



The Guild of Aid

Helping families since 1904

Annual Review and Report 2016



THE GUILD OF AID

Mrs A Lewis, Chairman

Mrs J Anderson, Vice Chairman

Mr P C R Young FCA, Hon Treasurer

10 St Christopher's Place

London W1U 1HZ

Tel: 020 7935 0641

Email: admin@professionalsaid.org.uk

Website: www.guild-of-aid.org.uk

The Guild of Aid is a Friendly Society registered under the Friendly Societies Act 1974

(Registration number: FS31/BEN)



ANNUAL REVIEW 2016

Founded in 1904, the objects of The Guild of Aid were to help men and women of “gentle birth or good education” and their families. In 2010, the objects were updated to make them more relevant to the current climate. The Guild continues to help people in difficulty, interpreting the aims and objectives as broadly as possible. It pays particular attention to the educational background of applicants.

The Guild’s Case Committee considers the circumstances of each applicant. Beneficiaries may be granted support at different levels, for example: a regular weekly grant to assist with living expenses; TV licence and help towards telephone costs; car insurance or assistance with transport costs which may be required for reasons of disability or where public transport is limited. A beneficiary may often receive a combination of grants and gifts, depending on need. Where appropriate, applicants are also directed to other charities and organisations that may be able to give further advice and support.

The Guild of Aid works closely with its associated charity, the Professionals Aid Council (PAC) and refers applicants to PAC if they meet its criteria.

In November 2015, the boards of The Guild of Aid and the Professionals Aid Council began to consider merging the two funds for the practical advantages that would accrue to the administration and ultimately for the benefit of applicants.

The final decision to enter into the process was taken in March 2016. Following legal advice, the model was to transfer the major part of the Guild’s assets from the Guild to PAC, leaving a small balance in the Guild. This would ensure the continued existence of the Guild as a legal entity to facilitate collection of any future donations to the Guild.

The process was completed on October 31, 2016, when the Deed of Transfer of Charitable Undertaking between the Professionals Aid Council and The Guild of Aid was signed by the chairmen of both charities.

The boards agreed to change the name of the Professionals Aid Council (PAC) to the Professionals Aid Guild (PAG) to reflect the change.



THE GUILD OF AID 2016

In 2016, The Guild of Aid helped many beneficiaries, some of whom remain in regular contact with the charity. Below we have given a brief account of how the support from The Guild of Aid has affected a number of those individuals.

Ms A, aged 57, had to flee her home country due to the difficult political situation. She was widowed a few years after she married. She had two sons, one of whom died when young. Ms A suffers from severe clinical depression, chronic fatigue syndrome and fibromyalgia. She has also had a number of mental health breakdowns. Her second son is her main carer. She is also supported by the community mental health team. Ms A receives a weekly grant from the Guild.

Ms A wrote as follows: "The Guild of Aid has brought me hope, joy and the will to live on. I cannot thank you enough for your immense help and support. Thank you. Thank you. Thank you. My only return to you is to wish blessings and prosperity in all the days to come".

Mrs B, 87, has been a beneficiary for over twenty years. She is the widow of a major in the Royal Engineers. Mrs B has lived in her own home for fifty years and receives financial assistance from a number of charities, one of which visits her regularly. Mrs B suffers from osteoarthritis in both shoulders. Although she remains mentally alert and quick witted, her health is slowly deteriorating and she has become increasingly reliant on her home help. The Guild awarded Mrs B a monetary gift and weekly grant.

Mrs B has sent a number of letters over the years: "Thank you for the awards for another year. Please thank the committee and tell them that I am most grateful for their help over many years. Once again many thanks for your offer of help. It helped me get out of the red and into the black!"

Mr C, aged 58, is currently unemployed. He used to work in a bank, but gave up his job ten years ago to live with his disabled mother. After his mother died, Mr C was evicted, but was later helped by a friend who provided him with the finance to move into rented accommodation. He suffers from a number of ailments, including asthma, chronic anxiety problems and depression. This year, the Guild increased the amount of Mr C's weekly grant and monetary gift. He was also awarded a number of gifts, including a communications package, TV licence and contents insurance.

Mr C sent a card of thanks: "I wish to send you very heartfelt thanks for making my life more hopeful for the future. It is a gift that I cannot adequately state my gratitude with words alone. It is very humbling; your kindness I shall never forget. Your gifts have made such a difference in what has been a difficult year, health wise. I shall offer a gift to you with a prayer of thankfulness. God bless you".

Miss D, 36, has a daughter who was born severely disabled. Miss D's husband left her after the baby was born. She gave up her teaching career to become her daughter's full time carer. The baby, now aged two, has had several operations since birth and may require further surgery next year. Her ongoing care involves extra expenses, including weekly visits to and from hospital. The Guild awarded Miss D a number of monetary gifts over the year to help purchase white goods and to finance general living expenses.

Miss D wrote: "Just a little note to say thank you so much for the award from The Guild of Aid. The generosity of the committee has made such a difference to myself and my daughter. The last year has been an incredibly difficult time with my daughter having had three operations and multiple medical appointments. The gift will help with essential travel and living expenses. Personally, financial pressures were causing me a great deal of anxiety and this has relieved some of that pressure and enabled me to be a more relaxed and happy mummy. It has made a real difference to us both. Thank you once again, with very best wishes".

Miss E, aged 51, is divorced and has three sons, the youngest of whom lives at home. Miss E's parents died five years ago, her mother after a long battle with cancer. After that time, Miss E reduced her hours of work as a teacher so her income dropped. Her second son aged 22, who is studying medicine, was recently diagnosed with an aggressive form of cancer. He is undergoing chemotherapy at a hospital over 200 miles from their home. Miss E is constantly worried about the costs of travel to visit him. She receives grants from several charities as well as the Guild, which awarded her a weekly grant and monetary gift.

Miss E wrote after receiving the Guild's Christmas monetary gift: "I just wanted to say thank you for the Christmas gift I received. It was a generous surprise and will really help me towards Christmas. I am taking two of my sons to visit their brother who is having chemotherapy in hospital and so cannot travel home. Your continued generosity is so appreciated and so very welcome at this time of year".

Mr F is 71 and lives with his wife in their own home. They still have a large mortgage and over the years the Guild has granted Mr F a number of one off gifts towards repairs. He has also been awarded a weekly grant. He and his wife are in receipt of a small state pension and say that they live in constant financial worry. They feel unable to enjoy retirement as they hoped they would. The Guild continues to support Mr F with a weekly grant.

Mr F regularly sends thank you notes, one of which was at Christmas: "My wife and I are so grateful to you for your wonderful help which we appreciate so much. I cannot begin to thank you enough for such wonderful help. It will enable me to buy one or two extras for our Christmas. Thank you again so much and I should be grateful if you would pass on our thanks to your trustees".

THE GUILD OF AID 2016

In 2016, The Guild of Aid provided advice, information and financial support to a number of individuals and families in need.

118

Total beneficiaries assisted in 2016

84

Beneficiaries receiving weekly grants

167

Total applicants considered by committee

44

New beneficiaries awarded gifts and grants

8

Enquiries made through the website, letters and by telephone

Committee meetings per year to consider applications

714

£103,102*

Total amount awarded in 2016

*net of repaid grants

WITH GRATEFUL THANKS

Throughout the year, a number of individuals and organisations

have supported the work of The Guild of Aid.

We would like to express our gratitude to them

and to committee members and staff.



In 2016, The Guild of Aid spent over £103,000 on supporting beneficiaries. The Guild of Aid can continue this work by receiving a donation, legacy or Gift Aid – see website www.guild-of-aid.org.uk for full details or contact the charity at admin@professionalsaid.org.uk

**THE GUILD OF AID
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

Friendly Society Registration no. FS31/BEN

THE GUILD OF AID

FOR THE YEAR ENDED 31 DECEMBER 2016

REFERENCE AND ADMINISTRATIVE DETAILS

REGISTERED OFFICE

10 St Christopher's Place
London
W1U 1HZ

Friendly Society Registration no. FS31/BEN

BANKERS

National Westminster Bank Plc
Earls Court Branch
PO Box 147
195 Earl's Court Road
London
SW5 9AP

Santander Commercial Bank
Bootle
Merseyside
G1R 0AA

INVESTMENT ADVISORS

Rathbone Investment Management Ltd
1 Curzon Street
London
W1J 5FB

AUDITORS

haysmacintyre
26 Red Lion Square
London
WC1R 4AG

SOLICITORS

RadcliffesLeBrasseur
85 Fleet Street
London
EC4Y 1AE

THE GUILD OF AID

REPORT OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT

FOR THE YEAR ENDED 31 DECEMBER 2016

The Trustees and Committee of Management present the report and accounts of The Guild of Aid (the Guild) for the year ended 31 December 2016. The Statements appear in the format required by the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2015) (Charities SORP FRS102), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102).

STATUS

The Guild is a Friendly Society registered under the Friendly Societies Act 1974 (Reg. No. FS 31/BEN) and is an 'Exempt Charity' under the Charities Act 2011.

During the year, The Guild of Aid transferred by deed its assets and liabilities (save for £250) to the Professionals Aid Council (PAC) following legal advice and approval by the Financial Conduct Authority (FCA). Accordingly, it became dormant with effect from 1 November 2016, but will remain on the FCA register. PAC holds £250 in trust for the Guild. PAC has undertaken to continue unchanged the activities of the Guild.

TRUSTEES AND COMMITTEE OF MANAGEMENT

The Guild's strategic activities are managed by the Trustees and Committee of Management, who may empower other committees to act. The duties and responsibilities of the Trustees and Committee of Management are governed by the Guild's Rules. Members of the Committee of Management are elected at the Annual General Meeting and serve for the period of one year and may be re-elected for further years. The Committee of Management meets four times during the year and may hold additional meetings if necessary.

In fulfilling their duties the Trustees and Committee of Management are assisted by the staff team, headed by the Chief Executive Officer. A scheme of delegation is in place and day-to-day responsibility for management of the organisation is delegated to the Chief Executive Officer and in her absence, the Grants and Information Manager.

Members of the Committee of Management, including the Trustees, are all volunteers.

TRUSTEES

Trustees serving during the year were:

Mr C H D Everett, CBE	(resigned 24/03/2016)
Mrs L Keenan	
Mr J Aisher	

COMMITTEE OF MANAGEMENT

The members of the Committee of Management serving during the year were:

Mrs A Lewis	Chairman
Mrs J Anderson	Deputy Chairman (resigned 24/03/2016; re-appointed 01/11/2016)
Mr P C R Young, FCA	Honorary Treasurer
Mr J Aisher	
Mrs L Carmichael	
Mr R J Caton, RD, FAIA, FIAM	
Mr CHD Everett, CBE	(resigned 24/03/2016; re-appointed 01/11/2016)
Mrs L Keenan	
Dr M G Springham, BSc, FCA	(resigned 24/03/2016; re-appointed 01/11/2016)

Staff in attendance:

Ms F McNicholl	Chief Executive Officer
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The Committee of Management empowers other committees to act. Each committee has its own terms of reference. Investment matters are dealt with by the Investment Committee, which meets twice yearly and its reports are presented to the subsequent Committee of Management meeting. Welfare matters are dealt with by the Case Committee and the Chairman presents the Committee's report to the Committee of Management meetings.

THE GUILD OF AID

REPORT OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

All committee members are volunteers and attend meetings regularly throughout the year. Trustees and Committee of Management members commit approximately 604 hours per annum to administer the charity; other volunteers devote approximately 320 hours each year to the work of the Guild.

INVESTMENT COMMITTEE

Members of the Investment Committee met twice during the year to oversee the management of the investments in order to ensure that funds are available to maintain the charity and provide financial support to beneficiaries.

Those committee members serving for the year were:

Mr P C R Young FCA	Chairman
Mr J Aisher	
Mrs J Anderson	
Mr R J Caton, RD, FAIA, FIAM	
Mr C H D Everett, CBE	
Mrs L Keenan	
Mrs A Legge	
Mrs A Lewis	
Dr M G Springham, BSc, FCA	

CASE COMMITTEE

Members of the Case Committee met eight times during the year. Members decide upon requests for financial assistance and where applicants are not eligible for help from the Guild, every effort is made to refer them to alternative sources of help. Where applicants are eligible for assistance, the committee members agree on the help to be awarded, which could be in the form of a regular grant or one-off gift.

Those given regular help are subject to an annual review and their situation is monitored throughout the year.

Those committee members serving for the year were:

Mrs A Lewis	Chairman
Mrs A Legge	Deputy Chairman
Mrs V Barrow	
Mrs L Carmichael	
Mr R J Caton, RD, FAIA, FIAM	
Mrs P Crosthwaite	
Mrs R Whitehorn	

TRUSTEES AND COMMITTEE OF MANAGEMENT SELECTION AND INDUCTION TRAINING

Induction and training of new committee members is implemented by the Chief Executive Officer through informal meetings and the provision of relevant documents including the Guild's Rules and the Charity Commission publication 'The Essential Trustee'. Opportunities exist for new members to meet with staff members to familiarise themselves with the day to day operation of the Charity. Trustees and Committee of Management members are kept informed by email and at meetings of relevant new information and legislation, and of opportunities for further training.

The Guild's Rules do not prescribe an age limit or term of office for Trustees or Committee of Management members.

THE GUILD OF AID
REPORT OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2016

RISK MANAGEMENT

The Committee of Management has reviewed the major strategic, business and operational risks that the charity faces. The Committee of Management has assessed these key risks which may impact on the charity and is ensuring that systems and procedures exist to minimise these risks. The Committee of Management reviews risks yearly to ensure that risk management is kept up to date.

RELATED CHARITY

The Guild is associated with the charity, the Professionals Aid Council (PAC), with which it shares office accommodation and expenses, including staff costs; these costs are shared on the ratio 50:50. PAC's aims are similar to those of the Guild and its registered address is 10 St Christopher's Place, London W1U 1HZ.

TRANSFER OF ASSETS TO PROFESSIONALS AID COUNCIL

With effect from 1 November 2016, all the activities of the Guild will be carried out by PAC.

RESERVES POLICY

The Committee of Management regularly reviews the charity's reserves policy. The level of reserves held is influenced by the annual budget, grant commitments, economic factors and investment returns. The policy has been up until the transfer of funds to PAC to maintain sufficient reserves to cover anticipated net expenditure for a 15 year period and this equates to approximately £2.5 million. At 31 October 2016 immediately prior to the transfer, the general funds were just over £2.9 million, so in excess of the target. These funds were held mainly as investments in order to guarantee a sustainable continuation of the charity's work. These funds have now been transferred to PAC.

INVESTMENT POLICY AND PERFORMANCE

The investment objective is to obtain capital growth and a reasonable yearly income from a portfolio, which, at 31 October 2016, comprised 25% interest bearing stocks and 75% equities.

During the period to 31 October in which equity markets were particularly volatile due to global political and economic uncertainties, the FTSE All Share Index rose by 9.4%. Net gains on the Guild's investments led to an increase in value of £210,180 or 7.6%.

Dividends and interest totalled £104,450, a yield of 4% which is satisfactory.

Discretionary investment powers, subject to certain conditions, have been granted to the Guild's stockbrokers, Rathbone Investment Management Ltd.

The performance and policy is reviewed annually and the Investment Committee meets twice a year.

OBJECTIVES, STRATEGIES, ACHIEVEMENTS AND FUTURE DEVELOPMENTS

OBJECTIVES

The Guild was founded in 1904 and registered as a charity in 1915, with its main aim being to offer financial assistance and support to those in need. In 2010 its objects were amended to reflect changing times, but the aims remain essentially the same: to support those of good educational background who are in difficulty.

PUBLIC BENEFIT

The Trustees and Committee of Management confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to Public Benefit guidance published by the Charity Commission in determining the activities undertaken by the charity. The Trustees and Committee of Management confirm that in planning the activities of the Guild they have given careful consideration to how the charity has fulfilled its charitable objectives. The Aims and Achievements sections of this report clearly set out the activities which the charity undertakes for the public benefit.

The policy of the Guild is to support residents of the United Kingdom of "good educational background who are in difficulty", irrespective of age. Where appropriate, applicants are referred to other funds.

THE GUILD OF AID

REPORT OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

Benefits are in the form of regular monthly grants and/or gifts towards day-to-day living expenses, and/or single grants to meet specific immediate needs.

The Guild does not exclude or give priority to applicants on the basis of their gender, nationality, religious or ethnic background and maintains formal equalities monitoring.

The Guild welcomes applications from those living in the United Kingdom. The charity advertises on its own website and on other charity websites and search engines. The Guild distributes leaflets to individuals and organisations and makes presentations on its charity work at appropriate events.

STRATEGIES

General Advice and Financial Help

The Guild provides support to applicants by offering advice as appropriate. This may be by referring individuals to occupational or other benevolent funds or to other agencies that can meet their needs more appropriately.

Applicants whose needs are not met by their own trade or professional fund or do not have one to call on and who meet the criteria for the Guild will have their request considered by the Case Committee.

The Case Committee decides the level of assistance to be awarded. This could be a regular grant, regular gifts, one-off gifts or a combination of these, payable to the applicant. The Guild also works with other funds and pays grants and/or gifts for an applicant via other organisations.

It is the opinion of the Trustees and Committee of Management that visiting applicants and beneficiaries is not practical (except in special circumstances) given the fact that beneficiaries and applicants are spread throughout the United Kingdom.

ACHIEVEMENTS

During the period to 31 October 2016 the Guild received 714 (2015: 803) enquiries for financial help for general assistance. There were 44 new beneficiaries, the charity continued to assist 74 existing beneficiaries, total beneficiaries 118 (2015: 132). In addition, the Guild dealt with a substantial number of re-applications, requests for further help from beneficiaries, and enquiries that resulted in referrals to other funds or organisations.

The total amount awarded (net of repaid grants) during the period was £103,102 (2015: £116,300).

During the period to 31 October, help was awarded as follows:

The Case Committee gave weekly grants to 84 beneficiaries. Other beneficiaries received help towards TV licences, household insurance, road tax and car insurance, and one-off grants, which included help towards the purchase of clothing, beds, cookers, household items, travel costs and central heating.

These grants significantly improved the quality of life for the Guild's beneficiaries.

FUTURE DEVELOPMENTS

The Guild of Aid Friendly Society ref FS31/BEN will be dormant for the foreseeable future. All the Guild's activities will be carried out by PAC.

THE GUILD OF AID

REPORT OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

FINANCIAL REVIEW

The Guild's financial activity in the year was limited to the 10 months to 31 October 2016 when the transfer of assets took place. Comparatives are for the full year of 2015.

The Guild had income in the year of £127,447 after net realised and unrealised gains on investments of a net £210,180.

During the year the Guild received income from subscriptions, donations, legacies and investment income of £104,785 (2015: £141,567).

Charitable activities: General Advice and Financial Help of £174,038 (2015: £200,063), Cost of raising funds £13,480 (2015: £15,024). This resulted in net expenditure of £82,733 (2015: £73,520) before taking into account net gains on revaluation and on disposals of investment assets of £210,180 (2015: net losses of £58,133).

No fees were paid to any of the Trustees or Members of the Committee of Management during the year. Trustees and Members of the Committee of Management received reimbursement of expenses totalling £172 during the year (2015: £124).

FIXED ASSETS INVESTMENTS

Full details are given in Note 7 to the Accounts. In accordance with the Charities SORP FRS102 investments are shown at fair value.

STATEMENT OF THE RESPONSIBILITIES OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT

The Trustees and Committee of Management are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees and Committee of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Guild and of the incoming resources and application of resources for that period. In preparing these financial statements, the Trustees and Committee of Management are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Guild will continue in business.

The Trustees and Committee of Management are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the Guild and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE GUILD OF AID

REPORT OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

AUDITORS

A resolution to reappoint haysmacintyre as auditors will be proposed at the next Annual General Meeting.

BY ORDER OF THE TRUSTEES AND COMMITTEE OF MANAGEMENT

A Lewis
Chairman

16 March 2017

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND COMMITTEE OF MANAGEMENT OF THE GUILD OF AID

We have audited the financial statements of The Guild of Aid for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the society's members, as a body, in accordance with Section 38 of the Friendly Societies Act 1974. Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Committee of Management and auditor

As explained more fully in Statement of Responsibilities of the Trustees and Committee of Management, the Trustees and Committee of Management are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the society's affairs as at 31 December 2016 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the Friendly Societies Act 1974.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Friendly Societies Act 1974 requires us to report to you if, in our opinion:

- proper books of account have not been kept by the society in accordance with the requirements of the legislation,
- a satisfactory system of control over transactions has not been maintained by the society in accordance with the requirements of the legislation,
- the Statement of Financial Activities, to which our report relates, and the balance sheet are not in agreement with the books of account of the society,
- we have not obtained all the information and explanations necessary for the purposes of our audit.

haysmacintyre
Chartered Accountants
Registered Auditors

26 Red Lion Square
London
WC1R 4AG

16 March 2017

THE GUILD OF AID

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	2016 unrestricted £	2015 unrestricted £
INCOME AND ENDOWMENTS FROM:			
Donations and Legacies:			
Subscriptions and donations		335	382
Legacies			20,039
Investments	1(e),2	104,450	121,146
Total Income and Endowments		<u>104,785</u>	<u>141,567</u>
EXPENDITURE ON:			
Raising Funds:			
Costs of generating donations and legacies	3	3,262	3,849
Investment managers' costs		10,218	11,175
Charitable Activities:			
General Advice and Financial Help	4	174,038	200,063
Total expenditure		<u>187,518</u>	<u>215,087</u>
Net expenditure before investment (losses)/ gains		(82,733)	(73,520)
Gains and Losses on Investments		210,180	(58,133)
Net movements in funds		127,447	(131,653)
Reconciliation of Funds			
Fund balances as at 1 January 2016		2,818,290	2,949,943
Transfer to Professionals Aid Council	12	(2,945,487)	-
Fund balances as at 31 December 2016	11,12	<u>250</u>	<u>2,818,290</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

THE GUILD OF AID

BALANCE SHEET

AS AT 31 DECEMBER 2016

	Notes	2016		2015	
		£	£	£	£
FIXED ASSETS					
Investments	7		-		2,777,578
CURRENT ASSETS					
Debtors	8	250		3,974	
Cash at bank and in hand		-		84,157	
TOTAL CURRENT ASSETS		<u>250</u>		<u>88,131</u>	
CREDITORS					
Amounts falling due within one year	9	-		(47,419)	
NET CURRENT ASSETS			<u>250</u>		<u>40,712</u>
NET ASSETS			<u>250</u>		<u>2,818,290</u>
REPRESENTED BY					
Accumulated funds					
General Funds (all unrestricted)	11		<u>250</u>		<u>2,818,290</u>

The financial statements were approved and authorised for issue by the Trustees and Committee of Management on 16 March 2017 and were signed below on its behalf by:

J Aisher
TRUSTEE

L Keenan
TRUSTEE

1. ACCOUNTING POLICIES

a) Basis of Accounting

These accounts have been prepared under the historic cost convention. The accounts have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2016 (Charities SORP FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The Guild of Aid (the Guild) is a public benefit entity under FRS102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). As a smaller charity, exemption has been taken not to produce a statement of cash flows.

b) Income

Income is included in the Statement of Financial Activities when the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably. The following specific policies are applied to specific categories of income:

- Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.
- Legacies are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measureable with a degree of reasonable accuracy with the title of the asset having been transferred to the charity.
- Investment income is credited to income when it is receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

c) Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of obligation can be measured reliably.

Expenditure is recognised on an accruals basis as a liability is incurred, inclusive of VAT, which cannot be recovered.

Charitable activities comprise mainly the provision of grants given out in respect of general advice and financial help. Grants payable are payments made to third parties in the furtherance of the charitable objects of the charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside the control of the charity.

1. **ACCOUNTING POLICIES (continued)**

c) **Expenditure (continued)**

Support costs have been allocated to charitable activities. Governance activities comprise organisational administration and compliance with constitutional and statutory requirements. Costs include direct costs of external audit, legal fees and other professional advice.

d) **Investment gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (purchase price if purchased in the year). Unrealised gains and losses are calculated as the difference between the market value at the year end and the opening market value (or purchased price if purchased in the year).

e) **Investments**

Investments are a form of basic financial instrument. They are initially recognised at their transaction value and subsequently valued at their fair value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

f) **Significant judgements and sources of estimation uncertainty**

The preparation of accounts in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the charity's accounting policies. There were no areas where key judgements were needed in preparing these accounts.

g) **Cash Flow Statement**

The Trustees have taken advantage of the provision set out in the Charities SORP (FRS 102) Update Bulletin 1 in which smaller charities are no longer required to prepare a cash flow statement, and therefore no cash flow statement is included within the financial statements.

THE GUILD OF AID

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

2. INVESTMENT INCOME	2016	2015
	£	£
Bank interest	41	40
Dividends and interest from securities	104,409	121,106
	<u>104,450</u>	<u>121,146</u>
	<u><u>104,450</u></u>	<u><u>121,146</u></u>
3. COST OF GENERATING DONATIONS AND LEGACIES	2016	2015
	£	£
Staff costs	2,066	2,444
Office expenses	1,196	1,405
	<u>3,262</u>	<u>3,849</u>
	<u><u>3,262</u></u>	<u><u>3,849</u></u>
4. CHARITABLE ACTIVITIES	2016	2015
	£	£
Grants to individuals	103,304	120,837
Less: repayable grants repaid	(202)	(4,537)
Staff costs	39,247	46,438
Office expenses	22,953	26,956
Governance costs (see below, note 5)	8,736	10,369
	<u>174,038</u>	<u>200,063</u>
	<u><u>174,038</u></u>	<u><u>200,063</u></u>
5. GOVERNANCE COSTS	2016	2015
	£	£
Auditors' remuneration	4,667	5,520
Accountancy fees	2,813	3,263
Legal and professional fees	450	706
Committee of Management expenses	172	124
Trustees' indemnity insurance	634	756
	<u>8,736</u>	<u>10,369</u>
	<u><u>8,736</u></u>	<u><u>10,369</u></u>
6. TOTAL STAFF COSTS		
<p>Average staff numbers during 2016 were 3 (2015: 3). These employees are shared between the Guild and its associated charity, PAC. These costs were shared in the ratio 50:50 until the transfer on 31 October 2016. The figures below represent the Guild's portion of the costs.</p> <p>Members of the Committee of Management received no remuneration in the year (2015: nil). Four of them were reimbursed travel expenses of £172 (2015: £124). No employees earned over £60,000 in the year (2015: nil). Total employment benefits of Key Management Personnel amounted to £39,940 (2015: £44,293).</p>		
	2016	2015
	£	£
Salaries	38,208	45,442
Social security costs	2,502	3,441
	<u>40,710</u>	<u>48,883</u>
	<u><u>40,710</u></u>	<u><u>48,883</u></u>

THE GUILD OF AID

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

7. INVESTMENTS				2016	2015	
				£	£	
Analysis of movements in the year						
Market value at 1 January 2016				2,777,578	2,960,282	
Additions at cost				148,197	217,136	
Disposals at opening book value at 1 January 2016				(205,437)	(337,417)	
Unrealised gains/(losses) on revaluation at 31 October 2016				217,160	(62,423)	
Transferred to PAC at 31 October 2016 (see Note 12)				(2,937,498)	-	
				<u> </u>	<u> </u>	
Market value at 31 December 2016				-	2,777,578	
				<u> </u>	<u> </u>	
Historic cost at 31 December 2016				-	2,137,050	
				<u> </u>	<u> </u>	
8. DEBTORS				2016	2015	
				£	£	
Prepayments				-	3,820	
Accrued income				-	66	
Due from Professionals Aid Council				250	88	
				<u> </u>	<u> </u>	
				250	3,974	
				<u> </u>	<u> </u>	
9. CREDITORS				2016	2015	
				£	£	
Accruals				-	8,687	
Allocated unpaid grants				-	38,732	
				<u> </u>	<u> </u>	
				-	47,419	
				<u> </u>	<u> </u>	
10. ANALYSIS OF NET ASSETS BETWEEN FUNDS				General Funds		
				Total	Total	
				Funds	Funds	
				2016	2015	
				£	£	
Represented by:						
Fixed asset investments					2,777,578	
Net current assets				250	40,712	
				<u> </u>	<u> </u>	
				250	2,818,290	
				<u> </u>	<u> </u>	
11. MOVEMENT IN FUNDS	At 1					
	January	Income &	Expend-	Investment	Transfer	At 31
	2016	Endow-	iture	Gains	To PAC	December
		ment				2016
	£	£	£	£	£	£
General Funds	2,818,290	104,785	(187,518)	210,180	(2,945,487)	250
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

THE GUILD OF AID

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2016

12. RELATED CHARITY AND TRANSFER OF FUNDS

The Guild is associated with the Professionals Aid Council (PAC), with which it shares office accommodation, including staff costs. The Guild's share of these items was £53,165 (2015: £63,836).

The Guild has paid £15,000 (2015: £17,000) rent to PAC during the year for the use of office premises.

At the year-end and following the transfer of assets, £250 was owed by PAC to the Guild (2015: £88) and is held in trust.

Assets transferred to PAC net of liabilities and reserves on 31 October 2016 were as follows

Transferred to PAC:

	£
Investments	2,937,498
Prepayments and accrued income	3,637
Cash in bank	54,894
Less: Commitments to beneficiaries	(44,673)
Accruals	(5,869)
Reserves	(2,945,487)
	<u> </u>
	-
	<u> </u>

