



**Bereavement
Care**

Supporting you through grief and loss

ANNUAL REPORT AND ACCOUNTS

For the year ended

31st December 2017

The Lodge
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Harrow
Middlesex HA1 4HZ
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Registered Charity number 1157002



BEREAVEMENT CARE
ANNUAL REPORT AND ACCOUNTS

For the year ended 31st December 2017

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BEREAVEMENT CARE

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st December 2017

Trustees

Revd Edward Lewis (Chair, from 24/5/17)
Peter Ellis (Chair, to 24/5/17)
Richard Jones (Vice-chair, from 23/10/17)
Peter Weber (Honorary Treasurer)
Jean Seymour (Honorary Secretary)
Revd Edward Lewis (Harrow Deanery Synod, to 24/5/17)
Val Austen (from 8/2/17)
Neena Bedi
Peter Ellis (from 24/5/17)
Sue Ellis
Richard Jones (from 8/2/17)
Jack Lynes (from 24/5/17)
Helena Reid (from 5/4/17)
Bobbi Riesel (from 24/5/17)
Carole Scarlett

Corporate Members

Afghan Association Paiwand, Harrow
All Saints Church, Harrow Weald
All Saints Church, Queensbury
Asian Bereavement Care
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
Pinner Synagogue Bereavement Support Group
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, 2017.

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

CHAIR'S REPORT

It was a great honour to be elected Chair of Bereavement Care at the last AGM. I pay tribute to my immediate predecessors Dr Peter Ellis and Jack Lynes thanking them for their prudent work in the Chair.

The aim of Bereavement Care is to draw alongside those who have experienced bereavement or loss. Her Late Majesty Queen Elizabeth The Queen Mother famously said, '*Grief is the price we pay for love*'. We know from personal experience that the loss of a loved one can have a profound effect.

Bereavement Care operates in the London Boroughs of Harrow and Hillingdon and surrounding areas. The office is based within The Lodge complex in Pinner Road, leased from Harrow Council. There, our Executive Officer, David Griffiths, maintains the day to day operation of the charity. He is usually the first point of reference for someone seeking assistance. David will pass the request to a Bereavement Care Assessor and, subject to a satisfactory telephone assessment, the referral is forwarded to an appropriate Group Leader for allocation to a Bereavement Visitor. There are approximately 120 adult and 10 children's Visitors. The Visitor makes contact and arranges a visit at the person's home, or at a neutral place, usually the office. Calls involving children might be dealt with slightly differently, with meetings at the child's school. Visitors are trained and have regular updates and meetings, in groups or clusters, for mutual support. The Group/Cluster leaders will also get together regularly to share concerns and trends that may be developing.

With a commitment to the safeguarding of both our Bereavement Visitors and our clients, the Trustees have affirmed that all Children's Visitors must have an enhanced Disclosure and Barring Service (DBS) check before commencing visits, and have recommended that it would be desirable for all Adult Visitors too.

Those who use Bereavement Care can be assured the Visitors will treat what passes between them with total confidentiality in all things lawful and honest.

The Annual Conference takes a topic of interest from within the world of bereavement and seeks to update and inform Bereavement Visitors and others who may be interested. It also raises awareness within our community. The last Conference was full to capacity and had a waiting list!

Running even a small charity, means that the various diktats of the Charity Commission have to be dealt with. Standards must be high and we have to conform to requirements so as to ensure that we operate in a professional way. We are, after all, dealing with children and adults at a time when they can be most vulnerable. The Charity is run by a board of 12 Trustees. Various trustees take responsibility for different areas of Policy and Codes of Conduct. Much of this is unsung work but it keeps the wheels turning and is greatly valued. We have a Business Plan, '*Establishing the Future of Bereavement Care*'. This informs many of our activities.

Fundraising and grant applications are vital. The charity cannot exist on fresh air, so a range of activities take place during the year, including Carol Singing at Underground stations, a Bridge Day and the annual Fish & Chip Supper & Quiz. New events are planned from year-to-year and in 2017 a Prize Draw was arranged with the intention of drawing the winners at the Midsummer Tea Party. Regrettably, the Wimbledon tennis tournament gave rise to the latter being held on a much smaller scale!

There is a hugely dedicated band of people who give so much of themselves and their time to Bereavement Care. Without them the Charity would falter and fail. Because of them, because of you, the Charity goes on from strength to strength. We are always delighted when Bereavement Care is remembered through a donation or in someone's Will. Please be assured not a penny is wasted.

I have thanked our volunteers for their sterling work. On behalf of the Trustees and all involved, I should like to record our thanks to our Executive Officer, David Griffiths. Thanks to David, Bereavement Care is run in an exemplary fashion and its mission is enriched. We are so fortunate to have David in this vital role.

Various people will be contributing to this report to give as full a picture as possible of the work that underpins this great charity which is Bereavement Care.

This comes with ongoing thanks to everyone who is concerned with our work and an appeal for more volunteers.

Revd. Edward Lewis
Chair

TRAINING REPORT

We have had another busy and productive year.

Internally, thirty-five people attended our Initial Bereavement Training courses, although in order to ensure continuity and to allow for increased demand, a better response would have been welcomed.

There were two very successful 'Children and Grief' courses; a Workshop to help bereavement visitors when 'Supporting those bereaved by Suicide' led by Emmie McGregor; and our first 'Mindfulness' workshop which was very successful and attracted eighteen people, and was led by Barbara Lenton.

Externally, Helen Blakely and I ran a 'Children & Grief' Course for 'HALO' Children's Foundation in Hayes. We have run Initial Bereavement Training Courses for the United Synagogue and for the Willesden Area, Diocese of London - for whom we also provided a 'Pastoral Emergencies' Workshop. We presented an 'Impact of Grief' session at Brunel University as part of the 'Seasons for Growth' Conference.

We urge all of the Communities that come under the 'Bereavement Care Umbrella' to encourage their visitors, however experienced they may be, to take advantage of our ongoing training; in particular the Safeguarding Workshops and the short 'Revision' Sessions to be announced in the coming year.

I wish to thank Judy Karbritz, Carole Scarlett and Helen Blakely for their valuable input and David Griffiths for his efficient help in each situation.

Bobbi Riesel
Voluntary Head of Training

FUND RAISING AND AWARENESS COMMITTEE REPORT

Committee members (for all or part of 2017)

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

The variety of events organised by this Committee, and the funds raised thereby, are evident from other reports (Executive Officer & Financial). These have included the Fish & Chip Supper Quiz; Charity Collections at Sainsbury's Supermarket; Prize Draw; Pinner Village Show; Bridge Lunch and, last year, two sessions of Carol Singing. Less obvious but equally pleasing is the greatly increased awareness of Bereavement Care's work. Printed information is dispersed wherever possible, but increasingly we are seeing the value of talking to people. The impact of someone who passionately believes in Bereavement Care just telling others about us is amazing. Please, everyone, take every opportunity to talk about what Bereavement Care can do to help those suffering loss.

Since the Committee's inception there have been many changes of personnel around a small stable core. Some have joined briefly for particular projects, others longer-term. I cannot thank enough all past and present members of last year's team for their commitment. So much time, energy, thought, research, expertise and sheer hard work, all given with generosity and accompanied by much laughter.

We are fortunate that our functions dovetail with those of Executive Officer, David Griffiths. He attends almost every meeting, updates us with regular reports, clarifies complex regulations and provides invaluable practical support at events. Thank you David, and also the small band of members who help with specific tasks. The original brief for the Committee was to plan events in outline, with each Committee member giving active help at some events, depending on their abilities and availability. Assistance for the actual events would be from members and supporters of Bereavement Care.

There is of course a flaw in that brief and we are faced with a growing problem. Almost every Committee member is now involved in detailed planning, preparing for and attending most events. To put it bluntly, this Committee is in danger of working itself into the ground. We need help, YOUR help! We do understand that Committee work is not for everyone. However you do not need to be on the Committee to help us (although if you can find some new recruits among your friends, they will be welcomed gladly). We need occasional help from lots of people; the odd hour of your time at an event or preparing something at home is a welcome contribution.

Without funds Bereavement Care cannot function as effectively as we would all like it to. Please find out from Committee members how you can help to keep us going.

Val Austen,

Co-ordinator: Fund Raising and Awareness Committee

CONFERENCE REPORT

Committee members

Revd Edward Lewis, Angela Atkins, 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.

The feedback we received from the 2016 Conference indicated that there was a need to go 'back to basics' so we decided to look at the areas that are covered in the Initial Bereavement Training. We also wanted to change the format from the previous year and keep our ideas fresh.

The 36th Conference, held on 1st November 2017 at Mosaic Reform Synagogue in Harrow was called **Re-visiting – a fresh look at Bereavement Support**. We were extremely fortunate to be able to get Jim Kuykendall as our Keynote speaker. He is an inspirational presenter and his address was entitled '*The role of the bereavement visitor in 2017*'.

Following the Keynote address we had coffee and then the morning workshops were held. There were six different sessions (morning and afternoon) enabling delegates to go to two experiences covering two different areas of interest. The workshops were entitled: **Beginnings** – From the initial contact to the first session: **Boundaries** – Setting out the boundaries: **Is Listening Enough** – We are here to listen ... but are we missing something? **Blocks to Bereavement** – The elephants in the room: **Opening Doors with Bereaved Children** – how to get children to open up: **Endings** – what to do when your bereavement visiting comes to an end. Our workshop facilitators were very experienced in each of their subjects and Jim Kuykendall had also agreed to run workshops. Jim's workshops were oversubscribed which took up a considerable amount of time trying to allocate places fairly.

There was a sandwich lunch and time for delegates to 'network', examine flyers and obtain information from various organisations that were displayed around the main conference hall. We also had a bookstall display and orders could be taken for items not on display.

After lunch the workshops were repeated and delegates reconvened in the hall to listen to Jim Kuykendall close the conference. In conclusion, Father Edward Lewis gave thanks to the conference organisers and volunteers. Feedback from delegates confirmed that this was another excellent Conference.

I would like to add my thanks to the Conference Planning Committee members without whom this event would not be possible and to our amazing volunteers who help on the day. Also, my grateful thanks to David Griffiths for his support and help with the administration which is always carried out extremely efficiently and never with a cross word, making my task much easier.

Plans have already begun for the 37th Conference on 31st October 2018.

Judy Silverton

Chair, Conference Planning Group

REPORT FROM THE EXECUTIVE OFFICER

2017 has been another year of growth in the evolution of Bereavement Care. As the service we provide is disseminated to more and more people, the number of referrals received through the office has increased for the tenth year in succession. We continue to recruit, train and hopefully retain more volunteers, and thereby meet the needs of an increasing demand for bereavement support.

There were 222 referrals received through the office last year (2016: 219). Of these referrals, 171 were adults (2016: 169) and 51 were children (2016: 51). Whilst we encourage clients to self-refer, there are an increasing number of referrals that emanate from the National Health Service (NHS) General Practitioners, Talking Therapies and IAPT (Improving Access to Psychological Therapies). Regrettably, some of these referrals have been for clients with more complex mental health issues which are generally beyond the scope of the visiting scheme. Other sources of referrals have been through schools, Local Authority Social and Children's Services, Funeral Directors, the national bereavement charity Cruse, from internet searches; and from friends and relatives who have previously been supported by Bereavement Care.

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

During the year I met with Tara Curtis from Harrow Clinical Commissioning Group to arrange for details of our service to be sent to all GP surgeries in the Borough of Harrow. I have also met with Syreeta McKay, Child and Adolescent Psychotherapist at Harlington Hospice to review how our two services can work alongside each other in supporting bereaved children in the Borough of Hillingdon and with Mike McDermott from St. Luke's Hospice to discuss a joint initiative on providing additional support for bereaved children in Harrow.

I have visited several of the bereavement drop-ins that are organised throughout the two Boroughs. These are providing invaluable support for adults who feel isolated following a bereavement. Sincere thanks to all the volunteers who sustain these on a regular basis.

It has been a pleasure to be invited to speak at Uxbridge Rotary Club and Kol Chai Synagogue, both of which resulted in some additional donations. I was also invited to present a session on "The Impact of Grief" at the "Seasons for Growth" Conference which was held at Brunel University in June.

Fund-raising is an ongoing challenge, not just for our Fund-raising and Awareness Committee, but also in seeking different sources of funding. I informed those present at the Annual General Meeting in 2016 that Councillor Rekha Shah had chosen Bereavement Care as one of her recipient charities to benefit from the Mayor of Harrow's Special Appeal during her Mayoral Year in 2016/2017. In support of this appeal thirteen representatives of Bereavement Care attended the Mayor's Ball at Harrow Arts Centre in February. The float in the London New Year's Day Parade gained a third prize for Harrow and the proceeds were split between the Mayor's two charities. We have received donations from all four of the Waitrose branches in our area from their Community Matters "Green Disc" Scheme.

Donations from St. John the Baptist Church, Pinner and from several of our Corporate Members who took collections at their annual Memorial Services were very welcome.

Our Local Charity Partnership with Sainsbury's in South Harrow ended in June. The total raised through this partnership with the charity tin collections arranged by our volunteers and with the Sainsbury's "Carrier Bags for Life" scheme achieved just over £3,250; and our Community Fund Partnership with the Co-op in Carpenders Park and local Co-op outlets (including Grimstead's Funeral Service in Pinner) also raised another £3,250.

For the third year running, we welcomed twelve teenagers from the National Citizenship Service: The Challenge over the summer period. In addition to the customary "briefing" session in our office, the teenagers took a number of photographs which can be used as part of our publicity. On the final day of the project, they mounted a display in central Harrow encouraging members of the public to sign on a "memory wall banner". Our thanks to Revd. Barry Hingston (Vicar) and the Church of St. John's Greenhill for allowing us to use their frontage for this purpose.

I am frequently asked whether my role is somewhat depressing, working full-time in the field of bereavement? But I usually surprise the enquirers when I explain that facilitating the process of supporting children and adults at a time of grief is extremely fulfilling. It is a continuing pleasure to work with all of Bereavement Care's volunteers. As always, thank you for all the support you have given to me. And on behalf of all the children and adults that have received support from many of you, may I offer sincere thanks for all you do.

David Griffiths,
Executive Officer

BEREAVEMENT CARE

INDEPENDENT EXAMINER'S REPORT

I report to the Trustees on my examination of the accounts of Bereavement Care (the Trust) for the year ended 31st December 2017.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145 (5)(b) of the Act.

Independent Examiner's statement

I have completed by examination. I confirm that no material 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 Trust as required by Section 130 of the 2011 Act: or
2. the accounts do not accord with these records.

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 accounts to be reached.



Margaret F Matchett

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

9th February 2018

BEREAVEMENT CARE

Registered Charity Number 1157002

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017

RECEIPTS AND PAYMENTS ACCOUNT

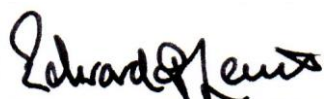
RECEIPTS	Notes	GENERAL FUNDS £	DESIGNATED FUNDS £	2017 £	2016 £
Voluntary Income Sources					
Corporate Membership Subscriptions	2	4,450		4,450	3,900
Individual Membership Subscriptions	2	911		911	971
Grants received	3	0		0	4,000
Memorial Service Collections	4	1,218		1,218	1,318
Donations		9,214		9,214	12,282
Gift Aid Tax		1,319		1,319	1,661
Sub Total		24,132	0	24,132	24,132
Other Income					
Fundraising	5	9,209		9,209	10,056
Training	6	4,690		4,690	4,220
Conference	7	4,865		4,865	5,165
Bank Deposit Interest		103		103	221
Insurance Claim		0		0	5,000
Total Receipts		£35,979	£0	£35,979	£48,794
PAYMENTS					
Operating Costs					
Staff Costs		26,443		26,433	25,264
Premises Costs (Office Rent)		3,740		3,740	4,906
Office Costs (including Photocopier)		1,507		1,507	1,088
Telephone & Internet		778		778	658
Stationery & Postage		873		873	564
Insurance		965		965	830
Fundraising Costs	5	2,572		2,572	2,492
Publicity		40		40	338
Training	6	2,345		2,345	2,037
Conference Costs	7	3,015		3,015	2,361
Governance Costs	8	217		217	2,318
Legal Expenses, Fees & Costs		0		0	4,868
Volunteers/Visitors/Group Leaders		63		63	50
Total Payments		£42,548	£0	£42,548	£47,774
Surplus for the Year		(6,569)	0	(6,569)	1,020
Cash & Bank Balance at 1 st January		42,922	12,952	55,874	54,854
Balance at 31st December		£36,353	£12,952	£49,305	£55,874

BEREAVEMENT CARE
Registered Charity Number 1157002

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017

STATEMENT OF ASSETS AND LIABILITIES	2017			2016		
	General Fund £	Designated Fund £	TOTAL £	General Fund £	Designated Fund £	TOTAL £
Monetary Assets						
Cash HSBC Business Account	701	0	701	802		802
Cash HSBC Higher Interest Account	2,565	2,952	5,517	9,062	2,952	12,014
Cash COIF Account	33,011	10,000	43,011	32,911	10,000	42,911
Cash in Hand	76		76	147		147
Balances at 31st December	£36,353	£12,952	£49,305	£42,922	£12,952	£55,874

Signed for and on behalf of the Trustees



Revd E Lewis (Chair)

8th February 2018



P Weber (Treasurer)

8th February 2018

BEREAVEMENT CARE
Registered Charity Number 1157002

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017

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. MEMBERSHIP SUBSCRIPTIONS

Corporate Membership Fees - Current year
 Corporate Membership Fees - In Advance
Total per Receipts & Payments Account

2017 £	2016 £
3,050	2,900
1,400	1,000
£4,450	£3,900
610	741
301	230
£911	£971

Individual Membership Fees - Current year
 Membership Fees - In Advance
Total per Receipts & Payments Account

3. GRANTS RECEIVED

Joint Jewish Burial Society
 London Borough of Harrow
Total per Receipts & Payments Account

2017 £	2016 £
0	2,000
0	2,000
£0	£4,000

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
 Holy Trinity Church, Wealdstone
Total per Receipts & Payments Account

2017 £	2016 £
142	114
102	100
242	610
275	79
204	152
253	191
0	72
£1,218	£1,318

BEREAVEMENT CARE
Registered Charity Number 1157002

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017

5. FUNDRAISING

	2017 Receipts £	2017 Payments £	2017 Surplus £	2016 Surplus £
Recycle for Charity	186	0	186	56
Quiz Supper 2017	3,234	1,206	2,028	954
Quiz Supper 2018	168	100	68	0
Singalong	0	0	0	(100)
Morrisons Collection	0	0	0	(6)
Sainsbury's Collection	256	0	256	1,331
Waitrose	395	0	395	1,125
Some Enchanting Evening	0	0	0	1,870
Coffee Mornings/Tea Parties	0	0	0	89
Highclere Outings	0	0	0	1,713
Pinner Village Fair	109	0	109	111
Bridge Lunch	2,253	946	1,307	1,069
Christmas Card sales	144	0	144	217
Prize Draw /Trolley Dash	791	320	471	(20)
Carol Singing - Rayners Lane	443	0	443	0
Carol Singing - Harrow on the Hill	1,230	0	1,230	868
Total per Receipts & Payments Account	£9,209	£2,572	£6,637	£7,564

6. TRAINING

	2017 Receipts £	2017 Payments £	2017 Surplus £	2016 Surplus £
Initial Training	2,990	1,311	1,679	1,363
Workshops	260	237	23	460
Children	1,440	797	643	360
Total per Receipts & Payments Account	£4,690	£2,345	£2,345	£2,689

During the year 2 Trustees (2016: 1) provided training on behalf of the Charity and were paid for this. The amounts were as follows:

Trustee 1
Trustee 2
Total

2017 £	2016 £
300	0
136	245
£436	£245

BEREAVEMENT CARE
Registered Charity Number 1157002

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017

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

2017 Receipts £	2017 Payments £	2017 Surplus £	2016 Surplus £
4,565		4,565	4,465
300		300	700
0	0	0	0
	100	(100)	(200)
	238	(238)	(182)
	864	(864)	(391)
	613	(613)	(488)
	1,200	(1,200)	(1,100)
£4,865	£3,015	£1,850	£2,804

8. GOVERNANCE COSTS

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

2017 £	2016 £
0	58
2	49
0	1,918
35	35
140	218
40	40
£217	£2,318

9. DESIGNATED FUNDS

Contingency Fund
Total

Balance 1 Jan 2017 £	Received in 2017 £	Paid out in 2017 £	Balance 31 Dec 2017 £
12,952	0	0	12,952
£12,952	£0	£0	£12,952

GROUP STATISTICS for the year ended 31st December 2017

"Bereavement Care" - Analysis of work done by visitors/volunteers in 2017							
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	13	5	76	3	38		117
All Saints Queensbury	5	5	8	7	16	35	66
All Saints, Harrow Weald	63	6	78	6	4	21	109
Cannon Lane ** (No visiting service)	-	-	-	-	-	-	
Children's Group	88	22	251	88	142	160	640
Dovetail Bereavement - HPBC **	21	11	273	38	92	46	448
Edgware & Mill Hill Visiting Group**	29	5	58	6	42	27	133
Emmanuel, Northwood	4	2	3	3	6	6	18
Holy Trinity, Wealdstone**	19	16	2	9	20	16	47
Ickenham Churches**	108	20	75	47	310	175	607
Kol Chai Synagogue	65	21	55	35	105	129	324
Mosaic Reform Synagogue	38	32	94	61	273	311	739
Northwood & Pinner Liberal Synagogue	97	47	46	51	129	109	335
St Alban's North Harrow	23	10	31	8	90	59	188
St John's, Pinner	71	24	76	51	271	247	645
St John's, Stanmore	23	11	31	12	75	66	183
St Michael's Harrow Weald	4	4	4	2	7	17	29
The Lodge Groups (1 + 2 + 3)	91	49	412	45	263	127	847
Visiting Totals for year	749	290	1,571	471	1,881	1,551	5,473

* 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 <u>New</u> individuals in the year **					TOTAL VOLUNTEER HOURS
7. Cannon Lane Methodist Church	7					28
Dovetail Bereavement - HPBC	24					181
Edgware & Mill Hill Drop-ins	12					125
Holy Trinity, Wealdstone Drop-in	32					440
Ickenham Churches Drop-In	14					82
Drop In Totals for Year	89					828
Total Visiting + Drop In	379					6,301

** 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 2017

Analysis of total number of new individuals/attendees contacted this year, by gender, age and ethnicity, inc Drop-In for 2017																											
Organisation (** by name indicates Drop-In stats included)	Total new individuals Visiting plus Drop-In	Gender		Age			Ethnicity																				
		Male	Female	Reg Disabled	Under 16	17-59	Over 60	White British	White Irish	White Other	Bangla- deshi	Indian	Pakas- tani	Asian Other	African Carib'n	Afr'cn Carib'n	Black Other	China	Other Ethnic	Mixed Wh Blck Afr'n	Mixed White/ Asian	Mixed Wh Afr'n Caribb	Mixed Other				
		Afghan Association Pawiand	5	4	1		4	1							1	3	1										
All Saints Queensbury	5	2	3		3	2	4	1																			
All Saints, Harrow Weald	6	1	5		3	3	3		1				1														
Cannon Lane, Drop-In only**	7	3	4		1	6	5		1																		
Childrens Group	22	12	10		20	2	12		3	1	2	1							1		1					1	
Dovetail Bereavement - HPBC **	35	5	30	2	18	17	30	2					2														
Edgware & Mill Hill Visiting Group **	17	1	16		9	8	6		3	1	3	1															
Emmanuel, Northwood	2		2		1	1	2																				
Holy Trinity, Wealdstone **	48	19	29	3	10	38	32	3	2																		
Ickenham Churches **	34	13	21		8	26	28	4																			
Kol Chai Synagogue	21	4	17		10	11	21																				
Mosaic Reform Synagogue	32	6	26		11	21	27	2																			
Northwood & Pinner Liberal Synagogue	47	18	29	0	0	15	32	47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St Alban's North Harrow	10	3	7		3	7	6		1					1													
St John's, Pinner	24	3	21		11	13	14		4					4													
St John's, Stanmore	11	2	9		7	4	7	1	1					2													
St Michael's Harrow Weald	4		4		2	2	3	1																			
The Lodge Group (1 + 2 + 3)	49	15	34	2	33	16	25	1	1				5	3	2	1	6										5
Totals for Year	379	111	268	7	24	148	207	272	11	14	0	20	6	20	4	18	0	3	4	0	0	1	0	0	0	6	