

ORDINARY LIFESTYLES

England & Wales · Charity number 1058340

Details

Status	Registered
Legal form	Charitable company
Company number	03175855
Registered	1996-09-30
Register	View on the Charity Commission register

Contact

Address	Ordinary Lifestyles Hollinwood Business Centre Albert Street Failsworth Manchester OL8 3QL
Phone	01612020050
Email	admin@ordinary-lifestyles.org.uk
Website	www.ordinary-lifestyles.org.uk

Activities

Objects: THE OBJECTS OF THE COMPANY SHALL BE THE RELIEF OF PERSONS WITH LEARNING DISABILITIES AND/OR PHYSICAL DISABILITIES AND /OR HEAD INJURIES AND THEIR FAMILIES, IN PARTICULAR THROUGH THE PROVISION OF SUPPORTED LIVING FACILITIES WITH A VIEW TO ENABLING SAID PEOPLE TO LEAD A VALUED AND INDEPENDENT LIFESTYLE WITHIN THEIR OWN COMMUNITY

Activities: The charity supports adults with a learning and/or physical disability to live independently in their own homes. Each person has a team of support workers to help them with every aspect of their lives.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Disability
- **Who:** People With Disabilities

Geography

- Manchester City
- Trafford

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,331,958	£3,333,582	£1,034,728	72
2024-03-31	£2,836,079	£2,767,811	£1,036,352	97
2023-03-31	£2,285,457	£2,331,502	£968,084	82
2022-03-31	£2,157,968	£2,068,946	£1,014,129	82
2021-03-31	£1,879,414	£1,793,578	£925,107	77

Trustees

Name	Role	Appointed
ALTHEA MARGARET DICKINSON	Chair	2015-10-12
David John Sprott		2026-02-26
Elayne Rushton		2016-01-11
Ella Blackwell		2021-05-13
Jill Robinson		2023-02-23
Om Aggwarwal		2018-08-13
Robert Sprott		2019-11-11
Stephen Hanlon		2025-05-22

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Accounts

Company number: 03175855

Charity Number: 1058340

Ordinary Lifestyles

Report and financial statements

For the year ended 31st March 2025

Ordinary Lifestyles
Reference and administrative information
for the year ended 31 March 2025

Company number 03175855

Charity number 1058340

Registered office and operational address

Ivy Mill Business Centre, Crown Street, Failsworth, Manchester, M35 9BG

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Joyce Beard

Maggie Dickinson

Elayne Rushton

Sukhbir Singh

Om Aggarwal

Robert Sprott

Ella Blackwell

Jill Robinson

Amelia Sprott resigned 22nd May 2025

Stephen Hanlon appointed 22nd May 2025

Secretary Vikki Morgan

Key management

personnel	Clodagh McGurrin	CEO/Registered Manager
	Jemma Cowburn	Training Manager
	Kathy McIver	Services Manager
	Vikki Morgan	Finance and Administration Manager
	Nic Murphy	Services Manager
	Stacey Royle	Services Manager
	Iyabode Okunola-Adeleke	Registered Manager
	Hayley Robinson	Quality and Compliance Manager (appointed 9th June 2025)

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Bankers

Barclays Bank plc (2 accounts)

Manchester City Office Branch, PO Box 357, 51 Mosely Street, Manchester, M60 2AU

Santander (Manchester)

130 Market Street, Piccadilly Gardens, Manchester, M60 1AY

Co-operative

Business Direct, PO Box 250, Skelmersdale, WN8 6WT

Auditors

Jennifer Daniel, Slade & Cooper Limited

Beehive Mill, Jersey Street, Manchester, M4 6JG

Ordinary Lifestyles
Trustees' annual report
for the year ended 31 March 2025

The Board of Trustees present their report and the audited financial statements for the year ended 31st March 2025. Included within the Trustees report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Ordinary Lifestyle's broad objective is to provide supported living services for adults with learning difficulties, acquired brain/head injuries and/or physical disabilities (including young people in transition from children's services), to enable them to lead valued and independent lives in their own homes and to be part of a local community of their choice, irrespective of their disability. People who receive a support service from Ordinary Lifestyles may also have physical and sensory impairment; they may also have behavioural support needs and/or mental ill health.

The organisation is established for exclusively charitable purposes and for public benefit. The communities Ordinary Lifestyles presently provides services for are within Manchester and Trafford. Ordinary Lifestyles is a 'family-led' organisation in that families are involved by inviting them to serve on the Board of Trustees and by participating in the development of the individual services which are set up for the adults with disabilities. It is not a 'self-help' group, and services are not specific to members of certain families. The facilities of the charity are available to all adults with a learning/physical disability based upon need and the organisation's ability to meet those needs. The charity operates a Selection Policy with the object that those who will derive most benefit from the charity are all potential beneficiaries. A Trustee may receive a benefit from the charity in the capacity of a beneficiary.

In this report the Trustees have reviewed the aims, objectives and activities of the charity. In examining the achievements and outcomes during the period under review, the Trustees confirm the success of each key activity and the benefits the charity has brought to those people it is set up to help. The review also helps the Trustees to ensure the charity's work remains focused on its stated purposes.

Our aim is to continue to provide services to adults with learning difficulties which are reflective of relevant quality standards.

The organisation will assist adults with disabilities to seek and organise their funding to meet their assessed needs, to find appropriate housing in their local area and provide paid staff who will support individuals according to their personal needs and wishes. We will aim to ensure that the people we support:

- Lead lives which are as full and active as they wish
- Exercise as much choice and control as possible over how they lead their lives
- Live in keeping with their own cultural, religious or family background
- Have sufficient staff support to ensure both quality of life and safety
- Are not excluded from services due to lack of finance

As a family-involved organisation we respect the step towards independence taken by each individual who wishes to move into their own home and we also respect their continuing relationship with their family. Our role is to support the person with disabilities and their parents as all concerned take on an altered set of responsibilities. We work with each individual and those who know them best, in order to identify where they wish to live, who they wish to live with and what sort of support they require from

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their staff. We aim to build services around the individual which are flexible and capable of changing over time as people's lives change.

As well as the continued provision of our traditional 24 hour services Ordinary Lifestyles will provide sessional support to individuals. Services are funded by the local authority, NHS or private funding streams. We also facilitate community social activity groups which are universally open to everyone interested in taking part.

Although the majority of our services are provided in Manchester we also provide services in Trafford, all of which are available equally to all people with learning disabilities (and sometimes more complex needs) and their families across the two authorities. In future we hope to open our perimeters to offer services incorporating people in the whole of the Greater Manchester area as well. We operate an Equal Opportunities policy and a Selection Policy, which means that our services are available on the basis of need and our ability to meet those needs. No one is excluded because of background, race, faith, gender, sexuality or ability to pay.

We deliver these services by maintaining each person's own chosen team of support workers so that there can be strong relationships and a high level of understanding of the person's support needs. We try to build up a network of bank workers who know the individuals' so that there will be continuity of support without relying on agency support. The services are developed around the individuals rather than having to fit into the structure of the organisation.

Ordinary Lifestyles has clear strategies and direction. We keep abreast of current trends and opportunities. We regularly review our effectiveness through internal and external monitoring meetings and inspections. We set clear priorities relevant to our purpose and mission. There is a very strong sense of values underpinning all our work, led by families and very committed management personnel. All of the services and activities fit together well into the strategy. We regularly review our written plans, updating our Business Plan, to ensure that our objectives are realistic, achievable and are specific to what the organisation and the individuals we support want to achieve. Our financial planning is set in line with these priorities.

Structure, governance and management

Governing document

The charity is a company limited by guarantee (number 03175855) and was first registered on 20th March 1996. It was registered as a charity on 30th September 1996 (number 1058340). Its governing document is by way of Memorandum and Articles of Association which was last updated in July 2012.

None of the Trustees has any beneficial interest in the company. All Trustees are members of the company which entitles them to voting rights only. The Trustees guarantee to contribute £1 to the charity's assets in the event of wind up.

Ordinary Lifestyles currently discharges its objectives through the regulated provision of Supported Living Services within the provisions of The Social Care Act 2014. The independent regulatory body responsible for inspection of our services is The Care Quality Commission.

There are regular Board meetings to review and govern the business. We have a Governance checklist and a number of guidance documents including a Trustee's Handbook, which are used to ensure that the Board discharges their responsibilities well. The Management Team report and account to the Board concerning the agreed Business Plan and strategic direction of the organisation. The reports typically illustrate what is working well, what Ordinary Lifestyles needs to do to improve and alerts the Trustees

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for the year ended 31 March 2025

to any potential risk, advising how such risks can be managed. Overall, the reporting structure monitors progress of the Business Plan and ensures that we remain true to our values and beliefs.

Recruitment and appointment of Trustees

New Trustees are appointed or reappointed by the existing Trustees. Trustees of the charity are also Company Directors for the purposes of company law and are also 'members' of the company. All Trustees are unpaid and offer their time on a voluntary basis. Expenses are paid and are set out in note 9 to the accounts.

It is the organisation's view that parents and people with learning disabilities have valuable and pertinent knowledge about the proposed activities of the charity and as such, their contribution as Trustees is important. It is not proposed that the entire Board of Trustees is made up of parents or people with disabilities, but it is felt important that there is at least some representation. Any conflicts of interest are clearly prohibited by the Companies Act and further enhanced by Article 11.1.3 of our Articles of Association. A Trustee must withdraw from decision-making where a conflict of interest may arise.

There is a process of application that includes taking references, undertaking background checks such as Disclosure Barring Service (DBS), attending/observing relevant information seeking/giving and Board meetings. The applicant receives all relevant information about the organisation, Trustee Role Description, Guidance on Trustee responsibilities and Trustee National Occupational Standards and Code of Conduct. This is further supported with verbal information from the Chair of Trustees and experienced Trustees, as well as from the Management Team.

The Board, who will all meet the prospective Trustee prior to their appointment, then discuss the applicant's suitability. The Trustees will then vote to appoint or not, at the next Board meeting.

Trustees are chosen for their variety of skills, capability and depth of experience needed for effective governance combined with their values, philosophy and passion for the charity's objects.

Induction and training of Trustees:

We have reviewed our recruitment process and procedures, induction and training and Handbook for Trustees.

All new Trustees receive basic induction into their roles and responsibilities. We have an induction pack and check list. The main documents used for induction purposes are Ordinary Lifestyles Roles and Responsibilities of Trustees and Officers, our Trustees Role Descriptions, publications about good governance and information from the Charities Commission and other networks. The checklist takes the new Trustee through a familiarisation process with all the areas of the companies' operations. We are aware that expansion, along with changes and proliferation of new legislation and funder's requirements, has all made the job of the Trustee more complex and demanding. We are continually seeking more in-depth training incorporating all areas of our operations including such topics as new developments, legislation and employment issues.

Organisational structure

The Trustees are responsible for the overall management and control of the company. At the regular Board meetings the Trustees agree broad strategies and areas of activity for the charity including finance

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for the year ended 31 March 2025

and risk management, policy and performance. The day-to-day operation and administration is managed by the paid management personnel, who regularly report their work to the Trustees.

The charity operates within a framework of policies for strategic development and quality assurance. These policies cover areas of our activities such as Financial Control, Equal Opportunities, Health and Safety, Quality Assurance and Personnel. During the year, a number of these policies have been reviewed and updated to ensure that they meet the requirements of new legislation, the 'outcomes' set out in the Essential Standards of Quality and Safety and also the requirements of our funders. Quality assurance is a major area of work and is ongoing.

As well as the Management Team, the charity currently employs 16 teams of Support Workers to give 24-hour support to 26 people and 206.5 hours support to other people with disabilities living in their own homes across Manchester and Trafford to enable them to continue to maintain their homes, their health and a range of activities in their communities. The company employs approximately 86 permanent staff and 30 casual bank workers.

Team Leaders, in consultation with the individuals, their families and other interested parties oversee the day-to-day organisation of these services. The CEO, Registered Manager, Training Manager, Finance and Administration Manager, Service Managers and Quality and Compliance Manager are office based and they monitor and lead the work of the teams. A full-time Administration and Finance Officer supports them. The voluntary Board of Trustees has ultimate responsibility for the organisation as a whole. Of the nine Trustees, three are family members of three individuals we support, another previously received support and now lives more independently and two were former employees.

Remuneration Policy

Ordinary Lifestyles has a written Remuneration Policy for key management personnel which states that benchmarking is carried out to establish parity of Ordinary Lifestyles senior staff with the salaries of similar organisations within the sector, of similar size and which are similarly run. Salaries will normally increase with average earnings. Adjustments to salaries can be made for carrying out additional responsibilities.

In addition to the internal decision-making, monitoring and review described above, the organisation is subject to external monitoring from various sources:

- The Care Quality Commission (CQC)
- Dorset County Council
- Manchester City Council
- Trafford Council
- Manchester Clinical Commissioning Group (CCG)

Wider networks include attending Independent Provider consultation meetings facilitated by MCC and Trafford Adult Social Care Services and attendance at Registered Manager/Deputy Manager meetings facilitated by Skills for Care.

Achievements and performance

In reviewing our activities and planning for the future, the Trustees have referred to the guidance contained in the Charity Commission's general guidance and confirm that we have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the requirement to further our charities

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purposes for public benefit. We have reviewed the Strategic Action Plan (SAP) to measure progress and also the major organisational risks.

Work continued throughout the year towards achieving the actions identified in our 2022-2025 Strategic Action Plan. This was updated on a quarterly basis with a red, amber, green (RAG) rating system being used to show how well we were performing in relation to the targets set. The period covered by this SAP has now ended and plans are underway to establish content for a new plan. Preparations are underway to consult and engage stakeholders to acquire feedback/input in order to direct the future of the organisation which will then be encompassed into a working document.

The Sub Committee established last year, made up of the CEO and Trustees, has continued to meet to focus on the restructure of the Management Team. A succession plan has been developed and changes to roles and responsibilities have been identified with a new Quality and Compliance Manager post being created and successfully appointed to in June 2025, a Deputy Manager promoted to Services Manager and the transition of a Registered Manager to Training Manager. The Management Team continue to meet regularly to plan and develop their work and to provide the Trustees with robust quarterly management reports.

We have continued our rolling programme of staff training throughout the year. This comprises the mandatory requirements for care sector workers, as well as topics relevant to particular individuals we support, and other training we feel will be of benefit to our staff. This year we welcomed external training on Autism (from Trafford Autism Coordinator and experts with lived experience from United Response), Visual Awareness Training (from RNIB) and Supporting Distressed Behaviour, Dysphagia, Nutrition and Dementia training (all from Abuka). We have also had the opportunity to access training provided by the NHS on Oral Health and End of Life. We continued to use the services of Gill Arnett for all our Moving and Handling training and consultancy needs. First Aid sessions have been delivered by Raquel Riley-McKenzie. Mel Ibbitson provided another Top Teams session. Pathways have delivered 4 sessions of Oliver McGowan mandatory tier 2 training. Alison Matthews (SALT) has been working intensively with a team around a specific individuals communication needs. Additionally a team attended a three day programme of Physical Intervention training which was delivered by Positive Response. We have also been focusing on Nourish training to try to make the best use of the system and ensure that we have a reliable method of capturing and recording information.

We reviewed our contract with Flourish (formerly Grey Matter) and are currently using this for new starters and those who struggle to attend face to face training due to other commitments. Flourish are also providing Lead to Succeed training to three employees in order to potentially develop them into Team Leader roles.

A number of staff enrolled onto the level 3 diploma for Lead Adult Care Worker provided by Partnership Training Ltd. Rada Kemp from Workplace Legal delivered some HR training to the Management team around managing disciplinary and grievance investigations.

We have continued to reward our employees for particular achievements and successes in line with our Reward and Recognition Policy. We also acknowledged the long service of two employees who reached their 10 year milestone.

Other achievements during the period under review have included:

- Maintaining our Investors in People GOLD accreditation, followed by a positive annual review
- Reviewed and revised salary scales resulting in increased salaries for support staff
- Continued to roll out recruitment rewards, to both incoming and existing staff members, to ensure we remain an attractive employer
- Secured Certificates of Sponsorship (CoS) with 18 employees on a Skilled Worker Visa

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- Held a successful 30th anniversary celebration, which included the KEITH awards recognising achievements across the organisation
- Continued to work on improving the Nourish Care Management software, including identifying Champions within teams to improve usage and the quality of information we record
- Continued to provide/promote/develop further activities to benefit employee's health and wellbeing
- Continued the roll out of monitoring staff performance by way of performance related pay as well as undertaking a review of this process/associated measurable criteria
- Continued delivery of our social groups including GOLD Saturdays, our cooking/activity group and our community allotment
- Continued to work on succession planning which has included an internal restructure, to include the promotion of a Deputy Manager to Services Manager and transition of Registered Manager to Training Manager, as well as the appointment of a Registered Manager and a Quality and Compliance Manager from outside of the organisation
- Promoted three Support Workers to Team Leaders
- Successfully recruited and inducted 17 new Support Workers
- Supported 4 individuals to the National Self Advocacy Conference in Birmingham and supported and funded places for 6 individuals to attend the North West Conference in Blackpool. In addition we have identified staff with an interest in self-advocacy to develop this work further
- Hosted our annual Christmas Party, with a brass band and disco
- Held another annual sports day
- Terminated the delivery of support to an individual receiving sessional support. Although this was a difficult decision it was reached because we did not think that we were suitably meeting the needs of the individual and was therefore in their best interests
- Enabled an individual who was living independently, but with unsafe home circumstances, to move into 24 hour supported living. This move was actively supported by the family of the other individual and involved merging both individual's staff teams
- Continued to work closely with Children's Services around the needs of a supported individual and their daughter
- Gained accreditation with a housing association and are actively seeking a suitable property for two individuals
- Finalised the implementation of cloud based systems to allow access to up to date/'live' documentation including policies
- Continued to review/update all policies and procedures in accordance with schedules to reflect any legislative, or necessary, changes
- Continued production of our revamped newsletter
- Completed iTool audit management tool for one local authority and hosted a one day audit
- Provided mandatory Oliver McGowan training sessions in line with national recommendations
- Enrolled 4 staff on Level 3 Apprenticeship
- Used an online training platform to efficiently achieve high compliance with Local Authority recommended training requirements
- Continued compliance with recommendations/targets as set out in Performance Quality Inspections with Local Authority
- Reviewed our lone working risk assessments
- Continued representation at/contribution to Trafford and Manchester Provider Forums, with one of our Manager's being the Co-Chair of the latter
- Increased participation by staff in the credit union scheme we are partnered with therefore assisting in improving financial health
- Successfully navigated and implemented a more efficient platform for petty cash distribution
- Responded positively to staff request around investing in more ethical financial institutions which resulted in the opening/closure of bank accounts

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- Secured Continuing Health Care funding for an individual with increasing changes in need
- Began work on identifying how our values relate specifically to staff
- Continued to encourage team building sessions across the organisation both within the workplace and at team social events
- Individuals have enjoyed group trips to Knowsley Safari Park and Chester Zoo promoting our values – particularly inclusion and enjoyment and fun!
- Explored time and attendance management software to increase efficiencies throughout the central functions of the organisation, i.e., HR, payroll, training, rotas

Plans for the future

The Trustees intend to continue the current strategy of maintaining and developing our presence and good reputation as a trusted provider of high-quality services and support for families at a competitive price with the needs of the individuals' remaining paramount. We will do this by maintaining an environment where everybody's energy and creativity is focused on getting better lives for people where they are part of a wider network of friends, neighbours and family.

We will continue to plan our funding requirements for long term security. We view it as a priority to identify advocacy and any other support for people in danger of losing or encountering funding cuts whilst remaining aware of our duty to the taxpayers.

We do not envisage expansion on a grand scale, as we believe remaining relatively small sits well with our values, we have however seen an increase in referrals and expressions of interest from families on account of our positive reputation. We will review our policy of not tendering for services, although we believe that individuals and their families should have a choice of provider, due to the local authority policies we recognise this may be necessary.

Other ideas which we have agreed to work on in future are listed below:

- To continue to review our structure to ensure both succession planning and ensuring we have capacity to take on additional services without impacting quality
- To develop and use the skills of our existing employees to progress the organisation
- To implement our investment policy and invest our reserves wisely
- To continue to improve our administrative functions to ensure efficiency and effectiveness in order to aid high standards of service delivery
- To continue exploration of suitable time and attendance management software, implementing as appropriate
- To continue to strive to improve communication throughout all levels of the organisation
- To explore the use of technology and how it can be used to improve support delivered within Ordinary Lifestyles
- To continue to incorporate/strengthen our values in all that we do
- To arrange more training for the Board of Trustees on the roles and responsibilities of Trustees and matters of governance enabling them to fulfil their roles effectively
- To recruit a Treasurer to the Board of Trustees
- To review accounts/contracts held with external suppliers to ensure that products purchased/utilised are obtained in an ethical way
- To commence a trial of a device with a view to improving the safety of lone workers
- To hold an inclusive organisational PATH which will form the basis of our Strategic Action Plan for the next three years
- To transition an individual receiving sessional support into an existing vacancy within the organisation

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- To have a period of consolidation and reflection in order to ensure that our values are embedded enabling us to deliver consistent, high quality services
- Continued regular attendance at local authority provider forums to share/be aware of good practice in the sector
- To explore further and evidence 'I and We' statements in line with Care Quality Commission's single assessment framework
- To review and streamline current existing policy and procedures process and ownership
- To explore Nourish reporting functions to establish if/how they can be advanced/tailored to meet need
- To review fire safety/associated Fire Risk Assessments to ensure compliance
- To explore a new office base

Financial review

With the exception of investment income **all** other income received in 2024/25 was applied to supporting the organisation's main activity, being the provision of support living services for adults with learning disabilities, acquired head injuries and/or physical disabilities. Income was received from the following sources in the period reported on:

- Dorset County Council
- Manchester City Council
- Manchester Clinical Commissioning Group
- Trafford Council
- Contributions from individuals' benefits to include Individual Service Funds, Direct Payments and a small amount of private funding
- Sundry income

The Statement of Financial Activities for the year ended 31st March 2025 shows that the total reserves of the charity at the end of the year was £1,034,728 of which £2,577 is restricted. Trustees have designated reserves of £188,000 which includes provisions for the continuation of social inclusion activities, a contingency for potential voids and continued investment in our community allotment initiative. It is anticipated that the funds designated for the majority of the above purposes will be realised on a monthly basis throughout the financial year.

In comparison to the previous financial year there was an increase in both income, of approximately 17.48%, and expenditure of approximately 20.44%. The increase in income is a combination of inflationary increases in funding received for services provided as well as the acquisition of new services. A review of salaries paid to support staff took place during the year and a decision was taken to increase salaries in order to both be competitive with other industries as well as to recognise the continued hard work and commitment demonstrated; this was a contributing factor to the increase in expenditure when compared with previous years – again as well as being reflective of the acquisition of new services and the associated expenditure.

The organisation reported a minor deficit of £1,624 in the year reported on. This was contributed to by the review of salaries and two amounts of performance related payments to staff and is minimal when taking into account the level of reserves held by the organisation. This reduces the reserves from £1,036,532 to £1,034,728 – a reduction of 0.16%. Trustees remain satisfied that the level of reserves maintained meets the requirements of our Reserves Policy in relation to four months' operating costs.

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The financial performance of the organisation continues to be monitored closely by the Finance and Administration Manager who then reports quarterly to the Board of Trustees.

Risk Management

The Trustees regularly review the risks to which the charity is exposed, in particular those related to the operations and finance of the charity and ensure that, as far as possible, systems are in place to mitigate our exposure to those risks. The Trustees agreed the Organisational Risk Management Plan and Business Continuity Policy and Procedures in November 2024.

The Management Team, who report directly to the board of Trustees, review major risks on a day-to-day basis. The key controls used by the charity include formal agendas and minutes for all Board meetings, clear authorisation/approval limits/levels for management, comprehensive strategic planning, budgeting, management reporting and accounting and written policies and procedures.

Ordinary Lifestyles manages risks by employing suitably qualified and experienced staff at each level in the charity. This is enhanced by providing appropriate training and supporting continual professional development. In addition, the development, review and implementation of policies and procedures, regular risk assessment, monitoring of key areas and having a contingency/continuity plan to cope with the possible impact of the main organisational risks.

Risks to recruitment and retention of staff within the sector are ever present. Although at Ordinary Lifestyles, for now, we do have a 'low turnover.' The main reasons for this are that we have a culture which encourages staff to build close supportive relationships with both the person they support and management personnel and therefore they report a high degree of commitment to their role and to the organisation.

Ordinary Lifestyles invests in a consultant to provide advice and guidance about systems, procedures and insurance protection for any employment and health and safety concerns. The Charity has comprehensive insurance to cover a range of potential risks such as Trustee and Officers Professional Indemnity.

The Board of Trustees is satisfied that the major risks have been identified and are adequately mitigated where necessary. It is recognised that systems and internal controls can only provide reasonable but not absolute assurance that major risks have been adequately managed.

During the year reported on we uncovered a financial safeguarding incident which was investigated and reported to all relevant parties (including local authority, police and Charity Commission). This led us to further review and strengthen existing measures and implement others in order to prevent a repeat occurrence.

Reporting Serious Incidents – declaration to Annual Report (Statement)

Ordinary Lifestyles Trustees believe they have taken all reasonable steps to assess and manage risks associated with the activities of the Charity, beneficiaries, work and reputation. In this regard the Trustees declare that there are no serious incidents or other matters relating to the Charity concerning the previous financial year which have not already been brought to the attention of The Charity's Commission.

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Reserves policy

The Trustees have reviewed the charity's requirements for reserves with regard to the main risks to the organisation and have concluded that the present level of £1,034,728 is sufficient in relation to the present size of its operations should there be any drop in funding until contingency plans could be made. Of the £1,034,728 available Trustees have designated reserves of £188,000 which includes provisions for the continuation of social inclusion activities, a contingency for potential voids and continued investment in our community allotment initiative. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. The balance represents in excess of 4 months running costs and a level of reserves that the Trustees consider necessary to provide for:

General operating costs:

- Voids which can result in long term loss of fees
- Fluctuations in cash flow and to be able to meet budgeted expenditure for 1 year
- Office equipment, lease contract agreements
- Possible redundancies
- Employment issues
- Governance
- Marketing

Asset purchase and improvement e.g.:

- Expenditure on capital improvements
- Renewals and maintenance
- Development provision – investment in new technologies
- Training fund

Statement of responsibilities of the trustees

The Management Committee (who are also directors of Ordinary Lifestyles for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the management committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

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The Management Committee are responsible for keeping proper 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.

In so far as the management committee are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware
- The management committee have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The management committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditors

Slade & Cooper Ltd were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee's annual report has been approved by the management committee on date and signed on their behalf by

The annual report has been approved by the management committee on 20th November 2025 and signed on their behalf by

Name: Maggie Dickinson

Title: Chairperson

Independent auditors' report

to the members of Ordinary Lifestyles

Opinion

We have audited the financial statements of Ordinary Lifestyles (the 'charitable company') for the year ended 31 March 2024, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is 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 Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

Independent auditors' report to the members of Ordinary Lifestyles

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- enquiry of management and those charged with governance around actual and potential litigation and claims.

Independent auditors' report to the members of Ordinary Lifestyles

- enquiry of the charity's staff, management and those charged with governance to identify any instances of non-compliance with laws and regulations.
- reviewing minutes of meetings of those charged with governance.
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Chinwe Jennifer Daniel FCCA DChA
Senior Statutory Auditor
for and on behalf of
Slade & Cooper Limited
Statutory Auditors
Beehive Mill
Jersey Street
Manchester
M4 6JG

Date: 21st November 2025

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds 2025 £	<i>Total funds 2024 £</i>
Income from:					
Donations and legacies	3	200	-	200	278
Charitable activities:	4	3,078,604	250,162	3,328,766	2,832,439
Investments	5	2,992	-	2,992	3,362
Total income		3,081,796	250,162	3,331,958	2,836,079
Expenditure on:					
Charitable activities:	6	3,085,997	247,585	3,333,582	2,767,811
Total expenditure		3,085,997	247,585	3,333,582	2,767,811
Net income/(expenditure) before net gains/(losses) on investments		(4,201)	2,577	(1,624)	68,268
Net income/(expenditure) for the year	8	(4,201)	2,577	(1,624)	68,268
Transfer between funds		-	-	-	-
Net movement in funds for the year		(4,201)	2,577	(1,624)	68,268
Reconciliation of funds					
Total funds brought forward		1,036,352	-	1,036,352	968,084
Total funds carried forward		1,032,151	2,577	1,034,728	1,036,352

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.
Prior year SOFA is shown on the last page.

Ordinary Lifestyles
Company number 3175855
Balance sheet as at 31 March 2025

	Note	2025	2024
		£	£
Fixed assets			
Tangible assets	13	1,303	1,533
Total fixed assets		1,303	1,533
Current assets			
Debtors	14	318,152	211,441
Cash at bank and in hand	15	972,035	1,050,882
Total current assets		1,290,187	1,262,323
Liabilities			
Creditors: amounts falling due in less than one year	16	(256,762)	(227,504)
Net current assets		1,033,425	1,034,819
Total assets less current liabilities		1,034,728	1,036,352
Net assets		1,034,728	1,036,352
The funds of the charity:			
Restricted income funds	17	2,577	-
Unrestricted income funds	18	1,032,151	1,036,352
Total charity funds		1,034,728	1,036,352

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 20 to 38 form part of these accounts.

Approved by the trustees on 20/11/2025 and signed on their behalf by:

Maggie Dickinson (Chair)

Elayne Rushton (Trustee)

Ordinary Lifestyles
Statement of Cash Flows
for the year ending 31 March 2025

	Note	2025 £	2024 £
Cash provided by/(used in) operating activities	21	(81,839)	216,446
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		2,992	3,362
Purchase of tangible fixed assets		-	(1,100)
Cash provided by/(used in) investing activities		2,992	2,262
Increase/(decrease) in cash and cash equivalents in the year		(78,847)	218,708
Cash and cash equivalents at the beginning of the year		1,050,882	832,174
Cash and cash equivalents at the end of the year		972,035	1,050,882

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Ordinary Lifestyles meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance of 15% per annum in all cases.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

k Debtors

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.

l Cash at bank and in hand

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.

m Creditors and provisions

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.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

o Pensions

Employees of the charity are entitled to join a defined contribution scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2025 £
Donations	200	-	200
Total	200	-	200
<i>Previous reporting period</i>	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2024</i> £
<i>Donations</i>	278	-	278
Total	278	-	278

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2025 £
Funding			
Home Support Services	3,066,030	-	3,066,030
Individual Service Fund	-	250,162	250,162
Total Funding	3,066,030	250,162	3,316,192
Miscellaneous Income			
Other income	12,574	-	12,574
Total	3,078,604	250,162	3,328,766
 Previous reporting period	 Unrestricted £	 Restricted £	 Total 2024 £
Funding			
Home Support Services	2,598,408	-	2,598,408
Individual Service Fund	-	227,899	227,899
Total Funding	2,598,408	227,899	2,826,307
Miscellaneous Income			
Other income	6,132	-	6,132
Total	2,604,540	227,899	2,832,439

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

5	Investment income			
	Current reporting period	Unrestricted £	Restricted £	2025 £
	Income from bank deposits	2,992	-	2,992
		2,992	-	2,992
	Previous reporting period	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>2024 £</i>
	Income from bank deposits	3,362	-	3,362
		3,362	-	3,362
6	Analysis of expenditure on charitable activities			
	Current reporting period	Total 2025 £	Total 2024 £	
	Staff costs	3,116,230	2,581,846	
	Client expenses	34,979	33,352	
	Governance costs (see note 7)	30,875	29,956	
	Support costs (see note 7)	151,498	122,657	
		3,333,582	2,767,811	
		2025 £	2024 £	
	Restricted expenditure	247,585	233,731	
	Unrestricted expenditure	3,085,997	2,534,080	
		3,333,582	2,767,811	

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

7 Analysis of governance and support costs

Current reporting period	Support £	Governance £	<i>Total 2025</i> £
Running costs	71,779	-	71,779
Other staff costs	13,801	-	13,801
Recruitment	10,956	-	10,956
Training	33,406	-	33,406
Premises	21,326	-	21,326
Depreciation	230	-	230
Audit and accountancy fees	-	7,272	7,272
Trustee Expenses	-	484	484
Legal and professional	-	23,119	23,119
	151,498	30,875	182,373
 Previous reporting period	 Support £	 Governance £	 <i>Total 2024</i> £
<i>Running costs</i>	68,996	-	68,996
<i>Other staff costs</i>	10,791	-	10,791
<i>Recruitment</i>	9,738	-	9,738
<i>Training</i>	12,147	-	12,147
<i>Premises</i>	20,733	-	20,733
<i>Depreciation</i>	252	-	252
<i>Audit and accountancy fees</i>	-	7,866	7,866
<i>Trustee Expenses</i>	-	528	528
<i>Legal and professional</i>	-	21,562	21,562
	122,657	29,956	152,613

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2025 £	2024 £
Depreciation	230	249
Operating lease rentals:		
Property	19,387	19,387
Auditor's remuneration - audit fees	3,600	3,450
Auditor's remuneration - accountancy fees	2,740	2,610
	<u> </u>	<u> </u>

9 Staff costs

Staff costs during the year were as follows:

	2025 £	2024 £
Wages and salaries	2,750,504	2,288,888
Social security costs	249,481	200,658
Pension costs	116,245	92,300
	<u> </u>	<u> </u>
	3,116,230	2,581,846
	<u> </u>	<u> </u>

No employee has employee benefits in excess of £60,000 (2024: Nil).

The average number of staff employed during the period was 113.16 (2024: 96.75).

The average full time equivalent number of staff employed during the period was 72.34 (2024: 69.14).

The key management personnel of the charity comprise Chief Executive Officer, Registered Managers, Training Manager, Finance and Administration Manager, Service Managers and Quality and Compliance Manager.

The total employee benefits of the key management personnel of the charity were £321,199 (2024: £232,633).

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2024: Nil).

One (2024: two) trustees received travel and subsistence expenses during the year of £156 (2024: £265).

Four members of the Management Committee are closely related to a beneficiary of the charity (2024: four).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2024: nil).

11 Government grants

The government grants recognised in the accounts were as follows:

	2025 £	2024 £
Dorset County Council	105,870	55,790
Manchester City Council	1,519,273	1,345,162
Manchester CCG	574,747	477,895
Trafford MBC	561,824	192,710
	2,761,714	2,071,557

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

13 Fixed assets: tangible assets

Cost	Total £
At 1 April 2024	4,775
Additions	-
Disposals	-
At 31 March 2025	4,775
Depreciation	
At 1 April 2024	3,242
Charge for the year	230
Disposals	-
At 31 March 2025	3,472
Net book value	
At 31 March 2025	1,303
<i>At 31 March 2024</i>	<i>1,533</i>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

14 Debtors

	2025 £	2024 £
Trade debtors	287,324	186,619
Other debtors	5,350	6,234
Prepayments and accrued income	25,478	18,588
	318,152	211,441

15 Cash at bank and in hand

	2025 £	2024 £
Cash at bank and on hand	972,035	1,050,882
	972,035	1,050,882

16 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	10,673	7,835
Other creditors and accruals	246,089	219,669
	256,762	227,504

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

17 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
Individual Service Fund	-	250,162	(247,585)	-	2,577
Total	-	250,162	(247,585)	-	2,577
Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Individual Service Fund	-	227,899	(233,731)	5,832	-
Total	-	227,899	(233,731)	5,832	-

Name of restricted fund	Description, nature and purposes of the fund
--------------------------------	---

Individual Service Fund – this allows an individual to choose a provider manage their personal budget rather than the local authority. This provides the individual with choice and control of their support without having to manage their monies themselves.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

18 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	As at 31 March 2025 £
General fund	843,352	3,075,481	(3,060,652)	(14,030)	844,151
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	3,000	6,315	(10,016)	3,701	3,000
Investment in Community Allotment	20,000		(15,329)	10,329	15,000
Provision for potential/ongoing voids	150,000				150,000
	<u>1,036,352</u>	<u>3,081,796</u>	<u>(3,085,997)</u>	<u>-</u>	<u>1,032,151</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

18 Analysis of movement in unrestricted funds (continued)

Previous reporting period	<i>Balance at 1 April 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>As at 31 March 2024 £</i>
General fund	773,429	2,602,477	(2,508,604)	(23,950)	843,352
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	2,000	5,703	(8,979)	4,276	3,000
Investment in Community Allotment	20,000	-	(13,923)	13,923	20,000
Provision for potential/ongoing voids	150,000	-	-	-	150,000
Investment in the development / upgrade of IT and telephone systems	2,655	-	(2,574)	(81)	-
	<u>968,084</u>	<u>2,608,180</u>	<u>(2,534,080)</u>	<u>(5,832)</u>	<u>1,036,352</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

18 Analysis of movement in unrestricted funds (continued)

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	For all other contingencies
Gap funding	A buffer for late payments of invoices and a contingency for shortfalls in funding.
Continuation of social inclusion activities and volunteers support	To continue the delivery of the organisation's workshops throughout the year.
Investment in Community Allotment	To continue to provide and maintain an allotment space for individuals to attend and be involved in the planting/growing and ongoing maintenance of the plot.
Provision for potential/ongoing voids	Provision for potential/ongoing voids.
Investment in the development / upgrade of IT and telephone systems	To improve outdated office systems.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

19 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,303	-	-	1,303
Net current assets/(liabilities)	842,848	188,000	2,577	1,033,425
Total	844,151	188,000	2,577	1,034,728
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,533	-	-	1,533
Net current assets/(liabilities)	841,819	193,000	-	1,034,819
Total	843,352	193,000	-	1,036,352

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

20 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as

	Property 2025 £	2024 £
Less than one year	16,156	2,693
One to five years	2,693	-
	18,849	2,693

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2025 £	2024 £
Net income/(expenditure) for the year	(1,624)	68,268
Adjustments for:		
Depreciation charge	230	249
Dividends, interest and rents from investments	(2,992)	(3,362)
Decrease/(increase) in debtors	(106,711)	102,858
Increase/(decrease) in creditors	29,258	48,433
	(81,839)	216,446
Net cash provided by/(used in) operating	(81,839)	216,446

22 Other information

Ordinary Lifestyles is a company limited by guarantee and incorporated in England.
 Its registered office is:
 Ivy Mill Business Centre, Crown Street,
 Manchester
 M35 9BG

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2025 (continued)

23 Prior year Statement of Financial Activities (including Income and Expenditure account)

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income from:				
Donations and legacies	278	-	278	151
Charitable activities:	2,604,540	227,899	2,832,439	2,284,816
Investments	3,362	-	3,362	490
Total income	2,608,180	227,899	2,836,079	2,285,457
Expenditure on:				
Charitable activities:	2,534,080	233,731	2,767,811	2,331,502
Total expenditure	2,534,080	233,731	2,767,811	2,331,502
Net income/(expenditure) for the year	74,100	(5,832)	68,268	(46,045)
Transfer between funds	(5,832)	5,832	-	-
Net movement in funds for the year	68,268	-	68,268	(46,045)
Reconciliation of funds				
Total funds brought forward	968,084	-	968,084	1,014,129
Total funds carried forward	1,036,352	-	1,036,352	968,084

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

ORDINARY LIFESTYLES

England & Wales - Charity number 1058340

Accounts

Company number: 03175855

Charity Number: 1058340

Ordinary Lifestyles

Report and financial statements

For the year ended 31st March 2024

Ordinary Lifestyles
Reference and administrative information
for the year ended 31st March 2024

Company number 03175855

Charity number 1058340

Registered office and operational address

Ivy Mill Business Centre, Crown Street, Failsworth, Manchester, M35 9BG

Management Committee

Management committee members, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Joyce Beard
Maggie Dickinson
Elayne Rushton
Sukhbir Singh
Om Aggarwal
Robert Sprott
Ella Blackwell
Jill Robinson
Amelia Sprott

Secretary Vikki Morgan

Key management

personnel	Clodagh McGurrin	CEO/Registered Manager
	Jemma Cowburn	Registered Manager
	Kathy McIver	Services Manager
	Vikki Morgan	Finance and Administration Manager
	Nic Murphy	Services Manager
	Stacey Royle	Deputy Manager (appointed 16th May 2024)
	Iyabode Okunola-Adeleke	Registered Manager (appointed 3 rd June 2024)

Bankers

Barclays Bank plc (2 accounts)

Manchester City Office Branch, PO Box 357, 51 Mosely Street, Manchester, M60 2AU

Santander (Manchester)

130 Market Street, Piccadilly Gardens, Manchester, M60 1AY

Ordinary Lifestyles
Reference and administrative information
for the year ended 31st March 2024

Auditors

Slade & Cooper Limited

Beehive Mill, Jersey Street, Ancoats, Manchester. M4 6JG

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

The Board of Trustees present their report and the audited financial statements for the year ended 31st March 2024. Included within the Trustees report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Ordinary Lifestyle's broad objective is to provide supported living services for adults with learning difficulties, acquired brain/head injuries and/or physical disabilities (including young people in transition from children's services), to enable them to lead valued and independent lives in their own homes and to be part of a local community of their choice, irrespective of their disability. People who receive a support service from Ordinary Lifestyles may also have physical and sensory impairment; they may also have behavioural support needs and/or mental ill health.

The organisation is established for exclusively charitable purposes and for public benefit. The communities Ordinary Lifestyles presently provides services for are Manchester and Trafford. Ordinary Lifestyles is a 'family-led' organisation in that families are involved by inviting them to serve on the Board of Trustees and by participating in the development of the individual services which are set up for the adults with disabilities. It is not a 'self-help' group, and services are not specific to members of certain families. The facilities of the charity are available to all adults with a learning/physical disability based upon need and the organisation's ability to meet those needs. The charity operates a Selection Policy with the object that those who will derive most benefit from the charity are all potential beneficiaries. A Trustee may receive a benefit from the charity in the capacity of a beneficiary.

In this report the Trustees have reviewed the aims, objectives and activities of the charity. In examining the achievements and outcomes during the period under review, the Trustees confirm the success of each key activity and the benefits the charity has brought to those people it is set up to help. The review also helps the Trustees to ensure the charity's work remains focused on its stated purposes.

Our aim is to continue to provide services to adults with learning difficulties which are reflective of relevant quality standards.

The organisation will assist adults with disabilities to seek and organise their funding to meet their assessed needs, to find appropriate housing in their local area and provide paid staff who will support individuals according to their personal needs and wishes. We will aim to ensure that the people we support:

- Lead lives which are as full and active as they wish
- Exercise as much choice and control as possible over how they lead their lives
- Live in keeping with their own cultural, religious or family background
- Have sufficient staff support to ensure both quality of life and safety
- Are not excluded from services due to lack of finance

As a family-involved organisation we respect the step towards independence taken by each individual who wishes to move into their own home and we also respect their continuing relationship with their family. Our role is to support the person with disabilities and their parents as all concerned take on an altered set of responsibilities. We work with each individual and those who know them best, in order to identify where they wish to live, who they wish to live with and what sort of support they require from their staff. We aim to build services around the individual which are flexible and capable of changing over time as people's lives change.

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

As well as the continued provision of our traditional 24 hour services Ordinary Lifestyles will provide sessional support to individuals. Services are funded by the local authority, NHS or private funding streams. We also facilitate community social activity groups which are universally open to everyone interested in taking part.

Although the majority of our services are provided in Manchester we also provide services in Trafford, all of which are available equally to all people with learning disabilities (and sometimes more complex needs) and their families across the two authorities. In future we hope to open our perimeters to offer services incorporating people in the whole of the Greater Manchester area as well. We operate an Equal Opportunities policy and a Selection Policy, which means that our services are available on the basis of need and our ability to meet those needs. No one is excluded because of background, race, faith, gender, sexuality or ability to pay.

We deliver these services by maintaining each person's own chosen team of support workers so that there can be strong relationships and a high level of understanding of the person's support needs. We try to build up a network of bank workers who know the individuals' so that there will be continuity of support without relying on agency support. The services are developed around the individuals rather than having to fit into the structure of the organisation.

Ordinary Lifestyles has clear strategies and direction. We keep abreast of current trends and opportunities. We regularly review our effectiveness through internal and external monitoring meetings and inspections. We set clear priorities relevant to our purpose and mission. There is a very strong sense of values underpinning all our work, led by families and very committed management personnel. All of the services and activities fit together well into the strategy. We regularly review our written plans, updating our Business Plan, to ensure that our objectives are realistic, achievable and are specific to what the organisation and the individuals we support want to achieve. Our financial planning is set in line with these priorities.

Structure, governance and management

Governing document

The charity is a company limited by guarantee (number 03175855) and was first registered on 20th March 1996. It was registered as a charity on 30th September 1996 (number 1058340). Its governing document is by way of Memorandum and Articles of Association which was last updated in July 2012.

None of the Trustees has any beneficial interest in the company. All Trustees are members of the company which entitles them to voting rights only. The Trustees guarantee to contribute £1 to the charity's assets in the event of wind up.

Ordinary Lifestyles currently discharges its objectives through the regulated provision of Supported Living Services within the provisions of The Social Care Act 2014. The independent regulatory body responsible for inspection of our services is The Care Quality Commission.

There are regular Board meetings to review and govern the business. We have a Governance checklist and a number of guidance documents including a Trustee's Handbook, which are used to ensure that the Board discharges their responsibilities well. The Management Team report and account to the Board concerning the agreed Business Plan and strategic direction of the organisation. The reports typically illustrate what is working well, what Ordinary Lifestyles needs to do to improve and alerts the Trustees to any potential risk, advising how such risks can be managed. Overall, the reporting structure monitors progress of the Business Plan and ensures that we remain true to our values and beliefs.

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Recruitment and appointment of Trustees

New Trustees are appointed or reappointed by the existing Trustees. Trustees of the charity are also Company Directors for the purposes of company law and are also 'members' of the company. All Trustees are unpaid and offer their time on a voluntary basis. Expenses are paid and are set out in note 9 to the accounts.

It is the organisation's view that parents and people with learning disabilities have valuable and pertinent knowledge about the proposed activities of the charity and as such, their contribution as Trustees is important. It is not proposed that the entire Board of Trustees is made up of parents or people with disabilities, but it is felt important that there is at least some representation. Any conflicts of interest are clearly prohibited by the Companies Act and further enhanced by Article 11.1.3 of our Articles of Association. A Trustee must withdraw from decision-making where a conflict of interest may arise.

There is a process of application that includes taking references, undertaking background checks such as Disclosure Barring Service (DBS), attending/observing relevant information seeking/giving and Board meetings. The applicant receives all relevant information about the organisation, Trustee Role Description, Guidance on Trustee responsibilities and Trustee National Occupational Standards and Code of Conduct. This is further supported with verbal information from the Chair of Trustees and experienced Trustees, as well as from the Management Team.

The Board, who will all meet the prospective Trustee prior to their appointment, then discuss the applicant's suitability. The Trustees will then vote to appoint or not, at the next Board meeting.

Trustees are chosen for their variety of skills, capability and depth of experience needed for effective governance combined with their values, philosophy and passion for the charity's objects.

Induction and training of Trustees:

We have reviewed our recruitment process and procedures, induction and training and Handbook for Trustees.

All new Trustees receive basic induction into their roles and responsibilities. We have an induction pack and check list. The main documents used for induction purposes are Ordinary Lifestyles Roles and Responsibilities of Trustees and Officers, our Trustees Role Descriptions, publications about good governance and information from the Charities Commission and other networks. The checklist takes the new Trustee through a familiarisation process with all the areas of the companies' operations. We are aware that expansion, along with changes and proliferation of new legislation and funder's requirements, has all made the job of the Trustee more complex and demanding. We are continually seeking more in-depth training incorporating all areas of our operations including such topics as new developments, legislation and employment issues.

Organisational structure

The Trustees are responsible for the overall management and control of the company. At the regular Board meetings the Trustees agree broad strategies and areas of activity for the charity including finance and risk management, policy and performance. The day-to-day operation and administration is managed by the paid management personnel, who regularly report their work to the Trustees.

The charity operates within a framework of policies for strategic development and quality assurance. These policies cover areas of our activities such as Financial Control, Equal Opportunities, Health and Safety, Quality Assurance and Personnel. During the year, a number of these policies have been reviewed and updated to ensure that they meet the requirements of new legislation, the 'outcomes' set out in the Essential Standards of Quality and Safety and also the requirements of our funders. Quality assurance is a major area of work and is ongoing.

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

As well as the Management Team, the charity currently employs 16 teams of Support Workers to give 24-hour support to 26 people and 244 hours support to other people with disabilities living in their own homes across Manchester and Trafford to enable them to continue to maintain their homes, their health and a range of activities in their communities. The company employs approximately 85 permanent staff and 26 casual bank workers.

Team Leaders, in consultation with the individuals, their families and other interested parties oversee the day-to-day organisation of these services. The CEO/Registered Managers, Finance and Administration Manager, Service Managers and Deputy Managers are office based and they monitor and lead the work of the teams. A full-time Administration and Finance Officer supports them. The voluntary Board of Trustees has ultimate responsibility for the organisation as a whole. Of the nine Trustees, four are family members of three individuals we support, another previously received support and now lives more independently and two were former employees.

Remuneration Policy

Ordinary Lifestyles has a written Remuneration Policy for key management personnel which states that benchmarking is carried out to establish parity of Ordinary Lifestyles senior staff with the salaries of similar organisations within the sector, of similar size and which are similarly run. Salaries will normally increase with average earnings. Adjustments to salaries can be made for carrying out additional responsibilities.

In addition to the internal decision-making, monitoring and review described above, the organisation is subject to external monitoring from various sources:

- The Care Quality Commission (CQC)
- Dorset County Council
- Manchester City Council
- Trafford Council
- Manchester Clinical Commissioning Group (CCG)

Wider networks include attending Independent Provider consultation meetings facilitated by MCC and Trafford Adult Social Care Services and attendance at Registered Manager/Deputy Manager meetings facilitated by Skills for Care.

Achievements and performance

In reviewing our activities and planning for the future, the Trustees have referred to the guidance contained in the Charity Commission's general guidance and confirm that we have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the requirement to further our charities purposes for public benefit. We have reviewed the Strategic Action Plan (SAP) to measure progress and also the major organisational risks.

We continue to work towards the actions identified in our 2022-2025 Strategic Action Plan. This is updated on a quarterly basis and a red, amber, green (RAG) rating system is used to show how well we are performing in relation to the targets set. The SAP working group meets twice a year to review progress and prioritise actions for each twelve month period.

A Sub Committee made up of the CEO and Trustees has focused on the restructure of the Management Team. A succession plan has been developed and changes to roles and responsibilities have been identified, a new Deputy Manager post has been created, the Training Manager has transitioned to Service Manager with training now being delivered by the CEO in the interim. A new Registered Manager was appointed in June 2024 and is currently working through the induction process. The Management Team

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

continue to meet regularly to plan and develop their work and to provide the Trustees with robust quarterly management reports.

A rolling programme of staff training has continued throughout the year. This comprises the mandatory requirements for care sector workers, as well as topics relevant to particular individuals we support, and other training we feel will be of benefit to our staff. This year we welcomed Abuka who delivered Skin Integrity training (26/07/2023) and the Virtual Dementia Bus Experience (27/09/2023). Two staff who are new to management roles took part in a 12-week 'Prepare to Manage' programme hosted by Abuka. We continued to use the services of Gill Arnett for all our Moving and Handling training and consultancy needs. Mel Ibbitson provided sessions on Assertiveness, Communication, and Well-Being. 25 staff have now completed Oliver McGowan mandatory tier 2 training. Following a lengthy process of trying to identify a new external provider for Challenging/Distressed Behaviour training, we have recently commissioned Positive Response Training to provide this.

We embarked on an initial 1-year contract with Grey Matter this year, who now provide all of our e-learning. This enables staff to complete various mandatory requirements such as Fire Safety Awareness, Equality and Diversity, GDPR and many other short courses, at a time that suits them. We continue to review this contract, listening to feedback from staff. There are no plans to transfer all our staff training to an online format, as face-to-face learning continues to be valuable, alongside the flexibility of e-learning.

We have continued to reward our employees for particular achievements and successes in line with our Reward and Recognition Policy. We also acknowledged the long service of 6 employees who reached their 10 year milestone.

Other achievements during the period under review have included:

- Retained our Investors in People GOLD accreditation
- Reviewed and revised salary scales resulting in increased salaries for support staff
- Continued to roll out recruitment rewards, to both incoming and existing staff members, to ensure we remain an attractive employer
- Secured Certificates of Sponsorship (CoS) with 11 employees on a Skilled Worker Visa
- Held a successful Organisational Development Day at Old Trafford Cricket Club in partnership with Aftathought, entitled "Living our Values"
- Revised and expanded the Induction Checklist for new staff, following suggestions from Team Leaders
- Developed measurable performance criteria to enable us to monitor and motivate staff performance
- Installed Fire Extinguishers in all 24 hour services
- Continued to work on improving the Nourish Care Management Software in use in 24 hour services
- Consulted with staff about activities to promote their health and wellbeing and budgeted for them to receive 5 paid hours to attend these activities
- Established a menopause support group
- Continued the delivery of our social groups including GOLD Saturdays, our cooking / activity group and our allotment.
- Developed a Team Leader into a Deputy Manager position.
- Successfully recruited and inducted 27 new Support Workers
- Supported 2 individuals to the National Self Advocacy Conference in Birmingham and supported and funded places for 4 individuals to attend the North West Conference in Blackpool
- Hosted our annual Christmas Party, with a brass band and disco
- Provided an 8 week placement for an occupational therapy student and a 2 day work experience placement for a psychology student and a 2 week work placement for the Princes Trust
- Held our second annual sports day

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

- Have supported two new individuals who have moved into 24 hour services where there were previously voids and welcomed one individual receiving 24 hour support and four further individuals who now receive sessional support
- Commenced the process of becoming accredited with a housing association with a view to partnership working in the future
- Began the process of implementing cloud based systems to teams to allow access to up to date/'live' documentation including policies
- Continued to review/update all policies and procedures in accordance with schedules to reflect any legislative, or necessary, changes
- Resolved long standing funding issues in relation to some services
- Revamped and reintroduced our newsletter
- Sourced a new learning provider to deliver Diploma training

Plans for the future

The Trustees intend to continue the current strategy of maintaining and developing our presence and good reputation as a trusted provider of high-quality services and support for families at a competitive price with the needs of the individuals' remaining paramount. We will do this by maintaining an environment where everybody's energy and creativity is focused on getting better lives for people where they are part of a wider network of friends, neighbours and family.

We will continue to plan our funding requirements for long term security. We view it as a priority to identify advocacy and any other support for people in danger of losing or encountering funding cuts whilst remaining aware of our duty to the taxpayers.

We do not envisage expansion on a grand scale, as we believe remaining relatively small sits well with our values, we have however seen an increase in referrals and expressions of interest from families on account of our positive reputation. We will review our policy of not tendering for services, although we believe that individuals and their families should have a choice of provider, due to the local authority policies we recognise this may be necessary.

Other ideas which we have agreed to work on in future are listed below:

- Standardise and improve the quality of monitoring performance criteria so that it can be linked fairly to a performance related payment.
- To continue to review our structure to ensure we have capacity to take on additional services without impacting quality
- To develop and use the skills of our existing employees to progress the organisation
- Increase our provision of services both 24 hour and sessional support
- To implement our investment policy and invest our reserves wisely
- To continue to improve our administrative functions to ensure efficiency and effectiveness in order to aid high standards of service delivery
- To continue to strive to improve communication throughout all levels of the organisation
- To explore the use of technology and how it can be used to improve support delivered within Ordinary Lifestyles
- To continue to incorporate/strengthen our values in all that we do
- To arrange more training for the Board of Trustees on the roles and responsibilities of Trustees and matters of governance enabling them to fulfil their roles effectively
- To review accounts/contracts held with external suppliers to ensure that products purchased/utilised are obtained in an ethical way

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Financial review

With the exception of investment income **all** other income received in 2023/24 was applied to supporting the organisation's main activity, being the provision of support living services for adults with learning disabilities, acquired head injuries and/or physical disabilities. Income was received from the following sources in the period reported on:

- Dorset County Council
- Manchester City Council
- Manchester Clinical Commissioning Group
- Trafford Council
- Contributions from individuals' benefits to include Individual Service Funds, Direct Payments and a small amount of private funding
- Sundry income

The Statement of Financial Activities for the year ended 31st March 2024 shows that the total reserves of the charity at the end of the year was £1,036,352 none of which are restricted. Trustees have designated reserves of £193,000 which includes provisions for the continuation of social inclusion activities, a contingency for potential voids and continued investment in our community allotment initiative. It is anticipated that the funds designated for the majority of the above purposes will be realised on a monthly basis throughout the financial year.

In comparison to the previous financial year there was an increase in both income, of approximately 24.09%, and expenditure of approximately 18.71%. The increase in income is a combination of inflationary increases in funding received for services provided as well as the acquisition of new services. A review of salaries paid to support staff took place during the year and a decision was taken to increase salaries in order to both be competitive with other industries as well as to recognise the continued hard work and commitment demonstrated; this was a contributing factor to the increase in expenditure when compared with previous years – again as well as being reflective of the acquisition of new services and the associated expenditure.

A surplus of £68,268 was achieved in the year. This has further increased the organisation's reserves from £968,084 to £1,036,352 which is an increase of 7.05%. Trustees remain satisfied that the level of reserves maintained meets the requirements of our Reserves Policy in relation to four months' operating costs.

The financial performance of the organisation continues to be monitored closely by the Finance and Administration Manager who then reports quarterly to the Finance Sub-Committee and to the Board of Trustees.

Risk Management

The Trustees regularly review the risks to which the charity is exposed, in particular those related to the operations and finance of the charity and ensure that, as far as possible, systems are in place to mitigate our exposure to those risks. The Trustees agreed the Organisational Risk Management Plan and Business Continuity Policy and Procedures in November 2023.

The Management Team, who report directly to the board of Trustees, review major risks on a day-to-day basis. The key controls used by the charity include formal agendas and minutes for all Board meetings, clear authorisation/approval limits/levels for management, comprehensive strategic planning, budgeting, management reporting and accounting and written policies and procedures.

Ordinary Lifestyles manages risks by employing suitably qualified and experienced staff at each level in the charity. This is enhanced by providing appropriate training and supporting continual professional development. In addition, the development, review and implementation of policies and procedures,

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

regular risk assessment, monitoring of key areas and having a contingency/continuity plan to cope with the possible impact of the main organisational risks.

Risks to recruitment and retention of staff within the sector are ever present. Although at Ordinary Lifestyles, for now, we do have a 'low turnover.' The main reasons for this are that we have a culture which encourages staff to build close supportive relationships with both the person they support and management personnel and therefore they report a high degree of commitment to their role and to the organisation.

Ordinary Lifestyles invests in a consultant to provide advice and guidance about systems, procedures and insurance protection for any employment and health and safety concerns. The Charity has comprehensive insurance to cover a range of potential risks such as Trustee and Officers Professional Indemnity.

The Board of Trustees is satisfied that the major risks have been identified and are adequately mitigated where necessary. It is recognised that systems and internal controls can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Reporting Serious Incidents – declaration to Annual Report (Statement)

Ordinary Lifestyles Trustees believe they have taken all reasonable steps to assess and manage risks associated with the activities of the Charity, beneficiaries, work and reputation. In this regard the Trustees declare that there are no serious incidents or other matters relating to the Charity concerning the previous financial year which have not already been brought to the attention of The Charity's Commission.

Reserves policy

The Trustees have reviewed the charity's requirements for reserves with regard to the main risks to the organisation and have concluded that the present level of £1,36,352 is sufficient in relation to the present size of its operations should there be any drop in funding until contingency plans could be made. Of the £1,036,352 available Trustees have designated reserves of £193,000 which includes provisions for the continuation of social inclusion activities, a contingency for potential voids and continued investment in our community allotment initiative. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. The balance represents in excess of 4 months running costs and a level of reserves that the Trustees consider necessary to provide for:

General operating costs:

- Voids which can result in long term loss of fees
- Fluctuations in cash flow and to be able to meet budgeted expenditure for 1 year
- Office equipment, lease contract agreements
- Possible redundancies
- Employment issues
- Governance
- Marketing

Asset purchase and improvement e.g.:

- Expenditure on capital improvements
- Renewals and maintenance
- Development provision – investment in new technologies
- Training fund

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Statement of responsibilities of the management committee

The Management Committee (who are also directors of Ordinary Lifestyles for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the management committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Management Committee are responsible for keeping proper 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.

FOR AUDITS ONLY

In so far as the management committee are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware
- The management committee have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The management committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Auditors

Slade & Cooper Ltd were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee' annual report has been approved by the management committee on 21st November 2024 and signed on their behalf by

Name: Maggie Dickinson

Title: Chairperson

Independent auditors' report to the members of Ordinary Lifestyles

Opinion

We have audited the financial statements of Ordinary Lifestyles (the 'charitable company') for the year ended 31 March 2024, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is 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 Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the

Independent auditors' report to the members of Ordinary Lifestyles

other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent auditors' report to the members of Ordinary Lifestyles

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- enquiry of management and those charged with governance around actual and potential litigation and claims.
- enquiry of the charity's staff, management and those charged with governance to identify any instances of non-compliance with laws and regulations.
- reviewing minutes of meetings of those charged with governance.
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Chinwe Jennifer Daniel FCCA DChA
Senior Statutory Auditor
for and on behalf of
Slade & Cooper Limited
Statutory Auditors
Beehive Mill
Jersey Street
Manchester
M4 6JG

Date: 17th December 2024

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	278	-	278	151
Charitable activities:	4	2,604,540	227,899	2,832,439	2,284,816
Investments	5	3,362	-	3,362	490
Total income		2,608,180	227,899	2,836,079	2,285,457
Expenditure on:					
Charitable activities:	6	2,534,080	233,731	2,767,811	2,331,502
Total expenditure		2,534,080	233,731	2,767,811	2,331,502
Net income / (expenditure) before net gains / (losses) on investments		74,100	(5,832)	68,268	(46,045)
Net income / (expenditure) for the year	8	74,100	(5,832)	68,268	(46,045)
Transfer between funds		(5,832)	5,832	-	-
Net movement in funds for the year		68,268	-	68,268	(46,045)
Reconciliation of funds					
Total funds brought forward		968,084	-	968,084	1,014,129
Total funds carried forward		1,036,352	-	1,036,352	968,084

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities. Prior year SOFA is shown on the last page.

Ordinary Lifestyles
Company number 3175855
Balance sheet as at 31 March 2024

	Note	2024	2023
		£	£
Fixed assets			
Tangible assets	13	1,533	682
Total fixed assets		1,533	682
Current assets			
Debtors	14	211,441	314,299
Cash at bank and in hand	15	1,050,882	832,174
Total current assets		1,262,323	1,146,473
Liabilities			
Creditors: amounts falling due in less than one year	16	(227,504)	(179,071)
Net current assets		1,034,819	967,402
Total assets less current liabilities		1,036,352	968,084
Net assets		1,036,352	968,084
The funds of the charity:			
Restricted income funds	17	-	-
Unrestricted income funds	18	1,036,352	968,084
Total charity funds		1,036,352	968,084

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 19 to 37 form part of these accounts.

Approved by the trustees on 21/ 11/ 2024 and signed on their behalf by:

Maggie Dickinson (Chair)

Elayne Rushton (Trustee)

Ordinary Lifestyles
Statement of Cash Flows
for the year ending 31 March 2024

	Note	2024 £	2023 £
Cash provided by / (used in) operating activities	#	216,446	(93,279)
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		3,362	490
Cash provided by / (used in) investing activities		2,262	490
Increase/(decrease) in cash and cash equivalents in the year		218,708	(92,789)
Cash and cash equivalents at the beginning of the year		832,174	924,963
Cash and cash equivalents at the end of the year		1,050,882	832,174

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Ordinary Lifestyles meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance of 15% per annum in all cases.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

k Debtors

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.

l Cash at bank and in hand

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.

m Creditors and provisions

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.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

o Pensions

Employees of the charity are entitled to join a defined contribution scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2024 £
Donations	278	-	278
Total	278	-	278
Previous reporting period	Unrestricted £	Restricted £	Total 2023 £
Donations	151	-	151
Total	151	-	151

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2024 £
Funding			
Home Support Services	2,598,408	-	2,598,408
Individual Service Fund	-	227,899	227,899
Total Funding	2,598,408	227,899	2,826,307
Miscellaneous Income			
Other income	6,132	-	6,132
Total	2,604,540	227,899	2,832,439
Previous reporting period	Unrestricted £	Restricted £	Total 2023 £
Funding			
Home Support Services	2,072,131	-	2,072,131
Individual Service Fund	-	210,213	210,213
Total Funding	2,072,131	210,213	2,282,344
Miscellaneous Income			
Other income	2,472	-	2,472
Total	2,074,603	210,213	2,284,816

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

5	Investment income			
	Current reporting period	Unrestricted £	Restricted £	2024 £
	Income from bank deposits	3,362	-	3,362
		3,362	-	3,362
	Previous reporting period	Unrestricted £	Restricted £	2023 £
	Income from bank deposits	490	-	490
		490	-	490
6	Analysis of expenditure on charitable activities			
	Current reporting period	Total 2024 £	Total 2023 £	
	Staff costs	2,581,846	2,176,078	
	Client expenses	33,352	28,691	
	Governance costs (see note 7)	29,956	22,870	
	Support costs (see note 7)	122,657	103,863	
		2,767,811	2,331,502	
		2024 £	2023 £	
	Restricted expenditure	233,731	217,578	
	Unrestricted expenditure	2,534,080	2,113,924	
		2,767,811	2,331,502	

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

7 Analysis of governance and support costs

Current reporting period	Support £	Governance £	Total 2024 £
Running costs	68,996	-	68,996
Other staff costs	10,791	-	10,791
Recruitment	9,738	-	9,738
Training	12,147	-	12,147
Premises	20,733	-	20,733
Depreciation	252	-	252
Audit and accountancy fees	-	7,866	7,866
Trustee Expenses	-	528	528
Legal and professional	-	21,562	21,562
	122,657	29,956	152,613
 Previous reporting period	 Support £	 Governance £	 Total 2023 £
<i>Running costs</i>	<i>51,315</i>	<i>-</i>	<i>51,315</i>
<i>Other staff costs</i>	<i>9,102</i>	<i>-</i>	<i>9,102</i>
<i>Recruitment</i>	<i>9,004</i>	<i>-</i>	<i>9,004</i>
<i>Training</i>	<i>13,915</i>	<i>-</i>	<i>13,915</i>
<i>Premises</i>	<i>20,407</i>	<i>-</i>	<i>20,407</i>
<i>Depreciation</i>	<i>120</i>	<i>-</i>	<i>120</i>
<i>Audit and accountancy fees</i>	<i>-</i>	<i>6,678</i>	<i>6,678</i>
<i>Trustee Expenses</i>	<i>-</i>	<i>818</i>	<i>818</i>
<i>Legal and professional</i>	<i>-</i>	<i>15,374</i>	<i>15,374</i>
	103,863	22,870	126,733

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

8 Net income / (expenditure) for the year

This is stated after charging/(crediting):	2024 £	2023 £
Depreciation	249	120
Operating lease rentals:		
Property	19,387	19,061
Auditor's remuneration - audit fees	3,450	3,400
Auditor's remuneration - accountancy fees	2,610	2,610

9 Staff costs

Staff costs during the year were as follows:

	2024 £	2023 £
Wages and salaries	2,288,888	1,928,036
Social security costs	200,658	171,498
Pension costs	92,300	76,544
	2,581,846	2,176,078

No employee has employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the period was 96.75 (2023: 81.5).

The average full time equivalent number of staff employed during the period was 69.14 (2023: 59.57).

The key management personnel of the charity comprise the Chief Executive Officer, Registered Manager, Training Manager, Finance & Administration Manager and Deputy Manager.

The total employee benefits of the key management personnel of the charity were £232,633 (2023: £221,424).

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2023: Nil).

Two (2023: one) trustees received travel and subsistence expenses during the year of £265 (2023: £154).

Four members of the Management Committee are closely related to a beneficiary of the charity (2023: three).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2023: nil).

11 Government grants

The government grants recognised in the accounts were as follows:

	2024 £	2023 £
Manchester City Council	1,345,162	1,278,274
Manchester CCG	477,895	294,527
Trafford MBC	192,710	129,718
Dorset County Council	55,790	16,374
	2,071,557	1,718,893

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

13 Fixed assets: tangible assets

Cost	Total £
At 1 April 2023	3,675
Additions	1,100
Disposals	-
At 31 March 2024	4,775
Depreciation	
At 1 April 2023	2,993
Charge for the year	249
Disposals	-
At 31 March 2024	3,242
Net book value	
At 31 March 2024	1,533
<i>At 31 March 2023</i>	682

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

14 Debtors

	2024 £	2023 £
Trade debtors	186,619	290,598
Other debtors	6,234	5,279
Prepayments and accrued income	18,588	18,422
	211,441	314,299

15 Cash at bank and in hand

	2024 £	2023 £
Cash at bank and on hand	1,050,882	832,174
	1,050,882	832,174

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	7,835	8,314
Other creditors and accruals	219,669	170,757
	227,504	179,071

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

17 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Individual Service Fund	-	227,899	(233,731)	5,832	-
Total	-	227,899	(233,731)	5,832	-
Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Individual Service Fund	-	210,213	(217,578)	7,365	-
Total	-	210,213	(217,578)	7,365	-
Name of restricted fund	Description, nature and purposes of the fund				

Individual Service Fund – this allows an individual to choose a provider manage their personal budget rather than the local authority. This provides the individual with choice and control of their support without having to manage their monies themselves.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

18 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	As at 31 March 2024 £
General fund	773,429	2,602,477	(2,508,604)	(23,950)	843,352
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	2,000	5,703	(8,979)	4,276	3,000
Investment in Community Allotment	20,000	-	(13,923)	13,923	20,000
Provision for potential/ongoing voids	150,000	-	-	-	150,000
Investment in the development/upgrade of IT and telephone systems	2,655	-	(2,574)	(81)	-
	<u>968,084</u>	<u>2,608,180</u>	<u>(2,534,080)</u>	<u>(5,832)</u>	<u>1,036,352</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

18 Analysis of movement in unrestricted funds (continued)

Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	737,129	2,071,068	(2,030,140)	(4,628)	773,429
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	2,000	4,176	(5,773)	1,597	2,000
Investment in Community Allotment	20,000	-	(14,666)	14,666	20,000
Investment in Media project	5,000	-	-	(5,000)	-
Provision of additional Personal Protective Equipment in light of COVID-19	5,000	-	-	(5,000)	-
Provision for potential/ongoing voids	150,000	-	-	-	150,000
Investment in the development/upgrade of IT and telephone systems	5,000	-	(2,345)	-	2,655
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	70,000	-	(61,000)	(9,000)	-
	<u>1,014,129</u>	<u>2,075,244</u>	<u>(2,113,924)</u>	<u>(7,365)</u>	<u>968,084</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

18 Analysis of movement in unrestricted funds (continued)

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	For all other contingencies
Gap funding	A buffer for late payments of invoices and a contingency for shortfalls in funding.
Continuation of social inclusion activities and volunteers support	To continue the delivery of the organisation's two workshops throughout the year.
Investment in the development/upgrade of IT and telephone systems	To improve outdated office systems.
Investment in Community Allotment	To continue to provide and maintain an allotment space for individuals to attend and be involved in the planting/growing and ongoing maintenance of the plot.
Provision for potential/ongoing voids	Provision for potential/ongoing voids.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

19 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,533	-	-	1,533
Net current assets/(liabilities)	841,819	193,000	-	1,034,819
Total	843,352	193,000	-	1,036,352
<i>Previous reporting period</i>	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total £</i>
<i>Tangible fixed assets</i>	<i>682</i>	<i>-</i>	<i>-</i>	<i>682</i>
<i>Net current assets/(liabilities)</i>	<i>772,747</i>	<i>194,655</i>	<i>-</i>	<i>967,402</i>
<i>Total</i>	<i>773,429</i>	<i>194,655</i>	<i>-</i>	<i>968,084</i>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

20 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as

	Property	
	2024	2023
	£	£
Less than one year	2,693	16,156
One to five years	-	2,693
	2,693	18,849

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2024	2023
	£	£
Net income / (expenditure) for the year	68,268	(46,045)
Adjustments for:		
Depreciation charge	249	120
Dividends, interest and rents from investments	(3,362)	(490)
Decrease/(increase) in debtors	102,858	(48,420)
Increase/(decrease) in creditors	48,433	1,556
Net cash provided by / (used in) operating	216,446	(93,279)

22 Other information

Ordinary Lifestyles is a company limited by guarantee and incorporated in England.

Its registered office is:

Ivy Mill BusinessCentre, Crown Street,
Manchester
M35 9BG

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2024 (continued)

23 Prior year Statement of Financial Activities (including Income and Expenditure account)

	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income from:				
Donations and legacies	151	-	151	40
Charitable activities:	2,074,603	210,213	2,284,816	2,157,788
Investments	490	-	490	140
Total income	2,075,244	210,213	2,285,457	2,157,968
Expenditure on:				
Charitable activities:	2,113,924	217,578	2,331,502	2,068,946
Total expenditure	2,113,924	217,578	2,331,502	2,068,946
Net income / (expenditure) for the year	(38,680)	(7,365)	(46,045)	89,022
Transfer between funds	(7,365)	7,365	-	-
Net movement in funds for the year	(46,045)	-	(46,045)	89,022
Reconciliation of funds				
Total funds brought forward	1,014,129	-	1,014,129	925,107
Total funds carried forward	968,084	-	968,084	1,014,129

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

ORDINARY LIFESTYLES

England & Wales - Charity number 1058340

Accounts

Company number: 03175855

Charity Number: 1058340

Ordinary Lifestyles

Report and financial statements

For the year ended 31st March 2023

Ordinary Lifestyles
Reference and administrative information
for the year ended 31st March 2023

Company number 03175855

Charity number 1058340

Registered office and operational address

Ivy Mill Business Centre, Crown Street, Failsworth, Manchester, M35 9BG

Management Committee

Management committee members, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Suzanne Harrison	Treasurer	(resigned 19 th May 2022)
Joyce Beard		
Maggie Dickinson		
Elayne Rushton		
Sukhbir Singh		
Om Aggarwal		
Robert Sprott		
Ella Blackwell		
Jill Robinson		(appointed 23 rd February 2023)
Amelia Sprott		(appointed 23 rd February 2023)

Secretary Vikki Morgan

Key management

personnel	Clodagh McGurrin	CEO/Registered Manager
	Jemma Cowburn	Registered Manager
	Kathy McIver	Training and Development Manager
	Vikki Morgan	Finance and Administration Manager
	Nic Murphy	Manager

Bankers

Barclays Bank plc (2 accounts)
Manchester City Office Branch, PO Box 357, 51 Mosely Street, Manchester, M60 2AU
Santander (Manchester)
130 Market Street, Piccadilly Gardens, Manchester, M60 1AY
Nat West

Ordinary Lifestyles
Reference and administrative information
for the year ended 31st March 2023

354a Hollinwood Avenue, New Moston, Manchester, M40 0NW

Yorkshire Bank

The Chancery, 58 Spring Gardens, Manchester, M2 1YB

Auditors

Slade & Cooper Limited

Beehive Mill, Jersey Street, Ancoats, Manchester. M4 6JG

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

The Management Committee present their report and the audited financial statements for the year ended 31st March 2023. Included within the Management Committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Ordinary Lifestyle's broad objective is to provide supported living services for adults with learning difficulties, acquired brain/head injuries and/or physical disabilities (including young people in transition from children's services), to enable them to lead valued and independent lives in their own homes and to be part of a local community of their choice, irrespective of their disability. People who receive a support service from Ordinary Lifestyles may also have physical and sensory impairment; they may also have behavioural support needs and/or mental ill health.

The organisation is established for exclusively charitable purposes and for public benefit. The communities Ordinary Lifestyles presently provides services for are Manchester and Trafford. Ordinary Lifestyles is a 'family-led' organisation in that families are involved by inviting them to serve on the Management Committee and by participating in the development of the individual services which are set up for the adults with disabilities. It is not a 'self-help' group and services are not specific to members of certain families. The facilities of the charity are available to all adults with a learning/physical disability based upon need and the organisation's ability to meet those needs. The charity operates a Selection Policy with the object that those who will derive most benefit from the charity are all potential beneficiaries. A Trustee may receive a benefit from the charity in the capacity of a beneficiary.

In this report the Trustees have reviewed the aims, objectives and activities of the charity. In examining the achievements and outcomes during the period under review, the Trustees confirm the success of each key activity and the benefits the charity has brought to those people it is set up to help. The review also helps the Trustees to ensure the charity's work remains focused on its stated purposes.

Our aim is to continue to provide services to adults with learning difficulties which are reflective of relevant quality standards.

The organisation will assist adults with disabilities to seek and organise their funding to meet their assessed needs, to find appropriate housing in their local area and provide paid staff who will support individuals according to their personal needs and wishes. We will aim to ensure that the people we support:

- Lead lives which are as full and active as they wish
- Exercise as much choice and control as possible over how they lead their lives
- Live in keeping with their own cultural, religious or family background
- Have sufficient staff support to ensure both quality of life and safety
- Are not excluded from services due to lack of finance

As a family-involved organisation we respect the step towards independence taken by each individual who wishes to move into their own home and we also respect their continuing relationship with their family. Our role is to support the person with disabilities and their parents as all concerned take on an altered set of responsibilities. We work with each individual and those who know them best, in order to identify where they wish to live, who they wish to live with and what sort of support they require from their staff. We aim to build services around the individual which are flexible and capable of changing over time as people's lives change.

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

As well as the continued provision of our traditional 24-hour 'Virtual' Individual Budget services, Ordinary Lifestyles will provide direct payment services, manage Individual Service Funds and offer a 'Brokerage' service to support individuals to set up and manage their own services using Individual Budgets. We also facilitate community social activity groups which are universally open to everyone interested in taking part.

Currently we offer a Manchester city-wide service as well as providing some services in Trafford, which are available equally to all people with learning disabilities (sometimes more complex needs) and their families across the two authorities. In future we plan to open our perimeters to offer services incorporating people in the whole of the Greater Manchester area as well. We operate an Equal Opportunities policy and a Selection Policy, which means that our services are available on the basis of need and our ability to meet those needs. No-one is excluded because of background, race, faith, gender, sexuality or ability to pay.

We do this by maintaining each person's own chosen team of support workers so that there can be strong relationships and a high level of understanding of the person's support needs. We try to build up a network of bank workers who know the individuals' so that there will be continuity of support without relying on agency support. The services are developed around the individuals rather than having to fit into the structure of the organisation.

Ordinary Lifestyles has clear strategies and direction. We keep abreast of current trends and opportunities. We regularly review our effectiveness through internal and external monitoring meetings and inspections. We set clear priorities relevant to our purpose and mission. There is a very strong sense of values underpinning all our work, led by families and very committed management personnel. All of the services and activities fit together well into the strategy. We regularly review our written plans, updating our Business Plan, to ensure that our objectives are realistic, achievable and are specific to what the organisation and the individuals we support want to achieve. Our financial planning is set in line with these priorities.

Structure, governance and management

Governing document

The charity is a company limited by guarantee (number 3175855) and was first registered on 20th March 1996. It was registered as a charity on 30th September 1996 (number 1058340). Its governing document is by way of Memorandum and Articles of Association which was last updated in July 2012.

None of the Trustees has any beneficial interest in the company. All Trustees are members of the company which entitles them to voting rights only. The Trustees guarantee to contribute £1 to the charity's assets in the event of wind up.

Ordinary Lifestyles currently discharges its objectives through the regulated provision of Supported Living Services within the provisions of The Social Care Act 2014. The independent regulatory body responsible for inspection of our services is The Care Quality Commission.

There are regular Board meetings to review and govern the business. We have a Governance checklist and a number of guidance documents including a Trustee's Handbook, which are used to ensure that the committee discharges their responsibilities well. The Management Team report and account to the Board concerning the agreed Business Plan and strategic direction of the company. The reports typically illustrate what is working well, what Ordinary Lifestyles needs to do to improve and alerts the Trustees to any potential risk, advising how such risks can be managed. Overall, the reporting structure monitors progress of the Business Plan and ensures that we remain true to our values and beliefs.

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Recruitment and appointment of Trustees

New Trustees are appointed or reappointed by the existing Trustees. Trustees of the charity are also Company Directors for the purposes of company law and are also 'members' of the company. All Trustees are unpaid and offer their time on a voluntary basis. Expenses are paid and are set out in note 9 to the accounts.

It is the company's view that parents and the people with learning disabilities have valuable and pertinent knowledge about the proposed activities of the charity and as such, their contribution as Trustees is important. It is not proposed that the entire management group is made up of parents or people with disabilities, but it is felt important that there is at least some representation. Any conflicts of interest are clearly prohibited by the Companies Act and further enhanced by Article 11.1.3 of our Articles of Association. A Trustee must withdraw from decision-making where a conflict of interest may arise.

There is a process of application that includes taking references, undertaking background checks such as Disclosure Barring Service (DBS), attending/observing relevant information seeking/giving and Board meetings. The applicant receives all relevant information about the organisation, Trustee Role Description, Guidance on Trustee responsibilities and Trustee National Occupational Standards and Code of Conduct. This is further supported with verbal information from the Chair of Trustees and experienced Trustees, as well as from the Management Team.

The Board, who will all meet the prospective Trustee prior to their appointment, then discuss the applicant's suitability. The Trustees will then vote to appoint or not, at the next Board meeting.

Trustees are chosen for their variety of skills, capability and depth of experience needed for effective governance combined with their values, philosophy and passion for the charity's objects.

Induction and training of Trustees:

We have reviewed our recruitment process and procedures, induction and training and Handbook for Trustees.

All new Trustees receive basic induction into their roles and responsibilities. We have an induction pack and check list. The main documents used for induction purposes are Ordinary Lifestyles Roles and Responsibilities of Trustees and Officers, our Trustees Role Descriptions, publications about good governance and information from the Charities Commission and other networks. The checklist takes the new Trustee through a familiarisation process with all the areas of the companies' operations. We are aware that expansion, along with changes and proliferation of new legislation and funder's requirements, has all made the job of the Trustee more complex and demanding. We are continually seeking more in-depth training incorporating all areas of our operations including such topics as new developments, legislation and employment issues.

Organisational structure

The Trustees are responsible for the overall management and control of the company. At the regular committee meetings the Trustees agree broad strategies and areas of activity for the charity including finance and risk management, policy and performance. The day-to-day operation and administration is managed by the paid management personnel, who regularly report their work to the Trustees.

The charity operates within a framework of policies for strategic development and quality assurance. These policies cover areas of our activities such as Finance Control, Equal Opportunities, Health and Safety, Quality Assurance and Personnel. During the year, a number of these policies have been reviewed and updated to ensure that they meet the requirements of new legislation, the 'outcomes' set out in the Essential Standards of Quality and Safety and also the requirements of our funders. Quality assurance is a major area of work and is ongoing.

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

As well as the Management Team, the charity currently employs 14 teams of Support Workers to give 24-hour support to 22 people and 156 hours support to other people with disabilities living in their own homes across Manchester and Trafford to enable them to continue to maintain their homes, their health and a range of activities in their communities. The company employs approximately 73 permanent staff and 17 casual bank workers.

Team Leaders, in consultation with the individuals, their families and other interested parties oversee the day-to-day organisation of these services. The CEO/Registered Managers, Finance and Administration Manager and Training and Development Manager are office based and they monitor and lead the work of the teams. A full time Administration and Finance Officer supports them. The voluntary Management Committee has ultimate responsibility for the organisation as a whole. Of the nine Trustees, four are family members of three individuals we support, another previously received support and now lives more independently and two were former employees.

Remuneration Policy

Ordinary Lifestyles has a written Remuneration Policy for key management personnel which states that benchmarking is carried out to establish parity of Ordinary Lifestyles senior staff with the salaries of similar organisations within the sector, of similar size and which are similarly run. Salaries will normally increase with average earnings. Adjustments to salaries can be made for carrying out additional responsibilities.

In addition to the internal decision-making, monitoring and review described above, the organisation is subject to external monitoring from various sources:

- The Care Quality Commission (CQC)
- Dorset County Council
- Manchester City Council
- Trafford Council
- Manchester Clinical Commissioning Group (CCG)

Wider networks include membership of BILD (British Institute of Learning Disabilities) and Charity Trustee networks. We attend Independent Provider consultation meetings facilitated by MCC and Trafford Adult Social Care Services and continue to network with members of the now disbanded Federation of North West family led Supported Living Groups. A network of Registered Managers meetings are also attended.

Achievements and performance

In reviewing our activities and planning for the future, the Trustees have referred to the guidance contained in the Charity Commission's general guidance and confirm that we have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the requirement to further our charities purposes for public benefit. We have reviewed the Strategic Action Plan (SAP) to measure progress and also the major organisational risks.

We have started to work towards the actions identified in our 2022-2025 Strategic Action Plan. This will continue to be updated on a quarterly basis and a red, amber, green (RAG) rating system is used to show how well we are performing in relation to the targets set. The SAP working group meets twice a year to review progress and prioritise actions.

The Registered Manager has returned from Maternity leave and is now working part time. It was decided to make the Deputy Manager role a permanent position, this was necessary due to an increase in staffing hours due to substantial changes in need. This then role changed again becoming Manager. Regular management meetings are held to plan and develop their work and to provide the Trustees with robust quarterly management reports.

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2023

A total of 1,177 hours of staff training was completed by individual staff during 2022/23, an increase on the total for 2021/22. The increase is possibly explained by significant numbers of new staff who completed 3 days of face-to-face Induction Training at Ivy Mill during the year. We have prioritised early delivery of Medication Training to new staff, as identified in the Strategic Action Plan. Training for the existing workforce has continued via our ongoing programme of mandatory refresher training, and other professional development events we have offered. These events have included Signalong and Talking Mats, Autism Awareness, Tracheostomy and PEG training, Recycling Awareness (in conjunction with SPICE training) and Lead to Succeed. Following a successful Team Leaders' Development Day in September 2022 we organised 4 half-day events attended by 47 Support Workers, looking at the ingredients for successful teamwork. This work was facilitated by Mel Ibbitson from Training House and attracted good feedback from staff.

We have continued to reward our employees for particular achievements and successes in line with our Reward and Recognition Policy. We also acknowledged the long service of 2 employees who reached their 20 year milestone with us and 4 employees who have achieved 10 years.

Other achievements during the period under review have included:

- The recruitment of two new Trustees
- Continued our accreditation as a Living Wage employer
- Introduced recruitment rewards, to both incoming and existing staff members, to ensure we are an attractive employer
- Reviewed and revised salary scales resulting in increased salaries for support staff
- Secured Certificates of Sponsorship (CoS) for seven Skilled Workers
- Partnered with a credit union providing opportunities for employees to enhance savings/access financial products with more attractive interest rates
- Implemented Nourish Care Management Software across all 24 hour services
- Successfully transferred to cloud based systems to enable more efficient working remotely for the Management Team
- Successfully transferred to cloud based financial software including the transfer of historic information
- Introduced a new method of petty cash collection whereby an electronic transfer of funds is made to cards held by teams for withdrawal at cash machines
- Commissioned 9 Fire Risk Assessments in our 24 hour Manchester Services to improve fire safety for supported individuals and staff
- A positive annual Investors in People review
- A successful inspection by CQC in which we maintained our 'Good' rating
- Developed a Health and Wellbeing group made up primarily of Mental Health First Aid trained staff
- Continued the process of carrying out person centred reviews, on an agreed timescale, for all individuals receiving 24-hour support who wish to have them
- Continued the delivery of GOLD Saturdays, a monthly disco night, to create more social opportunities for the people we support and their friends
- Reintroduced our weekly cooking group following closure due to covid
- Introduced a weekly outdoor football session for interested individuals both internal and external
- Developed two Support Workers enabling them to be promoted into Team Leader roles
- Successfully recruited and inducted 19 new Support Workers
- Supported 3 individuals to the National Self Advocacy Conference in Birmingham and the North West Conference in Blackpool.
- Continued provision, investment in and development of our community allotment project
- Hosted a bigger than ever Christmas Party, with a brass band, live singer and disco
- Continued our working groups for Person Centred Reviews, the Strategic Action Plan and CQC
- Continued to respond proportionately to the covid-19 situation, managing risks whilst also considering the implications of mental health and best interests

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

- Continued to provide incentives for covid testing to ensure the safety of both supported individuals and staff
- Explored the possibility of the introducing pay enhancements for anti-social working

Plans for the future

The Trustees intend to continue the current strategy of maintaining and developing our presence and good reputation as a trusted provider of high-quality services and support for families at a competitive price with the needs of the individuals' remaining paramount. We will do this by maintaining an environment where everybody's energy and creativity is focused on getting better lives for people where they are part of a wider network of friends, neighbours and family.

We will continue to plan our funding requirements for long term security. We view it as a priority to identify advocacy and any other support for people in danger of losing or encountering funding cuts whilst remaining aware of our duty to the taxpayers.

We do not envisage expansion on a grand scale, as we believe remaining relatively small sits well with our values. We will review our policy of not tendering for services, although we believe that individuals and their families should have a choice of provider, due to the local authority policies we recognise this may be necessary.

Other ideas which we have agreed to work on in future are listed below:

- Roll out of remote working cloud based system to teams as appropriate
- Consider the implementation of Nourish Care Management Software across all remaining services
- Exploration of introducing performance related pay
- To review our structure to ensure we have capacity to take on additional services without impacting quality
- To develop and use the skills of our existing employees to progress the organisation
- Increase our provision of services both 24 hour and sessional support
- To host an inclusive organisational event to improve networking and inspire good practice
- To establish a Menopause Support group for employees
- Improve our induction programme
- To implement our investment policy and invest our reserves wisely
- To continue to improve our administrative functions to ensure efficiency and effectiveness in order to aid high standards of service delivery
- To continue to strive to improve communication throughout all levels of the organisation
- To explore the use of technology and how it can be used to improve support delivered within Ordinary Lifestyles
- To continue to incorporate/strengthen our values in all that we do
- To arrange more training for the Board of Trustees on the roles and responsibilities of Trustees and matters of governance enabling them to fulfil their roles effectively

Financial review

With the exception of investment income **all** other income received in 2022/23 was applied to supporting the organisation's main activity, being the provision of support living services for adults with learning disabilities, acquired head injuries and/or physical disabilities. Income was received from the following sources in the period reported on:

- Dorset County Council
- Manchester City Council
- Manchester Clinical Commissioning Group

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

- Trafford Metropolitan Borough Council
- Contributions from individuals' benefits to include Individual Budgets, Individual Service Funds, Direct Payments and a small amount of private funding
- Sundry income

The Statement of Financial Activities for the year ended 31st March 2023 shows that the total reserves of the charity at the end of the year was £968,084 none of which are restricted. Trustees have designated reserves of £194,655 which includes provisions for the continuation of social inclusion activities, a contingency for potential voids, continued investment in improved telephony/IT systems and our community allotment initiative. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year.

In comparison to the previous financial year there was an increase in both income, of approximately 5.9%, and expenditure of approximately 12.69%. The increase in income reflected inflationary increases in funding received for services provided. A review of salaries paid to support staff took place during the year and a decision was taken to increase salaries in order to both be competitive with other industries as well as to recognise the continued hard work and commitment demonstrated; this was a contributing factor to the increase in expenditure when compared with previous years.

The above referenced review and implementation of increased salaries solely resulted in the deficit in the year of £46,045. This has reduced the organisation's reserves from £1,014,129 to £968,084 which is a reduction of 4.54%. Trustees remain satisfied that the level of reserves maintained meets the requirements of our Reserves Policy in relation to four months' operating costs.

As with previous years the challenge to succeed in securing our hourly rate with one of the local authorities we work with remains and continues to be furthered until a resolution is found. This relates to only one or two services.

The financial performance of the organisation continues to be monitored closely by the Finance and Administration Manager who then reports quarterly to the Finance Sub-Committee and to the Board of Trustees.

Risk Management

The Trustees regularly review the risks to which the charity is exposed, in particular those related to the operations and finance of the charity and ensure that, as far as possible, systems are in place to mitigate our exposure to those risks. The Trustees agreed the Organisational Risk Management Plan and Business Continuity Policy and Procedures in December 2022.

The Management Team, who report directly to the board of Trustees, review major risks on a day-to-day basis. The key controls used by the charity include formal agendas and minutes for all Board meetings, clear authorisation/approval limits/levels for management, comprehensive strategic planning, budgeting, management reporting and accounting and written policies and procedures.

Ordinary Lifestyles manages risks by employing suitably qualified and experienced staff at each level in the charity. This is enhanced by providing appropriate training and supporting continual professional development. In addition, the development, review and implementation of policies and procedures, regular risk assessment, monitoring of key areas and having a contingency/continuity plan to cope with the possible impact of the main organisational risks.

Risks to recruitment and retention of staff within the sector are ever present. Although at Ordinary Lifestyles, for now, we do have a 'low turnover.' The main reasons for this are that we have a culture which encourages staff to build close supportive relationships with both the person they support and management personnel and therefore they report a high degree of commitment to their role and to the organisation.

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Ordinary Lifestyles invests in a consultant to provide advice and guidance about systems, procedures and insurance protection for any employment and health and safety concerns. The Charity has comprehensive insurance to cover a range of potential risks such as Trustee and Officers Professional Indemnity.

The Board of Trustees is satisfied that the major risks have been identified and are adequately mitigated where necessary. It is recognised that systems and internal controls can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Reporting Serious Incidents – declaration to Annual Report (Statement)

Ordinary Lifestyles Trustees believe they have taken all reasonable steps to assess and manage risks associated with the activities of the Charity, beneficiaries, work and reputation. In this regard the Trustees declare that there are no serious incidents or other matters relating to the Charity concerning the previous financial year which have not already been brought to the attention of The Charity's Commission.

Reserves policy

The Trustees have reviewed the charity's requirements for reserves with regard to the main risks to the organisation and have concluded that the present level of £969,982 is sufficient in relation to the present size of its operations should there be any drop in funding until contingency plans could be made. Of the £969,982 available Trustees have designated reserves of £194,655 which includes provisions for the continuation of social inclusion activities, a contingency for potential voids, continued investment in improved telephony/IT systems and our community allotment initiative. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. The balance represents in excess of 4 months running costs and a level of reserves that the Trustees consider necessary to provide for:

General operating costs:

- Voids which can result in long term loss of fees
- Fluctuations in cash flow and to be able to meet budgeted expenditure for 1 year
- Office equipment, lease contract agreements
- Possible redundancies
- Employment issues
- Governance
- Marketing

Asset purchase and improvement e.g.:

- Expenditure on capital improvements
- Renewals and maintenance
- Development provision – investment in new technologies
- Training fund

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Statement of responsibilities of the management committee

The Management Committee (who are also directors of Ordinary Lifestyles for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the management committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Management Committee are responsible for keeping proper 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.

FOR AUDITS ONLY

In so far as the management committee are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware
- The management committee have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The management committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2023

Auditors

Slade & Cooper Ltd were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee' annual report has been approved by the management committee on date and signed on their behalf by

Name: Maggie Dickinson

Title: Chairperson

16 November 2023

Independent auditors' report
to the members of
Ordinary Lifestyles

Opinion

We have audited the financial statements of Ordinary Lifestyles (the 'charitable company') for the year ended 31 March 2023, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is 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 Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we

Independent auditors' report
to the members of
Ordinary Lifestyles

identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report
to the members of
Ordinary Lifestyles

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- enquiry of management and those charged with governance around actual and potential litigation and claims.
- enquiry of the charity's staff, management and those charged with governance to identify any instances of non-compliance with laws and regulations.
- reviewing minutes of meetings of those charged with governance.
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Independent auditors' report
to the members of
Ordinary Lifestyles

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Chinwe Jennifer Daniel FCCA DChA
Senior Statutory Auditor

for and on behalf of

Slade & Cooper Limited
Statutory Auditors
Beehive Mill
Jersey Street
Manchester
M4 6JG

Date: 01 December 2023

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	151	-	151	40
Charitable activities:	4	2,074,603	210,213	2,284,816	2,157,788
Investments	5	490	-	490	140
Total income		2,075,244	210,213	2,285,457	2,157,968
Expenditure on:					
Charitable activities:	6	2,113,924	217,578	2,331,502	2,068,946
Total expenditure		2,113,924	217,578	2,331,502	2,068,946
Net income / (expenditure) before net gains / (losses) on investments		(38,680)	(7,365)	(46,045)	89,022
Net income / (expenditure) for the year	8	(38,680)	(7,365)	(46,045)	89,022
Transfer between funds		(7,365)	7,365	-	-
Net movement in funds for the year		(46,045)	-	(46,045)	89,022
Reconciliation of funds					
Total funds brought forward		1,014,129	-	1,014,129	925,107
Total funds carried forward		968,084	-	968,084	1,014,129

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.
Prior year SOFA is shown on the last page.

Ordinary Lifestyles
Company number 3175855
Balance sheet as at 31 March 2023

	Note	2023	2022
		£	£
Fixed assets			
Tangible assets	13	682	802
Total fixed assets		682	802
Current assets			
Debtors	14	314,299	265,879
Cash at bank and in hand	15	832,174	924,963
Total current assets		1,146,473	1,190,842
Liabilities			
Creditors: amounts falling due in less than one year	16	(179,071)	(177,515)
Net current assets		967,402	1,013,327
Total assets less current liabilities		968,084	1,014,129
Net assets		968,084	1,014,129
The funds of the charity:			
Restricted income funds	17	-	-
Unrestricted income funds	18	968,084	1,014,129
Total charity funds		968,084	1,014,129

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 20 to 38 form part of these accounts.

Approved by the trustees on 16/11/2023 and signed on their behalf by:

Maggie Dickinson (Chair)

Elayne Rushton (Trustee)

Ordinary Lifestyles
Statement of Cash Flows
for the year ending 31 March 2023

	Note	2023 £	2022 £
Cash provided by / (used in) operating activities	21	(93,279)	(186)
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		490	140
Cash provided by / (used in) investing activities		490	140
Increase/(decrease) in cash and cash equivalents in the year		(92,789)	(46)
Cash and cash equivalents at the beginning of the year		924,963	925,009
Cash and cash equivalents at the end of the year		832,174	924,963

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Ordinary Lifestyles meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance of 15 per annum in all cases.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

k Debtors

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.

l Cash at bank and in hand

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.

m Creditors and provisions

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.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

o Pensions

Employees of the charity are entitled to join a defined contribution scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2023 £
Donations	151	-	151
Total	151	-	151
Previous reporting period	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2022 £</i>
<i>Donations</i>	40	-	40
Total	40	-	40

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2023 £
Funding			
Home Support Services	2,072,131	-	2,072,131
Individual Service Fund	-	210,213	210,213
Total Funding	2,072,131	210,213	2,282,344
Miscellaneous Income			
Other income	2,472	-	2,472
Total	2,074,603	210,213	2,284,816
Previous reporting period	Unrestricted £	Restricted £	Total 2022 £
Funding			
Home Support Services	1,904,815	-	1,904,815
Individual Service Fund	-	203,164	203,164
Total Funding	1,904,815	203,164	2,107,979
Miscellaneous Income			
Other income	49,809	-	49,809
Total	1,954,624	203,164	2,157,788

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

5	Investment income			
	Current reporting period	Unrestricted £	Restricted £	2023 £
	Income from bank deposits	490	-	490
		490	-	490
	Previous reporting period	Unrestricted £	Restricted £	2022 £
	Income from bank deposits	140	-	140
		140	-	140
6	Analysis of expenditure on charitable activities			
	Current reporting period	Total 2023 £	Total 2022 £	
	Staff costs	2,176,078	1,928,753	
	Client expenses	28,691	20,378	
	Governance costs (see note 7)	22,870	21,964	
	Support costs (see note 7)	103,863	97,851	
		2,331,502	2,068,946	
		2023 £	2022 £	
	Restricted expenditure	217,578	212,543	
	Unrestricted expenditure	2,113,924	1,856,403	
		2,331,502	2,068,946	

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

7 Analysis of governance and support costs

Current reporting period	Support £	Governance £	Total 2023 £
Running costs	51,315	-	51,315
Other staff costs	9,102	-	9,102
Recruitment	9,004	-	9,004
Training	13,915	-	13,915
Premises	20,407	-	20,407
Depreciation	120	-	120
Audit and accountancy fees	-	6,678	6,678
Trustee Expenses	-	818	818
Legal and professional	-	15,374	15,374
	103,863	22,870	126,733
 Previous reporting period	 Support £	 Governance £	 Total 2022 £
<i>Running costs</i>	46,672	-	46,672
<i>Other staff costs</i>	9,673	-	9,673
<i>Recruitment</i>	6,188	-	6,188
<i>Training</i>	14,514	-	14,514
<i>Premises</i>	20,662	-	20,662
<i>Depreciation</i>	142	-	142
<i>Audit and accountancy fees</i>	-	6,678	6,678
<i>Trustee Expenses</i>	-	212	212
<i>Legal and professional</i>	-	15,074	15,074
	97,851	21,964	119,815

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

8 Net income / (expenditure) for the year

This is stated after charging/(crediting):	2023 £	2022 £
Depreciation	120	147
Operating lease rentals:		
Property	19,061	19,387
Auditor's remuneration - audit fees	3,400	3,150
Auditor's remuneration - accountancy fees	2,610	2,415

9 Staff costs

Staff costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	1,928,036	1,738,859
Social security costs	171,498	145,247
Pension costs	76,544	65,959
Non-contractual gift	-	(21,312)
	2,176,078	1,928,753

No employees has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 81.5 (2022: 81.58).

The average full time equivalent number of staff employed during the period was 59.57 (2022: 59.25).

The key management personnel of the charity comprise the Chief Executive Officer, Registered Manager, Training Manager, Finance & Administration Manager and Deputy Manager.

The total employee benefits of the key management personnel of the charity were £221,424 (2022: £175,606).

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2022: Nil).

One (No) trustees received travel and subsistence expenses during the year of £154 (2022:£nil).

Three members of the Management Committee is closely related to a beneficiary of the charity (2022: three).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

11 Government grants

The government grants recognised in the accounts were as follows:

	2023 £	2022 £
Manchester City Council	1,278,274	1,165,500
Manchester CCG	294,527	266,027
Trafford MBC	129,718	145,702
Dorset County Council	16,374	8,948
	1,718,893	1,586,177

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

13 Fixed assets: tangible assets

Cost	Total £
At 1 April 2022	3,675
Additions	-
Disposals	-
At 31 March 2023	3,675
Depreciation	
At 1 April 2022	2,873
Charge for the year	120
Disposals	-
At 31 March 2023	2,993
Net book value	
At 31 March 2023	682
<i>At 31 March 2022</i>	802

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

14 Debtors

	2023 £	2022 £
Trade debtors	290,598	251,344
Other debtors	5,279	1,950
Prepayments and accrued income	18,422	12,585
	314,299	265,879

15 Cash at bank and in hand

	2023 £	2022 £
Cash at bank and on hand	832,174	924,963
	832,174	924,963

16 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	8,314	9,281
Other creditors and accruals	170,757	168,234
	179,071	177,515

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

17 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Individual Service Fund	-	210,213	(217,578)	7,365	-
Total	-	210,213	(217,578)	7,365	-
Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Individual Service Fund	3,420	203,164	(212,543)	5,959	-
Total	3,420	203,164	(212,543)	5,959	-

Name of restricted fund	Description, nature and purposes of the fund
-------------------------	--

Individual Service Fund – this allows an individual to choose a provider manage their personal budget rather than the local authority. This provides the individual with choice and control of their support without having to manage their monies themselves.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

18 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	737,129	2,071,068	(2,030,140)	(4,628)	773,429
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	2,000	4,176	(5,773)	1,597	2,000
Investment in Community Allotment	20,000	-	(14,666)	14,666	20,000
Investment in Media project	5,000	-	-	(5,000)	-
Provision of additional Personal Protective Equipment in light of COVID-19	5,000	-	-	(5,000)	-
Provision for potential/ongoing voids	150,000	-	-	-	150,000
Investment in the development/upgrade of IT and telephone systems	5,000	-	(2,345)	-	2,655
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	70,000	-	(61,000)	(9,000)	-
	<u>1,014,129</u>	<u>2,075,244</u>	<u>(2,113,924)</u>	<u>(7,365)</u>	<u>968,084</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

18 Analysis of movement in unrestricted funds (continued)

Previous reporting period	Balance at 1 April 2021	Income	Expenditure	Transfers	As at 31 March 2022
	£	£	£	£	£
General fund	654,525	1,954,498	(1,774,384)	(97,510)	737,129
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion	2,480	306	(1,310)	524	2,000
Investment in Community	16,026	-	(14,070)	18,044	20,000
Investment in Media project	5,000	-	-	-	5,000
Provision of additional Personal Protective Equipment in light of COVID-19	5,000	-	-	-	5,000
Provision of additional COVID-19 leave for employees (2 weeks)	21,757	-	(21,757)	-	-
Provision for potential/ongoing voids	150,000	-	-	-	150,000
Investment in the development/upgrade of IT and telephone systems	3,825	-	(1,808)	2,983	5,000
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	43,074	-	(43,074)	70,000	70,000
	<u>921,687</u>	<u>1,954,804</u>	<u>(1,856,403)</u>	<u>(5,959)</u>	<u>1,014,129</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

18 Analysis of movement in unrestricted funds (continued)

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	For all other contingencies
Gap funding	A buffer for late payments of invoices and a contingency for shortfalls in funding.
Continuation of social inclusion activities and volunteers support	To continue the delivery of the organisation's two workshops throughout the year.
Investment in the development/upgrade of IT and telephone systems	To improve outdated office systems.
Investment in Community Allotment	To continue to provide and maintain an allotment space for individuals to attend and be involved in the planting/growing and ongoing maintenance of the plot.
Investment in Media Project	Project established to engage, enable and assist supported individuals to make and produce a series of short films
Provision for potential/ongoing voids	Provision for potential/ongoing voids.
Provision of additional Personal Protective Equipment in light of COVID-19	A buffer for increased costs in order to source and provide extraordinary levels of PPE ensuring as far as possible the safety of employees and supported individuals
Provision of additional COVID-19 leave for employees (2 weeks)	Provision for additional pay for employees for COVID related absences
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	Additional salary cost required in order to ensure that any new or existing support staff member are paid in line with the Manchester Living Wage as a minimum.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

19 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	682	-	-	682
Net current assets/(liabilities)	772,747	194,655	-	967,402
Total	773,429	194,655	-	968,084
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	802	-	-	802
Net current assets/(liabilities)	806,327	207,000	-	1,013,327
Total	807,129	277,000	-	1,014,129

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2023 (continued)

20 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as

	Property	
	2023	2022
	£	£
Less than one year	16,156	16,156
One to five years	2,693	18,848
	18,849	35,004

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2023	2022
	£	£
Net income / (expenditure) for the year	(46,045)	89,022
Adjustments for:		
Depreciation charge	120	147
Dividends, interest and rents from investments	(490)	(140)
Decrease/(increase) in debtors	(48,420)	(96,432)
Increase/(decrease) in creditors	1,556	7,217
Net cash provided by / (used in) operating	(93,279)	(186)

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	40	-	40	4,766
Charitable activities:	4	1,954,624	203,164	2,157,788	1,874,402
Investments	5	140	-	140	246
Total income		1,954,804	203,164	2,157,968	1,879,414
Expenditure on:					
Charitable activities:	6	1,856,403	212,543	2,068,946	1,793,578
Total expenditure		1,856,403	212,543	2,068,946	1,793,578
Net income / (expenditure) before net gains / (losses) on investments		98,401	(9,379)	89,022	85,836
Net income / (expenditure) for the year	8	98,401	(9,379)	89,022	85,836
Transfer between funds		(5,959)	5,959	-	-
Net movement in funds for the year		92,442	(3,420)	89,022	85,836
Reconciliation of funds					
Total funds brought forward		921,687	3,420	925,107	839,271
Total funds carried forward		1,014,129	-	1,014,129	925,107

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

ORDINARY LIFESTYLES

England & Wales - Charity number 1058340

Accounts

Company number: 03175855

Charity Number: 1058340

Ordinary Lifestyles

Report and financial statements

For the year ended 31st March 2022

Ordinary Lifestyles
Reference and administrative information
for the year ended 31st March 2022

Company number 3175855

Charity number 1058340

Registered office and operational address

Ivy Mill Business Centre, Crown Street, Failsworth, Manchester, M35 9BG

Management Committee

Management committee members, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Suzanne Harrison Treasurer (resigned 19th May 2022)

Joyce Beard

Maggie Dickinson

Elayne Rushton

Sukhbir Singh

Om Aggarwal

Robert Sprott

Ella Blackwell

Secretary Vikki Morgan

Key management

personnel	Clodagh McGurrin	CEO/Registered Manager
	Jemma Cowburn	Registered Manager
	Kathy McIver	Training and Development Manager
	Vikki Morgan	Finance and Administration Manager
	Nic Murphy	Deputy Manager

Bankers

Barclays Bank plc (2 accounts)

Manchester City Office Branch, PO Box 357, 51 Mosely Street, Manchester, M60 2AU

Santander (Manchester)

130 Market Street, Piccadilly Gardens, Manchester, M60 1AY

Nat West

354a Hollinwood Avenue, New Moston, Manchester, M40 0NW

Ordinary Lifestyles
Report of the Management Committee
for the year ended 31st March 2022

Yorkshire Bank

The Chancery, 58 Spring Gardens, Manchester, M2 1YB

Auditors

Slade & Cooper Limited

Beehive Mill, Jersey Street, Ancoats, Manchester. M4 6JG

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2022

The Management Committee present their report and the audited financial statements for the year ended 31st March 2022. Included within the Management Committee's report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Ordinary Lifestyle's broad objective is to provide supported living services for adults with learning difficulties, acquired brain/head injuries and/or physical disabilities (including young people in transition from children's services), to enable them to lead valued and independent lives in their own homes and to be part of a local community of their choice, irrespective of their disability. People who receive a support service from Ordinary Lifestyles may also have physical and sensory impairment; they may also have behavioural support needs and/or mental ill health.

The organisation is established for exclusively charitable purposes and for public benefit. The communities Ordinary Lifestyles presently provides services for are Manchester and Trafford. Ordinary Lifestyles is a 'family-led' organisation in that families are involved by inviting them to serve on the Management Committee and by participating in the development of the individual services which are set up for the adults with disabilities. It is not a 'self-help' group and services are not specific to members of certain families. The facilities of the charity are available to all adults with a learning/physical disability based upon need and the organisation's ability to meet those needs. The charity operates a Selection Policy with the object that those who will derive most benefit from the charity are all potential beneficiaries. A Trustee may receive a benefit from the charity in the capacity of a beneficiary.

In this report the Trustees have reviewed the aims, objectives and activities of the charity. In examining the achievements and outcomes during the period under review, the Trustees confirm the success of each key activity and the benefits the charity has brought to those people it is set up to help. The review also helps the Trustees to ensure the charity's work remains focused on its stated purposes.

Our aim is to continue to provide services to adults with learning difficulties which are reflective of relevant quality standards.

The organisation will assist adults with disabilities to seek and organise their funding to meet their assessed needs, to find appropriate housing in their local area and provide paid staff who will support individuals according to their personal needs and wishes. We will aim to ensure that the people we support:

- Lead lives which are as full and active as they wish
- Exercise as much choice and control as possible over how they lead their lives
- Live in keeping with their own cultural, religious or family background
- Have sufficient staff support to ensure both quality of life and safety
- Are not excluded from services due to lack of finance

As a family-involved organisation we respect the step towards independence taken by each individual who wishes to move into their own home and we also respect their continuing relationship with their family. Our role is to support the person with disabilities and their parents as all concerned take on an altered set of responsibilities. We work with each individual and those who know them best, in order to identify where they wish to live, who they wish to live with and what sort of support they require from their staff. We aim to build services around the individual which are flexible and capable of changing over time as people's lives change.

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As well as the continued provision of our traditional 24-hour 'Virtual' Individual Budget services, Ordinary Lifestyles will provide direct payment services, manage Individual Service Funds and offer a 'Brokerage' service to support individuals to set up and manage their own services using Individual Budgets. We also facilitate community social activity groups which are universally open to everyone interested in taking part.

Currently we offer a Manchester city-wide service as well as providing some services in Trafford, which are available equally to all people with learning disabilities (sometimes more complex needs) and their families across the two authorities. In future we plan to open our perimeters to offer services incorporating people in the whole of the Greater Manchester area as well. We operate an Equal Opportunities policy and a Selection Policy, which means that our services are available on the basis of need and our ability to meet those needs. No-one is excluded because of background, race, faith, gender, sexuality or ability to pay.

We do this by maintaining each person's own chosen team of support workers so that there can be strong relationships and a high level of understanding of the person's support needs. We try to build up a network of bank workers who know the individuals' so that there will be continuity of support without relying on agency support. The services are developed around the individuals rather than having to fit into the structure of the organisation.

Ordinary Lifestyles has clear strategies and direction. We keep abreast of current trends and opportunities. We regularly review our effectiveness through internal and external monitoring meetings and inspections. We set clear priorities relevant to our purpose and mission. There is a very strong sense of values underpinning all our work, led by families and very committed management personnel. All of the services and activities fit together well into the strategy. We regularly review our written plans, updating our Business Plan, to ensure that our objectives are realistic, achievable and are specific to what the organisation and the individuals we support want to achieve. Our financial planning is set in line with these priorities.

Structure, governance and management

Governing document

The charity is a company limited by guarantee (number 3175855) and was first registered on 20th March 1996. It was registered as a charity on 30th September 1996 (number 1058340). Its governing document is by way of Memorandum and Articles of Association which was last updated in July 2012.

None of the Trustees has any beneficial interest in the company. All Trustees are members of the company which entitles them to voting rights only. The Trustees guarantee to contribute £1 to the charity's assets in the event of wind up.

Ordinary Lifestyles currently discharges its objectives through the regulated provision of Supported Living Services within the provisions of The Social Care Act 2014. The independent regulatory body responsible for inspection of our services is The Care Quality Commission.

There are regular Board meetings to review and govern the business. We have a Governance checklist and a number of guidance documents including a Trustee's Handbook, which are used to ensure that the committee discharges their responsibilities well. The Senior Management Team report and account to the Board concerning the agreed Business Plan and strategic direction of the company. The reports typically illustrate what is working well, what Ordinary Lifestyles needs to do to improve and alerting the Trustees to any potential risk, advising how such risks can be managed. Overall, the reporting structure monitors progress of the Business Plan and ensures that we remain true to our values and beliefs.

Ordinary Lifestyles
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Recruitment and appointment of Trustees

New Trustees are appointed or reappointed by the existing Trustees. Trustees of the charity are also Company Directors for the purposes of company law and are also 'members' of the company. All Trustees are unpaid and offer their time on a voluntary basis. Expenses are paid and are set out in note 9 to the accounts.

It is the company's view that parents and the people with learning disabilities have valuable and pertinent knowledge about the proposed activities of the charity and as such, their contribution as Trustees is important. It is not proposed that the entire management group is made up of parents or people with disabilities, but it is felt important that there is at least some representation. Any conflicts of interest are clearly prohibited by the Companies Act and further enhanced by Article 11.1.3 of our Articles of Association. A Trustee must withdraw from decision-making where a conflict of interest may arise.

There is a process of application that includes taking references, undertaking background checks such as Disclosure Barring Service (DBS), attending/observing relevant information seeking/giving and Board meetings. The applicant receives all relevant information about the organisation, Trustee Role Description, Guidance on Trustee responsibilities and Trustee National Occupational Standards and Code of Conduct. This is further supported with verbal information from the Chair of Trustees and experienced Trustees, as well as from the Senior Management Team.

The Board, who will all meet the prospective Trustee prior to their appointment, then discuss the applicant's suitability. The Trustees will then vote to appoint or not, at the next Board meeting.

Trustees are chosen for their variety of skills, capability and depth of experience needed for effective governance combined with their values, philosophy and passion for the charity's objects.

Induction and training of Trustees:

We have reviewed and improved our recruitment process and procedures, induction and training and have developed a Handbook for Trustees.

All new Trustees receive basic induction into their roles and responsibilities. We have an induction pack and check list. The main documents used for induction purposes are Ordinary Lifestyles Roles and Responsibilities of Trustees and Officers, our Trustees Role Descriptions, publications about good governance and information from the Charities Commission and other networks. The checklist takes the new Trustee through a familiarisation process with all the areas of the companies' operations. We are aware that expansion, along with changes and proliferation of new legislation and funder's requirements, has all made the job of the Trustee more complex and demanding. We are continually seeking more in-depth training incorporating all areas of our operations including such topics as new developments, legislation and employment issues.

Organisational structure

The Trustees are responsible for the overall management and control of the company. At the regular committee meetings the Trustees agree broad strategies and areas of activity for the charity including finance and risk management, policy and performance. The day-to-day operation and administration is managed by the paid management personnel, who regularly report their work to the Trustees.

The charity operates within a framework of policies for strategic development and quality assurance. These policies cover areas of our activities such as Finance Control, Equal Opportunities, Health and Safety, Quality Assurance and Personnel. During the year, a number of these policies have been reviewed and updated to ensure that they meet the requirements of new legislation, the 'outcomes' set out in the Essential Standards of Quality and Safety and also the requirements of our funders. Quality assurance is a major area of work and is ongoing.

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Report of the Management Committee

for the year ended 31st March 2022

As well as the Senior Management Team, the charity currently employs 14 teams of Support Workers to give 24-hour support to 22 people and 176 hours support to other people with disabilities living in their own homes across Manchester and Trafford to enable them to continue to maintain their homes, their health and a range of activities in their communities. The company employs approximately 71 permanent staff and 7 casual bank workers.

Team Leaders, in consultation with the individuals, their families and other interested parties oversee the day-to-day organisation of these services. The CEO/Registered Managers, Finance and Administration Manager and Training and Development Manager are office based and they monitor and lead the work of the teams. They are supported by one part-time administrator. The voluntary Management Committee has ultimate responsibility for the organisation as a whole. Of the seven Trustees, three are family members of three individuals we support and another previously received support and now lives more independently.

Remuneration Policy

Ordinary Lifestyles has a written Remuneration Policy for key management personnel which states that benchmarking is carried out to establish parity of Ordinary Lifestyles senior staff with the salaries of similar organisations within the sector, of similar size and which are similarly run. Salaries will normally increase with average earnings. Adjustments to salaries can be made for carrying out additional responsibilities.

In addition to the internal decision-making, monitoring and review described above, the organisation is subject to external monitoring from various sources:

- The Care Quality Commission
- Manchester City Council
- Trafford Council
- Manchester Clinical Commissioning Group (CCG)

Wider networks include membership of BILD (British Institute of Learning Disabilities) and Charity Trustee networks. We attend Independent Provider consultation meetings facilitated by MCC and Trafford Adult Social Care Services and continue to network with members of the now disbanded Federation of North West family led Supported Living Groups. A new Network of Registered Managers meetings are also attended.

Achievements and performance

In reviewing our activities and planning for the future, the Trustees have referred to the guidance contained in the Charity Commission's general guidance and confirm that we have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the requirement to further our charities purposes for public benefit. We have reviewed the Strategic Action Plan (SAP) to measure progress and also the major organisational risks.

We have continued to work towards the actions identified in our 2019-2022 Strategic Action Plan and drafted a new plan for 2022 to 2025. This will continue to be updated on a quarterly basis and a red, amber, green (RAG) rating system is used to show how well we are performing in relation to the targets set. The SAP working group meets twice a year to review progress and prioritise actions.

The Senior Management Team have provided maternity cover for the Registered Manager with the appointment of a Deputy Manager. We have reviewed our responsibilities in preparation for the return of the Registered Manager in June 2022. Regular management meetings are held to plan and develop their work and to provide the Trustees with robust quarterly management reports.

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We have been particularly active in the delivery of staff training this year. A total of 1,108 hours of training was completed by individual staff during 2021/22, double the figure for 2020/21. This reflects a backlog of training which was difficult to provide during the lockdown period, which staff have now largely caught up on. More than half of the training provided has been face-to face, the rest has been live online via ZOOM. We have continued to provide a varied mix of mandatory training, alongside specialist training from guests who we have welcomed to Ordinary Lifestyles. This has included 'Signalong' training; two Autism events delivered by 'experts by experience'; Mouthcare training from Community Dental Services and Falls Prevention training for staff where this was relevant. For the first time this year, we also supported a young person who joined us as an Apprentice, offering her a structured programme of work experience and training.

Celebrating outstanding work by our staff, particularly during the pandemic, has continued to be a priority. Employees were rewarded for particular achievements and successes in line with our Reward and Recognition Policy. We also acknowledged the long service of 2 employees who reached their 10-year milestone with us, and 1 employee has achieved 20 years.

Other achievements during the period under review have included:

- The redesign of the organisation's website and started to explore increased use of social media platforms
- Became a Living Wage employer and joined the Living Wage Foundation
- Started to implement Nourish Care Management Software
- Used external support to begin to explore technology and how we can support people to use technology in creative ways
- Had a positive annual Investors in People review
- Started GOLD Saturdays, a monthly disco night, to create more social opportunities for the people we support and their friends
- Set up a new service providing support to a student from Dorset so that he could attend the British Institute of Modern Music and pursue his dream of being a song writer
- Successfully recruited and inducted 11 new Support Workers and a new administration worker
- Continued provision, and development, of our community allotment project, which has provided people with a safe outdoor space to socialise during the pandemic
- Adapted our plans to have a covid secure Christmas celebration which included afternoon tea and talent show
- Continued our working groups for Person Centred Reviews, the Strategic Action Plan and CQC
- Continued to facilitate online activities for individuals, including regular Tuesday night bingo sessions and disco nights, in an effort to reduce isolation and generally keep spirits up!
- Continued to respond proportionately to the covid-19 situation, managing risks whilst also considering the implications of mental health and best interests
- Continued to provide incentives for covid testing to ensure the safety of both supported individuals and staff

Plans for the future

The Trustees intend to continue the current strategy of maintaining and developing our presence and good reputation as a trusted provider of high-quality services and support for families at a competitive price with the needs of the individuals' remaining paramount. We will do this by maintaining an environment where everybody's energy and creativity is focused on getting better lives for people where they are part of a wider network of friends, neighbours and family.

We will start to work through the new Strategic Action Plan covering the period 2022-2025.

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We will continue to plan our funding requirements for long term security. We view it as a priority to identify advocacy and any other support for people in danger of losing or encountering funding cuts whilst remaining aware of our duty to the taxpayers.

We do not envisage expansion on a grand scale, as we believe remaining relatively small sits well with our values. We will review our policy of not tendering for services, although we believe that individuals and their families should have a choice of provider, due to the local authority policies we recognize this may be necessary.

Other ideas which we have agreed to work on in future are listed below:

- To be more proactive in business development across the GMCA
- To develop a Health and Wellbeing group with our trained Mental Health First Aiders taking an active part
- To safely restart our cooking group in a covid secure way
- To achieve the 'Outstanding' rating by CQC
- To implement our investment policy and invest our reserves wisely
- To review the salary scales to ensure appropriate levels are in place, within funding constraints available, to recognise the value of staff and be an attractive organisation to be employed by
- To continue to improve our administrative functions to ensure efficiency and effectiveness in order to aid high standards of service delivery
- Continued roll out of the implementation of Nourish Care Management Software across the organisation.
- To continue to strive to improve communication throughout all levels of the organisation
- To explore the use of technology and how it can be used to improve support delivered within Ordinary Lifestyles
- To continue to incorporate/strengthen our values in all that we do
- To continue the process of carrying out person centred reviews, on an agreed timescale, for all individuals receiving 24-hour support who wish to have them
- To offer person centred reviews to all supported individuals within Ordinary Lifestyles and offer to provide this service externally as situations arise.
- To appoint a treasurer and arrange more training for the Board of Trustees on the roles and responsibilities of Trustees and matters of governance enabling them to fulfil their roles effectively

Financial review

With the exception of investment income **all** other income received in 2021/22 was applied to supporting the organisation's main activity, being the provision of support living services for adults with learning disabilities, acquired head injuries and/or physical disabilities. Income was received from the following sources in the period reported on:

- Manchester City Council
- Manchester Clinical Commissioning Group
- Oldham Council
- Trafford Metropolitan Borough Council
- Contributions from individuals' benefits to include Individual Budgets, Individual Service Funds, Direct Payments and a small amount of private funding
- Sundry income

The Statement of Financial Activities for the year ended 31st March 2022 shows that the total reserves of the charity at the end of the year was £1,014,129, none of which are restricted. Trustees have designated reserves of £277,000 which includes provisions for any Personal Protective Equipment (PPE) costs associated with COVID-19, the continuation of reinstated social inclusion activities, a contingency for

Ordinary Lifestyles

Report of the Management Committee

for the year ended 31st March 2022

potential voids, continued investment in improved telephony/IT systems and our media and community allotment initiatives – as well as a provision to enable a review of the salaries of support staff in line with the Real Living Wage. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. Those relating to reviewed salaries are likely, if implemented, to be realised between November 2022 and March 2023.

In comparison to the previous financial year there was an increase in both income, of approximately 14.82%, and expenditure of approximately 15.35%. The increase in income reflected inflationary increases in funding received for services along with additional funding received relating to the COVID pandemic, for example Infection Control Fund monies awarded to organisations within the care sector to cover additional expenditure incurred, for example increased PPE costs. A review of salaries paid to support staff took place during the year to recognise the fantastic work and commitment shown; this was a contributing factor to the increase in expenditure when compared with previous years. In addition activities which had previously been halted due to the pandemic were able to resume which impacted spending.

The above explains the surplus in the year of £89,022. This has further bolstered the reserves of the charity from £925,107 to £1,014,129 which is an increase of 9.6%. Trustees remain satisfied that the level of reserves maintained meets the requirements of our Reserves Policy in relation to four months' operating costs.

As with previous years the challenge to succeed in securing our hourly rate with one of the local authorities we work with remains and continues to be furthered until a resolution is found. This relates to only one or two services. A review of the rate the organisation charges will take place in preparation for the financial year 2023/24 in order to ensure full cost recovery is achievable in all of our services.

The financial performance of the organisation continues to be monitored closely by the Finance and Administration Manager who then reports quarterly to the Finance Sub-Committee and to the Board of Trustees.

Risk management

The Trustees regularly review the risks to which the charity is exposed, in particular those related to the operations and finance of the charity and ensure that, as far as possible, systems are in place to mitigate our exposure to those risks. The Trustees agreed the Organisational Risk Management Plan and Business Continuity Policy and Procedures in August 2021.

The Senior Management Team, who report directly to the board of Trustees, review major risks on a day-to-day basis. The key controls used by the charity include formal agendas and minutes for all Board meetings, clear authorisation/approval limits/levels for senior management, comprehensive strategic planning, budgeting, management reporting and accounting and written policies and procedures.

Ordinary Lifestyles manages risks by employing suitably qualified and experienced staff at each level in the charity. This is enhanced by providing appropriate training and supporting continual professional development. In addition, the development, review and implementation of policies and procedures, regular risk assessment, monitoring of key areas and having a contingency/continuity plan to cope with the possible impact of the main organisational risks.

Risks to recruitment and retention of staff within the sector are ever present. Although at Ordinary Lifestyles, for now, we do have a 'low turnover.' The main reasons for this are that we have a culture which encourages staff to build close supportive relationships with both the person they support and management personnel and therefore they report a high degree of commitment to their role and to the organisation.

Ordinary Lifestyles invests in a consultant to provide advice and guidance about systems, procedures and

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insurance protection for any employment and health and safety concerns. The Charity has comprehensive insurance to cover a range of potential risks such as Trustee and Officers Professional Indemnity.

The Board of Trustees is satisfied that the major risks have been identified and are adequately mitigated where necessary. It is recognised that systems and internal controls can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Reporting Serious Incidents – declaration to Annual Report (Statement)

Ordinary Lifestyles Trustees believe they have taken all reasonable steps to assess and manage risks associated with the activities of the Charity, beneficiaries, work and reputation. In this regard the Trustees declare that there are no serious incidents or other matters relating to the Charity concerning the previous financial year which have not already been brought to the attention of The Charity's Commission.

Reserves policy

The Trustees have reviewed the charity's requirements for reserves with regard to the main risks to the organisation and have concluded that the present level of £1,014,129 is sufficient in relation to the present size of its operations should there be any drop in funding until contingency plans could be made. Of the £1,014,129 available Trustees have designated reserves of £277,000 for the financial year 2022/23. As stated above these are designated for any Personal Protective Equipment (PPE) costs associated with COVID-19, the continuation of reinstated social inclusion activities, a contingency for potential voids, continued investment in improved telephony/IT systems and our media and community allotment initiatives – as well as a provision to enable a review of the salaries of support staff in line with the Real Living Wage. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. Those relating to reviewed salaries are likely, if implemented, to be realised between November 2022 and March 2023. The balance represents in excess of 4 months running costs and a level of reserves that the Trustees consider necessary to provide for:

General operating costs:

- Voids which can result in long term loss of fees
- Fluctuations in cash flow and to be able to meet budgeted expenditure for 1 year
- Office equipment, lease contract agreements
- Possible redundancies
- Employment issues
- Governance
- Marketing

Asset purchase and improvement e.g.:

- Expenditure on capital improvements
- Renewals and maintenance
- Development provision – investment in new technologies
- Training fund

Statement of responsibilities of the management committee

The Management Committee (who are also directors of Ordinary Lifestyles for the purposes of company law) are responsible for preparing the management committee's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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Company law requires the management committee 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the management committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Management Committee are responsible for keeping proper 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.

FOR AUDITS ONLY

In so far as the management committee are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware
- The management committee have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The management committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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Auditors

Slade & Cooper Ltd were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The management committee' annual report has been approved by the management committee on 10/11/2022 and signed on their behalf by

Name: Maggie Dickinson

Title: Chairperson

Independent auditors' report
to the members of
Ordinary Lifestyles

Opinion

We have audited the financial statements of Ordinary Lifestyles (the 'charitable company') for the year ended 31 March 2022, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is 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 Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine

whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 16, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- enquiry of management and those charged with governance around actual and potential litigation and claims.
- enquiry of the charity's staff, management and those charged with governance to identify any instances of non-compliance with laws and regulations.
- reviewing minutes of meetings of those charged with governance.
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Chinwe Jennifer Daniel FCCA DChA
Senior Statutory Auditor

for and on behalf of

Slade & Cooper Limited
Statutory Auditors
Beehive Mill
Jersey Street
Manchester
M4 6JG

Date: 07/12/2022

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	40	-	40	4,766
Charitable activities:	4	1,954,624	203,164	2,157,788	1,874,402
Investments	5	140	-	140	246
Total income		1,954,804	203,164	2,157,968	1,879,414
Expenditure on:					
Charitable activities:	6	1,856,403	212,543	2,068,946	1,793,578
Total expenditure		1,856,403	212,543	2,068,946	1,793,578
Net income/(expenditure) before net gains/(losses) on investments		98,401	(9,379)	89,022	85,836
Net income/(expenditure) for the year	8	98,401	(9,379)	89,022	85,836
Transfer between funds		(5,959)	5,959	-	-
Net movement in funds for the year		92,442	(3,420)	89,022	85,836
Reconciliation of funds					
Total funds brought forward		921,687	3,420	925,107	839,271
Total funds carried forward		1,014,129	-	1,014,129	925,107

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.
Prior year SOFA is shown on the last page.

Ordinary Lifestyles
Company number 3175855
Balance sheet as at 31 March 2022

	Note	2022	2021
		£	£
Fixed assets			
Tangible assets	13	802	949
Total fixed assets		802	949
Current assets			
Debtors	14	265,879	169,447
Cash at bank and in hand	15	924,963	925,009
Total current assets		1,190,842	1,094,456
Liabilities			
Creditors: amounts falling due in less than one year	16	(177,515)	(170,298)
Net current assets		1,013,327	924,158
Total assets less current liabilities		1,014,129	925,107
Net assets		1,014,129	925,107
The funds of the charity:			
Restricted income funds	17	-	3,420
Unrestricted income funds	18	1,014,129	921,687
Total charity funds		1,014,129	925,107

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 20 to 38 form part of these accounts.

Approved by the trustees on 10/11/2022 and signed on their behalf by:

Maggie Dickinson (Chair)

Elayne Rushton (Trustee)

Ordinary Lifestyles
Statement of Cash Flows
for the year ending 31 March 2022

	Note	2022 £	2021 £
Cash provided by/(used in) operating activities	21	(186)	126,014
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		140	246
Cash provided by/(used in) investing activities		140	246
Increase/(decrease) in cash and cash equivalents in the year		(46)	126,260
Cash and cash equivalents at the beginning of the year		925,009	798,749
Cash and cash equivalents at the end of the year		924,963	925,009

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Ordinary Lifestyles meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance of 15 per annum in all cases.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

k Debtors

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.

l Cash at bank and in hand

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.

m Creditors and provisions

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.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

o Pensions

Employees of the charity are entitled to join a defined contribution scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2022 £
Donations	40	-	40
Total	40	-	40
Previous reporting period	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2021 £</i>
<i>Donations</i>	<i>7</i>	<i>-</i>	<i>7</i>
<i>HMRC - furlough funding</i>	<i>4,759</i>	<i>-</i>	<i>4,759</i>
Total	4,766	-	4,766

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2022 £
Funding			
Home Support Services	1,904,815	-	1,904,815
Individual Service Fund	-	203,164	203,164
Total Funding	1,904,815	203,164	2,107,979
Miscellaneous Income			
Other income	49,809	-	49,809
Total	1,954,624	203,164	2,157,788
 Previous reporting period	 Unrestricted £	 Restricted £	 Total 2021 £
Funding			
Home Support Services	1,647,388	-	1,647,388
Disability Living Allowance	-	-	-
Individual Service Fund	-	197,677	197,677
Total Funding	1,647,388	197,677	1,845,065
Miscellaneous Income			
Other income	29,337	-	29,337
Total	1,676,725	197,677	1,874,402

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

5 Investment income			
Current reporting period	Unrestricted £	Restricted £	2022 £
Income from bank deposits	140	-	140
	140	-	140
Previous reporting period	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>2021 £</i>
<i>Income from bank deposits</i>	<i>246</i>	<i>-</i>	<i>246</i>
	246	-	246
6 Analysis of expenditure on charitable activities			
Current reporting period	Total 2022 £	Total 2021 £	
Staff costs	1,928,753	1,684,332	
Client expenses	20,378	14,895	
Governance costs (see note 7)	21,964	14,651	
Support costs (see note 7)	97,851	79,700	
	2,068,946	1,793,578	
	2022 £	2021 £	
Restricted expenditure	212,543	196,305	
Unrestricted expenditure	1,856,403	1,597,273	
	2,068,946	1,793,578	

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

7 Analysis of governance and support costs

Current reporting period	Support £	Governance £	Total 2022 £
Running costs	46,672	-	46,672
Other staff costs	9,673	-	9,673
Recruitment	6,188	-	6,188
Training	14,514	-	14,514
Premises	20,662	-	20,662
Depreciation	142	-	142
Audit and accountancy fees	-	6,678	6,678
Trustee Expenses	-	212	212
Legal and professional	-	15,074	15,074
	97,851	21,964	119,815
Previous reporting period	Support £	Governance £	Total 2021 £
<i>Running costs</i>	<i>41,879</i>	<i>-</i>	<i>41,879</i>
<i>Recruitment</i>	<i>2,205</i>	<i>-</i>	<i>2,205</i>
<i>Training</i>	<i>8,436</i>	<i>-</i>	<i>8,436</i>
<i>Premises</i>	<i>20,662</i>	<i>-</i>	<i>20,662</i>
<i>Depreciation</i>	<i>167</i>	<i>-</i>	<i>167</i>
<i>Audit and accountancy fees</i>	<i>-</i>	<i>6,360</i>	<i>6,360</i>
<i>Trustee Expenses</i>	<i>-</i>	<i>274</i>	<i>274</i>
<i>Legal and professional</i>	<i>-</i>	<i>8,017</i>	<i>8,017</i>
	79,700	14,651	94,351

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2022	2021
	£	£
Depreciation	147	167
Operating lease rentals:		
Property	19,387	19,387
Auditor's remuneration - audit fees	3,150	3,000
Auditor's remuneration - accountancy fees	2,415	2,300
	<u> </u>	<u> </u>

9 Staff costs

Staff costs during the year were as follows:

	2022	2021
	£	£
Wages and salaries	1,738,859	1,486,813
Social security costs	145,247	119,190
Pension costs	65,959	57,634
Non-contractual gift	(21,312)	20,695
Redundancy and termination costs	-	-
	<u> </u>	<u> </u>
	1,928,753	1,684,332
	<u> </u>	<u> </u>

No employees has employee benefits in excess of £60,000 (2021: Nil).

The average number of staff employed during the period was 81.58 (2021: 77.08).

The average full time equivalent number of staff employed during the period was 59.25 (2021: 52.57).

The key management personnel of the charity comprise the Chief Executive Officer, Registered Manager, Training Manager, Finance & Administration Manger and Deputy Manager.

The total employee benefits of the key management personnel of the charity were £175,606 (2021: £161,468).

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2021: Nil).

No (No) trustees received travel and subsistence expenses during the year of £Nil (2021:£nil).

Three members of the Management Committee is closely related to a beneficiary of the charity (2021: three).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2021: nil).

11 Government grants

The government grants recognised in the accounts were as follows:

	2022 £	2021 £
Manchester City Council	1,180,544	1,099,553
Manchester CCG	266,027	259,566
Trafford MBC	164,882	264,402
HMRC	-	4,759
	1,611,453	1,623,521

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

13 Fixed assets: tangible assets

Cost	Total £
At 1 April 2021	3,675
Additions	-
Disposals	-
At 31 March 2022	3,675
Depreciation	
At 1 April 2021	2,726
Charge for the year	147
Disposals	-
At 31 March 2022	2,873
Net book value	
At 31 March 2022	802
<i>At 31 March 2021</i>	949

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

14 Debtors

	2022 £	2021 £
Trade debtors	251,344	154,290
Other debtors	1,950	3,945
Prepayments and accrued income	12,585	11,212
	265,879	169,447

15 Cash at bank and in hand

	2022 £	2021 £
Cash at bank and on hand	924,963	925,009
	924,963	925,009

16 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	9,281	3,238
Other creditors and accruals	168,234	167,060
	177,515	170,298

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

17 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Individual Service Fund	3,420	203,164	(212,543)	5,959	-
Total	3,420	203,164	(212,543)	5,959	-
Previous reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Individual Service Fund	2,048	197,677	(196,305)	-	3,420
Total	2,048	197,677	(196,305)	-	3,420

Name of restricted fund	Description, nature and purposes of the fund
-------------------------	--

Individual Service Fund – this allows an individual to choose a provider manage their personal budget rather than the local authority. This provides the individual with choice and control of their support without having to manage their monies themselves.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

18 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	As at 31 March 2022 £
General fund	654,525	1,954,498	(1,774,384)	(97,510)	737,129
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	2,480	306	(1,310)	524	2,000
Investment in Community Allotment	16,026	-	(14,070)	18,044	20,000
Investment in Media project	5,000	-	-	-	5,000
Non-contractual gift for staff	-	-	-	-	-
Provision of additional Personal Protective Equipment in light of COVID-19	5,000	-	-	-	5,000
Provision of additional COVID-19 leave for employees (2 weeks)	21,757	-	(21,757)	-	-
Provision for potential/ongoing voids	150,000	-	-	-	150,000
Investment in the development/upgrade of IT and telephone systems	3,825	-	(1,808)	2,983	5,000
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	43,074	-	(43,074)	70,000	70,000
	<u>921,687</u>	<u>1,954,804</u>	<u>(1,856,403)</u>	<u>(5,959)</u>	<u>1,014,129</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

18 Analysis of movement in unrestricted funds (continued)

Previous reporting period	<i>Balance at 1 April 2020</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfers</i> £	<i>As at 31 March 2021</i> £
General fund	587,274	1,681,432	(1,484,903)	(129,278)	654,525
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion	4,001	305	(1,826)	-	2,480
Anniversary Celebrations	-	-	-	-	-
Restructure of management Team salary costs	-	-	-	-	-
Investment in Community	7,449	-	(14,423)	23,000	16,026
Investment in Media project	10,000	-	(300)	(4,700)	5,000
Non-contractual gift for staff	53,400	-	(53,400)	-	-
Provision of additional Personal Protective Equipment in light of COVID-19	15,000	-	(12,904)	2,904	5,000
Provision of additional COVID-19 leave for employees (2 weeks)	50,000	-	(28,243)	-	21,757
Provision for potential/ongoing voids	85,000	-	-	65,000	150,000
Investment in the development/upgrade of IT and telephone systems	5,099	-	(1,274)	-	3,825
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	-	-	-	43,074	43,074
	-	-	-	-	-
	<u>837,223</u>	<u>1,681,737</u>	<u>(1,597,273)</u>	<u>-</u>	<u>921,687</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

18 Analysis of movement in unrestricted funds (continued)

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	For all other contingencies
Gap funding	A buffer for late payments of invoices and a contingency for shortfalls in funding.
Continuation of social inclusion activities and volunteers support	To continue the delivery of the organisation's two workshops throughout the year.
Anniversary celebrations	To hold a celebration event to acknowledge 25 years of Ordinary Lifestyles
Restructure of management Team salary costs	Salary adjustment costs incurred in relation to the restructure of the Management Team.
Investment in the development/upgrade of IT and telephone systems	To improve outdated office systems.
Investment in Community Allotment:	To prepare and provide an allotment space for individuals to attend and be involved in the planting/growing and ongoing maintenance of the plot
Investment in Media Project:	Project established to engage, enable and assist supported individuals to make and produce a series of short films
Non-contractual gift for staff	Gift in recognition of the fantastic work employees have undertaken, during difficult circumstances, throughout the current COVID pandemic
Provision of additional Personal Protective Equipment in light of COVID-19	A buffer for increased costs in order to source and provide extraordinary levels of PPE ensuring as far as possible the safety of employees and supported individuals
Provision of additional COVID-19 leave for employees (2 weeks)	Provision for additional pay for employees for COVID related absences
Provision for potential/ongoing voids	Provision for potential/ongoing voids
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	Additional salary cost required in order to ensure that any new or existing support staff member are paid in line with the Manchester Living Wage as a minimum.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

19 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	802	-	-	802
Fixed asset investments	-	-	-	-
Net current assets/(liabilities)	736,327	277,000	-	1,013,327
Creditors of more than one year	-	-	-	-
Total	737,129	277,000	-	1,014,129
<i>Previous reporting period</i>	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total £</i>
<i>Tangible fixed assets</i>	949	-	-	949
<i>Fixed asset investments</i>	-	-	-	-
<i>Net current assets/(liabilities)</i>	696,650	224,088	3,420	924,158
<i>Creditors of more than one year</i>	-	-	-	-
<i>Total</i>	697,599	267,162	3,420	925,107

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2022 (continued)

20 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as

	Property	
	2022 £	2021 £
Less than one year	16,156	3,877
One to five years	18,848	-
	35,004	3,877
	35,004	3,877

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income/(expenditure) for the year	89,022	85,836
Adjustments for:		
Depreciation charge	147	167
Dividends, interest and rents from investments	(140)	(246)
Decrease/(increase) in debtors	(96,432)	63,404
Increase/(decrease) in creditors	7,217	(23,147)
	(186)	126,014
Net cash provided by/(used in) operating	(186)	126,014

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	4,766	-	4,766	380
Charitable activities:	4	1,676,725	197,677	1,874,402	1,767,080
Investments	5	246	-	246	635
Total income		1,681,737	197,677	1,879,414	1,768,095
Expenditure on:					
Charitable activities:	6	1,597,273	196,305	1,793,578	1,775,463
Total expenditure		1,597,273	196,305	1,793,578	1,775,463
Net income/(expenditure) before net gains/(losses) on investments		84,464	1,372	85,836	(7,368)
Net income/(expenditure) for the year	8	84,464	1,372	85,836	(7,368)
Transfer between funds		-	-	-	-
Net movement in funds for the year		84,464	1,372	85,836	(7,368)
Reconciliation of funds					
Total funds brought forward		837,223	2,048	839,271	846,639
Total funds carried forward		921,687	3,420	925,107	839,271

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

ORDINARY LIFESTYLES

England & Wales - Charity number 1058340

Accounts

Company number: 3175855

Charity Number: 1058340

Ordinary Lifestyles

Report and financial statements

For the year ended 31st March 2021

Ordinary Lifestyles
Reference and administrative information
for the year ended 31st March 2021

Company number 3175855

Charity number 1058340

Registered office and operational address

Office 14, 3rd Floor, Ivy Mill Business Centre, Crown Street, Failsworth, Manchester, M35 9BG

Management Committee

Management committee members, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Suzanne Harrison	Treasurer
Joyce Beard	
Maggie Dickinson	
Elayne Rushton	
Sukhbir Singh	
Om Aggarwal	
Robert Sprott	
Ella Blackwell	(appointed 13 th May 2021)

Secretary Vikki Morgan

Key management

personnel	Clodagh McGurrin	CEO/Registered Manager
	Jemma Cowburn	Registered Manager
	Kathy McIver	Training and Development Manager
	Vikki Morgan	Finance and Administration Manager
	Nic Murphy	Deputy Manager (effective March 2021)

Bankers Barclays Bank plc (2 accounts)
Manchester City Office Branch, PO Box 357, 51 Mosely Street, Manchester, M60 2AU

Santander (Manchester)
130 Market Street, Piccadilly Gardens, Manchester, M60 1AY

Nat West
354a Hollinwood Avenue, New Moston, Manchester, M40 0NW

Yorkshire Bank
The Chancery, 58 Spring Gardens, Manchester, M2 1YB

Auditors Slade & Cooper Limited
Beehive Mill, Jersey St, Manchester, M4 6JG

Ordinary Lifestyles
Trustees' annual report
for the year ended 31st March 2021

The management committee present their report and the audited financial statements for the year ended 31st March 2021. Included within the trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Ordinary Lifestyle's broad objective is to provide supported living services for adults with learning difficulties, acquired brain/head injuries and/or physical disabilities (including young people in transition from children's services), to enable them to lead valued and independent lives in their own homes and to be part of a local community of their choice, irrespective of their disability. People who receive a support service from Ordinary Lifestyles may also have physical and sensory impairment; they may also have behavioural support needs and/or mental ill health.

The organisation is established for exclusively charitable purposes and for public benefit. The communities Ordinary Lifestyles presently provides services for are Manchester and Trafford. Ordinary Lifestyles is a 'family-led' organisation in that families are involved by inviting them to serve on the Management Committee and by participating in the development of the individual services which are set up for the adults with disabilities. It is not a 'self-help' group and services are not specific to members of certain families. The facilities of the charity are available to all adults with a learning/physical disability based upon need and the organisation's ability to meet those needs. The charity operates a Selection Policy with the object that those who will derive most benefit from the charity are all potential beneficiaries. A Trustee may receive a benefit from the charity in the capacity of a beneficiary.

In this report the Trustees have reviewed the aims, objectives and activities of the charity. In examining the achievements and outcomes during the period under review, the Trustees confirm the success of each key activity and the benefits the charity has brought to those people it is set up to help. The review also helps the Trustees to ensure the charity's work remains focused on its stated purposes.

Our aim is to continue to provide services to adults with learning difficulties which are reflective of relevant quality standards.

The organisation will assist adults with disabilities to seek and organise their funding to meet their assessed needs, to find appropriate housing in their local area and provide paid staff who will support individuals according to their personal needs and wishes. We will aim to ensure that the people we support:

- Lead lives which are as full and active as they wish
- Exercise as much choice and control as possible over how they lead their lives
- Live in keeping with their own cultural, religious or family background
- Have sufficient staff support to ensure both quality of life and safety
- Are not excluded from services due to lack of finance

As a family-involved organisation we respect the step towards independence taken by each individual who wishes to move into their own home and we also respect their continuing relationship with their family. Our role is to support the person with disabilities and their parents as all concerned take on an altered set of responsibilities. We work with each individual and those who know them best, in order to

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identify where they wish to live, who they wish to live with and what sort of support they require from their staff. We aim to build services around the individual which are flexible and capable of changing over time as people's lives change.

As well as the continued provision of our traditional 24-hour 'Virtual' Individual Budget services, Ordinary Lifestyles will provide direct payment services, manage Individual Service Funds and offer a 'Brokerage' service to support individuals to set up and manage their own services using Individual Budgets. We also facilitate community social activity groups which are universally open to everyone interested in taking part.

Currently we offer a Manchester city-wide service and have also developed services in Trafford, which are available equally to all people with learning disabilities (sometimes more complex needs) and their families across the two authorities. In future we plan to open our perimeters to offer services incorporating people in the whole of the Greater Manchester area as well. We operate an Equal Opportunities policy and a Selection Policy, which means that our services are available on the basis of need and our ability to meet those needs. No-one is excluded because of background, race, faith, gender, sexuality or ability to pay.

We do this by maintaining each person's own chosen team of support workers so that there can be strong relationships and a high level of understanding of the person's support needs. We try to build up a network of bank workers who know the individuals' so that there will be continuity of support without relying on agency support. The services are developed around the individuals rather than having to fit into the structure of the organisation.

Ordinary Lifestyles has clear strategies and direction. We keep abreast of current trends and opportunities. We regularly review our effectiveness through internal and external monitoring meetings and inspections. We set clear priorities relevant to our purpose and mission. There is a very strong sense of values underpinning all our work, led by families and very committed management personnel. All of the services and activities fit together well into the strategy. We regularly review our written plans, updating our Business Plan, to ensure that our objectives are realistic, achievable and are specific to what the organisation and the individuals we support want to achieve. Our financial planning is set in line with these priorities.

Achievements and performance

In reviewing our activities and planning for the future, the Trustees have referred to the guidance contained in the Charity Commission's general guidance and confirm that we have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the requirement to further our charities purposes for public benefit. We have reviewed the Strategic Action Plan to measure progress and also the major organisational risks.

We have continued to work towards our 2019-2022 Strategic Action Plan. This is updated on a quarterly basis and a red, amber, green (RAG) rating system is used to show how well we are performing in relation to the targets set. The SAP working group meets twice a year to review progress and prioritise actions.

The Senior Management Team have planned maternity cover for the Registered Manager with the appointment of a Deputy Manager. The Training Manager is now full time to accommodate increased service management responsibilities for this period. Regular management meetings are held to plan and develop their work and to provide the Trustees with robust quarterly management reports.

Staff training has been adjusted to the requirements of the pandemic, and has continued to take place via ZOOM, E-learning, and adapted in-person training. Mandatory training is renewed every 3 years or annually, in line with Skills for Care recommendations, and other training appropriate to individual staff and their job roles is identified via regular Job Consultations. Our Induction training for new staff was

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for the year ended 31st March 2021

improved during the year with the introduction of a new Care Certificate Workbook specific to working in Ordinary Lifestyles. Celebrating outstanding work by our staff, particularly during the pandemic, has continued to be a priority. Employees were rewarded for particular achievements and successes in line with our Reward and Recognition Policy. We also acknowledged the long service of 2 employees who reached their 20-year milestone with us.

Other achievements during the period under review have included:

- Achieved GOLD in our 2021 Investors in People assessment
- Continued to respond proportionately to the covid-19 situation, managing risks whilst also considering the implications of mental health and best interests
- A very high percentage of covid vaccinations by both staff and supported individuals
- Implementation of incentives for weekly covid testing to ensure the safety of both supported individuals and staff
- Responded to the significant change in need of 3 individuals, increasing support as required and enabling them to safely remain living at their homes in line with best interests
- Supported an individual successfully to move house
- Provided dignified end of life support to an individual, who passed away peacefully at home in accordance with her wishes
- Successfully recruited/inducted seventeen staff members
- Continued provision, and development, of our community allotment project, which has provided people with a safe outdoor space to socialise during the pandemic
- Scripted, filmed, edited and produced a socially distanced pantomime Cinderella, starring the people we support and premiered at our zoom Christmas party
- Arranged and funded a Christmas present delivery and zoom sing-along to replace the Christmas Party which was unable to go ahead
- Established a Housing Subcommittee
- Completed a review of our support to individuals with particular communication needs, which we had commissioned from an external speech and language therapy consultant
- Reviewed the Operations Coordinator role to provide greater hands-on support across the organisation and ensure all our services are operating at a high standard
- Continued our working groups for Person Centred Reviews, the Strategic Action Plan and CQC.
- Continued to facilitate online activities for individuals, including regular sing and sign, bingo and disco nights, in an effort to reduce isolation and generally keep spirits up!

Financial review

With the exception of investment income **all** other income received in 2020/21 was applied to supporting the organisation's main activity, being the provision of support living services for adults with learning disabilities, acquired head injuries and/or physical disabilities. Income was received from the following sources in the period reported on:

- Government sources, for example furlough monies due to COVID
- Manchester City Council
- Manchester Clinical Commissioning Group
- Oldham Council
- Trafford Metropolitan Borough Council
- Contributions from individuals' benefits to include Individual Budgets, Individual Service Funds, Direct Payments and a small amount of private funding
- Sundry income

The Statement of Financial Activities for the year ended 31st March 2021 shows that the total reserves of the charity at the end of the year was £925,107, of which £3,420 is restricted. Trustees have designated reserves of £267,162 which includes provisions for remaining additional salary and Personal Protective

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Equipment (PPE) costs associated with COVID-19, the continuation of (reduced) social inclusion activities, an increased contingency for potential voids, continued investment in improved telephone/IT systems and our media and community allotment initiatives – as well as a provision to bring the organisation's starting salary for support staff in line with the Manchester Living Wage. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. Those relating to additional COVID salaries (in part) will be realised in September 2021 and those for increased salaries will be realised December 2021.

In comparison to the previous financial year there was an increase in both income, of approximately 6.3%, and expenditure of approximately 1.02%. The increase in income reflected inflationary increases in funding received for services along with additional funding received relating to the COVID pandemic, for example furlough monies to cover salaries of those staff required to shield and Infection Control Fund monies awarded to organisations within the care sector to cover additional expenditure incurred, for example increased PPE costs. There was only a slight increase in expenditure compared with previous years. This was largely due to all activities ceasing and provisions for double staffing cover in services not being utilised. The increased need, and increased prices due to supply and demand, of PPE likely represents the majority of the expenditure increase.

The above explains the surplus in the year of £85,836. This has further bolstered the reserves of the charity from £839,271 to £925,107 which is an increase of 10.22%. Trustees remain satisfied that the level of reserves maintained meets the requirements of our Reserves Policy in relation to four months' operating costs.

As with previous years the challenge to succeed in securing our hourly rate with one of the local authorities we work with remains and continues to be furthered until a resolution is found. This relates to only one or two services. A new issue is currently developing with the abolition of the Individual Service Fund and the individuals in receipt on this being directed towards Direct Payments when not necessarily having the capacity to manage their own funds and potentially at reduced funding levels. Again discussions are ongoing with the relevant local authorities in relation to this.

The financial performance of the organisation continues to be monitored closely by the Finance and Administration Manager who then reports quarterly to the Finance Sub-Committee and to the Board of Trustees.

Risk management

The Trustees regularly review the risks to which the charity is exposed, in particular those related to the operations and finance of the charity and ensure that, as far as possible, systems are in place to mitigate our exposure to those risks. The trustees agreed the Organisational Risk Management Plan and Continuity Policy and procedures in August 2021.

The Senior Management Team, who report directly to the board of Trustees, review major risks on a day-to-day basis. The key controls used by the charity include formal agendas and minutes for all Board meetings, clear authorisation/approval limits/levels for senior management, comprehensive strategic planning, budgeting, management reporting and accounting and written policies and procedures.

Ordinary Lifestyles manages risks by employing suitably qualified and experienced staff at each level in the charity. This is enhanced by providing appropriate training and supporting continual professional development. In addition, the development, review and implementation of policies and procedures, regular risk assessment, monitoring of key areas and having a contingency/continuity plan to cope with the possible impact of the main organisational risks.

Risks to recruitment and retention of staff within the sector are ever present. Although at Ordinary Lifestyles, for now, we do have a 'low turnover'. The main reasons for this are that we have a culture which encourages staff to build close supportive relationships with both the person they support and

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management personnel and therefore they report a high degree of commitment to their role and to the company.

Ordinary Lifestyles invests in a consultant to provide advice and guidance about systems, procedures and insurance protection for any employment and health and safety concerns. The Charity has comprehensive insurance to cover a range of potential risks such as Trustee and Officers Professional Indemnity.

The Board of Trustees is satisfied that the major risks have been identified and are adequately mitigated where necessary. It is recognised that systems and internal controls can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Reporting Serious Incidents – declaration to Annual Report (Statement)

Ordinary Lifestyles Trustees believe they have taken all reasonable steps to assess and manage risks associated with the activities of the Charity, beneficiaries, work and reputation. In this regard the Trustees declare that there are no serious incidents or other matters relating to the Charity concerning the previous financial year which have not already been brought to the attention of The Charity's Commission.

Reserves policy

The Trustees have reviewed the charity's requirements for reserves with regard to the main risks to the organisation and have concluded that the present level of £921,687 is sufficient in relation to the present size of its operations should there be any drop in funding until contingency plans could be made. Of the £921,687 available Trustees have designated reserves of £267,162 for the financial year 2021/22. As stated above these are designated for provisions for remaining additional salary and Personal Protective Equipment (PPE) costs associated with COVID-19, the continuation of (reduced) social inclusion activities, an increased contingency for potential voids, continued investment in improved telephony/IT systems and our media and community allotment initiatives – as well as a provision to bring the organisation's starting salary for support staff in line with the Manchester Living Wage. It is anticipated that the funds designated for the majority of above purposes will be realised on a monthly basis throughout the financial year. Those relating to additional COVID salaries (in part) will be realised in September 2021 and those for increased salaries will be realised December 2021.

The balance represents in excess of 4 months running costs and a level of reserves that the Trustees consider necessary to provide for:

General operating costs:

- Voids which can result in long term loss of fees
- Fluctuations in cash flow and to be able to meet budgeted expenditure for 1 year
- Office equipment, lease contract agreements
- Possible redundancies
- Employment issues
- Governance
- Marketing

Asset purchase and improvement e.g.:

- Expenditure on capital improvements
- Renewals and maintenance
- Development provision – investment in new technologies
- Training fund

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Plans for the future

The Trustees intend to continue the current strategy of maintaining and developing our presence and good reputation as a trusted provider of high-quality services and support for families at a competitive price with the needs of the individuals' remaining paramount. We will do this by maintaining an environment where everybody's energy and creativity is focused on getting better lives for people where they are part of a wider network of friends, neighbours and family.

We will continue to work through the current Strategic Action Plan covering the period 2019 – 2022 and start preparing a 2022-2025 plan.

We will continue to plan our funding requirements for long term security. We view it as a priority to identify advocacy and any other support for people in danger of losing or encountering funding cuts whilst remaining aware of our duty to the taxpayers.

We do not envisage expansion on a grand scale, as we believe remaining relatively small sits well with our values. We will continue with our policy of not tendering for services as we believe that individuals and their families should have a choice of provider.

Other ideas which we have agreed to work on in future are listed below:

- To safely restart our cooking group in a covid secure way
- To facilitate a monthly disco night, to create more social opportunities for the people we support and their friends
- To deliver an Ordinary Lifestyles rock concert to be shown September 2021
- To achieve the 'Outstanding' rating by CQC
- To implement our investment policy and invest our reserves wisely
- To review the salary scales to ensure appropriate levels are in place, within funding constraints available, to recognise the value of staff and be an attractive organisation to work
- To appoint a new administration worker and continue to improve our administrative functions to ensure efficiency and effectiveness in order to aid high standards of service delivery
- To implement Nourish Care Management Software
- To continue to strive to improve communication throughout all levels of the organisation
- To explore the use of technology and how it can be used to improve support delivered within Ordinary Lifestyles
- To overhaul the organisation's website and explore increased use of social media platforms
- To continue to incorporate/strengthen our values in all that we do
- To continue the process of carrying out person centred reviews, on an agreed timescale, for all individuals receiving 24-hour support who wish to have them
- To offer person centred reviews to all supported individuals within Ordinary Lifestyles and offer to provide this service externally as situations arise.
- To arrange more training for the Board of Trustees on the roles and responsibilities of Trustees and matters of governance enabling them to fulfil their roles effectively

Structure, governance and management

Governing document

The charity is a company limited by guarantee (number 3175855) and was first registered on 20th March 1996. It was registered as a charity on 30th September 1996 (number 1058340). Its governing document is by way of Memorandum and Articles of Association which was last updated in July 2012.

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None of the Trustees has any beneficial interest in the company. All Trustees are members of the company which entitles them to voting rights only. The Trustees guarantee to contribute £1 to the charity's assets in the event of wind up.

Ordinary Lifestyles currently discharges its objectives through the regulated provision of Supported Living Services within the provisions of The Social Care Act 2014. The independent regulatory body responsible for inspection of our services is The Care Quality Commission.

There are regular Board meetings to review and govern the business. We have a Governance checklist and a number of guidance documents including a Trustee's Handbook, which are used to ensure that the committee discharges their responsibilities well. The Senior Management Team report and account to the Board concerning the agreed Business Plan and strategic direction of the company. The reports typically illustrate what is working well, what Ordinary Lifestyles needs to do to improve and alerting the Trustees to any potential risk, advising how such risks can be managed. Overall, the reporting structure monitors progress of the Business Plan and ensures that we remain true to our values and beliefs.

Recruitment and appointment of Trustees

New Trustees are appointed or reappointed by the existing Trustees. Trustees of the charity are also Company Directors for the purposes of company law and are also 'members' of the company. All Trustees are unpaid and offer their time on a voluntary basis. Expenses are paid and are set out in note 9 to the accounts.

It is the company's view that parents and the people with learning disabilities have valuable and pertinent knowledge about the proposed activities of the charity and as such, their contribution as Trustees is important. It is not proposed that the entire management group is made up of parents or people with disabilities, but it is felt important that there is at least some representation. Any conflicts of interest are clearly prohibited by the Companies Act and further enhanced by Article 11.1.3 of our Articles of Association. A Trustee must withdraw from decision-making where a conflict of interest may arise.

There is a process of application that includes taking references, undertaking background checks such as Disclosure Barring Service (DBS), attending/observing relevant information seeking/giving and Board meetings. The applicant receives all relevant information about the organisation, Trustee Role Description, Guidance on Trustee responsibilities and Trustee National Occupational Standards and Code of Conduct. This is further supported with verbal information from the Chair of Trustees and experienced Trustees, as well as from the Senior Management Team.

The Board, who will all meet the prospective Trustee prior to their appointment, then discuss the applicant's suitability. The Trustees will then vote to appoint or not, at the next Board meeting.

Trustees are chosen for their variety of skills, capability and depth of experience needed for effective governance combined with their values, philosophy and passion for the charity's objects.

Induction and training of Trustees:

We have reviewed and improved our recruitment process and procedures, induction and training and have developed a Handbook for Trustees.

All new Trustees receive basic induction into their roles and responsibilities. We have an Induction pack and check list. The main documents used for induction purposes are Ordinary Lifestyles Roles and Responsibilities of Trustees and Officers, our Trustees Job Descriptions, publications about good governance and information from the Charities Commission and other networks. The checklist takes the new Trustee through a familiarisation process with all the areas of the companies' operations. We are aware that expansion, along with changes and proliferation of new legislation and funder's requirements, has all made the job of the Trustee more complex and demanding. We are continually seeking more in-

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depth training incorporating all areas of our operations including such topics as new developments, legislation and employment issues.

Organisational structure

The Trustees are responsible for the overall management and control of the company. At the regular committee meetings the Trustees agree broad strategies and areas of activity for the charity including finance and risk management, policy and performance. The day-to-day operation and administration is managed by the paid management personnel, who regularly report their work to the Trustees.

The charity operates within a framework of policies for strategic development and quality assurance. These policies cover areas of our activities such as Finance Control, Equal Opportunities, Health and Safety, Quality Assurance and Personnel. During the year, a number of these policies have been reviewed and updated to ensure that they meet the requirements of new legislation, the 'outcomes' set out in the Essential Standards of Quality and Safety and also the requirements of our funders. Quality assurance is a major area of work and is ongoing.

As well as the Senior Management Team, the charity currently employs 13 teams of Support Workers to give 24-hour support to 22 people and 132 hours support to other people with disabilities living in their own homes across Manchester and Trafford to enable them to continue to maintain their homes, their health and a range of activities in their communities. The company employs approximately 70 permanent staff and 9 casual bank workers.

Team Leaders, in consultation with the individuals, their families and other interested parties oversee the day-to-day organisation of these services. The CEO/Registered Managers, Finance and Administration Manager and Training and Development Manager are office based and they monitor and lead the work of the teams. They are supported by one part-time administrator. The voluntary Management Committee has ultimate responsibility for the organisation as a whole. Of the eight Trustees, three are family members of three individuals we support and another used to receive support and now lives more independently.

Remuneration Policy

Ordinary Lifestyles has a written Remuneration Policy for key management personnel which states that benchmarking is carried out to establish parity of Ordinary Lifestyles senior staff with the salaries of similar organisations within the sector, of similar size and which are similarly run. Salaries will normally increase with average earnings. Adjustments to salaries can be made for carrying out additional responsibilities.

In addition to the internal decision-making, monitoring and review described above, the organisation is subject to external monitoring from various sources:

- The Care Quality Commission
- Manchester City Council
- Trafford Council
- Manchester Clinical Commissioning Group (CCG)

Wider networks include membership of BILD (British Institute of Learning Disabilities) and Charity Trustee networks. We attend Independent Provider consultation meetings facilitated by MCC and Trafford Adult Social Care Services and continue to network with members of the now disbanded Federation of North West family led Supported Living Groups. A new Network of Registered Managers meetings are also attended.

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Statement of responsibilities of the trustees

The trustees (who are also directors of Ordinary Lifestyles for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally 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 incoming resources and application of resources, including 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 judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper 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.

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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Auditors

Slade & Cooper Ltd were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 18/11/2021 and signed on their behalf by

Maggie Dickinson

Chairperson

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Independent Auditor's Report to the Members of Ordinary Lifestyles

Opinion

We have audited the financial statements of XYZ Charity Ltd (the 'charitable company') for the year ended 31 March 2021, which comprise the Statement of Financial Activities (including the income and expenditure account), the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is 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 Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.

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Independent Auditor's Report
(continued)

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page XYZ, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- enquiry of management and those charged with governance around actual and potential litigation and claims.
- enquiry of the charity's staff, management and those charged with governance to identify any instances of non-compliance with laws and regulations.
- reviewing minutes of meetings of those charged with governance.
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware

Ordinary Lifestyles
Trustees' annual report
for the year ended 31st March 2021

of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Chinwe Jennifer Daniel FCCA DChA
Senior Statutory Auditor

for and on behalf of

Slade & Cooper Limited
Statutory Auditors
Beehive Mill
Jersey Street
Manchester
M4 6JG

Date: 16/12/2021

Ordinary Lifestyles
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	4,766	-	4,766	380
Charitable activities:	4	1,676,725	197,677	1,874,402	1,767,080
Investments	5	246	-	246	635
Total income		1,681,737	197,677	1,879,414	1,768,095
Expenditure on:					
Charitable activities:	6	1,597,273	196,305	1,793,578	1,775,463
Total expenditure		1,597,273	196,305	1,793,578	1,775,463
Net income/(expenditure) before net gains/(losses) on investments		84,464	1,372	85,836	(7,368)
Net income/(expenditure) for the year	8	84,464	1,372	85,836	(7,368)
Transfer between funds		-	-	-	-
Net movement in funds for the year		84,464	1,372	85,836	(7,368)
Reconciliation of funds					
Total funds brought forward		837,223	2,048	839,271	846,639
Total funds carried forward		921,687	3,420	925,107	839,271

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Ordinary Lifestyles
Company number 3175855
Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets	13	949	1,116
Total fixed assets		949	1,116
Current assets			
Debtors	14	169,447	232,851
Cash at bank and in hand	15	925,009	798,749
Total current assets		1,094,456	1,031,600
Liabilities			
Creditors: amounts falling due in less than one year	16	(170,298)	(193,445)
Net current assets		924,158	838,155
Total assets less current liabilities		925,107	839,271
Net assets		925,107	839,271
The funds of the charity:			
Restricted income funds	17	3,420	2,048
Unrestricted income funds	18	921,687	837,223
Total charity funds		925,107	839,271

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 19 to 36 form part of these accounts.

Approved by the trustees on 18/11/2021 and signed on their behalf by:

Maggie Dickinson (Chair)

Elayne Rushton (Trustee)

Ordinary Lifestyles
Statement of Cash Flows
for the year ending 31 March 2021

	Note	2021 £	2020 £
Cash provided by/(used in) operating activities	21	126,014	(9,199)
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		246	635
Cash provided by/(used in) investing activities		246	635
Increase/(decrease) in cash and cash equivalents in the year		126,260	(8,564)
Cash and cash equivalents at the beginning of the year		798,749	807,313
Cash and cash equivalents at the end of the year		925,009	798,749

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Ordinary Lifestyles meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance of 15 per annum in all cases.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

k Debtors

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.

l Cash at bank and in hand

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.

m Creditors and provisions

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.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

o Pensions

Employees of the charity are entitled to join a defined contribution scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

Current reporting period	Unrestricted £	Restricted £	Total 2021 £
Donations	7	-	7
HMRC - furlough funding	4,759	-	4,759
Total	4,766	-	4,766
Previous reporting period	Unrestricted £	Restricted £	Total 2020 £
<i>Donations</i>	380	-	380
Total	380	-	380

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2021 £
Funding			
Home Support Services	1,647,388	-	1,647,388
Disability Living Allowance	-	-	-
Individual Service Fund	-	197,677	197,677
Total Funding	1,647,388	197,677	1,845,065
Miscellaneous Income			
Other income	29,337	-	29,337
Total	1,676,725	197,677	1,874,402
 Previous reporting period	 Unrestricted £	 Restricted £	 Total 2020 £
Funding			
Home Support Services	1,514,728	-	1,514,728
Disability Living Allowance	-	283	283
Individual Service Fund	-	236,680	236,680
Total Funding	1,514,728	236,963	1,751,691
Miscellaneous Income			
Other income	15,389	-	15,389
Total	1,530,117	236,963	1,767,080

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

5 Investment income			
Current reporting period	Unrestricted £	Restricted £	2021 £
Income from bank deposits	246	-	246
	246	-	246
Previous reporting period	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>2020 £</i>
<i>Income from bank deposits</i>	<i>635</i>	<i>-</i>	<i>635</i>
	<i>635</i>	<i>-</i>	<i>635</i>
6 Analysis of expenditure on charitable activities			
Current reporting period	Total 2021 £	Total 2020 £	
Staff costs	1,684,332	1,645,306	
Client expenses	14,895	22,330	
Governance costs (see note 7)	14,651	25,448	
Support costs (see note 7)	79,700	82,379	
	1,793,578	1,775,463	
	2021 £	2020 £	
Restricted expenditure	196,305	248,370	
Unrestricted expenditure	1,597,273	1,527,093	
	1,793,578	1,775,463	

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

7 Analysis of governance and support costs

Current reporting period	Support £	Governance £	Total 2021 £
Running costs	41,879	-	41,879
Other staff costs	6,351	-	6,351
Recruitment	2,205	-	2,205
Training	8,436	-	8,436
Premises	20,662	-	20,662
Depreciation	167	-	167
Audit and accountancy fees	-	6,360	6,360
Trustee Expenses	-	274	274
Legal and professional	-	8,017	8,017
	79,700	14,651	94,351
 Previous reporting period	 Support £	 Governance £	 Total 2020 £
<i>Running costs</i>	<i>39,452</i>	<i>-</i>	<i>39,452</i>
<i>Other staff costs</i>	<i>12,813</i>	<i>-</i>	<i>12,813</i>
<i>Recruitment</i>	<i>2,264</i>	<i>-</i>	<i>2,264</i>
<i>Training</i>	<i>7,011</i>	<i>-</i>	<i>7,011</i>
<i>Premises</i>	<i>20,642</i>	<i>-</i>	<i>20,642</i>
<i>Depreciation</i>	<i>197</i>	<i>-</i>	<i>197</i>
<i>Audit and accountancy fees</i>	<i>-</i>	<i>6,360</i>	<i>6,360</i>
<i>Trustee Expenses</i>	<i>-</i>	<i>771</i>	<i>771</i>
<i>Legal and professional</i>	<i>-</i>	<i>18,317</i>	<i>18,317</i>
	82,379	25,448	107,827

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	167	197
Interest payable	-	-
Operating lease rentals:		
Property	19,387	19,387
Auditor's remuneration - audit fees	3,000	3,000
Auditor's remuneration - accountancy fees	2,300	2,300

9 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	1,486,813	1,469,904
Social security costs	119,190	117,018
Pension costs	57,634	58,384
Non-contractual gift	20,695	-
Redundancy and termination costs	-	-
	1,684,332	1,645,306

No employees has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 77.08 (2020: 72.83).

The average full time equivalent number of staff employed during the period was 52.57 (2020: 50.88).

The key management personnel of the charity comprise the Chief Executive Officer, Registered Manager, Training Manager, Finance & Administration Manager and Deputy Manager.

The total employee benefits of the key management personnel of the charity were £161,468 (2020: £154,025).

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2020: Nil).

No (One) trustees received travel and subsistence expenses during the year of £Nil

Three members of the Management Committee is closely related to a beneficiary of the charity (2020: three).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

11 Government grants

The government grants recognised in the accounts were as follows:

	2021 £	2020 £
Manchester City Council	1,099,553	1,098,746
Manchester CCG	259,566	252,708
Trafford MBC	264,402	156,210
HMRC	4,759	
	1,628,280	1,507,664

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

13 Fixed assets: tangible assets

Cost	Total £
At 1 April 2020	3,675
Additions	-
Disposals	-
At 31 March 2021	3,675
Depreciation	
At 1 April 2020	2,559
Charge for the year	167
Disposals	-
At 31 March 2021	2,726
Net book value	
At 31 March 2021	949
<i>At 31 March 2020</i>	<i>1,116</i>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

14 Debtors

	2021 £	2020 £
Trade debtors	154,290	220,933
Other debtors	3,945	1,317
Prepayments and accrued income	11,212	10,601
	169,447	232,851

15 Cash at bank and in hand

	2021 £	2020 £
Cash at bank and on hand	925,009	798,749
	925,009	798,749

16 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	3,238	5,266
Other creditors and accruals	167,060	188,179
	170,298	193,445

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

17 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Home Support Services	-	-	-	-	-
Individual Service Fund	2,048	197,677	(196,305)	-	3,420
Total	2,048	197,677	(196,305)	-	3,420
Previous reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Home Support Services	1,909	-	-	(1,909)	-
Individual Service Fund	-	236,680	(248,087)	13,455	2,048
DLA	-	283	(283)	-	-
Total	1,909	236,963	(248,370)	11,546	2,048

Name of restricted fund	Description, nature and purposes of the fund
--------------------------------	---

Individual Service Fund – this allows an individual to choose a provider manage their personal budget rather than the local authority. This provides the individual with choice and control of their support without having to manage their monies themselves.

DLA – Income received direct from individual's in relation to the care component of their Disability Living Allowance

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

18 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	587,274	1,681,432	(1,484,903)	(129,278)	654,525
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion activities and volunteers support	4,001	305	(1,826)	-	2,480
Investment in Community Allotment	7,449	-	(14,423)	23,000	16,026
Investment in Media project	10,000	-	(300)	(4,700)	5,000
Non-contractual gift for staff	53,400	-	(53,400)	-	-
Provision of additional Personal Protective Equipment in light of COVID-19	15,000	-	(12,904)	2,904	5,000
Provision of additional COVID-19 leave for employees (2 weeks)	50,000	-	(28,243)	-	21,757
Provision for potential/ongoing voids	85,000	-	-	65,000	150,000
Investment in the development/upgrade of IT and telephone systems	5,099	-	(1,274)	-	3,825
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	-	-	-	43,074	43,074
	<u>837,223</u>	<u>1,681,737</u>	<u>(1,597,273)</u>	<u>-</u>	<u>921,687</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

18 Analysis of movement in unrestricted funds (continued)

Previous reporting period	<i>Balance at 1 April 2019</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfers</i> £	<i>As at 31 March 2020</i> £
General fund	793,680	1,528,694	(1,496,322)	(238,778)	587,274
Gap funding	20,000	-	-	-	20,000
Continuation of social inclusion	12,250	2,438	(11,481)	794	4,001
Anniversary Celebrations	7,500	-	(6,638)	(862)	-
Restructure of management Team salary costs	6,300	-	(6,300)	-	-
Investment in Community	-	-	(3,551)	11,000	7,449
Investment in Media project	-	-	-	10,000	10,000
Non-contractual gift for staff	-	-	-	53,400	53,400
Provision of additional Personal Protective Equipment in light of COVID-19	-	-	-	15,000	15,000
Provision of additional COVID-19 leave for employess (2 weeks)	-	-	-	50,000	50,000
Provision for potential/ongoing voids	-	-	-	85,000	85,000
Investment in the development/upgrad e of IT and telephone systems	5,000	-	(2,801)	2,900	5,099
	-				
	<u>844,730</u>	<u>1,531,132</u>	<u>(1,527,093)</u>	<u>(11,546)</u>	<u>837,223</u>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

18 Analysis of movement in unrestricted funds (continued)

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	For all other contingencies
Gap funding	A buffer for late payments of invoices and a contingency for shortfalls in funding.
Continuation of social inclusion activities and volunteers support	To continue the delivery of the organisation's two workshops throughout the year.
Anniversary celebrations	To hold a celebration event to acknowledge 25 years of Ordinary Lifestyles
Restructure of management Team salary costs	Salary adjustment costs incurred in relation to the restructure of the Management Team.
Investment in the development/upgrade of IT and telephone systems	To improve outdated office systems.
Investment in Community Allotment:	To prepare and provide an allotment space for individuals to attend and be involved in the planting/growing and ongoing maintenance of the plot
Investment in Media Project:	Project established to engage, enable and assist supported individuals to make and produce a series of short films
Non-contractual gift for staff	Gift in recognition of the fantastic work employees have undertaken, during difficult circumstances, throughout the current COVID pandemic
Provision of additional Personal Protective Equipment in light of COVID-19	A buffer for increased costs in order to source and provide extraordinary levels of PPE ensuring as far as possible the safety of employees and supported individuals
Provision of additional COVID-19 leave for employees (2 weeks)	Provision for additional pay for employees for COVID related absences
Provision for potential/ongoing voids	Provision for potential/ongoing voids
Provision for increased salaries for support staff (increments revised to bring starting salary in line with Manchester Living Wage)	Additional salary cost required in order to ensure that any new or existing support staff member are paid in line with the Manchester Living Wage as a minimum.

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

19 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	949	-	-	949
Fixed asset investments	-	-	-	-
Net current assets/(liabilities)	653,576	267,162	3,420	924,158
Creditors of more than one year	-	-	-	-
Total	654,525	267,162	3,420	925,107
<i>Previous reporting period</i>	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total £</i>
<i>Tangible fixed assets</i>	<i>1,116</i>	<i>-</i>	<i>-</i>	<i>1,116</i>
<i>Fixed asset investments</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Net current assets/(liabilities)</i>	<i>586,158</i>	<i>249,949</i>	<i>2,048</i>	<i>838,155</i>
<i>Creditors of more than one year</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Total</i>	<i>587,274</i>	<i>249,949</i>	<i>2,048</i>	<i>839,271</i>

Ordinary Lifestyles

Notes to the accounts for the year ended 31 March 2021 (continued)

20 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as

	Property 2021 £	2020 £
Less than one year	3,877	19,387
One to five years	-	3,877
	3,877	23,264

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income/(expenditure) for the year	85,836	(7,368)
Adjustments for:		
Depreciation charge	167	197
Dividends, interest and rents from investments	(246)	(635)
Decrease/(increase) in debtors	63,404	(63,242)
Increase/(decrease) in creditors	(23,147)	61,849
Net cash provided by/(used in) operating	126,014	(9,199)