



Report & Accounts

2021-2022

Presented to the Annual General Meeting 10th 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

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 24th 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 12th April when Shopmobility opened there were 5 service users, this has increased to 18 on 22nd June. It is agreed that we open on Saturday 24th 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

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

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 31st 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 10th 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 1st April 2021 were £57,726 and after a surplus in the year of £6,850 the reserves at 31st March 2022 are £64,576.

Future developments

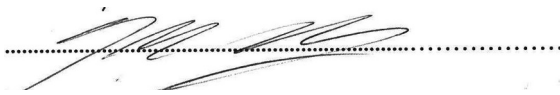
In September 2021 the operation acquired a credit card machine. This is proving successful as the reception team are now able to offer donors with a facility to make a donation as well as the more traditional cash bucket.

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

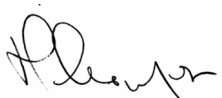
It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will 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

31st 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 31st 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:

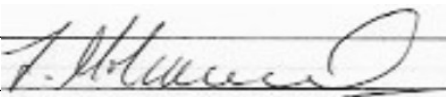
the accounting records were not kept in accordance with section 130 of the Charities Act; or

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.

Signed:



Date:

17th June 2022.

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.

SHOPMOBILITY WATFORD
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2022

		2022		2021	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	9		10,519		13,327
Current Assets					
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					
Total Assets			<u>66,995</u>		<u>58,357</u>
Current Liabilities and Accruals			2,419		631
Net Assets			<u>64,576</u>		<u>57,726</u>
Income Fund					
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

		2022	2021
	Notes	£	£
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
Total Income Resources	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
Total Charitable Expenditure	1.3	<u>91,270</u>	<u>107,876</u>
Net Movement in Funds			
Surplus in Year		6,850	21,386
Fund Balance at 1 April 2021		57,726	36,340
Fund Balance at 31 March 2022		<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
	£	£
5 Management and Administration.		
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>
6 Employees	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.

9 Fixed Assets	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>
Net Book Value			
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

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.