

# ACCOUNTS & ANNUAL REPORT

for the year ended 31 December 2018

## ABBREVIATED VERSION

### 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: 160, Falcon Road, Battersea, London, SW11 2NY  
Bankers: Unity Trust Bank plc. Nine Brindley Place, Birmingham B1 2HB  
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

#### Trustees

The Trustees who held office during the year were as follows

Charlotte Dunkley (East Midlands) Appointed November 2013 – Chair of Trustees  
David Stevens (Mercia) Appointed November 2014 – Vice Chair  
Carolyn Mack (East Midlands) Appointed September 2016  
Michelle McFarlane (London) Appointed August 2017, resigned September 2018  
David Raho (London) Appointed March 2018  
Ian Hankinson (Mercia) Appointed March 2018  
Denise Astley (Staffordshire/West Midlands) Appointed November 2018  
Peter Rowe (Cheshire/Greater Manchester) Appointed November 2018  
Rachel Goldhill (Assoc. Member) Appointed November 2018

Charlotte Dunkley was co-opted to serve a further 6 months after the end of her term in November 2018 to allow recruitment of a new Chair.

David Stevens was appointed as Vice Chair in May 2019

#### Staff

Karen Monaghan Secretary to Trustees  
Jeanne Peall Honorary Treasurer  
David Cox Business Officer & Financial Administrator  
Sarah Byatt Administrator

### Chair's Report

#### Introduction

I present this Report and the Accounts for the year ended 31 December 2018 on behalf of the Trustees.

This is an abbreviated version of the Annual Report. The Accounts presented are the full version, prepared in accordance with Charity Commission guidelines and requirements. The full Annual Report and Accounts will be available before the Napo AGM in October 2019.

#### Trustee & Staff Changes

In the course of 2018 there were a number changes in our Trustees. Michelle McFarlane resigned as a Trustee. We thank Michelle for her enthusiastic work for the Fund. Due to the upcoming departure of our Chair, Charlotte Dunkley, we had a Trustee recruitment drive which was successful in securing 5 new Trustees, David Raho, Ian Hankinson, Denise Astley, Peter Rowe and Rachel Goldhill. We welcome them all to the Fund and for their excellent input so far.

## **Donations and Fund Raising**

The unexpected receipt of a significant bequest in May 2018 provided a welcome boost to funds. Prior to this, and despite a £5000 draw down from investments, the projected financial position for the year appeared to be very constrained. The grant from Napo was reduced from the previous year, although still within the parameters agreed by AGM in 2016. Over the year, income from regular donations reduced again, made worse by difficulties with HSBC who went on to close our Deposit and Current accounts, with limited notice, at the end of September. HSBC were not our main bankers but the Deposit Account did provide some £100 per month in regular donations. The sudden nature of the closure meant that these donations have largely been lost to Edridge. A complaint against HSBC by the Trustees of the Edridge Fund remains outstanding.

The bequest enabled the Fund to cover a shortfall in resources without resorting to another drawdown from investments, which would have gone into capital rather than yearly growth. Income from the 50/50 lottery has reduce although levels of participation remain good. However, income from branch events and other activities did increase.

The Civil Service Insurance Society (CSIS) once again provided the Edridge Fund with a donation of £10,000. CSIS is a not for profit organisation, which supports charities working with people in the public sector. It provides the Edridge Fund with a welcome additional source of income, for which the Trustees are very grateful.

## **Administration**

The level of expenditure by the Fund on administration was slightly reduced from 2017, mainly because there were no recruitment costs in 2018. Office costs were also reduced reflecting expenditure being of a routine nature in 2018. Governance costs increased in comparison to the previous year due to the recruitment of additional Trustees with a consequent increase in expenses.

During 2018 the Edridge Fund obtained a mobile card reader to accept donations and other payments by card. This increased our fund raising costs, and in the course of 2019 we have been reviewing that. Also, the purchase of promotional materials resulted in an increase in fundraising costs. Grant giving, our main charitable activity, remained at a fairly similar level to the previous year.

## **Edridge investments**

In 2018 the Investment Portfolio continued to be managed on a low risk basis following advice given to the Trustees in the annual review with our investment manager. Income and costs were slightly reduced compared with the previous year. The amount withdrawn from investments was restricted to £5,000.

## **Governance**

During 2018, Trustees continued to ensure the fund was well placed to address issues relating to its work in the future. A survey of applicants was drawn up in 2017 to gather opinions from members on the work of the fund. The focus of the Trustees in 2018, has been to utilise the information gained from the survey to try to improve awareness of the fund, as well as promotion of its activities to highlight the ways that members could support the fund. This included regular articles and advertising of the Fund, including the 50/50 Lottery, in the Napo Magazine, as well as the purchase of fresh promotional materials. The Trustees plan to continue to focus on fundraising and raising awareness throughout 2019.

In 2017, the Trustees reviewed and re-launched the Edridge website. The Trustees kept the performance of the re-designed website under review during 2018 and prioritised ways of increasing income streams.

## **Applications for Assistance**

The number of applications received increased during 2018 for the first time in some years. The amount paid in grants remained at almost the same level as the previous year. However, the average grant paid did reduce. The Trustees have continued their practice of targeting the amount paid to reflect the immediate needs of the applicant and so the range of amounts paid is quite wide. The reasons for applications remain similar to those in previous years.

We will be publishing tables giving a breakdown of applications received in our full report. In 2018, 60% of the grants paid were to Napo members, the remainder being paid to applicants with no union membership. Figures in relation to our diversity monitoring of applicants will be published in the full report.

The number of applications received was 144 and of these, 44 applications were refused or withdrawn, the latter usually on the grounds that the applicants were not eligible. In all cases the applications were dealt with on their individual merit. We continue to receive significantly more applications from NPS staff, compared to those employed by CRC. Applications in small numbers were also received from staff in PBNI, Cafcass and Youth Justice.

The Trustees are continuing to advise all staff employed by the NPS that they are also eligible to apply to the Civil Service charity 'For You By You'. We also suggest to some applicants that they can seek further help from the Professional Aid Council, where we believe they may satisfy their eligibility criteria.

### **Final Thoughts**

This is my third Annual Report as Chair of Trustees and it covers what will be my final full year as Chair of Trustees. After four years as Chair and two as a Trustee before then, I have decided to take a break from Edridge activity. I hope to be able to return at a future date but meanwhile leave the Fund in the safe hands of a committed, enthusiastic group of Trustees and a new Chair who I will introduce later.

I hope that during 2018 we have been able to continue the good work of the previous two years. In 2018 the Edridge Fund Trustees and staff have continued to work hard to ensure that our operation was efficient and focussed on the purpose of the Fund - to assist colleagues in need across a variety of probation and Family court workplaces.

To turn first to Fundraising. This year we have received a reduced grant from NAPO based on the formula agreed at AGM in 2016, as a result of falling membership. This indicates how closely allied the fortunes of the Edridge Fund are to that of NAPO and we hope that better awareness of the Fund can assist in NAPO's membership drive. We are always very grateful for the practical and moral support shown to us by members at AGM and the 2018 Karaoke was a particularly fine example of pop-up fundraising at its best. If any branch or group of members would like to fundraise on the spur of the moment at this year's AGM- just let us know.

We have experimented with the technology of contactless giving this year, with mixed success. It is difficult to get the balance of affordable, convenient and accountable fundraising from the current contactless methods available. However, some branch events have found it really useful and the Trustees are committed to finding a way to make it work. We have been very lucky to be allocated a grant from the Trade Union Unity Trust (TUUT) to support ongoing efforts to find the right solution for us. Trustees recognize the challenges faced by both Trade Unions and charities within the public sector, as austerity continues to impact on workforce numbers and levels of pay. We continue to rely on our brilliant workplace reps to fundraise for us, but they are dwindling in number and we always need more. Contact the Edridge Office for details. Raising our profile and raising funds go hand in hand and we continue to find it a challenge to do this across all workplaces.

The most exciting news for us this year has been the bequest we received from the estate of the Reverend James Tysoe. This bequest came completely from the blue, from someone who had been a regular but small donor for many years. It transpired that Reverend Jim Tysoe was a Probation Officer in Coventry from the 1960s, who retired and was then ordained into the Church. His commitment and loyalty to Probation work never wavered as can be seen by his regular donations and ultimately a bequest that is a small proportion of his whole estate, all left to charities. We have gained enormously by his bequest, although it's chastening to think it could only pay two years' worth of our grants if we do not raise other funds. We have been able to avoid drawing down on our investment income again later in the year as a result of this bequest which is good news. It has given us a real boost as Trustees but also renewed our determination to continue to seek stability of income in other ways. Please, if anyone wants to consider making a bequest to Edridge in their will, contact the office for details of how to do it. You will really transform lives.

Our other regular donor this year has again been the Civil Service Insurance Society and we are hugely grateful for their continued support. We have sought to strengthen links with them, as Probation staff will increasingly become civil servants over the next few years. We now have a link Trustee on their Board and arranged to meet with him annually so we can benefit from the advice and experience of a bigger charity

We continue to consider fundraising at every Trustees meeting and have been developing more innovative approaches to fundraising online and via other means. Karen Monaghan, our new brilliant Board secretary is always looking for good ideas so contact her if you have any new approach you'd like to try as an individual or an office. We are looking to open an Amazon charity account that would direct donations to us, and are already signed up to Give as you Live. Check out how many different websites you could use on this platform and still give money to Edridge with every transaction. Our 50/50 lottery continues to be popular and you can now renew online, by cash or cheque or contactless at AGM. The price of tickets hasn't changed in years!

Our second area of focus in 2018 has been on strengthening the Board of Trustees by recruiting new members and co-opting others who can contribute expertise for particular projects. We have welcomed new Trustees over the year and it is making a real difference to the speed and efficiency with which applications are considered. We have just been lucky enough to recruit a new Chair of Trustees who will take over in November 2019- not strictly for this annual report- but good news for us. Welcome to Alan Goode, formerly of Nottinghamshire Probation Trust and now retired, who will be the new Chair of Trustees.

Lastly, to turn to applications that we have received this year and grants that we have given. As can be observed, the number of grants given has increased this year, but the overall total of grant giving has slightly reduced. This reflects an increase in applications, and a preference of the Trustees to give more, frequent smaller grants to more people. We feel this maximises the work of the Fund within Probation and Family Court workplaces, but it does mean that the levels of grant given are often a 'drop in the ocean'. We have continued to see real hardship, suffering and resilience in the face of huge financial challenges in every application we look at. The comments we receive and the gratitude expressed by grant recipients suggests they often have nowhere else to turn by the time they apply to Edridge and are really thankful that the Fund is there. The increase in application numbers may also be a mark of the success of the online application form which is now the predominant method of application. This has spread our reach but does have pitfalls as the online form can miss important information. Please support any of your colleagues who need to apply to the Fund by directing them to the guidance online before completing the form.

Once again, we are very grateful for the support of Napo staff and officers and very much welcomed the support of the General Secretary, particularly in our application for funds from TUUT. NAPO AGM in 2018 saw a reduction in our income from merchandising owing to the shorter timescales, but we had a good level of contact with members offering support and a healthy bucket collection, supplemented by the Karaoke. Please let us know if you can think of merchandising options that would increase this level of income.

Whilst we have continued in 2018 to operate in difficult circumstances, the Trustees hope that we have continued to tackle the fundraising challenges that face us and to respond to changing times. I would like to thank all my fellow Trustees, our Honorary Treasurer and Board Secretary, and especially the Edridge staff who have most contact with applicants, for everything they do to support the work of the Fund. It has been a privilege and an honour to be an Edridge Trustee and Chair of Trustees. Years of union activism have led me to a point where the tangible, everyday assistance that the Fund can offer is as relevant as other battles we may fight. Please support your Fund and help it to grow and flourish for the benefit of all those who need it. Thank you and best of luck from me

Charlotte Dunkley – Chair of Trustees  
August 2019

### **Independent Examination of Accounts**

The accounts were presented to the Trustees, and accepted, subject to a satisfactory Independent Examination, in accordance with Charity Commission Guidance. The full version of this report, together with the accounts, will be available in the full version of our Annual Report, which will be available at the Napo AGM in October 2019

Jeanne Peall – Honorary Treasurer  
August 2019

## The Edridge Fund of Napo

### STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account) FOR THE YEAR ENDED 31 DECEMBER 2018

		2018	2017
	Notes		
<b>INCOMING RESOURCES FROM GENERATED FUNDS</b>			
<b>Voluntary Income</b>			
Regular Donations and Gifts	6a	6,123	7,405
Contribution from Napo		11,537	17,457
Bequests	11	60,000	Nil
Corporate Charity Donation	11	10,000	10,000
<b>Activities for generating funds</b>			
Fund Raising (including 50/50 Club subscriptions)	6	2,809	4,142
Sale of merchandise	6a	472	97
<b>Investment &amp; Interest Income</b>			
Investment Income	9a	6,264	6,643
Bank Interest (including Investment Account)		nil	nil
<b>Incoming Resources from Charitable Activities</b>			
Contributions from members, branches and others		1,598	970
Net Profit (Loss) on Christmas Cards	6a	nil	523
<b>Total Incoming Resources</b>		<u>98,803</u>	<u>47,237</u>
<b>RESOURCES EXPENDED</b>			
<b>Costs of Generating Funds</b>			
Promotional / Fund Raising activities	7	1,398	238
Investment Management Fees		2,986	3,104
Website Expenses		504	504
50/50 Club Prizes		1,205	1,310
Purchase of Merchandise		nil	863
	<i>subtotal</i>	<u>6,093</u>	<u>6,019</u>
<b>Net Resources available for Charitable Application</b>		<u>92,710</u>	<u>41,218</u>
<b>Costs of Charitable Activities</b>			
Grants paid -		33,015	33,296
Management & delivery of the Charity's purpose	2	12,577	12,841
Governance Costs	4	857	613
<b>Total Resources expended</b>		<u>52,542</u>	<u>52,769</u>
<b>Net Operating Surplus/(Deficit) for the Year Before Gross transfers</b>		<u>46,260</u>	<u>(5,533)</u>
<b>Gross Transfers between Funds</b>	10	(5,000)	(5,000)
<b>Net Incoming Resources before Gains &amp; Losses</b>		41,261	-10,533
<b>Other Recognised gains (losses)</b>			
Realised gains/(losses) on investments		3,856	1,917
Unrealised gains/(losses) on investments		<u>(10,485)</u>	<u>7,887</u>
<b>Net Movements in Funds</b>		34,632	(729)
<b>Total funds brought forward</b>		205,758	206,487
<b>Total Funds Carried Forward</b>		<u>240,390</u>	<u>205,758</u>

**THE EDRIDGE FUND OF NAPO  
BALANCE SHEET**

As at 31st December 2018

	Notes	2018		2017	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	3		nil		Nil
Investments	10		179,365		189,850
<b>CURRENT ASSETS</b>					
Debtors	8 & 9	2,488		1,518	
Cash at Bank and in Hand	12	<u>64,775</u>		<u>20,791</u>	
		<u>67,263</u>		<u>22,309</u>	
<b>Creditors</b>					
Amounts falling due within one year					
Accruals	5	<u>6,238</u>		<u>6,401</u>	
<b>Net Current Assets</b>			61,025		15,908
<b>Total Assets less Current Liabilities</b>			<u>240,390</u>		<u>205,758</u>
<b>Net Assets</b>			<u>240,390</u>		<u>205,758</u>
<b>Income Fund and Reserve</b>					
General Reserve as at 31st December 2018			<u>240,390</u>		<u>205,758</u>
<b>Total Funds available to the Fund</b>			<u>240,390</u>		<u>205,758</u>

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

Charlotte Dunkley – Chair of Trustees  
August 2019

*The notes below and on the following two pages form part of these accounts.*

**Notes forming part of the Accounts**

FOR THE YEAR ENDED 31 DECEMBER 2018

**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	2018 £	2017 £
Staff Salaries		10,525	9,975
Office Services including rent		623	612
General Office costs /equipment maintenance		534	978
Recruiting Costs – new Secretary		nil	286
Equipment purchase		nil	nil
Insurance		700	674
Bank Charges		196	31
Depreciation of Fixed Assets	3	nil	<u>nil</u>
		<u>12,577</u>	<u>12,841</u>

**3. TANGIBLE ASSETS**

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

<b>4. GOVERNANCE</b>		2018	2017
	<i>Notes</i>	£	£
Staff & Trustees Expenses	4a	683	403
Independent Examiner's Fee		Nil	Nil
Napo Conference Expenses		nil	37
Meeting Room Hire	4b	174	173
Trustees Training		<u>Nil</u>	<u>Nil</u>
		<u>857</u>	<u>613</u>

- a. Expenses paid to Staff and Trustees were for travel expenses to meetings, and associated costs, including refreshment costs. Two Trustees were assisted with expenses from other sources.
- b. Meeting room facilities were provided free, with the exception of one meeting.

<b>5. CREDITORS</b>		£
Grants authorized in 2018, but paid in 2019		2,290
Website charges for 4 <sup>th</sup> quarter 2018		126
50/50 Winner December 2018		99
Staff Salaries to be paid to Napo as Payroll Agent		3,508
Trustee & Staff Expenses paid in 2019		214
Christmas Cards 2017 Purchase cost		<u>765</u>
		<u>6,238</u>

<b>6. FUND RAISING INCOME</b>		£
Fund Raising & Sponsored events		743
50/50 Lottery Club subscriptions *		<u>2,066</u>
		<u>2,809</u>

\*This means that the net benefits to the Fund from the 50/50 Club is £1,158 for the current year.

- a. The sale of merchandise now includes the sale of existing stocks of Christmas Cards, as the Trustees decided not to purchase further stocks this year, following a review. Existing stocks from previous years were sold during 2018, and the proceeds of these sales are therefore included in the income figure for merchandise.

#### 7. FUND RAISING COSTS

The amount spent on Fund Raising costs has increased considerably as the Fund spent £1,041 on publicity material sent to all Branches, and incurred further ongoing expenses in leasing a mobile Card Reader for Card payments to receive donations and other payments.

#### 8. GIFT AID

**Gift Aid Claims carried forward from the 2017 accounts as debtors and updated for current tax year**

	£
Debtor figure brought forward from 2017	1,488
Gift Aid for 2016/2017 - 2017/2018 (estimated)	2,000
Less estimated amount for 2018 - allocated to current year Regular donations	(1,000)
<b>Balance of estimated Gift Aid carried forward as Debtor for 2018</b>	<u>2,488</u>

#### 9. DEBTORS

	<i>Notes</i>	£
Gift Aid payable (estimated)	8	1,488
		<u>1,518</u>

#### 10. INVESTMENTS

The figure for investments is the valuation made by our Investment Managers at year end.  
The Trustees made a withdrawal of £5,000 to cover anticipated reduction of income during the year.

<b>11. VOLUNTARY INCOME – Special Items</b>	£
CSiS Charity Fund	10,000
Bequest	60,000

a. See “Donations & Fund Raising” section in Chair’s report

**12. Cash at Banks and at hand**

The total figure for Cash and Bank balances includes an amount of £1,255, representing the balance of our accounts with HSBC Bank. In September 2018 the accounts were closed by the Bank and the balances sent to us by cheque. The Edridge fund raised a complaint with the Bank, and at year end we had not presented the cheque for payment, in view of legal reasons, but it remained a valuable asset so is included in the accounts as part of our assets.