

Strengthening  
Voluntary Action  
in Runnymede



The Mayor of Runnymede presenting the first awards from the Runnymede Community Fund to Runnymede Homestart and Recrodis

# **ANNUAL REPORT 2010 - 2011**

**RAVS Chief Officer**

**Solette Sheppardson**

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Company limited by guarantee No. 7525663 Registered in England and Wales  
Registered Charity no. 1059256

**Runnymede Association of Voluntary Services  
Annual Report - April 2010 to March 2011**

**Contents**

- RAVS - Charity Information & Objects
- Trustees' Report
- Current Management Committee & Staff
- Key objectives for the year ahead
- Financial Report and Accounts for 2010-11
- Current Membership
- Thanks to our sponsors
- Appendix – RAVS Business Plan overview

## **RAVS - Charity Information & Objects**

RAVS is an independent voluntary organisation constituted as an unincorporated association, achieving charitable status in September 1996 as a local support and development organisation for the benefit of the residents of the Borough and originally funded from tapered joint finance and Home Office grants. We have also been successful in being awarded two lottery bids that supported the Volunteer Centre for both youth and adult volunteers and since those grants have expired we have established core funding from our statutory partners. RAVS became incorporated as a Company Limited by guarantee in February 2011.

A Management Board, who are the directors/trustees of the charity, run the organisation and is elected annually in accordance with RAVS constitution. It combines the Volunteer Centre and the Association for Voluntary Services and currently employs a Chief Officer (Solette Sheppardson), an Office Manager, a part-time Volunteer Development Officer, a part-time Volunteer Placement Officer and two part-time Administrators.

In accordance with the NAVCA (the National Association for Voluntary and Community Action) the Association's objects are as follows;

“to promote, for the benefit of all residents in the community of the Borough of Runnymede by associating together volunteers and organisations in a common effort to advance education, protect health, relieve poverty, sickness and distress and promote any other charitable purpose and in furtherance of these objects”

The Association shall act:

- to advise, support and guide voluntary and community organisations which involve volunteers in their charitable activities.
- to promote volunteering and community involvement and provide a centre for this purpose.
- to advise and support persons willing to volunteer and to enable volunteer placements.
- to provide a complete office resource centre for the voluntary sector
- to represent the voluntary sector in the development of strategic partnerships and Compact development

To achieve these aims RAVS works with voluntary and community organisations, statutory agencies and the business community to identify unmet needs in the Borough, to assist in the development of new organisations and services to meet those needs, to recruit and place volunteers and to facilitate liaison and the exchange of information.

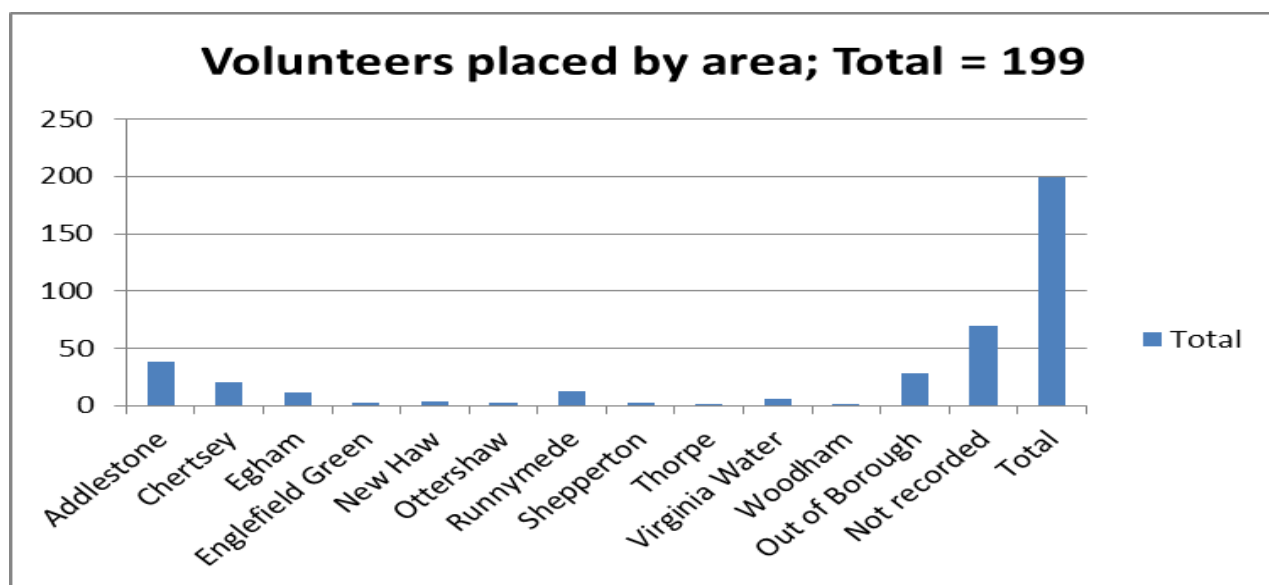
**Runnymede Association of Voluntary Services**  
**Charity Information for the Year ended 31<sup>st</sup> March 2011**

Chairman	Arthur Birkby MBE
Vice Chairperson	Dudley Everett
Secretary	Judith Norman (not trustee)
Treasurer	John Alexander
Address	12-13, The Sainsbury Centre Chertsey Surrey KT16 9AG
Company Limited by guarantee	7525663
Registered Charity Number	1059256 (1141587 once assets transferred)
Bank	Barclays Bank plc, Walton-on-Thames, Surrey KT12 1WT
Independent Examiner	Mr John Mitchelmore FCA Mayrana, Rosemary Lane, Thorpe, Egham Surrey TW20 8QF

## Runnymede Association of Voluntary Services Trustee Report - April 2010 to March 2011

We must start by thanking Solette and all of our staff for working so hard and effectively throughout the year to deliver, and in many cases exceed, all of our targets. This in a climate of continual change and economic uncertainty makes their achievement even more remarkable. In particular our membership increased from 90 to 110 organisations, we completed 285 CRB checks (231 in previous year) and our 199 volunteer placements (177 last year) and one-off projects (326 volunteers) were also up on the previous year. A conservative estimate of the volunteering value to the community would represent 66,288 hours, assuming each new volunteer placed volunteered for 8 hours a week for 40 weeks a year. In monetary terms that would represent a value of £662,880 for the year, assuming an average value of £10/hr, a very good return on our funder's investment.

### Volunteer recruitment



Year on year we continue to increase the number of volunteers placed, this year by 12.5%, which is a tribute to our staff who also do an excellent job working with our members and local businesses to broker volunteering challenges

### Core Funding

From a funding perspective Surrey County Council (SCC) commissioned NCVO to review voluntary sector infrastructure across the County with the remit to explore alternative ways of delivering our support services. This exercise consumed a great deal of Chief Officer and Chairman's time and the result was a report recommending that the network across Surrey work more collaboratively to reduce any duplication. SCC agreed to a further year's funding

to the network but gave notice that there could be as much as 30% reduction in funding from April 2012. There is also the very real possibility of SCC going to open tender for CVS services, which is a huge concern.

The Government proposals for GP commissioning of health services is a further risk to our funding in future. This is potentially destabilising for the sector at a time when much more emphasis on the importance of the voluntary sector to deliver services that are withdrawn as a result of budget cuts. RAVS has engaged with our local GP consortium so that we can begin the discussions around the most effective way that we can work together to deliver health services locally but there is still a great deal of uncertainty of how any reconfigured NHS will operate and so it is an urgent agenda item for the year ahead.

Runnymede Borough Council continue to support RAVS with a £31,000 annual grant and we appreciate the continued close working relationship with both members and officers in our efforts to serve our local residents.

RAVS will continue to update our business plan in the light of these emerging changes and take actions where necessary to maintain our services to the voluntary sector in Runnymede.

## **Governance**

Solette was successful in bidding for an independent governance review of RAVS by NCVO which was very useful and where the key outcomes were: -

- To provide an overview of the role and responsibilities of trustees and key principles of good governance
- To review RAVS' governance against the Code of Good Governance and to identify the main strengths and weaknesses
- Agreed key priorities and actions for the future arising out of the review, which included achieving sustainable finance for the long term, a risk register, improving the trustee roles and responsibilities descriptions and induction pack and introducing a conflict of interest policy.

The overall results show RAVS in a positive light with work to be done in some areas. It is important that the action plan is followed through to maintain and improve RAVS governance. The exercise also provides RAVS with good knowledge and tools to assist other groups in Runnymede with governance issues as part of our core services.

At our AGM the meeting was quorate and members resolved to:-

- (i) A change to the Constitution to reflect a change in membership criteria whereby the annual fee is abolished and a new charging structure be introduced for CRB checks. All those who were previously members were urged to complete a membership form in order that the new

database of members is kept up to date. Groups were also urged to let RAVS know what assistance they might need in future.

- (ii) Proceed to incorporation (become a 'Company limited by guarantee') which will give Trustees the comfort of limited liability.

Both resolutions were passed unanimously.

We subsequently commissioned Helen Harvie, a charity law expert, to complete this transition and RAVS became a Company Limited by Guarantee on 10<sup>th</sup> February 2011. Our company number is 7525663 and our new charity number will be 1141587 once we have transferred all of our assets in the first half of 2011.

## **Representation**

Presentations were made to Runnymede Borough Councillors to raise awareness of volunteering, and particularly to brief new Councillors on the work of RAVS and the voluntary sector within the Borough.

On behalf of our members RAVS have represented the sector on the following strategic partnerships: -

- Runnymede LSP
- Health task group
- 2012 task group
- Forums
- Surrey CVS Network, now renamed Surrey Voluntary Action Network (SVAN)
- Runnymede Compact

## **Runnymede Community Fund**

Apart from monies from RAVS, RBC and Procter & Gamble (our lead corporate sponsor) we have events planned to bolster funds in 2011. It was very rewarding that the fund made its first grants in March 2011 to Homestart Runnymede (£2,000) and Recrodis (£300) and looks forward to granting other amounts in the year ahead. We will continue to promote the foundation to the residents of the Borough and will be holding a fund raising golf day at West Byfleet Golf course on the 19<sup>th</sup> October 2011. We also await details of the Governments scheme for tax relief on legacies as that could be an attractive option for people who wish to donate to the fund.

## **Finance**

Financially RAVS continues to manage within our 3 years projections and we confirm that the accounts comply with the Charities Act 2006, our constitution and the Statement of Required Procedures (SORP) Accounting and Reporting by Charities'. Our policy is to maintain an income reserve which provides for one year's rent plus redundancy and 4-month operational contingency fund.

## **The year ahead**

We expect another challenging year but we have a very good team and our short term finance is secure. In addition to our agreed targets with our funders the aim of 2011/12 will be to encourage people to volunteer to support local charities. Our emphasis will be on outreach in the borough using libraries and the civic offices and distributing leaflets.

We look forward to welcoming Cornerhouse and the Richmond Fellowship, both supporting mental health needs in Runnymede, to share our premises in the first half of 2011.

RAVS needs to improve our technology in our offices with new computers and a new web site but we will need to fund raise to achieve these objectives. RAVS will also play an active role in developing SVAN by working more collaboratively where possible to make savings through economies of scale.

In the longer term we must continue to secure our long term funding and this will be reflected in actions included in our business plan.

We would like to thank all of our staff and trustees for their continued hard work and commitment to RAVS that has resulted in such a demonstrable benefit to our local community.



Arthur Birkby MBE  
(Chairman)

## **CURRENT MANAGEMENT COMMITTEE**

<b>NAME</b>	<b>POSITION</b>	<b>REPRESENTS</b>
Arthur Birkby MBE	Chairman	Physical Disability
Dudley Everett	Vice Chair	General Interest
John Alexander	Treasurer	General Interest
Pat Thompson	Trustee	C.A.B.
Revd. Sue Loveday	Trustee	Churches Together in Surrey
Brian Perry	Trustee	General Interest
Brian Relph	Trustee	General Interest
Charlotte Brewster	Co-opted Trustee	General Interest
David Bell	Co-opted Trustee	General Interest
Judith Norman	Minute secretary	Non trustee
Cllr Paul Tuley	Representative Member	Runnymede B C
Cllr. Peggy Broadhead	Representative Member	Runnymede B C
Suzanne Harrison	Representative Member	Runnymede B C
Tina Byrd	Representative Member	Surrey Primary Care Trust

### **RAVS Staff**

Solette Sheppardson	Chief Officer
Louise Gregory	Office Manager
Jenny Jones	Volunteer Placement Officer
Ronnie Spary	Volunteer Development Officer
Julie Gardiner	Administrator
Sarah Paige	Administrator

## **KEY OBJECTIVES FOR 2010 - 2011**

In delivering our core services to our members for the coming year we will: -

- Continue to build the Runnymede Community Fund by promoting the benefits to the community with local businesses, philanthropists and the general public in support of the voluntary and community sector in Runnymede.
- Carry out CRB checks on behalf of organisations across the county
- Assist local groups through funding, governance issues to training, access to back office services, information, support or other requirements.
- Secure funding for local groups either through direct or indirect support.
- Volunteers placed in 12 months; 180 sustained, 350 one off.
- Work closely with local businesses and members in the Borough to facilitate volunteer challenge events.
- Distribute e mail alerts
- Circulate 4 newsletters.
- Facilitate networking/focused events as required by members
- Participate in key strategic partnership meetings.
- Host and facility manage the premises for 8 local charities
- Provide conference facilities to local groups
- Continue to raise the profile of the work that RAVS does on behalf of the local community.

**Runnymede Association of Voluntary Services**  
**Statement of Financial Activities for the Year to 31st March 2011**

	Note	Restricted Community £	Total 2010/11 £	Total 2009/10 £
<b>Income and Expenditure</b>				
<b>Incoming Resources</b>				
Corporate donations		0	0	2,951
Community fund		0	0	557
Grants	1	83,479	83,479	80,515
Service charges		30,233	30,233	26,108
LPSA		66,505	66,505	0
Gifts & donations		75	75	475
Bank Interest		73	73	143
		0	180,365	180,365
				110,749
<b>Resources Expended</b>				
<b>Direct Financial Activities</b>				
Staff Costs	2	101,180	101,180	97,677
Rent		16,432	16,432	23,553
Rates		0	0	0
IT		743	743	1,646
Telephone & postage		3,080	3,080	3,051
Printing & stationery		625	625	2,519
Travel & volunteer expenses		2,076	2,076	1,337
Subscriptions		1,024	1,024	571
Recruitment costs		0	0	569
Bank charges		0	0	26
Office costs		12,862	12,862	12,592
Community projects		300	814	1249
Depreciation		1,739	1739	1739
Op. Bal. Adj		0	0	1086
Community Fund for Surrey		25000	25000	40000
		300	165,275	165,575
				187,615
<b>Governance Cost</b>				
AGM Expenses				
Independent examiners fee		175	175	500
Legal		1820	1820	0
		1995	1995	500
		<u>-300</u>	<u>167,270</u>	<u>167,570</u>
				<u>187,615</u>
<b>Net Income/(Expenditure) for the Year</b>		<b>-300</b>	<b>13,095</b>	<b>12,795</b>
				<b>-76,866</b>
<b>Surplus brought forward</b>		<b>321</b>	<b>-2,143</b>	<b>-1,822</b>
<b>Surplus carried forward</b>		<b><u>21</u></b>	<b><u>10,952</u></b>	<b><u>10,973</u></b>
				<b><u>-1,822</u></b>

Runnymede Association of Voluntary Services

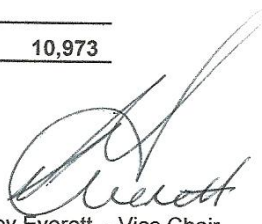
Balance Sheet

As at 31st March 2011

	Note	2011		2010	
		£	£	£	£
<b>Fixed Assets</b>					
Photocopier	5		1739		3478
<b>Current Assets</b>					
Stationery		271			
Prepayments		3853		5240	
Debtors	6	1135		631	
Cash at Bank and in hand		15,865	21124	3,738	9609
<b>Creditors</b>					
Amounts falling due					
within One year	7	11,253		-14,415	
Accruals		-637	-11,890	-494	-14,909
<b>Net Current Assets</b>			10,973		-1,822
<b>Net Assets</b>			<u>10,973</u>		<u>-1,822</u>
<b>Funds</b>					
Unrestricted Funds			10,952		-2,143
Restricted Funds			21		321
<b>Total Funds</b>			<u>10,973</u>		<u>-1,822</u>

  
Signed Arthur Birkby MBE - Chairman

Dated - 31/8/2011

  
Signed Dudley Everett - Vice Chair  
Dated 31.08.2011

# Runnymede Association of Voluntary Services

## Notes to the Accounts

For the year to 31st March 2011

### 1. Basis for Accounting

The accounts have been prepared under the historical cost convention and comply with accounting standards, the Charities Act 1993 and with the statement of recommended practice 'Accounting and Reporting by Charities' (revised 2005). They reflect the activities of the Runnymede Association of Voluntary Services (RAVS) and the Runnymede Volunteer Centre. The activities are shown within the Income and Expenditure Account and are reflected in the Balance Sheet summary of funds. Incoming resources are recognized in full within the statement of Financial Activities in the year in which they are receivable.

	2011	2010 £	2009
Grants were received from:			
Runnymede Borough Council (includes Service Level Agreement £8,000)	31000	30,997	31,000
Surrey County Council - Core Funding and Rent contribution	37175	37,175	37,174
Surrey County Council - other	0	2,000	975
Surrey PCT	15304	10,343	10,304
LPSA	66505	0	66505
<b>Total</b>	<b>149984</b>	<b>80,515</b>	<b>145,958</b>

### 2. Staff

	2011	2010	2009
The number of staff employed in whole time equivalents were:	3.61	3.62	3.81
Gross remuneration	89412	87,650	89,722
Employers national insurance contribution	7036	5,088	7,309
Employers pension contributions	4732	4,940	4,486
Pension contribution arrears (Year 2008)	0	0	108
Total Staff Costs	101180	97,678	101,625

### 3. Trustees

The members of the management committee received no remuneration

Value of expenses reimbursed to members of the management committee were donated to CFS

#### 4. Trustees Insurance

Trustees Indemnity insurance cover costing £365.00  
(2009/10 - £365.00) provides cover for claims up to £500,000

#### 5. Fixed Assets

Office and Computer Equipment is written off in the year.  
Exception  
being Photocopier with 1 year depreciation left of  
£1739.00

#### 6. Debtors

	2010/11	2009/10	2008/09
	£	£	£
Debtors	1135	631	47
Prepayments	3853	5,240	3,254
	<b><u>4988</u></b>	<b><u>5,871</u></b>	<b><u>550</u></b>

#### 7. Creditors

	2010/11	2009/10	2008/09
Creditors	11253	14415	0
Accruals	637	494	1,521
	<b><u>11890</u></b>	<b><u>14,909</u></b>	<b><u>1,521</u></b>

#### 8. Analysis of Net Assets Between Funds

	Unrestricted	Restricted	Total
Current assets	22,842	21	22,863
Current liabilities	-11,890	0	-11,890
	<b><u>10,952</u></b>	<b><u>21</u></b>	<b><u>10,973</u></b>

## **INDEPENDENT EXAMINER'S REPORT TO THE MANAGEMENT COMMITTEE OF RUNNYMEDE ASSOCIATION OF VOLUNTARY SERVICES**

I report on the following accounts of the Charity for the year ended 31<sup>st</sup> March 2011 which are set out on the following pages.

### **Respective Responsibilities of Trustees and Examiner**

As the Charity's trustees you are responsible for the preparation of the accounts' you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

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

- (1) Which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 41 of the Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

Have not been met; or

- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr. John Mitchelmore FCA  
Mayrana,  
Rosemary Lane,  
Thorpe, Egham,  
Surrey.  
TW20 8QF

25<sup>th</sup> August 2011

## **RAVS MEMBERSHIP LIST AS OF 31<sup>ST</sup> MARCH 2011**

1 <sup>st</sup> Charlton Air and Sea Scouts	Chertsey Almshouses Charity
5 <sup>th</sup> Addlestone Scout Group	Chertsey Combined Charities
5 <sup>th</sup> Chertsey Guides	Chertsey Good Neighbours
6 <sup>th</sup> Addlestone Scout Group	Chertsey Museum
Abbey Rangers Football Club	Chertsey Rotary Club
Abraham Cowley C.A.B., St. Peter's Hospital	Chertsey Society
Action for Carers & Employment	Christchurch Ottershaw
Active Surrey	Churches Together in Surrey
Addlestone & Ottershaw Good Neighbours	Contact the Elderly
Addlestone Afternoon Town Women's Guild	CREST
Addlestone Canoe Club	Cruse
Addlestone Historical Society	Darley Dene Court Sheltered Housing
Age UK Runnymede & Spelthorne	Debra Charity Shop
Age UK, Addlestone	Debtscape
Age UK, Egham	Ducklings Toddler Group
Age UK, Weybridge	East to West
All Saints Church	Egham & Hythe Darby Joan Club
Association for the Improvement of Runnymede (AIR)	Egham & Staines Conservation Volunteers
Barnardos Charity Shop	Egham & Thorpe Royal Agriculture & Horticultural Assn
Battersea Dogs & Cat Home	Egham Museum
Beacon Church	Egham Rotary Club
BEN – the Automotive Industry Charity	Egham Town Over 60's Club
Birchlands Residential Care Home	Egham United Charity
Biz (The)	Egham-by-Runnymede Historical Society
Brightlights	Eikon
Brookhouse Respite Care Unit	Elmbridge & Runnymede Talking Newspapers
Brooklands FM Radio	Elmbridge Community Link
Brooklands Museum Trust Ltd	Englefield Green Crusaders
Business, Enterprise, Advice & Training (B.E.A.T.)	FARA Charity Shop – Addlestone
CAMEO	Familyline
Cancer Research UK Charity Shop, Addlestone	Fordwater White Cane Club
Care in Egham & District	Friends of Chertsey Museum
Carers Support Runnymede	Friends of New Haw Library
Geesemere Specialist Day Services	New Haw & Woodham Silver Club

Friends of New Haw Library	NSPCC
Girlguiding Surrey West	One to One North Surrey
Golden Unicorn Investment Club	Ottershaw Society
Guide Dogs for the Blind	Ottershaw Village Hall
Guild of Stewards, Windsor Castle	Oxfam Shop Addlestone
Headway (Surrey) Head Injuries	Painshill Park Trust Association Ltd
Heathervale Baptist Church	Penrose Club
Heathrow Special Needs Farm	People's Theatre Company
Help the Aged Charity Shop (Egham)	Pets as Therapy
Home-Start Runnymede	Ponies for the Disabled
Home-Start Spelthorne	Princess Alice Charity Shop - Egham
Home-Start Surrey Heath	Princess Alice Charity Shop - Hersham
Just Advocacy	Princess Alice Charity Shop - Weybridge
League of Friends of St. Peter's Hospital	Queen Elizabeth House Day Centre
Life Housing	Rape & Sexual Abuse Support Centre (RASASC)
Lifetrain Trust	Recrodis Social Club
Little Fishes Toddler Group and Toy Library	Relate West Surrey
Littleton Phabsail	Remap
Manorcroft United Junior Football Club	Richmond Fellowship
Matrix Advocacy	Royal Naval Assn Woking & District Branch
Meath School	Royal Society for the Protection of Birds (RSPB)
Mediation North Surrey	Runnymede Alzheimer's Society
MS Society	Runnymede Access Liaison Group
National Autistic Society	Runnymede CAB
National Osteoporosis Society	Runnymede Christian Fellowship
National Trust Runnymede	Runnymede Dementia Carers Support Group
New Approaches to Cancer	Runnymede District Scout Council
New Haw & Woodham Community Association	Runnymede Dolphins
New Haw & Woodham Day Centre	Runnymede Mental Health Assn
New Haw & Woodham Good Neighbours	Runnymede Rascals Youth Team (cricket for people with disabilities)
Runnymede Rentstart	Surrey Lifelong Learning Partnership
Runnymede Young Archaeology Club	Surrey Wildlife Trust
Salvation Army Shop Addlestone	Surrey Witness Support
Sam Beare Hospice Shop - Chertsey	Surrey Young Carers
Samaritans - North West Surrey	Swan Sanctuary
SAMBER Group	Talk Charity

Shaw Trust Charity Shop	U3A (Runnymede Area)
Society of Experimental Archaeology	UK Aspire
Spelthorne Civic Pride Volunteers	Victim Support – North Surrey
Spelthorne Mental Health Assn	Village Centre
St. Peter's & District Branch Diabetes UK	Walton & Weybridge Advocacy Group (WWAG)
St. Peter's Shared Church	Welmede Housing Association
Sue Ryder Care Charity Shop	White Lodge
Surrey Assn for Visual Impairment (SAVI)	Woking and Sam Beare Hospices
Surrey Disabled People's Partnership	Your Sanctuary (formerly Surrey Women's Aid)
Surrey Drug Care	Surrey Law Centre

## **Our thanks to the following for their support during 2010/2011**

### **Runnymede Borough Council**

£31,000 towards core funding, relief from non-domestic rates and Councillor representation on our Management Committee

### **Surrey Primary Care Trust**

£13,304 toward core funding and health related support.

### **Surrey County Council**

£38,149 towards core funding and rent.

### **Procter & Gamble**

For their continued support of local charities that support young people and for their corporate leadership and vision in helping to build the Runnymede Community Fund.

### **Local Businesses**

- F5 IT services for donation of IT equipment and team volunteering,
- Enterprise Rent-a-Car notably for their ethos towards community support & Angel Tree gifts,
- Sainsbury's for their continued support promoting volunteering and for parking,
- Akamai and BUPA for team volunteering,
- Royal Holloway University of London for their continued partnership work with RAVS and local voluntary organisations,
- Toshiba for their ongoing contribution of donations.
- The following businesses donated prizes for our Prize Draw for volunteers during Volunteers Week: ASK, Co-op, Foxhills, Procter & Gamble, Silver & Spice, Spoilt Rotten and The Thames Club.

### **Volunteers**

To all those who give their time so freely throughout the many voluntary organizations in Runnymede and a special thank you to James Preece from F5 Networks for his invaluable help with our IT here at RAVS.

# **APPENDIX - RAVS Business Plan Summary Chart**

