

**ACCOUNTS & ANNUAL REPORT**  
for the year ended 31 December 2016

**Administrative Details**

Full name: The Edridge Fund of Napó the Trade Union and Professional Association for Family Court and Probation Staff  
Registered Charity No: 803493  
Registered Office: 160, Falcon Road, Battersea, London, SW11 2NY  
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 31<sup>st</sup> December 2016. 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) Office ended September 2016	Appointed as Trustee September 2006, re-appointed in 2011. Term of
Doug Stevenson (London)	Appointed July 2012
Charlotte Dunkley (East Midlands)	Appointed November 2013
David Stevens (Mercia)	Appointed November 2014
Morna Mensah-Dankwah (London)	Appointed September 2015
Carolyn Mack (East Midlands)	Appointed September 2016

Anne King ended her term of office as both Trustee and Chair. Consequently, Charlotte Dunkley was appointed as Chair in September 2016. . Doug Stevenson was appointed Vice Chair in September 2013 and has been re-appointed annually since his initial appointment.

**Staff**

Cherry Bushell	Secretary to Trustees – (Resigned April 2017)
Karen Monaghan	Secretary to Trustees – (Appointed June 2017)
Jeanne Peall	Honorary Treasurer
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 11<sup>th</sup> July 2003 and 9<sup>th</sup> May 2013. The Trust Deed of 1990 established the Fund as an independent charity, but retained close links with Napó – 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 Napó National Executive Committee by election from candidates nominated by Napó 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 provided with an induction pack, which was reviewed in 2017.. 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 1<sup>st</sup> 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 2016 reduced by 28% over the previous year, and this continues a trend from the previous year when there had been a fall of 14%. The amount paid in grants reduced by £12,174 – a reduction of 27% - compared with 2015, 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. However, of particular concern was the considerably lower number of applications from CRC staff, compared with NPS staff.

Applications were refused or withdrawn on 17 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.

## Edridge Fund of Napo

The total paid to Napo members is once again considerably more than the annual grant we receive from Napo, by the amount of £12,755. This information is provided in view of the large donation we receive from Napo. The analysis is as follows – comparative figures for 2015 are quoted in brackets.

Designation of Applicant	Applications	Refused or withdrawn	Total Amount Paid	Percentage of Total Paid
Napo Member	57 (77)	2 (3)	£22,755 (£29,957)	68% (66%)
No Union membership	28 (41)	8 (6)	£7,675 (£12,092)	23% (27%)
Not Known	5 (2)	Nil (Nil)	£950 (£475)	3 % (1%)
Unison and other Unions	12 (19)	7(11)	£1,700 (£2,730)	5 % (6%)
<b>Overall Totals</b>	102 (142)	17 (23)	£33,080 (£45,254)	

Total successful applications: 85(119)      Total Applications during the year: 102 (142)

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 four such cases a decision was made to award a grant. This represents a decrease over previous years. 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 are also now suggesting to some applicants that they seek further help from the Professional Aid Council, where we believe that they might satisfy the Criteria for that organisation

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**

During 2016, Trustees implemented a strategic plan to ensure the fund was well placed to address issues relating to its work in the future. A survey of applicants was also drawn up to gather opinions from members on the work of the fund. This will be circulated and reviewed in 2017.

The main focus of the Trustees during 2016, in terms of governance, was in reviewing the website in readiness for updating and to begin to look at ways of increasing our income streams, as well as promoting the work of the fund.

### **Trustee & Staff Changes**

In the course of 2016 there were a number of changes in both our Trustees and Staff. Anne King ended her term as a Trustee, and we thank her for the enthusiastic work for the Fund during her term. We also welcomed a new Trustee, Carolyn Mack. We can also report that our Secretary, Cherry Bushell, resigned in April 2017, and in June 2017 we appointed a new Secretary, Karen Monaghan.

### **FINANCIAL REVIEW**

#### **Donations and Fund Raising**

This has been another mixed year for Edridge. Regular donations have decreased, as have a substantial reduction in one off donations. However, our income from Fund Raising, and sponsored events has seen a 100% increase. For the second year running our income from our 50/50 Lottery has seen an increase of about 40% over previous years, and we have continued to see a higher level of participation.

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 people in the Public Sector. We are therefore very pleased to report that CSiS made a donation of £10,000 for 2016. We can also report that CSiS made a further grant of £10,000 in early 2017. This is the fourth year that we have been assisted by CSiS, which has provided a very welcome additional source of income.

## Edridge Fund of Napo

### **Administration & Expenditure**

The level of expenditure by the Fund on Governance and Administration has marginally decreased, compared with the previous year. However, the total expenditure, including our main charitable activity of grant giving, has reduced by £13,246 which is totally accounted for by the reduction in the level of grants paid for the current year, and a reduction in our management and governance costs.

### **Edridge Investments**

The Edridge Trustees had decided in 2015 that the Investment Portfolio would be managed on a low risk basis. However, despite the fact that this policy continued during 2016, the portfolio, including cash and stocks, increased in value during 2016 by a total of £32,187. This increase is in terms of realised and unrealised gains, and our income from the portfolio has also increased. The good performance of our investments enabled the Trustees to withdraw £15,000 from the portfolio during 2016 in view of the substantial reduction in parts of our income, and a further withdrawal of £5,000 was made early in 2017.

### **FUTURE PLANS**

1. The implementation of the “Transforming Rehabilitation” re organization of the Probation Service has continued to present 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 2017.
3. The Trustees will seek to recruit volunteers to assist the working and promotion of the Edridge Fund.
4. The Trustees will make particular efforts to improve our income streams, particularly in getting more people to make small monthly donations, not only from Napo members, but also from non Napo staff, who we also assist substantially.

### **DECLARATION**

s

The Trustees declare that they have approved the Trustees Report above

Signed: Charlotte Dunkley – Chair of Trustees  
October 2017

### **Chairs Report**

This is my first Annual Report as Chair of Trustees and I hope that during 2016 we have been able to build on the good work achieved during Anne King’s term as Chair of Trustees, at a time of considerable change, when the operations of the fund have been radically modernised. In 2016 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.

This has been a year in which we have had to adapt to fit a reduced budget as we have seen a significant reduction in both our NAPO grant and the support we receive from the CSIS Fund. We have done this in part by reducing our management and governance costs as far as possible. However, we have also seen a reduction in applications this year, mainly from within the Community Rehabilitation Companies and Family Courts where we have struggled to promote the activities of the Fund. The Fund has had to withdraw funds from our investments this year to meet the needs of applicants but we have also benefitted greatly by catching up with Gift Aid claims for previous years.

The Trustees have considered how the Fund could operate in the future, but are very aware that unless we can improve our income streams the future will be uncertain. We now consider fundraising at every Trustees meeting

## Edridge Fund of Napó

and have undertaken a survey of applicants to help us understand how best to do this. We have recruited a Secretary to Trustees with a background in fundraising that we hope will help us develop ideas further. Our research suggests that the most sustainable long term way to achieve this would be for many more people to consider making comparatively small monthly donations. If members could do one thing only to help Edridge this year, it would be to consider setting up a regular donation. We also hope to reach out to non-Napó members for this kind of support, given that we pay out significant sums to non Napó members.

2016 has also been a challenging year for NAPO branches but we have made efforts to keep our network of Edridge Reps available for applicants in every area and we are very grateful for their work. However, the reduction in applicants from the CRCs and Family Courts suggests that we need to extend this work further. If any members working in those areas can volunteer to help us with this work, please contact me for further details.

During 2016 we continued work on a major revision of the Edridge Fund website, We can now report that the new website went online in mid July 2017 This has been achieved by a collaboration between David Cox, our Business Officer, and Doug Stevenson our Vice Chair. We must also thank David Raho, London Branch member, who advised the Trustees in the early stages of this work with basic design concepts. The new website enables online applications for assistance, including by phone or tablet, as well as easy methods of donating to the Fund on both a one off and regular basis. The site has also been simplified, with easier navigation, and can also be viewed on mobile devices. We would encourage all members to have a look and check it out- hope you like the changes.

Once again, we are very grateful for the support of Napó staff and officers and we have been lucky to move our office address with NAPO to their new premises. NAPO AGM in 2016 was our best ever for fundraising and contact with members at our stall. In addition, a motion was passed to re-establish a percentage funding formula for our grant from NAPO that will see our grant increase in 2017 and we are very heartened by this support.

Whilst we have continued in 2016 to operate in difficult circumstances, the Trustees hope that we have made some changes this year that will enable us to tackle the fundraising challenges that face us. I would like to thank all my fellow Trustees, our Treasurer and Secretary, and especially the Edridge staff who have most contact with applicants, and for everything they do to support the work of the Fund.

Charlotte Dunkley – Chair of Trustees  
October 2017

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

On accounts for the year ended 31/12/2016, set out on pages 7 – 9 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: 8<sup>th</sup> October 2017

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

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

Edridge Fund of  
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**STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account)  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Notes	<b>2016</b>	<b>2015</b>
			<b>£</b>
<b>INCOMING RESOURCES FROM GENERATED FUNDS</b>			
<b>Voluntary Income</b>			
Regular Donations and Gifts		7,876	9,473
Contribution from Napó		10,000	20,162
Bequests		Nil	Nil
Corporate Charity Donation	10a	10,000	15,000
<b>Activities for generating funds</b>			
Fund Raising (including 50/50 Club subscriptions)	6	4,524	3,593
Sale of merchandise		144	307
<b>Investment &amp; Interest Income</b>			
Investment Income		5,910	4,716
Bank Interest (including Investment Account)		Nil	Nil
<b>Incoming Resources from Charitable Activities</b>			
Contributions from members, branches and others		3,886	6,821
Net Profit(Loss) on Christmas Cards		805	835
<b>Total Incoming Resources</b>		<u>43,145</u>	<u>60,907</u>
<b>RESOURCES EXPENDED</b>			
<b>Costs of Generating Funds</b>			
Promotional / Fund Raising activities		236	256
Investment Management Fees		2,841	3,026
Website Expenses		504	504
50/50 Club Prizes		1,401	1,441
Purchase of Merchandise		142	180
	<i>subtotal</i>	<u>5,124</u>	<u>5,407</u>
<b>Net Resources available for Charitable Application</b>		<u>38,021</u>	<u>55,500</u>
<b>Costs of Charitable Activities</b>			
Grants paid -		33,080	45,254
Management & delivery of the charity's purpose	2	12,646	13,047
<b>Governance Costs</b>	4	479	867
<b>Total Resources expended</b>		<u>51,329</u>	<u>64,575</u>
<b>Net Operating Surplus/(Deficit) for the Year</b>		<u>(8,184)</u>	<u>(3,668)</u>
<b>Before Gross transfers</b>		<u>(8,184)</u>	<u>(3,668)</u>
<b>Gross Transfers between Funds</b>		(15,000)	
<b>Net Incoming Resources before Gains &amp; Losses</b>		(23,184)	(3,668)
<b>Other Recognised gains (losses)</b>			
Realised gains/(losses) on investments		29,181	(8,971)
Unrealised gains/(losses) on investments		3,006	7,772
<b>Net Movements in Funds</b>		<u>9,003</u>	<u>(4,867)</u>
<b>Total funds brought forward</b>		197,490	202,357
<b>Total Funds Carried Forward</b>		<u>206,493</u>	<u>197,490</u>

Edridge Fund of  
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**BALANCE SHEET**

As at 31st December 2016

	Notes	2,016	2015
		£	£
<b>FIXED ASSETS</b>			
Tangible Assets	3	Nil	Nil
Investments	9	181,963	178,957
<b>CURRENT ASSETS</b>			
Debtors	7a & 8	2,976	5,921
Cash at Bank and in Hand		<u>26,322</u>	<u>19,165</u>
		<u>29,298</u>	<u>25,086</u>
<b>Creditors</b>			
Amounts falling due within one year			
Accruals	5	<u>(4,768)</u>	<u>(6,553)</u>
<b>Net Current Assets</b>		<u>24,530</u>	<u>18,533</u>
<b>Total Assets less Current Liabilities</b>		<u>206,493</u>	<u>197,490</u>
<b>Net Assets</b>		<u>206,493</u>	<u>197,490</u>
<b>Income Fund and Reserve</b>			
General Reserve as at 31st December 2015		<u>206,493</u>	<u>197,490</u>
<b>Total Funds available to the Fund</b>		<u>206,493</u>	<u>197,490</u>

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

Charlotte Dunkley – Chair of Trustees  
August 2017

*The notes below and on the following page form part of these 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 our Annual Report for the previous year.

**2. MANAGEMENT & DELIVERY OF THE CHARITY'S PURPOSE**

	Notes	£	2016	2015
			£	
Staff Salaries	2a	10,421	10,664	10,664
Office Services including rent		612	612	612
General Office costs /equipment maintenance		636	1,040	1,040
Equipment purchase		191	nil	nil
Insurance		671	644	644
Bank Charges		115	87	87
Depreciation of Fixed Assets	3	<u>nil</u>	<u>nil</u>	<u>nil</u>
		<u>12,646</u>	<u>13,047</u>	<u>13,047</u>



Edridge Fund of  
Napo

**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**

	<i>Notes</i>	2016 £	2015 £
Staff & Trustees Expenses	4a	342	784
Independent Examiner's Fee		Nil	Nil
Napo Conference Expenses		137	83
Trustees Training		<u>Nil</u>	<u>Nil</u>
		<u>479</u>	<u>867</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 Napo and two other organizations, free of charge. Expenses were reduced by 44% because of reduced travelling costs, and two of the Trustees were assisted with expenses from other sources.

**5. CREDITORS**

	£
Website charges for 4 <sup>th</sup> quarter	126
Staff Salaries to be paid to Napo	4,342
Cost to Napo for mail forwarding	65
50/50 Club Prizes for 2016 paid in 2017	<u>235</u>
	<u>4,768</u>

**6. FUND RAISING**

	£
Fund Raising & Sponsored events	1,716
50/50 Lottery Club subscriptions *	<u>2,808</u>
	<u>4,524</u>

\*This means that the net benefits to the Fund from the 50/50 Club is £1,408 for the current year, which is the same as the previous year

**7. GIFT AID**

**Gift Aid Claims carried forward from the 2015 accounts as debtors and updated for current tax year**

	<i>Notes</i>	£
Revised total of Gift Aid Claims anticipated during 2017		4,200
Less adjustment to Debtors from 2015		<u>1,284</u>
<b>Balance of estimated Gift Aid carried as Debtors</b>	7a	<u>2,916</u>

a. In previous accounts we have reported on our efforts to bring our Gift Aid tax refunds up to date. We have made significant progress on this and during 2016 we received refunds for two previous years, and during 2017 we have received on further refund, and completed the returns on further years. However, in view of actual amounts received we have adjusted the amount we anticipate to receive during 2017.

**8. DEBTORS**

	<i>Notes</i>	£
Gift Aid payable (estimated)	7a	2,916
Christmas Cards (based on actual receipts in 2017)		<u>60</u>
		<u>2,976</u>

9 The figure for investments is the valuation made by our Investment Managers at year end. The Trustees made a withdrawal of £15,000 to cover anticipated reduction of income during the year.

**10. VOLUNTARY INCOME – Corporate Charitable Donation**

	£
CSiS Charity Fund	<u>10,000</u>
a. See “Donations & Fund Raising” section in Chair’s report	