



**SWAY WELFARE AID GROUP**

**Annual Report and Accounts  
For the Year Ending  
30<sup>th</sup> September 2019**

**Registered Charity Number 261220**

## SWAY WELFARE AID GROUP

### Reference and Administrative Details

**Name of Charity:** Sway Welfare Aid Group

**Alternative Name:** SWAG

**Charity Registration Number:** 261220

**Contact Address:** Mr J R Stevens  
Driftway  
Mead End Road  
Sway  
Lymington  
Hampshire  
SO41 6EH

**Trustees:** David Golby (Organiser)  
Jonathan Hartley (Chairman)  
Jeremy Stevens (Treasurer)  
Pat Fleat  
Vanessa Edwards

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner:** Sandra Williams ACMA  
3 Moser Grove  
Sway  
Lymington  
Hampshire  
SO41 6GA

## **SWAY WELFARE AID GROUP**

### **Structure, Governance and Management**

The Sway Welfare Aid Group was established by constitution dated 28th October 1970, to serve the needs of the civil parish of Sway and its immediate neighbourhood.

The trustees manage the charity on behalf of all the residents of Sway to whom they report annually at a general meeting in November. Other public meetings are held to review progress during the year.

Trustees, and other officers, are appointed by election at the annual general meeting and serve for one year, renewable annually. All new trustees are made aware of their responsibilities under the Charities Act.

During the year the trustees take all executive decisions. At any of the public meetings during the year residents of Sway are entitled to propose possible areas of benefit for the trustees to consider.

The trustees serving during the year under review were David Golby (Organiser), Jonathan Hartley (Chairman), Jeremy Stevens (Treasurer), Pat Fleat and Vanessa Edwards.

Sway Welfare Aid Group is affiliated to the Good Neighbours Network (GNN) operated by Hampshire County Council and local clinical commissioning groups. SWAG benefits from central public and employer's liability and personal accident insurance policies taken out by GNN on behalf of all affiliated groups.

### **Objectives and Activities**

The objectives of the Sway Welfare Aid Group (SWAG) are the relief of the sick, needy, disabled or aged within Sway and its immediate neighbourhood. The charity makes grants to both individuals and local organisations within these constraints. In this connection SWAG works closely with many local organisations to ensure that it reaches out to as many people as possible in meeting its objectives.

The charity also organises a free transport service, manned by volunteer drivers, to take sick, elderly or infirm people to attend hospital and other medical appointments where they cannot provide, or are not capable of using their own transport. Mileage expenses of the drivers are met by the charity.

In addition, the charity runs a twice-monthly lunch club service for the elderly living alone. Volunteers cook the meal and the participants pay only a nominal charge for the food; all other expenses are met by the charity.

The trustees have paid due regard to the Charity Commission's guidance on public benefit and consider that the activities of the Sway Welfare Aid Group during the year are fully in accord with the objectives of the charity and are to the public benefit.

SWAG runs an annual Christmas appeal within the village of Sway to raise funds for its activities.

The trustees are grateful to all our volunteer officers who organise much of the charity's work.

## SWAY WELFARE AID GROUP

### **Achievements and Performance – Organiser’s Report**

This has proved to be a “landmark” year for the charity, with growth in our volunteer base, the amount in financial grants disbursed and the number of clients served. Additionally, a tremendous amount of time and effort was contributed by the trustees to bring to fruition a merger, resulting in the transfer to SWAG of the assets and undertaking of the former Sway Relief in Sickness Fund. The merger was concluded just prior to the charity’s financial year end, and I report further on the consequences of it in more detail below.

#### *Fund Raising*

Thanks to the continuing generosity of the people of Sway, we received donations and legacies amounting to £11,879, including £1,906 of Gift Aid recovery. As is reported in the financial review section, this reflects a decrease compared to the previous year, partly due to a less successful Christmas Appeal and partly to the decision of a local charitable trust, which for many years has sponsored our heating grant activity, to support alternative local charities this time. I would like to take this opportunity to express the thanks of the SWAG trustees for the most generous support we have received from the charitable trust over many years. In addition, I wish to thank the many volunteer medical transport service drivers who generously re-donated their mileage reimbursement payments back to SWAG. Finally, my grateful thanks to the Open House coffee morning group organisers who once again donated the funds raised during their meetings to SWAG. The relative amounts are noted below in the financial review section.

There seems to be evidence that charitable fund raising has become progressively harder in the last few years, possibly due to economic uncertainty or perhaps to the bad publicity incurred by some national charities. It is more important than ever that the trustees continue to communicate the benefits of the charity’s work and the fact that SWAG’s long term ability to continue to provide the current range of highly valued services in the village is dependent on the continuing support of the people of Sway.

#### *Charitable Activities*

During the year, we estimate that the charity helped over 150 different residents in Sway, through a combination of our popular medical transport service, the Luncheon Club, and by virtue of our grant making activity. Although total mileage recorded by the medical service drivers reduced slightly, the number of individual trips made to convey some 93 villagers to medical appointments at clinics and hospitals in the New Forest and the surrounding area was a staggering 344 in the period, to which number should be added the 176 trips made by our volunteers with no financial reimbursement to convey members to gatherings of the Lunch Club. I wish to record here my especial thanks to our Coordinator of the medical transport service, Mike Green, as well as to Colin Denman and Richard Walker, who alternate with Mike in “manning” our help line and delivering this highly appreciated service.

Our Lunch Club continues to go from strength to strength, providing a greatly appreciated social opportunity and a nourishing two-course meal twice a month for some 33 members, who in their great majority live alone. This is only possible thanks to the wonderful support provided by the Club’s 38 volunteer cooks and helpers, led by our two wonderful Coordinators, Deborah Walker and Jane Pitts. All our members look forward to the celebrated three-course Christmas luncheon in early December.

## SWAY WELFARE AID GROUP

In our grant-giving activity, the charity has seen a continuation of the trend reported on in previous years for our support to be directed towards families with young children. The charity has involved itself in trying to alleviate hardship in a number of cases stemming from illness, often in combination with problems stemming from the interruption of benefits as the new Universal Credit roll-out gained pace in our area. Just to mention a few examples, the charity has supported young families by assisting with the costs of nursery education for under three year olds, in the provision of therapeutic exercise equipment and by providing opportunities for greater independence and access to exercise opportunities for children with learning difficulties.

In our financial review, we detail a number of grants made to charities present in Sway or other neighbouring localities which provide essential services to residents of Sway, including the New Forest Basics Bank, for which charity SWAG acts as village agent.

None of this would have been possible without the commitment and enthusiasm of our loyal volunteers, whose numbers grew thanks to the recruitment of 12 new volunteers. It is with great sadness that I also have to report the death during this period of two of our volunteer drivers, John Perryer and Annie Baughan. Our deepest condolences and expressions of support go to John and Annie's families.

Finally, I would like to pay tribute to my fellow trustees for the tremendous support that they have provided throughout this important year in the charity's history

### *Merger with Sway Relief in Sickness Fund*

In July of this year, our Organiser David Golby communicated to our volunteers and supporters in the village that following a period of meetings and considerable behind the scenes activity including communications to the Charity Commission, SWAG's trustees and the trustees of the Sway Relief in Sickness Fund ("SRISF") had reached agreement to merge. The practical manifestation of this decision is that the assets and undertaking of SRISF would be transferred to SWAG as the continuing entity while the SRISF charity would be closed. Both sets of trustees voted unanimously for the merger to take place, taking into consideration among other factors that the two village charities had overlapping aims, that they had on numerous recent occasions "teamed up" to support the same charitable causes in the village, and that anecdotal evidence suggested that there may exist in the minds of some villagers and some of our key charitable partner organisations, a degree of confusion about the role and purpose of both charities.

I am very pleased to be able to report that the period of intensive work by a task force comprising trustee representatives of both charities was concluded on 15<sup>th</sup> August 2019 with the transfer to SWAG of the funds comprising the major part of the original SRISF endowment. The specifics of the financial sums transferred are reported in the financial review.

I am also delighted to report that three members of the SRISF board of trustees communicated their willingness to continue to volunteer for the newly merged charity and have confirmed their willingness to stand for election to become SWAG trustees at the Annual General Meeting in November. All three have already been co-opted to work with the board of trustees of SWAG, such that the merged charity is already benefitting from their wisdom and experience.

In conclusion, I wish to record my thanks to our Organiser David Golby and our Treasurer Jeremy Stevens, who were the SWAG members of the joint working group which led the merger process.

## SWAY WELFARE AID GROUP

### *Future Outlook*

We continue to maintain close relations with, and seek to learn from, other charities in the New Forest area about the kinds of new initiatives they are undertaking. In addition, we continue to investigate and look for new opportunities and potential services to ensure that the charity remains relevant to the needs of those people in Sway who require our help.

The year 2020 brings the 50th anniversary of the SWAG's formation, and it is also the first year that the charity will be in a position fully to realise the potential benefits of the merger. The trustees look forward to converting this opportunity into tangible results for the residents of Sway who require our assistance.

Jonathan Hartley

Chair of Trustees on behalf of the Organiser

## **Financial Review**

### *Funds*

SWAG has three funds, an Unrestricted Fund that provides for all the charity's activities, an expendable Endowment Fund that is invested to provide interest and dividend income for the Unrestricted Fund and a Restricted Lunch Club Fund, the income for which comes from the subscriptions paid by lunch club members for their meals.

### *Donations and Fundraising*

Donations this year were 33% down on the previous year. The charity had been fortunate to receive sponsorship towards the heating grants of £3000 annually in previous years. The donating trust took the decision this year to withdraw this sponsorship on the basis that SWAG could now manage without it and the money would be better used elsewhere. The Christmas Appeal raised 35% less than last year and the medical transport service 19% less, although this latter figure was generally in line with a reduced number of miles driven by our volunteer drivers. Several of our drivers donated their mileage payments, amounting to a total of £696. The Open-House Coffee Mornings group donated £425.

The charity did not run any fundraising events this year.

### *Charitable Activities*

The overall charitable expenditure showed a 34% increase. This was largely due to substantial grants made for equipment for two disabled persons, which resulted in grants to individual families for financial hardship being slightly more than double that for last year. In total seven families were helped. Grants for additional heating fell by 6% this year even though the grant was increased to £540 per person owing to rising fuel costs. The number of families benefitting from our heating grants continues to fall with fifteen in December and thirteen in March.

Costs of the transport service reduced by 14% largely owing to the reduced mileage driven this year.

## SWAY WELFARE AID GROUP

Lunch Club members pay a nominal £4 per session subscription for their food. The charity continues to meet the room hire and other support costs from unrestricted funds and a transfer of £663 from the Unrestricted Fund to the Lunch Club Fund has been made for this.

Grants made to organisations increased by 151% this year. The organisations that benefitted were:

- £2000 to Sway Village Hall as a contribution towards a stairlift.
- £800 to Brockenhurst and Sway Day Centre towards orthopaedic arm chairs.
- £380 to Sway Over Sixties Club to cover the hire of the room for their meetings.
- £500 to New Forest Basics Bank, with a pledge to provide a further £1000 towards their new building, contingent upon the project going ahead.
- £1000 towards the refurbishment of the Mencap Nedderman Centre.

Overall support costs were 13% lower this year, (last year's figure was inflated by the needs to introduce the measures necessary to comply with GDPR). General support costs are divided proportionately among the various activities.

No trustee has claimed expenses for their work for the charity in the period under review.

There were no related party transactions in the period under review.

### *Takeover of funds from Sway Relief in Sickness Fund (SRISF)*

The bulk of the investments held by SRISF were in two charity investment funds in which SWAG also had holdings. For this reason the movement of these funds to SWAG was done by stock transfer, with the actual transfer taking place on 15<sup>th</sup> August, and the transfer value at that time being £154,359. In addition to this SRISF also transferred £12,045 to SWAG in cash.

Subsequent to the transfer the trustees took the decision to re-balance the investment portfolio, as the transfer has resulted in an excessive holding in one fund. Units to the value of £90,000 in that fund were sold with the proceeds to be distributed between two other funds in the portfolio. At the close of the financial year one of these purchases had been made whilst the other was awaiting completion, resulting in £54,000 of investment capital being held in cash at that time.

### *Investment Performance*

Discounting the transfer of funds from SRISF, which was close to the year end, the underlying growth of the Endowment Fund was 2.5% and the yield 3.8%.

The yield on the Unrestricted Fund investments was 4.3%.

### *Overall Position*

At the year end, income exceeded expenditure resulting in a surplus of £6589 and total reserves in the Unrestricted Fund were £35,769 after accrued liabilities. However, it is worthy to note that had it not been for the cash injection from the merger with SRISF, the charity would have made an operating loss of £6635 with a consequential reduction in reserves. It remains to be seen what future liabilities the merger with SRISF will bring but the trustees are confident that the charity is in a good position to meet any needs in the coming year.

## SWAY WELFARE AID GROUP

### Approval

This report and the associated accounts were approved by the members on 12<sup>th</sup> November 2019 and signed on their behalf.

(signed)

Jonathan Hartley  
Chairman

(signed)

Jeremy Stevens  
Treasurer



## SWAY WELFARE AID GROUP

### Independent Examiners Report

I report on the accounts of the Sway Welfare Aid Group for the year ended 30<sup>th</sup> September 2019, which are set out on pages 10 to 13.

#### *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 under the Act.

It is my responsibility to:

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

#### *Basis of independent examiner's statement*

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 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 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 statement 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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

(signed)

Sandra Williams ACMA  
Independent Examiner

Date: 4<sup>th</sup> November 2019

**SWAY WELFARE AID GROUP**

**Statement of Financial Activities for the year ended 30<sup>th</sup> September 2019**

	Notes	Unrestricted Fund £	Restricted Lunch Club Fund £	Endowment Fund £	2019 Total Funds £	2018 Total Funds Last Year £
<b>Income and Endowments from:</b>						
Donations and legacies	2	11,599	280		11,879	17,622
Charitable activities			2,169		2,169	2,127
Investments		10,368			10,368	8,643
Merged funds from SRISF		12,045		154,359	166,404	
<b>Total</b>		<u>34,011</u>	<u>2,449</u>	<u>154,359</u>	<u>190,819</u>	<u>28,393</u>
<b>Expenditure on:</b>						
Raising funds	3	84			84	62
Charitable activities	4	27,502	2,958		30,460	22,691
<b>Total</b>		<u>27,586</u>	<u>2,958</u>		<u>30,544</u>	<u>22,753</u>
Net Gains/(losses) on investments		827		10,547	11,374	3,318
<b>Net income/(expenditure)</b>		<u>7,252</u>	<u>(509)</u>	<u>164,906</u>	<u>171,649</u>	<u>8,957</u>
<b>Transfers between funds</b>		<u>(663)</u>	<u>663</u>			
<b>Net movement in funds</b>		<u>6,589</u>	<u>154</u>	<u>164,906</u>	<u>171,649</u>	<u>8,957</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward		29,180	511	224,893	254,584	245,626
<b>Total funds carried forward</b>		<u>35,769</u>	<u>665</u>	<u>389,799</u>	<u>426,233</u>	<u>254,584</u>

**SWAY WELFARE AID GROUP**

**Balance Sheet at 30<sup>th</sup> September 2019**

	Note	2019 £	2018 £
<b>Fixed assets:</b>			
Investments - Endowment - Invested	6	335,799	224,893
Investments - Endowment - Cash		54,000	
Investments - Unrestricted funds	7	17,615	16,788
<b>Current assets:</b>			
Debtors	8	984	1,223
Deposit account		18,484	11,595
Cash at bank and in hand		821	741
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	9	(1,470)	(656)
<b>Net assets or liabilities</b>		426,233	254,584
		426,233	254,584
<b>The funds of the charity:</b>			
Endowment fund		335,799	224,893
Capital Account		54,000	
Unrestricted fund		35,769	29,180
Lunch Club fund		665	511
<b>Total charity funds</b>		426,233	254,584
		426,233	254,584

The notes on pages 12 and 13 form part of these accounts.

Approved by the trustees on 1<sup>st</sup> November 2019 and signed on their behalf by:

(signed)

Jonathan Hartley – Chair of Trustees

## SWAY WELFARE AID GROUP

### Notes to the Financial Statements for the year ended 30<sup>th</sup> September 2019

#### 1. Accounting policies:

- a) The financial statements have been prepared in accordance with SORP2016, the Financial Reporting Standards FRS 102 and the Charities Act 2016.
- b) Donations are credited to income when received.
- c) Income from investments is credited to income when received.
- d) Investments are stated at their market (bid) value at the balance sheet date.

#### 2. Donations:

	Appeal	Transport	Lunch Club	Heating	Other	2019 Total	2018
	£	£	£	£	£	£	£
Donations received	2,539	4,017	280		3,097	9,932	15,152
In memoriam					40	40	0
Gift Aid recovery	510	860			536	1,906	2,470
	<u>3,049</u>	<u>4,876</u>	<u>280</u>	<u>0</u>	<u>3,673</u>	<u>11,879</u>	<u>17,622</u>
Donations in the Previous Year:							
Donations received	3,839	4,915	135	3,000	3,263		
In memoriam							
Gift Aid recovery	877	1,106			487		
	<u>4,716</u>	<u>6,021</u>	<u>135</u>	<u>3,000</u>	<u>3,750</u>		

#### 3. Costs of fundraising:

	2019	2018
	£	£
Appeal	64	42
Lottery Licence	20	20
	<u>84</u>	<u>62</u>

#### 4. Charitable activities:

	Direct	Support	2019 Total	2018
	£	£	£	£
Hardship grants to individuals	9,959	115	10,074	4,842
Heating grants to individuals	7,560		7,560	8,000
Grants made to organisations	5,680		5,680	2,255
Transport service	3,492	696	4,188	4,884
Lunch Club	2,893	66	2,958	2,711
Total costs of charitable activities	<u>29,584</u>	<u>876</u>	<u>30,460</u>	<u>22,691</u>

General support costs are divided among the various activities (see below):

## SWAY WELFARE AID GROUP

### Notes to the Financial Statements (continued)

Allocation of Support Costs:	2019		2018	
	Related	Allocated	Related	Allocated
	£	£	£	£
Grant making		115		146
Transport service	581	115	544	143
Lunch Club	23	43	128	43

<b>6. Investments - Endowment:</b>	<b>2019</b>	<b>2018</b>
	£	£
Carrying value at start of period	224,893	220,997
Additions at cost	154,359	
Disposals at cost	(54,000)	
Unrealised gain/(loss) on investments	10,547	3,896
Carrying value at end of period	<u>335,799</u>	<u>224,893</u>

<b>7. Investments - General Funds:</b>	<b>2019</b>	<b>2018</b>
	£	£
Carrying value at start of period	16,788	11,366
Additions at cost		6,000
Unrealised gain/(loss) on investments	827	(578)
Carrying value at end of period	<u>17,615</u>	<u>16,788</u>

<b>8. Debtors:</b>	<b>2019</b>	<b>2018</b>
	£	£
GiftAid refund due	638	897
Uncredited cheques	60	55
Pre-payments:		
Room hire for Lunch Club	135	135
Room hire for Over Sixties Club	100	100
Room hire for AGM	20	20
Postage in hand	31	16
	<u>984</u>	<u>1,223</u>

<b>9. Creditors:</b>	<b>2019</b>	<b>2018</b>
	£	£
Accrued mileage costs	470	656
Pledge to NF Basics Bank	1,000	
	<u>1,470</u>	<u>656</u>