



# 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,  
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 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.

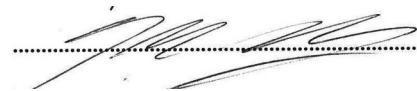
### **Reserves Policy**

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**

		<b>2021</b>		<b>2020</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<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
Accomodation	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>			
NetSurplus/( Deficiency) for the year		21,386	-13,073
<b>Fund balance at 1 April 2020</b>		<b>36,340</b>	<b>49,413</b>
<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

	Staff Costs £	Other Costs £	Total 2021 £	Total 2020 £
Costs of generating funds:				
Fundraising and publicity		0	0	103
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
	40,741	65,594	106,335	123,167
	40,741	65,594	106,335	123,270

### Depreciation

	2021 £	2020 £
Unrestricted Funds		
Depreciation	3,571	4,544

### Maintenance of Chairs

Unrestricted Funds		
Maintenance of Chairs	0	2,312

# SHOPMOBILITY WATFORD

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

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

**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.***