



HIGH WYCOMBE

Shopmobility

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

Trustees' Annual Report Year ended 31 March 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Legal and Administrative Information

Registered Charity Number: 1040164

Chairperson: Alan Switalski

Vice Chairperson: Simon Dormer

Treasurer: Sarah Fismistr

Secretary: Peter Stockwell

Trustees: Kathy Dix, Joe Austin, David Griffin, Jane White, Jennie Le Fevre, Cllr Lesley Clarke OBE, FRSA, Roger Hagon

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 24th October 1994 and we celebrated our 25th 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 ten 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, 5 power chairs and 17 manual wheelchairs.

2021 has been an unusual year for us, as an essential service, we remained open throughout the lockdowns and restrictions, sometimes on reduced hours. The team has had to adapt to different ways of working and it’s not always been easy.

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

| | 2021 | 2020 | 2019 |
|------------------------|----------|----------|----------|
| Total usage | 3497 | 3001 | 6369 |
| Average users per week | 93.6 | 71.5 | 123 |
| Total spend | £314,456 | £270,498 | £660,801 |
| Average spend | £94.89 | £91.45 | £103.75 |
| New members | 245 | 140 | 334 |

We purchased one new scooter and one new wheelchair in the financial year 2021/22 and we had a powerchair donated which was added to our fleet. We will be adding three new ‘travel scooters’ to our fleet in 2022/2023.

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 2022/2023 via Buckinghamshire Lotto.

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 re-started fundraising events on a slightly smaller scale in 2021 and we raised £1,163 in total. We have received £508 from our supporters of The Buckinghamshire Lotto and £3,799 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 for the sum of £507 and GADS (Gift Aid Small Donations Scheme) for the financial year 2020-2021, this year's claim was a lot less due to the Covid-19 pandemic.

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 21st June 2022

HIGH WYCOMBE SHOPMOBILITY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds Y/E 31/03/2022 £ | Total Funds Y/E 31/03/2021 £ |
|---|------|----------------------------|--------------------------|------------------------------------|------------------------------------|
| Income and Expenditure | | | | | |
| Incoming Resources | | | | | |
| Grants | 3 | 6,000 | 0 | 6,000 | 46,267 |
| Collecting Boxes | 4 | 4,171 | | 4,171 | 1,690 |
| Fund Raising Activities | 5 | 3,168 | | 3,168 | 2,873 |
| Donations | 6 | 38,281 | | 38,281 | 37,099 |
| Interest & Gift Aid | 7 | 553 | | 553 | 2,157 |
| Hire Charges | | 2,517 | | 2,517 | 1,528 |
| Profit on Sale of Fixed Assets | | 260 | | 260 | 425 |
| Total Incoming Resources | | 54,950 | 0 | 54,950 | 92,039 |
| Resources Expended | | | | | |
| Co-ordinators' & Assistants Salaries | 8 | 43,586 | | 43,586 | 46,726 |
| Staff Expenses (mileage, phone, etc) | | 18 | | 18 | 0 |
| Volunteer Expenses | | 24 | | 24 | 46 |
| Training Expenses | | 79 | | 79 | 75 |
| Building Repairs, Maintenance & Cleaning | | 234 | | 234 | 786 |
| Equipment Purchase | | 1,863 | 0 | 1,863 | 1,049 |
| Equipment Repairs & Maintenance | | 1,758 | | 1,758 | 1,309 |
| Printing | | 0 | | 0 | 0 |
| Stationery | | 345 | | 345 | 36 |
| Postage | | 0 | | 0 | 0 |
| Telephone | | 626 | | 626 | 905 |
| Insurance | | 1,808 | | 1,808 | 1,808 |
| WDC Rates | | 1,191 | | 1,191 | 0 |
| Publicity | | 75 | | 75 | 75 |
| Subscriptions | | 336 | | 336 | 379 |
| Provision for Depreciation | | 8,039 | | 8,039 | 9,675 |
| Loss on Sale of Fixed Assets | | 53 | | 53 | 0 |
| Total Resources Expended | | 60,034 | 0 | 60,034 | 62,869 |
| Net Incoming/(Outgoing) Resources before Transfers | | -5,084 | 0 | -5,084 | 29,169 |
| Transfers | | 0 | 0 | 0 | 0 |
| Purchase of Vehicles with Restricted Funds | | 0 | 0 | 0 | 0 |
| Net Incoming/(Outgoing) Resources for the Year | | -5,084 | 0 | -5,084 | 29,169 |
| Balances brought forward at 1 April 2021 | | 152,934 | 2,900 | 155,834 | 126,664 |
| Balances carried forward at 31 March 2022 | | 147,850 | 2,900 | 150,750 | 155,834 |

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

BALANCE SHEET AS AT 31 MARCH 2022

| | Note | 2022 £ | 2021 £ |
|--|------|----------------|----------------|
| Fixed Assets | | | |
| Tangible Fixed Assets | 9 | 11,907 | 17,059 |
| Current Assets | | | |
| Cash at Bank | | 137,567 | 138,775 |
| Prepayments | | 1,275 | 0 |
| Current Liabilities | | | |
| Sundry Creditor | | | |
| Net Current Assets | | 138,842 | 138,775 |
| Total Assets less Current Liabilities | | 150,749 | 155,834 |
| Net Assets | | 150,749 | 155,834 |
| Funds | | | |
| Unrestricted | 10 | 147,850 | 152,934 |
| Restricted | | 2,900 | 2,900 |
| | | 150,750 | 155,834 |
| | | 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 21st JUNE 2022.
and signed on its behalf by [Signature]

Vice Chairman

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

HIGH WYCOMBE SHOPMOBILITY

NOTES TO THE ACCOUNTS

2021/2022

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 Due to the Pandemic, Shopmobility were also received £3,778 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:

| | 2022 | 2021 |
|-------------------------|--------------|--------------|
| | £ | £ |
| Table Top Sales | 1,595 | 2,142 |
| Easter/Summer/Xmas Draw | 727 | 222 |
| Fund Raising Events | 338 | - |
| Wycombe Lotto | 508 | 510 |
| | 3,168 | 2,873 |

6. DONATIONS

| | 2022 | 2021 |
|----------------------|---------------|---------------|
| | £ | £ |
| Unrestricted: | | |
| Anonymous & Assorted | 1,436 | 814 |
| Eden | 36,200 | 36,200 |
| M Hibbert | 50 | 10 |
| A Watts | - | 25 |
| B Finch | 60 | 50 |
| Amazon Smile | 5 | - |
| R Freeman | 300 | - |
| Family of Mrs Bahre | 230 | - |
| Restricted: | | |
| - | - | - |
| | 38,281 | 37,099 |

7. INTEREST & GIFT AID

| | 2022 | 2021 |
|-----------------------------|------------|--------------|
| | £ | £ |
| Nationwide Building Society | 45 | 84 |
| Gift Aid | 508 | 2,073 |
| | <u>553</u> | <u>2,157</u> |

8. PAID EMPLOYEES

| | This year £ | Last year £ |
|---|----------------|----------------|
| Salaries and wages | 48,699 | 45,258 |
| Social security costs | 1,833 | 1,560 |
| Pension costs (defined contribution pension plan) | 666 | 823 |
| Other employee benefits | - | - |
| Total staff costs | 51,197 | 47,641 |

Average head count in the year

The parts of the charity in which the employees work

| | This year Number | Last year Number |
|-----------------------|---------------------|---------------------|
| Fundraising | 1 | 1 |
| Charitable Activities | 4 | 5 |
| Governance | 1 | 1 |
| Other | - | - |
| Total | 6 | 7 |

9. **FIXED ASSETS**

| | Vehicles | Office Equipment | Total |
|---------------------------------|-----------------|-----------------------------|---------------|
| | £ | £ | £ |
| Cost | | | |
| at 1 April 2021 | 45,800 | 4,110 | 49,910 |
| Additions | 1,275 | 1,665 | 2,940 |
| Disposals | -2,429 | -2,263 | -4,692 |
| at 31 March 2022 | 44,646 | 3,512 | 48,158 |
| Accumulated Depreciation | | | |
| at 1 April 2021 | 28,741 | 4,110 | 32,851 |
| Charge for year | 7,947 | 92 | 8,039 |
| Disposals | -2,376 | -2,263 | -4,639 |
| at 31 March 2022 | 34,312 | 1,939 | 36,250 |
| Net Book Values | | | |
| at 31 March 2022 | 10,334 | 1,573 | 11,907 |
| at 31 March 2021 | 17,059 | 0 | 17,059 |

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 2021 | Incoming | Outgoing | Closing Balance March 2022 |
|------------------------------|---|-----------------|-----------------|---|
| | £ | £ | £ | £ |
| Restricted | 2,900 | 0 | 0 | 2,900 |
| Unrestricted - Designated | 70,000 | 0 | 0 | 70,000 |
| Unrestricted - General | 82,934 | 54,950 | -60,034 | 77,850 |
| | | | | 0 |
| | 155,834 | 54,950 | -60,034 | 150,750 |

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HIGH WYCOMBE SHOPMORILITY

On accounts for the year
ended

31/03/2022

Charity no
(if any)

1040164

Set out on pages

1-6

(remember to include the page numbers of additional sheets)

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 31/03/2022

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ~~an applicable listed body~~ ~~of~~ ~~insert name of~~ ~~applicable listed body~~]. Delete [] if not applicable.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

19/10/2022

Name:

UMAIR MANIR ACA

Relevant professional
qualification(s) or body

ICAEW

(if any):

Address: 18 LONGLAND WAY
HIGH WYCOMBE
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.

N/A