

**BRISTOL SHOPMOBILITY LIMITED**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

**Charity Number 1052552**

**Company Number 02663659**

**BRISTOL SHOPMOBILITY  
FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

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**BRISTOL SHOPMOBILITY  
REFERENCE & ADMINISTRATIVE INFORMATION  
YEAR ENDED 31 MARCH 2022**

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**Status**

Bristol Shopmobility is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 02663659, and its charity number is 1052552.

**Managing Trustees**

R Corser-Langford  
J Bartlett (Resigned 08/02/2022)  
K Bath (Resigned 08/02/2022)  
C Pitchers  
S Bullock  
N Morgan (Resigned 16/05/2022)  
J Vickery  
J Rawlings (Resigned 25/11/2021)  
S Bluff (Resigned 25/11/2021)  
V Kennedy (Appointed 08/02/2022)  
D Morgan (Appointed 08/02/2022)

**Secretary**

Kay Bath (Resigned 08/02/2022)

**Registered Office**

Cabot Circus Car Park  
Newfoundland Circus  
Bristol BS2 9AB

**Independent Examiner**

Joshua Kingston BSc ACA  
Burton Sweet Limited Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

**Bankers**

Lloyds TSB  
284 Wells Road  
Knowle  
Bristol BS4 2

# **BRISTOL SHOPMOBILITY TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022**

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The Trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2022.

## **Objectives and activities**

The objects of the charitable company are to provide and promote Shopmobility services to people with a mobility impairment whether permanent or temporary.

## **Structure, Governance & Management**

The charitable company is run by the management committee who usually meet on a regular basis, however meetings were suspended in this financial year due to the Covid 19 Pandemic. Regular contact was made via email with Trustees. It was hoped we'd be going back to in person meetings sometime in 2022.

Trustees are appointed on a three year rotational basis. They are nominated and elected by existing Board members. They receive in-house training and also have the opportunity to attend courses organised specifically for the voluntary sector.

## **Achievements & Performance**

At the start of the financial year we were still in lockdown and did not return to operation until 12<sup>th</sup> April 2021. As predicted after the first two lockdowns we had experienced in 2020, the return of users was slow as many people were reluctant to return to 'normal life'. As travel was still restricted we saw a decline in our Long Term Hire service and our hire numbers were very low compared to pre-pandemic levels. Luckily use of our service picked up when the summer came and was steady for the rest of the year.

In terms of funding avenues we were waiting to see if our grant from Broadmead Business Improvement District (BID) would be re-instated after being stopped due to the effects of the Covid-19 pandemic on retailers. It has since been confirmed to us by Vivienne Kennedy who is the Head of the BID, that we will no longer receive this grant. This results in a further decline to our income.

In the summer of 2021 we were growing more concerned around the future of Bristol Shopmobility as we had found no long term funding since having our Bristol City Council (BCC) grant withdrawn back in 2017. Staff had to be issued redundancy notices to comply with law but luckily we were able to continue running and keep staff employed.

A fresh round to apply to the Bristol Impact Fund (BIF medium to large grants) provided by BCC that we had previously been unsuccessful in obtaining was made available in April 2021 with outcomes of successful funding awards being notified to applicants in August 2021. Sadly, we were unsuccessful.

Diana (Manager) had been in touch with West of England Combined Authority (WECA) to see what they could do to help us financially as they had been funding other 'Community Transport' services. A £9,000 emergency grant had been paid to us by WECA in July 2021 to see us through until the decision of the BIF. As we were unsuccessful in obtaining funding from BIF, a further emergency grant of £23,000 paid in two separate £11,500 was provided by WECA with the first payment on 7<sup>th</sup> October 2021 and the second on 22<sup>nd</sup> December 2021. This was to see us through until March 2022 where we were hopeful we would obtain further long term funding from WECA. Thankfully this is the case after a successful application in December 2021. We were awarded £21,000 per annum with payments being made quarterly. This grant award runs from 1<sup>st</sup> April 2022-31<sup>st</sup> March 2024. This grant allows us some 'breathing space' whilst we look into other avenues of funding.

Kayleigh (Manager) ended this financial year applying to the BCC BIF small grants fund in which applicants can apply for up to £15,000 to cover an 18 month period of 1<sup>st</sup> July 2022-1<sup>st</sup> December 2023. We have requested £12,000 and will hopefully know the outcome in mid-June 2022.

# **BRISTOL SHOPMOBILITY TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022**

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## **Public Benefit**

The Charity's objectives (the "Objectives") are to promote any charitable purposes for the benefit of persons with disabilities; to assist and improve the mobility and conditions of life and relieve the needs of such persons; and to provide facilities and equipment in the furtherance of these purposes.

The aims and objectives of Bristol Shopmobility are regularly reviewed by Trustees. All Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission. Due to the high cost of equipment and the subsequent servicing required for health and safety measures a small charge is made for the hire of such equipment. This charge may be waived in cases of hardship.

## **Financial Review**

The Reserve Policy requires Bristol Shopmobility to maintain between £15,000 and £27,500 to remain within 3-6 months operating costs. At the end of the financial year we were still within this parameter and had avoided withdrawing money from our Reserve Account since 17<sup>th</sup> July 2021. The total free reserves as of 31<sup>st</sup> March 2022 are £27,762. Although currently it is looking like we will not be able to add to the Reserve Account, we also should be able hold off withdrawing from it and preserving what is in there for as long as possible.

Since we have returned from the third and final lockdown in April 2021, we have seen a slow return of users but as time goes on we are seeing our figures return to pre-pandemic levels which has in turn seen a rise in our hire income. After reporting hire income being £8,914 for 2020/21, we are pleased to see hire income for the year 2021/22 being £19,037. This is reassuring that our service has been able to recover well from the effects of lockdowns and the pandemic overall.

Diana had decided to leave the organisation in November 2021, the 3 days a week manager role was made redundant and she was paid £5,841 in redundancy. The manager's post was changed to 2 days per week role, with Kayleigh taking over at the start of December 2021. Adapting this role will save Bristol Shopmobility around £5,500 per year.

At the end of this financial year it was looking likely we would have to increase our hire charges. This is not something we took lightly but felt as our financial position is not how it once was it was a necessary step for us to take. Bristol Shopmobility had only ever increased hire charges once in over 25 years of operation and wanted to try and make as little impact and keep users of the service happy. It was projected hire per hour would increase from £1.50 up to £2. Manual wheelchair hire would rise from £5 per day to £6. Scooter and powerchair hire would rise from £7 per day to £8. This was discussed and agreed at a Trustees meeting in May 2022, Trustees in attendance agreed this figures and the price rise will take effect from 1<sup>st</sup> June 2022.

We are grateful to be ending this financial year knowing we have been awarded £21,000 funding per annum from WECA, with the first payment of £5,250 being paid into our accounts on 14<sup>th</sup> April 2022.

We will continue to try available funding avenues to ensure Bristol Shopmobility can remain providing an in valuable service to those with physical impairments for many more years to come.

The Trustees may invest the property of the charitable company in such investments as are authorised by the Trustee Act 2000, subject to the restrictions and conditions contained in the Act.

# **BRISTOL SHOPMOBILITY TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2022**

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## **Statement of trustees' responsibilities**

The trustees (who are also directors of Bristol Shopmobility Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

Company law 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 charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

Registered office:  
Cabot Circus Car Park,  
Newfoundland Circus,  
Bristol, BS2 9AB

Signed by order of the trustees:

Mr Steve Bullock

Approved by the Trustees on 2<sup>nd</sup> August 2022

**BRISTOL SHOPMOBILITY  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
YEAR ENDED 31 MARCH 2022**

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**Independent examiner's report to the trustees of Bristol Shopmobility Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Joshua Kingston BSc ACA  
Burton Sweet Limited  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date: 2<sup>nd</sup> August 2022

# BRISTOL SHOPMOBILITY

## STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)

YEAR ENDED 31 MARCH 2022

		<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
<b>Income from:</b>	<b>Note</b>		
Voluntary income	<b>2</b>	36,694	18,665
Investment income		2	9
Charitable activities: Hire income		19,037	8,914
Other		311	226
<b>Total income</b>		<b>56,044</b>	<b>27,814</b>
<b>Expenditure on:</b>			
Charitable activities	<b>3</b>	54,830	48,681
<b>Total expenditure</b>		<b>54,830</b>	<b>48,681</b>
<b>Net income/(expenditure)</b>	<b>5</b>	1,214	(20,867)
<b>Total funds at 1 April</b>	<b>11</b>	30,147	51,014
<b>Total funds at 31 March</b>	<b>11</b>	<b>31,361</b>	<b>30,147</b>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

All income and expenditure in the current year and in the prior year comparatives relates to unrestricted funds.

The notes on pages 8 to 12 form part of these financial statements



# BRISTOL SHOPMOBILITY

## BALANCE SHEET

AS AT 31 MARCH 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	8	3,599	4,799
<b>Current Assets</b>			
Debtors	9	2,185	2,267
Cash at bank and in hand		<u>27,043</u>	<u>24,330</u>
		29,228	26,597
<b>Creditors : Amounts falling due within one year</b>	10	<u>(1,466)</u>	<u>(1,249)</u>
<b>Net current assets</b>		27,762	25,348
<b>Net assets</b>		<u>31,361</u>	<u>30,147</u>
<b>Unrestricted funds</b>			
General funds	11	31,361	30,147
		<u>31,361</u>	<u>30,147</u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the trustees on 2nd August 2022 and are signed on their behalf by:

Mr Steve Bullock

The notes on pages 8 to 12 form part of these financial statements

# BRISTOL SHOPMOBILITY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

- a) The financial statements have been prepared in accordance with the historical cost convention (except for investments which have been included at fair value and 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 in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 (*or Companies Act 2006*) and UK Generally Accepted Practice as it applies from 1 January 2019.

The charity is a public entity as defined under FRS102.

There are no material uncertainties affecting the ability of the charity to continue as a going concern, despite the significant uncertainty being caused by the worldwide COVID-19 crisis. Whilst the Trustees expect there to be a significant impact on the charity's operations and reserves in the coming months and years, the charity has sufficient reserves to be able to meet these challenges

- b) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Grants receivable are only recognised when any conditions for receipt have been complied with.
- c) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.
- d) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:  
Computer Equipment - 25% Straight Line  
Mobility Equipment - 25% Reducing Balance  
Assets with a cost above £1,000 are capitalised.
- e) Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- f) Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.
- g) Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.
- h) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the
- i) 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. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.
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# BRISTOL SHOPMOBILITY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

### 2 Voluntary income

	<b>Total Funds 2022</b>	Total Funds 2021
	£	£
Donations	36,694	18,665
	<u>36,694</u>	<u>18,665</u>

All prior year income was represented by unrestricted funds

### 3 Charitable activities

	<b>Total Funds 2022</b>	Total Funds 2021
	£	£
Staff costs	46,469	41,161
Repairs and renewals	2,094	612
Equipment	49	34
Motor and travel	701	878
Other office and shop expenses	863	1,145
Dues & Subscriptions	267	219
Support Costs Insurance	1,880	1,951
Postage and stationary	88	21
Professional fees	53	-
Depreciation	1,200	1,600
Governance costs (note 4)	1,166	1,060
	<u>54,830</u>	<u>48,681</u>

All prior year expenditure was represented by unrestricted funds

### 4 Governance costs

	<b>Total Funds 2022</b>	Total Funds 2021
	£	£
Independent examiner's fee	1,166	1,060
	<u>1,166</u>	<u>1,060</u>

### 5 Net income/(expenditure) for the year

<b>This is stated after charging:</b>	<b>2022</b>	2021
	£	£
Depreciation	1,200	1,600
Accountancy fees	175	175
Independent examiner's fees	971	885

No trustees claimed or waived expenses in the current or the prior year.

# BRISTOL SHOPMOBILITY

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2022

#### 6 Staff costs and numbers

The aggregate payroll costs were:	<b>2022</b>	2021
	£	£
Wages and salaries	40,421	40,735
Redundancy costs	5,841	-
Pension costs	207	302
	<u>46,469</u>	<u>41,037</u>

No employee received emoluments of more than £60,000.

The average headcount of employees during the year was:	<b>2022</b>	2021
	No.	No.
General staff	<u>3</u>	<u>3</u>

The key management personnel are considered to be the trustees. The aggregate employment benefits paid to key management personnel during the current and prior year were £Nil.

No trustee, key management personnel and related party donations were made in the current or prior year.

#### 7 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 8 Tangible fixed assets

	<b>Computer Equipment £</b>	<b>Mobility Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2021 and at 31 March 2022	<u>2,016</u>	<u>61,649</u>	<u>63,665</u>
<b>Depreciation</b>			
At 1 April 2021	2,016	56,850	58,866
Charge for the year	-	1,200	1,200
At 31 March 2022	<u>2,016</u>	<u>58,050</u>	<u>60,066</u>
<b>Net book value</b>			
At 31 March 2022	<u>-</u>	<u>3,599</u>	<u>3,599</u>
At 31 March 2021	<u>-</u>	<u>4,799</u>	<u>4,799</u>

# BRISTOL SHOPMOBILITY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

### 9 Debtors

	2022	2021
	£	£
Prepayments	2,185	2,267
	<u>2,185</u>	<u>2,267</u>

### 10 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other creditors	326	153
Accruals and deferred income	1,140	1,096
	<u>1,466</u>	<u>1,249</u>

### 11 Movement in funds

	At 01-Apr 2021 £	Income £	Expenditure £	Transfers £	At 31-Mar 2022 £
<b>Unrestricted funds</b>					
Fixed asset designated fund	4,799	-	(1,200)	-	3,599
General funds	25,348	56,044	(53,630)	-	27,762
<b>Total funds</b>	<u>30,147</u>	<u>56,044</u>	<u>(54,830)</u>	<u>-</u>	<u>31,361</u>

#### Fixed asset fund

The fixed asset fund represents the net book value of the fixed assets held at the year end.

# BRISTOL SHOPMOBILITY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

### 11 Movement in funds (continued)

Prior year comparative	At 01-Apr 2020 £	Income £	Expenditure £	Transfers £	At 31-Mar 2021 £
<b>Unrestricted funds</b>					
Fixed asset designated fund	6,399	-	(1,600)	-	4,799
General funds	44,615	27,814	(47,081)	-	25,348
<b>Total funds</b>	<u>51,014</u>	<u>27,814</u>	<u>(48,681)</u>	<u>-</u>	<u>30,147</u>

### 12 Analysis of net assets between funds

	Tangible Fixed assets £	Other Net assets £	Total 2022 £
<b>Unrestricted funds</b>			
Fixed asset designated fund	3,599	-	3,599
General funds	-	27,762	27,762
	<u>3,599</u>	<u>27,762</u>	<u>31,361</u>
<b>Prior year comparative</b>			
	Tangible Fixed assets £	Other Net assets £	Total 2021 £
<b>Unrestricted funds</b>			
Fixed asset designated fund	4,799	-	4,799
General funds	-	25,348	25,348
	<u>4,799</u>	<u>25,348</u>	<u>30,147</u>

### 13 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

### 14 Related parties

There are no transactions with trustees or other related parties other than those disclosed as required by the SORP elsewhere in the financial statements.