

**SWAG**  
**SWAY WELFARE AID GROUP**

**Annual Report and Accounts**  
**For the Year Ending**  
**30<sup>th</sup> September 2017**

**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:** Raymond Champion  
2 The Ferns  
New Milton  
Hampshire  
BH25 5WW

## **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**

The last year has been one of steady progress for SWAG. During the course of the year we have again identified new clients in desperate need of our help and support. Again we have seen a growing trend of younger individuals and families who need to turn to the charity for assistance. Thanks to the continuing generosity of the people of Sway, we received donations and legacies amounting to £17,348. The cost of our charitable activities including heating and financial grants totalled £21,124. We were able to sustain this level of expenditure thanks to the continued strong returns on our investments of £8104. As explained in more detail below, SWAG was able to help twenty-three individuals or families financially. In addition we also served 556 meals at our Lunch Club and our volunteer drivers made 262 individual trips taking clients to their medical appointments.

#### *Fund Raising*

The charity remains indebted to a local charitable trust that has again sponsored our heating grants for the fourth consecutive year. This has enabled us to maintain the amount of the annual grant per household at the level of £450. In view of recent and significant increases in energy prices, particularly electricity, we have decided to increase our heating grants, starting at Christmas this year, to £500 annually.

The village response to our 2016 Christmas appeal this year was again gratifying but continued its downward trend from the record set in 2014. In total the appeal raised £3311, including Gift Aid. This represented a further 12% decrease over last year. In part we continue to attribute this reduction to the surpluses reported by the charity in its formal accounts over the last two years. This said there might be other factors involved, be it the time of year that we launch the appeal or a more general reduction in charitable giving. We would also like to thank all of those who contributed, as well as the many village shops and retailers who took our collection boxes.

During the year under review SWAG was very pleased to receive additional donations of £5328, of which £2000 came from just two donors. We remain ever grateful to our heating grant sponsor who again donated £3000 for this specific activity. Of additional note is the continued support from The Open House Coffee Mornings group who donated £551 and a number of our volunteer drivers who gave back to the charity £804 from their mileage payments.

The trustees have continued to invest the charity’s endowment fund to seek to maximise income whilst protecting the capital investment. Despite a very volatile market in light of Brexit and major currency fluctuations we generated income from these investments of £8104, an increase of 2.1% over last year.

#### *Charitable Activities*

During the year, the charity helped twenty-three individuals or families with heating grants or other forms of financial support. There continues to be a rising trend of young people and families requiring the support of the charity.

Our medical transport service continues to provide an invaluable service to people who need help in getting to their hospital and doctor’s appointments. We are, as always, extremely grateful to our coordinator, Mike Green and his two fellow coordinators, Richard and Colin, who have managed this service so admirably over the last 12 months and taken in their stride a 32% increase in our trip volume. Whilst one of our drivers retired this year Mike and his team have successfully recruited five new drivers bring our total volunteer driver strength to forty-nine people, albeit that four of our new recruits are awaiting DBS clearance prior to becoming active.

## SWAY WELFARE AID GROUP

The new help line service launched last year has been a great success. The majority of the calls to us concerning transport requests are diverted directly to our on duty coordinator. The voicemail options on both this service and for those callers seeking financial help has been invaluable enabling us to offer a prompt and secure service.

SWAG's twice-monthly lunch club had another very successful year. Over the last 12 months the lunch club served 556 meals to an average of 23 clients per sitting. The renowned Christmas Lunch was again extremely well attended and was yet a further highlight to the year's activities. This is only achievable by the hard work and dedication of our lunch club team of volunteer cooks, helpers and greeters so professionally coordinated by Deborah and Jane. Several of our clients provide help with transport to get their less able friends to these lunches. In addition, our volunteer drivers provide door-to-door transport for a small number of our less mobile clients.

### *Future Outlook*

Last year continued to prove to the trustees that the charity is relevant to the needs of those people in Sway who require our help with both practical and financial assistance. The trustees previously reported signs that the age profile of the charity's clients, particularly those requiring financial assistance, is reducing. The trustees are now convinced that this is the case. This year virtually all of our new clients have been young families who are struggling with the effects of unemployment, reduced income on maternity and excessive consumer debt.

Your trustees attach great importance to the successful continuation of the services in which we have an established record of success, and where demand in our local community for these services continues to be strong.

The trustees will also look open-mindedly at possible new areas of activity, which correspond to the charity's charitable objects, and where we feel that the charity can intervene without compromising its favourable reputation for timely and effective assistance to clients in need of our support.

Most importantly, the trustees wish to extend a truly deserved thank-you to our volunteer drivers and cooks, our many supporters and donors without whose help our services would not exist.

Finally, as Organiser, I must express my personal thanks to my fellow trustees who have not only covered for me during a couple of periods of illnesses this year but also handled so diligently and professionally the increased compliance demands placed on the charity by ever changing and more stringent legislation relating to data protection, safeguarding and other matters.

David Golby  
Organiser

## SWAY WELFARE AID GROUP

### 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.

During the previous year, 2015/16, the charity had a special restricted fund for a wheelchair. This fund amounted to a total of £4100 and has distorted both the donations and charitable activities figures for that year. In order to make fair comparisons the percentage figures given in the following sections discount that fund.

#### *Donations and Fundraising*

Total donations showed a 19% improvement over last year although the Christmas appeal once more disappointed, being 12% down on last year. Donations received from clients of the medical transport service increased by 50%. This can be partly explained by a 32% increase in the number of trips and partly by several generous donations from clients who made extensive use of the service. Donations received other than for the appeal or transport increased by 43%. The principal among these were an anonymous donation of £1000 and another of £750 from a regular donor. Several of our drivers donated their mileage payments amounting to a total of £804. The Open House Coffee Mornings group donated £551 and gifts by regular standing orders were £516.

The charity did not run any fundraising events this year.

#### *Charitable Activities*

The overall charitable expenditure decreased this year by 3.5%. Grants to individual families for financial hardship and additional heating were 11% lower this year. 18 families benefitted from our regular heating grants although two of those only received the Christmas grant as they had been removed from the list by the time the Easter grant was paid. The trustees are very grateful to have again received £3000 from our heating grant sponsor. Five families benefitted from individual hardship grants.

Costs of the transport service increased by 23%, largely because of the increased mileage payments due to the higher mileage driven this year. Support costs for the transport service were lower this year mainly because last years figures bore the cost of the changeover of the telephone service from BT to a cloud based system.

Lunch Club members pay a nominal £3 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 £656 from the Unrestricted Fund to the Lunch Club Fund has been made for this.

Grants made to organisations were 43% higher this year. The organisations that benefitted were: £380 to Sway Over Sixties Club to cover the hire of the room for their meetings, £500 to New Forest Basics Bank, £250 to the Sway Women's Institute to help them support subscriptions for hard up members and £126 to Robin Nursery School to cover unfunded hours for one child until she reaches the age of three.

Overall support costs were again lower this year by 25%. This was mainly due to the absorbed cost of the changeover of the telephone system in last years figure.

## SWAY WELFARE AID GROUP

### *Investments*

The Endowment Fund has grown by 6.8% this year whereas the fixed interest investment part of the Unrestricted Fund has fallen by 5.5%. This is a more normal pattern than last year with fixed interest investments being less attractive in a rising market.

The yield on the Endowment Fund was 3.7%, down from 4% last year. The yield on the Unrestricted Fund investments was 3.9%, down from 4.2% last year. The overall growth in income from our investments was 2.1%.

### *Overall Position*

The overall position at the end of the year shows a 7.7% increase in our funds at £245,626. Income exceeded expenditure resulting in a surplus of £4270. At the end of the year the total reserves in the Unrestricted Fund were £24,361 after accrued liabilities. The trustees are confident that this is sufficient to meet the needs of the coming year.

## **Approval**

This report and the associated accounts were approved by the trustees on 6<sup>th</sup> November 2017 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 2017, which are set out on pages 9 to 12.

#### *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)

Raymond Champion  
Independent Examiner

Date: 4<sup>th</sup> November 2017

**SWAY WELFARE AID GROUP**

**Statement of Financial Activities for the year ended 30<sup>th</sup> September 2017**

	Notes	Unrestricted Fund £	Restricted Lunch Club Fund £	Endowment Fund £	2017 Total Funds £	2016 Total Funds Last Year £
<b>Income and Endowments from:</b>						
Donations and legacies	2	15,653	30		15,683	17,311
Charitable activities			1,665		1,665	1,800
Investments		8,104			8,104	7,936
Fund raising activities						1,206
<b>Total</b>		<u>23,756</u>	<u>1,695</u>		<u>25,451</u>	<u>28,253</u>
<b>Expenditure on:</b>						
Raising funds	3	57			57	743
Charitable activities	4	18,717	2,407		21,124	25,996
<b>Total</b>		<u>18,774</u>	<u>2,407</u>		<u>21,181</u>	<u>26,739</u>
Net Gains/(losses) on investments		(656)		13,976	13,320	21,658
<b>Net income/(expenditure)</b>		<u>4,326</u>	<u>(712)</u>	<u>13,976</u>	<u>17,590</u>	<u>23,172</u>
<b>Transfers between funds</b>		<u>(658)</u>	<u>658</u>			
<b>Net movement in funds</b>		<u>3,668</u>	<u>(54)</u>	<u>13,976</u>	<u>17,590</u>	<u>23,172</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward		20,693	323	207,021	228,036	204,864
<b>Total funds carried forward</b>		<u><u>24,361</u></u>	<u><u>269</u></u>	<u><u>220,997</u></u>	<u><u>245,626</u></u>	<u><u>228,036</u></u>

**SWAY WELFARE AID GROUP**

**Balance Sheet at 30<sup>th</sup> September 2017**

	Note	2017 £	2016 £
<b>Fixed assets:</b>			
Investments - Endowment	6	220,997	207,021
Investments - Unrestricted funds	7	11,366	12,022
<b>Current assets:</b>			
Debtors	8	939	758
Deposit account		11,898	7,367
Cash at bank and in hand		741	1,342
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	9	(314)	(474)
<b>Net assets or liabilities</b>		245,626	228,036
<b>The funds of the charity:</b>			
Endowment fund		220,997	207,021
Unrestricted fund		24,361	20,693
Lunch Club fund		269	323
<b>Total charity funds</b>		245,626	228,036

## SWAY WELFARE AID GROUP

### Notes to the Financial Statements for the year ended 30<sup>th</sup> September 2017

#### 1. Accounting policies:

- a) The financial statements have been prepared in accordance with SORP2016, the Financial Reporting Standards FRS 102 and the Charities Act 2011.
- 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	2017 Total	2016
	£	£	£	£	£	£	£
Donations received	2,650	3,273	30	3,000	4,264	13,218	15,763
In memoriam					230	230	100
Gift Aid recovery	660	741			833	2,234	1,448
	3,311	4,014	30	3,000	5,328	15,683	17,311

#### Donations in the Previous Year:

Donations received	3,082	2,221	30	3,000	7,429	
In memoriam					100	
Gift Aid recovery	688	457			303	
	3,771	2,678	30	3,000	7,832	

#### 3. Costs of fundraising:

	2017	2016
	£	£
Appeal	37	38
Boule and Draw	20	476
Scouts for help with Boule event		230
	57	743

#### 4. Charitable activities:

	Direct	Support	2017 Total	2016
	£	£	£	£
Hardship grants to individuals	6,103	186	6,289	12,532
Heating grants to individuals	7,650		7,650	7,200
Grants made to organisations	1,256		1,256	880
Transport service	2,890	632	3,522	2,862
Lunch Club	2,370	37	2,407	2,521
	20,269	855	21,124	25,996

General support costs are divided among the various activities in proportion to the share of the total direct costs made by each activity (see next page).

## SWAY WELFARE AID GROUP

### Notes to the Financial Statements (continued)

Allocation of Support Costs:	2017		2016	
	Related	Allocated	Related	Allocated
	£	£	£	£
Grant Making		186	5	203
Transport service	483	149	720	197
Lunch Club		37	5	6

<b>6. Investments - Endowment:</b>	<b>2017</b>	<b>2016</b>
	£	£
Carrying value at start of period	207,021	186,136
Unrealised gain/(loss) on investments	13,976	20,885
Carrying value at end of period	220,997	207,021

<b>7. Investments - General Funds:</b>	<b>2017</b>	<b>2016</b>
	£	£
Carrying value at start of period	12,022	11,249
Unrealised gain/(loss) on investments	(656)	773
Carrying value at end of period	11,366	12,022

<b>8. Debtors:</b>	<b>2017</b>	<b>2016</b>
	£	£
Gift Aid refund due	723	438
Un-credited cheques	20	85
Pre-payments:		
Room hire for Lunch Club	108	135
Room hire for Over Sixties Club	60	80
Room hire for AGM	20	20
Postage	8	
	939	758

<b>9. Creditors:</b>	<b>2017</b>	<b>2016</b>
	£	£
Accrued mileage costs	307	444
ID Card charge due	7	
Driver Appraisal Charges Due		30
	314	474