



NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN

**A Company Limited by Guarantee
Registered Charity**

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2012

**Registered Charity Number 1095897 (England & Wales); SC039255 (Scotland)
Company Registered in England and Wales Number 4620683**

Registered Office and Principal Address:

**2 Lakeside Business Park,
Swan Lane,
Sandhurst Berkshire
GU47 9DN**

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NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st MARCH 2012

CONTENTS

	Page
Legal and administrative information	1
Caravan Strategic Goals	2
Trustees' Report	3-8
Independent auditors' report	9-10
Statement of Trustees' responsibilities	11
Statement of Financial Activities (including Income and expenditure account)	12
Balance Sheets	13
Notes forming part of these financial statements	14-22

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN

Legal and Administrative information for the year ended 31st March 2012

Constitution

The National Grocers Benevolent Fund, trading as Caravan, is a company limited by guarantee, a registered charity number 1095897 and Scottish registered charity number SC039255, which is governed by its memorandum and articles of association. The company was incorporated on 18th December 2002 and registered as company number 4620683.

Directors and trustees

The directors of the charitable company ("the Charity") are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. An explanation of the method of appointment of Trustees is provided in the Trustees' Report.

The Trustees serving during the period and since the period-end, unless otherwise indicated, were as follows:

J M Batchelar	
J H Black	
Z M Choudrey	
B W Dalla Mura	
D C Hudson	
T Hurrell	Resigned 22 12 2011
G C Huse	
N F Matthews OBE	
A W Paine	
A R Smith	Chairman
R A M Smith	

Life Patron Sir David Reid

Director General Gillian M Barker

Company Secretary T M Straker ACIB

Registered Office 2 Lakeside Business Park, Swan Lane, Sandhurst, Berkshire GU47 9DN

Website www.caravan-charity.org.uk

Email info@caravan-charity.org.uk

Auditors Stewart & Co, Knoll House, Knoll Road, Camberley, Surrey GU15 3SY

Bankers and Investment providers Lloyds TSB Commercial, 1/2 Market Place, Reading, Berkshire, RG1 2EQ

CCLA Investment Management Limited, London

Newton Investment Management Limited, London

Barings Asset Management Limited, London

CARAVAN STRATEGIC GOALS

Our Vision

To be at the heart and soul of the industry, helping to create a better future for current and former colleagues

Our Mission

To alleviate hardship now and in the future by giving support and by informing industry colleagues of the need to get involved and help find solutions

The objects of the Charity

- The relief of necessitous persons, who are or have been engaged in the grocery or provisions trade, greengrocers and the off-licence trade, in any capacity, and for the relief of necessitous widows, widowers and their dependent children
- To undertake any other charitable purpose.

Our short term Targets

- To continue to raise £3M this year through fundraising
- To help 150 new beneficiaries this year
- To make contact with each beneficiary at least once this year
- To extend the usage of programmes that help us alleviate poverty in the future
- To deliver 170 Caravan Achievement Awards

Our long term Objectives

- To meet our 5 year plan
- To work collaboratively with other benevolent societies
- To develop the welfare visitors service
- To find other income streams

CARAVAN TRUSTEES' REPORT 2012

Who We Are

Caravan is the trading name of the National Grocers Benevolent Fund, a company limited by guarantee, (incorporated on 18th December 2002) registered in England and Wales no. 4620683 and a registered charity 1095897 (England & Wales) and SCO39255 (Scotland) The principal and registered office for Caravan is 2 Lakeside Business Park, Swan Lane, Sandhurst, Berkshire GU47 9DN

Caravan is a long established benevolent fund and can trace its origins back to 1857

How We Run the Charity

The Charity is run by 10 serving Charity Trustees who are also directors and members of the limited company In that capacity they select new members of the Board of Trustees

Trustees are responsible for compliance with our legal and statutory requirements and also the safe and effective running of the Charity They meet every quarter to discuss and review both the day-to-day operations and the strategic direction of the charity Mrs Gillian Barker, appointed by the Trustees as Director General, manages the day-to-day operations of the Charity She reports to the quarterly Trustee meetings and contributes to the discussions in an advisory capacity Her senior direct reports are Mrs Cathy Mercer, Welfare Development Director and Mr Tim Straker, Company Secretary and Office Manager, who replaces Mr Robin Bateman who retired during the year

During the year, Mr Tim Hurrell stepped down as a Trustee

Various Trustees and industry colleagues sit on four main charity sub-committees covering welfare, welfare strategy, finance and fundraising These committees keep the Trustee Board updated on plans and initiatives Formal terms of reference exist for these committees and these are set out in the Caravan Policy Document, which is reviewed and updated annually This document also contains various processes and procedures to ensure that we have appropriate controls in place for the effective and efficient operation of the Charity

Trustees serve for a three year period and may be re-elected to serve for further three year periods All Charity Trustees have signed an 'Eligibility to Serve' declaration form, a declaration of any Conflicts of Interest and have completed an enhanced Criminal Records Bureau check As the Charity works with vulnerable people all Trustees are cleared by the Criminal Records Bureau The possible existence of conflicts of interest is considered prior to the start of every meeting of the Board of Trustees All new Trustees have a formal induction that covers the role of the Charity and what is expected of them in their role as Caravan Trustees

Charity law requires organisations to demonstrate explicitly that their aims are for public benefit The charitable activities of Caravan are available to people in need who are, or have been, engaged in the grocery or provisions trade, greengrocers and the off-licence trade, in any capacity and for their widows, widowers and dependent children The Trustee Board have discussed the issue of public benefit and are confident that the breadth and scope of the work of the Charity, as disclosed in this Report, clearly falls within the guidelines set in Section 17(5) of the 2011 Charities Act

The financial year 2012/13 will see Caravan merge with the confectionery trade benevolent fund 'Sweet Charity' A steering group comprising Trustees from both charities is currently working on this integration that will deliver a bigger and better charity for the grocery industry In line with guidance from the Charity Commission, Sweet Charity will transfer all of its assets at their year end (31/8/12) to the National Grocers Benevolent Fund The enlarged charity will have a new brand identity that will reflect the strengths of both charities It is hoped to have this new brand in place during 2012/13

What Our Plans Are

The Caravan strategic plan comprises the Caravan Vision and Mission statements, the Objects and the short and long term Objectives for the Charity.

The objects of the Charity, as set out in the Memorandum of Association, are

A The relief of necessitous persons, who are or have been engaged in the grocery or provisions trade, greengrocers and off-licence trade, in any capacity, and for the relief of necessitous widows, widowers and their dependent children.

B To undertake any other charitable purpose

The Caravan Vision is to be at the heart and soul of the industry; helping to create a better future for current and former colleagues Our Mission is to alleviate hardship now and in the future by giving support and by informing industry colleagues of the need to get involved and help find solutions.

The Caravan Strategic Plan is regularly reviewed at the Trustee Board meetings. At the February Trustee meeting, the Vision and Mission statements, the short-term targets and the long-term objectives were reviewed and all agreed that these continue to hold good These can be found on page 2 of the Annual Report

The commentary detailed overleaf reflects the progress the Charity has made these last 12 months against both short-and long-term objectives

How We Fundraise

Caravan raises money through local and central fundraising Our stated target is to continue to raise at least £3M per annum and I am pleased to note that we have exceeded this by 10% and achieved a record net fundraising income of £3.31M

The Annual Luncheon and the Annual Diamond Ball are the two key annual events for the Charity, which raised £281,154 (2011 £216,737) and £276,632 (2011 £235,987) respectively, beating the targets set for them Our Branch income also set a record fundraising total of £987,305 (2011 £815,077), which only further emphasises the hugely important role our regional committees play in the success of the Charity

All of the Charity's income comes from the industry we work to support This can be in the form of a cash donation, or through supporting local and national fundraising events

Who Are the People We Help?

Caravan is a national charity which looks after anyone who is, or has been, engaged in the grocery or provisions trade, greengrocers and off-licence trade We also look after widows, widowers, partners and dependent children We set ourselves a target of helping at least 150 new beneficiaries each year and also to make contact with each beneficiary at least once per year. I am pleased to report that we took on 224 new beneficiaries during the last twelve months compared to 181 for the previous year

We do lose beneficiaries, primarily due to the age profile but some due to savings over our requirement level During the last twelve months, 126 were removed compared to 102 for the previous year

In the past twelve months we supported more than 2,100 people financially, making quarterly payments to 1,850 people who have worked in our industry, we also made a further 139 payments to dependants In addition, each beneficiary is contacted by one of the Caravan volunteer welfare assessors and where a visit is not possible a telephone call is always made, or a letter sent, to ensure our beneficiaries are safe and well All of our beneficiaries also receive the quarterly Caravan Circle of Friendship newsletter plus birthday and Christmas cards

How We Try to Support our Colleagues

The Charity exists to help those who have fallen on hard times, whether that is due to an unfortunate set of circumstances affecting those still at work today, or is through old age.

In addition to our annuity payments, we are also offering an increasing number of one-off grants. Prevention (of long term hardship) is a growing part of our work and we help current colleagues overcome a short term problem so that they can then return to their workplace.

Each year we survey the industry, gathering data on a variety of issues from pension provision to ill-health retirement. The information received from the Annual Survey has given us a valuable insight into our industry and feedback from the survey helps drive our welfare agenda. In addition during the last year, we carried out our first grassroots survey of shop and factory floor workers. This highlighted key concerns for those at work in our industry today, for example it showed us that those at work today have major concerns about job security, debt and pensions.

Building Awareness of Our Work

A key focus of our work is to build awareness of the existence of the Charity, how we help and why we need industry support.

The Caravan Achievement Awards, now in their fifth year, have been a great success in doing this and we are delighted that these Awards are now a regular feature for the industry. The Awards recognise the many ways that a company can get involved and make a difference, from joining us on our numerous committees to helping us find volunteer welfare assessors from amongst retiring staff. It also offers the Charity the opportunity to recognise and reward those companies that give support to our work. In the fourth year of the Awards which ended on 31 August 2011, 160 companies received a Caravan Achievement Award or Supporter's Certificate.

We also continue to honour individual supporters of the Charity with our Hall of Fame Award. This is given in recognition of at least 10 years service to the Charity and we were delighted to add another fifteen members during the last twelve months, bringing the total membership to 64.

During the year we held many Awareness Days in head offices and factories. This initiative is spearheaded by the Caravan Network committees and aims to introduce the work of the charity to a larger audience.

Where Our Income Comes From

The total net income raised during 2011/12 comes from three main sources:

Fundraising

£1,882,367 (2010/11: £1,559,984)

Donations (including legacies)

£1,232,579 (2010/11: £942,971)

Investment income

£197,910 (2010/11: £221,145)

The make up of our fundraising income is detailed on page 18 and you can see where our donations come from on page 17.

Included in donations are the monies we received from the Leverhulme Trade Charities Trust (£75,000). This donation is for the specific support of those who have been engaged or employed in a small UK business (less than 50 employees) that sell, or have sold, by retail a wide range of edible and non-edible goods.

How We Spend This Money

During 2011/12 we raised a record £3,312,856 and of this £2,407,403 was spent on welfare services, enabling us to support more beneficiaries than ever before

Former and current associates are eligible for support from Caravan if they or their partner have worked in our industry either full-time or part-time, for at least ten years and are able to demonstrate a degree of financial hardship. On application, one of the Caravan welfare assessors will contact the applicant to assess their eligibility on an individual basis.

Each Caravan beneficiary receives an annual payment, paid quarterly, of £804. Many of our beneficiaries have little or no savings so through our grant making process and aided by the regular visits of our welfare assessors we are able to make sure that all have the necessary basic household essentials - from beds and TVs to cookers and fridges. We also supply mobility items, such as electrically powered wheelchairs, bath and stair lifts, to enable our beneficiaries to remain safe and secure in their own homes.

Our beneficiaries come from all parts of the United Kingdom and at the end of March, 8.5% live in Scotland, 7.5% in Wales, 1.5% in Northern Ireland and 82.5% in England. The allocations of our welfare spend mirrors this split.

Governance costs of £104,665 (which includes an allocation of office overheads) reflect the cost of administering the Charity and ensuring we conform to all current legislation relating to the Charity Commission, the Office of the Scottish Charity Regulator (O S C R) and to Company law.

How We Manage Risk

Our Risk Management Policy seeks to identify any major risks to which the Charity may be exposed and that may affect the realisation of our goals.

Our short-term targets and long-term objectives are reviewed by the Trustee Board at our quarterly Trustee meetings. The Risk Assessment procedure is also regularly reviewed and we can confirm systems are in place to mitigate those risks. This assessment forms part of our Policy Document.

As always, we continue to be concerned about the polarisation within our industry and the implications that this could have on our fundraising efforts. Our financial position is continually under review by our Investment Committee and the Trustee Board ensuring that the financial welfare of our beneficiaries is safeguarded.

How We Manage Our Investments

As at 31 March 2012, Caravan's investment fund was valued at £6,555,921 (excluding property).

This is held by the Charity to underpin the value of Reserves retained to ensure the Charity's sustainability (this is covered in more detail in the section on our Reserves Policy). The Trustees' objectives are that the terms of our Reserves does not decrease in real value by aiming to achieve long-term capital growth ahead of inflation.

The Reserves are also key in the provision of income to help fund current expenditure. To meet these objectives the Trustee Board has set a target return of RPI +3% per year over a rolling five-year period. This is a target and the Trustees acknowledge that due to fluctuations in markets this may not always be possible.

We have an Investment Committee that meets quarterly to review investment performance and recommend changes to the investments as necessary. Our Investment Policy allows us to manage the money we raise and the money we need to have in reserve for unforeseen eventualities.

At 31 March 2012, 62% of the reserves were invested in three Common Investment Funds. These are Newton Global Growth and Income Fund for Charities, Newton Global Higher Income Fund, and Barings Targeted Return fund. The remaining 38% is invested in cash term deposits. The aforementioned merger will increase the level of our investments and on completion of the transfer of assets from Sweet Charity on 31/8/12 a revised Investment Policy will be put together for Trustee approval.

How We Manage Our Investments cont.

During the year the capital value of the portfolio, including cash on deposit, increased by £156,751 and generated an income of £197,910 from related interest and dividends. In addition, the Charity holds property investments valued at £601,000 (principally our office building in Sandhurst, Berkshire)

With regard to ethical investing, the Trustees are satisfied that our investments do not conflict with the aims of the Charity. Any investments that may hamper the work of the Charity will be avoided as will those deemed inappropriate on moral grounds. Investments that would pose a risk of significant financial detriment will also be avoided.

Our Reserves Policy

Our Reserves Policy is in place to ensure the sustainability of the fund

The Trustees have reviewed the Reserves Policy of the Charity. The policy is set out in the Caravan Policy Document and is as follows

1 Sustainability (of the fund) is paramount to our beneficiaries and the Trustees believe that sufficient reserves equal to five years at current payment rates should be in place to cover the most extreme case that fundraising may cease or be dramatically reduced. This is reviewed annually with any surplus considered under our 'Surplus Reserves' policy

2 Surplus reserves will be reviewed annually and used as working capital and to further the objects of the Charity as the Trustees see fit

At the Investment Committee meeting the members recommended that £6.2M of the Charity reserves (as at 31st March 2012) be set aside to allow the Charity to continue to look after its current number of beneficiaries for the next five years as set out in point 1 above. This will also be reviewed later this year in light of the merger with Sweet Charity. In 2011 the Trustee Board agreed that up to £100,000 over each of the next 5 years could be set aside if needed to assist in the development of the Welfare Strategy including the Caravan Helpline

N.G.B.F. Trading Limited

The Charity has a wholly owned trading subsidiary which is incorporated in the U.K., company registration No. 2952403. N.G.B.F. Trading Limited receives advertising revenue arising from the publication of the Charity's annual Year Book

During the year, the company made a gift aid donation of £43,467 transferring all of its taxable profits to the Charity. The Trustees are pleased with the performance and contribution of the subsidiary to the Charity's fundraising for the year

The directors of the subsidiary include one director who is independent of the Charity

Thank You

To help us realise the Vision and Mission of the Charity we continue to be immensely grateful to the companies and individuals who support our work. On behalf of the Caravan Trustees I would like to extend a huge thank you to all those involved

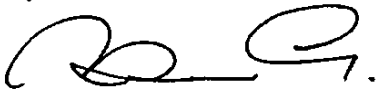
Our industry associates give their time to assist us in running the Charity by joining our central and local committees and we are very grateful to all who support us in this way. Our committee members help us introduce the work of the Charity to thousands of our industry colleagues who, with their friends, attend our local and national events. All our committees are staffed by volunteers who give up their own time with no thought of personal gain.

We would like to make a special mention of, and offer our very sincere thanks and appreciation to our wonderful band of professionally trained volunteer welfare assessors. We aim to make our beneficiaries feel part of the Caravan family and we could not achieve this without these 55 volunteers

Caravan Auditors

Stewart & Co are deemed to be reappointed in accordance with section 487(2) of the Companies Act 2006

By order of the Trustees

A handwritten signature in black ink, appearing to read 'A R Smith', with a stylized flourish at the end.

A R Smith (Chairman)

21st June 2012

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF NATIONAL GROCERS BENEVOLENT FUND, TRADING AS CARAVAN

We have audited the financial statements of National Grocers Benevolent Fund, trading as Caravan for the year ended 31 March 2012 which comprise the Consolidated Statement of Financial Activities (including income and expenditure account), the Consolidated Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is set out on page 14.

This report is made solely to the charitable company's members and trustees, as a body, in accordance with chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees 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 charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement (set out on page 11), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under the Companies Act 2006, section 151 of the Charities Act 2011 and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with those Acts. 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 APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2012, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended),

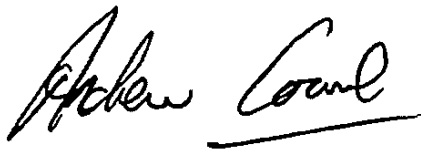
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006, the Charities Act 2011 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- the parent charitable company financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime



**Andrew Cousins (Senior statutory auditor)
for and on behalf of Stewart & Co.
Chartered Accountants and Statutory Auditor**

21 June 2012

**Knoll House
Knoll Road
Camberley
Surrey
GU15 3SY**

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the directors of National Grocers Benevolent Fund for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities Statement of Recommended Practice, make judgements and estimates that are reasonable and prudent,
- state whether applicable UK 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 charitable company will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN

**Consolidated Statement of Financial Activities (Including Income and Expenditure Account)
for the year ended 31st March 2012**

		Unrestricted Funds	Restricted Funds	Total funds 2012	Total funds 2011
	Note	£		£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	4	1,157,579	75,000	1,232,579	942,971
Legacies	4	-	-	-	-
Activities for generating funds:					
Central fundraising	5	1,780,524	-	1,780,524	1,557,456
Branch fundraising	6	1,795,819	-	1,795,819	1,537,607
Investment income	7	197,910	-	197,910	221,145
<i>Total incoming resources</i>		<u>4,931,832</u>	<u>75,000</u>	<u>5,006,832</u>	<u>4,259,179</u>
Resources expended					
Cost of generating funds					
Central fundraising	5	1,133,262	-	1,133,262	990,958
Branch fundraising	6	808,514	-	808,514	722,530
Investment management fees		29,000	-	29,000	27,862
Total cost of generating funds		<u>1,970,776</u>	<u>-</u>	<u>1,970,776</u>	<u>1,741,350</u>
Net incoming resources available for charitable application		<u>2,961,056</u>	<u>75,000</u>	<u>3,036,056</u>	<u>2,517,829</u>
Charitable activities					
Grants		1,550,184	-	1,550,184	1,362,565
Goods and services		482,436	70,792	553,228	447,175
Support costs		303,991	-	303,991	281,386
Total expenditure on charitable activities	8	<u>2,336,611</u>	<u>70,792</u>	<u>2,407,403</u>	<u>2,091,126</u>
Governance costs	9	104,665	-	104,665	85,035
<i>Total resources expended</i>		<u>4,412,052</u>	<u>70,792</u>	<u>4,482,844</u>	<u>3,917,511</u>
<i>Net incoming resources before other recognised gains and losses</i>		<u>519,780</u>	<u>4,208</u>	<u>523,988</u>	<u>341,668</u>
Other recognised gains/losses					
Gains and losses on investments	12	28,462		28,462	185,575
<i>Net movement in funds</i>		<u>548,242</u>	<u>4,208</u>	<u>552,450</u>	<u>527,243</u>
Reconciliation of funds					
Total funds brought forward		8,394,498	13,351	8,407,849	7,880,606
Total funds carried forward		<u>8,942,740</u>	<u>17,559</u>	<u>8,960,299</u>	<u>8,407,849</u>

The statement of financial activities includes all gains and losses recognised in the period

All of the above amounts relate to continuing activities

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN

Consolidated and Charity Balance Sheets as at 31st March 2012

		Group		Charity	
	Notes	2012 £	2011 £	2012 £	2011 £
FIXED ASSETS					
Tangible assets	13	611,027	618,156	611,027	618,156
Investments	14	6,555,921	6,399,170	6,565,921	6,409,170
	<i>Total fixed assets</i>	<u>7,166,948</u>	<u>7,017,326</u>	<u>7,176,948</u>	<u>7,027,326</u>
CURRENT ASSETS					
Debtors	15	703,655	704,526	703,655	704,526
Cash at bank and in hand	16	1,541,920	1,165,537	1,530,169	1,155,629
	<i>Total current assets</i>	<u>2,245,575</u>	<u>1,870,063</u>	<u>2,233,824</u>	<u>1,860,155</u>
CREDITORS amounts falling due within one year	17	(452,224)	(479,540)	(450,473)	(479,632)
NET CURRENT ASSETS		<u>1,793,351</u>	<u>1,390,523</u>	<u>1,783,351</u>	<u>1,380,523</u>
NET ASSETS		<u>8,960,299</u>	<u>8,407,849</u>	<u>8,960,299</u>	<u>8,407,849</u>
FUNDS					
Unrestricted income fund	18	8,381,818	7,463,736	8,381,818	7,463,736
Revaluation reserve	14	560,922	930,762	560,922	930,762
Restricted income fund	19	17,559	13,351	17,559	13,351
TOTAL FUNDS		<u>8,960,299</u>	<u>8,407,849</u>	<u>8,960,299</u>	<u>8,407,849</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21st June 2012 and signed on their behalf by



A R Smith
Trustee



A W Paine
Trustee

The notes on pages 14 to 22 form part of these financial statements

Company Number: 4620683

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

1 Accounting policies

The principal accounting policies of the charity are as follows -

a) Basis of the preparation of the Financial Statements

The financial statements have been prepared under the historical cost convention as modified by the revaluation of investment portfolios, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP) issued in March 2005, accounting standards and the Companies Act 2006

b) Method of consolidation

The financial statements consolidate the results and position of the subsidiary undertaking (see note 2) and all of the Charity's branches on a line by line basis in both the Statement of Financial Activities (including income and expenditure account) and the Balance Sheet. A separate Statement of Financial Activities, or income and expenditure account is not presented because the Charity has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of the SORP

c) Incoming resources

Voluntary income

Income from donations is accounted for on a receivable basis being included at the earliest of the date of receipt or at the point at which a pledge is received or, where a pledge is associated with a particular event, upon the occurrence of that event

Legacies

Income from legacies is accounted for on a receivable basis being included at the earliest of the date of receipt or at the point which notification is received, provided that there is sufficient evidence to provide the necessary certainty that the legacy will be received

Central and branch fundraising

Income from fundraising is accounted for on a receivable basis. Income associated with a particular event is reported only upon that event having taken place, with income received in advance of events being treated as deferred income

Investment income

Income from investments is accounted for on a receivable basis

Gifts in Kind and Donated Services

Items donated to the charity to assist with particular fundraising events are recognised in the financial statements at market value as income to and resources expended against the respective activities. The donation of services to the charity is similarly recognised within the financial statements by the inclusion of a charge to expenditure and a corresponding credit to income, based on the estimated market value

d) Resources expended

Resources expended are accounted for on an accruals basis. The inclusion of costs within the various categories of expenditure was made on the following bases -

Costs of generating funds

This category is used to record any costs which are associated with the cost of raising funds from whatever source and will include costs incurred in attracting donations and sponsorship

Investment management fees

The cost of managing the Charity's investment funds is not charged separately by the investment managers but is instead effectively recovered by way of a deduction from the funds based on a precise percentage of their valuation at the end of each quarter. The investment managers are however unable to provide a precise figure for those charges and so, in recognising that there is a cost of the management of those funds, the charity reflects a notional charge and together with a corresponding increase in investment income.

Charitable activities

This category is used to record expenditure incurred in fulfilling the Charity's objectives. It includes the payment of monetary grants to beneficiaries, expenditure made in providing beneficiaries with goods and services, and the costs of distributing and administering such direct charitable provision. The cost of such provision, and that in respect of monetary grants in particular, is recognised as it becomes payable according to the charity's rules

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

1 Accounting policies (continued)

Governance

This category comprises costs incurred in the general management of the Charity, as distinct from that concerned directly with the conduct of the Charity's operational activities, and includes those costs associated with ensuring that the Charity complies with applicable laws and regulations, to include the preparation of information required for public accountability

Allocation and apportionment of costs

Expenditure is classified according to the above headings that aggregate all costs related to those categories, whether they be directly attributable or apportioned as such. The bases of the apportionment of costs are consistent with the use of the resources arising from the expenditure

e) Tangible fixed assets

All assets costing over £100 are capitalised subject to considerations as to the likely useful life of each item. Tangible fixed assets are stated at cost. Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives by equal annual instalments at the following rates -

Freehold interest in office premises	2% per annum
Freehold interest in other land and buildings	1% per annum
Office equipment	20% per annum
Furniture fixtures and fittings	10% per annum
No depreciation is provided on freehold land	

f) Rules of the Charity

The financial statements are prepared in accordance with the Memorandum of Association of the Charity

g) Investments

Investments held as fixed assets are stated at market value less any provision for a permanent diminution in value. Gains and losses on the disposal and revaluation of investments are charged or credited to the Statement of Financial Activities, with those arising on the disposal of investments being shown at the full realised amount under the heading 'Gains and losses on investments', and the adjustment in respect of any previously recognised gains or losses on those holdings being reported within a separate heading together with unrealised gains and losses arising on the revaluation of investment assets

h) Fund accounting

Funds held by the charity as Unrestricted funds are free for the Trustees to use for any purpose in furtherance of the charitable objects as set out in the Charity's Reserves policy. Restricted funds are subject to specific conditions imposed by the donors. At the year end, any restricted fund deficits can be eliminated by a transfer from unrestricted funds unless the Trustees are of the opinion that such deficits will be eliminated by future giving. There are no transfers out of restricted fund unless approval is given by the donors

i) Pension costs

Pension contributions are charged in the financial statements as they become payable

j) Publicity

Costs associated with the objective of raising awareness of the Charity and its profile, particularly within the grocery trade, are included under this sub-heading within Central Fundraising. This policy was adopted on the basis that increasing awareness of the Charity, particularly within the grocery industry, should enhance its relevance and influence and so, in turn, better enable it to raise funds through its various activities

k) Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

2 Results of the parent undertaking

The gross income and result of the parent charity excluding those of its subsidiary were as follows:

	2012 £	2011 £
Gross income	4,958,482	4,209,529
Net movement in funds	552,450	527,243

3 Subsidiary undertaking

The charity has a wholly owned trading subsidiary, N G B F Trading Limited, by virtue of the ownership of that company's entire share capital of 10,000 ordinary £1 shares, to which all voting rights are attached. The subsidiary is incorporated in the U K , company registration number 2952403. N G B F Trading Limited receives advertising revenue arising from the publication of the charity's Caravan Year Book and may be used to operate certain activities that might be regarded as trading. The subsidiary donates its taxable profit to the National Grocers Benevolent Fund under the Gift Aid scheme. A summary of its trading results for the year to 31st March 2012 is shown below and audited accounts will be filed with the Registrar of Companies.

Summary of the Profit and Loss Account	2012 £	2011 £
Turnover	48,350	49,650
Net profit	43,467	46,223
Gift Aid payment to the National Grocers Benevolent Fund	(43,467)	(46,223)
Retained reserves	-	-

The subsidiary's net assets were comprised as follows:

Debtors	11,131	8,882
Cash at bank	11,751	9,908
Creditors	(12,882)	(8,790)
	<u>10,000</u>	<u>10,000</u>

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

4 <u>Voluntary income Unrestricted</u>	2012	2011
	£	£
Donations		
inVentaBrand Masters Golf Tournament	232,024	121,750
inVentaBrand President's Dinner	97,825	81,526
Caravan President's Event - Cookbook	266,063	-
Tesco Clay Pigeon shoot	52,292	91,096
Tesco Pro-Am Golf Day	52,000	50,000
Tesco Charity Trust	45,000	45,000
Tesco Kayak competition	30,000	-
Coupons donated for Christmas 'virtual hamper'	116,743	113,561
Marks & Spencer Food Group Chanty Ball	50,392	-
Fayrefield Clay Pigeon shoot	48,000	63,902
GAP training day	29,000	42,750
J Sainsbury	25,000	25,000
Mars Petfoods	20,000	20,000
Booker	11,000	10,000
Garfield Weston Foundation	10,000	-
SC Johnson	10,000	-
Accenture - donated services, research work and reporting	9,500	5,500
Unilever UK	2,000	7,000
Diageo	6,500	6,500
Bestway	6,000	5,000
Caravan Networks Awareness weeks	5,397	-
HJ Heinz	5,000	5,000
Kraft Foods	5,000	5,000
Nestlé UK	5,000	5,000
Spar	5,000	5,000
Retail Industry Awards - share of raffle proceeds	4,268	4,887
Other	3,575	4,377
Pentland Brands (Speedo)	2,000	-
William Reed Convenience show	2,000	-
Glaxo Smithkline	1,000	-
Caravan President's Event - Tour of GB Cycle Ride	-	80,046
Asda - Golf day and football event	-	38,217
Co-op Golf day	-	25,000
Waitrose/John Lewis Partnership	-	22,000
Newman's Own Foundation	-	6,502
Imperial Tobacco - 5 a side	-	5,447
Warburtons	-	5,000
NISA awards raffle	-	2,910
	<u>1,157,579</u>	<u>902,971</u>
Legacies	-	-
<u>Voluntary income -restricted</u>		
Donation from Leverhulme Trade Chattiles Trust	<u>75,000</u>	<u>40,000</u>

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

5 Central fundraising - all Unrestricted

		Income £	2012 Expenses £	Surplus £	2011 Surplus £
Annual Ball		502,329	225,697	276,632	235,987
Annual Luncheon		481,201	200,047	281,154	216,737
Year Book		48,350	5,774	42,576	45,895
Carol Concert		92,446	56,598	35,848	40,385
Windermere Row		110,143	24,318	85,825	61,629
Northern Network events		66,629	32,606	34,023	24,247
Southern Network events		100,815	49,184	51,631	37,731
National Five a Side Soccer		31,225	8,651	22,574	20,130
London to Paris Bike Ride		111,331	47,590	63,741	60,524
Other events		1,271	213	1,058	1,642
		<u>1,545,740</u>	<u>650,678</u>	<u>895,062</u>	<u>744,907</u>
Donated services and Support costs					
Publicity (Communications & PR)	see note below	234,784	293,607	(58,823)	(34,800)
Central office costs	note 10	-	188,977	(188,977)	(143,609)
		<u>234,784</u>	<u>482,584</u>		
Net Indirect fundraising support costs				<u>(247,800)</u>	<u>(178,409)</u>
Totals current year		<u>1,780,524</u>	<u>1,133,262</u>	<u>647,262</u>	
Totals prior year		<u>1,557,456</u>	<u>990,958</u>		<u>566,498</u>

Gifts in Kind are included in the fundraising income and expenses above and amount to £111,174 (2011 £128,500)

Publicity income and expenses includes the estimated value of discounted advertisements placed in various trade publications (£211,712 - 2011 £185,000) and related development work by Mercieca Communications Ltd (£23,072 - 2011 £12,800). This support is to help raise the awareness of the work of the charity and its fundraising efforts.

6. Branch fundraising - all Unrestricted

	Income £	2012 Expenses £	Surplus £	2011 Surplus £
Midlands	94,255	48,348	45,907	62,296
North East	56,807	35,335	21,472	12,983
Northern	718,931	297,142	421,789	386,147
Northern Ireland	174,867	128,833	46,034	37,267
Scottish	133,237	86,886	46,351	27,244
South Coast	171,344	98,492	72,852	84,337
Thames Valley	446,378	113,478	332,900	204,803
Wessex	-	-	-	-
	<u>1,795,819</u>	<u>808,514</u>	<u>987,305</u>	<u>815,077</u>

Gifts in Kind are included in the individual branch fundraising income and expenses above amounting to £232,810 in total (2011 £185,410)

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

7 Investment income

	Unrestricted Funds	Total Funds 2012 £	Total Funds 2011 £
Dividend and other investment income	118,236	118,236	179,123
Bank deposit interest receivable	79,674	79,674	42,022
	<u>197,910</u>	<u>197,910</u>	<u>221,145</u>

8 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Monetary grants				
Quarterly benefit payments	1,550,184		1,550,184	1,382,565
Provision of goods and services in furtherance of the charity's objects				
Basic Essentials	88,867	16,869	105,536	93,241
Emergency assistance	82,350	29,053	111,403	81,722
Telephone response systems	8,486	-	8,486	9,697
Mobility	47,151	16,212	63,363	67,175
Caravan Helpline running costs	42,676	-	42,676	30,647
One Off payments	95,677	8,658	104,335	51,132
Coupons donated for Christmas 'virtual hamper'	117,429	-	117,429	113,561
	<u>482,436</u>	<u>70,792</u>	<u>553,228</u>	<u>447,175</u>
Support costs				
Welfare assessors	44,557	-	44,557	39,529
Central office costs	note 10 259,434	-	259,434	241,857
	<u>303,991</u>	<u>-</u>	<u>303,991</u>	<u>281,386</u>
	<u>2,336,611</u>	<u>70,792</u>	<u>2,407,403</u>	<u>2,091,126</u>

The grants paid to beneficiaries are all made to individuals to relieve financial hardship and are in accordance with the objects of the Charity

Included within central support costs is a charge of £9,500 relating to research work undertaken on the charity's behalf by the consultancy group Accenture (2011 £5,500). No charge was made for this work and the donation of services provided is included in Donations Income, see note 4

9 Governance costs

	Unrestricted Funds	Total Funds 2012 £	Total Funds 2011 £
Share of Support costs	note 10 90,676	90,676	66,152
Meetings	454	454	156
Auditors	10,600	10,600	10,165
Legal advice	1,199	1,199	6,546
Trustees' expenses	8	8	88
Trustees' indemnity insurance	1,728	1,728	1,930
	<u>104,665</u>	<u>104,665</u>	<u>85,035</u>

10 Support costs

	Central Fundraising £	Charitable activities £	Governance £	Total £
Executive staff	63,144	102,405	25,445	190,994
General office staff	83,816	100,217	52,908	236,941
Overheads and office facilities	42,017	56,812	12,323	111,152
Total allocation	<u>188,977</u>	<u>259,434</u>	<u>90,676</u>	<u>539,087</u>
Total allocation, prior year	<u>143,609</u>	<u>241,857</u>	<u>66,152</u>	<u>451,618</u>

The costs shown above are not specific to any one activity and have been allocated on the basis of a judgement as to the proportion of time spent on each of the activities

Included within overheads are fees payable to the charity's auditors totalling £847 (2011 £819) for services other than the statutory audit, to include consultancy and payroll related services. The cost of the annual audit is shown within Governance costs per note 9

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

11 Staff costs and Trustees' remuneration

	2012 £	2011 £
Salaries	340,340	306,006
Employer's National Insurance	36,907	32,433
Pension contributions	46,857	31,547
Health insurance	3,831	3,353
	<u>427,935</u>	<u>373,339</u>

	Number	Number
The number of employees by function was		
Charitable welfare	4 0	4 0
Fundraising	5 0	3 0
Governance	1 0	1 0
	<u>10 0</u>	<u>8 0</u>

The number of employees by salary band was:

Emoluments between £10,000 and £60,000	8 0	7 0
Emoluments in excess of £60,000	1 0	1 0
	<u>9 0</u>	<u>8 0</u>

The pension arrangements operated by the charity are for all members of staff and provide benefits on a defined contribution basis. Contributions paid in accordance with the rules of the scheme are charged to the statement of financial activities as they become payable. The cost for the year was £46,857 (2011 £31,547) and there were no outstanding or prepaid contributions at the balance sheet date.

Pension contributions paid by salary band were

	£	£
Emoluments under £10,000	0	985
Emoluments between £10,000 and £60,000	35,313	20,295
Emoluments in excess of £60,000	11,544	10,267
	<u>46,857</u>	<u>31,547</u>

The charity holds an investment bond, valued in the accounts at £15,277 (2011 £17,016), which is used to supplement the pension of a former Director General.

Trustees were not remunerated. No trustees received reimbursement for expenses incurred (2011 £40).

Funds belonging to the Charity have been used for the purchase of insurance to indemnify the Trustees against the consequences of any neglect or default on their part. The cost recognised for the year in providing that insurance was £1,728 (2011 £1,930).

12 Gains and losses on revaluations and disposals of investment assets

	2012 £	2011 £
Realised gains and losses	400,068	620
Less unrealised gains previously recognised	(400,068)	(620)
Unrealised gains and losses arising on valuations c/f	28,462	185,575
Retained reserves	<u>28,462</u>	<u>185,575</u>

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

13 Tangible assets

	Freehold interest in land and buildings £	Office equipment £	Furniture, fixtures and fittings £	Total £
Cost				
Brought forward	646,779	44,219	7,712	698,710
Additions	-	3,573	-	3,573
Disposals	-	(4,042)	-	(4,042)
Carried forward	<u>646,779</u>	<u>43,750</u>	<u>7,712</u>	<u>698,241</u>
Depreciation				
Brought forward	38,911	36,954	4,689	80,554
Charge for year	6,384	3,339	772	10,495
Disposals	-	(3,835)	-	(3,835)
Carried forward	<u>45,295</u>	<u>36,458</u>	<u>5,461</u>	<u>87,214</u>
Net book value				
Carried forward	<u>601,484</u>	<u>7,292</u>	<u>2,251</u>	<u>611,027</u>
Brought forward	<u>607,868</u>	<u>7,265</u>	<u>3,023</u>	<u>618,156</u>

All of the Charity group's fixed assets were held for functional charity use and other than one freehold property which is retained for direct charitable purpose, all assets are used in the running and administration of the Charity

The Trustees consider that the market value of the interest in freehold property approximately equates to its book value

14 Investments

	Group		Charity	
	2012 £	2011 £	2012 £	2011 £
Analysis of Movement of Investments				
Market value at beginning of year	6,399,170	6,056,704	6,409,170	6,066,704
Additions to investments at cost	2,027,974	158,891	2,027,974	158,891
Disposals at market value	(1,899,685)	(2,000)	(1,899,685)	(2,000)
Net gain/(loss) on revaluation	<u>28,462</u>	<u>185,575</u>	<u>28,462</u>	<u>185,575</u>
Market value at end of year	<u>6,555,921</u>	<u>6,399,170</u>	<u>6,565,921</u>	<u>6,409,170</u>
Investments held				
Listed investments	4,055,626	3,940,280	4,055,626	3,940,280
Investments in subsidiary undertakings	-	-	10,000	10,000
Cash held for investment	<u>2,500,295</u>	<u>2,458,890</u>	<u>2,500,295</u>	<u>2,458,890</u>
Total investments held	<u>6,555,921</u>	<u>6,399,170</u>	<u>6,565,921</u>	<u>6,409,170</u>

All investment assets held are in the UK and are held primarily to provide an investment return for the charity

Movements in unrealised gains/losses on investments

Unrealised gains/losses included in brought forward investments	930,762	745,807	930,762	745,807
Unrealised (gains)/losses realised on disposal of investments	(398,302)	(620)	(398,302)	(620)
Unrealised gains/(losses) arising in year	<u>28,462</u>	<u>185,575</u>	<u>28,462</u>	<u>185,575</u>
Unrealised gains/(losses) carried forward	<u>560,922</u>	<u>930,762</u>	<u>560,922</u>	<u>930,762</u>
Historical cost	<u>5,994,999</u>	<u>5,468,408</u>	<u>6,004,999</u>	<u>5,478,408</u>
Investment fund carried forward	<u>6,555,921</u>	<u>6,399,170</u>	<u>6,565,921</u>	<u>6,409,170</u>

NATIONAL GROCERS BENEVOLENT FUND, trading as CARAVAN
Notes to the Financial Statements for the year ended 31st March 2012

15 Debtors

	Group		Charity	
	2012	2011	2012	2011
	£	£	£	£
Current:				
Trade debtors	557,590	572,705	557,590	572,705
Other debtors	3,320	39,629	3,320	39,629
Prepayments	25,541	5,903	25,541	5,903
Accrued income	106,071	71,256	106,071	71,256
	<u>692,522</u>	<u>689,493</u>	<u>692,522</u>	<u>689,493</u>
Amounts falling due after more than one year:				
Loans receivable secured on property	11,133	15,033	11,133	15,033
	<u>703,655</u>	<u>704,526</u>	<u>703,655</u>	<u>704,526</u>

16 Cash at bank and in hand

	Group		Charity	
	2012	2011	2012	2011
	£	£	£	£
Head office bank accounts	121,212	82,673	109,461	72,765
Head office bank deposit account	1,139,675	816,139	1,139,675	816,139
Branch bank accounts	281,033	266,725	281,033	266,725
	<u>1,541,920</u>	<u>1,165,537</u>	<u>1,530,169</u>	<u>1,155,629</u>

17 Creditors amounts falling due within one year

	Group		Charity	
	2012	2011	2012	2011
	£	£	£	£
Trade creditors	107,009	151,526	107,009	151,526
Amounts due to subsidiary undertaking	-	-	11,131	8,882
Other creditors	29,465	26,039	22,603	20,004
Accruals	177,715	52,464	171,695	49,709
Deferred income	138,035	249,511	138,035	249,511
	<u>452,224</u>	<u>479,540</u>	<u>450,473</u>	<u>479,632</u>
Movement on deferred income balances was as follows				
Balance brought forward	249,511	121,115	249,511	121,115
Released to statement of financial activities	(249,511)	(121,115)	(249,511)	(121,115)
Fund raising proceeds received	138,035	249,511	138,035	249,511
Balance carried forward	<u>138,035</u>	<u>249,511</u>	<u>138,035</u>	<u>249,511</u>

The current year balance for deferred income has been caused by advanced ticket sales for fund raising events to be held during the next accounting period

18 Unrestricted funds

The movement on the Unrestricted income fund and the Revaluation reserve is detailed in the Statement of Financial Activities. At the balance sheet date all the Charity's assets and liabilities, other than Cash £17,559 were represented by the unrestricted funds

19 Restricted funds

The Restricted fund reflects the unspent balance of a grant received during the year from Leverhulme Trade Charities Trust, which can only be used for certain categories of our beneficiaries. The balance of £17,559 is held in Cash

20 Legal status of the Charity

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1