



# HIGH WYCOMBE Shopmobil

---

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

## Trustees' Annual Report Year ended 31 March 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

### Legal and Administrative Information

**Registered Charity Number:** 1040164

**Chairperson:** Simon Dormer

**Vice Chairperson:** Kathy Dix

**Treasurer:** Sarah Fismistr

**Secretary:** Peter Stockwell

**Trustees:** Alan Switalski, 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 restricted reserves 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 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 18 day hire scooters, 4 travel scooters, 4 power chairs and 18 manual wheelchairs.

2022 has been a good year for us, our customer demographic has changed, our new members is the highest on record.

Our equipment has been providing a vital service enabling our customers to remain independent.

	2022	2021	2020	2019
Total usage	5880	3497	3001	6369
Average users per week	113.1	93.6	71.5	123
Total spend	£539,814	£314,456	£270,498	£660,801
Average spend	£91.80	£94.89	£91.45	£103.75
New members	378	245	140	334

We purchased two new daily scooters and one new wheelchair in the financial year 2022/23. We added three new ‘travel scooters’ to our fleet in 2022/2023, which are proving very popular, they have been used by 30 people between May ’22 and January ’23 and have raised approximately £1,350 in hire fees.

We received a small grant from Buckinghamshire Lottery, for which we are grateful; this is subject to a Grant Agreement, we have been awarded the same amount for 2023/2024 via Buckinghamshire Lottery.

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 are in the process of renegotiating our lease with Eden Shopping Centre and hope to be able to carry on providing our services for the next ten years from our current location.

We have received a grant for £4,000 from High Wycombe Community Board, this was towards the travel scooter project and we received a grant for £1,500 from High Wycombe Town Committee to go towards the purchase of a new scooter.

Our iZettle card machine has been a great addition; in 2022 we took £10,188 in card payments.

We have held a number of fundraising events in 2022 and we raised £1,964 in total. We have received £464 from our supporters of The Buckinghamshire Lotto and £3,809 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 £1,340 and GASDS (Gift Aid Small Donations Scheme) for the financial year 2021-2022.

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

On a personal note - it has been a pleasure being the Manager of High Wycombe Shopmobility for the last 10years, and has been mostly enjoyable. I now hand over the reigns' to Terry who I'm sure will do an amazing job.

Claire McMackin

Manager – High Wycombe Shopmobility

Approved by the trustees on 27<sup>th</sup> June 2023

# HIGH WYCOMBE SHOPMOBILITY

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Y/E 31/03/2023 £	Total Funds Y/E 31/03/2022 £
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Grants	3	6,000	5,500	11,500	6,000
Collecting Boxes	4	4,385		4,385	4,171
Fund Raising Activities	5	8,329		8,329	3,168
Donations	6	41,058		41,058	38,281
Interest & Gift Aid	7	1,391		1,391	553
Hire Charges		7,024		7,024	2,517
Profit on Sale of Fixed Assets		106		106	260
<b>Total Incoming Resources</b>		<b>68,294</b>	<b>5,500</b>	<b>73,794</b>	<b>54,950</b>
<b>Resources Expended</b>					
Co-ordinators' & Assistants Salaries	8	55,457	228	55,685	43,586
Staff Expenses (mileage, phone, etc)		1,431		1,431	18
Volunteer Expenses		0		0	24
Training Expenses		395		395	79
Building Repairs, Maintenance & Cleaning		2,057		2,057	234
Equipment Purchase		152	201	353	1,863
Equipment Repairs & Maintenance		3,154		3,154	1,758
Printing		0		0	0
Stationery		55		55	345
Postage		0		0	0
Telephone		1,070		1,070	626
Insurance		1,795		1,795	1,808
WDC Rates		0		0	1,191
Publicity		75	211	286	75
Subscriptions		230		230	336
Provision for Depreciation		7,684		7,684	8,039
Loss on Sale of Fixed Assets		0		0	53
<b>Total Resources Expended</b>		<b>73,555</b>	<b>640</b>	<b>74,195</b>	<b>60,034</b>
<b>Net Incoming/(Outgoing) Resources before Transfers</b>		<b>-5,262</b>	<b>4,860</b>	<b>-402</b>	<b>-5,084</b>
Transfers		0	0	0	0
Purchase of Vehicles with Restricted Funds		5,539	-5,539	0	0
<b>Net Incoming/(Outgoing) Resources for the Year</b>		<b>277</b>	<b>-679</b>	<b>-402</b>	<b>-5,084</b>
Balances brought forward at 1 April 2022		147,850	2,900	150,750	121,580
<b>Balances carried forward at 31 March 2023</b>		<b>148,127</b>	<b>2,221</b>	<b>150,348</b>	<b>116,496</b>

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

# **BALANCE SHEET AS AT 31 MARCH 2023**

	Note	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	10,294	11,907
<b>Current Assets</b>			
Cash at Bank		140,054	137,567
Prepayments			1,275
<b>Current Liabilities</b>			
Sundry Creditor			
<b>Net Current Assets</b>		<b>140,054</b>	<b>138,842</b>
<b>Total Assets less Current Liabilities</b>		<b>150,348</b>	<b>150,749</b>
<b>Net Assets</b>		<b>150,348</b>	<b>150,749</b>
<b>Funds</b>			
Unrestricted	10	148,127	147,850
Restricted		2,221	2,900
		<b>150,348</b>	<b>150,750</b>
		0	1

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.....

and signed on its behalf by.....

Chairman

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

# HIGH WYCOMBE SHOPMOBILITY

## NOTES TO THE ACCOUNTS

2022/2023

### 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 High Wycombe Town Committee for £1,500 towards replacement vehicles, £4,000 from Buckinghamshire Council - Community Board specifically for our Scoot Further Project, and £6,000 from Buckinghamshire Lotto.

#### 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 2023 money was raised from the following activities:

Unrestricted:

	2023	2022
	£	£
Table Top Sales	5,041	1,595
Easter/Summer/Xmas Draw	782	727
Fund Raising Events	2,042	338
Wycombe Lotto	565	508
	<b>8,329</b>	<b>3,168</b>

#### 6. DONATIONS

	2023	2022
	£	£
Unrestricted:		
Anonymous & Assorted	2,982	1,666
Eden	36,200	36,200
M Hibbert	90	50
Haggle Pictures	500	-
B Finch	10	60
Amazon Smile	-	5
R Freeman	-	300
FOHWS	1,277	-
Restricted:		
-	-	-
	<b>41,058</b>	<b>38,281</b>

**7. INTEREST & GIFT AID**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Nationwide Building Society	51	45
Gift Aid	1,340	508
	<b>1,391</b>	<b>553</b>

**8. PAID EMPLOYEES**

	<b>This year £</b>	<b>Last year £</b>
<b>Salaries and wages</b>	52,581	48,699
<b>Social security costs</b>	2,482	1,833
<b>Pension costs (defined contribution pension plan)</b>	1,685	666
<b>Other employee benefits</b>	-	-
<b>Total staff costs</b>	<b>56,748</b>	<b>51,197</b>

<b>Average head count in the year</b>	<b>This year Number</b>	<b>Last year Number</b>
<b>The parts of the charity in which the employees work</b>		
Fundraising	1	1
Charitable Activities	4	4
Governance	1	1
Other	-	-
<b>Total</b>	<b>6</b>	<b>6</b>



## 9. FIXED ASSETS

	<b>Vehicles</b>	<b>Office Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
at 1 April 2022	41,103	3,512	44,615
Additions	6,814	0	6,814
Disposals	-4,978	0	-4,978
at 31 March 2023	42,939	3,512	46,451
<b>Accumulated Depreciation</b>			
at 1 April 2022	30,769	1,939	32,708
Charge for year	7,223	461	7,684
Disposals	-4,234	0	-4,234
at 31 March 2023	33,757	2,400	36,157
<b>Net Book Values</b>			
at 31 March 2023	9,182	1,112	10,294
at 31 March 2022	10,334	1,573	11,907

## 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.

	<b>Opening Balance April 2022</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Closing Balance March 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Restricted	2,900	5,500	-6,179	2,221
Unrestricted - Designated	70,000	0	0	70,000
Unrestricted - General	77,850	68,294	-68,017	78,127
				0
	<b>150,750</b>	<b>73,794</b>	<b>-74,196</b>	<b>150,348</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.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

HIGH WYCOMBE SHOPMOBILITY

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1040164

Set out on pages

(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 **31/03/2023**

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member 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:

04/12/2023

Name:

UMAIR MANIR

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.

NA