

Charity Registration No. 1110418

Company Registration No. 04938680 (England and Wales)

**FAIR SHARES GLOUCESTERSHIRE**  
**ANNUAL REPORT AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# FAIR SHARES GLOUCESTERSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	A Cathles J Cigman P Gifford R Boseley J Lewis M Smith	(Appointed 23 November 2020) (Appointed 22 March 2021)
<b>Secretary</b>	S Martin	
<b>Charity number</b>	1110418	
<b>Company number</b>	04938680	
<b>Principal address</b>	Chequers Bridge Centre Painswick Road Gloucester GL4 6PR	
<b>Registered office</b>	Chequers Bridge Centre Painswick Road Gloucester GL4 6PR	
<b>Independent examiner</b>	Griffiths Marshall Beaumont House 172 Southgate Street Gloucester Gloucestershire GL1 2EZ	
<b>Bankers</b>	Unity Trust Bank Plc Four Brindley Place Birmingham B1 2JB	

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# FAIR SHARES GLOUCESTERSHIRE

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# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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The Trustees present their report and accounts of the charity for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### Structure, governance and management

The charitable company is a company limited by guarantee, it was incorporated on 21 October 2003. It has no share capital and is a registered charity. The guarantee of each member is limited to £1.

The company registration number is 04938680.

The charity registration number is 1110418.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

A Cathles

J Cigman

P Gifford

H Goddard

(Resigned 19 December 2020)

R Boseley

J Lewis

(Appointed 23 November 2020)

M Smith

(Appointed 22 March 2021)

We continue to seek additional Trustees, especially trustees who represent different aspects of our communities. In February 2021 we formed a new Finance Committee which comprises two trustees and the CEO, with the Finance Officer supporting the committee. The committee meets at least 6 times a year, and usually more often and reports to the main Board of Trustees. The terms of reference are:

- To support the Fair Shares board of Trustees in carrying out its responsibilities in relation to the Fair Shares budget and finance.
- To establish and maintain a three year financial plan, taking into account the priorities of the Fair Shares Strategy and any available information on the future economic environment, changes in legal requirements or charity commission guidance.
- To draft on behalf of the board of Trustees and propose to the board of trustees for adoption an annual budget taking into account the priorities of the Strategy.
- To ensure that sufficient funds are set aside to meet all liabilities and risks and make sure there is an adequate and sustainable reserves policy.
- To review, adopt and monitor all Financial Policies.
- To have an advisory role in reconciling the financial elements of the annual plan in line with the budget and business plan elements.
- To advise the board of Trustees in respect of financial implications of existing contracts, and new contracts being considered.



# **FAIR SHARES GLOUCESTERSHIRE**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021**

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### **Financial monitoring**

- To monitor Fair Shares income and expenditure throughout the year against the annual budget plan.
- To receive financial activity and budget monitoring reports at each committee meeting.
- To approve any budgetary adjustments that will from time to time be necessary in response to changing circumstances.
- To report back to each meeting of the full board of trustees and to alert them of potential problems or significant anomalies.

In addition we contract with HR People Support to provide HR and wider management advice.

Trustees are elected to serve a period of three years after which they must be re-elected at the next Annual General Meeting. Trustees may serve a maximum of three consecutive terms. At the Annual General Meeting on 27 July 2020 Julie Cigman and Alison Cathles stood for re-election having served a first 3 year term of office. Both were elected unanimously.

Trustees seek to ensure that participants are appropriately represented through the diversity of the Trustee body. This is achieved by encouraging participants to become trustees. None of the Trustees has any beneficial interest in the company.

Two new Trustees have been appointed; Jim Lewis in November 2020 and Maureen Smith appointed at the end of March 2021. Jim comes from a background in management and Maureen retired after many years working for Department of Work and Pensions, most latterly as a fraud investigator and is a regular participant cook at Fair Shares. In December 2020 Heather Goddard resigned as a Trustee due to personal reasons. The Board of Trustees would like to thank Heather for the contribution she made to Fair Shares, in particular her knowledge of the local community in Podsmead. Heather remains a Fair Shares participant.

The day to day decisions for the running of the organisation are made by the CEO with reference to Trustees as and when required. Trustees make the decisions in relation to overall strategic direction and those with a significant financial implication such as the use of the reserves.

The Trustees have assessed the major risks to which the charitable company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Charitable activities**

The charitable company's objects are the relief of poverty, sickness and distress for the particular, but not exclusive, benefit of the community of Gloucestershire.

The advancement of education and training of the community by means of encouraging and promoting the practice of 'Fair Shares' within Gloucestershire and further afield particularly for those persons who are disadvantaged and vulnerable, such as young persons, older people and the unemployed, and who are in need of such community initiatives and support.

We deliver these objectives through Time Banking. Time Banking is a process which supports and strengthens communities and community involvement. Individuals give their time to help with everyday tasks and in return can ask for and receive help. Everyone's time is of equal value and anyone can get involved.

# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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Fair Shares Gloucestershire administers two Time Banks in Gloucester and Stroud district. Our key objectives are to:

1. Strengthen the work of Fair Shares in our existing time banks in Gloucester, Stroud and Stonehouse (and not expand into other areas)
2. Develop new sources of funding so that we are less dependent on grants
3. Make our partnerships with other local organisations clear (our purpose in working with them) and strong
4. Get more participants actively involved in how Fair Shares works and planning for the future
5. Get better at marketing and communicating our values and sharing information about what Fair Shares does
6. Make best use of the resources we have

Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

The charitable company's policy is to consult and discuss with employees, any significant developments in the running of the organisation, its management and operational structure, financial situation and in development of delivery plans.

Fair Shares benefits from the contributions of over 250 regular participants, who share their time, skills and knowledge to build local cohesive communities of interest and place.

#### Staff and Participants

At the end of the year we had 9 part time employees, our work is also delivered with the support of 2 self-employed sub-contractors: a Time Broker working 10 hours a week and a Craft Tutor who delivered craft activities each week. This equates to 6 Full Time employees.

Following the announcement by the Prime Minister of the first lockdown on 23 March 2020, Fair Shares Administrator was placed on furlough. By 17 April 2020 two further members of staff, the Woodwork and Young People's Project Worker were also furloughed. All those members of staff who were furloughed were paid their full wages for the first month, reducing to 80% thereafter. The Administrator was furloughed until 31 July 2020 at which point the contract ended. The Woodwork Project Worker returned to work following furlough on 1 June 2020 and the Young People's Project Worker returned to work on reduced hours on 15 July 2020 and fully on 5 August 2020. There were no further periods when staff were furloughed.

For much of the year the self-employed Time Broker was temporarily unable to work due to Covid restrictions but the Craft Tutor continued to deliver her activities remotely. The Finance Officer and Time Brokers all continued to work from their normal places of work. The Social Media Administrator worked from home and the CEO worked partially from home and partially from the Gloucester office, maintaining regular contact with all members of the team, including Trustees by telephone and Zoom video conferencing. One member of staff remains on long term sick leave. All Trustee meetings and staff meetings were held by Zoom.

At Fair Shares our volunteers are known as participants as all our volunteers are recognised as equally contributors, within our philosophy of reciprocity. In usual years Fair Shares benefits from the contributions of over 200 regular participants, who share their time, skills and knowledge to build local cohesive communities of interest and place. In 2020 – 2021 we had over **250** active participants who gave their time to help others and supported over **1600** people.



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Time Banking

Time Banking offers a different approach to volunteering and values everyone's time equally.

Fair Shares has two time banks in Gloucester and Stroud. Time Banking provides opportunities for people to share their time to help others whether that be on an individual basis, one to one, or in group situations. The purpose of the activity is to bring people together, overcome loneliness, social isolation, build confidence and skills which not only benefits the recipients but also the person giving. This includes activities such as decorating, gardening, shopping, giving lifts, helping with household chores, light DIY, reading, going to the cinema together, helping at the allotment or lunch group, supporting others to go on walks and much more.

The careful arrangements and 'matching' by time brokers is very important to ensure the safety and sustainability of the work. Many of our participants have experienced isolation and loneliness whether that is as a result of their health conditions, limited resources or life experiences. We know that friendships develop through interactions one to one and groups. Group activities help people to overcome loneliness and isolation and form friendships through engagement in meaningful activity. All our activities are based on reciprocity. People support one another to organise and help to run sessions. All our activities develop from participant involvement.

### Response to Covid 19

At the start of the Covid-19 pandemic it became clear that the most pressing need was to support people to be able to access essential items such as food and prescriptions, they needed information and help to overcome particular problems they were experiencing. We became part of local community response actions, mediated through the county online information service and in Gloucester a councillor led 'WhatsApp' group and in Stroud through the District Council but also through our extensive network of local community partners.

Throughout the year we have shared and signposted information to the community on social media and through our regular telephone calls to participants, collected and delivered shopping and prescriptions and helped to run a local food bank. In Gloucester the opportunity arose to work with The Friendship Cafe to cook and deliver freshly cooked meals to people in the community who were struggling. This was a huge undertaking but was more than just a meal. The delivery people spent time talking to people when they delivered the meals, provided some much needed human contact when many were isolated.

People in the local community who had time on their hands came and helped, some who had been furloughed and some of our existing participants got involved as cooks or deliverers. They were a vital part of the work and without their involvement our work would have been very much less effective. Volunteer participants commented that they had found the experience of being involved with Fair Shares during the pandemic had helped them to cope during periods of lockdown, had given structure to their days and had supported their own mental wellbeing.

**Gloucester Time Bank** is located close to the city centre but within a short distance of three wards; Barton & Tredworth, Matson & Robinswood, and Coney Hill, all of which have areas which are in the lowest 20% of deprived neighbourhoods in the County. Fair Shares' main office, based at The Friendship Café, Painswick Road, Gloucester is the central hub of the organisation, with access to space to hold weekly events, a Woodwork Workshop, and this is where our vehicles are based; it is close to an allotment space that we are developing as a community area, at St James City Farm.

**Stroud Time Bank** includes the wider Stroud District but primarily focuses activity in Stroud Town and Stonehouse. Although Stroud does not currently have a base where people can come together, it does mean that the Time Broker is constantly out and about in the community meeting people. Stroud Time bank facilitates one to one activities and group activities and has developed particular expertise in working with people with physical and mental health conditions including dementia and memory impairment, their families and carers.



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

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### Gloucester Time Bank Projects and Activities

**Feeding the Community** - In partnership with Friendship Café, Fair Shares established a lunch kitchen to cook a fresh meal each day Monday to Friday and deliver to people who were struggling to access food. We identified a number of people who were willing to help by shopping for people and delivering to people at home. Over the year approximately **16,000** meals were cooked and delivered, to over **500** people. **98** participants helped with cooking and delivering the meals. This equates to **5000** hours of 'work'. Whilst delivering meals and food, the delivery people were encouraged to spend time chatting to the recipients, which enabled us to find out if they had other needs or problems. For some recipients the deliverers would be the only person they would see or speak to that day - *'it gives me great pleasure to thank the workers and helpers that have helped myself and other elderly folk in our struggle over the last few months with the help of lunch time food. It's broken up the long days without friends we no longer have the chance to see. A very generous helping at the mid-day, breaks the day up with something healthy and brought to us by a cheerful Fair Shares member. I forgot to mention my friendly volunteer is Gary, always a kindly word.* (90 year old participant)

A small food bank was developed which enabled us to distribute dry food stuff to those who needed some immediate supplies and provided over **350** food parcels.

At Christmas in addition to providing regular meals we made and delivered **100** Christmas hampers for **140** individuals, couples and families we knew were unlikely to receive many gifts. Participants made and donated most of the contents: cakes, preserves, candles, books, Christmas decorations etc.

From the very start of the first lockdown we were receiving requests for help. By the end of April 2020 we had dealt with at least 40 requests for individual help whilst cooking and delivering between 50-60 meals a day.

In addition to responding to requests for help from individuals, we also worked with Hatherley and Widden local schools, delivering meals and food boxes to **40** families in receipt of free school meals to their homes as the collection system wasn't practical for them.

Hatherley Infants School offered feedback on the support we gave to their families

*'Hampers and Free School Meals - delivering these has been really useful and has stopped up to 40 families from making the trip (often with their children) to school to collect them. The hampers themselves make a real difference to families who are suddenly having to feed their children at home and often on a reduced income. By the time I got back to school we had already had a phone call thanking us for the delivery and I spoke to another parent today who was similarly grateful.*

*The hot meals have been a help for vulnerable families too. Single Mums who are trying to cook, manage home schooling and being with their children all day, every day without a break. - They are greatly appreciated. One Mum I spoke to said that she was too exhausted to cook anything with having to manage the children on her own all day and that the food provide by FS [Fair Shares] and TFC [The Friendship Café] has meant that they get a proper meal rather than nuggets and chips. Another Mum who has been ill said that the meals meant she didn't have to try and cook when she really wasn't feeling up to it. I think it also helps families where tensions between parents are already high and can boil over at any point over small things like getting a meal ready. It makes a huge difference being able to refer people to you directly and have you call them. That's because those in real need often don't ask for help so you ringing them is key. It is also a real plus that they don't have to fill in forms or paperwork which so often they have to when seeking any kind of assistance and which often puts them off right at the start.*

*As a school Hatherley Infants are hugely grateful to you and the team at FS and TFC. We are also aware that your efforts reach the community as a whole and not just families at local schools. Your work extends to anyone in need and I have today given your number to someone looking after an elderly person who needs hot meals.*

*Thank you again for all your help. Hatherley Infants School*



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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Throughout the year we observed or heard about many acts of kindness; people doing more than they had been asked to do, providing additional shopping at their own cost, taking someone to regular hospital visits, spending time chatting, donating items to individuals, reassuring distant families, referring to other appropriate agencies and partners for more help, and more.

**Supporting the Community** - In addition to the food activity we continued to support vulnerable people in our communities, existing and new participants throughout the pandemic. Whilst we could not meet with most participants in person we kept in touch through telephone calls, Facebook and messages. Our project activities were delivered, adjusted to reflect the Covid-19 restrictions as they applied.

**Community Allotment** remained operational throughout the whole year, but closed to visitors at the start of the first lockdown. The Project Officer grew plants and salads which were given away to local people or to our food project to provide fresh food to accompany the meals. Plant swaps were arranged and one lady gave all her surplus tomato plants. As lockdown restrictions eased in May 2020 the allotment opened to visitors on a restricted system. The allotment was one of the first local places that people could come to and feel safe. We were approached by community partners including Young Gloucestershire and Gloucestershire Probation Service Community Payback team to ask if we could provide opportunities for their clients as there were very few places they could use. Active Gloucestershire supported us to set up Social Wednesdays so that over the summer months people could meet at a safe distance, experience being outdoors and take light exercise, whether it be gardening or walking around the site. At half term and holiday periods we provided children's events, to bring them outdoors and to experience nature. Over the year it was clear that the allotment had become a vital resource for local people to be outdoors and find peace and tranquillity in natural surroundings. The allotment directly supported over **120** people and **50** children. Unfortunately, Covid-19 restrictions curtailed plans for events at the allotment but 2 events, pumpkin carving and soup and sparklers were held during the autumn half term attended by over 50 adults and children. The allotment provided outdoor space for people to come to after the initial easing of restrictions following the first lockdown and provided facilities for participants from Probation Service Community Payback team who came and helped with the development of the site. Young Gloucestershire also used the space to support some of their young people at this time.

**Wood Workshop & Young People's Project** - The Covid-19 restrictions limited our capacity to deliver our Wood Workshop activities and young people's support at the workshop. Young people and their wellbeing remained a priority and where possible we have continued to support young people through woodwork and at the allotment. Young people were supported through one to one engagement and in one case within a family bubble. During periods when lockdown restrictions were eased, the Workshop re-opened for participants with safe distancing measures in place which reduced capacity by 50 %. During the first lock down the Project Officer made a video of how to make a bird box, which was uploaded to our Facebook page. 19 people attended at differing times and were involved in making items either as gifts for their family, or helping with items for the community. They helped with making insect hotels, a bench for a local rain garden, made wooden Christmas decorations a sign for the allotment and other smaller items.

The Wood Workshop also hosts a group of older woodworkers, Network Crafts, many of who are in their 70's and 80's who have not been able to attend the workshop since the start of the pandemic.

### **Craft Group**

For much of the year the craft group continued, supported remotely. The tutor maintained contact with group participants individually, providing practical activities through videos focussing on craft activities which could be made with materials and resources readily available at home. The tutor was well known to the participants and was able to offer a 'listening ear' for those who were struggling during the lockdowns. Many of the participant have mental and or physical health conditions and further struggled with their mental health and other issues. For some, knowing a friendly person would be in touch by phone or text each week, who understood their circumstances, was a vital part of supporting their wellbeing. And when someone became very ill she was able to call on additional support through other parts of the time bank.

During the periods when lock down eased in the summer of 2020 the group were able to meet, and made community items such as some bunting for the allotment, alongside items to cheer themselves and others such as poppy brooches, and handmade envelopes enclosing messages of support to each other. As Christmas approached and meeting together was no longer possible, people helped to make items for our Christmas hampers.



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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**Local Grant programmes** - Fair Shares was invited to deliver 2 grant programmes:

**Barnwood Trust** usually runs an individual grants programme but, because of the restrictions, asked Fair Shares to deliver the programme on their behalf to people who lived in Gloucestershire, had a long term disability and where the grant would make a difference to the long term wellbeing of the individual. We were able to provide grants to 26 individuals, with an average grant of £192 per person. Grants included financial help to buy washing machines, fridge freezers, carpets, a 'standing' chair, wheelchair and more.

**Gloucester City Council Nourishing Gloucester programme** was a partnership programme with Gloucestershire Gateway Trust which secured supermarket vouchers for vulnerable families and the Redwell Centre and Fair Shares both of which were able to distribute the vouchers, purchase essential goods or help with utility bills for families with children under the age of 5. Through this programme we supported 189 families with 446 children

#### **GEM (Going The Extra Mile)**

The GEM Project aims to engage with and support individuals within Gloucestershire who are currently dealing with circumstances that are potentially causing barriers to work, and move these people closer towards education, training or work, including self-employment through a partnership of community organisations. Fair Shares directly employs one of the Navigator Developers whose role is to support people on their journey towards finding appropriate employment. During the pandemic the Navigator Developer worked from home and was able to support 7 participants of which 4 secured employment during the year. The remaining 3 continue to be supported.

*'Dan had a difficult personal life and had been a participant Fair Shares Young People's Project, helping people in the community, but needed further employability support and was referred to the GEM project when he felt ready to start building his career again and to look for work. "I have been volunteering since I was 16, particularly in gardening and DIY type roles. I'm really keen to pursue an outdoors based career, I thought I might need a bit of help to get on the right path."*

*GEM provided a laptop so he could complete various online courses including English and ICT skills to help build his CV ready to apply for jobs. He then got involved with more activities at Fair Shares woodworking workshop, Allotments and St James City Farm and Robinswood Hill. In February 2020 he was offered a Kick Start post at St James City Farm.*

*"The GEM Project has helped me find out who I am. Not only has it helped me to find work but Farhanah has also helped sort out my life skills. I'd definitely recommend this project to people who may be struggling, it's helped me move forward and get on the right track again."*

#### **Summary of Achievements - Gloucester Time Bank**

- Provided over **16,000** meals to over **500** people. **98** people from the community gave their time to cook and deliver food, to chat to lonely participants and to share their skills and knowledge.
- Provided **350** food parcels to struggling people
- Supported **40** free school meals families
- Gave out **100** Christmas hampers for **140** people, individuals, couples, families we knew were unlikely to receive many gifts.
- Supported **60** other participants through regular telephone calls and online activities making craft items.
- **20** videos made and uploaded to Facebook
- Sent out **15** craft based Activity Packs to participants.
- Provided activities for **220** people at the allotment
- Supporting over **212** families and individuals -a total of **375** people through the grant programmes we administered
- Supported **19** people including young people at the Wood workshop



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### **Stroud Time Bank Projects and Activities**

Fair Shares was an important part of Stroud community support during the pandemic and we learned about the kind of issues facing isolated and vulnerable people. A reduction in face to face work by many organisations left many people struggling with reduced support at a time of heightened need. Fair Shares helped to link individuals with those that could offer support, not only practical support, such as shopping and collection of medication, but also support for those experiencing mental distress through being isolated for an extended period of time.

Many of our Stroud participants are older and have long term health conditions and were isolating or shielding which limited our capacity to offer in person support.

Over 60 Stroud households were supported during the pandemic by Fair Shares participants or staff collecting shopping or prescriptions, or liaising with local volunteer groups and Community organisations to make sure provisions and (ensuring) medical supplies were delivered. We offered advice about supermarket delivery services, navigating the complications of various support websites, offered telephone support to isolated and lonely people, supported family members struggling with vulnerable relatives, located and liaised with many community volunteer support groups that sprang up, offered guidance for those living with long term conditions and disabilities, helped with debt management and benefit advice, supported a disabled person with dog walking and offered emotional support to many individuals and families. We used our extensive mailing list to share information about resources across the District. Some individuals and families had more complex needs and coordination with statutory and voluntary agencies was necessary.

**Dementia support** was limited primarily to telephone support. We maintained contact with many family carers to ask how they were coping and if support was needed. One family reported they were in crisis as a male family member living with dementia in sheltered housing started to display aggressive behaviour. The family contacted Fair Shares because of our many years of supporting and working with the individual and our understanding of the extremely complex family dynamics. Following numerous phone conversations over several days and weeks with the family and coordination with Occupational Therapy, Adult Social Care, the Mental Health Crisis Team and others, the situation was resolved.

We continued to support the Nailsworth Dementia Action Alliance and support was given to carers through phone conversations, with food supplies delivered and prescriptions collected where needed. Fair Shares remained an active member of the County's Gloucestershire Community Dementia Link group, Forest of Dean Dementia Alliance providing online training to carers.

**Chance To Chat postcards** - were originally developed as a resource to support relationships affected by dementia but are now being used more widely as a resource to open conversation especially inter-generationally and with people who are lonely or isolated and have extended the range of images to include images of the Forest of Dean between 1950 - 1980.

We received request for postcard packs from individuals, care homes, care staff, health staff, carers and museum staff. Packs of cards were delivered to a Fair Shares participant living in sheltered accommodation in Stroud. She organised several discussions with residents about the cards and encouraged their use. One lady saw a picture of a caravan which reminded her of time when she'd owned a caravan and her school friend came to visit her. She said she'd be ringing her friend that evening. We received requests from families and professional support workers to use the postcards as a way of engaging with people who are experiencing memory difficulties. Sadly the restrictions at care homes made it difficult to offer the postcards there but the training that care staff have received from Fair Shares will help with the future of the project.

**Gentle Walks** - During much of the year we were unable to organise any group walks with carers, care staff and those living with dementia because of the Covid-19 pandemic, but during the summer when lockdown conditions eased we organised a limited Gentle Walk, at the Walled Garden of the Museum in the Park in Stroud. Two people living with dementia and a family carer attended. One of those who attended had hardly left his house for five months.



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

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Instead we were able to arrange one to one walks with volunteer participants for those people experiencing isolation and loneliness who felt able to go out whilst maintaining safe distancing. These buddy walks were not necessarily for those living with dementia although one of the walks involved a person living with the early stages of dementia. His wife said he was always brighter and more alert and sociable after a walk. The walks had a significant impact on her life too, as she was able to have a few hours to herself, giving her a much needed break.

**Fair Shares Stonehouse Community Allotment** - is participant-led and opened twice a week throughout the year, whenever conditions permitted. It provided a space for some physical activity and socialisation and is of particular value to those who struggled with the enforced isolation, as many were already quite lonely and isolated, or living with mental health issues. Several said how valuable they found this support. During the period when lockdown restrictions were eased, students from the Apperley Centre for young people with special needs attended the allotment with their carers and benefited from the supportive environment. The staff commented on how it helped their feeling of being a useful member of the community, giving them a huge boost of self-worth.

The allotment needed to refresh its tools, so an appeal went out asking if any Fair Shares members could donate. Many donated tools, which helped to deliver better quality gardening experience and boosted participants feeling of self-worth. One participant, who lives with a long term debilitating condition and had attended every week, said it was an essential part of maintaining her mental health and avoiding isolation.

**Coffee Mornings** Prior to the Covid-19 pandemic Fair Shares organised regular coffee mornings at a Stonehouse café offering emotional and practical support for those who are isolated and vulnerable. This became a virtual coffee group for most of the year, through social media. This continued to give emotional support to those involved and also practical advice about form filling, accessing food vouchers, approaching health organisations and sorting out shopping and other needs. One 'in person' coffee group of 5 people was held in a participant's garden, which had street access. Social distancing was fully observed. The chat during this occasion sparked the idea for a virtual chess group, as a couple of members are keen chess players.

**Chess group** developed following the coffee morning, being established between a few participants who researched guidance on playing virtual chess. Details were shared with residents of a sheltered housing complex and through our membership of Time Bank UK were even able to include a resident in Plymouth.

**Individual support** was very constrained but through our local connections and resources we were able to provide some much needed practical support to some people. The nature of the support was varied but examples include: providing safeguarding support to one individual; a microwave oven and a washing machine supplied to two people, both of which had been donated by other participants. Food cooked at Gloucester Fair Shares was delivered to individuals and families and a Christmas hamper donated by Waitrose was given to an isolated person living with depression. She said *'it was the best thing to have happened to her over Christmas and really lifted her spirits'*.

#### **Summary of Achievements - Stroud Time Bank**

- Supported **127** people with practical help during the Covid-19 lock downs
- Provide social and community support to **28** people
- Supported **34** people at the Stonehouse allotment
- Provided dementia-related support to **104** individuals



# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Key Partnerships

Our work in Gloucester and Stroud to support people throughout the pandemic has been achieved by working in partnership with other local charities and community organisations, the statutory sector and private businesses and the local community. Without their support we would not have been able to deliver to the same extent. A number of organisations supported us throughout the whole year and we do want to thank them:

- **All Pulling Together Stonehouse**
- **Barnwood Trust** for organisational support
- **Continental Foods** for their donations of meats and other supplies
- **Ecclesiastical Insurance** for the time and expertise of their cooks at Christmas
- **Friendship Café** for the use of the café space and staff and with whom we worked together to prepare and deliver meals and manage a food bank
- **Feed the Hungry**
- **Gloucester City** councillors and the street links which referred people in need to us.
- **Gloucester Helping Hands**
- **Gloucester Food Consortium** who organised deliveries of food including Fare Share Food bank
- **GL Communities and Together in Matson**
- **Gloucester Services** which provided surplus food and referred furloughed staff as volunteers
- **Gloucestershire Gateway Trust** and its many partnerships and initiatives to raise funds, facilitate connections and open doors
- **Island Delight** for the meals they donated
- **Morrison's Metz Way** which week after week provided pallets of food to help us cook meals and provide food boxes
- **Museum in the Park, Stroud**
- **The Venture: White City** which delivered food to us and work collaboratively to support the most vulnerable families in the community
- **Sainsbury's Local , Barton Street**
- **Stroud District** Councillors and local street reps who referred people to us
- **Tesco, Quedgely**
- **Wynn's café, Stonehouse**
- **Widden school** donations of fresh fruit
- **Arshad Kholwadia** for weekly delivery of freshly cooked biriyani's
- **Participants** who donated goods and equipment to help others

There were many others organisations we worked with or which supported and helped us during this difficult year, practically and financially.

## FAIR SHARES GLOUCESTERSHIRE

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 MARCH 2021

##### Fair Shares Strategic Plan 2020-2021

The strategic plan had been developed at the start of 2020, prior to the start of the Covid pandemic. We quickly recognised that the immediate needs of supporting the community would take priority over other activities we had planned. We therefore adapted our strategy in response to the changed environment and focussed all our efforts over the year on delivering community support rather than delivering a previously developed strategy. As a consequence a number of planned actions were deferred and will be considered as part of the formulation of the 2021 - 2022 Strategy.

<b>What we planned to do</b>	<b>Actions</b>	<b>Progress</b>
Consolidate core business	3 year plan for Stroud Develop Gloucester allotment Green impact assessment	Deferred Done Deferred
Develop more diverse funding	Submit new Lottery bid Identify 5 local businesses to approach	Done Deferred
Develop strategic partnership working	Work actively with the new NHS Trust Draw up and implement an exit strategy for criminal justice project Recruit 10 'Friends of Fair Shares'	Deferred Done Deferred
Increase active involvement of participants	Active engagement of participants in how the allotment develops Active engagement of participants in proposing ideas for fundraising	Done Deferred
Effective use of resources	Complete 2 evaluations - Young People & Dementia Project Review database of participants Review vehicle plan, including identifying funding for maintenance and upgrade	Deferred Deferred Deferred, finance committee assessing options to address this

##### Fundraising

Fair Shares is supported by an experienced external Grants Officer. In common with many other small local charities, Fair Shares continues to operate in a challenging funding environment. However, we continue to have a strong relationship with many of our funders who support our projects, and funders have been very responsive to the demands that the emerging Covid-19 pandemic created. The CEO has supported a talented, resourceful staff team which has enabled the continuation of our core time banking work.

In addition, Fair Shares also provided accountancy and payroll services to several small local organisations, which provided further unrestricted funding.



# **FAIR SHARES GLOUCESTERSHIRE**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021**

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### **Reserves Policy**

We have a systematic approach to the reviewing policies, led by trustees, to ensure they remain current and relevant. The formation of the Finance Committee has led to a review of the finance related policies; Reserves Policy, Financial Procedures Policy and Salaries policy. The Financial Procedures Policy and Salaries Policy required minimal changes but the Reserves Policy review resulted in more fundamental changes which reflect Charity Commission guidance. As a small charity, heavily reliant on income from grants we need Reserves in order to manage unforeseen emergencies, provide short-term funds to overcome deficits in a cash budget, manage liabilities in the event of closure of the organisation and provide short term funding and to deliver planned commitments.

In developing the reserves policy Trustees considered risk and likelihood of risks occurring, balancing that with the capacity of the organisation to hold sufficient funds as unrestricted Reserves. In assessing the level of unrestricted reserves required, the amount and availability of accessible restricted funds is also considered.

Reserves requirements are reviewed at least every 6 months and more frequently at Finance Committee meetings. The aim is to maintain at least 3- 6 months operating costs.

### **Financial review**

All restricted funds (monies awarded by Trusts and Local Authorities for specific projects), the basis of all of our applications, are spent in accordance with the conditions of the funding unless otherwise agreed with the grant provider.

Total Income in the year was £246,221 up from £241,456 in the 2019-2020 financial year an increase of £4,765. As in previous years the majority of our income was restricted funding.

Total expenditure in the year was £210,533 down from £210,935 in the year 2019-2020 a reduction of £402.

At the end of the year our unrestricted reserves were £40,868. Our unrestricted reserves are equivalent to between two and three months of operating expenditure at the end of the year. Our longer term objective is to have between three and six months of operating expenditure. This process has begun but will take some time to achieve.

A rolling monthly cash flow forecast is prepared and if the overall level of available funds falls below three months of accessible unrestricted funds required to meet the considered costs of risks and likelihood of risks, Trustees will put in place appropriate plans with the CEO to return the charity to an acceptable cash position to ensure sustainability.

The company's Memorandum and Articles of Association place no restrictions on the investment powers of the trustees.

# FAIR SHARES GLOUCESTERSHIRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Statement of Trustees' responsibilities

The Trustees, who are also the directors of Fair Shares Gloucestershire for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

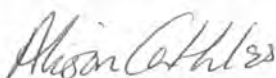
Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.



A Cathles (Joint Chair)

Dated: 26 July 2021



J Cigman (Joint Chair)

Dated: 26 July 2021



# FAIR SHARES GLOUCESTERSHIRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF FAIR SHARES GLOUCESTERSHIRE

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I report to the Trustees on my examination of the financial statements of Fair Shares Gloucestershire (the charitable company) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the Trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

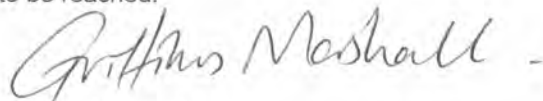
Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Griffiths Marshall

Beaumont House  
172 Southgate Street  
Gloucester  
Gloucestershire  
GL1 2EZ

Dated: 26 July 2021

# FAIR SHARES GLOUCESTERSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b><u>Income and endowments from:</u></b>							
Grants and donations	3	1,852	191,483	193,335	2,682	194,750	197,432
<b><u>Incoming resources from charitable activities</u></b>							
Woodworking Income	4	-	-	-	-	1,223	1,223
Other trading activities	5	4,704	21,561	26,265	11,276	23,974	35,250
Other income	6	602	26,019	26,621	487	7,064	7,551
<b>Total income</b>		<b>7,158</b>	<b>239,063</b>	<b>246,221</b>	<b>14,445</b>	<b>227,011</b>	<b>241,456</b>
<b><u>Expenditure on:</u></b>							
<b><u>Raising funds</u></b>							
Costs of generating funds	7	-	5,994	5,994	5,404	-	5,404
Charitable activities	8	3,845	200,471	204,316	45,790	159,498	205,288
Other	9	223	-	223	243	-	243
<b>Total resources expended</b>		<b>4,068</b>	<b>206,465</b>	<b>210,533</b>	<b>51,437</b>	<b>159,498</b>	<b>210,935</b>
<b>Net incoming resources before transfers</b>		<b>3,090</b>	<b>32,598</b>	<b>35,688</b>	<b>(36,992)</b>	<b>67,513</b>	<b>30,521</b>
Gross transfers between funds		(4)	4	-	25,551	(25,551)	-
<b>Net income for the year/ Net movement in funds</b>		<b>3,086</b>	<b>32,602</b>	<b>35,688</b>	<b>(11,441)</b>	<b>41,962</b>	<b>30,521</b>
Fund balances at 1 April 2020		37,782	116,904	154,686	49,223	74,942	124,165
<b>Fund balances at 31 March 2021</b>		<b>40,868</b>	<b>149,506</b>	<b>190,374</b>	<b>37,782</b>	<b>116,904</b>	<b>154,686</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# FAIR SHARES GLOUCESTERSHIRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	14		3,614		6,150
<b>Current assets</b>					
Debtors	15	7,716		9,053	
Cash at bank and in hand	16	196,260		189,079	
		203,976		198,132	
<b>Creditors: amounts falling due within one year</b>	17	(17,216)		(49,596)	
Net current assets			186,760		148,536
<b>Total assets less current liabilities</b>			190,374		154,686
<b>Income funds</b>					
Restricted funds	20	149,506		116,904	
Unrestricted funds		40,868		37,782	
		190,374		154,686	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 26 July 2021



A Cathles  
Joint Chair



J Cigman  
Joint Chair

Company Registration No. 04938680

# FAIR SHARES GLOUCESTERSHIRE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	23		7,181	(14,412)	
<b>Investing activities</b>					
Purchase of tangible fixed assets		-		(286)	
<b>Net cash used in investing activities</b>			-	(286)	
<b>Net cash used in financing activities</b>			-	-	
<b>Net increase/(decrease) in cash and cash equivalents</b>			7,181	(14,698)	
Cash and cash equivalents at beginning of year			189,079	203,777	
<b>Cash and cash equivalents at end of year</b>			196,260	189,079	



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Company information

Fair Shares Gloucestershire is a private company limited by guarantee incorporated in England and Wales. The registered office is Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

The charity holds restricted and unrestricted funds.

Unrestricted funds are used for the general purposes of the charity.

Restricted funds are used only for the particular purpose for which they are intended.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

#### 1.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amount receivable for goods and services provided in the normal course of business.

# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are recognised in one of the following three categories on the subsequent basis:

**Generating funds:** Costs incurred to help the charity generate incoming resources through the sale of goods from shops, including repairs and maintenance.

**Charitable Activities:** resources used to help the charity meet its main aims and objectives and provide care for the general public.

**Governance Costs:** Subsequent costs of financing the charity and meeting our statutory requirements

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets for the use by the charity are capitalised on acquisition based on the nature of the asset. Any asset that has a value of lower than £500 is treated as an expense in the year of acquisition.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	3 Years straight line
Motor vehicles	25% Reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Grants and donations

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Donations and gifts	1,852	1,301	3,153	2,682	3,025	5,707
Grant income	-	190,182	190,182	-	191,725	191,725
	<u>1,852</u>	<u>191,483</u>	<u>193,335</u>	<u>2,682</u>	<u>194,750</u>	<u>197,432</u>
<b>Donations and gifts</b>						
Donations	1,852	1,301	3,153	2,426	3,025	5,451
Gift Aid	-	-	-	256	-	256
	<u>1,852</u>	<u>1,301</u>	<u>3,153</u>	<u>2,682</u>	<u>3,025</u>	<u>5,707</u>
<b>Grant income</b>						
Active Gloucestershire	-	2,200	2,200	-	-	-
Allen Lane Foundation	-	1,250	1,250	-	3,750	3,750



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3	Grants and donations	(Continued)					
	Anonymous	-	10,000	10,000	-	-	-
	Asda Foundation	-	300	300	-	500	500
	Barton & Tredworth Neighbourhood Partnership	-	-	-	-	4,099	4,099
	Barnwood Trust	-	4,500	4,500	-	1,440	1,440
	Charities Aid Foundation	-	4,600	4,600	-	-	-
	DCMS funds distributed by Gloucestershire Foundation: Resilience Fund	-	20,140	20,140	-	-	-
	DCMS funds distributed by Gloucestershire Community Foundation: Coronavirus Recover & Resilience Grant	-	8,557	8,557	-	-	-
	DCMS funds distributed by National Lottery Community Fund: Coronavirus Community Support Fund	-	37,500	37,500	-	-	-
	Dunhill Medical Trust	-	-	-	-	21,388	21,388
	Gloucester City Council	-	800	800	-	250	250
	Gloucester City Homes Gloucestershire Community Foundation	-	500	500	-	7,850	7,850
	Gloucestershire County Council	-	3,500	3,500	-	4,091	4,091
	Gloucestershire Gateway Trust	-	5,625	5,625	-	7,875	7,875
	HDH Wills 1965 Charitable Trust	-	22,533	22,533	-	20,250	20,250
	Henry Robert Bull Charitable Trust	-	-	-	-	500	500
	Henry Smith Charity	-	-	-	-	1,000	1,000
	Hilden Charitable Fund	-	-	-	-	7,500	7,500
	HMRC Job Retention Scheme	-	-	-	-	1,000	1,000
	Langtree Trust	-	5,641	5,641	-	-	-
	Leigh Trust	-	500	500	-	-	-
	National Lottery Community Fund	-	1,000	1,000	-	-	-
	Noel Buxton Trust	-	26,301	26,301	-	54,917	54,917
	Office of the Police and Crime Commissioner Gloucestershire	-	1,300	1,300	-	2,000	2,000
	Persula Foundation	-	17,500	17,500	-	18,500	18,500
	Postcode Community Trust	-	1,660	1,660	-	3,340	3,340
	Saintbury Trust	-	-	-	-	12,600	12,600
	Sobell Foundation	-	-	-	-	2,000	2,000
	Souter Charitable Trust	-	-	-	-	3,000	3,000
		-	-	-	-	2,000	2,000

# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Grants and donations

(Continued)

Stroud District Council	-	8,000	8,000	-	4,000	4,000
Summerfield Trust	-	-	-	-	3,000	3,000
Swire Charitable Trust	-	5,625	5,625	-	1,875	1,875
Sydney Black Charitable Trust	-	-	-	-	1,000	1,000
Tesco - Groundork UK	-	500	500	-	-	-
Verdon-Smith Family Charitable Trust	-	150	150	-	-	-
Zurich Community Trust	-	-	-	-	2,000	2,000
	-	190,182	190,182	-	191,725	191,725

### 4 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Woodworking income	-	-	-	-	1,223	1,223
	-	-	-	-	1,223	1,223

### 5 Other trading activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fees	3,954	21,561	25,515	3,018	21,634	24,652
Consultancy income	-	-	-	450	2,340	2,790
Woodworking income	750	-	750	7,808	-	7,808
Other trading activities	4,704	21,561	26,265	11,276	23,974	35,250



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Other income

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Other income	602	26,019	26,621	487	3,489	3,976
Vehicle income	-	-	-	-	3,575	3,575
	<u>602</u>	<u>26,019</u>	<u>26,621</u>	<u>487</u>	<u>7,064</u>	<u>7,551</u>

# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Raising funds

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
<u>Costs of generating funds</u>				
Fundraising fees	-	5,994	5,994	5,404
	<u>-</u>	<u>5,994</u>	<u>5,994</u>	<u>5,404</u>
	<u>-</u>	<u>5,994</u>	<u>5,994</u>	<u>5,404</u>
<b>For the year ended 31 March 2020</b>				
Costs of generating funds	5,404	-		5,404
	<u>5,404</u>	<u>-</u>		<u>5,404</u>

### 8 Charitable activities

	2021 £	2020 £
Staff costs (see note 12)	133,152	141,428
Share of support costs (see note 11)	69,376	62,076
Share of governance costs (see note 11)	1,788	1,784
	<u>204,316</u>	<u>205,288</u>
<b>Analysis by fund</b>		
Unrestricted funds	3,845	45,790
Restricted funds	200,471	159,498
	<u>204,316</u>	<u>205,288</u>

### 9 Other

	2021 £	2020 £
Financing costs	223	243
	<u>223</u>	<u>243</u>



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or were reimbursed expenses during the year.

### 11 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Depreciation	2,536	-	2,536	3,379	-	3,379
Rent, rates & room hire	10,943	-	10,943	14,048	-	14,048
Misc. expenses	26,224	-	26,224	-	-	-
Postage, printing & office supplies	1,690	-	1,690	1,970	-	1,970
Phone, internet & computer	2,992	-	2,992	2,704	-	2,704
Staff travel, expenses & training	18,329	-	18,329	26,730	-	26,730
Professional fees	613	-	613	913	-	913
Equipment	2,870	-	2,870	7,126	-	7,126
Evaluation & subscriptions	824	-	824	426	-	426
Insurances	2,355	-	2,355	4,780	-	4,780
Audit fees	-	1,788	1,788	-	1,784	1,784
	<u>69,376</u>	<u>1,788</u>	<u>71,164</u>	<u>62,076</u>	<u>1,784</u>	<u>63,860</u>
<b>Analysis by fund</b>						
Unrestricted funds	1,284	1,788	3,072	27,886	1,784	29,670
Restricted funds	68,092	-	68,092	34,190	-	34,190
	<u>69,376</u>	<u>1,788</u>	<u>71,164</u>	<u>62,076</u>	<u>1,784</u>	<u>63,860</u>

# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 12 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Fair Shares	2	2
Stroud	1	1
Woodworking	1	1
Gloucester	3	2
HM Prisons	-	2
Young People's Project	1	1
GEM Project	1	1
Total	9	10

#### Employment costs

	2021 £	2020 £
Wages and salaries	116,713	116,962
Social security costs	1,803	3,095
Sessional staff	12,912	19,485
Recruitment	-	54
Pension costs	1,724	1,832
	133,152	141,428

#### Analysis by fund

Unrestricted funds	773	16,120
Restricted funds	132,379	125,308
	133,152	141,428

There were no employees whose annual remuneration was £60,000 or more.

#### 13 Taxation

The charitable company is exempt from corporation tax on its' charitable activities.



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 14 Tangible fixed assets

	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£
<b>Cost</b>			
At 1 April 2020	24,934	60,275	85,209
At 31 March 2021	24,934	60,275	85,209
<b>Depreciation and impairment</b>			
At 1 April 2020	22,567	56,492	79,059
Depreciation charged in the year	1,590	946	2,536
At 31 March 2021	24,157	57,438	81,595
<b>Carrying amount</b>			
At 31 March 2021	777	2,837	3,614
At 31 March 2020	2,367	3,783	6,150

### 15 Debtors

	2021	2020
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	5,638	6,930
Prepayments and accrued income	2,078	2,123
	7,716	9,053

### 16 Cash at bank and in hand

	2021	2020
	£	£
Bank current account	195,464	188,188
Credit Card	292	-
Petty cash	504	891
	196,260	189,079

## FAIR SHARES GLOUCESTERSHIRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 17 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Deferred income	18	5,400	45,161
Trade creditors		10,116	2,735
Accruals and deferred income		1,700	1,700
		<u>17,216</u>	<u>49,596</u>

#### 18 Deferred income

	2021 £	2020 £
Arising from Deferred Income	<u>5,400</u>	<u>45,161</u>

#### 19 Retirement benefit schemes

##### Defined contribution schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund The People's Pension.

The charge to profit or loss in respect of defined contribution schemes was £1,724 (2020 - £1,832).



# FAIR SHARES GLOUCESTERSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
BTNP	518	-	-	-	518
Covid Response	1,500	36,500	(36,258)	1	1,743
GEM Project	1,872	20,561	(16,852)	-	5,581
Gloucester	43,302	102,660	(70,021)	1	75,942
HM Prisons	8,169	27,939	(36,108)	-	-
Network Crafts Group	3,598	-	-	-	3,598
New Vehicles	2,056	-	-	-	2,056
Stroud	52,624	24,590	(31,996)	1	45,219
Woodworking Restricted	3,220	936	(1,967)	-	2,189
Youngs People's Project	45	25,877	(13,263)	1	12,660
	<u>116,904</u>	<u>239,063</u>	<u>(206,465)</u>	<u>4</u>	<u>149,506</u>

### Unrestricted funds

	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Support	37,782	6,155	(3,065)	(4)	40,868
Woodworking	-	1,003	(1,003)	-	-
	<u>37,782</u>	<u>7,158</u>	<u>(4,068)</u>	<u>(4)</u>	<u>40,868</u>

### 21 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible assets	3,614	-	3,614
Current assets/(liabilities)	37,254	149,506	186,760
	<u>40,868</u>	<u>149,506</u>	<u>190,374</u>

## FAIR SHARES GLOUCESTERSHIRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 22 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	21,173	22,737

#### 23 Cash generated from operations

	2021 £	2020 £
Surplus for the year	35,688	30,521
Adjustments for:		
Depreciation and impairment of tangible fixed assets	2,536	3,379
Movements in working capital:		
Decrease/(increase) in debtors	1,337	(5,986)
Increase in creditors	7,381	281
(Decrease) in deferred income	(39,761)	(42,607)
<b>Cash generated from/(absorbed by) operations</b>	<b>7,181</b>	<b>(14,412)</b>