

**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.

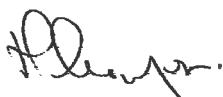
### **Risk Factors**

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

Word Shopmobility Watford Trustee Report 2024.

CONFIRMED A/C AGM.

KEVIN WILLINGDON - CHAIR

X T.J. GILLIGAN

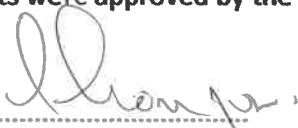
DATED 14th June 2024

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

		<b>2024</b>		<b>2023</b>	
	Notes	£	£	£	£
<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



 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
	£	£
2 Donations and Legacies		
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 Activities 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>£</b>	<b>£</b>	<b>£</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>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</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	<u>£1,155</u>
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.

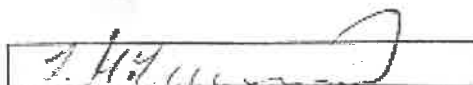
Independent  
examiner's statement

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, Wilslead, 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.

