



## **ANNUAL REPORT AND ACCOUNTS**

For the year ended

31<sup>st</sup> December 2014

The Lodge  
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Registered Charity number 1157002



**BEREAVEMENT CARE**  
**ANNUAL REPORT AND ACCOUNTS**

**For the year ended 31st December 2014**

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# BEREAVEMENT CARE

## ANNUAL REPORT AND ACCOUNTS

For the year ended 31st December 2014

Trustees	Peter Ellis (Chair) Jack Lynes (Vice Chairman) Peter Weber (Honorary Treasurer) *(Honorary Secretary) Fr. Edward Lewis (Harrow Deanery Synod) Sue Ellis Helen Elliott Ruth McNeil Bill Phillips Bobbi Riesel
	(* ) Not filled during the year
Non – Trustees	Val Austen (Minute Taker)
Corporate Members	All Saints’ Church, Harrow Weald All Saints’ Church, Queensbury Dovetail Bereavement Care (in association with Hillingdon Park Baptist Church) Edgware & District Reform Synagogue Edgware & Mill Hill Bereavement Support Group Elliott Hall Medical Centre Emmanuel Church, Northwood Harrow and Hillingdon Circuit of the Methodist Church Holy Trinity Church, Northwood Holy Trinity Church, Wealdstone Ickenham Churches’ Bereavement Support Group Kenton Baptist Church, Kenton Kol Chai Synagogue Middlesex New Synagogue/now Mosaic Reform Synagogue Northwood & Pinner Liberal Synagogue Sahara Means Support St Alban’s Church, North Harrow St Anselm’s Church, Belmont St John the Baptist Church, Greenhill St John the Baptist Church, Pinner St John the Evangelist Church, Stanmore St Martin’s Church, Ruislip St Mary’s Church, Harrow-on-the-Hill St Mary the Virgin Church, Kenton St Michael & All Angels Church, Harrow Weald West London Synagogue
Bankers:	HSBC 50 The Broadway, Stanmore, Middlesex HA7 4DZ
Independent Examiner:	Margaret Matchett 9 Stanmore Lodge, 71 Stanmore Hill, Stanmore, Middlesex, HA7 3EX
Administrator:	Elizabeth Adekoya The Lodge, 64 Pinner Road, Harrow, Middlesex HA1 4HZ
Outreach and Development Officer:	David Griffiths The Lodge, 64 Pinner Road, Harrow, Middlesex HA1 4HZ

## **TRUSTEES' REPORT**

The trustees are pleased to present their report with the accounts of the charity for the year ended December 31, 2014.

### **Charity**

#### **Charitable status**

Harrow Churches Bereavement Visiting Scheme was founded by Harrow churches in 1981, to relieve the suffering and distress caused by bereavement among the residents of Harrow and the surrounding areas. It offers free support to all, regardless of religion, race, sexuality, disability, gender or age. The charity changed its name in November 2004 to Harrow Bereavement Care reflecting the wider representation of clients and members. In 2014 the charity became a Charitable Incorporated Organisation (CIO) with the name of Bereavement Care (charity number 1157002) indicating the wider geographical nature of the charity. Harrow Bereavement Care has been closed and its business terminated. The minutes of the last AGM of Harrow Bereavement Care were approved at a meeting of the remaining members of Harrow Bereavement Care.

#### **Charitable objective**

The object of the CIO is:

to relieve the suffering and distress caused by bereavement or loss among the people of the London Borough and Deanery of Harrow, and surrounding areas where it is possible to make its services available. This would be, in particular, but not exclusively by:

- Offering support through the process of grieving.
- Increasing the public awareness and knowledge of the needs of bereaved people, or those who have experienced loss, throughout the community.
- Training and supervising suitable volunteers in listening skills for working with the bereaved (whether in their homes or in other appropriate places).
- Co-operating with and offering training to other agencies engaged in similar work.

### **Organisation**

#### **Trustees**

The constitution allows for up to twelve elected Trustees and one nominated Trustee appointed by Harrow Deanery Synod.

#### **Visitors**

Approximately 120 Volunteers, who are trained in visiting and listening skills, and have worked with bereaved people in their homes or in other appropriate places such as drop-in centres. Each visitor successfully completes the Initial Bereavement Training (IBT) before joining a group. Visitors work to a comprehensive code of practice and are expected to complete a Disclosure and Barring Service (DBS) assessment, where appropriate.

The visitors contact bereaved people who are referred by their group leader or have requested support via the Bereavement Care office. Visitors are supervised by a Leader within the context of a group which meets regularly. Group Leaders have meetings for mutual support and exchange of information and have been supported by the Honorary Consultant Supervisor, Dorothy Edwards.

#### **Review of the year**

There are separate reports covering Conference, Training, and Fundraising & Awareness. There is also a report from the Outreach and Development Officer.

#### **Staff**

We thank Elizabeth Adekoya, HBC part-time administrator, and David Griffiths, Outreach and Development Officer for their support and dedication to Bereavement Care.

#### **The Trustees**

#### **2014**

## **CHAIRMAN'S REPORT**

It has been my privilege to chair the Bereavement Care Trustee meetings this year.

The aim of Bereavement Care is simple: to support those who are troubled by bereavement or loss.

Our method is simple: to listen.

Of course, things are not really quite so straightforward.

We carry out our work among the people of the London Borough and Deanery of Harrow, and surrounding areas. Bereaved people need to know about us, or others need to know where we are and how we can be contacted.

Our visitors listen. We train people to engage and listen. We have to provide this training and to offer on-going support for the visitors. On-going training is also required.

There are regular meetings of visitors for mutual support and a chance to raise important issues. These meetings are led by Group Leaders who then need their own support structure in Group Leader meetings and Cluster groups.

The whole community and individual people need to be aware of our services; raising awareness is an on-going need.

Our conference raises our profile in the local community and also provides education for visitors and others interested in our work.

We also need administrative support in all sorts of ways. We require office contact. We need to have the option of seeing people in a safe environment if they are not visited at home.

All this requires funds and so we need funding. Fundraising is an important feature.

We have Trustees who run the charity and deal with legal and contractual matters. I am chair of the Trustees. This year, our Constitution has changed to bring it into line with new Charity Commission requirements and to protect the interests of members and trustees. We have become 'Bereavement Care' to indicate the wider geographical spread of the charity. Bereavement Care has various Policies and a Code of Conduct, which are updated as appropriate.

And so the shape of our various committees arises. We have a Conference Planning Group; we have a Fundraising and Awareness Group; we have a Training section.

I have asked various people to write a little about their work in this Annual Report so that a fuller picture of our work emerges. We now have an Outreach and Development Officer to assist with our mission; there is a report of that work.

We will hear from various committees during the AGM which will be preceded by a display of relevant material. There are no minutes of a previous AGM as this is the first AGM of Bereavement Care.

Whatever our role in the organisation, we have the one common aim: to support those troubled by bereavement or loss.

Thanks to you all, we cannot do our work without you!

**Peter Ellis.**

**Chairman, 2014.**

## FUND RAISING AND AWARENESS REPORT

### Fund raising activity in 2014

This last year has again been a busy year.

From the financial perspective, we had no grant from Harrow Council after 2012 so to keep the charity ticking over, fund raising is now an essential part of our survival. We cannot continue operating the charity without this additional income.

My thanks to all who have helped in contribute to the events and activities in so very many ways in particular to the committee, Michele Lussagnet, Sheila La Frenais, Trudy Segal, Bobbi Riesel and Jack Lynes, Trevor Walker, Penny Bowskill, Jeanette Leibling, David Griffiths and our trusty Minute taker, Val. In summary, as the Accounts for 2014 show, fund raising made just over £11,000 in 2013 and paid out on costs around £1500 so had a surplus of around £10,000– a slightly better sum than the previous year.

We put on **ten events** over the year and gained a great deal of publicity as a result. Fund raising both raises useful money for us and enables us to reach a wider population and keep the flag flying about what we are doing and how people may reach us.

Thinking chronologically through the year, our first big event in 2014 was the **Fish and Chip Quiz supper** on Saturday 15th February 2014 again at Victoria Hall, Harrow, raising over £1350 pounds. This is now an established event and a regular and much appreciated fund raiser. Our thanks to Bobbi and Jack in particular for putting so much energy into it to make it the success it is.

In the summer most of our effort was put into a series of three **coffee mornings** and one coffee “afternoon”, two held in June and two in July. At these we also sold plants and bric a brac. Whilst most were held in committee member’s gardens thanks to Sheila, Bobbi and Jeanette, one of the coffee mornings was organised by Michele at Grimsteads in Pinner town centre and again attracted public interest despite the miserable weather!

The next event, suggested by Trevor, was a first for us – attending the **Pinner Village Show** on September 13<sup>th</sup> with a stall and tombola. This attracted lots of people who did not know us and enabled us, as with the carol singing, to hand out lots of leaflets to those who have no knowledge that Bereavement Care exists. Similarly attendance with a stall at the **St. Albans Fair** on November 22<sup>nd</sup> enabled us to talk to new people about what we do.

For the second year running, we ran a **Bridge Day**, on 6<sup>th</sup> October. This was largely organised by Marianne Kittel who commandeered the services kindly of the Michael Sobell Centre in Northwood. Over 100 attended, with the opportunity to play both rubber and duplicate bridge and all enjoyed it, with the added benefit of the homemade sandwich lunch and generous raffle. Despite a lot of work, a good way to raise around £1400.

The 2014 year ended with two marvellous activities, now both firmly on the calendar, our second **Trolley Dash**, and for the third year, the Carol singing.

The trolley dash was the brain child of Michele who again secured the agreement of Waitrose in Ruislip. Without her constant help combined with Jeanette Leibling who so ably organised our volunteer collector slots, and all those many who gave up 2 hours at a time to sit in the Waitrose foyer to sell the £1 lottery tickets, it would not have succeeded in the way it did. The Trolley Dash was held on 7<sup>th</sup> December and with the Hillingdon mayor in attendance made over £2,600, an advance on the previous year, and at the same time brought the message of Bereavement Care’s presence to many more people in Hillingdon. We are grateful to David for having produced new leaflets and a new Banner so that our supporting literature and publicity is topical.

Finally, the **Carol Singing** on Wednesday 17<sup>th</sup> December at Harrow tube station. This was the third year that Jenny Reid had organised it. We had again some helpful musical accompaniment but with lots of jangling of our collecting buckets, wearing of reindeer or Father Christmas hats and slogging out Jingle Bells, we raised over £800 pounds, two hundred more than the year before. Are the people of Harrow getting more generous or are we just learning a more winning formula?

Our thanks too to continuing support from the Waitrose "Community Matters" scheme, in particular Harrow Weald and South Harrow and this year Ruislip, for their generosity to us.

So, a lot of activity and a lot of work. This year we are planning some new activities, in particular tin collections at local supermarkets and selling special Bereavement Care Christmas Cards organised by Penny. The coach outings to Highclere Castle (Downton Abbey) too are new on the agenda and we are liaising with Uxbridge College students who volunteered to help.

If any of you would like to help us with these or indeed any other activities, please let us know. I am standing down as a trustee this year and as chair of fund raising. I have enjoyed it but more are needed to help out and there is a need for more people to join the committee.

Our thanks again to all of you who attended or contributed to any of the events. It is very disheartening when we do not get support from those closest to us – you – so please do what you can. Thank you.

**Ruth McNeil,**

**Chair: Fund Raising and Awareness Committee, 2014.**

## **TRAINING REPORT**

Bereavement Care TRAINING is at the heart of all we do.

Every one of our visitors and all of those who attend our drop-in centres are better equipped to care for bereaved people because they have taken part in our training sessions. During the past year, in addition to two 'Initial Bereavement Training Courses' during which listening skills are a major component, we have held specialist workshops dealing with Mental Health and Suicide, Endings, and Safeguarding. We have also provided specialist sessions devoted to children, including off-site courses.

Our Annual Conference is an additional source of training.

Indirectly Group Leaders' meetings provide the opportunity to share problems and experiences and a chance to learn from each other.

Refresher training is important and our short Refresher Courses, even for the most experienced visitors, are essential if we are to maintain the highest possible standards.

As more people become aware of us and call on us we need new volunteers to ensure that we have the human resources to respond and maintain our reputation in caring efficiently and sympathetically with bereaved people.

**Bobbi Riesel,**

**Head of Training, 2014.**



## **CONFERENCE REPORT**

### **Committee members**

Neena Bedi, Peter Ellis, Sharon Goldstein, David Griffiths, Jack Lynes, Karen Pollock, Jenny Reid, Bobbi Riesel, Judy Silverman

Each year Bereavement Care arranges an all-day Conference which provides a forum for delegates to receive training on diverse bereavement issues and to network with others working in the same field. Delegates include bereavement visitors, healthcare professionals, teachers, counsellors and community leaders.

The 33<sup>rd</sup> Conference on 22 October 2014 at the Middlesex New Synagogue in Harrow was entitled 'Lost and Found – finding your way through bereavement'. The journalist John McCarthy CBE gave a compelling keynote speech, describing his long captivity in the Lebanon and the consequent range of losses including liberty, possessions and reading material. He also gave a moving account of the deaths of some family members, including how he coped with his mother's death during his captivity by postponing his mourning until after his release. The memorable talk and John's lively responses in the Question & Answer session contributed to an excellent Conference.

(A DVD of John's talk is available from the Bereavement Care office.)

**Jenny Reid,**

**Chair, Conference Planning Committee, 2014.**

## **REPORT FROM THE OUTREACH AND DEVELOPMENT OFFICER**

I commenced my role as Outreach & Development Officer in February 2014. There were already two major initiatives underway - the relocation of the office to a larger room upstairs at The Lodge and the change of name from HBC to Bereavement Care. Once these had been completed, I was able to commission new publicity leaflets and a new banner, together with the introduction of our popular contact cards. It has been especially important for me to ensure that suitable publicity materials are available at our fund-raising events. Over 400 "thank you" leaflets were distributed during Carol Singing at Harrow on the Hill Station in December.

Following the work undertaken by Voluntary Action Harrow prior to my appointment, there was considerable interest in a regular Newsletter to keep all members and volunteers informed. Four issues were published in 2014 giving details of events that had taken place and forthcoming activities. Having successfully secured some funding from Ladbrokes, we were able to produce "Thank You" certificates for all our volunteers during National Volunteers' Week and provide a Volunteers Celebration Evening on Thursday 4<sup>th</sup> September in the Members' Lounge at Harrow Civic Centre in the company of the Deputy Mayor and Deputy Mayoress of Harrow. Every volunteer is a vital part in the charity's mission to provide free support for bereaved children and adults, and we value most highly the time and commitment that is given.

I have visited all of our "drop-in" support groups; and also a group at St. Margaret's Uxbridge (who are not currently part of our network). These groups offer an invaluable service to a large number of our bereaved clients and I was able to thank volunteers and talk to some of the clients about the importance of this community facility. It is extremely important to receive feedback from our clients, and we have started to trial some methods of collecting this information.

One of my objectives was to raise our profile and relationships with others, and as such I have given talks to groups including Harrow & Hillingdon Methodist Circuit Ministers, Milmans Resource Centre and Harrow Refugee Advice Forum. I have also spoken to St Luke's Hospice Bereavement Services Team, BRAKE, The Bereavement Services Association, Bereavement and Loss Training and Support, The Compassionate Friends and the Anglican Area Dean for Hillingdon. I have written to churches and other groups who might be interested in working with us and this has resulted in several new Corporate Members. I was particularly pleased to have met with the Area Manager for J A Massey Funeral Directors (part of the Dignity UK Funeral Services) and have initiated contact with other communities, faiths, denominations and secular organisations. Developments to improve our web-site were started in 2014 and we hope that this will be achieved in 2015.

Perhaps the most disappointing aspect of my work so far has been in attaining successful applications for funding. Working with Alban Stowe, a professional fund-raiser who is generously providing his expertise on a voluntary basis, I have adopted his recommended approaches to grant-making bodies and charitable trusts to secure long-term funding. Despite a considerable number of applications, none have yet proved fruitful. I also attended a meeting of the External Funding Network at Harrow Civic Centre. It is anticipated that there will be a better response to applications in 2015.

Another focus of my continuing work will be to help in the recruitment of more volunteers (especially where Groups are small and in the recruitment of additional Children's Visitors) and to ensure that our volunteers are representative of the diverse communities that we serve. The successful recruitment of volunteers is best achieved at local level and I am keen to work with Group Leaders to help them with this. In addition, we are hoping that an additional "drop-in" group can be established at The Lodge; where we are also aiming to provide facilities for a children's group to meet on an ad hoc basis.

It has been a pleasure to work with Bereavement Care's volunteers over the past year; to have seen personally the difference that this support gives to bereaved people and I am delighted to have been given the opportunity to continue this outreach and development into 2015.

**David Griffiths,**

**Outreach and Development Officer, 2014**

## BEREAVEMENT CARE

### INDEPENDENT EXAMINER'S REPORT

To the Trustees of  
BEREAVEMENT CARE

I report on the accounts of the Trust for the year ended 31 December 2014.

#### **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 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to;

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

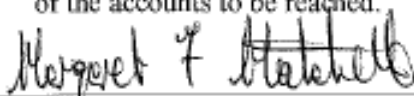
#### **Basis of independent examiners report**

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 you as trustees concerning 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 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Margaret F Matchett

9 Stanmore Lodge, 71 Stanmore Hill, Stanmore Middlesex HA7 3EX

Date 19/2/2015

**BEREAVEMENT CARE**  
**Registered Charity Number 1157002**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT**

<b>RECEIPTS</b>	<b>2014 £</b>
<b>Voluntary Income Sources</b>	
Corporate Membership Subscriptions	350
Individual Membership Subscriptions	105
Grants Received	0
Memorial Service Collections	644
Donations	1,725
Gift Aid Tax (to 31 December 2013)	0
Sub	
Total	2,824
<b>Other Income</b>	
Fundraising	8,426
Training	1,385
Conference	3,912
Bank Deposit Interest	122
	<b>16,669</b>
<b>PAYMENTS</b>	
<b>Operating Costs</b>	
Staff Costs	6,478
Premises Costs -Office Rent & Room Hire	2,701
Development & Outreach	6,240
Office Costs (including Photocopier)	3,219
Telephone & Internet	46
Stationery & Postages	(212)
Insurance	0
Fundraising Costs	712
Publicity	338
Training	807
Conference Costs	1,200
Governance Costs	20
Volunteers/Visitors/group Leaders	349
	<b>21,898</b>
<b>Surplus for the Year</b>	<b>(5,229)</b>
Cash & Bank Balance at 1st January 2014	0
	<b>(5,229)</b>
Transfer from Harrow Bereavement Care (Note 3)	41,270
<b>Cash &amp; Bank Balance at 31st December 2014</b>	<b>36,041</b>



**BEREAVEMENT CARE**  
**Registered Charity Number 1157002**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial statements of the charity have been prepared on a Receipts and Payments basis and generally in accordance with the Charities SORP 2005 and The Charities Act 2011

**a. Funds and Reserves**

General funds represent the funds of the charity that are not subject to special restrictions regarding their use and are available for application to the general purposes.

The Designated Fund is explained in Note 2, but is held at the discretion of the trustees and therefore Unrestricted.

**b. Statement of Assets and Liabilities.**

The statement of assets refers to monetary assets only.

Expenditure on capital equipment etc. is not recognised in these financial statements although a simple inventory of non-monetary assets is maintained by the trustees.

**2. DESIGNATED FUND**

Contingency against closure of office  
including 2 months salary for 1 staff

2014 £
<b>5,000</b>

**3. ASSET TRANSFER**

During 2014 the activities and assets of Harrow Bereavement Care were gradually transferred to Bereavement Care

**NOTE: The following section is for information only  
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**HARROW BEREAVEMENT CARE AND BEREAVEMENT CARE  
Registered Charity Numbers 1081257 / 1157002**

**MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014  
GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT**

<b>RECEIPTS</b>	<b>Notes</b>	<b>2014 HBC £</b>	<b>2014 BC £</b>	<b>YEAR 2014 £</b>	<b>YEAR 2013 £</b>
<b>Voluntary Income Sources</b>					
Corporate Membership Subscriptions		3,900	350	4,250	3,600
Individual Membership Subscriptions	<b>2</b>	655	105	760	450
Grants Received	<b>3</b>	0	0	0	1,500
Memorial Service Collections	<b>4</b>	58	644	702	1,396
Donations		2,815	1,725	4,540	4,809
Gift Aid Tax (to 31 December 2013)		425	0	425	535
Sub Total		7,853	2,824	10,677	12,290
<b>Other Income</b>					
Fundraising	<b>5</b>	2,925	8,426	11,351	12,056
Training	<b>6</b>	2,065	1,385	3,450	2,610
Conference	<b>7</b>	1,285	3,912	5,197	4,938
Bank Deposit Interest		47	122	169	191
<b>Total Receipts</b>		<b>14,175</b>	<b>16,669</b>	<b>30,844</b>	<b>32,085</b>
<b>PAYMENTS</b>					
<b>Operating Costs</b>					
Staff Costs		6,405	6,478	12,883	10,959
Premises Costs -Office Rent & Room Hire		2,012	2,701	4,713	2,551
Development & Outreach		4,160	6,240	10,400	-
Office Costs (including Photocopier)		894	3,219	4,113	2,601
Telephone & Internet		507	46	553	607
Stationery & Postages		712	(212)	500	629
Insurance		1,357	0	1,357	986
Fundraising Costs	<b>5</b>	749	712	1,461	3,704
Publicity		0	338	338	0
Training	<b>6</b>	326	807	1,133	1,100
Conference Costs	<b>7</b>	1,927	1,200	3,127	1,695
Governance Costs	<b>8</b>	80	20	100	131
Volunteers/Visitors/group Leaders		93	349	442	82
<b>Total Payments</b>		<b>19,222</b>	<b>21,898</b>	<b>41,120</b>	<b>25,045</b>
<b>Surplus for the Year</b>		<b>(5,047)</b>	<b>(5,229)</b>	<b>(10,276)</b>	<b>7,040</b>
Cash & Bank Balance at 1st January 2014		46,317	0	46,317	39,277
<b>Balance at 31st December 2014</b>		<b>41,270</b>	<b>(5,229)</b>	<b>36,041</b>	<b>46,317</b>

**NOTE: This page is for information only**  
**and does not form part of the "examined" accounts**

**HARROW BEREAVEMENT CARE AND BEREAVEMENT CARE**  
**Registered Charity Numbers 1081257 / 1157002**

**MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

	2014				2013			
	HBC £	BC	General Fund £	Designated Fund £	TOTAL £	General Fund £	Designated Fund £	TOTAL £
<b>SUMMARY OF FUNDS</b>								
Balances at 1st January 2014	46,317	0	46,317	5,000	51,317	43,777	5,000	48,777
Transfer HBC to BC	(41,270)	41,270	0					
Surplus for the 6 months	(5,047)	(5,229)	(10,276)		(10,276)	7,040		7,040
Liabilities (Grant overpaid by LBH returned Jan 2013)						(4,500)		(4,500)
<b>Balances at 31st December 2014</b>	<b>0</b>	<b>36,041</b>	<b>36,041</b>	<b>5,000</b>	<b>41,041</b>	<b>46,317</b>	<b>5,000</b>	<b>51,317</b>
<b>STATEMENT OF ASSETS AND LIABILITIES</b>								
<b>Monetary Assets</b>								
Cash HSBC Business Account	0	793	793		793	2,177		2,177
Cash HSBC Higher Interest Account	0	5,501	5,501		5,501	2,677		2,677
Cash COIF Account	0	29,588	29,588	5,000	34,588	41,421	5,000	46,421
Cash in Hand	0	159	159		159	42		42
<b>Balances at 31st December 2014</b>	<b>0</b>	<b>36,041</b>	<b>36,041</b>	<b>5,000</b>	<b>41,041</b>	<b>46,317</b>	<b>5,000</b>	<b>51,317</b>



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**HARROW BEREAVEMENT CARE AND BEREAVEMENT CARE**  
**Registered Charity Numbers 1081257 / 1157002**

**MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial statements of the charity have been prepared on a Receipts and Payments basis and generally in accordance with the Charities SORP 2005 and The Charities Act 2011

**a. Funds and Reserve**

General funds represent the funds of the charity that are not subject to special restrictions regarding their use and are available for application to the general purposes.

The Designated Fund is explained in Note 9, but is held at the discretion of the trustees and therefore Unrestricted.

**b. Statement of Assets and Liabilities.**

The statement of assets refers to monetary assets only.

Expenditure on capital equipment etc. is not recognised in these financial statements although a simple inventory of non-monetary assets is maintained by the trustees.

**2. INDIVIDUAL MEMBERSHIP SUBSCRIPTIONS**

Membership Fees - Current year  
 Membership Fees - In Advance

**Total per Receipts & Payments Account**

2014 £	2013 £
705	290
55	160
760	450

**3. GRANTS RECEIVED**

Jewish Joint Burial Society

**Total per Receipts & Payments Account**

2014 £	2013 £
0	1,500
0	1,500

**4. MEMORIAL SERVICE COLLECTIONS**

St. Alban's Church. North Harrow  
 Emmanuel Church. Northwood  
 St. John's Church. Pinner  
 St. Mary's Church. Harrow on the Hill  
 All Saints Church. Queensbury  
 All Saints Church. Harrow Weald  
 St. John's Church. Stanmore  
 St Michael & All Angels  
 Holy Trinity, Wealdstone

**Total per Receipts & Payments Account**

2014 £	2013 £
124	295
58	79
245	390
27	66
44	200
78	316
82	0
	50
44	
702	1,396

**NOTE: This page is for information only**  
**and does not form part of the "examined" accounts**

**HARROW BEREAVEMENT CARE AND BEREAVEMENT CARE**  
**Registered Charity Numbers 1081257 / 1157002**

**MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**5. FUNDRAISING**

	2014 Receipts £	2014 Payments £	2014 Surplus £	2013 Receipts £	2013 Payments £	2013 Surplus £
Recycle for Charity	59		59	10	0	10
Quiz Supper 2014	2,378	750	1,628	2,268	875	1,393
Quiz Supper 2015	1,387	120	1,267	0	252	-252
Paper Quiz	108		108			
Music Soiree				1,060		1,060
Waitrose	260		260	600		600
Coffee Mornings	1,402	41	1,361			0
Arundel Outing			0	455	337	118
Theatre Evening			0	2,275	1,421	854
Pinner Village Fair	153	58	95			
Bridge Lunch	1,427	340	1,087	1,805	361	1,444
Table Sale			0	408	25	383
Trolley Dash	3,109	152	2,957	2,566	433	2,133
Carol Singing 2013	250		250	609		609
Carol Singing 2014	818		818			
Other Fundraising events						0
<b>Total per Receipts &amp; Payments Account</b>	<b>11,351</b>	<b>1,461</b>	<b>9,890</b>	<b>12,056</b>	<b>3,704</b>	<b>8,352</b>

**6. TRAINING**

	2014 Receipts £	2014 Payments £	2013 Receipts £	2013 Payments £
Initial Training	1,530	528	1,010	262
Workshops	635	29	430	488
Children	1,285	576	1,170	350
<b>Total per Receipts &amp; Payments Account</b>	<b>3,450</b>	<b>1,133</b>	<b>2,610</b>	<b>1,100</b>
<b>Net receipts from Training</b>			<b>2,317</b>	<b>1,510</b>

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**HARROW BEREAVEMENT CARE AND BEREAVEMENT CARE**  
**Registered Charity Numbers 1081257 / 1157002**

**MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014**

	2014 Receipts £	2014 Payments £	2013 Receipts £	2013 Payments £
<b>7. CONFERENCE</b>				
Fees	4,500		4,385	
Donations	667		503	
Sale of CDs & books	30		50	
Hire of venue		200		350
Refreshments		261		187
Speakers' expenses, caretaker & Audio		1,242		418
Stationary, printing & Postage		374		40
Direct conference administration		1,050		700
	<b>5,197</b>	<b>3,127</b>	<b>4,938</b>	<b>1,695</b>
<b>Surplus from Conference</b>		<u>2,070</u>		<u>3,243</u>

**8. GOVERNANCE COSTS**

AGM  
 Disclosure & Barring Service (DBS) Checks

2014 £	2013 £
-	71
100	60
<b>100</b>	<b>131</b>

**9. DESIGNATED FUND**

Contingency against closure of office  
 including 2 months salary for 1 staff

2014 £	2013 £
<b>5,000</b>	<b>5,000</b>

**GROUP STATISTICS** for the year ended 31st December 2014

\* "Other bereavement activities" includes:-  
 - Client assessments  
 - preparation for visiting and phoning  
 - writing up notes  
 - conferences and training  
 - fundraising  
 - Tree of Life and Memorial services  
 - anything else

Organisation		Number Analysis				Time Analysis in hours				Year 2014	
		Number of all individuals contacted by visitors	of which no. of new individuals were	Visiting	Phoning/ emailing	Preparation for and attending meetings	Other bereavement activities*	Drop-in	TOTAL HOURS		
All Saints, Harrow Weald	24	9	18.25	3.5	22.25	90.25			134		
All Saints Queensbury	13	6	11	9.5	22	36			79		
Children's Group	45	18	168	15	48	71.5			303		
Dovetail Bereavement Care - HPBC	19	19	99	8.5	39		96		243		
Edgware & District Reform Syn	98	98	30	88	35	23			176		
Elliot Hall Medical Centre	no stats received								0		
Emmanuel, Northwood	35	17	23.25	8.75	44.5	43.25			120		
HBC Office	0	0			33	96.25			129		
Holy Trinity, Wealdstone	18	14	28	7	37.5	39.25	4		116		
Holy Trinity, Wealdstone Drop-in	176	13				23	325		348		
Icklenham Churches Visitors	194	24	90	54.75	254	201			600		
Icklenham Churches Drop-in	37	10					76		76		
Mosaic Reform Synagogue Northwood & Pinner Liberal Synagogue	108	50	116	72	301	349	50		888		
	102	42	28.5	60.75	168	77.75	0		335		
Sahara means Support (+++)	no stats received								0		
St Alban's North Harrow	71	22							0		
St John's, Greenhill	5	4	10	2	11	29			52		
St John's, Pinner	34	16	37.75	31.6	165.95	178.1			413		
St John's, Stanmore	41	10	49.5	8.25	40.5	34	0		132		
St Martin's Church, Ruislip,	no stats received								0		
St Martin's Church, Ruislip, drop-in	no stats received								0		
St Mary's - Harrow-on-Hill	0	0			2	4			6		
St Michael's Harrow Weald	18	4	11	3	9	37			60		
The Lodge	34	20	99.33	36.57	49	51.75			237		
West London Synagogue	no stats received								0		
Totals for Year	1072	396	820	409	1282	1384	551		4446		

**GROUP STATISTICS** for the year ended 31st December 2014

Analysis of total number of new individuals contacted this year, by gender, age and ethnicity

Organisation	Total new individuals		Gender		Reg Disabled	Age			Ethnicity																
	Male	Female	Under 16	17-59		Over 60	White British	White Irish	White Other	Bangla-deshi	Indian	Pakas-tani	Asian Other	African	Afr'n Can'n	Black Other	China	Other Ethnic	Mod Wh Black Afr'n	Mixed White/Asian	Mud Wh Afr'n Canbb	Mixed Other			
All Saints, Harrow Weald	2	7				9																			
All Saints Queensbury	3	3				2	4				1														
Children's Group	12	6	17	1		10	1			6			1								1				
Dovetail Bereavement Care - HPBC	3	16			3	28	70	96		1	1														
Edgware & District Reform Syn	38	60																							
Elliot Hall Medical Centre	no stats																								
Emmanuel, Northwood	5	12				12	5	15																	
HBC Office	0																								
Holy Trinity, Wealstone	3	11	1			12	2	6		3	1	1	1	1										1	
Holy Trinity, Wealstone Drop-in	6	7						13																	
Ickenhams Churches Visitors	10	14				7	17	24																	
Ickenhams Churches Drop-in	4	6				4	6	9																	
Mosaic Reform Synagogue	18	32				4	46	42		6	2														
Northwood & Pinner Liberal Synagogue	42																								
Sahara means Support (+++)	no stats																								
St Alban's North Harrow	22																								
St John's, Greenhill	4	4				4																			
St John's, Pinner	4	12	1			9	5	8		1	3	4													
St John's, Stanmore	2	8	1			7	3	7			1	1													
St Martin's Church, Ruislip,	no stats																								
St Martin's Church, Ruislip, drop-in	no stats																								
St Mary's - Harrow-on-Hill	0																								
St Michael's Harrow Weald	1	3						4																	
The Lodge	7	11				11	7	12		1	2	1	1												
West London Synagogue	no stats																								
Totals for Year	118	212	6	17	111	200	276	4	2	1	23	5	9	3	4	0	1	0	1	0	0	0	0	1	