

HOSPICE CARE KENYA
ANNUAL REPORT AND ACCOUNTS
2019 – 2020

Company Number 07540244

Charity Number 1141469

Hospice Care Kenya
Annual Report and Financial Statements 2019 -2020

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Organisation Details

Patrons

Lord Carey of Clifton
Professor Sir Michael Richards

Archbishop Desmond Tutu
Mr Michael Wooldridge, OBE

Trustees

Dr Sally Hull, Chair
Mr David Worthington
Dr Michael Hughes
Dr Michael Smalley, Vice Chair
Mrs Angelika Kitching, Hon. Treasurer (retired Dec 2019)
Ruth Ogier (retired Feb 2020)
Julia Strong (retired June 2019)
Sarah Onyango
Suzanne Stevenson (appointed Nov 2019)
Yvonne Sanders Hon. Treasurer (appointed Nov 2019)

Staff

Mrs Lee Barker, Director
Mrs Catherine Nelson

Registered Office

Hospice House
34 – 44 Britannia Street
London
WC1X 9JG

Telephone: 01723 890283
Email: hck@hospicecarekenya.com
Web: www.hospicecarekenya.com

Bankers

CAF Bank Ltd,
Kings Hill, West Malling, Kent ME19 4TA

Examining Accountant

B C Lloyd FCA
Ashfield, Bradley Lane, Bradley, Stafford ST18 9DP

Background

Hospice Care Kenya (HCK) is a registered UK charity. It was founded in 1991 to support the newly-opened Nairobi Hospice, Kenya's first hospice for palliative care. Today there are more than 70 hospices and palliative care services in Kenya, and the Kenyan Government has begun to provide units in regional hospitals.

HCK raises funds in the UK to support the development and delivery of palliative care in Kenya by responding to specific requests for funding from hospices and other palliative care units.

Objectives and Activities

1. To raise funds and public awareness for:

- The work of the hospices and palliative care units in Kenya. In total there are now 72 hospices or palliative care units in Kenya, including PC units within 30 Government hospitals. These are for the benefit of the residents of Kenya and directed towards the treatment care and counselling of persons who are terminally ill with cancer or other incurable diseases;
- The counselling of their families and close associates;
- The education and the training of those providing or involved with such treatment, care and counselling.

2. To act as an agency for UK grant-making bodies working through charities to support projects overseas.

In setting our programme each year we have regard to both the Charity Commission's general guidance on public benefit and prevention and relief of poverty for the public benefit. The trustees always ensure that the programmes we undertake are in line with our charitable objects and aims.

In the year 2019 - 20 we continued to review our grant making policy and the monitoring processes to ensure that our funds are used effectively to make a difference to people in Kenya who need palliative care.

In carrying out these objectives and planning activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and to the obligations placed upon us by Section 17 of the Charities Act 2011 and confirm that we have complied with the duty placed upon us by the Act.

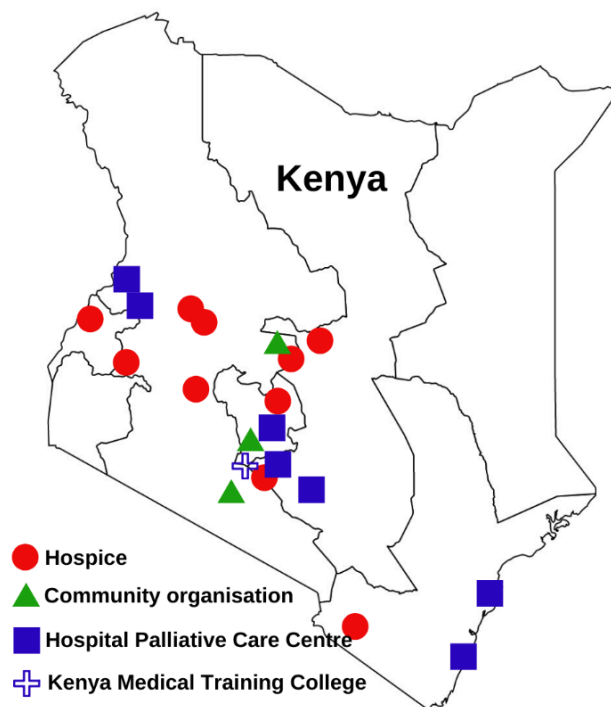
Achievement and performance

In carrying out our objectives in 2019 -2020 the following organisations received or were allocated grants:

Busia Hospice	Home visits, drugs and hospice running costs	£2,838
Nanyuki Cancer Support Group	Training Community Health workers	£2,164
Nakuru Hospice	Training Community Health Volunteers and health professionals	£2,449
Nyeri Hospice	Training Community Health Volunteers	£978
Ongata Ngong Palliative Care Community	Outreach clinics	£1,956
Hope for Cancer Kids	Funding for National Health Insurance cover for children with cancer	£3,613
Ruiru Sub county Hospital	Training health professionals and Community Health Volunteers	£1,963
Laikipia Hospice	Training care givers, patients and health workers	£2,151
Machakos Palliative Care Unit	Day Care	£2,003
Nairobi Hospice	Training Community Health Volunteers	£2,933
Siaya Roselyne Hospice	Training Community Health Volunteers	£2,250
Kenya Hospice and Palliative Care Association	Running costs	£3,845
Malindi Palliative Care Unit	Home visits and patient support groups	£2,464
Meru Hospice	Purchase of drugs and home visits	£984
Total		£32,591

In 2019/20 we supported the development and delivery of palliative care across 15 of Kenya's 47 counties, by supporting 21 hospices, palliative care centres and training programmes.

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We supported the training in basic palliative care of 180 Community Health Volunteers across 7 counties

Community health volunteers play a vital role in providing access to home-based palliative care in rural and deprived areas of Kenya. They provide compassionate care and support to families affected by life-limiting illness in their communities, supporting patients with their medication and pain relief, providing counselling and bereavement support, and training family members in home-based care. They also play an important role in raising the low levels of cancer awareness in Kenya. Trained community health volunteers can spot the common signs and symptoms, then help patients to get diagnosed sooner, increasing their chances of survival.

“I realized many patients are suffering in their houses without knowing what is happening and not able to visit the doctor, now with this knowledge I can help support the patients and link them with the hospital”. Feedback from a community health volunteers trained by Webuye County Hospital.

A project, with funding from James Tudor Foundation, to train and provide ongoing support to 129 community health volunteers across 4 counties came to an end in June 2019 with promising results. At the end of the project year 87% of the trained community health volunteers continued to be actively involved in the project, providing home-based care and raising awareness in their communities. This represents good retention of volunteers and their commitment to their communities. An increase in cancer patients aware of and using palliative care services was also reported.

“There is now a strong team of volunteers for Nyeri hospice. More patients are cared for and this places less burden on families, especially where the patient has children who can now go to school since the volunteers can lessen the burden of caring for the patient,” Nyeri Hospice Manager Stephen.

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“I am now knowledgeable on how to handle cancer patients better through counselling, right diet and physical exercises and to refer patients who need advanced management,” Lucy Waruguru, Community Health Volunteers, Kiambu County.



Community health volunteer training and mentoring in Kajiado and Siaya Counties

We supported 202 general health professionals from government hospitals to participate in short courses in palliative care

An increased number of health workers with knowledge and skills in palliative care increases access to essential care for patients and helps to facilitate referrals into and out of palliative care services for patients in need.

We supported Machakos Palliative Care Unit to train 30 general health workers across the hospital. The improved knowledge on palliative care amongst the general health staff resulted in a 44% increase in patients benefitting from services at the Palliative Care Unit as more patients were referred from other departments. The increase in numbers of staff with palliative care skills is also enabling the county to set up a palliative care unit in a second hospital.

Bungoma Hospital Palliative Care Centre trained 21 health staff from peripheral health centres with our support which has improved their community provision of home visits and bereavement care for families across the county.

“My attitude, approach and scope of care changed positively. I have learnt that spiritual and psychosocial support offered by the palliative care team greatly improves the quality of life in patients”, nurse Grace, Bungoma County.

We supported KDFMH Palliative Care Unit to train 79 medical staff across three sites in Nairobi, Rift Valley and Mombasa which has led to a 100% increase in numbers of patients referred from peripheral sites to the Palliative Care Unit and improved care for over 800 patients accessing services.

“Greatly and firstly there has been a change in attitude of medical personnel towards palliative care and many staff wished that they had done this before. Pain management has been taken more seriously by all; pain scores in the hospital has really changed for the better as the pain and symptoms are well controlled with the available drugs and opioids,” Christopher Maundu, Head of KDFMH Palliative Care unit.

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We provided partial sponsorship for 28 health professionals to study an 18-month Higher National Diploma in Palliative Care Nursing.

The September 2018 intake of 11 students from 9 counties at Kenya Medical Training College completed their course in March 2020, all of them passed their final exams. They have now been entered for Nursing Council Exams in April 2020.

“I have gained a lot of knowledge and skills in a field that isn't known to many. As a person it has helped me see life in a different way especially when dealing with patients and their families faced with life-limiting illnesses”, Fidelma, KMTC Palliative Care Nursing student.

“I have really benefited from the course because it has widened my nursing knowledge. It has taught me how to treat patients with life threatening illness, and also their relatives and care givers. It has enabled me to manage pain holistically and to improve quality of life of patients,” Beatrice, KMTC student.

We started support to the September 2019 intake of 13 students from 10 counties at Kenya Medical Training College with a bursary of 15% of course fees. They completed their first module exams in December 2019 and proceeded to their clinical placements during early 2020. We are also supporting four students from independent hospices to study the course with Nairobi Hospice with 50% course fee sponsorship. They enrolled on their course in January 2020.

Home based care of house-bound and isolated patients was supported from 13 hospices, providing access to palliative care across large areas of 11 counties. Hospice nurses carried out over 900 home visits reaching over 600 patients and their families.

Our support to Malindi Palliative Care Unit enabled their team to increase the number of patients supported through home visits by 100% compared to the previous year. As a result, the number of patients managed effectively for pain has increased, and relationships with families have been strengthened.



The team at Malindi PCU regularly travel up to 50km to visit patients to provide pain relief, counselling and bereavement care for families.

“I lost my father to liver cancer. The Palliative care team disclosed the diagnosis in a professional and easy to understand manner. They visited and answered all our questions and worries but at last he died. I thank the team, they walked with us during death and bereavement”, family member of a Malindi PCU patient.

We supported 3 centres to run regular support groups and day care sessions, reaching over 300 patients



Hospice day-care sessions and support groups provide an opportunity to bring together patients, their families and carers, for peer support, counselling and information sharing. With our support to weekly day-care sessions at Nyeri Hospice, the number of patients attending increased from an average of 25 to around 40. Kiambu Cancer Support Group saw their regular membership increase from just 12 to 220 through our support to this service. We supported Malindi Palliative Care Unit to establish a new support group for patients and their families, which so far has 46 members and a good regular attendance. That is far more people with terminal illness now benefitting from appropriate information and support.

Photo left – a member of Malindi PCU support group. At a support group meeting she gave an emotional account of the challenges she faces living with cervical cancer. With support from the group she said she could smile for the first time in a long time.

Responding to need

In Kenya women are disproportionately affected by cancer. National data shows that 60% of newly diagnosed cancer cases and 57% of cancer deaths occur in women. Breast and cervical cancer are the most common in Kenya. They account for 24% of all cancer cases and 39% of cases in women (2018 data). Data from our partners support these statistics where breast cancer and cervical cancers are frequently the most common seen in the hospices and palliative care centres we support. During the next financial year 2020/21 we aim to respond to this issue by increasing the focus of cancer awareness activities on cancers affecting women, aiming to increase referrals for early diagnosis and refer more women with cancer into palliative care services.

The lives of more than 3,000 people were improved with our support, through direct provision of palliative care and training health workers to provide quality palliative care.

Structure, Governance and Management

Hospice Care Kenya Ltd is a company limited by guarantee, company number 07540244 and is registered in England as a charity, registration number 1141469. The Company was incorporated on 23rd February 2011 and is governed by its Memorandum and Articles of Association of the same date. On 1st April 2011 the Company took over the assets and liabilities of the former charity, Hospice Care Kenya, charity registration number 1001709. The Company is managed by a Board of unpaid Trustees, who act both as Directors of the Company for the purposes of the Companies Act 2006 and Trustees of the Charity for the purposes of the Charities Act 2011. All of the activities of the Charity are classed as continuing. The Trustees have pleasure in presenting their report and the independently-examined financial statements of the Company for year ended 31st March 2020 in accordance with the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice 2015.

Recruitment and Appointment of Trustees

When there is the requirement to appoint a trustee personal contacts and networking are used to find suitable candidates. The appointment of a trustee has to have the unanimous agreement of the existing trustees. New trustees are briefed on the objects of the Trust and the Memorandum and Articles governing its activities. All new Trustees are required to sign a Trustee Declaration and Code of Conduct.

Financial review of the accounting period 1st April 2019 to 31st March 2020

The main activity of the charity was raising funds to support the provision and delivery of palliative care in Kenya. Total income was £55,124 (2019 £57,187). We are supported generously by donations from individuals which this year amounted to £29,363, including a legacy of £1,000, (2019 £30,149). Given the economic circumstances we are very grateful for this continued support and in particular to those many donors giving regularly by standing order.

Due to the efforts of our fundraiser the charity again secured income from Trusts and Foundations and was grateful to receive £24,300 (2019 £25,815) in the year.

We have received support from Friends of Hospice Care Kenya who have helped us to raise funds including Poetry in the Crypt Events organised by Nancy Mattson and Mike Bartholomew-Biggs. Total event income in the year was £805 (2019 £885). We also received £610 (2019 £274) from the sale of marmalade.

A significant amount of our Trust income came in at the end of the year and will be given out in grants next year. We are carrying forward funds designated for grants of £10,791 (2019 £7,911). This meant that grants approved in the year were lower at £32,591 (2019: £52,347) and a full list of the grantees is shown at note 6 (page 14) of the financial statements.

Policy on Reserves

The Trustees reviewed the Reserves Policy in the year and decided that in order to mitigate the risk of unforeseen circumstances or unexpected falls in income it is prudent to hold an amount of £14,000 in reserves. Funds over this amount will be held in a designated reserve from which grants will be paid.

Acknowledgements

The following trusts and organisations have made welcome donations

Ofenheim Charitable Trust	Michael and Harriet Maunsell Charitable Trust
Hawthorne Charitable Trust	Willoughby-Thompson Trust
Arimathea Trust	Souter Trust
Paget Trust	Sir H and Lady Huntington-Whitely Charitable Trust
N Smith Charitable Settlement	Mildenhall Charitable Trust
Austin Bailey Trust	

The charity is grateful to those individuals and organisations who have given us significant financial support during the year either through personal donations or raising funds on our behalf as Friends of Hospice Care Kenya:

E Salmon our ex Chair who continues to run events and make and sell marmalade for us

I & G Sloan	S Newton
R Glover	A Good
S Hull	R Codling
J Ambrose	B C Lloyd
I Mylam	C Norton
W Hinton	M Hill

Mike Biggs and Nancy Mattson who run Poetry in the Crypt

Signed on behalf of the trustees

Y Sanders Honorary Treasurer

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOSPICE CARE KENYA

My report on the accounts of the Company for the year ended 31 March 2020, which are set out on pages 10 to 15, is in respect of an examination carried out under s.43 of the Charities Act 1993.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees (who are the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those set out in the statement below

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Charities Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



2nd May 2020

B C Lloyd FCA
Ashfield, Bradley Lane
Bradley, Stafford ST18 9DP

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HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)
FOR THE PERIOD 1st April 2019 to 31st March 2020

	<u>Note</u>	Un- restricted £	Restricted £	TOTAL FUNDS £	Year ended 31 March 2019
Income and endowments from					
<i>Donations and Legacies</i>					
Donations		27,363	1,000	28,363	30,149
Legacy		1,000	-	1,000	30
<i>Charitable Activities</i>					
Trust Income		8,300	16,000	24,300	25,815
<i>Other Trading Activities</i>					
Events		805	-	805	885
Sale of Goods		610	-	610	274
<i>Investment Income</i> – bank interest		46	-	46	34
Total Income and Endowments		38,124	17,000	55,124	57,187
Expenditure on:					
<i>Raising funds:</i>					
Fund raising costs of grants and donations	3	7,857	-	7,857	8,463
<i>Charitable activities:</i>					
Grants made to Kenya	6	15,591	17,000	32,591	52,347
Other Expenditure	3	11,763	-	11,763	12,963
Total resources expended		35,211	17,000	52,211	73,773
Exchange rate variance		(33)	-	(33)	-
Net income (expenditure) being Net movement in funds		2,880	-	2,880	(16,586)
<i>Reconciliation of funds:</i>					
Total funds brought forward		21,911	-	21,911	38,497
Total funds carried forward		24,791	-	24,791	21,911

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HOSPICE CARE KENYA Registered Charity 1141469 Company Registration Number 07540244

BALANCE SHEET AT 31st March 2020

	<u>Note</u>	2020 £	2019 £
Current assets			
Debtors and Payments in Advance	4	85	194
Cash at Bank		24,825	30,575
		24,910	30,769
Creditors: amounts falling due within one year	5	(119)	(8,858)
Net current assets		24,791	21,911
Net assets		24,791	21,911
Which represent :-			
Unrestricted Funds			
- General funds		14,000	14,000
- Designated funds		10,791	7,911
Restricted Funds			-
Total charity funds	7	24,791	21,911

STATEMENT OF CASH FLOWS for the Year Ending 31st March 2020

	£	£
Opening Cash Balance		30,575
<u>Operating Activities</u>		
Receipts from raising funds	51,037	
Gift aid received	4,130	
Other Debtor payments	20	
Payments made	(19,719)	
Grants paid to Kenya	(41,231)	
Movement from operating activities	(5,763)	
Investing activities – bank interest	46	
Exchange rate variance	(33)	
Net movement		(5,750)
Closing Cash Balance		24,825

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For the year ended 31st March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed on behalf of the board of directors

These financial statements for the year ended 31st March 2020 as set out on pages 10 to 15, were approved by the Trustees on _____ and signed on their behalf by

Sally Hull
Chair

Yvonne Sanders
Honorary Treasurer

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st March 2020

1. INCORPORATION

The company was incorporated on 23rd February 2011, registered number 07540244, limited by guarantee. It took over the assets and liabilities of the former charity, registered number 1001709 on 1st April 2011. The former charity was de-registered and the company was registered as a new charity, registered number 1141469. The name of the former charity, Hospice Care Kenya, has been retained.

2. ACCOUNTING POLICIES

a. Basis of Accounting

The financial statements have been prepared under the historical cost convention and on the accrual basis. They comply with the Statement of Recommended Practice.

b. Donations and Voluntary Income

All cash income is accounted for at the time of receipt.

c. Gift Aid

The estimated tax refund on Gift Aid donations is accounted for in the year of the receipt of the donations.

3. SUPPORT COSTS

The trust allocates its support costs between those incurred for raising funds and those incurred for carrying out the charitable activities of the trust as shown below.

	Fund-raising	Charitable Activities	Total	2018
	£	£	£	£
Bank Charges	469	60	529	460
Fundraising Costs	1,224	-	1,224	1,846
Prof fees & Insurance	-	293	293	293
Newsletters	518	-	518	292
Office Costs	338	398	736	722
Travel	79	977	1,056	1,002
Staff Costs –Salary & Pension	5,200	10,007	15,207	15,017
Website	29	29	57	56
Monitoring Visit	-	-	-	1,738
	7,852	11,758	19,620	21,426

4. DEBTORS

The amount of £89 (2019:£194) is the tax refund due calculated on Gift Aid still to claim (2019:£174)

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

At the year end the charity had accrued £104 for pension costs (2019 :£202) and £15 PAYE (2019 £17), There was no accrual for grants approved not yet paid (2019: £8,639)

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2020
(Continued)

6. GRANTS MADE TO KENYA

	2020 £	2019 £
<u>Armed Forces Memorial Hospital</u>		
Training	-	1,456
<u>Bungoma County Referral Hospital</u>		
Training	-	1,500
<u>Busia Hospice</u>		
Training and running costs	2,838	2,426
<u>Hope for Cancer Kids</u>		
NHIF funds	3,613	2,038
<u>KEHPCA</u>		
Running costs	3,845	-
Sponsorship of conference	-	1,248
	<u>3,845</u>	<u>1,248</u>
<u>Kenya Medical Training College</u>		
Scholarships for Diploma Palliative Care	-	174
<u>Kiambu Cancer Support Group</u>		
Training	-	2,685
<u>Kimbilio Hospice</u>		
Outreach	-	2,557
<u>Kisumu Hospice</u>		
Drugs	-	5,597
<u>Laikipia Palliative Care Centre</u>		
Training and Existing Services	2,151	460
<u>Machakos PCU</u>		
Day care	2,003	-
Training community health volunteers	-	4,178
	<u>2,003</u>	<u>4,178</u>
<u>Malindi PCU</u>		
Developing Community Services	2,464	1,943
<u>Meru Hospice</u>		
Running costs	984	3,377
<u>Nairobi Hospice</u>		
Training community health volunteers	2,933	5,315
<u>Nakuru Hospice</u>		
Training community health volunteers	2,449	-
<u>Nanyuki Cancer Support Group</u>		
Training community health workers	2,164	-
<u>Nyeri Hospice</u>		
Training	978	3,484
<u>ONPAC</u>		
Training	1,956	8,353
<u>Ruiru Sub County Hospital</u>		
Training	1,963	-
<u>Siaya Hospice</u>		
Training of health volunteers	2,250	-
<u>St Mary's Medical Centre</u>		
Developing community services	-	2,807

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2020

(Continued)

GRANTS MADE TO KENYA (Continued)

	2020 £	2019 £
<u>Taita Taveta County Hospital</u>		
Drugs and consumables	-	1,749
<u>Webuye Hospital</u>		
Training	-	1,000
<u>Total Disbursed to Kenya</u>	<u>32,591</u>	<u>52,347</u>

No Trustee received remuneration in the year. Four Trustees were reimbursed £483 (2019: £342) for Travel Expenses to meetings in the year.

There were no related party transactions

No member of staff has earned more than £60,000 in the year or the previous period.

The aggregate amount of employee benefits for key management personnel was £15,200 (2019 : £15,017)

7. MOVEMENT IN FUNDS

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Designated</u>	<u>Total</u>
As at 1 April 2019	14,000	-	7,911	21,911
Incoming Funds	35,244	17,000	2,880	55,124
Outgoing Funds	(35,244)	(17,000)	-	(52,244)
Transfers between Funds	-	-	-	-
As at 31 March 2020	14,000	-	10,791	24,791

The Trustees reserve policy is to hold £14,000 in reserve in general funds to cover unforeseen circumstances or unexpected falls in income. The remaining funds are designated for grant distribution.