

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2021
FOR
MAELOR VOLUNTARY SERVICE

M. D. Coxey and Co. Limited
Chartered Accountants
25 Grosvenor Road
Wrexham
LL11 1BT

MAELOR VOLUNTARY SERVICE

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FOR THE YEAR ENDED 30TH JUNE 2021

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MAELOR VOLUNTARY SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2021

The Trustees of Maelor Voluntary Service "MVS" present their annual report for the year ended 30th June 2021 under the Charities Act 2011, together with the accounts for the year, and confirm that the latter comply with the requirements of the Act, the Deed of Constitution, the Charities SORP (FRS 102) effective 1 January 2015 and Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland.'

OBJECTIVES AND ACTIVITIES

Objectives and aims

Charitable objectives

The Charity's objective as set out in its constitution is the relief of sickness of patients and outpatients at Wrexham Maelor Hospital by providing services and support to these patients, visitors and staff.

Aims & intended impact

Within these objectives the Charity's aim is to provide refreshment facilities situated at strategic locations throughout the hospital which are available on a regular basis throughout the day, thus providing a comfortable and reassuring environment to the patients. The surpluses arising from the Charity's activities are used for purchasing medical and other equipment for the benefit of the hospital.

Objectives for the Year

All cafés were shut by BCUHB from mid March 2020 until mid May 2021, when cafe 1 was allowed to open a takeaway service. The only trading income up to this time was a small amount of income from food and drink machines and donations received in response to appeals from the Trustees.

Strategies to achieve the years objectives

As BCUHB had shut all cafés, the Trustees spent time both lobbying the hospital to allow cafés to re-open for the benefit of hospital staff and attempting to raise funds by means other than trading, in order to retain staff and volunteers for as long as possible.

Significant activities

As mentioned above, the Trustees, with the help of the government furlough scheme, attempted to retain paid staff, on full pay, for as long as possible.

Unfortunately, this was not sustainable and in the first half of 2021, all staff were made redundant, other than the manager, her deputy and the admin support manager.

Social investments

Due to lack of income during the year, it was not possible to assist the hospital in the purchase of medical or other equipment.

Volunteers

No volunteers were allowed into the hospital during the year, but regular helpers were kept in touch with the situation, in the hope that they will be available once cafés are allowed to re-open for business.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In the circumstances, little was achieved during the year, the main objective being to retain sufficient funds to remain afloat.

Once cafe 1 was allowed to re-open as a takeaway, food prices had to be reviewed in the light of big increases in the costs of basics.

Financial review and results for the year

Due mainly to government grants (furlough payments) and donations, the operation produced a deficit of £35,954 for the year, which was more than covered by reserves. Trading in cafe 1 is allowing MVS to continue operations at virtually break-even and the Trustees are of the opinion that provided there are no more total shut downs, the business will be viable in the future and once full trading is allowed, funds will again be available for hospital equipment gifting.

FINANCIAL REVIEW

Investment policy and objectives

Short term cash surpluses arising are deposited in interest bearing accounts.

MAELOR VOLUNTARY SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2021

FINANCIAL REVIEW

Reserves policy

Currently this changes monthly, according to circumstances, but the Trustees are intent on retaining at least £50,000 to meet all contingencies..

The unrestricted funds of £129,620 at 30th June 2021 are in line with this policy.

Principle risks and uncertainties

The organisation operates on an annual lease from the hospital which has been renewed and there has been no indication that the lease will not be renewed in the future. Once full trading is allowed again, volunteers will have to be recruited and it is hoped that this will not be a problem.

The Trustees are fully aware of these risks and these are monitored regularly at trustee meetings.

FUTURE PLANS

With three exceptions, all staff have been made redundant and volunteers laid off. Once the cafés are allowed to re-open, the following future plans will apply.

- Exploring new volunteer recruitment and retention initiatives.
- Seeking to maintain and improve the Trustee skill base.
- Looking to improve the operational efficiency by investing in new equipment and technology.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity, which is an unincorporated body, is governed by its Deed of Constitution dated 1st May 1994 and last amended in 2013.

Recruitment and appointment of new trustees

Any Trustee or Member of MVS is invited to nominate a potential new Trustee that is personally known to and recommended by them.

The nominated person must be a permitted person as defined by the Charities Act and of relevant skill or knowledge to the benefit of MVS. Trustees are personally responsible for maintaining their skills and knowledge to a reasonably current standard.

MAELOR VOLUNTARY SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The governing body of the Charity is the Board of Trustees, the composition of which is shown on page 4. Various procedures and tasks are delegated to paid operating officers, which have been disclosed in this report.

The Trustees are legally responsible for the overall management and control of the charity. They meet a minimum of three times a year, or more frequently as required.

The work of implementing most of their policies is delegated to sub-groups, who report formally back to the full Board of Trustees. The sub-groups currently in operation are:-

Financial and Accounts :- Alan Bodicoat is the appointed leader of the sub-group, which has Phil Ellis, Dion Williams and Barbara Edwards as members together with the Operations Manager.

Staffing and Employment :- Jenny Griffiths is the appointed leader of the sub-group, which has Barbara Edwards and Dilys Moore as members together with the Operations Manager.

Risk :- Phil Ellis is the appointed leader of the sub-group, which has Jenny Griffiths and Dion Williams as members together with the Operations Manager.

Publicity :- Dilys Moore is the appointed leader of the sub-group, which has Jenny Griffiths and Barbara Edwards as members.

Gifting :- Alan Bodicoat is the appointed leader of the sub-group which has Dion Williams and Phil Ellis as members.

Induction and training of new trustees

On appointment, a newly elected Trustee must immediately submit written notification to MVS that they have as a minimum, read and accepted the Constitution of MVS and read, understood and accept the duties and responsibilities of a Trustee as outlined in the Charity Commissions booklets CC3-The Essential Trustee: what you need to know, and CC3(a): Responsibilities of Charity Trustees. In addition any newly elected Trustee who has not had prior experience of working in an MVS café is required to undertake a work experience shift in the main café within a month of appointment.

Key management remuneration

The trustees consider the board of trustees and the operations manager to be the key management personnel of the charity. Details of trustee expenses are disclosed in note 4 to the accounts.

The pay of the operations manager is reviewed annually to ensure it is in accordance with general market rates. Any increases are set to maintain differentials and recognise hard work and commitment.

Public benefit statement

All Charities in England and Wales must have charitable aims that are based on providing public benefit and comply with Section 4 of the Charities Act 2011.

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing 2020/21 activities and making plans for future periods and believe that they have complied with their duty to have due regard to this guidance. In particular, the Trustees have considered how all the Charity's activities contribute to the charitable objectives set down above. All of the Charity's activities focus on providing a comfortable and reassuring environment to the users of Maelor Voluntary Service's facilities - including patients', general public and staff at Wrexham Maelor Hospital.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1043613

MAELOR VOLUNTARY SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2021

Principal address

Gate 5
Wrexham Maelor Hospital
Croesnewydd Road
Wrexham
LL13 7TD

Trustees

J Griffiths
A C Bodicoat
P Ellis
D Williams
R A Dewey (resigned 10.12.20)
B Edwards
R Griffiths (resigned 8.7.21)
D Moore
K Hughes (resigned 3.6.21)

The following trustees were re-appointed in September 2021;-

J Griffiths
P Ellis

Independent Examiner

Anthony Lewis
FCCA ACA
M. D. Coxey and Co. Limited
Chartered Accountants
25 Grosvenor Road
Wrexham
LL11 1BT

Bankers

Barclays Bank plc
Newtown
Leicester
LE87 2BB

Operating officers who served during the year

Sally Thompson - Operations manager
Liz Worrall - Administrative support officer
Lyn Holman - Deputy operations manager

Each of the above received payment for the above services.

Approved by order of the board of trustees on 3rd March 2022 and signed on its behalf by:

.....
J Griffiths - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MAELOR VOLUNTARY SERVICE

Independent examiner's report to the trustees of Maelor Voluntary Service

I report to the charity trustees on my examination of the accounts of Maelor Voluntary Service (the Trust) for the year ended 30th June 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Anthony Lewis
FCCA ACA
M. D. Coxey and Co. Limited
25 Grosvenor Road
Wrexham
LL11 1BT

Date: 3rd March 2022

MAELOR VOLUNTARY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH JUNE 2021

	Notes	30.6.21 Unrestricted fund £	30.6.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		88,615	32,888
Other trading activities	2	24,564	497,019
Investment income	3	33	889
Total		<u>113,212</u>	<u>530,796</u>
EXPENDITURE ON			
Raising funds		44,672	286,318
Charitable activities			
Equipment supplied to Maelor Hospital		351	188,926
Support costs		104,143	128,274
Total		<u>149,166</u>	<u>603,518</u>
NET INCOME/(EXPENDITURE)		<u>(35,954)</u>	<u>(72,722)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		165,574	238,296
TOTAL FUNDS CARRIED FORWARD		<u><u>129,620</u></u>	<u><u>165,574</u></u>

The notes form part of these financial statements

MAELOR VOLUNTARY SERVICE

BALANCE SHEET
30TH JUNE 2021

	Notes	30.6.21 Unrestricted fund £	30.6.20 Total funds £
CURRENT ASSETS			
Stocks	7	2,478	875
Debtors	8	6,721	4,194
Cash at bank		134,654	255,667
		<hr/> 143,853	<hr/> 260,736
CREDITORS			
Amounts falling due within one year	9	(14,233)	(95,162)
		<hr/>	<hr/>
NET CURRENT ASSETS		129,620	165,574
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		129,620	165,574
		<hr/>	<hr/>
NET ASSETS		129,620	165,574
		<hr/> <hr/>	<hr/> <hr/>
FUNDS	10		
Unrestricted funds		129,620	165,574
		<hr/>	<hr/>
TOTAL FUNDS		129,620	165,574
		<hr/> <hr/>	<hr/> <hr/>

The financial statements were approved by the Board of Trustees and authorised for issue on 3rd March 2022 and were signed on its behalf by:

.....
J Griffiths - Trustee

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity's presentational currency is pounds sterling.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The annual lease from the hospital has been renewed and support from staff is ongoing.

The charity is an unincorporated body registered with the Charity Commission for England and Wales. Its principal address can be found on page 4.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Costs of generating funds are those costs incurred in attracting fundraising income..

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Due to the short term legal occupancy, expenditure which may otherwise be classified as capital is written off in the year of acquisition.

MAELOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021

2. OTHER TRADING ACTIVITIES

	30.6.21	30.6.20
	£	£
Cafe sales	22,564	497,019
Social lotteries	2,000	-
	<u>24,564</u>	<u>497,019</u>

3. INVESTMENT INCOME

	30.6.21	30.6.20
	£	£
Interest on bank deposits	33	889
	<u>33</u>	<u>889</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees in office during the year received remuneration.

Trustees' expenses

No trustees received travel expenses in the year to 30th June 2021 (2020:£Nil).

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	30.6.21	30.6.20
Administration	2	2
General assistants and support staff	4	7
	<u>6</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	32,888
Other trading activities	497,019
Investment income	889
Total	<u>530,796</u>
EXPENDITURE ON	
Raising funds	286,318
Charitable activities	
Equipment supplied to Maelor Hospital	188,926
Support costs	128,274
Total	<u>603,518</u>

MAELOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted
fund
£

NET INCOME/(EXPENDITURE)

(72,722)

RECONCILIATION OF FUNDS

Total funds brought forward

238,296

TOTAL FUNDS CARRIED FORWARD

165,574

7. STOCKS

30.6.21

30.6.20

£

£

Stocks

2,478

875

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

30.6.21

30.6.20

£

£

Trade debtors

179

122

VAT

1,748

-

Other debtors and prepayments

4,794

4,072

6,721

4,194

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

30.6.21

30.6.20

£

£

Trade creditors

9,801

847

Social security and other taxes

947

2,706

Other creditors and accruals

3,485

91,609

14,233

95,162

10. MOVEMENT IN FUNDS

At 1.7.20
£

Net
movement
in funds
£

At
30.6.21
£

Unrestricted funds

General fund

165,574

(35,954)

129,620

TOTAL FUNDS

165,574

(35,954)

129,620

MAELOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	113,212	(149,166)	(35,954)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>113,212</u>	<u>(149,166)</u>	<u>(35,954)</u>

Comparatives for movement in funds

	At 1.7.19 £	Net movement in funds £	At 30.6.20 £
Unrestricted funds			
General fund	238,296	(72,722)	165,574
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>238,296</u>	<u>(72,722)</u>	<u>165,574</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	530,796	(603,518)	(72,722)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>530,796</u>	<u>(603,518)</u>	<u>(72,722)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.7.19 £	Net movement in funds £	At 30.6.21 £
Unrestricted funds			
General fund	238,296	(108,676)	129,620
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>238,296</u>	<u>(108,676)</u>	<u>129,620</u>

MAELOR VOLUNTARY SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	644,008	(752,684)	(108,676)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>644,008</u>	<u>(752,684)</u>	<u>(108,676)</u>

11. OTHER FINANCIAL COMMITMENTS

Included within accruals are the following commitments falling due within one year

	2021	2020
	£	£
Wrexham Maelor Hospital	=	<u>90,059</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30th June 2021.

The Trustees consider Wrexham Maelor Hospital to be a related party only in so far as the work of MVS is for the benefit of the hospital.

MAELOR VOLUNTARY SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH JUNE 2021

	30.6.21 £	30.6.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	20,547	2,983
Grants	68,068	29,905
	<hr/> 88,615	<hr/> 32,888
Other trading activities		
Cafe sales	22,564	497,019
Social lotteries	2,000	-
	<hr/> 24,564	<hr/> 497,019
Investment income		
Interest on bank deposits	33	889
	<hr/>	<hr/>
Total incoming resources	113,212	530,796
EXPENDITURE		
Raising donations and legacies		
Sundries	44	-
Other trading activities		
Purchases	12,703	224,053
General assistants	17,857	42,543
Social security	22	36
Insurance and maintenance contracts	5,325	7,435
Equipment and equipment repairs	2,135	6,127
Motor and travel	31	4,237
Redundancy payments	5,735	-
Uniforms and workwear	-	898
Staff training and welfare	489	989
Raffle costs	331	-
	<hr/> 44,628	<hr/> 286,318
Charitable activities		
Support staff	58,696	80,505
Social security	1,444	2,670
Redundancy payments	7,349	-
Equipment donated to Wrexham Maelor Hospital	351	188,926
	<hr/> 67,840	<hr/> 272,101
Support costs		
Management		
Wages	27,781	30,789
Carried forward	27,781	30,789

This page does not form part of the statutory financial statements

MAELOR VOLUNTARY SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH JUNE 2021

	30.6.21 £	30.6.20 £
Management		
Brought forward	27,781	30,789
Social security	952	1,784
Pensions	1,501	1,927
Rent	100	100
Telephone	1,177	1,214
Office expenses	1,631	2,658
	<hr/> 33,142	<hr/> 38,472
Finance		
Bank charges	304	3,519
Governance costs		
Accountancy and legal fees	3,208	3,108
	<hr/> 149,166	<hr/> 603,518
Total resources expended		
	<hr/> 149,166	<hr/> 603,518
Net expenditure	<hr/> <hr/> (35,954)	<hr/> <hr/> (72,722)