

SHOPMOBILITY WATFORD

CHARITY REGISTRATION NUMBER 1017812

Annual Report for the year ended 31st 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 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. 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 1st April 2022 were £64576 and after a surplus in the year of £11138 the general reserve at 31st 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 7th 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

		2023		2022	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	8		11027		10519
Current Assets					
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					
Total Assets			<u>85671</u>		<u>66995</u>
Current Liabilities and Accruals			2803		2419
Net Assets			<u>82868</u>		<u>64576</u>
Income Fund					
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 £
Income Generated in the Year					
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
Total Income Resources	1.2	<u>102086</u>	<u>16076</u>	<u>118162</u>	<u>98120</u>
Charitable Costs and Expenditure					
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
Total Charitable Expenditure	1.3	<u>94347</u>	<u>5523</u>	<u>99870</u>	<u>91270</u>
Net Movement in Funds					
Surplus in Year		7739	10553	18292	6850
Transfer between Funds	9	3399	-3399	0	
		11138	7154	18292	
Fund Balance at 1 April 2022		64576	0	64576	57726
Fund Balance at 31 March 2023		<u>75714</u>	<u>7154</u>	<u>82868</u>	<u>64576</u>

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	
	2023	2023	2023	2022
	£	£	£	£
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 £
5 Management and Administration.				
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
6 Employees				
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.

8 Fixed Assets	Scooters	Equipment	Total
	£	£	£
Cost			
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>
Depreciation			
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>
Net Book Value			
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.

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

31st 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 31st 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.

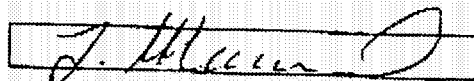
Independent
examiner's statement

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, Wiltstead, 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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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

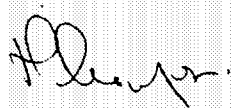
It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will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