

# SHOPMOBILITY WATFORD

England & Wales - Charity number 1017812

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1993-03-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Shopmobility  
Church Car Park  
Exchange Road  
Watford  
WD18 0BU

**Phone** 01923211020

**Email** [info@shopmobilitywatford.org](mailto:info@shopmobilitywatford.org)

**Website** [www.shopmobilitywatford.org](http://www.shopmobilitywatford.org)

## Activities

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**Objects:** TO RELIEVE PERSONS WITH DISABILITY IN WATFORD(AND DISTRICT) BY PROVIDING FACILITIES IN PARTICULAR WHEELCHAIRS AND SIMILAR EQUIPMENT WITH THE OBJECT OF IMPROVING THEIR MOBILITY AND CONDITION OF LIFE

**Activities:** Loan of mobility equipment for disabled people to use while shopping in Watford

## Classification

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- **How:** Provides Services
- **What:** Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

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- **Area of benefit:** WATFORD
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£134,863	£118,583	-	-
2024-03-31	£122,055	£103,869	-	-
2023-03-31	£118,162	£99,870	-	-
2022-03-31	£98,120	£91,270	-	-
2021-03-31	£127,721	£106,335	-	-

## Trustees

Name	Role	Appointed
<b>TREVOR LILLINGTON</b>	Chair	2021-01-11
Alan Kirby		2023-05-10
Alison Bond		2024-06-04
Barbara Shepherd		2019-08-19
Bradley Francis		2023-08-16
Caroline Bagley		2023-02-26
Chris Hughes		2022-02-13
Eric Collyer		2024-06-04
<b>GLENDAL SEAL</b>		
<b>JAMES RUTLEDGE</b>		2014-07-23
<b>LAURENCE PAYNE</b>		2021-01-11
Maria Jesus Urriolabeitia Azpiri		2026-04-16
Nicky Phelan		2022-07-10
<b>PAUL THOMPSON</b>		2021-01-22

**SHOPMOBILITY WATFORD**

England & Wales - Charity number 1017812

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# Accounts

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## Shopmobility Watford

Accounts for the year ended 31<sup>st</sup> March 2025.

Extract from the Shopmobility Watford Constitution

*“The OBJECT of the Scheme is to relieve persons with disability in Watford (and district) by providing facilities in particular wheelchairs and similar equipment with the object of improving their mobility and conditions of life.”*

**The Management Committee presents its report and accounts for the year ended 31  
March 2025.**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' issued in October 2000.

**Objects of the charity**

The charity was established by a charitable trust deed on 18th January 1993. The Charity's objects are to relieve persons with disability in Watford {and district} by providing facilities, in particular wheelchairs and similar equipment, with the object of improving their mobility and conditions of life.

The scheme is managed by a committee of between ten and fifteen members including the officers {Chair, Vice-Chair, Secretary and Treasurer} all of whom are elected at the Annual General Meeting.

**Reserves Policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

**Risk Factors**

The Management Committee has assessed the major risks to which the charity is exposed, and will ensure that systems are put in place to mitigate exposure to the major risks.

On behalf of the Management Committee:

 ..... Dated 14/8/25 .....

Trevor Lillington (Chair)

Charity No.1017812

Principal Address: The Shopmobility Office, Ground Floor, CitiPark Church Car Park, Watford,  
Herts. WD18 0BU

Independent Examiner: Zahir Mohammed

The accounts were approved by the Committee on 14/8/25 .....

## **SHOPMOBILITY WATFORD**

### **STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES**

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Law applicable to charities in England and Wales requires the Management Committee to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipt and payment basis)

In preparing accounts giving a true and fair view, the Management Committee should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Management Committee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable it to ensure that the accounts comply with the applicable law. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## SHOPMOBILITY WATFORD

### CHARITY REGISTRATION NUMBER 1017812

#### Annual Report for the year ended 31<sup>st</sup> March 2025

The Charity is administered by a management committee, comprising;

Chairman	John Horsfield (stood down as Chair resigned as Trustee 4 <sup>th</sup> June 2024)
Chairman	Trevor Lillington (appointed 4 <sup>th</sup> June 2024)
Vice Chairman	Bradley Francis (appointed 4 <sup>th</sup> June 2024)
Secretary	Kate Shallis (stood down 31 <sup>st</sup> May 2024 resigned as Trustee 19 <sup>th</sup> July 2024)
Secretary	Glenda Seal (appointed 19 <sup>th</sup> July 2024)
Treasurer	Paul Thompson (stood down as Treasurer 4 <sup>th</sup> June 2024)
Treasurer	John Cunnane (appointed 4 <sup>th</sup> June 2024)
Vice Treasurer	Paul Thompson (appointed Trustee and Vice Treasurer 4 <sup>th</sup> June 2024)
IT Officer	Trevor Lillington

#### Committee Members

Kareen Hastrick (resigned April 2024)  
Chris Hughes  
Laurence Payne  
Barbara Shepherd  
Caroline Bagley  
Nicky Phelan  
Rick Colyer

#### Trustee Changes

Under the Constitution individuals appointed to the roles of Chair, Treasurer and Secretary are required to stand down once having served 4 years in office.

The Committee would like to place on record the thanks and appreciation for the hard work and commitment of the team of employees and volunteers without whom the charity could not operate.

#### Activity

The Charity remains dependent upon the support provided by Watford Borough Council as without the quarterly grants it would not be possible to continue to operate. The Charity is also able to operate thanks to the accommodation provided free of charge by CitiPark.

Without the support of both these organisations Shopmobility Watford would be unable to provide mobility impaired people with the freedom to shop, bank and lunch in Watford town centre. The Trustees are truly grateful for this kind assistance.

Shopmobility continues to provide a full service operating six days a week.

#### Performance review

During the year the Charity received grants totalling £44271 (£56001 in 2024). This income included a lottery grant of £6770 (£13540 in 2024). More detailed information is set out in the notes to these accounts and below.

Total income in the year was £134863 (£122055 in 2024.)

Costs in the year were £118583 compared to £103869 in the previous year.

Total reserves at the 1<sup>st</sup> April 2024 were £101054 and after a surplus in the year of £16280 the total reserve at 31<sup>st</sup> March 2025 are £117334.

**Lottery Grant**

As previously reported the Trustees are now providing a six day per week service to the community suffering with either temporary or permanent mobility issues. However the additional costs in providing a six day service are significant. The support provided by the lottery grant following the closure due to Covid has been extremely helpful and very much appreciated. Further details are set out in note 9 to these accounts. The team is committed in finding extra revenue sources to meet these costs.

**Future developments**

The team is very focused in exploring further opportunities to raise grants and financial support particularly with local businesses. We are confident this will maintain revenue in the coming years.

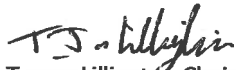
The Chairperson is currently carrying out a review aimed at streamlining the operation. It is expected that on completion this will improve the efficiency of the service provided and is planned to develop other income streams.

We are however fully aware that our providers of grants are also looking to save money and cut costs.

The Trustees are extremely grateful to Watford Borough Council who have indicated they will continue to provide support through grants (at a slightly lower level) for the next two years 2025/26 and 2026/27.

**Reserves**

The Trustees have produced a cash flow plan for the financial year 2025/26 and based on this projection is confident that there will be sufficient reserves to meet all liabilities as they fall due for a period of three months.



Trevor Lillington Chairman

Dated 14/8/25

**SHOPMOBILITY WATFORD  
BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	2025		2024	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		21041		19773
<b>Current Assets</b>					
Closing Stock	10	72		717	
Cash at Bank		96738		82224	
Cash in Transit		0		0	
Cash in Hand		30		121	
Prepayments		<u>2334</u>	99174	<u>1575</u>	84637
Net Current Assets					
<b>Total Assets</b>			<u>120215</u>		<u>104410</u>
<b>Current Liabilities and Accruals</b>			2881		3356
<b>Net Assets</b>			<u>117334</u>		<u>101054</u>
<b>Income Fund</b>					
Lottery Restricted Funds	9		0		1761
Unrestricted Funds			117334		99293
	1		<u>117334</u>		<u>101054</u>

The accounts were approved by the Management Committee

Signed T.J. Lally CHAIRMAN

Dated 14/8/25

**SHOPMOBILITY WATFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
<b>Income Generated in the Year</b>					
Donations and Legacies	2	86038		86038	58663
Grants	3	37501	6770	44271	56001
Sales/Fund Raising Events		2100		2100	5214
Scooter Sales Commission	8	750		750	923
Bank Interest		1704		1704	1254
<b>Total Income Resources</b>	1.2	<u>128093</u>	<u>6770</u>	<u>134863</u>	<u>122055</u>
<b>Charitable Costs and Expenditure</b>					
Management and Administration	5-6	52166	8531	60697	53775
Notional Accommodation Costs	2	48300		48300	39000
Maintenance of Chairs	8	4136		4136	5897
Depreciation	4	5450		5450	5197
<b>Total Charitable Expenditure</b>	1.3	<u>110052</u>	<u>8531</u>	<u>118583</u>	<u>103869</u>
<b>Net Movement in Funds</b>					
Surplus in Year		18041	-1761	16280	18186
Transfer between Funds	9	0	0		0
<b>Fund Balance at 1 April 2024</b>		99293	1761	101054	82868
<b>Fund Balance at 31 March 2025</b>		<u>117334</u>	<u>0</u>	<u>117334</u>	101054

**SHOPMOBILITY WATFORD  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025**

**1 Accounting Policies**

**1.1 Basis of preparation**

The accounts are prepared under the historic cost convention

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the Charity's governing document, and "Accounting and Reporting by Charities; Statement of Recommended Practice" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

**1.2 Income Resources**

Income is accounted for in the period in which it is received

**1.3 Charitable Expenditure**

Expenditure is in accordance with the charitable objectives and accounted for in the period to which it relates.

	2025	2024
	£	£
2 Donations and Legacies		
Donations and gifts	37738	19663
Provision of accommodation	<u>48300</u>	<u>39000</u>
	<u>86038</u>	<u>58663</u>

The Management decided in 2008 that the accounts be amended to reflect a commercial value for the accommodation/facilities provided by Citi Park free of charge. This income is shown as a donation and the cost is reported in the accommodation costs. In the financial year this has been assessed at a value of £48300 (2024 £39000).

**3 Activities in furtherance of the Charity's objectives.**

	Unrestricted	Restricted	Total	Total
	2025	2025	2025	2024
	£	£	£	£
Grants received for charitable activities	37501		37501	42461
Lottery Grant received in the year (note 9)	0	6770	6770	<u>13540</u>
	<u>37501</u>	<u>6770</u>	<u>44271</u>	<u>56001</u>

**4 Depreciation**

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less an estimated residual value of each asset over its expected useful life as follows;

Plant and machinery	20% reducing balance
Fixtures fittings and equipment	25% reducing balance

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025**

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
<b>5 Management and Administration.</b>				
Independent Examination Fees	380		380	280
Insurance	2118		2118	2169
Staff cost	41228	8531	49759	55037
EER NI credit	0		0	-10635
Telephone, Stationery and Computer	1523		1523	1123
General Rates	2602		2602	2252
General Maintenance	182		182	384
Travel Volunteers	812		812	728
Stock Provision	645		645	0
Bank Charges	86		86	96
Sundries (inc Lottery Licence)	2590		2590	2341
	<u>52166</u>	<u>8531</u>	<u>60697</u>	<u>53775</u>
<b>6 Employees</b>	<b>2025</b>	<b>2025</b>	<b>Total 2025</b>	<b>Total 2024</b>
Number of employees in year			3	3
Full time equivalent			1.5	1.5
	£	£	£	£
Employment costs				
Salaries and N.I.	48896		48896	54060
Nest Pension Scheme	863		863	977
	<u>49759</u>	<u>0</u>	<u>49759</u>	<u>55037</u>

There were no employees whose annual emoluments were £50,000 or more

**Workplace Pension**

Employers are required to provide a contributory pension scheme for all employees earning more than £833 pm. Employees earning below the threshold have the option to participate in the scheme.

As the Charity does not operate a pension scheme it may not opt-out.

The Management Committee has decided to set up a scheme with the government sponsored "Nest Workplace Pension Scheme"

The Charity will make a monthly contribution of 3% of an employees pay.

In order to establish the Scheme it is necessary if the member requests to back date the entry date to 2019

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**7 Management Committee**

None of the members of the Management Committee (or any person connected with them) received any remuneration during the year.

<b>8 Fixed Assets</b>	Scooters £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2024	87375	16546	103921
Additions	6718	0	6718
Disposals	-2394	0	-2394
At 31 March 2025	<u>91699</u>	<u>16546</u>	<u>108245</u>
<b>Depreciation</b>			
At 1 April 2024	70657	13491	84148
Disposals	-2394	0	-2394
Charge for the year	4687	763	5450
At 31 March 2025	<u>72950</u>	<u>14254</u>	<u>87204</u>
<b>Net Book Value</b>			
At 31 March 2025	18749	2292	21041
At 31 March 2024	<u>16718</u>	<u>3055</u>	<u>19773</u>

**9 Lottery Grant**

On the 7th November 2022 the Trustee of Shopmobility submitted an application to The National Lottery Community Fund for a grant.

The award covered a two year project so that the Charity could rebuild the service to the disabled community. The application was successful and set below is the financial impact on the accounts as at 31st March 2025.

	Received in the year £	Spent in the year £
Final Grant received	6770	8531

The Scheme has now been closed and there are no further grants to be received.

The purchase of bariatric scooters are shown as a transfer from restricted to unrestricted funds because the purchase has released the restriction and the assets are now being shown as general not restricted (see page 6)

**SHOPMOBILITY WATFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

10 Stock £717

In 2023 the year the Charity was contacted by a Mobility retailer in the process of closing down and wanted to dispose of surplus equipment. Following a review it was agreed to buy equipment at a cost of £2456. These have been offered for sale to users at Shopmobility Watford.

As at the previous year end £717 remained at cost price. As there has been little movement of these items a further provision has been applied

It is not the intention to become a retail trader.

	Stock value
Stock at cost 1st April 2024	£717
Less: provision	<u>£645</u>
Net value at 31st March 2025	<u>£72</u>

## Independent examiner's report on the accounts

### Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Shopmobility Watford		
<b>On accounts for the year ended</b>	31 <sup>st</sup> March 2025	<b>Charity no</b>	1017812
	<b>Set out on pages</b> See attached Report & Accounts.		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2025.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**  **Date:** 14th July 2025.

**Name:** Zahir Mohammed FCMA, CGMA, BA (Hons), DipM, ACIM.

**Relevant professional qualification(s) or body (if any):**

Fellow of the Chartered Institute of Management Accountants.  
Member in Practice.

**Address:** Zass Solutions Limited, 34, Vicarage Lane, Wilstead, Bedford MK45 3EY.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

There are no material matters of concern that require disclosure.



**SHOPMOBILITY WATFORD**

England & Wales - Charity number 1017812

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# Accounts

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**Shopmobility Watford**  
**Accounts for the year ended 31<sup>st</sup> March 2024.**

*“The OBJECT of the Scheme is to relieve persons with disability in Watford (and district) by providing facilities in particular wheelchairs and similar equipment with the object of improving their mobility and conditions of life.”*

**Constitution of Shopmobility Watford.**

**The Management Committee presents its report and accounts for the year ended 31 March 2024**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' issued in October 2000.

**Objects of the charity**

The charity was established by a charitable trust deed on 18th January 1993. The Charity's objects are to relieve persons with disability in Watford {and district} by providing facilities, in particular wheelchairs and similar equipment, with the object of improving their mobility and conditions of life.

The scheme is managed by a committee of between ten and fifteen members including the officers {Chair, Vice-Chair, Secretary and Treasurer} all of whom are elected at the Annual General Meeting.

**Reserves Policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

**Risk Factors**

The Management Committee has assessed the major risks to which the charity is exposed, and will ensure that systems are put in place to mitigate exposure to the major risks.

On behalf of the Management Committee:

.....Dated: 7/5/24

John Horsfield (Chair)

.....Dated: 7/5/24

Paul Thompson (Treasurer)

Charity No.1017812

Principal Address: The Shopmobility Office, Ground Floor, CitiPark Church Car Park, Watford, Herts. WD18 0BU

Independent Examiner: Zahir Mohammed

## **SHOPMOBILITY WATFORD**

### **STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES**

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Law applicable to charities in England and Wales requires the Management Committee to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipt and payment basis)

In preparing accounts giving a true and fair view, the Management Committee should follow best practice and;

-select suitable accounting policies and then apply them consistently;

-make judgments and estimates that are reasonable and prudent;

-state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;

-prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Management Committee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable it to ensure that the accounts comply with the applicable law. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## SHOPMOBILITY WATFORD

### CHARITY REGISTRATION NUMBER 1017812

Annual Report for the year ended 31<sup>st</sup> March 2024

The Charity is administered by a management committee, comprising;

Chairman	John Horsfield
Vice Chairman	Jim Rutledge
Secretary	Kate Shallis
Treasurer	Paul Thompson
IT Officer	Trevor Lillington
Hon Solicitor	Dennis Sheridan (retired March 2023)

#### Committee Members

John Cunnane  
Kareen Hastrick (resigned April 2024)  
Chris Hughes  
Laurence Payne  
Glenda Seal  
Barbara Shepherd  
Bradley Francis (appointed August 2023)  
Alan Kirby (appointed May 2023)  
Caroline Bagley (appointed February 2023)  
Nicky Phelan (appointed July 2022)

The Committee would like to place on record the thanks and appreciation for the hard work and commitment of the team of employees and volunteers without whom the charity could not operate.

#### Activity

The Charity remains dependent upon the support provided by Watford Borough Council as without the quarterly grants it would not be possible to continue to operate. The Charity is also able to operate thanks to the accommodation provided free of charge by CitiParks.

Without the support of both these organisations Shopmobility Watford would be unable to provide disabled people with the freedom to shop bank and lunch in Watford town centre. The Trustee is truly grateful for this kind assistance.

Shopmobility is now able to provide a full service operating six days a week.

#### Performance review

During the year the Charity received grants totalling £56,001 (£58,035 in 2023). This income included a lottery grant of £13,540 (£16,076 in 2023). More detailed information is set out below.

Total income in the year was £122,055 (£118,162 in 2023.)

Costs in the year were £103,869 compared to £99,870 in the previous year.

Total reserves at the 1<sup>st</sup> April 2023 were £82,868 and after a surplus in the year of £18,186 the total reserve at 31<sup>st</sup> March 2024 are £101,054.

**Lottery Grant**

As reported above the Trustee is now able to provide a six day per week service to the community suffering with either temporary or permanent disabilities. However the cost of providing a six day service is significant. The support provided by the lottery grant following the closure due to Covid has been extremely helpful and very much appreciated. Further details are set out in note 9 to these accounts. At the date of these accounts a balance amounting to £1761 remains (£7154 in 2023) set aside as a restricted fund to be utilised as set out in the terms of the grant. The team is committed in finding extra revenue sources to meet these future costs.

**Future developments**

The team is very focused in exploring further opportunities to raise grants and financial support particularly with local businesses. We are confident this will maintain revenue in the coming years. The Chairperson is currently carrying out a review aimed at streamlining the operation. It is expected that on completion this will improve the efficiency of the service provided and develop other income streams.

We are however fully aware that our providers of grants are also looking to save money and cut costs.

The Trustee is extremely grateful to Watford Borough Council who have indicated they will continue to provide support through grants (at slightly lower levels) for the next three years 2024/25, 2025/26 and 2026/2027.

**Reserves**

The Trustee Board has produced a cash flow plan for the financial year 2024/25 and based on this projection is confident that there will be sufficient reserves to meet all liabilities as they fall due for a period of three months.

~~John Horsfield~~ Chair

Dated

CONFIRMED AT AGM.  
KREVA WILKINSON - CHAIR  
X T.J. Lillie  
DATED 11th JUNE 2024

Word Shopmobility Watford Trustee Report 2024.

**SHOPMOBILITY WATFORD  
BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2024		2023	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		19773		11027
<b>Current Assets</b>					
Closing Stock	10	717		0	
Cash at Bank		82224		72277	
Cash in Transit		0		0	
Cash in Hand		121		175	
Prepayments		<u>1575</u>	84637	<u>2192</u>	74644
Net Current Assets					
<b>Total Assets</b>			<u>104410</u>		<u>85671</u>
<b>Current Liabilities and Accruals</b>			3356		2803
<b>Net Assets</b>			<u>101054</u>		<u>82868</u>
<b>Income Fund</b>					
Lottery Restricted Funds	9		1761		7154
Unrestricted Funds			99293		75714
	1		<u>101054</u>		<u>82868</u>

The accounts were approved by the Management Committee

Signed [Signature] / 1 TREASURER

Dated 4th June 2024  
CONFIRMED A/C AGM

**SHOPMOBILITY WATFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
<b>Income Generated in the Year</b>					
Donations and Legacies	2	58663		58663	54350
Grants	3	42461	13540	56001	58035
Sales/Fund Raising Events		5214		5214	3432
Scooter Sales Commission	8	923		923	2043
Bank Interest		1254		1254	302
<b>Total Income Resources</b>	<b>1.2</b>	<b>108515</b>	<b>13540</b>	<b>122055</b>	<b>118162</b>
<b>Charitable Costs and Expenditure</b>					
Management and Administration	5-6	48382	5393	53775	53612
Notional Accomodation Costs	2	39000		39000	39900
Maintenance of Chairs	8	5897		5897	3467
Depreciation	4	5197		5197	2891
<b>Total Charitable Expenditure</b>	<b>1.3</b>	<b>98476</b>	<b>5393</b>	<b>103869</b>	<b>99870</b>
<b>Net Movement in Funds</b>					
Surplus in Year		10039	8147	18186	18292
Transfer between Funds	9	18933	-18933	0	0
		28972	-10786	18186	18292
<b>Fund Balance at 1 April 2023</b>		<b>75714</b>	<b>7154</b>	<b>82868</b>	<b>64576</b>
<b>Fund Balance at 31 March 2024</b>		<b>104686</b>	<b>-3632</b>	<b>101054</b>	<b>82868</b>

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**1 Accounting Policies**

**1.1 Basis of preparation**

The accounts are prepared under the historic cost convention

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the Charity's governing document, and "Accounting and Reporting by Charities; Statement of Recommended Practice" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

**1.2 Income Resources**

Income is accounted for in the period in which it is received

**1.3 Charitable Expenditure**

Expenditure is in accordance with the charitable objectives and accounted for in the period to which it relates.

	2024	2023
	£	£
<b>2 Donations and Legacies</b>		
Donations and gifts	19663	14450
Provision of accomodation	39000	39900
	<u>58663</u>	<u>54350</u>

The Management decided in 2008 that the the accounts be amended to reflect a commercial value for the accommodation/facilities provided by Citi Park free of charge. This income is shown as a donation and the cost is reported in the accommodation costs. In the financial year this has been assessed at a value of £39000 (2023 £39900).

**3 Actiivities in furtherance of the Charity's objectives.**

	Unrestricted	Restricted	Total	
	2024	2024	2024	2023
	£	£	£	£
Grants received for charitable activities	42461		42461	41959
Lottery Grant received in the year (note 9)	0	13540	13540	16076
	<u>42461</u>	<u>13540</u>	<u>56001</u>	<u>58035</u>

**4 Depreciation**

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less an estimated residual value of each asset over it's expected useful life as follows;

Plant and machinery	20% reducing balance
Fixtures fittings and equipment	25% reducing balance

**SHOPMOBILITY WATFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	2023 £
<b>5 Management and Administration.</b>				
Independent Examination Fees	280		280	300
Insurance	2169		2169	1944
Staff cost	49644	5393	55037	45951
EER NI credit	-10635		-10635	0
Telephone, Stationery and Computer	1123		1123	1013
General Rates	2252		2252	1749
General Maintenance	384		384	566
Travel Volunteers	728		728	469
Bank Charges	96		96	108
Sundries (inc Lottery Licence)	2341		2341	1512
	<u>48382</u>	<u>5393</u>	<u>53775</u>	<u>53612</u>

	2024	2024	Total 2024	2023
<b>6 Employees</b>				
Number of employees in year			3	3
Full time equivalent			1.5	1.6
	£	£	£	£
Employment costs				
Salaries and N.I.	48667	5393	54060	45586
Nest Pension Scheme	977		977	365
	<u>49644</u>	<u>5393</u>	<u>55037</u>	<u>45951</u>

There were no employees whose annual emoluments were £50,000 or more

**Workplace Pension**

Employers are required to provide a contributory pension scheme for all employees earning more than £833 pm. Employees earning below the threshold have the option to participate in the scheme.

As the Charity does not operate a pension scheme it may not opt-out.

The Management Committee has decided to set up a scheme with the government sponsored "Nest Workplace Pension Scheme"

The Charity will make a monthly contribution of 3% of an employees pay.

In order to establish the Scheme it is necessary to back date the entry date to 2019.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**7 Management Committee**

None of the members of the Management Committee (or any person connected with them) received any remuneration during the year.

<b>8 Fixed Assets</b>	<b>Scooters</b>	<b>Equipment</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2023	78804	14096	92900
Additions	11493	2450	13943
Disposals	-2922	0	-2922
At 31 March 2024	<u>87375</u>	<u>16546</u>	<u>103921</u>
<b>Depreciation</b>			
At 1 April 2023	69400	12473	81873
Disposals	-2922	0	-2922
Charge for the year	<u>4179</u>	<u>1018</u>	<u>5197</u>
At 31 March 2024	<u>70657</u>	<u>13491</u>	<u>84148</u>
<b>Net Book Value</b>			
At 31 March 2024	16718	3055	19773
At 31 March 2023	<u>9404</u>	<u>1623</u>	<u>11027</u>

**9 Lottery Grant**

On the 7th November 2022 the Trustee of Shopmobility submitted an application to The National Lottery Community Fund for a grant.

The award covered a two year project so that the Charity could rebuild the service to the disabled community. The application was successful and set below is the financial impact on the accounts as at 31st March 2024.

	<b>Full Award for 2 years Balance</b>	<b>Received in the year</b>	<b>Spent in the year</b>	<b>Balance</b>
	£	£	£	£
Purchase bariatric scooters	5907	0	5907	0
Salary support following Covid In order to rebuild a 6 day week service.	1247	13540	13026	1761
<b>Total</b>	<u>7154</u>	<u>13540</u>	<u>18933</u>	<u>1761</u>

The purchase of bariatric scooters are shown as a transfer from restricted to unrestricted funds because the purchase has released the restriction and the assets are now being shown as general not restricted (see page 6)

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**10 Stock £717**

During the year the Charity was contacted by a Mobility retailer in the process of closing down and wanted to dispose of surplus equipment. Following a review it was agreed to buy equipment at a cost of £2456. These have been offered for sale to user at Shopmobility Watford.

As at the year end £1872 remained at cost price. As there has been little movement of these items a provision has been applied

It is not the intention to become a retail trader.

	Stock value
Stock at cost 31st March 2024	£1,872
Less: provision	£1,155
Net value at 31st March 2024	<u>£717</u>

## Independent examiner's report on the accounts

### Independent Examiner's Report

**Report to the trustees/  
members of**

Shopmobility Watford

**On accounts for the year  
ended**

31<sup>st</sup> March 2024

**Charity no** 1017812

**Set out on pages**

See attached Report & Accounts.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2024.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

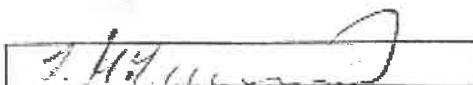
**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**



**Date:** 23rd May 2024.

**Name:**

Zahir Mohammed ACMA, CGMA, BA (Hons), DipM, ACIM.

**Relevant professional  
qualification(s) or body  
(if any):**

Associate of the Chartered Institute of Management Accountants.  
Member in Practice.

**Address:**

Zass Solutions Limited, 34, Vicarage Lane, Wilsiead, Bedford MK45 3EY.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

There are no material matters of concern that require disclosure.



**SHOPMOBILITY WATFORD**

England & Wales - Charity number 1017812

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# Accounts

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## SHOPMOBILITY WATFORD

CHARITY REGISTRATION NUMBER 1017812

### Annual Report for the year ended 31<sup>st</sup> March 2023.

The Charity is administered by a management committee, comprising;

Chairman	John Horsfield
Vice Chairman	Jim Rutledge
Secretary	Kate Shallis
Treasurer	Paul Thompson
IT Officer	Trevor Lillington
Hon Solicitor	Dennis Sheridan
Committee Members	Judith Budd (retired May 2022)
	John Cunnane
	Kareen Hastrick
	Chris Hughes
	Laurence Payne
	Glenda Seal
	Barbara Shepherd

The Committee would like to place on record the thanks and appreciation for the hard work and commitment of the team of employees and volunteers without whom the charity could not operate.

#### Activity

The Charity remains dependent upon the support provided by Watford Borough Council as without the quarterly grants it would not be possible to continue to operate. The Charity is also able to operate thanks to the accommodation provided free of charge by CitiParks.

Without the support of both these organisations Shopmobility Watford would be unable to provide disabled people with the freedom to shop bank and lunch in Watford town centre. The Trustee is truly grateful for this kind assistance.

The activities of the Charity had been severely affected by the Covid virus as the Watford Shopping Complex had been largely closed in 2021 and partly in 2022. It was also essential to protect the volunteers who regularly worked in the reception when meeting the public and booking out scooters. A reduced booking service of scooters was resumed on 10<sup>th</sup> May 2021. In September 2021 a new part time member of the team was employed so that it became possible to provide a full service operating six days a week. The six day week service has been successfully provided throughout the current year although it became necessary to appoint a temporary employee in January 2023 in order to provide extra cover during sickness absences.

#### Performance review

During the year the Charity received grants totalling £58035 (£47628 in 2022). This income included a lottery grant of £16076. More detailed information is set out below.

Total income in the year was £118162 (£98120 in 2022.)

Costs in the year were £99870 compared to £91270 in the previous year.

General reserves at the 1<sup>st</sup> April 2022 were £64576 and after a surplus in the year of £11138 the general reserve at 31<sup>st</sup> March 2023 is £75714.

### **Lottery Grant**

As reported above the Trustee is now able to provide a six day per week service to the community with either temporary or permanent disabilities. However the cost of providing this service following the closure due to Covid is significant. The running costs in 2023 amounted to £53612 (£45546 in 2022). The Charity team is committed in finding extra revenue sources to meet this additional cost. To help maintain this development an application for a grant was made to The National Lottery Community Fund. On the 7<sup>th</sup> November 2022 we are delighted to report that our application was approved. The grant consists of two elements namely;

An amount of £9306 so that the Charity may purchase two bariatric chairs. This will enable us to extend the service offered to the disabled community.

£27080 to assist for a period of two years the additional salary costs arising from providing a six day week service.

In note (9) to these accounts it can be seen that as 31st March 2023 we had received £16076 and had incurred revenue costs of £8922. This leaves a balance on Restricted Funds of £7154 to be spent in accordance with the terms of the grant.

The Trustee of the Charity is truly grateful for the support provided by the Lottery.

### **Future developments**

In September 2021 the operation acquired a credit card machine. This continues to prove successful as the reception team are now able to offer donors with a facility to make a donation as well as the more traditional cash collection buckets.

The team is very focused in exploring further opportunities to raise grants and financial support particularly with local businesses. We are confident this will increase revenue in the coming year.

### **Reserves**

The Trustee has produced a cash flow plan for the financial year 2023/24 and based on this projection is confident that there will be sufficient reserves to meet all liabilities as they fall due for a period of three months.

John Horsfield Chair

Dated

**SHOPMOBILITY WATFORD  
BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		11027		10519
<b>Current Assets</b>					
Cash at Bank		72277		53764	
Cash in Transit		0		655	
Cash in Hand		175		89	
Prepayments		<u>2192</u>	74644	<u>1968</u>	56476
Net Current Assets					
<b>Total Assets</b>			<u>85671</u>		<u>66995</u>
<b>Current Liabilities and Accruals</b>			2803		2419
<b>Net Assets</b>			<u>82868</u>		<u>64576</u>
<b>Income Fund</b>					
Lottery Restricted Funds	9		7154		0
Unrestricted Funds			75714		64576
	1		<u>82868</u>		<u>64576</u>

The accounts were approved by the Management Committee

Signed .....

Dated .....

**SHOPMOBILITY WATFORD  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Un- restricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
<b>Income Generated in the Year</b>					
Donations and Legacies	2	54350		54350	48039
Grants	3	41959	16076	58035	47628
Long Term Loans				0	298
Fund Raising Events		3432		3432	1197
Scooter Sales Commission	8	2043		2043	952
Bank Interest		302		302	6
<b>Total Income Resources</b>	<b>1.2</b>	<b>102086</b>	<b>16076</b>	<b>118162</b>	<b>98120</b>
<b>Charitable Costs and Expenditure</b>					
Management and Administration	5-6	48089	5523	53612	45546
Notional Accomodation Costs	2	39900		39900	41100
Maintenance of Chairs	8	3467		3467	1816
Depreciation	4	2891		2891	2808
<b>Total Charitable Expenditure</b>	<b>1.3</b>	<b>94347</b>	<b>5523</b>	<b>99870</b>	<b>91270</b>
<b>Net Movement in Funds</b>					
Surplus in Year		7739	10553	18292	6850
Transfer between Funds	9	3399	-3399	0	
		11138	7154	18292	
<b>Fund Balance at 1 April 2022</b>		<b>64576</b>	<b>0</b>	<b>64576</b>	<b>57726</b>
<b>Fund Balance at 31 March 2023</b>		<b>75714</b>	<b>7154</b>	<b>82868</b>	<b>64576</b>

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**1 Accounting Policies**

**1.1 Basis of preparation**

The accounts are prepared under the historic cost convention

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the Charity's governing document, and "Accounting and Reporting by Charities; Statement of Recommended Practice" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

**1.2 Income Resources**

Income is accounted for in the period in which it is received

**1.3 Charitable Expenditure**

Expenditure is in accordance with the charitable objectives and accounted for in the period to which it relates.

	2023	2022
	£	£
2 Donations and Legacies		
Donations and gifts	14450	6939
Provision of accomodation	39900	41100
	<u>54350</u>	<u>48039</u>

The Management decided in 2008 that the the accounts be amended to reflect a commercial value for the accommodation/facilities provided by Citi Park free of charge. This income is shown as a donation and the cost is reported in the accommodation costs. In the financial year this has been assessed at a value of £39900 (2022 £41100).

**3 Activities in furtherance of the Charity's objectives.**

	Un- Restricted	Restricted	Total	2022
	2023	2023	2023	£
	£	£	£	£
Grants received for charitable activities	41959		41959	46990
Lottery Grant received in the year (note 9)	0	16076	16076	0
Furlough grants	0		0	638
	<u>41959</u>	<u>16076</u>	<u>58035</u>	<u>47628</u>

**4 Depreciation**

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less an estimated residual value of each asset over it's expected useful life as follows;

Plant and machinery	20% reducing balance
Fixtures fittings and equipment	25% reducing balance

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

	Un- Restrict 2023 £	Restricted 2023 £	Total 2023 £	2022 £
<b>5 Management and Administration.</b>				
Independent Examination Fees	300		300	380
Insurance	1944		1944	1805
Staff cost (inc N.I.)	40428	5523	45951	38637
Telephone, Stationery and Computer	1013		1013	925
General Rates	1749		1749	1843
General Maintenance	566		566	284
Covid Costs	0		0	0
Travel Volunteers	469		469	276
Bank Charges	108		108	22
Sundries (inc Lottery Licence)	1512		1512	1374
	<u>48089</u>	<u>5523</u>	<u>53612</u>	<u>45546</u>

	2023	2023	Total 2023	2022
<b>6 Employees</b>				
Number of employees in year			3	3
Full time equivalent			1.6	1.6
	£	£	£	£
Employment costs				
Salaries and N.I.	40063	5523	45586	37237
Nest Pension Scheme	365		365	1400
	<u>40428</u>	<u>5523</u>	<u>45951</u>	<u>38637</u>

There were no employees whose annual emoluments were £50,000 or more

**Workplace Pension**

Employers are required to provide a contributory pension scheme for all employees earning more than £833 pm. Employees earning below the threshold have the option to participate in the scheme.

As the Charity does not operate a pension scheme it may not opt-out.

The Management Committee has decided to set up a scheme with the government sponsored "Nest Workplace Pension Scheme"

The Charity will make a monthly contribution of 3% of an employees pay.

In order to establish the Scheme it is necessary to back date the entry date to 2019.

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**7 Management Committee**

None of the members of the Management Committee (or any person connected with them) received any remuneration during the year.

<b>8 Fixed Assets</b>	<b>Scooters</b>	<b>Equipment</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2022	76855	14096	90951
Additions	3399	0	3399
Disposals	-1450	0	-1450
At 31 March 2023	<u>78804</u>	<u>14096</u>	<u>92900</u>
<b>Depreciation</b>			
At 1 April 2022	68499	11933	80432
Disposals	-1450	0	-1450
Charge for the year	2351	540	2891
At 31 March 2023	<u>69400</u>	<u>12473</u>	<u>81873</u>
<b>Net Book Value</b>			
At 31 March 2023	9404	1623	11027
At 31 March 2022	<u>8356</u>	<u>2163</u>	<u>10519</u>

**9 Lottery Grant**

On the 7th November 2022 the Trustee of Shopmobility submitted an application to The National Lottery Community Fund for a grant.

The award covered a two year project so that the Charity could rebuild the service to the disabled community. The application was successful and set below is the financial impact on the accounts as at 31st March 2023.

	<b>Full Award for 2 years</b>	<b>Received in the year</b>	<b>Spent in the year</b>	<b>Balance</b>
	£	£	£	£
Purchase bariatric scooters	9306	9306	3399	5907
Salary support following Covid In order to rebuild a 6 day week service.	27080	6770	5523	1247
<b>Total</b>	<u>36386</u>	<u>16076</u>	<u>8922</u>	<u>7154</u>

The purchase of bariatric scooters are shown as a transfer from restricted to unrestricted funds because the purchase has released the restriction and the assets are now being shown as general not restricted (see page 6)

# Independent examiner's report on the accounts

## Independent Examiner's Report

Report to the trustees/  
members of

Shopmobility Watford

On accounts for the year  
ended

31<sup>st</sup> March 2023

Charity no

1017812

Set out on pages

See attached Report & Accounts.

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2023.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

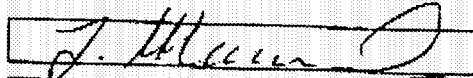
Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:



Date:

18th May 2023.

Name:

Zahir Mohammed ACMA, CGMA, BA (Hons), DipM, ACIM.

Relevant professional  
qualification(s) or body  
(if any):

Associate of the Chartered Institute of Management Accountants.  
Member in Practice.

Address:

Zass Solutions Limited, 34, Vicarage Lane, Wilstead, Bedford MK45 3EY.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

There are no material matters of concern that require disclosure.

*Download  
Independent Examiner Report  
18/5/23*

**The Management Committee** presents its report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' issued in October 2000.

**Objects of the charity**

The charity was established by a charitable trust deed on 18th January 1993. The Charity's objects are to relieve persons with disability in Watford {and district} by providing facilities, in particular wheelchairs and similar equipment, with the object of improving their mobility and conditions of life.

The scheme is managed by a committee of between ten and fifteen members including the officers {Chair, Vice-Chair, Secretary and Treasurer} all of whom are elected at the Annual General Meeting.


**Reserves Policy**

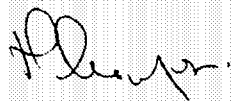
It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

**Risk Factors**

The Management Committee has assessed the major risks to which the charity is exposed, and will ensure that systems are put in place to mitigate exposure to the major risks.

On behalf of the Management Committee:

 ..... Dated  
John Horsfield (Chair)

 ..... Dated  
Paul Thompson (Treasurer)

Charity No.1017812

Principal Address: The Shopmobility Office, Ground Floor, CitiPark Church Car Park,  
Watford, Herts. WD18 0BU

Independent Examiner: Zahir Mohammed

**SHOPMOBILITY WATFORD**

England & Wales - Charity number 1017812

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# Accounts

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# Report & Accounts

## 2021-2022

Presented to the Annual General Meeting 10<sup>th</sup> July 2022

### OUR AIM

To provide, free of charge, a range of wheelchairs and scooters, both manual and battery operated, for use throughout the Town Centre.

#### The Shopmobility Office,

Ground Floor, CitiPark Church Car Park,  
Watford, Herts. WD18 0BU

Tel. 01923 211020

email: [info@shopmobilitywatford.org](mailto:info@shopmobilitywatford.org)

[www.shopmobilitywatford.org](http://www.shopmobilitywatford.org)



Supported by



The Annual General Meeting of SHOPMOBILITY WATFORD  
will be held at 10.30am Sunday 10 July 2022

The SHOPMOBILITY Office,  
CitiPark Church Car Park, Watford, Herts. WD18 0BU

## A G E N D A

Welcome - The Chairman

Apologies

Minutes of the 28th Annual General Meeting

Matters Arising

Report of the Management Committee

Treasurer's Report and Accounts 2021-2022

Election of Officers

Election of Members of the Management Committee

Appointment of Independent Examiner

Any Other Business

Light refreshments

## Shopmobility Watford

### Minutes of AGM meeting held 24<sup>th</sup> June 2021

**Attending** – Trevor Lillington, Glenda Seal, John Horsfield, Marilyn Carvell, Kareen Hastrick, Susan England, Jim Rutledge, Judith Budd, John Cunnane, Paul Thompson, Kim Bloomfield, Jay Shah, Councillor Aga Dychton (Deputy Mayor) Sarah Ranjit, Zahir Mohammed, Julietta Federico, Paul Ruffett, Alex Murray

**Chairman's Welcome** Thank you to Caroline Bagley (Manager) who retired at Christmas. Thank you to Watford Council, CitiPark and the volunteers during this Covid year. John Cunnane took over as temporary treasurer. This position has been filled by Paul Thompson, who in turn recruited Zahir Mohammed to take the position of independent Examiner.

**Apologies** - Kate Shallis

**Matters arising** – none

**Management Committee** On 12<sup>th</sup> April when Shopmobility opened there were 5 service users, this has increased to 18 on 22<sup>nd</sup> June. It is agreed that we open on Saturday 24<sup>th</sup> July and employ an Assistant Manager for 2 days per week. In an attempt to increase our profile we have opened an Instagram account, regularly advertise on Facebook. We need to encourage younger people through the Duke of Edinburgh Award. The Fire Brigade have supplied and fitted fire alarms, City Parks have agreed to supply Carbon Monoxide monitors by the end of the month.

#### **Treasurers Report**

Due to retirement of officers, Shopmobility Management has declined from 4 to 2 and opening times from 7 days to 3.

Paul Thompson explained that he was now the treasurer.

The Covid year shows misleading figures. The value of reserves were £36,000 in 2020. by 2021 this figure was up to £57,000. The one-off grants of about £28,000 will not be repeated. The drop in Management and Admin is due to the loss of 1 Manager. With the proposed increase in usage and opening days, next years accounts will reflect the correct position.

#### **Election of Officers**

<b>Chair</b>	<b>John Horsfield</b>
<b>Vice Chair</b>	<b>Jim Rutledge</b>
<b>Secretary</b>	<b>Kate Shallis</b>
<b>Treasurer</b>	<b>Paul Thompson</b>
<b>It Officer</b>	<b>Trevor Lillington</b>
<b>Hon.Solicitor</b>	<b>Dennis Sheridan</b>

**Committee Members**

**Judith Budd, John Cunnane, Kareen Hastrick, Glenda Seal, Barbara Shepherd,**

**As** no requests for change, it was proposed by the Chairman that the Committee and officers are elected en masse. Proposed by John Horsfield, seconded by Judith Budd and John Cunnane.

**AOB**

Awards for Services were given to:-

Paul Ruffett, Judith Budd and Sarah Ranjit

**SHOPMOBILITY WATFORD**  
**CHARITY REGISTRATION NUMBER 1017812**

**Annual Report for the year ended 31<sup>st</sup> March 2022.**

The Charity is administered by a management committee, comprising;

Chairman	John Horsfield
Vice Chairman	Jim Rutledge
Secretary	Kate Shallis
Treasurer	Paul Thompson
IT Officer	Trevor Lillington
Hon Solicitor	Dennis Sheridan

**Committee Members**

Judith Budd (retiring in May 2022)  
John Cunnane  
Kareen Hastrick  
Laurence Payne  
Glenda Seal  
Barbara Shepherd  
Chris Hughes (appointed February 2022)

The Committee would like to place on record the thanks and appreciation for the hard work and commitment of the team of employees and volunteers without whom the charity could not operate.

**Activity**

The Charity remains dependent upon the support provided by Watford Borough Council as without the quarterly grants it would not be possible to continue to operate. The Charity is also able to operate thanks to the accommodation provided free of charge by CitiPark.

Without the support of both these organisations Shopmobility Watford would be unable to provide disabled people with the freedom to shop bank and lunch in Watford town centre. The Trustee is truly grateful for this kind assistance.

The activities of the Charity had been severely affected by the Covid virus as the Watford Shopping Complex was largely closed for the earlier part of the year. It is also essential to protect the volunteers who regularly work in the reception when booking out scooters. A reduced booking service of scooters was resumed on 10<sup>th</sup> May 2021. In September 2021 a new part time member of the team was employed so that it became possible to provide a full service operating six days a week.

**Performance review**

During the year the Charity received grants of £47,628 (including for four months furlough grants).

Total income in year was £98,120 (£129,262 in 2021)

Costs in the year were £91,270 compared to £107,876 in the previous year.

Reserves at the 1<sup>st</sup> April 2021 were £57,726 and after a surplus in the year of £6,850 the reserves at 31<sup>st</sup> March 2022 are £64,576.

**Future developments**

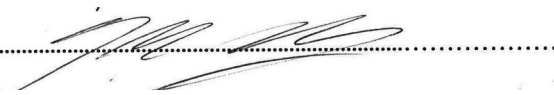
In September 2021 the operation acquired a credit card machine. This is proving successful as the reception team are now able to offer donors with a facility to make a donation as well as the more traditional cash bucket.

The team is very focused in exploring further opportunities to raise grants and financial support particularly with local businesses. We are confident this will increase revenue in the coming year.

Shopmobility in April 2022 enrolled in a pension scheme for all employees with "Nest Workplace Pension Scheme". Whilst this will increase costs for the future it is pleasing to be able to provide benefits for the very committed staff members.

**Reserves**

The Trustee has produced a cash flow plan for the financial year 2022/23 and based on this projection is confident that there will be sufficient reserves to meet all liabilities as they fall due for a period of three months.

A handwritten signature in black ink, appearing to read 'John Horsfield', is written over a horizontal dotted line.

John Horsfield Chair

Dated 10 July 22

**The Management Committee presents its report and accounts for the year ended 31 March 2022.**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' issued in October 2000.

**Objects of the charity**

The charity was established by a charitable trust deed on 18th January 1993. The Charity's objects are to relieve persons with disability in Watford {and district} by providing facilities, in particular wheelchairs and similar equipment, with the object of improving their mobility and conditions of life.

The scheme is managed by a committee of between ten and fifteen members including the officers {Chair, Vice-Chair, Secretary and Treasurer} all of whom are elected at the Annual General Meeting.


**Reserves Policy**

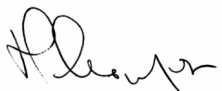
It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

**Risk Factors**

The Management Committee has assessed the major risks to which the charity is exposed, and will ensure that systems are put in place to mitigate exposure to the major risks.

On behalf of the Management Committee:

.....Dated 10/07/2022  
John Horsfield (Chair)

.....Dated 10/07/2022  
Paul Thompson (Treasurer)

Charity No.1017812

Principal Address: The Shopmobility Office, Ground Floor, CitiPark Church Car Park,  
Watford, Herts. WD18 0BU

Independent Examiner: Zahir Mohammed

## Independent examiner's report on the accounts

### Independent Examiner's Report

**Report to the trustees/ members of**

Shopmobility Watford

**On accounts for the year ended**

31<sup>st</sup> March 2022

**Charity no**

1017812

**Set out on pages**

See attached Report & Accounts.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2022.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

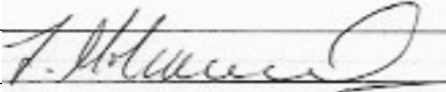
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or

the accounts did not accord with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

<b>Signed:</b>		<b>Date:</b>	17th June 2022.
<b>Name:</b>	Zahir Mohammed ACMA, CGMA, BA (Hons), DipM, ACIM.		
<b>Relevant professional qualification(s) or body (if any):</b>	Associate of the Chartered Institute of Management Accountants. Member in Practice.		
<b>Address:</b>	Zass Solutions Limited, 34, Vicarage Lane, Wilstead, Bedford MK45 3EY.		

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).


**Give here brief details of any items that the examiner wishes to disclose.**

There are no material matters of concern that require disclosure.
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**SHOPMOBILITY WATFORD  
BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2022**

		<b>2022</b>		<b>2021</b>	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	9		10,519		13,327
<b>Current Assets</b>					
Cash at Bank		53,764		42,482	
Cash in Transit		655		0	
Cash in Hand		89		62	
Prepayments		<u>1,968</u>	56,476	<u>2,486</u>	45,030
Net Current Assets					
<b>Total Assets</b>			<u>66,995</u>		<u>58,357</u>
Current Liabilities and Accruals			2,419		631
<b>Net Assets</b>			<u>64,576</u>		<u>57,726</u>
<b>Income Fund</b>					
Unrestricted Funds			64,576		57,726
		1	<u>64,576</u>		<u>57,726</u>

The accounts were approved by the Management Committee

Signed  .....

Dated 10 July 2022

**SHOPMOBILITY WATFORD  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	2022 £	2021 £
Income Generated in the Year			
Donations and Legacies	2	48,039	57,585
Grants	3	47,628	69,569
Long Term Loans		298	389
Fund Raising Events		1,197	172
Scooter Sales Commission	8	952	1,541
Bank Interest		6	6
<b>Total Income Resources</b>	1.2	<u>98,120</u>	<u>129,262</u>
Charitable Costs and Expenditure			
Management and Administration	5-6	45,546	47,464
Notional Accomodation Costs	2	41,100	55,300
Maintenance of Chairs	8	1,816	1,541
Depreciation	4	2,808	3,571
<b>Total Charitable Expenditure</b>	1.3	<u>91,270</u>	<u>107,876</u>
Net Movement in Funds			
<b>Surplus in Year</b>		6,850	21,386
<b>Fund Balance at 1 April 2021</b>		57,726	36,340
<b>Fund Balance at 31 March 2022</b>		<u>64,576</u>	<u>57,726</u>

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**1 Accounting Policies**

1.1 Basis of preparation

The accounts are prepared under the historic cost convention

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the Charity's governing document, and "Accounting and Reporting by Charities; Statement of Recommended Practice" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

1.2 Income Resources

Income is accounted for in the period in which it is received

1.3 Charitable Expenditure

Expenditure is in accordance with the charitable objectives and accounted for in the period to which it relates.

	2022	2021
2 Donations and Legacies	£	£
Donations and gifts	6,939	2,285
Provision of accomodation	41,100	55,300
	<u>48,039</u>	<u>57,585</u>

The Management decided in 2008 that the the accounts be amended to reflect a commercial value for the accommodation/facilities provided by Citi Park free of charge. This income is shown as a donation and the cost is reported in the accommodation costs. In the financial year this has been assessed at a value of £41,100.

3 Activities in furtherance of the Charity's objectives.

	2022	2021
	£	£
Grants received for charitable activities	46,990	67,651
Furlough grants	638	1,918
	<u>47,628</u>	<u>69,569</u>

4 Depreciation

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less an estimated residual value of each asset over it's expected useful life as follows;

Plant and machinery	20% reducing balance
Fixtures fittings and equipment	25% reducing balance

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

	2022	2021
	£	£
<b>5 Management and Administration.</b>		
Independent Examination Fees	380	200
Insurance	1,805	1,721
Staff cost (inc N.I.)	38,637	40,741
Telephone, Stationery and Computer	925	962
General Rates	1,843	1,843
General Maintenance	284	143
Covid Costs	0	1,009
Travel Volunteers	276	222
Bank Charges	22	0
Sundries (inc Lottery Licence)	1,374	623
	<u>45,546</u>	<u>47,464</u>
<b>6 Employees</b>	2022	2021
Number of employees in year	3	3
Full time equivalent	1.6	1.6
	£	£
Employment costs		
Salaries and N.I.	37,237	40,741
Nest Pension Scheme	1,400	0
	<u>38,637</u>	<u>40,741</u>

There were no employees whose annual emoluments were £50,000 or more

**Workplace Pension**

Employers are required to provide a contributory pension scheme for all employees earning more than £833 pm. Employees earning below the threshold have the option to participate in the scheme.

As the Charity does not operate a pension scheme it may not opt-out.

The Management Committee has decided to set up a scheme with the government sponsored "Nest Workplace Pension Scheme"

The Charity will make a monthly contribution of 3% of an employees pay.

In order to establish the Scheme it is necessary to back date the entry date to 2019.

This has required an historic one off charge of £1,400 to these accounts.

**SHOPMOBILITY WATFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**7 Management Committee**

None of the members of the Management Committee (or any person connected with them) received any remuneration during the year.

**8 Scooter costs/commissions**

An adjustment has been made to the 2021 comparative figures for commissions received and set off against the scooter repair charges made by Meadow Mobility. The figure of £1,541 was a commission of 50% of the sales proceeds earned in the year 2021.

<b>9 Fixed Assets</b>	Machinery £	Equipment £	£
Cost			
At 1 April 2021	85,022	14,096	99,118
Additions	0	0	0
Disposals	-8,167	0	-8,167
At 31 March 2022	<u>76,855</u>	<u>14,096</u>	<u>90,951</u>
Depreciation			
At 1 April 2021	74,578	11,213	85,791
Disposals	-8,167	0	-8,167
Charge for the year	2,088	720	2,808
At 31 March 2022	<u>68,499</u>	<u>11,933</u>	<u>80,432</u>
<b>Net Book Value</b>			
At 31 March 2022	8,356	2,163	10,519
At 31 March 2021	<u>10,444</u>	<u>2,883</u>	<u>13,327</u>

## SHOPMOBILITY WATFORD

### STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES

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Law applicable to charities in England and Wales requires the Management Committee to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipt and payment basis)

In preparing accounts giving a true and fair view, the Management Committee should follow best practice and;

-select suitable accounting policies and then apply them consistently;

-make judgments and estimates that are reasonable and prudent;

-state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;

-prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**The Management Committee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable it to ensure that the accounts comply with the applicable law. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.**

## **OPENING TIMES**

MONDAY	10am to 4.30pm
TUESDAY	10am to 4.30pm
WEDNESDAY	10am to 4.30pm
THURSDAY	10am to 4.30pm
FRIDAY	10am to 4.30pm
SATURDAY	10am to 4.30pm

## **FUNDRAISING**

COMMISSION FROM REFERRALS

COMMISSION FROM RECONDITIONED SCOOTERS

PRESENTATIONS TO LOCAL ORGANISATIONS

RAFFLES

BOOKS, CD'S, DVD'S & GREETING CARDS.

DISABILITY AIDS

CRAFT ITEMS

***Many thanks to the volunteers for all their help and support.***

**SHOPMOBILITY WATFORD**

England & Wales - Charity number 1017812

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# Accounts

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# Report & Accounts

## 2020-2021

### OUR AIM

*To provide, free of charge, a range of wheelchairs and scooters, both manual and battery operated, for use throughout the Town Centre.*

**The Shopmobility Office,**  
Ground Floor, CitiPark Church Car Park,  
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Supported by





The Annual General Meeting of SHOPMOBILITY WATFORD

will be held 12pm Thursday 24 June 2021

The SHOPMOBILITY Office,

CitiPark Church Car Park, Watford, Herts. WD18 0BU

## A G E N D A

Welcome - The Chairman

Apologies

Minutes of the 27th Annual General Meeting

Matters Arising

Report of the Management Committee

Treasurer's Report and Accounts 2020-2021

Election of Officers

Election of Members of the Management Committee

Appointment of Independent Examiner

Any Other Business

Tea /Coffee and Cake

## SHOPMOBILITY WATFORD

### Minutes of the AGM & Committee Meeting 11 January 2021

**Present:** John Horsfield, Marilyn Carvell, Susan England, Kareen Hastrick, Jim Rutledge, Barbara Shepherd, Glenda Seal, John Cunnane, Kate Shallis, Trevor Lillington, Laurence Payne.

**Apologies:** Paul Thompson

**Absent:** Judith Budd

John Horsfield opened our first Zoom meeting by wishing us all a Happy New Year.

The minutes of previous meeting were agreed.

It was agreed and seconded that John Horsfield remains as Chairman. Also voted and seconded were new committee members Trevor Lillington and Laurence Payne. Also Kate Shallis as Secretary.

### Financial reports

John Horsfield gave a very comprehensive picture of our financial situation. We incurred unexpected expenditure to repair the toilet facilities and also to the electrics. Obviously owing to the Pandemic we haven't been as busy and this has impacted on our finances. Although Long Term Loans and income from equipment sales were up.

We are very grateful to Watford Borough Council for their continued support with the yearly grant which is vital to keep us operating.

John Horsfield is pleased to say that we have our accounts signed off and ready to send to the Charities Commission for 31st January 2021.

Paul Thompson has started to take over from John Cunnane - and John Horsfield recorded his gratitude to John Cunnane on all the work he has carried out for us - and is pleased to say that for the time being John Cunnane will remain as a committee member.

John Horsfield also recorded his gratitude to Caroline for all her hard work and many years of service.

Marilyn Carvell had nothing to add on to managers report - except that it will need to be addressed when we reopen the issue of a replacement manager to allow cover for full opening.

There was a brief discussion about the furlough of staff - it would appear that we can do this as we are part funded. Trevor Lillington to try to obtain the correct procedures for this. It was also agreed that if our staff were furloughed that Shopmobility would make up for any financial shortfall.

John Horsfield proposed that as of 1st January 2021 that Susan England to be appointed as Joint Manager to job share with Marilyn Carvell for 3 days weekly - 7.5 hours daily at an hourly rate of £15.

The question was raised of cover for the remaining 2 days a week? This will be looked at - but we are also short of volunteers due to some retiring and some leaving due to the pandemic.

It was agreed that we would decide a date for next meeting when we had an idea of reopening.

Marilyn Carvell recorded 70th birthday greetings to Kate for the 19th January.

John Horsfield hopes that we can all gather for a social event as soon as its safe to do so - to include everyone involved with Shopmobility!!

## **Annual Report for the year ended 31st March 2021.**

The Charity is administered by a management committee, comprising;

<b>Chair</b>	John Horsfield
<b>Vice Chair</b>	Jim Rutledge
<b>Secretary</b>	Kate Shallis
<b>Treasurers</b>	Paul Thompson, John Cunnane
<b>IT Officer</b>	Trevor Lillington
<b>Hon Solicitor</b>	Dennis Sheridan

### **Committee Members**

Judith Budd  
John Cunnane  
Kareen Hastrick  
Laurence Payne  
Glenda Seal  
Barbara Shepherd  
Alain St Germaine (retired in year)  
Maureen Titchener (retired in year)

The Committee would like to place on record the thanks and appreciation for the hard work and commitment of the team of employees and volunteers without whom the charity could not operate.

### **Activity**

The Charity remains dependent upon the support provided by Watford Borough Council as without the quarterly grants it would not be possible to continue to operate. The Charity is also able to operate thanks to the accommodation provided free of charge by CitiParks.

Without the support of both these organisations Shopmobility Watford would be unable to provide disabled people with the freedom to shop in Watford town centre. The Trustee is truly grateful for this kind assistance.

The activities of the Charity were severely affected by the Covid virus as the Watford Shopping Complex was largely closed for a significant part of the year. It was also essential to protect the volunteers who regularly worked in the reception when booking out scooters. The two employees at January 2021 were placed on a limited furlough. A reduced booking service of scooters was resumed on 10th May 2021. It is hoped that by September the service can be extended from three to five days once further restrictions are released.

## **Performance review**

During the year the Charity received grants of £69,569. Costs fell from the previous year as two staff were not replaced when they left. This position will change as an extra employee will be needed in order to extend the current three day service to five days.

Reserves at the 1st April 2020 were £36,340. Due to the increase in grants and salary savings in the year the surplus was £21,386 bringing the reserves at 31st March 2021 to £57,726.

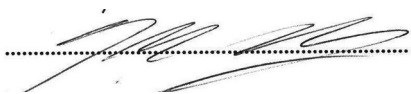
## **Future developments**

The Trustee is planning to take on a replacement employee so as to extend the service from three to five days. To achieve this plan the Trustee will look to take on a few more volunteers to support users at reception. The Trustee is pleased to report that following the change in the role of Paul Thompson from Independent Examiner to Treasurer, Zahir Mohammed who is an experienced accountant has agreed to act as the Independent Examiner.

The Trustee is currently undertaking a maintenance review of the scooters to ensure that sufficient safe equipment is available to users.

## **Reserves**

The Trustee has produced a cash flow plan for the financial year 2021/22 and based on this projection is confident that there are sufficient reserves to meet all liabilities as they fall due for a period of three months.



Dated 24/06/2021

John Horsfield (Chair)

## **The Management Committee presents its report and accounts for the year ended 31 March 2021.**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' issued in October 2000.

### **Objects of the charity**

The charity was established by a charitable trust deed on 18th January 1993. The Charity's objects are to relieve persons with disability in Watford {and district} by providing facilities, in particular wheelchairs and similar equipment, with the object of improving their mobility and conditions of life.

The scheme is managed by a committee of between ten and fifteen members including the officers {Chair, Vice-Chair, Secretary and Treasurer} all of whom are elected at the Annual General Meeting.

### **Reserves Policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

### **Risk Factors**

The Management Committee has assessed the major risks to which the charity is exposed, and will ensure that systems are put in place to mitigate exposure to the major risks.

On behalf of the Management Committee:

.....Dated 24/06/2021

John Horsfield (Chair)



Dated 24/06/2021

Paul Thompson (Treasurer)

Charity No.1017812

Principal Address: The Shopmobility Office, Ground Floor, CitiPark Church Car Park,  
Watford, Herts. WD18 0BU

Independent Examiner: Zahir Mohammed

The accounts were approved by the Committee on .....

**SHOPMOBILITY WATFORD**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2021**

			2021		2020	
		Notes	£	£	£	£
<b>Fixed Assets</b>						
	Tangible Assets	9		13,327		16,898
<b>Current Assets</b>						
	Cash at bank		42,482		17,649	
	Cash in hand		62		181	
	Prepayments		2,486		1,984	
	<b>Net Current Assets</b>			<b>45,030</b>		<b>19,814</b>
<b>Total Assets</b>				<b>58,357</b>		<b>36,712</b>
<b>Current Liabilities and Accruals</b>				<b>631</b>		<b>372</b>
<b>Total Assets less Current Liabilities</b>				<b>57,726</b>		<b>36,340</b>
<b>Income Funds</b>						
	Unrestricted Funds			<b>57,726</b>		<b>36,340</b>
				<b>57,726</b>		<b>36,340</b>

**SHOPMOBILITY WATFORD**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
<b>Incoming Resources</b>			
Donations and Legacies	2	57,585	63,188
Activities in furtherance of the charity's objectives	3	69,569	39,156
Long term loan rental		389	2,923
Fund raising		172	3,749
Scooter sale commission		0	1,133
Investment Income	4	6	48
<b>Total Incoming Resources</b>		<b>127,721</b>	<b>110,197</b>
<b>Resources Expended</b>			
Fund raising and publicity	5	0	103
<b>Net Incoming Resources available</b>		<b>127,721</b>	<b>110,094</b>
<b>Charitable Expenditure</b>			
Depreciation	5	3,571	4,544
Maintenance of chairs	5	0	2,312
Management and administration	5	47,464	62,311
Accommodation	6	55,300	54,000
<b>Total Charitable Expenditure</b>		<b>106,335</b>	<b>123,167</b>
<b>Total Resources Expended</b>		<b>106,335</b>	<b>123,270</b>
<b>Net movement in Funds</b>			
Net Surplus/( Deficiency) for the year		21,386	-13,073
Fund balance at 1 April 2020		36,340	49,413
<b>Fund balance at 31 March 2021</b>		<b>57,726</b>	<b>36,340</b>

# SHOPMOBILITY WATFORD

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting Policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, and "Accounting and Reporting by Charities: Statement of Recommended Practice" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

#### 1.2 Incoming Resources

Income is accounted for in the period in which it is received.

#### 1.3 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	20% reducing balance
Fixtures, fittings and equipment	25% reducing balance

### 2 Donations and legacies

	2021	2020
	£	£
Donations and gifts	2,285	9,188
Provision of accommodation	55,300	54,000
	<u>57,585</u>	<u>63,188</u>

The Management Committee decided in 2008 that the accounts be amended to reflect a commercial value on the accommodation and utilities provided free of charge by the Harlequin shopping centre management. This facility is now run by Citi Park but the financial arrangement is unaltered. This Income is shown as a donation and the cost impact is reported in accommodation costs.

### 3 Activities in furtherance of the charity's objectives

Grants received for charitable activities	67,651	39,156
Furlough Grants	1,918	0
	<u>69,569</u>	<u>39,156</u>

### 4 Investment income

Interest receivable	6	48
	<u>6</u>	<u>48</u>

**SHOPMOBILITY WATFORD**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021**

**5 Total Resources Expended**

	<b>Staff Costs £</b>	<b>Other Costs £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Costs of generating funds:				
Fundraising and publicity		0	0	103
<hr/>				
Charitable expenditure:				
Depreciation		3,571	3,571	4,544
Maintenance of chairs		0	0	2,312
Notional accommodation costs		55,300	55,300	54,000
Management and administration	40,741	6,723	47,464	62,311
<hr/>				
	40,741	65,594	106,335	123,167
<hr/>				
	40,741	65,594	106,335	123,270
<hr/> <hr/>				

<b>Depreciation</b>	<b>2021 £</b>	<b>2020 £</b>
Unrestricted Funds		
Depreciation	3,571	4,544
<hr/> <hr/>		

**Maintenance of Chairs**

Unrestricted Funds		
Maintenance of Chairs	0	2,312
<hr/> <hr/>		

**SHOPMOBILITY WATFORD**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Management and Administration</b>		
Unrestricted Funds		
Independent Examination/Audit Fees	<b>200</b>	<b>300</b>
Crafts	<b>0</b>	<b>0</b>
Recruitment	<b>0</b>	<b>0</b>
Insurance	<b>1,721</b>	<b>1,705</b>
Staff Costs	<b>40,741</b>	<b>52,852</b>
Telephone, Stationery and Computer	<b>962</b>	<b>1,077</b>
General Rates	<b>1,843</b>	<b>1,814</b>
General Maintenance	<b>143</b>	<b>1,308</b>
Covid Costs	<b>1,009</b>	<b>0</b>
Travel Volunteers	<b>222</b>	<b>1,001</b>
Bank Charges	<b>0</b>	<b>0</b>
Sundries	<b>623</b>	<b>2,254</b>
	<hr/>	<hr/>
	<b>47,464</b>	<b>62,311</b>
	<hr/> <hr/>	<hr/> <hr/>

**SHOPMOBILITY WATFORD**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**6 Accommodation costs**

The accommodation costs have been assessed on a market basis as explained in note 2 of the accounts and this treatment was first applied in 2007.

**7 Management Committee**

None of the Management Committee (or any person connected with them) received any remuneration during the year.

**8 Employees**

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Number of employees		
The average monthly number of employees during the year was:	<b>3</b>	<b>4</b>
	=====	=====
Employment Costs	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages Salaries NI	<b>40,741</b>	<b>52,852</b>
	-----	-----

There were no employees whose annual emoluments were £50,000.00 or more.

**9 Tangible Fixed Assets**

	<b>Plant and Machinery</b>	<b>Fixtures, Fittings and Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 April 2020	<b>91,425</b>	<b>19,161</b>	<b>110,586</b>
Additions	<b>0</b>	<b>0</b>	<b>0</b>
Disposals	<b>-6,403</b>	<b>-5,065</b>	<b>-11,468</b>
<b>At 31 March 2021</b>	<b>85,022</b>	<b>14,096</b>	<b>99,118</b>
	-----	-----	-----
<b>Depreciation</b>			
At 1 April 2020	<b>78,371</b>	<b>15,317</b>	<b>93,688</b>
On disposals	<b>-6,403</b>	<b>-5,065</b>	<b>-11,468</b>
Charge for the year	<b>2,610</b>	<b>961</b>	<b>3,571</b>
<b>At 31 March 2021</b>	<b>74,578</b>	<b>11,213</b>	<b>85,791</b>
	-----	-----	-----
<b>Net Book Value</b>			
<b>At 31 March 2021</b>	<b>10,444</b>	<b>2,883</b>	<b>13,327</b>
	=====	=====	=====
<b>At 31 March 2020</b>	<b>13,054</b>	<b>3,844</b>	<b>16,898</b>
	=====	=====	=====

## SHOPMOBILITY WATFORD

### STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES

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Law applicable to charities in England and Wales requires the Management Committee to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipt and payment basis)

In preparing accounts giving a true and fair view, the Management Committee should follow best practice and;

-select suitable accounting policies and then apply them consistently;

-make judgments and estimates that are reasonable and prudent;

-state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;

-prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Management Committee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable it to ensure that the accounts comply with the applicable law. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

	Independent examiner's report on the accounts		
<b>Independent Examiner's Report</b>			
Report to the trustees/ members of	Shopmobility Watford		
On accounts for the year ended	31st March 2021	Charity no	1017812
Set out on pages	See attached Report & Accounts.		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.</p> <p>As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"> <li>• the accounting records were not kept in accordance with section 130 of the Charities Act; or</li> <li>• the accounts did not accord with the accounting records; or</li> <li>• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:		Date:	31st May 2021.

Name:	Zahir Mohammed ACMA, CGMA, BA (Hons), DipM, ACIM.
Relevant professional qualification(s) or body (if any):	Associate of the Chartered Institute of Management Accountants. Member in Practice.
Address:	Zass Solutions Limited, 34, Vicarage Lane, Wilstead, Bedford MK45 3EY.
<b>Section B</b>	<b>Disclosure</b>
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	There are no material matters of concern that require disclosure.



## **OPENING TIMES**

MONDAY	10am to 4pm
TUESDAY	10am to 4pm
WEDNESDAY	10am to 4pm

## **FUNDRAISING**

GRANTS AWARDED

COMMISSION FROM REFERRALS

COMMISSION FROM RECONDITIONED SCOOTERS

BOOKS, CD'S, DVD'S & GREETING CARDS.

DISABILITY AIDS

CRAFT ITEMS

***Many thanks to the volunteers for all their help and support.***