year, but at year end we had more in cash within the Portfolio, compared with the start of the year. Although we had withdrawn funds from the Portfolio in the past, we have not needed to do this during 2015. The "realised" and "un realised" gains in our Investment Accounts are roughly equal, and make no significant effect on our deficit of £4,867. However, our cash position at year end was such that the Trustees decided to withdraw £15,000 from our portfolio, which was received during 2016.

The Trustees have undertaken a review of investments and risk policy during the course of 2015 with our Investment Managers. As indicated in previous reports our Portfolio is managed on a medium risk basis, with investments in an ethical framework, but the Trustees have now decided that the portfolio should be managed on a low risk basis. The Trustees intend to consider alternative investment management options during 2016.

Edridge Fund of Napo

FUTURE PLANS

1. The implementation of the “Transforming Rehabilitation” re organization of the Probation Service has presented the Edridge Fund with challenges, not only in terms of our network of Area Representatives, but also in the extent to which we can reach colleagues in need within the Community Rehabilitation Companies. We will continue to attempt to ensure that the changes do not affect our ability to provide the assistance that is the core reason for the existence of the Fund.
2. We need to develop and improve our website, and although some work on this had been done on this during 2015, this has been taken forward into 2016, and we are hopeful that significant progress on this can be made during 2016.
3. The Trustees will seek to recruit volunteers to assist the working and promotion of the Edridge Fund.

DECLARATION

The Trustees declare that they have approved the Trustees Report above

Signed: Anne King – Chair of Trustees
October 2016

Chairs Report

This will be my last report to the members of Napo, as my term of office as a Trustee ends in 2016. In 2015 the Edridge Fund Trustees and staff worked hard to ensure that our operation was efficient and focussed on the purpose of the Fund - to assist colleagues in need. However, as 2015 came to an end we were aware of significant issues facing the Fund, not least of which was the question of how we could achieve our aims against a background of a serious reduction in our income.

As ever, we are grateful to Napo for the support provided by its staff, as well as technical facilities, without which we would struggle. However, the reality is that the Napo Grant for 2016 has been reduced by 50%, and for this reason we withdrew £15,000 from our Investments in January 2016. Without this and the grant from CSiS, we would not have been able to continue our operations as we had previously. The Trustees will need to consider how the Fund operates in the future, but once again our situation underlines the fact that unless we can improve our income streams the future will be uncertain. The best way to achieve this would be for many more people to consider making comparatively small monthly donations. We also need to reach out to non Napo members for this kind of support, given that we pay out significant sums to non Napo members.

Another major difficulty we have faced is that despite a core of active Napo Area Representatives, the restructuring of Napo Branches has left us with many areas that are not properly covered. This is important in so many ways, and in 2016 we will be making further efforts to improve this.

We had intended to improve our website, but the majority of this significant piece of work we plan to complete in 2016. This could be an important factor in our efforts to reach out to our stakeholders in a more positive way. As always, the more help and support we receive, the more we can pass on to those who apply to the Fund. There is enormous pressure on our staff, and the Trustees, so I urge members to consider devoting some time to helping us. Just call or email us to talk about it, and we welcome ideas as to how we can improve the service we provide.

I have already mentioned the support of Napo staff and officers, and in particular Kath Falcon is a stalwart friend to us. I wish to thank all of my fellow Trustees, staff and local representatives, as well as all the members across the country, who volunteer and contribute so much to help the Fund. It has been a privilege and pleasure to work with you.

Finally, my best wishes to Edridge; whilst not underestimating the challenges ahead, the Fund remains in very safe hands.

Anne King – Chair of Trustees
July 2016

Independent Examiner's Report on the Accounts Report to the Trustees of The Edridge Fund of Napò

On accounts for the year ended 31/12/2015, set out on pages 6 - 8 Charity no. 803493

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees 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 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with 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 the 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 as to whether the accounts present a "true and fair" view, and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Charities Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Gina Alderson

Date: 25th September 2016

Address: Felden Lodge, Felden Lane, Hemel Hempstead, Hertfordshire, HP3 0BL

Relevant professional membership: Member of The Institute of Legacy Management.

Edridge Fund of
Napó

**STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Notes	2015 £	2014 £
INCOME			
Voluntary Income			
Regular Donations		9,473	10,299
Contribution from Napó		20,162	26,917
Bequests		nil	nil
Corporate Charity Donation	10a	15,000	10,000
Activities for generating funds			
Fund Raising (including 50/50 Club subscriptions)	6	3,593	3,051
Sale of merchandise		307	56
Investment & Interest Income			
Investment Income		4,716	4,174
Bank Interest (including Investment Account)		nil	nil
Incoming Resources from Charitable Activities			
Contributions from members, branches and others		6,821	3,023
Net Profit(Loss) on Christmas Cards		835	874
Total Incoming Resources		<u>60,907</u>	<u>58,394</u>
EXPENDITURE			
Costs of Generating Funds			
Promotional / Fund Raising activities		256	236
Investment Management Fees		3,026	3,328
Website Expenses		504	504
50/50 Club Prizes		1,441	1,217
Purchase of Merchandise		180	nil
	<i>subtotal</i>	<u>5,407</u>	<u>5,285</u>
Net Resources available for Charitable Application		<u>55,500</u>	<u>53,109</u>
Costs of Charitable Activities			
Grants paid		45,254	51,924
Management & delivery of the charity's purpose	2	13,047	12,375
Governance Costs	4	867	1,700
Total Resources expended		<u>64,575</u>	<u>71,284</u>
Net Operating Surplus/(Deficit) for the Year			
Before Gross transfers		<u>(3,668)</u>	<u>(12,890)</u>
Gross Transfers between Funds		NIL	NIL
Net Incoming Resources before Gains & (Losses)		(3,668)	(12,890)
Other Recognised gains (losses)			
Realised gains/(losses) on investments		(8,971)	5,485
Unrealised gains/(losses) on investments		7,772	2,877
Net Movements in Funds		<u>(4,867)</u>	<u>(4,528)</u>
Total funds brought forward		202,357	206,885
Total Funds Carried Forward (Reconciliation)		<u>197,490</u>	<u>202,357</u>

Edridge Fund of
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BALANCE SHEET

As at 31st December 2015

	Notes	2015	2014
		£	£
FIXED ASSETS			
Tangible Assets	3	Nil	Nil
Investments	9	178,957	171,185
CURRENT ASSETS			
Debtors	7a & 8	5,921	5,531
Cash at Bank and in Hand		19,165	28,465
		<u>25,086</u>	<u>33,996</u>
Creditors			
Amounts falling due within one year			
Accruals	5	<u>(6,553)</u>	<u>(2,824)</u>
Net Current Assets		<u>18,533</u>	<u>31,172</u>
Total Assets Less Current Liabilities		<u>197,490</u>	<u>202,357</u>
Net Assets		<u>197,490</u>	<u>202,357</u>
Income Fund and Reserve			
General Reserve as at 31st December 2015		<u>197,490</u>	<u>202,357</u>
Total Funds available to the Fund		<u>197,490</u>	<u>202,357</u>

These financial statements were submitted to the Trustees on 19 May 2016, and were approved subject to a satisfactory Independent Examination.

Anne King – Chair of the Trustees
August 2016

The notes below, and on the following page, form part of the accounts.

Notes forming part of the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES

The accounts have been prepared using the same policies published in previous Annual Reports, but with some alterations to take account of revised Charity Commission guidelines, as revised in 2014. This takes into account the requirements of the Financial Reporting Standard FRS 102. The subsequent update of FRS 102 in February 2016 applied that standard to accounting periods from January 2016, but permitted early application of this standard for accounts starting from January 2015. It is on this basis that we have not prepared a Cash Flow Statement, which would otherwise have been required.

2. MANAGEMENT & DELIVERY OF THE CHARITY'S PURPOSE

	Notes	2015	2014
		£	£
Staff Salaries	2a	10,664	10,015
Office Services including rent		612	600
General Office costs /equipment maintenance		1,040	1,047
Equipment purchase		nil	nil
Insurance		644	624
Bank Charges		87	89
Depreciation of Fixed Assets	3	<u>nil</u>	<u>nil</u>
		<u>13,047</u>	<u>12,375</u>

- a. The figure for staff salaries increased because the Trustees reviewed rates of pay with effect from 2012 and thus the figure includes arrears of pay from previous years, reflecting the new rates of pay.

Edridge Fund of Napó

3. TANGIBLE ASSETS

The Trustees have once again concluded that our stocks of goods for sale, and operational equipment, is at a level where it would not be appropriate to account for depreciation, as this would not have any material effect on the accounts.

4. GOVERNANCE		2015	2014
	<i>Notes</i>	£	£
Staff & Trustees Expenses	4a	784	1,569
Independent Examiner's Fee		Nil	Nil
Napó Conference Expenses		83	131
Trustees Training		<u>Nil</u>	<u>Nil</u>
		<u>867</u>	<u>1,700</u>

(a) Expenses paid to Staff and Trustees were for travel to meetings and associated costs, including refreshments. No fees were incurred for use of meeting rooms, which were provided by Napó and the London Probation Service. Expenses were reduced by 50% because of reduced travelling costs, and two of the Trustees were assisted with expenses from other sources.

5. CREDITORS	£
Website charges for 4 th quarter	126
Office rent for 4 th quarter	153
Staff Salaries to be paid to Napó	5,210
Cost to Napó for mail forwarding	36
Grants authorised in 2015, paid in 2016	900
50/50 Club Prize for December, paid in 2016	<u>128</u>
	<u>6,553</u>

6. FUND RAISING	£
Fund Raising & Sponsored events	677
50/50 Lottery Club subscriptions *	<u>2,916</u>
	<u>3,593</u>

*This means that the net benefits to the Fund from the 50/50 Club is £1,475 for the current year, compared with £1,003 for the previous year.

7. GIFT AID

Gift Aid Claims carried forward from 2014 accounts as debtors and updated for current tax year

	<i>Notes</i>	£
Gift Aid claims for tax years ending April 2012, 2013, 2014 <i>(Stated in 2014 accounts as debtors - estimated)</i>		5,400
Less Actual refund for 2011/2012 received in 2015		<u>1,973</u>
	<i>Subtotal</i>	<u>3,427</u>
Add Gift Aid Claim (estimated) for tax year 2014/2015		<u>1,800</u>
Balance of estimated Gift Aid carried as Debtors	7a	<u>5,227</u>

a. Last year we reported that we were trying to get our claims up to date, and also commented that we completed one claim during 2015. We can report that we have made further progress during 2016, and have already received £2,067 recently. We have streamlined our process for compiling Gift Aid returns, and are hopeful that we can be reasonably up to date by year end 2016.

8. DEBTORS

	<i>Notes</i>	£
Gift Aid payable (estimated)	7a	5,227
Donation promised from Workers Beer Company		504
Christmas Cards (based on actual receipts in 2016)		<u>190</u>
		<u>5,921</u>

9. INVESTMENTS

The figure for investments is the valuation made by our Investment Managers at year end.

10. VOLUNTARY INCOME – Corporate Charitable Donation	£
CSiS Charity Fund	15,000
a. See “Donations & Fund Raising” section in Chair’s report	