

Company registration number: 03309760

Charity registration number: 1061691

# Self Help Nottingham

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

## Contents

Reference and Administrative Details	1
Trustees' Report	2 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9 to 10
Balance Sheet	11
Statement of Cash Flows	12
Notes to the Financial Statements	13 to 23

## Reference and Administrative Details

<b>Trustees</b>	Nina Ennis, Chair
	John Moore, Vice Chair
	Suzanna Van Schaick
	Hayley Allison
	Nigel Cordier
<b>Senior Management Team</b>	Sarah Collis, CEO, until 30 November 2021
	Simon Calvert, MD, from 17 January 2022
<b>Charity Registration Number</b>	1061691
<b>Company Registration Number</b>	03309760
<b>Registered Office</b>	21-23 Pelham Road
	Nottingham
	NG5 1AP
<b>Independent Examiner</b>	John O'Brien, employee of
	Community Accounting Plus
	Units 1 & 2 North West
	41 Talbot Street
	Nottingham
<b>Bankers</b>	NG1 5GL
	Natwest Bank
	Smiths Bank
	16 South Parade
	Nottingham
	NG1 2JX

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Nina Ennis, Chair
	John Moore, Vice Chair
	Suzanna Van Schaick
	Hayley Allison
	Nigel Cordier (appointed 25 June 2021)
	Sarah Fleming (resigned 27 January 2022)
	Julie Allen (resigned 31 August 2021)
	Vera Todorovic (until 4 July 2021, deceased)

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 30 January 1997 and most recently amended 7 November 2006. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

The Board uses a number of methods to identify new trustees including direct approach to individuals who had expressed an interest in joining the board as well as open recruitment. Potential trustees submit a CV and are interviewed by the chair and other board members.

#### ***Induction and training of trustees***

After the recruitment process, new trustees are invited to attend a board meeting where they are co-opted until their membership is ratified at the AGM.

Trustees are selected for their interest in the work of Self Help and their skill and expertise.

### **Objectives and activities**

#### ***Objects and aims***

The principal objects of the charity are:

- To promote any charitable purposes in particular for the benefit of persons living within England and Wales and in particular to promote the relief of elderly persons, the relief of sickness (both physical and mental) and the relief of poverty;
- To facilitate the development of thriving, diverse self help groups which reflect the needs of local people and communities and to raise awareness of the benefits of self help;
- To provide a high quality self help service to individuals, groups and members of the public and act as an intermediary between self help groups and professionals involved in health and social care;
- To create networking opportunities for those involved in self help;
- To develop, support and disseminate good practice in service provision, service development and research in self help.

## **Trustees' Report**

### ***Objectives, strategies and activities***

We have a number of projects through which we deliver our core aims. Primarily we work with independent self help groups which are led by their members and are for their members benefit. Our main area of expertise in supporting and developing self help groups which are part of the wide family of peer support interventions that support people with issues such as long term health conditions, disability, social stigma, mental health etc. The purpose of projects undertaken is to promote and develop self help group and peer support activity that provides direct support to people in crisis or who are learning to manage long term health conditions such as cancer. We have a skilled group of volunteers who deliver emotional and practical support within our Macmillan funded cancer support projects and we develop and support the volunteer 'Key members' of self help groups who lead and administer independent self help groups.

### ***Public benefit***

Our work benefits the public by providing direct services to clients via our Macmillan funded projects, and by supporting the development of peer support and self help which is now recognised by the NHS as effective techniques for the delivery of personalised care.

The trustees have referred to the guidance on public benefit when reviewing Self Help Nottingham's aims and objectives and in planning the future activities of the Charity. The objective of Self Help Nottingham is to promote the health and wellbeing of individuals through participation in self help groups and mutual aid activity.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### ***Achievements and performance***

As we entered 2021 the global Covid pandemic continued to disrupt and compromise services and support to people living with long term health conditions. Each of our services continued to deliver support on-line with staff and volunteers continuing to work from home.

The Covid support funding received from the National Lottery Community Fund enabled us to maintain our support to self help groups in Nottingham and Nottinghamshire and showed us that there was merit in our national ambition to support groups across the country as we received requests for assistance from local and national networks of self help and peer support groups throughout the year.

Our Macmillan Beyond Diagnosis Gateway service and our Macmillan Deaf Cancer Support Service continued to support cancer patients who were shielding and as the year progressed some face to face activity was reactivated to support people to meet outdoors and facilitate wellbeing and exercise.

Following the unprecedented times of the pandemic in 2020-21 we adapted well, however, as we were entering 2021-22 we continued to experience uncertainty regarding our future funding. We were therefore relieved to receive an additional 6 months Covid support grant from the National Lottery Community Fund which enabled us to plan for and complete our Reaching Communities funding application which was un-paused in the autumn of 2020. This financial year has been dominated by the development of two national projects to expand the reach and availability of access to peer support and self help initiatives.

Our National Self Help Resource Centre funded by the National Lottery Community Fund was mobilised to deliver a new on-line offer to self help groups. This represents the culmination of years of planning and focus as the organisation expands beyond our foundations within Nottingham and Nottinghamshire and is creating a range of e-learning and virtual networks which provide a national resource centre for independent and charity led peer support. The 3 year funding package demonstrates the importance of peer support within health policy and patient engagement and represents a strong potential for growth for SHUK.

## **Trustees' Report**

During the pandemic, our Deaf Cancer Support Project which provided one-to-one support and peer support groups for Deaf people living with cancer in Nottinghamshire and Derbyshire switched to online groups. This work attracted new members from across the country and enabled access to support that had previously not been available.

The partnership with Macmillan Cancer Support continued to develop in this area and in October a 2 year pilot was commissioned to explore how to extend the reach of the project to all 4 countries in the UK. This unique project will ensure that Deaf people have increased advocacy support and access to peer support groups with our volunteer team recruiting in Scotland, Northern Ireland and Wales to increase access to one-to-one support for deaf patients and their families. The project mobilisation phase throughout the final quarter of the year created a new team who work using British Sign Language to communicate with clients and volunteers. The project will be evaluated by SORD (Social research with Deaf People) at Manchester University and will aim to support those who face high levels of health inequality and poorer health outcomes in relation to cancer.

Adding to our national impact has been work in partnership with National Voices to explore the value of peer support for people living with Long Covid within a number of communities which face health inequalities. This has included running a series of workshops for charities working to support communities such as travellers, the Deaf Community, Black and Asian and minority ethnic communities and people with learning disabilities.

Our work in Nottingham and Nottinghamshire continued to thrive in 2021-22 in spite of the constraints of Covid restrictions and the impact on staff and volunteers.

The Macmillan Beyond Diagnosis Gateway team have seen an increase in referrals as restrictions lifted towards the end of the year. The team expanded to offer support within local primary care networks and to cancer screening initiatives locally.

We have been setting up weekly drop in sessions for BAME self help groups. A series of training resources have been created to equip group leaders to help their group members to transition to using online methods of connecting. Four new self help groups have joined the Self Help community. Groups that have had funding removed were signposted to new funding sources and a survey was created to understand the current reality of operation of self help groups. During this time, groups accessed our Zoom training sessions on how to create, manage and promote their self help group. Given the context of the pandemic, links were created with the CCG to create a bespoke webinar from questions asked by the BAME groups on vaccine hesitancy.

We are in the process of recruiting for a new BAME Outreach Worker, which will carry on this work and more.

### ***Strategic influence***

Throughout the year, we have continued to work to improve the awareness and understanding of the value of self help groups within the 'peer support' community and to influence the NHS to better understand peer support models. This has included supporting the development of guidance to the NHS on commissioning and developing peer support interventions which will be launched in 2022. We continued to add influence through our representation on the board of National Voices and associated communities of practice.

### ***Leadership***

Self Help UK has had a strong history of stable leadership over the last 4 decades. Each chief officer has brought different skills, perspectives and vision to the organisation which has collectively contributed to the successes and growth from a small project based in Nottingham CVS to a national charity championing Self Help Groups and peer support with influence and reputation which is enviable within the charity sector. Sarah Collis has been CEO for the last 13 years and has been the driving force behind many of the changes that have driven our progress and place within the peer support community. In November, Sarah passed this responsibility to the next generation of leaders. Whilst moving on from her role as CEO, Sarah continued to support the mobilisation phase of the Deaf Cancer Support Project which she has championed nationally. We are pleased to welcome Simon Calvert to take on the role of Managing Director to the organisation and we are looking forward to the advancement of our national ambition as we enter our 5th decade of operations.

## **Trustees' Report**

It is with sadness that we report the death of Vera Todorovic in 2021. Vera was the longest serving member of Self Help UK with over 35 years of service. Vera joined as a volunteer in our information team before we became a registered charity. Vera became a trustee and had chaired the organisation for over 15 years during her time on the board. Vera was a strong advocate of self help groups and the value of volunteering to help others. She cared deeply about the organisation and was delighted to learn that we had secured National Lottery funding to expand our reach nationally.

### **Financial review**

2021-22 started with a more optimistic financial forecast due in great part to the support received by the National Lottery Community Fund and Covid assistance we had received throughout 20-21, which continued into the financial year. The award of a 3 year grant (£500k) to support the development of a National Resource centre secured the future of core services to self help groups.

Additional unrestricted funding and cost savings made during the year has meant that in this financial year it has been possible to increase the unrestricted reserves.

However, as we move into the new financial year, it is anticipated that it will be necessary to draw on these reserves, as currently the new funding we will be receiving will not cover all of the overheads of the charity. The senior management team is working to bring in new funding and reduce costs in order to mitigate this.

### ***Policy on reserves***

Self Help UK's Reserves Policy is to hold all calculated exit costs, plus one month of all staff salaries, plus an allowance of £7k for liquidation costs. At the current time this amounts to £73k.

### **Funds held as custodian trustee on behalf of others**

At the end of the financial year, SHUK held £7,203 of third party funds. This funding is held on behalf of 19 self help groups who do not have their own bank accounts.

### **Acknowledgements**

We are incredibly grateful for the support we have received this year from all our funders.

We are especially thankful for the support we have received from the National Lottery Community Fund Coronavirus Community Support Fund which enabled us to maintain our staff team and expand our horizons to successfully attract funding for national projects.

We continue to value and appreciate our relationship with Macmillan Cancer Support who have continued to invest in our innovations in cancer peer support and volunteer led initiatives. Together we are challenging health inequalities and supporting vulnerable patients who are still adversely impacted by the pandemic

## Trustees' Report

### Plans for future periods

#### *Aims and key objectives for future periods*

The National Lottery Community Fund's Reaching Communities Grant, has secured a funding to develop the new National Self Help Resource Centre. This project forms the core of our activity providing support to individuals and groups to develop, grow and advance self help groups nationally.

After the recruitment of the Resource Centre team was completed in November 2021, the technical requirements of the Lottery funded online Resource Centre (RC) have now been completed. A steering committee is being established made up of various stakeholders to help determine the most important training courses and content to develop.

It is anticipated that the Resource Centre with a "micro" course for support groups will be live in beta form from May 2022. Thereafter, based on the feedback and requirements of our supported groups, the development of new online resources and courses will begin.

The Long Covid Support Group on Facebook continues to operate and grow with Self Help UK's ongoing support.

Moving forward with another 2 years funding from Macmillan, the focus for the Beyond Diagnosis service is on enabling the project as a whole to be sustainable post May 2024. Building on two new NHS contracts, the project is ensuring that it remains relevant to health priorities by focussing on the strengths of the service – personalised support, empowering individuals to self-manage and ensuring better 'patient' experience for all, including those in palliative care. Using holistic support tools and acting as a conduit for sharing information between primary and secondary care as well as with other aspects of the clients support networks, we aim to embed the service as an essential part of cancer pathways in Nottinghamshire. We will continue to work with health colleagues to explore the potential to replace existing Macmillan funded posts with posts linked to Primary Care Networks and the Integrated Care System over the next 2 years and secure funding for the project running costs alongside exploring potential grant or earned income from other sources.

The Macmillan Deaf Cancer Support Project will launch in May 2022 and aims to achieve coverage across the UK within the first year of the pilot. The project will be monitored by SORD (Manchester University) and continue to develop connections and partnerships with Deaf organisations nationally.

The Board has undertaken a self assessment and skills audit to identify gaps in skills and experience. As a result we are looking to recruit additional trustees to join the Board to help meet our identified gaps in experience of attending or leading a self-help group or other peer support activities, financial management, funding raising/social investment and communications. During the pandemic and transition between chief officers, the Board has been meeting monthly but during the coming year we will move to less frequent meetings, with the sub committees for Finance, HR and Health and Safety, and Performance and Risk meeting between the Board meetings and reporting back to the full Board.

We continue to evaluate and adapt plans to ensure the ongoing ability to achieve positive outcomes in our service delivery and financial stability. Every effort is being taken to maximise the opportunities that are available to us as we continue to demonstrate the value and relevance of supporting people with long term health conditions to navigate the 'new normal' and support the restoration of services and eventual recovery of the Self Help sector.

## Trustees' Report

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Self Help Nottingham for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations. The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

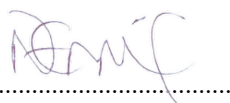
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... 04/10/22 and signed on its behalf by:



.....  
Nina Ennis  
Trustee

## **Independent Examiner's Report to the trustees of Self Help Nottingham**

### **Independent examiner's report to the trustees of Self Help Nottingham ('the Company')**

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

#### **Responsibilities and basis of report**

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

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


#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 05/10/22

**Statement of Financial Activities for the Year Ended 31 March 2022**  
**(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	361,594	-	361,594	329,286
Charitable activities	3	2,666	181,293	183,959	160,797
Total Income		<u>364,260</u>	<u>181,293</u>	<u>545,553</u>	<u>490,083</u>
<b>Expenditure on:</b>					
Charitable activities	5	<u>(325,413)</u>	<u>(153,012)</u>	<u>(478,425)</u>	<u>(484,172)</u>
Total Expenditure		<u>(325,413)</u>	<u>(153,012)</u>	<u>(478,425)</u>	<u>(484,172)</u>
Net income		38,847	28,281	67,128	5,911
Transfers between funds		<u>1,809</u>	<u>(1,809)</u>	-	-
Net movement in funds		40,656	26,472	67,128	5,911
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>122,248</u>	<u>12,025</u>	<u>134,273</u>	<u>128,362</u>
Total funds carried forward	18	<u>162,904</u>	<u>38,497</u>	<u>201,401</u>	<u>134,273</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 13 to 23 form an integral part of these financial statements.

**Statement of Financial Activities for the Year Ended 31 March 2022**  
**(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	329,286	-	329,286
Charitable activities	3	<u>5,450</u>	<u>155,347</u>	<u>160,797</u>
Total income		<u>334,736</u>	<u>155,347</u>	<u>490,083</u>
<b>Expenditure on:</b>				
Charitable activities	5	<u>(339,319)</u>	<u>(144,853)</u>	<u>(484,172)</u>
Total expenditure		<u>(339,319)</u>	<u>(144,853)</u>	<u>(484,172)</u>
Net (expenditure)/income		(4,583)	10,494	5,911
Transfers between funds		<u>(1,531)</u>	<u>1,531</u>	<u>-</u>
Net movement in funds		(6,114)	12,025	5,911
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>128,362</u>	<u>-</u>	<u>128,362</u>
Total funds carried forward	18	<u><u>122,248</u></u>	<u><u>12,025</u></u>	<u><u>134,273</u></u>

The notes on pages 13 to 23 form an integral part of these financial statements.

**(Registration number: 03309760)**  
**Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
<b>Current assets</b>			
Debtors	14	106,631	34,919
Cash at bank and in hand	16	<u>138,446</u>	<u>126,717</u>
		245,077	161,636
<b>Creditors: Amounts falling due within one year</b>	15	<u>(43,676)</u>	<u>(27,363)</u>
<b>Net assets</b>		<u>201,401</u>	<u>134,273</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	18	38,497	12,025
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>162,904</u>	<u>122,248</u>
<b>Total funds</b>	18	<u>201,401</u>	<u>134,273</u>

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

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 9 to 23 were approved by the trustees, and authorised for issue on 5/10/2022 and signed on their behalf by:

*Suzanna van Schaick*  
 Suzanna Van Schaick  
 Trustee

The notes on pages 13 to 23 form an integral part of these financial statements.

## Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash income		67,128	5,911
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		-	170
		67,128	6,081
<b>Working capital adjustments</b>			
(Increase)/decrease in debtors	14	(71,712)	25,719
(Decrease)/increase in creditors	15	(9,393)	3,021
Increase in deferred income		25,706	3,351
Net cash flows from operating activities		11,729	38,172
Net increase in cash and cash equivalents		11,729	38,172
Cash and cash equivalents at 1 April		126,717	88,545
Cash and cash equivalents at 31 March		138,446	126,717
<b>Reconciliation of net cash flow to movement in net funds</b>			
Increase in cash		11,729	38,172
Net funds at 1 April 2021		126,717	88,545
Net funds at 31 March 2022		138,446	126,717

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 13 to 23 form an integral part of these financial statements.

# Notes to the Financial Statements for the Year Ended 31 March 2022

## 1 Accounting policies

### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### Statement of compliance

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)) (issued in 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.

### Basis of preparation

Self Help Nottingham meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

### Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

### Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

## Notes to the Financial Statements for the Year Ended 31 March 2022

### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Tangible fixed assets

Individual fixed assets costing £1,000.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33.3 % on a straight line basis
Furniture & equipment	20% on a straight line basis

### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **Notes to the Financial Statements for the Year Ended 31 March 2022**

### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Grants, including capital grants;			
Government grants	10,312	10,312	35,577
Grants from other charities	351,111	351,111	281,630
Other income from donations and legacies	171	171	12,079
	<u>361,594</u>	<u>361,594</u>	<u>329,286</u>

### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Grants & donations	-	181,293	181,293	155,347
Sales & charges	2,666	-	2,666	5,450
	<u>2,666</u>	<u>181,293</u>	<u>183,959</u>	<u>160,797</u>

### 4 Grants & contracts

	Unrestricted funds £	Restricted funds £	Total £
Macmillan Cancer Support	330,159	-	330,159
Nottinghamshire County Council	10,312	-	10,312
National Voices	18,000	-	18,000
Nottingham CVS	2,952	-	2,952
National Lottery Community Fund	-	175,582	175,582
Sundry grants & donations	171	5,711	5,882
	<u>361,594</u>	<u>181,293</u>	<u>542,887</u>

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 5 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Bad debt expense	48	-	48	-
Bank charges	440	-	440	21
Board costs	118	-	118	260
Communications & marketing	4,514	7,517	12,031	22,303
Conference & events	165	389	554	-
Engagement	1,413	-	1,413	2,000
Depreciation	-	-	-	170
Evaluation	-	-	-	11,125
Equipment, repairs & renewals	-	21	21	-
Grant repayment	-	1,050	1,050	-
Health & safety	2,842	-	2,842	193
Hospitality & refreshments	540	-	540	3
Human Resources	3,386	-	3,386	4,942
Insurance	1,969	-	1,969	2,034
Interpreting costs	2,449	-	2,449	-
IT equipment, software & support	10,869	744	11,613	10,050
Legal & professional fees	3,102	260	3,362	5,879
Postage	314	37	351	321
Premises costs	17,804	-	17,804	17,576
Printing & stationery	329	94	423	975
Publications & subscriptions	511	1,194	1,705	1,679
Salaries, NI & pension	300,699	111,984	412,683	395,841
Start up costs	103	1,655	1,758	7,503
Sundry expenditure	-	51	51	-
Volunteer expenses	1,739	29	1,768	1,297
Volunteer recruitment	-	46	46	-
Internal recharges	(27,941)	27,941	-	-
	<u>325,413</u>	<u>153,012</u>	<u>478,425</u>	<u>484,172</u>

### 6 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	<u>-</u>	<u>170</u>

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 7 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	377,428	357,605
Social security costs	20,465	25,212
Pension costs	14,790	13,024
	<u>412,683</u>	<u>395,841</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2022 No	2021 No
Average number of employees	<u>16</u>	<u>14</u>

12 (2021 - 14) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £14,790 (2021 - £13,024).

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

The total employee benefits of the key management personnel of the charity were £41,733 (2021 - £38,566).

### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

### 9 Related party transactions

There were no related party transactions in the year.

### 10 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 12 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2022 £	2021 £
Independent examination	1,110	1,080
Other financial services	1,171	1,082
	<u>2,281</u>	<u>2,162</u>

### 13 Tangible fixed assets

	Furniture and equipment £	Computer equipment £	Total £
<b>Cost</b>			
At 1 April 2021	<u>30,105</u>	<u>18,077</u>	<u>48,182</u>
At 31 March 2022	<u>30,105</u>	<u>18,077</u>	<u>48,182</u>
<b>Depreciation</b>			
At 1 April 2021	<u>30,105</u>	<u>18,077</u>	<u>48,182</u>
At 31 March 2022	<u>30,105</u>	<u>18,077</u>	<u>48,182</u>
<b>Net book value</b>			
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>

### 14 Debtors

	2022 £	2021 £
Trade debtors	89,735	34,210
Prepayments	527	709
Accrued income	<u>16,369</u>	<u>-</u>
	<u>106,631</u>	<u>34,919</u>

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

	2022 £	2021 £
Trade creditors	1,145	6,768
Other taxation and social security	6,562	8,464
Other creditors	3,963	4,535
Accruals	-	1,296
Deferred income	<u>32,006</u>	<u>6,300</u>
	<u>43,676</u>	<u>27,363</u>

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 16 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	35	69
Cash at bank	138,411	126,648
	<u>138,446</u>	<u>126,717</u>

### 17 Analysis of net assets between funds

	Unrestricted		2022 Total funds £
	General £	Restricted £	
Current assets	206,580	38,497	245,077
Current liabilities	<u>(43,676)</u>	<u>-</u>	<u>(43,676)</u>
Total net assets	<u>162,904</u>	<u>38,497</u>	<u>201,401</u>

	Unrestricted		2021 Total funds £
	General £	Restricted £	
Current assets	149,612	12,024	161,636
Current liabilities	<u>(27,363)</u>	<u>-</u>	<u>(27,363)</u>
Total net assets	<u>122,249</u>	<u>12,024</u>	<u>134,273</u>

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 18 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	122,248	364,260	(325,413)	1,809	162,904
<b>Restricted funds</b>					
Arts & Craft Group	1,328	-	(1,109)	(219)	-
BAME Covid 19	7,572	-	(5,763)	(1,809)	-
Cancer donations	592	2,275	(51)	219	3,035
Deaf donations	2,533	3,436	(678)	-	5,291
Lottery Covid 2	-	88,082	(88,082)	-	-
National Resource Centre (Lottery)	-	87,500	(57,329)	-	30,171
<b>Total restricted funds</b>	<u>12,025</u>	<u>181,293</u>	<u>(153,012)</u>	<u>(1,809)</u>	<u>38,497</u>
<b>Total funds</b>	<u><u>134,273</u></u>	<u><u>545,553</u></u>	<u><u>(478,425)</u></u>	<u><u>-</u></u>	<u><u>201,401</u></u>

The transfer from the BAME Covid 19 fund to the General fund relates to activities which have ceased, and the release of any restrictions on the use of these funds.

The transfer from the Arts & Craft Group to the Cancer donations represents remaining balance transferred as agreed.

The specific purposes for which the funds are to be applied are as follows:

Arts & Crafts Group - funding from Macmillan to be spent on running this group which benefits people with cancer.

BAME Covid 19 - to provide additional support to Black, Asian and minority ethnic groups who were affected by the Covid 19 pandemic.

Cancer donations - for Cancer support groups.

Deaf donations - for Deaf Cancer support groups.

Lottery Covid 2 - to provide emergency funding due to the pandemic.

National Resource Centre (Lottery) - funding to develop the new National Self Help Resource Centre. This project forms the core of our activity providing support to individuals and groups to develop, grow and advance self help groups nationally.

## Notes to the Financial Statements for the Year Ended 31 March 2022

*These are the figures for the previous accounting period and are included for comparative purposes*

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	128,362	334,736	(339,319)	(1,531)	122,248
<b>Restricted</b>					
Arts & Craft Group	-	1,461	(133)	-	1,328
BAME Covid 19	-	53,338	(45,766)	-	7,572
Cancer donations	-	740	(148)	-	592
Deaf donations	-	1,002	-	1,531	2,533
Lottery	-	98,806	(98,806)	-	-
<b>Total restricted funds</b>	-	155,347	(144,853)	1,531	12,025
<b>Total funds</b>	128,362	490,083	(484,172)	-	134,273

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 19 3rd party funds

The following funds have been held on behalf of 3rd parties and these amounts have been excluded from the accounts of Self Help Nottingham.

	Opening balances £	Incoming resources £	(Resources expended) £	Total £
All Nations Diabetes Group	72	125	-	197
Aspley Wellbeing Group	360	-	-	360
Beeston Wellbeing group	5	-	-	5
Reachout (Rushcliffe)	255	-	-	255
Coping	67	-	-	67
Fibromyalgia Nottingham City	791	-	-	791
Friday Club	405	-	-	405
Leeway Bereavement Support	430	-	-	430
Hardship	731	289	-	1,020
Autistic Women Nottingham	375	-	-	375
Mongolian Health Group	92	-	(92)	-
Narcolepsy	124	-	-	124
My Roundabout Trauma	274	-	-	274
Nottm Depression Support	47	-	-	47
Parents of Neurodiverse Children	475	-	(475)	-
Open Dialogue Nottingham	563	-	(563)	-
Painful Bladder	344	-	-	344
Parent 2 Parent	700	-	-	700
Smart Nottingham	166	-	-	166
Sneinton & St Anns Heart Group	346	-	-	346
Sukh- Shanit (Wellbeing-Peace)	289	-	(289)	-
Time to Change	562	-	-	562
Women of the World	735	-	-	735
The Ugly Duckling Group	817	-	(817)	-
	<u>9,025</u>	<u>414</u>	<u>(2,236)</u>	<u>7,203</u>