



## **ANNUAL REPORT AND ACCOUNTS**

For the year ended

31<sup>st</sup> December 2018

The Lodge  
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Registered Charity number 1157002





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

**For the year ended 31st December 2018**

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# BEREAVEMENT CARE

## ANNUAL REPORT AND ACCOUNTS

For the year ended 31st December 2018

Trustees

Revd Edward Lewis (Chair)  
Richard Jones (Vice-chair)  
Peter Weber (Honorary Treasurer)  
Jean Seymour (Honorary Secretary)  
Kim Parry (Harrow Deanery Synod, from 7/3/18)  
Val Austen  
Neena Bedi  
Peter Ellis  
Sue Ellis  
Richard Jones  
Jack Lynes  
Helena Reid  
Bobbi Riesel  
Carole Scarlett (to 23/5/18)

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 & Hendon 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, 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 Margaret's Church, Uxbridge  
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, 2018.

### **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 135 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, Dr. 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 has been a busy year and the Trustees have done their best to support the "home team" as well as look further afield for any new support (especially financial) that might be available.

Not surprisingly, 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 all know from personal experience that the loss of a loved one can have a profound effect. It might not be immediate and sometimes can take years to surface.

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 15 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 one of the best. It was full to capacity, and had a waiting list!

Even running 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 totally 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. During the year, the Trustees welcomed Mr Kim Parry as Representative Trustee for Harrow Deanery Synod. 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 which has recently been revised for the next four years. This informs many of our activities. On behalf of the Trustees I should like to thank Dr Peter Ellis (previous chair) and Mrs Sue Ellis who have given the charity sterling service over a number of years. Both are standing down in May and we will miss their wisdom, hard work and fellowship, greatly. Mr Peter Weber has been our Honorary Treasurer for the last 5 years and he will be stepping down from this role in May. Peter has looked after the finances with precision and with care. Thank you all for everything. We welcome Mr Leslie Pappoe who has just joined the Trustees and will hopefully be taking over this important role.

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. 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. If you know anyone who might wish to be involved in the charity please ask them to speak to David Griffiths or any of the Trustees/volunteers. We are always delighted when Bereavement Care is remembered through a donation or in someone's Will or, as in the past year, through donations to mark a significant birthday or anniversary. 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, he is another who so often goes the extra mile for the good of the Charity.

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 important appeal for more volunteers.

**Revd. Edward Lewis**  
**Chair**

## **TRAINING REPORT**

During the past year we have had a good mix of Training for our volunteer visitors. Before they start to visit our volunteers participate in our "Initial Bereavement Training" which gives them the basic skills for visiting. Three courses were held last year, February, July and September in which 30 people attended.

We also organised two Children and Grief courses which attracted nineteen people. This is encouraging as we are always looking for new visitors to help us with our growing workload.

Those who visit already will benefit (as indeed will those whom they visit) with some 'Refresher' workshops and hopefully we will attract more visitors in the coming year as our "Refreshing Core Skills" workshop this year only attracted 6 participants. Our "Beginnings & Endings" workshop in December attracted thirteen participants and our one on "Visiting the Elderly" was very well received. Fifty six of our visitors attended the "Adult Safeguarding Training" in May run by the London Borough of Harrow.

We initiated a "Bereavement Support Workshop" for Radlett Reform Synagogue; and a specialist Workshop on "Supporting those bereaved by Suicide" led by Emmie McGregor and a "Children and Grief Course" led by Helen Blakeley were run for the Diocese of London, Willesden Area Training & Development.

It has been a busy year and I would like to thank Judy Karbritz, Emmie McGregor, Carole Scarlett and Helen Blakeley for their help with the training.

We have a challenge, our present volunteers must keep up to date and take advantage of our Refresher sessions and secondly we must seek new people to join us in what we do.

**Bobbi Riesel**  
**Voluntary Head of Training**

## **FUND RAISING AND AWARENESS COMMITTEE REPORT**

### **Committee members**

Val Austen, David Griffiths, Jeanette Leibling, Jack Lynes, Bobbi Riesel, Trudy Segal, Wendy Williams.

The Fund-raising and Awareness Committee was set up some eight years ago to:

- raise awareness of Bereavement Care's work and to publicise specific events;
- conceive and plan fund-raising events in the expectation that members and supporters of Bereavement Care would help to run them with our guidance and assistance.

With up to a dozen members and several active friends, this spread the load in a manageable way, with extra people joining for short periods to contribute particular skills for specific events.

The committee has lost several of its members and is struggling to function effectively. I convene and minute meetings, but do not feel I have the full Chairmanship skills and am unable to assist at many events due to my physical abilities. I cannot adequately thank Bobbi, Jack, Jeanette, Trudy and Wendy for shouldering the major part of researching, staffing and running all the events (on top of their other commitments with Training and/or Bereavement Visiting that most of them do!). The accounts show clearly how much money this small group have raised. Unseen is the time we spend talking to people – during events, speaking to societies/clubs, telling friends and colleagues about the wonderful work our Visitors do. Raising Awareness is vital and anyone can do this. It would encourage us so much if everyone in or associated with Bereavement Care told us that they actively spread the word in some way or other. It may be that a well-chosen word in the right place or at the right time may open up an avenue of funding that we have not previously been able to access.

All our work is held together and actively driven forward by our Executive Officer David Griffiths. He gives his time, effort and expertise far beyond the call of duty, solving problems, finding information and smoothing stressful situations with his calm humour. Thank you so much David.

Recently we welcomed Antonia Savvides at one of our meetings. Already active in other volunteer work in Harrow, she cannot commit to regular FR & A meetings but has offered to help with specific tasks in her limited "free" time and has swelled the voices at Carol Singing and recently helped with setting up for the Fish & Chips Supper Quiz. We desperately need more such occasional help in addition to regular committee members and helpers. We fully appreciate that our Bereavement Visitors may not wish to fulfil these roles – but you might know someone who is willing to help. Please spread the word. Our Visitors rely on the central costs to provide Training, Administration, the Bereavement Care Office at The Lodge, our Annual Conference and our Executive Officer which are all key in the effective delivery of bereavement support for our clients. The Fund-raising and Awareness Committee cannot function for much longer without some additional help.

We hope that YOU might be able to help.

**Val Austen,**

**Co-ordinator: Fund Raising and Awareness Committee**



## CONFERENCE REPORT

### Committee members

Revd Edward Lewis (Chair of Bereavement Care), Angela Atkins, Doreen Fraser, Sharon Goldstein, David Griffiths, Jack Lynes, Bridget Murray, Karen Pollak, Jenny Reid, Bobbi Riesel, Judy Silverton (Chair, Conference Planning Group).

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.

One of the recurring themes from the feedback we received in 2017 was how to deal with unexpected death: would we, as visitors, deal with this differently? What skills might we need? The planning led us down this route and a new format was devised. This year we wouldn't have a keynote speaker but a panel of presenters and discussion forums.

The 37<sup>th</sup> Conference, held on 31<sup>st</sup> October 2018 at Mosaic Reform Synagogue in Harrow was called "**All of a sudden: The aftermath of unexpected death**".

Our first team of presenters were: **Ann Culley**, Chair of Trustees, Survivors of Bereavement by Suicide (SOBS); Revd Craig Fullard, Formerly Chaplaincy Team Leader, Royal Wolverhampton NHS Trust; **DC Teresa Jimenz**, Family Liaison Adviser, Metropolitan Police; **Dr Anthony Kaiser**, Consultant Neonatologist, St Thomas' Hospital. Each presenter spoke for 20mins. We had a coffee break immediately afterwards as our next presenter, **Patrick Green**, CEO Ben Kinsella Trust, showed a harrowing film and spoke movingly about the death of Ben Kinsella, an innocent 16-year-old boy who was knifed to death. The hall was completely silent following Patrick's presentation and some delegates were moved to tears.

Between all the presenters we were able to cover many aspects of sudden death and the impact on the family members. How can you deal with the death of a loved one from an unexpected death, a tragic death by suicide, the heartbreak of losing a baby, a car accident? The disbelief and trauma that overrides grief as the events unfold.

There was an excellent sandwich lunch, organised by Bobbi Riesel and her team, with 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. SANDS (Stillbirth and Neonatal Death Charity) staffed a stand and also sent material relevant to the conference, including a Memory box.

We also displayed a **Memory Tree**, loaned to us by the Palliative Care Team at Northwick Park Hospital. Delegates were encouraged to add a *Post it Note* with ideas of how to remember a loved one.

The afternoon sessions all ran concurrently with the same theme: How different is this to other bereavements? What may we do differently? How does this affect the way we support those who have been bereaved? The facilitators were all given the same brief well before the conference and all met with Jenny Reid during the lunch break to discuss how they were going to deliver our remit. The facilitators were: **Dr Ruth Caleb**, Formerly Head of Counselling, Brunel University; **Lesley Lopez**, Volunteer with Cruse Bereavement Care Hertfordshire; **Paul Parsons**, Adult Bereavement Services Coordinator, St Christopher's Hospice; **Professor Ruth Soetendorp**, Professor Emerita, Bournemouth University and **Ann Culley** from SOBS, who had also been one of the presenters.

After lunch the Forums delegates reconvened in the hall for a brief feedback session. In conclusion, Father Edward Lewis gave thanks to the conference organisers and volunteers. Feedback from delegates confirmed that this was another excellent Conference and there was general consensus that the subject matter was very hard-hitting.

I would like to add my thanks to the Conference Planning Committee members without whom this event would not be possible. 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 38<sup>th</sup> Conference in 2019.

**Judy Silverton**

**Chair, Conference Planning Group**

## **REPORT FROM THE EXECUTIVE OFFICER**

The first two months of 2018 were particularly busy with an average of one referral being received every day. This was somewhat alarming and put increased pressure on the office and on our small team of Assessors. The rate of referrals did reduce throughout the year, but by the 31<sup>st</sup> December, 250 referrals had been received (2017: 222) an increase of 10% on the previous year. Of these referrals, 195 were adults (2017: 171) and 55 were children (2017:51). However, by the middle of the year we were receiving a significant number of referrals that could not be assigned to our volunteer bereavement visitors. A few were due to the clients having more complex mental health issues which were generally beyond the scope of the visiting scheme; but there are also some locations in The Boroughs of Harrow and Hillingdon which are not adequately served by our groups and their bereavement visitors. Areas such as Eastcote, Hayes, West Drayton and Harefield are under-resourced and there were some requests for home visits in 2018 that could not be met.

This is disappointing, but we are mindful that an increasing number of our volunteers are no longer driving or have habitually used public transport, and cannot be expected to make a long journey which together with the home visit could take up to three hours. Our challenge is to initiate new groups in these areas so that we can confidently provide the support that is so desperately needed. The bereavement "Drop-in" locations can often provide the facility to meet clients (if they are able to travel) and we are so grateful to the volunteers who provide this resource on a monthly, or sometimes weekly, basis.

Richard Conradi (Group Leader, Northwood & Pinner Liberal Synagogue) has very kindly collated our visiting and drop-in statistics once again for the past year (see pages 18 & 19), but has indicated that this will probably be his last year in performing this task. We are very grateful for all the time he has spent on this over several previous years.

The past year brought with it the additional challenge of taking on board the new General Data Protection Regulations (GDPR). Whilst we acknowledge the importance of keeping personal data secure, there was additional administration required to ensure that we were compliant with the regulations. Thank you all for your co-operation in achieving this. Having some additional support in the office from volunteers can often ease the load and I thank Sheila La Frenais for the times she was able to help out.

Early in the year I was invited to meet Visva Sathasivam (London Borough of Harrow Director of Adult Social Services) to explain the role of our organisation. This had two significant outcomes. The first was an opportunity for me to talk to the Adult Social Services Team and explain how we could support some of the clients that they meet in their day-to-day work. The other was for their Adult Safeguarding Lead to run a Safeguarding Workshop for our volunteers.

We were pleased to receive a grant from The John Horniman's Children's Trust to extend the excellent one-to-one work that was already being delivered by our growing number of Children's Bereavement Visitors. Several of our visitors attended a "Seasons for Growth" Companion Training in June.

I also attended the John Horniman's Children's Trust Conference in Birmingham in July to meet their trustees and other grant recipients, and explain how Bereavement Care volunteers are deployed in delivering support.

The search for new and (hopefully) long-term funding is always high on the agenda both at Trustee Meetings and at the Fund-raising and Awareness Committee. We received a grant of £2,500 from the Joint Jewish Burial Society which was used primarily to offset our core costs of maintaining the Bereavement Care office, for which we are most grateful.

Donations from St. John the Baptist Church, Pinner; Kol Chai Synagogue, Hatch End; Mosaic Reform Synagogue, Harrow; Ickenham United Reformed Church and the Schon Family Charitable Foundation have all been very gratefully acknowledged. We have also received an increasing number of donations from grateful clients and from several of our Corporate Members who took collections at their annual Memorial Services. 2018 marked the Golden Wedding Anniversary of Angela and Richard Conradi and we were delighted to be nominated as one of the beneficiary charities that they had proposed to receive donations in lieu of gifts. Thank you so much for such a selfless act of generosity.

I have had the pleasure to speak about the work of Bereavement Care at Hayes End Methodist Church (to their afternoon club) and to the carers' group at "Annie's Place" which meets at Millman's Resource Centre in Pinner. I was also invited to a meeting of the Palliative Care Nursing Team at Northwick Park & St Mark's Hospitals to explain our referral process and what services we can provide. The Palliative Care Nurses are often in the front line of meeting grieving family members.

In June we were asked to take our display stand to the Islamic Centre in Wood Lane, Stanmore for their "Wellbeing Afternoon". It was good to talk to some of their community members and encouraging to meet several of their representatives who were keen to re-start a bereavement group at the mosque.

Two adult "Seasons for Growth" programmes were run for Re-think Mental Illness at The Bridge in Wealdstone during the year (these were both for adults with some mental health issues in addition to their bereavements). Thanks to Kim Parry and Valerie Shortman for their involvement in this.

On Sunday 11<sup>th</sup> November, the United Kingdom marked 100 years following the Armistice at the end of the First World War. I am grateful to Jack Lynes who laid a Poppy Wreath on behalf of Bereavement Care at the War Memorial in Station Road, Harrow as part of the Harrow Remembrance Parade and Ceremony to mark this important Centenary.

At the end of the year, the Trustees reviewed the 4-year Business Development Plan (2015-2018) and started to compile a new 4-year plan (2019-2022). Not surprisingly, many of the same areas feature in the new plan: sustainable funding, supporting our Group Leaders, recruiting and training more volunteers (particularly in our under-resourced areas) and to encourage a wider diversity of cultural, ethnic and religious groups to work with us. However, the most important aspect is to continue to support those adults and children who are coping with the grief and loss of bereavement; and the only way we can do that is by recruiting, training and retaining our volunteers – our most valuable resource.

Whether you are responsible for making the teas and coffees at your local bereavement drop-in; a Trustee or someone who turns up to help with the fund-raising events; perhaps a recently appointed volunteer or an Assessor, Group Leader or Bereavement Visitor who has given a considerable number of years of service: whatever role or roles you hold within the Bereavement Care network, can I take this opportunity to 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 31<sup>st</sup> December 2018.

#### **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 2019

## BEREAVEMENT CARE

Registered Charity Number 1157002

### FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018

#### RECEIPTS AND PAYMENTS ACCOUNT

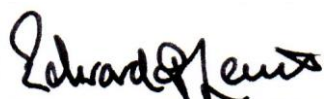
RECEIPTS	Notes	GENERAL FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL 2018 £	TOTAL 2017 £
<b>Voluntary Income Sources</b>						
Corporate Membership Subscriptions	2	2,500			2,500	4,450
Individual Membership Subscriptions	2	775			775	911
Grants received	3	2,500		4,000	6,500	0
Memorial Service Collections	4	838			838	1,218
Donations	5	14,943	2,000		16,943	9,214
Gift Aid Tax		1,147			1,147	1,319
<b>Sub Total</b>		<b>22,703</b>	<b>2,000</b>	<b>4,000</b>	<b>28,703</b>	<b>17,112</b>
<b>Other Income</b>						
Fundraising	6	8,385			8,385	9,209
Training	7	3,235			3,235	4,690
Conference	8	6,349			6,349	4,865
Bank Deposit Interest		204			204	103
<b>Total Receipts</b>		<b>£40,876</b>	<b>£2,000</b>	<b>£4,000</b>	<b>£46,876</b>	<b>£35,979</b>
<b>PAYMENTS</b>						
<b>Operating Costs</b>						
Staff Costs		26,254		1,300	27,554	26,433
Premises Costs (Office Rent)		3,824		400	4,224	3,740
Office Costs (including Photocopier)		804			804	1,507
Telephone & Internet		1,098			1,098	778
Stationery & Postage		592		70	662	873
Insurance		991			991	965
Fundraising Costs	6	2,265			2,265	2,572
Publicity		225			225	40
Training	7	1,782		2,230	4,012	2,345
Conference Costs	8	3,085			3,085	3,015
Governance Costs	9	306			306	217
Volunteers/Visitors/Group Leaders		0			0	63
<b>Total Payments</b>		<b>£41,226</b>	<b>£0</b>	<b>£4,000</b>	<b>£45,226</b>	<b>£42,548</b>
<b>Surplus / (Deficit) for the Year</b>		<b>(350)</b>	<b>2,000</b>	<b>0</b>	<b>1,650</b>	<b>(6,569)</b>
Cash & Bank Balance at 1 <sup>st</sup> January		36,353	12,952	0	49,305	55,874
<b>Balance at 31<sup>st</sup> December</b>	<b>10</b>	<b>£36,003</b>	<b>£14,952</b>	<b>£0</b>	<b>£50,955</b>	<b>£49,305</b>

**BEREAVEMENT CARE**  
Registered Charity Number 1157002

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018**

<b>STATEMENT OF ASSETS AND LIABILITIES</b>	<b>2018</b>			<b>2017</b>		
	<b>General Fund £</b>	<b>Designated Fund £</b>	<b>TOTAL £</b>	<b>General Fund £</b>	<b>Designated Fund £</b>	<b>TOTAL £</b>
<b>Monetary Assets</b>						
Cash HSBC Business Account	1,166	0	1,166	701		701
Cash HSBC Higher Interest Account	3,574	2,952	6,526	2,565	2,952	5,517
Cash COIF Account	31,207	12,000	43,207	33,011	10,000	43,011
Cash in Hand	56		56	76		147
<b>Balances at 31st December</b>	<b>£36,003</b>	<b>£14,952</b>	<b>£50,955</b>	<b>£36,353</b>	<b>£12,952</b>	<b>£49,305</b>

Signed for and on behalf of the Trustees



Revd E Lewis (Chair)

14<sup>th</sup> February 2019



P Weber (Treasurer)

14<sup>th</sup> February 2019

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

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018**

**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 (Note 10)**

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 held at the discretion of the trustees and is therefore unrestricted.

Restricted funds can only be used for purposes specified by the donors.

**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**

Individual Membership Fees - Current year

Membership Fees - In Advance

**Total per Receipts & Payments Account**

2018 £	2017 £
2,000	3,050
500	1,400
<b>£2,500</b>	<b>£4,450</b>
605	610
170	301
<b>£775</b>	<b>£911</b>

**3. GRANTS RECEIVED (General Funds)**

Joint Jewish Burial Society

2018 £	2017 £
2,500	0
<b>£2,500</b>	<b>0</b>

**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**

2018 £	2017 £
207	142
0	102
290	242
98	275
0	204
200	253
43	0
<b>£838</b>	<b>£1,218</b>

**5. DONATIONS**

General donations include £10,951 as one of the beneficiaries of the 2016/17 Mayor of Harrow's Special Appeal.

**BEREAVEMENT CARE**  
Registered Charity Number 1157002

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018**

**6. FUNDRAISING**

	<b>2018 Receipts £</b>	<b>2018 Payments £</b>	<b>2018 Surplus £</b>	<b>2017 Surplus £</b>
Recycle for Charity	60	0	60	186
Quiz Supper 2018	3,348	1,211	2,137	2,028
Quiz Supper 2019	42	100	(58)	68
Evening with John Benjamin	765	0	765	0
Sainsbury's Collection	0	0	0	256
Waitrose	432	0	432	395
Eastcote House Gardens	190	60	130	0
Pinner Village Fair	153	82	71	109
Bridge Lunch	1,795	762	1,033	1,307
Christmas Card sales	42	0	42	144
Trolley Dash	0	0	0	471
Carol Singing - Rayners Lane	448	0	448	443
Carol Singing - Uxbridge	307	0	307	0
Carol Singing - Harrow on the Hill	803	0	803	1,230
<b>Total per Receipts &amp; Payments Account</b>	<b>£8,385</b>	<b>£2,265</b>	<b>£6,120</b>	<b>£6,637</b>

**7. TRAINING**

	<b>2018 Receipts £</b>	<b>2018 Payments £</b>	<b>2018 Surplus £</b>	<b>2017 Surplus £</b>
Initial Training	1,785	705	1,080	1,679
Workshops	400	62	338	23
Children	1,050	1,015	35	643
<b>Total per Receipts &amp; Payments Account</b>	<b>£3,235</b>	<b>£1,782</b>	<b>£1,453</b>	<b>£2,345</b>

During the year 1 Trustee (2017: 2) provided training on behalf of the Charity and were paid for this. The amounts were as follows:

Trustee 1  
Trustee 2

**Total**

<b>2018 £</b>	<b>2017 £</b>
100	300
0	136
<b>£100</b>	<b>£436</b>



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

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018**

**8. CONFERENCE**

Fees
Donations
Hire of venue
Refreshments
Speakers' expenses, caretaker & Audio
Stationery, printing & Postage
Direct conference administration
<b>Total per Receipts &amp; Payments Account</b>

2018 Receipts £	2018 Payments £	2018 Surplus £	2017 Surplus £
5,640		5,640	4,565
700		700	300
	250	(250)	(100)
9	269	(260)	(238)
	587	(587)	(864)
	779	(779)	(613)
	1,200	(1,200)	(1,200)
<b>£6,349</b>	<b>£3,085</b>	<b>£3,264</b>	<b>£1,850</b>

**9. GOVERNANCE COSTS**

AGM
Bank & Credit Card Charges
Data Protection Registration
Disclosure & Barring Service (DBS) Checks
Sundries
<b>Total per Receipts &amp; Payments Account</b>

2018 £	2017 £
20	0
7	2
35	35
219	140
25	40
<b>£306</b>	<b>£217</b>

**10. DESIGNATED FUNDS**

General Funds
Designated Funds (Contingency Fund)
Restricted Funds (Horniman Childrens Trust)
<b>Total</b>

Balance 1 Jan 2018 £	Received in 2018 £	Paid out in 2018 £	Balance 31 Dec 2018 £
36,353	(350)	0	36,003
12,952	2,000	0	14,952
0	4,000	4,000	0
<b>£49,305</b>	<b>£5,650</b>	<b>£4,000</b>	<b>£50,955</b>

## GROUP STATISTICS for the year ended 31st December 2018

"Bereavement Care" - Analysis of work done by visitors/volunteers in 2018							
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	4	4	22	7	3	1	33
All Saints Queensbury	5	5	7	2	13	15	37
All Saints, Harrow Weald	39	4	34	7	7	12	58
Cannon Lane ** (No visiting service)	-	-	-	-	-	-	
Children's Group Harrow	72	17	117	18	59	97	290
Children's Group Hillingdon	61	15	165	190	91	100	545
Dovetail Bereavement - HPBC **	29	22	300	25	62	169	556
Edgware & Mill Hill Visiting Group**	37	9	85	6	68	53	211
Emmanuel Northwood	0	0	0	0	0	0	0
Footprints** (No visiting service)	-	-	-	-	-	-	
Holy Trinity, Wealdstone**	20	19	29	11	32	12	84
Ickenham Churches**	79	17	41	31	313	241	626
Kol Chai Synagogue	91	56	68	61	176	153	457
Lodge Group (1)	46	12	232	21	92	112	456
Lodge Group (2)	43	14	113	6	46	18	184
Lodge Group (3)	27	10	219	21	40	20	300
Mosaic Reform Synagogue	57	47	176	67	328	414	985
Northwood & Pinner Liberal Synagogue	60	49	25	57	130	132	344
Pinner United Synagogue	42	20	-	135	125	50	310
St Alban's North Harrow	40	15	48	14	121	45	227
St John's, Pinner	74	14	96	32	256	323	707
St John's, Stanmore	24	13	25	10	95	49	179
St Mary's Harrow on the Hill	6	3	11	3	3	0	17
St Michael's Harrow Weald	10	5	13	4	2	18	36
<b>Visiting Totals for year</b>	<b>862</b>	<b>370</b>	<b>1,823</b>	<b>725</b>	<b>2,061</b>	<b>2,033</b>	<b>6,642</b>

\* 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 individuals in the year **						TOTAL VOLUNTEER HOURS
Cannon Lane Methodist Church	8						20
Dovetail Bereavement - HPBC	27						189
Edgware & Mill Hill Drop-ins	17						112
Footprints Drop-in (S Margarets Uxbrdge)	12						158
Holy Trinity, Wealdstone Drop-in	27						328
Ickenham Churches Drop-In	22						86
<b>Drop In Totals for Year</b>	<b>113</b>						<b>873</b>
<b>Total Visiting + Drop In</b>	<b>975</b>						<b>7,515</b>

GROUP STATISTICS for the year ended 31st December 2018

Analysis of total number of new individuals/attendees contacted this year, by gender, age and ethnicity, inc Drop-In for 2018

Organisation (* by name indicates Drop-in stats included)	Total new individuals Visiting plus Drop-In		Gender		Age		Ethnicity																
	Reg	Disabled	Male	Female	Under 16	Over 60	White British	White Irish	White Other	Bangla-deshi	Indian	Pakistani	Asian Other	African Other	African Carib	Black Other	China	Other Ethnic	Med Wh Black Afrn	Med Wh White/Asian	Med Wh Afrn Caribb	Mixed Other	
Alghan Association Pathwand				4		4							4										
All Saints Queensbury			2	3		3	2	3					2										
All Saints, Harrow Weald				4		3	1	1					1	1									
Asian Bereavement Care (Sahara)																							
Cannon Lane, Drop-in only**			3	5		8	7			1													
Childrens Group Hillingdon			6	9	15		6	1			1			1	2			1			2		1
Childrens Group Harrow			6	11	17		12	1		3				1									
DoveTail Bereavement - HPBC **			14	35		17	32	41		2			2	1				2					
Edgware & Mill Hill Visiting Group **			1	25		14	12	14		2			3	3	1								
Emmanuel, Northwood																							
Footprints Drop-in			3	9		3	9	11		1													
Holy Trinity, Wealdstone **			14	32		14	32	27		7	1	1	3	1				2					
Ickenham Churches **			13	26		2	5	32		2					1			3					
Koi Chai Synagogue			8	48		1	55	56															
Lodge Group (1)			2	10		12		1		7			2	1									
Lodge Group (2)			4	10		11	3	7					3										
Lodge Group (3)			1	9		5	5	6		1			1										
Mosaic Reform Synagogue			9	38		8	39	39															
Northwood & Pinner Liberal Synagogue			22	27		14	35	49															
Pinner United Synagogue			8	12		1	19	20															
St Alban's North Harrow			6	9		5	10	10		1			1				1	1					
St John's, Greenhill																							
St John's, Pinner			3	11		2	12	11		2					1								
St John's, Stanmore			1	12		7	6	9		1				2									
St Mary's - Harrow-on-Hill			1	2		2	1	3															
St Michael's Harrow Weald				5		4	1	3		1			1										
Totals for Year			127	356	1	34	135	314	368	16	16	1	17	12	24	8	7	1	1	9	0	2	1