



# HIGH WYCOMBE

## Shopmobility

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2 NEWLANDS MEADOW, EDEN, HIGH WYCOMBE, HP11 2BZ 01494 472277

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### **Trustees' Annual Report Year ended 31 March 2021**

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

### **Legal and Administrative Information**

**Registered Charity Number:** 1040164

**Chairperson:** Alan Switalski

**Vice Chairperson:** Simon Dormer

**Treasurer:** Sarah Fismistr

**Trustees:** Kathy Dix, Joe Austin, David Griffin, Jane White, Jennie Le Fevre, Cllr Lesley Clarke OBE.

**Secretary:** Vacant

### **Registered Office:**

2 Newlands Meadow  
High Wycombe  
Buckinghamshire  
HP11 2BZ

**Independent Examiner:** Umair Manir ACA

### **Bankers: Lloyds**

27-31 White Hart Street  
High Wycombe  
Buckinghamshire  
HP11 2HL

### **Structure, governance and management**

High Wycombe Shopmobility is a registered charity who is governed by a constitution; the constitution was adopted 18-4-1994, amended 07-06-1999, amended 30-7-2001, amended 16-6-2015, amended 25-6-2020.

The Charity is managed by a board The Executive Committee which consist of not less than eight members and not more than twelve members, following the rules as set out in the constitution. They meet five times a year.

The Charity is run by the trustees who all act in an honorary capacity. A new trustee would receive copies of the previous years' Annual Report and Accounts and advised to read the Charity Commission's leaflet 'The Essential Trustee: What you need to know'.

### **Reserves Policy**

High Wycombe Shopmobility has a reserves policy which is reviewed at the quarterly management meetings, its wording is;-

We the Trustees of High Wycombe Shopmobility intend to keep in reserve the sum of £70,000 which equates to approximately one years running costs of the charity.

This money is to enable financial liabilities to be met should there be a shortfall of income in any financial year. It may also be used to meet any unplanned expenditure or special projects as agreed by the Trustees.

The money will be used to meet the costs of closing the charity should it become necessary.

This policy will be reviewed quarterly at the scheduled meeting of the Trustees and amended as required.

**Manager’s reports**

The manager presents a quarterly report to the Executive Committees quarterly meetings and an Operation Report to their AGM and attends their meetings to discuss any concerns raised. The most recent report is below;-

**Our Mission Statement** – Shopmobility is an independent registered charity offering the free daily loan of mobility scooters, manual and powered wheelchairs to access High Wycombe Town Centre. We aim to promote independence and enhance daily living for anyone with limited mobility whether temporary or permanent. Our opening hours are Monday to Saturday 9.30am to 16.45pm and on Sundays and Bank Holidays 12.00 to 15.45pm.

High Wycombe Shopmobility opened in April 1994 and became an independent registered charity on 24<sup>th</sup> October 1994 and we celebrated our 25<sup>th</sup> Anniversary in June 2019.

The Management Committee meets five times a year and consists of a Chairperson, Vice Chairperson, Treasurer and Secretary and up to nine additional committee members; these are to include a representative of Eden Management, The Buckinghamshire Council and two members who use the service. Elections are held at the Shopmobility AGM in June/July.

A dedicated team of six part-time staff and twelve volunteers manage and run the service. They are vital to the success of the service and have all made important contributions to the service, we would like to thank them for all their hard work and support over the past year.

In our fleet of vehicles we currently have 22 scooters, 4 power chairs and 17 manual wheelchairs.

2020 has been the most difficult year for us since we opened; we closed for nearly 10 weeks from 24<sup>th</sup> March to 31<sup>st</sup> May 2020. We then re-opened on reduced hours for a month; we were just getting back to our usual customer numbers when the second lock down happened in December. This time, as an essential service, we remained open two mornings a week to enable our customers who rely on our service to undertake essential tasks in a safe and timely manner. We did not open fully until April 2021.

Although it was a difficult year our equipment was still providing a vital service enabling our customers to remain independent.

	2020	2019	2018	2017
Total usage	3001	6369	6283	5928
Average users per week	71.5	123	121	114
Total spend	£270,498	£660,801	£572,707	£544,060
Average spend	£91.45	£103.75	£91.15	£91.78
New members	140	334	343	371

We were successful with a few grants; one enabled us to purchase a card payment system which has been very important to us in the current Covid-19 pandemic and has reduced our cash handling considerably.

We did not purchase and new equipment in the financial year 2020/21 and we will be looking to decrease the amount of vehicles in 2021/2022.

We received a small grant from The Buckinghamshire Council, for which we are grateful; this is subject to a Service Level Agreement, we have been awarded the same amount for 2021/2022.

Eden Shopping Centre makes a generous revenue grant donation to help meet our annual running costs. We are most grateful not only for this financial support but also for all the other guidance and support given by their management team and staff; we would like to thank them for their continued support.

We have not been able to hold any fundraising events due to the Covid-19 pandemic. We have received £509.50 from our supporters of The Buckinghamshire Lotto and £1,584.09 from donations in our collection boxes.

Gift aid - we continue to record donations separately from our customers who have completed a gift aid declaration form. This enabled us to make a gift aid claim and GADS (Gift Aid Small Donations Scheme) for the sum of £2,072.84 for the financial year 2020-2021, this year's claim will be a lot less.

We would particularly like to thank our Management Committee led by our Chairperson Alan Switalski, for their support over the last year and to our Treasurer Sarah Fismistr for all her support and hard work managing our accounts.

Claire McMackin

Manager – High Wycombe Shopmobility

Approved by the trustees on 20<sup>th</sup> July 2021

# HIGH WYCOMBE SHOPMOBILITY

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

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Y/E 31/03/2021 £	Total Funds Y/E 31/03/2020 £
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Grants	3	45,440	827	46,267	8,549
Collecting Boxes	4	1,690		1,690	5,581
Fund Raising Activities	5	2,873		2,873	8,785
Donations	6	37,099		37,099	48,582
Interest & Gift Aid	7	2,157		2,157	2,030
Hire Charges		1,528		1,528	2,870
Profit on Sale of Fixed Assets		425		425	1,835
<b>Total Incoming Resources</b>		<b>91,212</b>	<b>827</b>	<b>92,039</b>	<b>78,232</b>
<b>Resources Expended</b>					
Co-ordinators' & Assistants Salaries	8	46,726		46,726	46,930
Staff Expenses (mileage, phone, etc)		0		0	253
Volunteer Expenses		46		46	292
Training Expenses		75		75	225
Building Repairs, Maintenance & Cleaning		786		786	1,057
Equipment Purchase		222	827	1,049	796
Equipment Repairs & Maintenance		1,309		1,309	1,202
Printing		0		0	0
Stationery		36		36	256
Postage		0		0	0
Telephone		905		905	615
Insurance		1,808		1,808	1,733
WDC Rates		0		0	1,562
Publicity		75		75	130
Subscriptions		379		379	356
Provision for Depreciation		9,675		9,675	8,627
Loss on Sale of Fixed Assets				0	0
<b>Total Resources Expended</b>		<b>62,043</b>	<b>827</b>	<b>62,869</b>	<b>64,036</b>
<b>Net Incoming/(Outgoing) Resources before Transfers</b>		<b>29,169</b>	<b>0</b>	<b>29,169</b>	<b>14,196</b>
Transfers		0	0	0	0
Purchase of Vehicles with Restricted Funds		0	0	0	0
<b>Net Incoming/(Outgoing) Resources for the Year</b>		<b>29,169</b>	<b>0</b>	<b>29,169</b>	<b>14,196</b>
Balances brought forward at 1 April 2020		123,764	2,900	126,664	112,468
<b>Balances carried forward at 31 March 2021</b>		<b>152,934</b>	<b>2,900</b>	<b>155,834</b>	<b>126,664</b>

The notes on pages ..3.. to ..6.. form part of these accounts

# BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	17,059	24,330
<b>Current Assets</b>			
Cash at Bank		138,775	99,929
Prepayments		0	2,405
<b>Current Liabilities</b>			
Sundry Creditor			
<b>Net Current Assets</b>		<b>138,775</b>	<b>102,334</b>
<b>Total Assets less Current Liabilities</b>		<b>155,834</b>	<b>126,664</b>
<b>Net Assets</b>		<b>155,834</b>	<b>126,664</b>
<b>Funds</b>			
Unrestricted	10	152,934	123,764
Restricted		2,900	2,900
		<b>155,834</b>	<b>126,664</b>
		0	0

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the year end and of the surplus or deficit for the year then ended. In preparing these financial statements, the Trustees are required to select suitable accounting Policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Approved by the Board of Trustees on 20<sup>th</sup> July 2021

and signed on its behalf by [Signature]

Chairman

The notes on pages ..3.. to ..5.. form part of these accounts



# HIGH WYCOMBE SHOPMOBILITY

## NOTES TO THE ACCOUNTS

2020/2021

### 1. STATEMENT OF ACCOUNTING POLICIES

#### Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared under the historical cost convention and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 update Bulletin 1 not to prepare a Statement of Cash Flows.

#### Recognition of incoming resources

These are included in the Statement of Financial Activities when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

#### Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis inclusive of VAT.

#### Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### Fixed Assets

Fixed assets used by the Charity have been capitalised (if valued at more than £500) on the basis of their historical cost. Fixed assets are depreciated over the following periods:

Vehicles	4 years
Office Equipment	4 years
Computers	3 years

### 2. HIGH WYCOMBE SHOPMOBILITY STATUS

High Wycombe Shopmobility has been operating as a charity throughout the whole of this accounting period.

### 3. GRANTS

This year High Wycombe Shopmobility received a grant from Wycombe District Council for £6,000, a Buckinghamshire Council Covid-19 Business Grant of £25,000, and a Heart of Bucks grant for £850. Due to the Pandemic, Shopmobility were also received £14,417 via the HMRC Coronavirus Job Retention Scheme.

#### 4. COLLECTING BOXES

This income is raised through collecting boxes placed in and around High Wycombe, and by volunteers when out and about in High Wycombe. The boxes are emptied and banked weekly.

#### 5. FUND RAISING

This relates to income received as a result of fund-raising activities. In the year to 31 March 2021 money was raised from the following activities:

Unrestricted:

	2021	2020
	£	£
Table Top Sales	2,142	1,935
Easter/Summer/Xmas Draw	222	2,441
Fund Raising Events	-	2,857
Wycombe Lotto	510	1,552
	<b>2,873</b>	<b>8,785</b>

#### 6. DONATIONS

	2021	2020
	£	£
Unrestricted:		
Anonymous & Assorted	814	4,287
Eden	36,200	41,585
M Hibbert	10	60
A Watts	25	40
B Finch	50	35
Charities Trust	-	1,100
L Gould	-	25
Motability Pilot project	-	1,000
A Ware	-	50
Restricted:		
Cllr Lesley Clarke Ward	-	400
	<b>37,099</b>	<b>48,582</b>

Restricted Donations are to be used specifically for the purchase and maintenance of Scooter

**7. INTEREST & GIFT AID**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Nationwide Building Society	84	86
Gift Aid	2,073	1,944
	<u>2,157</u>	<u>2,030</u>

**8. PAID EMPLOYEES**

**Salaries and wages**

**Social security costs**

**Pension costs (defined contribution pension plan)**

**Other employee benefits**

**Total staff costs**

<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
44,403	45,258
1,740	1,560
694	823
-	-
46,837	47,641

**Average head count in the year**

**The parts of the charity in which the employees work**

	<b>This year</b>	<b>Last year</b>
	<b>Number</b>	<b>Number</b>
Fundraising	1	1
Charitable Activities	5	5
Governance	1	1
Other	-	-
<b>Total</b>	<b>7</b>	<b>7</b>



## 9. FIXED ASSETS

	Vehicles £	Office Equipment £	Total £
<b>Cost</b>			
at 1 April 2020	41,624	4,110	<b>45,735</b>
Additions	2,404	0	<b>2,404</b>
Disposals	1,771	0	<b>1,771</b>
at 31 March 2021	<b>45,800</b>	<b>4,110</b>	<b>49,910</b>
<b>Accumulated Depreciation</b>			
at 1 April 2020	17,477	3,927	<b>21,405</b>
Charge for year	9,492	183	<b>9,675</b>
Disposals	1,771	0	<b>1,771</b>
at 31 March 2021	<b>28,741</b>	<b>4,110</b>	<b>32,851</b>
<b>Net Book Values</b>			
at 31 March 2021	<b>17,059</b>	<b>0</b>	<b>17,059</b>
at 31 March 2020	<b>24,147</b>	<b>183</b>	<b>24,330</b>

## 10. FUNDS

The Designated Fund relates to the Reserves Policy which is reviewed at the quarterly management meetings, and equates to approximately one year of running costs of the Charity.

	Opening Balance April 2020 £	Incoming £	Outgoing £	Transfer to Unrestricted £	Closing Balance March 2021 £
Restricted	2,900	827	-827	0	2,900
Unrestricted - Designated	55,508	14,492	0	0	70,000
Unrestricted - General	68,256	91,212	-76,534	0	82,934
					0
	<b>126,664</b>	<b>106,531</b>	<b>-77,361</b>	<b>0</b>	<b>155,834</b>

## 11. RELATED PARTIES

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
High Wycombe Shopmobility

On accounts for the year  
ended

31/03/2021

Charity no  
(if any)

1040164

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2021.

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 (other than that disclosed below \*) 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:

12/10/2021

Name:

Umair Manir ACA

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

ICAEW

Address:

18 Longland Way, High Wycombe, Bucks, HP12 3UN


**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.**

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