



ANNUAL REPORT AND ACCOUNTS

For the year ended

31st December 2016

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Registered Charity number 1157002



BEREAVEMENT CARE
ANNUAL REPORT AND ACCOUNTS

For the year ended 31st December 2016

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BEREAVEMENT CARE

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st December 2016

Trustees

Peter Ellis	(Chair)
Peter Weber	(Honorary Treasurer)
Jean Seymour	(Honorary Secretary)
Fr. Edward Lewis	(Harrow Deanery Synod)
Neena Bedi	
Suresh Bharwaney	
Sue Ellis	
Jack Lynes	(to 18 th May 2016)
Bill Phillips	(to 18 th May 2016)
Bobbi Riesel	(to 18 th May 2016)
Carole Scarlett	

Corporate Members

Afghan Association Paiwand, Harrow
All Saints Church, Harrow Weald
All Saints Church, Queensbury
Asian Bereavement Care (formerly Sahara Means Support)
Dovetail Bereavement Care (in association with
Hillingdon Park Baptist Church)
Edgware & Mill Hill Bereavement Support Group
Elliott Hall Medical Centre
Emmanuel Church, Northwood
Harrow and Hillingdon Circuit of the Methodist Church
Holy Trinity Church, Wealdstone
Ickenham Churches' Bereavement Support Group
Kol Chai Synagogue
Mosaic Reform Synagogue
Northwood & Pinner Liberal Synagogue
St Alban's Church, North Harrow
St John the Baptist Church, Greenhill
St John the Baptist Church, Pinner
St John the Evangelist Church, Stanmore
St Luke's Hospice, Kenton
St Martin's Church, Ruislip
St Mary's Church, Harrow-on-the-Hill
St Michael & All Angels Church, Harrow Weald
West London Synagogue

Bankers:

HSBC
26-28 St Ann's Road, Harrow, Middlesex HA1 1LA

Independent Examiner:

Margaret Matchett
9 Stanmore Lodge, 71 Stanmore Hill, Stanmore, Middx, HA7 3EX

Executive 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, 2016.

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.

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

There are approximately 130 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 Chair of the Trustees and from the Executive Officer.

Staff

We thank David Griffiths, Executive Officer for his ongoing support and dedication to Bereavement Care.

The Trustees

CHAIRMAN'S REPORT

It has been a real privilege to act as chair to the Bereavement Care Trustees for the last 3 years.

As I announced this time last year, I will not be standing for election as chair at the next Annual General Meeting. I am very glad that on my departure as chair of Bereavement Care Trustees, the charity is in a strong position financially, we are well known in the community, our services are being well used by people who require our assistance, and our visitor numbers are good.

If you are new to Bereavement Care, you will need to know why Bereavement Care is so important to us all.

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

Our method is particularly simple: we listen.

Of course, things are not really quite so simple or straightforward.

We carry out our work among the people of the London Borough and Deanery of Harrow, and surrounding areas especially in Hillingdon.

Bereaved people need to know about us, and they and others need to know where we are and how we can be contacted.

Our visitors listen. Listening is not always easy. 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 as well as individual people need to be aware of our services; this means that 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, for some reason, they are not visited at home.

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

We have Trustees who run the charity and deal with legal and contractual matters. I am chair of those Trustees.

Bereavement Care has various Policies and Codes of Conduct, which are updated as appropriate. We have a Business Plan 'Establishing the Future for Bereavement Care' which guides many of our activities.

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

As before, 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 have an excellent Executive Officer who assists with our mission; there is a report of his work in this document.

This year's AGM in 2017 will be preceded by a brief talk given by Alexander Buckmire, the Research and Development Director of Voluntary Action Harrow Cooperative. Alex will be talking about how we can recruit more Volunteers and retain these volunteers, how we can maximise our fundraising, and what use we can make of our PQASSO award.

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

I am very grateful to you all for your support to me over the last few years, and I am indebted to the Trustees for their continued assistance.

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

Peter Ellis
Chair

TRAINING REPORT

It has been another busy year. It is always worth remembering that training is the foundation of our work.

We have held five of our essential Initial Bereavement Training courses and 'outside courses' for the Willesden Area, Diocese of London; one for the Afghan Association Paiwand; one for Mill Hill Churches and we have also trained for Age UK at Uxbridge College.

There have been two Children and Grief Courses. Eleven participants attended in March and just six in November.

We have also had four very successful Workshops dealing with Neonatal Deaths; Suicide; and Dementia; and one 'Refresher', all of which were well attended by our visitors.

We should not forget that our Conference too is an important source of training. Please see the separate report from Judy Silverton.

Judy Karbritz, Carole Scarlett and Helen Blakely have all assisted me in 'making it happen' and I take this opportunity to thank them and also David Griffiths for his valuable help in preparations and keeping us organised!

I would like to take this opportunity to remind fellow Group Leaders to take advantage of all our courses and to encourage their members to attend.

Bobbi Riesel
Voluntary Head of Training

FUND RAISING AND AWARENESS COMMITTEE REPORT

Committee members

Val Austen, Penny Bowskill, David Griffiths, Ian Herne (from Oct.), Marianne Kittell, Jeanette Leibling, Michele Lussagnet, Jack Lynes, Bobbi Riesel, Trudy Segal, Wendy Williams.

Who are we? Many of the group have a background of visiting, counselling or caring for sick or bereaved people. Some do have fund-raising, admin or financial skills. Mostly we just have hobbies or interests (cooking, theatre, keep fit, music, bridge, art ...) which we enjoy using to think up and enhance fund-raising ventures.

What do we do? The Fund-raising and Awareness Committee meets 7 or 8 times a year to plan a few main events plus ongoing projects to raise money for Bereavement Care. Other events concentrate on raising awareness of what Bereavement Care does, thus attracting helpers and/or funding.

Why is the money needed? The whole purpose of the charity is the care for those suffering bereavement given by our dedicated volunteer bereavement visitors. But they can only do this if they have training, safeguarding, advisory and admin support. Thus a vital network of Trainers, Trustees, Executive Officer, Conference Planners, Drop-in Centres and a properly equipped Office must all be sustained. Without funding, it is likely that the bereavement visiting could cease.

Was the year successful? On the whole, yes. Four events were happy occasions and financially productive: the Fish & Chip Quiz Supper; an "Enchanting Evening" Soiree; our popular Bridge Day; and Carol Singing at Harrow on the Hill Station. The latter was again organised by Jenny Reid, supported by a "flash choir" of volunteers and supporters.

Due to appalling weather, our stall at the Pinner Village Show raised a disappointing sum – but considerable awareness of our services, especially among young people. Tin collections at supermarkets; the "Community Green Disc" project at Waitrose; sale of Bereavement Care Christmas Cards and presentations to various institutions have brought large and small donations and much publicity throughout the year.

Of course, the support that has been given by the Mayor of Harrow nominating us as one of her charities has been a considerable bonus.

What challenges do we face? Matching the nature of each event to what our supporters enjoy sometimes misfires. Our summer outing obviously lacked wide appeal and had to be cancelled. The major, ever-present problem is a shortage of helpers. This contributed to another event cancellation. Our Committee's brief is to initiate, plan and co-ordinate ... not to undertake every single task and we value highly the support that has been willingly given this past year. But we do need help if we are to continue to provide the funds we need.

Can you help? Yes, in several ways. Perhaps you could hold a collecting tin for an hour; attend an event; sell tickets for an event; speak to groups about Bereavement Care's work; tell us what events you would enjoy; pass information on to David Griffiths about possible sponsors, venues, helpers; or even join our team!

Sincere thanks to Bobbi Riesel and Jack Lynes for hosting our meetings throughout the year and to all the Committee Members for their dedicated hard work.

Val Austen,

Co-ordinator: Fund Raising and Awareness Committee

CONFERENCE REPORT

Committee members

Peter Ellis, Doreen Fraser, Sharon Goldstein, David Griffiths, Jack Lynes, Bridget Murray, Karen Pollak, Jenny Reid, Bobbi Riesel, Judy Silverton.

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, community leaders and clergy.

Following on from the previous year's successful conference, the planning committee examined all the feedback we had received. It was clear that there was an overwhelming response that we should look into aspects of dementia in this year's conference. However, we are a bereavement organisation and our remit is to deal with issues surrounding bereavement. We knew that we could not lose that focus but we realised that we needed to incorporate the weighty issue of dementia into the programme for this year.

The 35th Conference held on 2nd November 2016 the Mosaic Reform Synagogue in Harrow was called **Early Mourning: *How to support those who experience grief and loss before and after death.***

We were also very lucky as the Mayor of Harrow, Cllr Rekha Shah, opened the conference as Bereavement Care was one of her named charities.

We began with Panel presentations from a team of experts: **Anticipatory Loss from a Cancer perspective** by **Liz Carruthers**, *Linda Jackson Centre, Mount Vernon Hospital*; **Living with Loss: when a family member has, dementia** by **Susan Dawson** and **Padraic Garrett**, *Jewish Care*; **Preparing children for the death of a family member** by **Pete Smale**, *Child Bereavement UK* and **Supporting Dementia Patients** by **Wendy Weidner** and **Caroline Scates**, *Dementia UK/Admiral Nurses*.

After their short presentations, the panellists led workshops. Following a sandwich lunch a Question and Answer session gave delegates the opportunity to address relevant questions to the panel.

Richard Conradi, *Bereavement Group Leader at Northwood & Pinner Liberal Synagogue* gave short presentation outlining the importance of Advance Personal Information.

Feedback from delegates confirmed that this was another excellent Conference.

Plans have already begun for the 36th Conference on 1st November 2017.

Judy Silverton

Chair, Conference Planning Group

REPORT FROM THE EXECUTIVE OFFICER

The role of the Executive Officer has become more established throughout 2016 and the job description "To carry out a range of administrative duties and outreach in support of the on-going work of Bereavement Care" encompasses a breadth of responsibilities that provide a great deal of satisfaction in being able to make a difference to those who ask for our help.

Alongside the usual day-to-day operation of the office, much of the first half of the year was focussed on the preparation needed for our PQASSO (Practical Quality Assurance Systems for Small Organisations) assessment. Whilst most of the policies, procedures and administration were already in place, a considerable amount of time was spent in getting this material ready for the external assessor; my thanks to Sue Ellis and Jean Seymour for their help in this. We were extremely pleased to be awarded PQASSO Level 1 in October.

There were 219 referrals received through the office last year (2015: 204) which is an increase for the ninth year in succession. Of these referrals, 169 were adults (2015: 158) and 51 were children (2015: 46). It is interesting (and very concerning) that 23% of our referrals were for children and young people, yet our children's visitors account for only 6% of our total number of visitors.

Once again, sincere thanks to Richard Conradi (Group Leader, Northwood & Pinner Liberal Synagogue) who has kindly collated our visiting and drop-in statistics for the year (see pages 18 & 19).

During the year I met with Emma Goldie and Dr Farooq from the Afghan Association Paiwand who are based in Harrow and with Julie Smart and Mike McDermott from St. Luke's Hospice in Kenton and was extremely pleased that both organisations were keen to join us as Corporate members.

It has also been encouraging to see the growth of bereavement drop-ins. We have been able to support the Cannon Lane Methodist Church's Thursday Coffee Shop by providing a Bereavement Drop-in on the first Thursday every month. Thanks to the small group of bereavement visitors who help in this way. Two new drop-ins started in the Mill Hill area in the autumn at St Michael's Church and the Church of the Sacred Heart and Mary Immaculate. Congratulations to all those who have helped in setting these up.

It has been a pleasure to be invited to speak at Millman's Resource Centre in Pinner and to provide a display at Cannon Lane Methodist Church for their 60th Anniversary and at Christ's Church, Uxbridge as part of their "Good Grief" Exhibition.

Funding continues to be high on the agenda, but is often a case of "being in the right place, at the right time" or knowing someone who "puts in a good word". In January, we were very grateful to some good friends of Bereavement Care who nominated our charity to be recipients of donations in lieu of their Golden Wedding Anniversary; a very generous and selfless consideration. Individual Membership donations, Corporate Memberships and collections at memorial services all helped to balance the books, as did a "Gift Day" at Cannon Lane Methodist Church. As in previous years, we received donations from some of our bereaved clients; and from several of the Waitrose branches from their Community Matters "Green Disc" Scheme. The London Borough of Harrow extended their Small Grant (that had been awarded in 2015) with an additional £2,000 and we received a grant of the same value from the Jewish Joint Burial Society. Donations from St. John the Baptist Church, Pinner and High Holy Day Appeals at Edgware and District Reform Synagogue and Mosaic Reform Synagogue were very welcome. Our fund-raising events were extremely well supported in 2016 and huge thanks are due to those who planned them, helped in the organisation or attended and supported them.

I was surprised and delighted to be invited to The Mayor of Harrow's Parlour in May to be told that Cllr. Rekha Shah, incoming Mayor of Harrow, had chosen Bereavement Care to be one of her Mayoral Charities this year, along with Parkinson's UK Harrow Branch. This has provided several opportunities for publicity, as well as a significant financial benefit that will be delivered this year.

Bereavement Care has been nominated by two local retailers as their "Charity of the Year" in 2016. Firstly by Sainsbury's in South Harrow and then by the Co-op in Carpenders Park. Having our banner and collecting tins on continual display in Sainsbury's has been excellent publicity.

For the second year running, we were pleased to be able to work with twelve teenagers as part of the National Citizenship Service: The Challenge over the summer period. After a "briefing" session in our office, given by Carole Scarlett and myself, the young people turned up at Sainsbury's in South Harrow to hold a bag-packing and charity bucket collection; then mounted an awareness-raising session at St George's Shopping Centre in Harrow the following day.

It continues to be a pleasure to have worked with Bereavement Care's volunteers over the past year and I look forward to working with you during the year ahead. Thank you for all the support you have given to me. I hope that together we can continue to provide this invaluable service in meeting the needs of so many bereaved adults and children in our local community.

David Griffiths,
Executive Officer

BEREAVEMENT CARE

INDEPENDENT EXAMINER'S REPORT

To the Trustees of
BEREAVEMENT CARE

I report on the accounts of the Trust for the year ended 31st December 2016.

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 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.

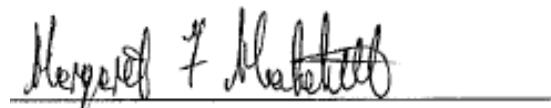
Basis of independent examiner's report

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: 6th April 2017

BEREAVEMENT CARE

Registered Charity Number 1157002

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2016

RECEIPTS AND PAYMENTS ACCOUNT

	Notes	GENERAL FUNDS £	DESIGNATED FUNDS £	2016 £	2015 £
RECEIPTS					
Voluntary Income Sources					
Corporate Membership Subscriptions		3,900		3,900	4,445
Individual Membership Subscriptions	2	971		971	1,056
Grants received	3	2,000	2,000	4,000	13,700
Memorial Service Collections	4	1,318		1,318	1,018
Donations		11,282	1,000	12,282	11,861
Gift Aid Tax reclaimed		1,661		1,661	2,052
Sub Total		21,132	3,000	24,132	34,132
Other Income					
Fundraising	5	10,056		10,056	14,550
Training	6	4,220		4,220	5,906
Conference	7	5,165		5,165	5,282
Bank Deposit Interest		221		221	161
Insurance Claim			5,000	5,000	0
Total Receipts		£40,794	£8,000	£48,794	£60,031
PAYMENTS					
Operating Costs					
Staff Costs		24,783	481	25,264	21,967
Premises Costs (Office Rent)		4,506	400	4,906	4,820
Development & Outreach		0		0	4,387
Office Costs (including Photocopier)		750	338	1,088	1,433
Telephone & Internet		558	100	658	593
Stationery & Postage		289	275	564	511
Insurance		530	300	830	1,367
Fundraising Costs	5	2,492		2,492	5,092
Publicity		0	338	338	269
Training	6	1,137	900	2,037	3,217
Conference Costs	7	2,361		2,361	1,305
Governance Costs	8	2,100	218	2,318	72
Legal Expenses, Fees & Costs		0	4,868	4,868	1,180
Volunteers/Visitors/Group Leaders		50		50	5
Total Payments		£39,556	£8,218	£47,774	£46,218
Surplus for the Year		1,238	(218)	1,020	13,813
Cash & Bank Balance at 1 st January		41,684	13,170	54,854	41,041
Balance at 31st December		£42,922	£12,952	£55,874	£54,854

BEREAVEMENT CARE
Registered Charity Number 1157002

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2016

**STATEMENT OF ASSETS AND
LIABILITIES**

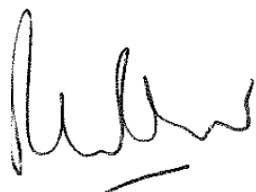
Monetary Assets

Cash HSBC Business Account
 Cash HSBC Higher Interest Account
 Cash COIF Account
 Cash in Hand

Balances at 31st December

	2016			2015		
	General Fund £	Designated Fund £	TOTAL £	General Fund £	Designated Fund £	TOTAL £
	802		802	2,975		2,975
	9,062	2,952	12,014	8,836	8,170	17,006
	32,911	10,000	42,911	29,743	5,000	34,743
	147		147	130		130
	£42,922	£12,952	£55,874	£41,684	£13,170	£54,854

Signed for and on behalf of the Trustees



P Ellis (Chair)

5th April 2017



P Weber (Treasurer)

5th April 2017

BEREAVEMENT CARE
Registered Charity Number 1157002

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2016

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 2015 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 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

2016 £	2015 £
741	901
230	155
£971	£1,056

3. GRANTS RECEIVED

Joint Jewish Burial Society
 Santander Foundation
 Edward Harvist Trust
 Church Urban Fund
 London Borough of Harrow
Total per Receipts & Payments Account

2016 £	2015 £
2,000	0
0	5,000
0	500
0	4,200
2,000	4,000
£4,000	£13,700

4. MEMORIAL SERVICE COLLECTIONS

St. Alban's Church. North Harrow
 Emmanuel Church. Northwood
 St. John's Church. Pinner
 All Saints Church. Queensbury
 All Saints Church. Harrow Weald
 St. John's Church. Stanmore
 St Michael & All Angels Church, Harrow Weald
 Holy Trinity Church, Wealdstone
Total per Receipts & Payments Account

2016 £	2015 £
114	209
100	76
610	385
79	0
152	116
191	210
0	22
72	0
£1,318	£1,018

BEREAVEMENT CARE
Registered Charity Number 1157002

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2016

5. FUNDRAISING

	2016 Receipts £	2016 Payments £	2016 Surplus £	2015 Surplus £
Recycle for Charity	56	0	56	51
Quiz Supper 2016	1,992	1,038	954	1,901
Quiz Supper 2017	0	100	(100)	0
Paper Quiz	0	0	0	56
Morrisons Collection	0	6	(6)	585
Sainsbury's Collection	1,396	65	1,331	435
Waitrose	1,125	0	1,125	550
Some Enchanting Evening	2,457	587	1,870	0
Coffee Mornings/Tea Parties	89	0	89	464
Highclere Outings	0	0	0	1,713
Pinner Village Fair	141	30	111	125
Bridge Lunch	1,690	621	1,069	1,205
Christmas Card sales	217	0	217	165
Trolley Dash	0	20	(20)	1,581
Carol Singing	893	25	868	917
Total per Receipts & Payments Account	£10,056	£2,492	£7,564	£9,458

6. TRAINING

	2016 Receipts £	2016 Payments £	2016 Surplus £	2015 Surplus £
Initial Training	2,715	1,352	1,363	2,183
Workshops	640	180	460	147
Children	865	505	360	359
Total per Receipts & Payments Account	£4,220	£2,037	£2,183	£2,689

During the year 1 Trustee (2015: 2) provided training on behalf of the Charity and was paid for this. The amounts were as follows:

Trustee 1

Trustee 2

Total

2016 £	2015 £
245	390
0	750
£245	£1,140

BEREAVEMENT CARE
Registered Charity Number 1157002

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2016

7. CONFERENCE

Fees
Donations
Sale of CDs & books
Hire of venue
Refreshments
Speakers' expenses, caretaker & Audio
Stationery, printing & Postage
Direct conference administration
Total per Receipts & Payments Account

2016 Receipts £	2016 Payments £	2016 Surplus £	2015 Surplus £
4,465		4,465	4,220
700		700	920
		0	142
	200	(200)	(200)
	182	(182)	(322)
	391	(391)	(337)
	488	(488)	(196)
	1,100	(1,100)	(250)
£5,165	£2,361	£2,804	£3,977

8. GOVERNANCE COSTS

AGM
Bank & Credit Card Charges
PQASSO
Data Protection Registration
Disclosure & Barring Service (DBS) Checks
Sundries
Total per Receipts & Payments Account

2016 £	2015 £
58	37
49	0
1,918	0
35	35
218	0
40	0
£2,318	£72

9. DESIGNATED FUNDS

Contingency Fund
London Borough of Harrow
Total

Balance 1 Jan 2016 £	Received in 2016 £	Paid in 2016 £	Balance 31 Dec 2016 £
11,820	6,000	4,868	12,952
1,350	2,000	3,350	0
£13,170	£8,000	£8,218	£12,952

GROUP STATISTICS for the year ended 31st December 2016

"Bereavement Care" - Analysis of work done by visitors/volunteers in 2016							
Visiting Organisation	Number Analysis		Time Analysis in hours				TOTAL HOURS
	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*	
Afghan Association Paiwand	9	9	47	3	23		73
All Saints Queensbury	4	3	3	9	18	32	62
All Saints, Harrow Weald	69	11	56	8	15	27	105
Asian Bereavement Care (Sahara)	177	36	322	353	309	746	1,730
Cannon Lane ** (No visiting service)	-	-	-	-	-	-	
Children's Group	46	18	82	15	36	63	195
Dovetail Bereavement - HPBC **	74	28	294	35	62	23	414
Edgware & Mill Hill Visiting Group**	11	5	17	47	33	32	129
Emmanuel, Northwood	17	11	21	5	28	17	71
Holy Trinity, Wealdstone**	32	12	22	10	37	19	88
Ickenham Churches**	78	21	65	37	294	164	559
Kol Chai Synagogue	69	35	15	26	130	74	245
Mosaic Reform Synagogue	59	40	179	71	318	284	852
Northwood & Pinner Liberal Synagogue	46	39	10	39.1	180.5	40	270
St Alban's North Harrow	38	16	43	15	163	77	297
St John's, Greenhill	4	4	14	3	9	37	63
St John's, Pinner	21	20	77	22	204	253	556
St John's, Stanmore	12	1	4	2	51	67	124
St Mary's - Harrow-on-Hill	2	1	3	1	6	4	14
St Michael's Harrow Weald	6	5	4	6	2	10	22
The Lodge Groups (1 + 2)	69	26	183	32	103	101	419
Visiting Totals for year	834	341	1,459	737	2,021	2,069	6,286

* Other bereavement activities includes: Client assessments; preparation for visiting and phoning; writing up notes; conferences and training; fund-raising; Tree of Life and Memorial services; any other activities.

Drop-In Organisation	Number of New individuals in the year **					TOTAL VOLUNTEER HOURS
Cannon Lane Methodist Church	4					14
Dovetail Bereavement - HPBC	26					104
Edgware & Mill Hill Drop-ins	16					74
Holy Trinity, Wealdstone Drop-in	20					519
Ickenham Churches Drop-In	16					80
Drop In Totals for Year	82					777
Total Visiting + Drop In	423					7,063

** Drop-in Notes: All attendees for the first session in the year are recorded as "new". Thereafter for further drop-in sessions only the number of new people attending for the first time are recorded.

GROUP STATISTICS for the year ended 31st December 2016

Analysis of total number of new individuals/attendees contacted this year, by gender, age and ethnicity, inc Drop-In for 2016

Organisation (** by name indicates Drop-In stats included)	Total new individuals Visiting plus Drop-In	Gender		Reg Disabled	Age			Ethnicity															
		Male	Female		Under 16	17-59	Over 60	White British	Irish	White Other	Bangla- deshi	Indian	Pakas- tani	Asian Other	African Carib'n	Black Other	China	Other Ethnic	Mxd Wh Bick Afr'n	Mixed White/ Asian	Mxd Wh Afrn Caribb	Mixed Other	
Afghan Association Paiwand	9	5	4		5	4		1					1	5	2								
All Saints Queensbury	3		3			2	1	2		1													
All Saints, Harrow Weald	11	3	8			5	6	8				2			1								
Asian Bereavement Care (Sahara)	36	3	33				36					34		2									
Cannon Lane, Drop-In only**	4	1	3				4	4															
Childrens Group	18	8	10		14	4		3	1			3		9	1			1					
Dovecliff Bereavement - HPBC **	54	13	41			39	15	38	1	1				7	1	1	2		1	2			
Edgware & Mill Hill Visiting Group **	21	2	19			13	8	13	2	1		2			1	2							
Emmanuel, Northwood	11	7	4			4	7	11															
Holy Trinity, Wealdstone **	32	12	20	7		8	24	26	1	1		1		1		1			1				
Ickenham Churches **	37	15	22			6	31	34		1		1		1									
Kol Chai Synagogue	35	18	17			25	10	35															
Mosaic Reform Synagogue	40	14	26	2		12	28	21				19											
Northwood & Pinner Liberal Synagogue	39	18	21			3	36	39															
St Alban's North Harrow	16	2	14			3	13	11				3		2									
St John's, Greenhill	4	1	3			2	2	2	1			1											
St John's, Pinner	20	2	18			8	12	17		1				1	1								
St John's, Stanmore	1		1			1			1														
St Mary's - Harrow-on-Hill	1	1				1		1															
St Michael's Harrow Weald	5	1	4			1	4	2	2	1													
The Lodge Group (1 + 2)	26	5	21			18	8	14	2			2	1	1	1	4			1				
Totals for Year	423	131	292	9	19	159	245	282	11	7		68	2	29	7	9	2	1	3		2		