

REGISTERED COMPANY NUMBER: 01782730 (England and Wales)
REGISTERED CHARITY NUMBER: 288923

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2019
FOR**

THE BRIGITTE TRUST

Ellis Atkins
Chartered Accountants
1 Paper Mews
330 High Street
Dorking
Surrey
RH4 2TU

THE BRIGITTE TRUST

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FOR THE YEAR ENDED 31ST MARCH 2019**

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THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Brigitte Trust is named after its founder Brigitte Watkin. The charity is proud to uphold Brigitte's original purpose, and its objectives are:

- To offer emotional support and practical help at home to an individual with a life-threatening illness
- To offer support to the client's carer and family as appropriate
- To offer bereavement support; and
- To operate in a professional manner ensuring the highest standards of practice and care in all areas of activity

The service is entirely free to the clients and is provided through our team of highly trained and committed volunteers supported by salaried professional staff. It may be accessed:

- From diagnosis
- Through and/or after a course of treatment or surgery
- Where the health or well-being of the client or carer is poor or support is needed to sustain the caring role
- Towards the end of life
- For bereavement support

A professional management team recruits and trains the volunteers, manages the referrals process matching clients with the right volunteer to meet their needs, supports volunteers and administers the work of the Trust, ensuring funding is secured to meet its needs.

A volunteer board of Trustees provides the necessary governance.

Volunteers

The Brigitte Trust upholds the highest standards of practice and care in all areas of its activity. All of our volunteers are interviewed both before the commencement of their training and after its completion, and all are thoroughly DBS checked. A well-considered support programme is in place.

The Brigitte Trust are hugely grateful for the commitment and hard work of the volunteers on whom the Trust relies. It is through their dedication, commitment and professionalism in supporting clients and their families at difficult times that the Brigitte Trust's values and ethos are best demonstrated.

Each year we plan recruitment to maintain and increase the number of volunteers available. The Brigitte Trust is committed to Equal Opportunities and reflecting diversity in recruitment, service delivery and all other aspects of our work.

The volunteers support our clients for a period of up to three hours every week. Their support is wide-ranging and can include sitting quietly with a client, providing carer respite, support with shopping or transport to medical appointments. Our service however goes far beyond befriending, with volunteers trained to provide hugely important emotional as well as practical support.

THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

OBJECTIVES AND ACTIVITIES

Public benefit

In accordance with Section 4 of the Charities Act 2011, the Trustees have had due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's activities and planning future activities.

We consider that our service plays an important role in:

- Supporting our clients to feel less socially isolated. Many of our clients live alone and their Brigitte Trust volunteer might be the only or one of the very few people with whom they have regular contact
- Reducing hospital admission/readmission. We pride ourselves that our service can help clients who wish to die at home to fulfil that wish
- Supporting the client/carer relationship by providing essential respite

Our service continues to focus primarily on supporting those with a diagnosis of cancer (75%), but The Trust also supports clients with other conditions including, but not limited to, Motor Neurone Disease, brain tumours, respiratory conditions, Multiple Sclerosis and Heart Failure.

THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Year highlights

- Approaching 100 registered volunteers at any one point in time
- 25 new volunteers recruited and trained
- 14 long service awards presented to volunteers for service between 5 and 20 years
- Restructured the staff team to reduce our cost base and improve efficiency
- Recruited an external consultant to lead on grant applications
- Built stronger relationships with Dorking Business Group
- Developed a new partnership with Look Good Feel Better, this charity is now providing free skin care and make-up sessions for Brigitte Trust clients, in their homes

Other highlights in the year included the second of our highly successful Wotton House garden parties and fairs which this year generated approximately 850 visitors, raising awareness as well as valuable funds for the Trust. The Wotton House event was just one initiative aimed at building greater supporter and client engagement. Our regular newsletters and weekly bulletins are all part of our commitment to build and maintain relationships with all our stakeholders.

We were delighted that a new sub-tenant moved into our Dorking office in April 2018 which offsets some of our premises overhead.

The people we supported

The Trust continue to have between ninety to a hundred trained volunteers registered with the Trust and on average during the year had approximately seventy to eighty active volunteers. At any one point in time they support between one and two clients each. As part of our long-term strategy and will continue to seek to serve as many people in our community as we can.

Whilst our geographic areas are not all equal in size or population, our aim is to serve all areas within our catchment proportionately and we monitor our performance to enable us to address underlying imbalance of referrals. We aspire to have a more even coverage of volunteers across the areas we serve.

The Brigitte Trust has built strong partnerships with local providers, including hospices, many of whom make regular referrals into our services. We are committed to building upon these partnerships and working closely with other organisations who share our clients' journey.

In 2018/19, our volunteers supported a wide age demographic with a client age range of between 30-99 years old, however 80% are aged 60 and over in line with National statistics for people who may be in need of our service.

THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Future plans

The Trustees and The Charity Manager will be developing a new strategy during 2019 in order to ensure sustainability of services in a climate where funding is limited and yet demand for support is much needed across Surrey.

Surrey Downs Clinical Commissioning Group (CCG) continues to provide the Trust with core funding and we wish to acknowledge this and thank them for their continued support for our work.

This funding allows us to provide support to the Surrey CCG Clinical Commissioning Groups in

- East Surrey
- Guildford and Waverley
- North West Surrey
- Surrey Downs and
- Surrey Heath

This focus will thus ensure that the Trust works within its financial parameters and manages potential risk whilst at the same time giving the highest possible service where we can deliver it most effectively.

During the year, The Trust restructured the staff team to reduce our cost base and provide more efficient service delivery without compromising quality. This was a challenging time for the team resulting in a change from having a Chief Executive Officer to a part-time Charity Manager, a reduction in Service Coordinators to one, the Service Development Manager role being removed and a reduction in hours for the Promotions Manager. This restructure was in some measure a response to the financial position and a strategic desire to focus our resources so as to increase quantity, quality and efficiency of delivery in our cores areas.

THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Fundraising

Beyond the core funding received from Surrey Downs Clinical Commissioning Group (CCG), the Trust has successfully sought funding from corporate partners and legacies, fundraising initiatives and events, gifting and stakeholder donations as well as traditional grant foundations.

As an end of life charity, the Trust has reviewed its approach to Legacy Giving and has adopted a more proactive policy of legacy promotion. Legacies not only provide the Trust with much needed income but are a wonderful way for clients and families to ensure that the support that they received and valued can be delivered to others in the future.

To further enhance our fundraising capability the Board of Trustees set up a new fundraising committee to oversee the implementation of the Brigitte Trust's fundraising strategy and to provide assurance to the Board of Trustees that fundraising activity and performance is fit for purpose. Work continues to energise and seek new creative and innovative initiatives. Additionally, an external fundraising consultant was appointed to work on grant applications.

We would like to acknowledge the Trusts and Foundations who have generously supported the Brigitte Trust and its work during the financial year and extend our sincere thanks. They include:

- Guildford Poyle Foundation
- Tesco Bags for help
- Waitrose
- Surrey Community Foundation
- Alchemy Foundation
- Ernest Kleinwort Foundation
- Shanley Foundation
- Walton Charity
- Pink Ribbon Foundation
- Wisley Foundation
- Santander Foundation
- MVDC Small Grants Community Fund
- James Wise Charitable Trust

The Brigitte Trust were also generously supported by:

- Epsom Probus
- Dorking Brewery
- Clandon Wood
- RSM Guildford

FINANCIAL REVIEW

The Financial results for the year

The Trust made a deficit for the financial year of £17,459 (2017/18 deficit of £49,836). The deficit arose in part because of a variance in legacies and donations when compared to previous years and a reduction in Macmillan funding in the second half of the year.

These reductions in income were not fully offset by an increase in other fundraising or a reduction in costs during the period.

The strategic emphasis is on increasing grant funding and on reducing the cost of management and administration and concentrating on the efficient delivery of the support and benefit that our volunteer front line service delivers. This progress towards our goal of sustained positive trading whilst expanding our service is reflected in the reduction in the deficit compared with the previous year.

Reserves policy

Having taken account of;

- a closure contingency;
- a need to provide liquidity in the day to day management of the Trust; and
- funding for future growth prospects,

the Trustees continue to agree that unrestricted reserves should not fall below a minimum of six months' running costs.

THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

FINANCIAL REVIEW

Risk Statement

The Trustees maintain a comprehensive Risk Management Plan. The Risk Management Plan is updated on a frequent basis and is also formally reviewed on an annual basis.

The strategic emphasis is on reducing the cost of management and administration, and concentrating on the care and benefit that our volunteer front line service delivers.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Trust is a company limited by guarantee, as defined by the Companies Act 2006, and does not have any share capital and is registered as a charity with the Charity Commission. Its governing document is its Memorandum and Articles of Association dated 11th January 1984 as amended on 9th February 1984 and 14th December 1994.

There are no particular restrictions imposed by the Memorandum and Articles of Association concerning the way in which the Trust can operate.

The Trustees have the power to invest the monies of the Trust in such investments as may be thought fit.

Patrons and Trustees

President

Michael More-Molyneux, Lord-Lieutenant of Surrey

Patrons

Sir Adrian White CBE DL

Corinna, Lady Hamilton of Dalzell

Rt Hon Sir Paul Beresford MP

Mr Nicholas Owen

Directors and Trustees

Peter Crossley	Chair	Appointed as Chair in August 2018
David Farmery	Treasurer	
	Company	
Peter Lagerberg	Secretary	
Anne Sutton		
Lesley Acton		
Jan Way		Appointed 31st March 2019
Emma Thorp		Appointed 28th May 2019
Joanne Florentine		Resigned 10th November 2018
Frances Lawrence		Resigned 21st December 2018
Fergus Addison		Resigned 1st August 2018
Jean Scott		Resigned 30th May 2108

THE BRIGITTE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and internal control

The Trustees are responsible for:

- Determining the future policy of The Brigitte Trust;
- Monitoring and evaluating current activity and performance;
- Staff recruitment
- Keeping appropriate accounting records (in accordance with the requirements of the Companies Act 2006);
- The financial stewardship of The Brigitte Trust and the investment of assets as appropriate; and
- Recruiting new Trustees to office

Trustees are appointed at the Annual General Meeting of the charity or by existing Trustees to hold office until the next Annual General Meeting. The number of Trustees shall not be less than three and is not subject to any maximum. Trustees serve for a three year term and for a maximum of four terms. Trustees' Indemnity Insurance was in place during the period.

The Board of Trustees meets regularly and at least six times per year.

Management and professional staff

The Brigitte Trust was led by the Chief Executive, Lee Bennett until September 2018. Jane Bellingham, Service & Development Manager became the interim Charity Manager for 6 months until her retirement in March 2019. The Trustees started recruitment for a new Charity Manager in January and offered the role to Lucy Beach in March. Lucy took up the role in May 2019. Lee and Jane were supported by:

- Ingrid Walker - Charity Administrator
- Pam Chiverton - Bookkeeper
- Vanessa Smith - Promotions Manager
- Sarah Pattenden and Caroline Walker (until August 2018) - Service Coordinators
- Mandy East - Training and Support Officer

Sincere thanks is extended to the staff team who ensure the smooth and efficient running of our service with the highest standards of professionalism.

They were further supported by Chris Axton (IT), Liz Dolman (Gift Aid) and Louise Brewer (Administration). We would like to pass on our wholehearted thanks to each of our back of house volunteers.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01782730 (England and Wales)

Registered Charity number

288923

Registered office

156 High Street
Dorking
Surrey
RH4 1BQ

THE BRIGITTE TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2019**

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Jean Scott - resigned 30.5.18
David Farmery
Peter Lagerberg
Peter Crossley
Anne Sutton
Fergus Addison - resigned 1.8.18
Lesley Acton
Emma Thorp - appointed 28.5.19
Jan Way - appointed 21.3.19
Joanne Florentine - appointed 9.4.18
- resigned 10.11.18
Frances Lawrence - resigned 21.12.18

Independent examiner

Philip Longstaff FCA
Ellis Atkins
Chartered Accountants
1 Paper Mews
330 High Street
Dorking
Surrey
RH4 2TU

Solicitors

Downs Solicitors
156 High Street
Dorking
Surrey
RH4 1BQ

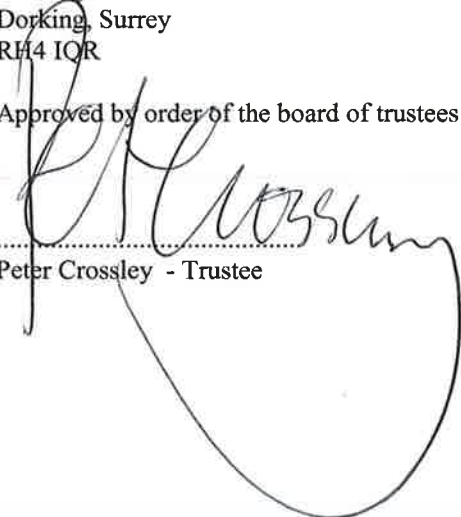
Bankers

National Westminster Bank Plc
14 High Street
Dorking, Surrey
RH4 1AX

COIF Charities Deposit Fund
80 Cheapside
London
EC2V 6DZ

Virgin Money plc
214 High Street
Dorking, Surrey
RH4 1QR

Approved by order of the board of trustees on 30 July 19 and signed on its behalf by:


.....
Peter Crossley - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE BRIGITTE TRUST**

Independent examiner's report to the trustees of The Brigitte Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

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

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

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



Philip Longstaff FCA
Ellis Atkins
Chartered Accountants
1 Paper Mews
330 High Street
Dorking
Surrey
RH4 2TU

Date: 31st July 2019

THE BRIGITTE TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019**

	Notes	Unrestricted fund £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	78,126	27,800	105,926	105,046
Charitable activities	4				
Support and practical help to individuals and their families with life threatening illness		51,800	-	51,800	48,688
Investment income	3	729	-	729	473
Total		<u>130,655</u>	<u>27,800</u>	<u>158,455</u>	<u>154,207</u>
 EXPENDITURE ON					
Raising funds	5	13,066	-	13,066	15,646
Charitable activities	6				
Support and practical help to individuals and their families with life threatening illness		145,882	16,966	162,848	188,397
Total		<u>158,948</u>	<u>16,966</u>	<u>175,914</u>	<u>204,043</u>
NET INCOME/(EXPENDITURE)		<u>(28,293)</u>	<u>10,834</u>	<u>(17,459)</u>	<u>(49,836)</u>
 RECONCILIATION OF FUNDS					
Total funds brought forward		137,262	4,081	141,343	191,179
TOTAL FUNDS CARRIED FORWARD		<u><u>108,969</u></u>	<u><u>14,915</u></u>	<u><u>123,884</u></u>	<u><u>141,343</u></u>

The notes form part of these financial statements

THE BRIGITTE TRUST

**BALANCE SHEET
AT 31ST MARCH 2019**

	Notes	Unrestricted fund £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
FIXED ASSETS					
Tangible assets	13	331	-	331	635
CURRENT ASSETS					
Debtors	14	9,854	-	9,854	8,540
Cash at bank and in hand		113,968	14,915	128,883	153,135
		<u>123,822</u>	<u>14,915</u>	<u>138,737</u>	<u>161,675</u>
CREDITORS					
Amounts falling due within one year	15	(15,184)	-	(15,184)	(20,967)
		<u>108,638</u>	<u>14,915</u>	<u>123,553</u>	<u>140,708</u>
NET CURRENT ASSETS					
		<u>108,638</u>	<u>14,915</u>	<u>123,553</u>	<u>140,708</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>108,969</u>	<u>14,915</u>	<u>123,884</u>	<u>141,343</u>
NET ASSETS					
		<u>108,969</u>	<u>14,915</u>	<u>123,884</u>	<u>141,343</u>
FUNDS					
Unrestricted funds	16			108,969	137,262
Restricted funds				14,915	4,081
TOTAL FUNDS				<u>123,884</u>	<u>141,343</u>

The notes form part of these financial statements

THE BRIGITTE TRUST

**BALANCE SHEET - CONTINUED
AT 31ST MARCH 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019.

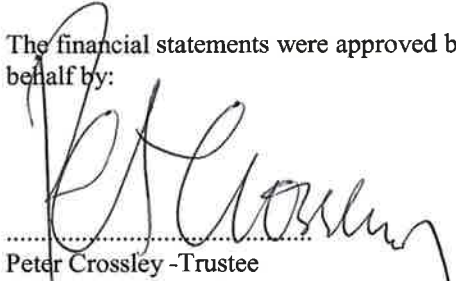
The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2019 in accordance with Section 476 of the Companies Act 2006.

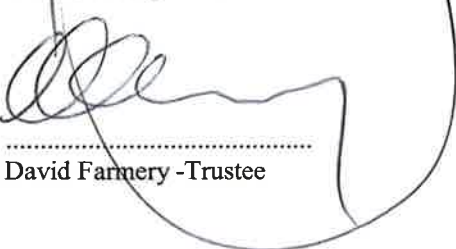
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on^{30 July 19}..... and were signed on its behalf by:


.....
Peter Crossley -Trustee


.....
David Farmery -Trustee

THE BRIGITTE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs

Governance costs are those incurred in relation to the administration of the Trust and compliance with constitutional and statutory requirements.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office equipment	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on cost

Taxation

As the Trust's aims are charitable, no corporation tax liability arises for the year.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Expenditure which meets those criteria is allocated to that fund. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investment income

Investment income is recorded when receivable.

Gift Aid

Gift Aid reclaimable on donations to the Trust is included with the amount received.

Volunteers' help

The value of any voluntary help is not included in the accounts but the role of volunteers is described in the trustees' Annual Report.

THE BRIGITTE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

2. DONATIONS AND LEGACIES

	31/3/19	31/3/18
	£	£
Donations and gifts	53,672	40,714
Gift aid	4,857	3,177
Legacies	2,247	2,430
Grants	43,650	57,280
Membership	1,500	1,445
	105,926	105,046
	105,926	105,046

3. INVESTMENT INCOME

	31/3/19	31/3/18
	£	£
Deposit account interest	628	423
Interest - COIF	101	50
	729	473
	729	473

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31/3/19	31/3/18
		£	£
Funding from Surrey Downs CCG	Support and practical help to individuals and their families with life threatening illness	51,800	48,688
		51,800	48,688
		51,800	48,688

5. RAISING FUNDS

Raising donations and legacies

	31/3/19	31/3/18
	£	£
Staff costs	7,067	8,320
Fundraising costs	5,999	4,144
Macmillan publicity	-	3,182
	13,066	15,646
	13,066	15,646

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Support and practical help to individuals and their families with life threatening illness	74,137	88,711	162,848
	74,137	88,711	162,848
	74,137	88,711	162,848

THE BRIGITTE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Support and practical help to individuals and their families with life threatening illness	<u>85,878</u>	<u>2,833</u>	<u>88,711</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/19 £	31/3/18 £
Depreciation - owned assets	304	443
Independent Examiner's Fee	650	650
Independent Examiner - Other services	<u>1,940</u>	<u>800</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2019 nor for the year ended 31st March 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2019 nor for the year ended 31st March 2018.

10. STAFF COSTS

	31/3/19 £	31/3/18 £
Wages and salaries	111,388	123,173
Social security costs	4,756	6,783
Other pension costs	874	547
	<u>117,018</u>	<u>130,503</u>

The trustees consider the aggregate employment benefits of the Key Management Personnel for 2019 to be £23,710 (2018:£45,372). No employees received emoluments in excess of £60,000.

The average monthly number of employees during the year was as follows:

	31/3/19	31/3/18
	<u>6</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

THE BRIGITTE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	51,410	53,636	105,046
Charitable activities			
Support and practical help to individuals and their families with life threatening illness	48,688	-	48,688
Investment income	473	-	473
Total	100,571	53,636	154,207
 EXPENDITURE ON			
Raising funds	12,464	3,182	15,646
Charitable activities			
Support and practical help to individuals and their families with life threatening illness	139,997	48,400	188,397
Total	152,461	51,582	204,043
NET INCOME/(EXPENDITURE)	(51,890)	2,054	(49,836)
 RECONCILIATION OF FUNDS			
Total funds brought forward	189,152	2,027	191,179
TOTAL FUNDS CARRIED FORWARD	137,262	4,081	141,343

12. CONSTITUTION

The Trust is a registered charity and a company limited by guarantee and does not have a share capital. The members are liable for the Trust's debts and liabilities whilst being a member and up to one year after ceasing to be a member for those transactions entered into before that date, to a maximum of £10 each.

The Memorandum and Articles of Association of the Trust provide that in the event of a winding up, any surplus on the reserves should be distributed to associations with similar objects and not to members.

THE BRIGITTE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

13. TANGIBLE FIXED ASSETS

	Office equipment £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1st April 2018 and 31st March 2019	<u>5,089</u>	<u>5,831</u>	<u>11,693</u>	<u>22,613</u>
DEPRECIATION				
At 1st April 2018	4,867	5,613	11,498	21,978
Charge for year	<u>55</u>	<u>54</u>	<u>195</u>	<u>304</u>
At 31st March 2019	<u>4,922</u>	<u>5,667</u>	<u>11,693</u>	<u>22,282</u>
NET BOOK VALUE				
At 31st March 2019	<u>167</u>	<u>164</u>	-	<u>331</u>
At 31st March 2018	<u>222</u>	<u>218</u>	<u>195</u>	<u>635</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19 £	31/3/18 £
Gift aid receivable	4,112	2,737
Prepayments and accrued income	<u>5,742</u>	<u>5,803</u>
	<u>9,854</u>	<u>8,540</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19 £	31/3/18 £
Social security and other taxes	1,130	2,608
Deferred income	345	12,949
Accrued expenses	<u>13,709</u>	<u>5,410</u>
	<u>15,184</u>	<u>20,967</u>

THE BRIGITTE TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019

16. MOVEMENT IN FUNDS

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	137,262	(28,293)	108,969
Restricted funds			
Other restricted funds	413	(413)	-
WAVS	2,500	(2,500)	-
Ernest Kleinwort Foundation	1,168	(1,168)	-
Walton Charity	-	1,322	1,322
Pink Ribbon	-	465	465
Santander	-	2,667	2,667
Tesco	-	1,637	1,637
Elmbridge Partnership	-	1,500	1,500
Guildford Poyle	-	2,799	2,799
Mole Valley DC	-	4,525	4,525
	<u>4,081</u>	<u>10,834</u>	<u>14,915</u>
TOTAL FUNDS	<u>141,343</u>	<u>(17,459)</u>	<u>123,884</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	130,655	(158,948)	(28,293)
Restricted funds			
Other restricted funds	-	(413)	(413)
WAVS	-	(2,500)	(2,500)
Ernest Kleinwort Foundation	-	(1,168)	(1,168)
Walton Charity	4,000	(2,678)	1,322
Shanly Foundation	3,000	(3,000)	-
Pink Ribbon	2,525	(2,060)	465
Santander	5,000	(2,333)	2,667
Tesco	4,250	(2,613)	1,637
Elmbridge Partnership	1,500	-	1,500
Guildford Poyle	3,000	(201)	2,799
Mole Valley DC	4,525	-	4,525
	<u>27,800</u>	<u>(16,966)</u>	<u>10,834</u>
TOTAL FUNDS	<u>158,455</u>	<u>(175,914)</u>	<u>(17,459)</u>

THE BRIGITTE TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
Unrestricted Funds			
General fund	189,152	(51,890)	137,262
Restricted Funds			
The Hedley Foundation	913	(913)	-
Other restricted funds	112	301	413
James Tudor Foundation	1,002	(1,002)	-
WAVS	-	2,500	2,500
Ernest Kleinwort Foundation	-	1,168	1,168
	<u>2,027</u>	<u>2,054</u>	<u>4,081</u>
TOTAL FUNDS	<u><u>191,179</u></u>	<u><u>(49,836)</u></u>	<u><u>141,343</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	100,571	(152,461)	(51,890)
Restricted funds			
Macmillan Cancer Support	32,146	(32,146)	-
The Hedley Foundation	-	(913)	(913)
The Henry Smith Charity	1,250	(1,250)	-
Surrey Community Foundation	4,600	(4,600)	-
Other restricted funds	1,250	(949)	301
James Tudor Foundation	-	(1,002)	(1,002)
Macmillan Cancer Support - Service & Development manager	4,390	(4,390)	-
Sobell Foundation	5,000	(5,000)	-
WAVS	2,500	-	2,500
Ernest Kleinwort Foundation	2,500	(1,332)	1,168
	<u>53,636</u>	<u>(51,582)</u>	<u>2,054</u>
TOTAL FUNDS	<u><u>154,207</u></u>	<u><u>(204,043)</u></u>	<u><u>(49,836)</u></u>

The restricted funds arise from donations and grants made for specific purposes eg training of volunteers, volunteers' expenses, recruitment and publicity, along with donations that are restricted in respect of the types of illness they will cover, and geographical areas.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2019.

THE BRIGITTE TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019**

	31/3/19 £	31/3/18 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and gifts	53,672	40,714
Gift aid	4,857	3,177
Legacies	2,247	2,430
Grants	43,650	57,280
Membership	1,500	1,445
	105,926	105,046
Investment income		
Deposit account interest	628	423
Interest - COIF	101	50
	729	473
Charitable activities		
Funding from Surrey Downs CCG	51,800	48,688
	51,800	48,688
Total incoming resources	158,455	154,207
EXPENDITURE		
Raising donations and legacies		
Promotions salary and expenses	6,851	7,956
Social security	216	364
Fundraising costs	5,999	4,144
Macmillan publicity	-	3,182
	13,066	15,646
Charitable activities		
Wages	55,861	59,723
Social security	1,828	2,729
Expenses of volunteers	12,621	11,927
Training and supervision	1,696	12,448
Staff expenses	2,131	2,140
	74,137	88,967
Support costs		
Management		
Wages	48,676	55,494
Social security	2,712	3,690
Pensions	874	547
Insurance	1,916	3,073
Telephone	2,242	3,579
Office consumables	3,374	2,545
Publicity	2,404	4,077
Carried forward	62,198	73,005

This page does not form part of the statutory financial statements

THE BRIGITTE TRUST

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019**

	31/3/19	31/3/18
	£	£
Management		
Brought forward	62,198	73,005
Sundries	1,481	598
Rent and rates	6,586	8,393
IT costs and maintenance	1,788	2,706
CRB check fees	412	412
Bookkeeping	2,016	2,016
Professional fees	1,705	1,275
Recruitment costs	5,732	5,374
Cleaning and maintenance	2,023	2,291
Light and heat	1,351	1,030
Depreciation of office equipment	55	74
Fixtures and fittings	55	73
Computer equipment	194	296
Bank charges	282	195
	<u>85,878</u>	<u>97,738</u>
Governance costs		
Insurance	243	242
Independent Examiner's fee	650	650
Independent Examiner - other services	1,940	800
	<u>2,833</u>	<u>1,692</u>
Total resources expended	<u>175,914</u>	<u>204,043</u>
Net expenditure	<u>(17,459)</u>	<u>(49,836)</u>