

# ASSIST

England & Wales · Charity number 1062675

## Details

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**Other names** ASSIST (NEIGHBOURHOOD CARE GROUP)

**Status** Registered

**Legal form** Other

**Registered** 1997-06-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Assist Care Group  
439 Wilmslow Road  
Manchester  
M20 4AN

**Phone** 01614349216

**Email** [withingtonassist@gmail.com](mailto:withingtonassist@gmail.com)

**Website** [www.withingtonassist.org.uk](http://www.withingtonassist.org.uk)

## Activities

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**Objects:** TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF WITHINGTON (GREATER MANCHESTER) AND SURROUNDING AREA ANY PURPOSES WHICH ARE EXCLUSIVELY CHARITABLE

**Activities:** Assist is a volunteer-led charity based in Withington, (est 1969). Our main focus is to reduce social isolation and loneliness in our local elderly population. We host a weekly lunch club and exercise classes, monthly Film Club, Tea and Talks and Positive Living sessions, weekly Digital Drop in, regular day trips, befriending, advocacy, volunteer driving and general support.

## Classification

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- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Economic/community Development/employment, Recreation
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** WITHINGTON (GREATER MANCHESTER) AND SURROUNDING AREA
- Manchester City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£90,873	£93,218	-	-
2024-03-31	£85,979	£71,884	-	-
2023-03-31	£99,670	£96,944	-	-
2022-03-31	£122,010	£98,716	-	-
2021-03-31	£53,278	£53,777	-	-

## Trustees

Name	Role	Appointed
<b>Barbara Aston</b>	Chair	2020-10-14
David Lamb		2019-08-14
Emma Horridge		2024-01-11
Gavin White		2020-09-10
Gemma Glennon		2024-01-11
JACQUELINE KIRKBY		
Sarala Gunawardena		2021-01-13
Vicky Wharmby		2021-12-08

**ASSIST**

England & Wales - Charity number 1062675

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# Accounts

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**ASSIST**

**(Fallowfield & Withington Neighbourhood Care Group)**

**Registered Charity Number: 1062675**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the Year Ended 31 March 2025**

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

<b>Registered Charity Name</b>	ASSIST
<b>Registered Charity Number</b>	1062675
<b>Registered Office</b>	439 Wilmslow Road Withington Manchester M20 4AN
<b>Trustees</b>	Mrs B Aston (Chair) Ms P Cotterill Ms S Gunawardena (Secretary) Cllr G White Mr D Lamb Mrs J Kirkby Mrs V Wharmby (Treasurer) Ms Meena Shah Emma Horridge Gemma Glennon
<b>Chair</b>	Mrs B Aston from 15 <sup>th</sup> November 2023
<b>Deputy Chair</b>	Ms P Cotterill from 15 <sup>th</sup> November 2023
<b>Secretary &amp; Deputy Chair</b>	Ms S Gunawardena
<b>Bankers</b>	Co-operative Bank PO Box Skelmersdale WN8 6WT
<b>Independent Examiner</b>	Beyond Profit Ltd G104 Bolton Arena Arena Approach Horwich Bolton BL6 6LB

## **NOTE FROM OUR CHAIR**

Time flies when we're having fun, and we've had another successful year at Withington Assist. Membership continues to grow and we now have 235 local people who use our services and we are lucky to have 54 kind volunteers, always willing to help.

We have also welcomed a new member of staff, Mark Thomas, who has joined as an Outreach Worker and Befriender, to support those living in the community who are unable to come and see us in person. The befriending service was evaluated by an independent consultant and I am pleased to say the results demonstrated it provides an important lifeline to those who are socially isolated. Overall, the outcomes, on a small budget, are very good and this important work needs to continue.

You can also meet Mark at the Tuesday Lunch Club, join in with the Bingo and hopefully listen to Mark call your winning number. Amelia continues in her role as the Coordinator and Jamila as the Activities and Admin worker and you can find them in the office, if you need their assistance. Long standing members of our team also include Debra who is the Positive Living Coach and Exercise Instructor, Ruby. For those of you who attend the Tuesday Lunch Club, you will know how valuable Debbie the cook is, as we couldn't do it without her. I would just like to offer condolences from all at Withington Assist to Debbie, whose mother sadly passed away in August.

The members of the board of trustees remains the same and we are grateful for all their hard work and dedication, attending meetings and supporting staff and volunteers. I would like to thank Vicky, Sarala, Jacqueline, Pip, Gavin, Meena, David, Emma and Gemma for their continued support as Chair.

I have been really pleased to hear how everyone has enjoyed the day trips this year and hope the trip to see the colourful, Blackpool illuminations, on the 4<sup>th</sup> of December, is also a success.

The new drop-in advice session to help members with forms, benefits and admin, that can become so difficult with older age, has been warmly welcomed and been very successful. This support is offered by Jamila, in the office on a Friday, so do go along if you need any help.

Withington Assist is an important asset in our community and hopefully members feel a sense of belonging and look forward to our events. I hope there is something for everyone to enjoy but do approach staff or the board of trustees if you have new ideas. Remember, you can turn up to a group and everyone is made to feel welcome and there is always someone to chat to. Once again I'd like to thank the staff and volunteers who continue to make such a difference to people's lives and to the elderly members themselves who come together to make Withington Assist the wonderful place it is.

**Barbara Aston, Chair, Board of Trustees**

# TRUSTEES ANNUAL REPORT

## Structure, Governance and Management

### Governing Document

ASSIST is registered as a charity with the Charity Commission on 5th June 1997 under reference 1062675. A revised constitution was produced and adopted at the Annual General Meeting on 20th November 2012.

### Recruitment and Training of Trustees

We invite potential trustees to an interview, take up references and conduct a DBS check. Induction takes the form of a visit to the office to see how the organisation works and asking them to complete some reading around the roles and duties of trustees.

Most of our trustees are involved as volunteers in a practical role within the organisation. Trustees are appointed by the Executive Committee at the Annual General Meeting (AGM). The members elect from the Executive Committee, a Chairperson, a Secretary and a Treasurer who hold office until the next AGM.

### Organisational Management

The organisation is run by its board of trustees who meet bi-monthly.

The organisation employs a Co-ordinator, an Administration and Activities Assistant, an Outreach worker, and a Cook. These part time workers support around 50 volunteers to run various groups, activities and services.

### Public Benefit

In planning and delivering our services and activities the Trustees of Assist confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

Assist is required, under its Constitution, to provide services and assistance to those persons in need by reason of poverty, sickness, age or disability.

Assists' activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### Risk Management

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems established to mitigate these risks. We make sure our finances are sufficient to cover our outgoings and apply for grants and encourage donations as appropriate. We also ensure we have the correct levels of insurance cover and have a risk register that we review regularly at trustee meetings.

## **Objectives, Aims and Activities**

### **Charitable Objectives**

The Charitable Objectives of Assist are set out in the constitution. Assist is a neighbourhood care group which recruits, trains and supports volunteers to provide simple, practical help to older people in need in Withington, Old Moat and Fallowfield area.

### **Principal Activities**

Our main aims continue to be to reduce social isolation and loneliness, improve mental wellbeing, and to help older people remain in their own homes. We provide social groups, offer volunteer lifts, help with practical and admin tasks, and also seek to provide our frailer, more isolated members with volunteer "befrienders" or a visit from our outreach worker, as well as support from telephone befrienders.

### **Review of Achievements and Performance for the Year**

Looking back over our achievements and performance, this year has been as busy and successful as any other in the organisations' impressive 55-year history, with social groups continuing to be well attended and the membership consistently growing, with 230 members at the time of writing. We give sincere and grateful thanks to the volunteers that enable us to run so many groups across the month, giving people lifts in, making teas, serving lunches, taking registers, setting up rooms. It is important to note that it is not just the practical help that makes Assist such a special place for so many, it is the kindness, patience and good humour of those who attend. It is remembering and celebrating people's birthdays, asking after people who are unwell, taking the time to listen, sharing stories and jokes. We are here to cheer people up, to help people feel part of a community and to empower people to feel able to cope with the challenges that growing older can present, and feedback and attendance rates show us that we are meeting our aim.

Alongside the classic social groups of lunch club, exercise classes, coffee group, walking and talking group, film club, tea and talks, digital drop in, positive living, snooker, and trips to simply cycling, the gardening service, volunteer lifts and practical support with odd jobs, emergency shopping, administration advice, we have also been working hard to adapt and develop to meet the shifting needs of our older population.

In May 2024, supported by a one-off donation from Burton House Trust, we have been able to introduce a new paid worker to the assist team, our Outreach worker, Mark Thomas. The role involves visiting people in their homes who are facing additional challenges that make it difficult for them to join in Assist's or supporting people who need extra support to attend. This has enabled us to work with more complex referrals and support older people suffering from social isolation and loneliness who would otherwise be unable to connect with Assist. Connecting with around 15 people a week, we are very pleased with the impact Marks' work is having, as demonstrated in an impact report (available to download from the Assist website). We are sourcing further funding to continue and extend the outreach worker offer.

Another important addition to our work that we are very proud of, has come in the form of our new citizens' advice style weekly drop in. Supported by a grant from Manchester City Council, we have been extremely pleased to increase our offer to older people living locally by providing a Cost-of-living drop in each week, supporting people with applying for benefits, pension credit, reducing household bills, completing forms and accessing further help where available. To deliver this work, we have increased the hours of our admin and activities worker, Jamila Naseem, capitalising on her skills as a trained solicitor. We are very grateful to her commitment and skill, with over 40 people having benefited from the work so far.

Further to this, using a grant from the MCC's Food Insecurity fund, we have been able to continue our commitment to subsidising our lunch club, keeping donation suggestions low and providing free/nominal fee lunches for attendees who benefit from that option. The important thing is that people attend, and we are able to remove any financial barriers to enable that to happen.

We were also successful in securing a grant from In Our Nature fund, enabling us to team up with Withington Baths and Ladybarn Community hub to see the return of the blister pack recycling scheme, and a collaboration with Care and Repair to share tips on heating the home, saving energy, sign up for a free heating health check, draught excluders, radiator programming and bleeding. Working with outside partners to provide additional services and signposting has continued, including visits from the Falls team, Age UK, GMP Scam awareness team, local Fire service, Be Smoke Free, Citizen's advice, Healthwatch to share information and take referrals.

In other news, we continued with our commitment to providing days trips out, with much appreciated visits to Southport (such a lot of rain to fall on one day... but still greatly enjoyed), Morecambe, Chester (bit cold but very Christmassy), Ye Olde Cocke in Didsbury and Oswaldtwistle Mill. For some who join, the trips with Assist are some of the only – if not, the only, trips out of Manchester they will now take in a year. It is a privilege to spend a day away and we are proud to ensure at least one trip away per quarter is arranged with volunteers on hand to push wheelchairs and lend an arm. Closer to home, we also supported our older people to access some of the arts, culture and green spaces that the city has to offer, with trips to the Martin Harris Centre, Manchester Museum, Bridgewater Hall, Fog Lane park and the RNCM.

Running accessible, reliable and consistent services that run all year round- including get togethers during the Christmas break, have given us a reputation in the neighbourhood for an organisation that can be trusted, and we receive referrals from social services, mental health teams, GPs, social prescribers, family, neighbours and word of mouth, enabling to reach those who most need us. Long may this continue.

## **Operational Performance**

We are pleased to have been able to continue supporting our members and volunteers, and on 31<sup>st</sup> March 2025, we had 228 members on our books, and 51 volunteers.

## Financial Review

Our main source of funding is Manchester City Council. We have continued to apply for grants and seek donations to supplement our main grant to support and develop our activities.

Additional grants and donations have come from Manchester Active, Manchester City council neighbourhood investment fund, Co op community fund, Big Lottery, the Manchester Local Care Organisation (NHS), Macc, Nisa, Salford Walking and Wheeling Fund, In Our Nature, MCC Cost of Living fund and MCC Food insecurity fund.

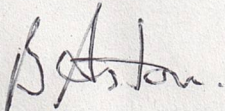
Members remain generous, and we are very grateful for their donations.

## Reserves

We have a reserves policy within our financial policy, and currently hold reserves of £39,000, which equates to 10 months of running costs. The reserves are in place to cover our statutory obligations, redundancy and contingency should a situation occur where our income is affected, or our costs increase. We have reviewed our reserves policy this year to ensure it accurately meets the needs of the organisation and will continue to annually review the figures to ensure we are in line with our policy.

The reserves of the charity at the 31 March 2025 were £98,101. Of this, £73,308 were unrestricted reserves.

This report was approved by the Board of Trustees on 22.10.25 and signed on their behalf:



**Barbara Aston**  
Chair of Board

## Trustees' responsibilities in relation to the financial statements

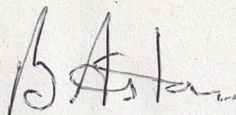
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 22.10.25 and signed on their behalf by:



**Barbara Aston**  
Chair of Board

## **Independent examiner's report to the Trustees of Assist**

I report to the trustees on my examination of the accounts of Assist (the Charity) for the year ended 31 March 2025.

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

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

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

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.



**Emma Willder, FCMA, CGMA, CG(Affiliated)**

**Fellow of the Chartered Institute of Management Accountants**

Date: 23 October 2025

Beyond Profit Ltd  
F114 Bolton Arena  
Arena Approach  
Horwich  
Bolton  
BL6 6LB

## Receipts and Payments Accounts for the year ended 31 March 2025

	Notes	31 March 2025		31 March 2024		Total funds £
		Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £	
<b>Receipts:</b>						
Grant, donations and contributions	2	22,257	30,724	19,839	28,248	48,087
Local Authority Contract		37,892	-	37,892	-	37,892
<b>Total</b>		<b>60,149</b>	<b>30,724</b>	<b>57,731</b>	<b>28,248</b>	<b>85,979</b>
<b>Payments:</b>						
Direct Charitable Expenditure	3	17,928	29,474	16,830	19,740	36,570
Management and Administration	4	45,816	-	35,314	-	35,314
<b>Total</b>		<b>63,744</b>	<b>29,474</b>	<b>52,144</b>	<b>19,740</b>	<b>71,884</b>
<b>Net receipts/(payments)</b>		<b>(3,595)</b>	<b>1,250</b>	<b>5,587</b>	<b>8,508</b>	<b>14,095</b>
<b>Cash funds at 31 March 2024</b>						
Transfers between funds		72,152	28,294	65,528	20,823	86,351
		4,751	(4,751)	1,037	(1,037)	-
<b>Cash funds at 31 March 2025</b>	5	<b>73,308</b>	<b>24,793</b>	<b>72,152</b>	<b>28,294</b>	<b>100,446</b>

# Statement of Assets and Liabilities as at 31 March 2025

	31 March 2025		31 March 2024		Total £
	Unrestricted funds £	Restricted income funds £	Unrestricted funds £	Restricted income funds £	
<b>Cash Funds</b>					
Cash at bank	71,426	26,583	71,063	29,331	100,394
Cash in hand	92	-	52	-	52
	<b>71,518</b>	<b>26,583</b>	<b>71,115</b>	<b>29,331</b>	<b>100,446</b>

The financial statements were approved by the Board of Trustees on 22.10.25 and signed on their behalf:



**Barbara Aston**  
Chair of Board

## Notes to the financial statements

### 1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### 2) Grants and Donations

	2025			2024		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	17	-	17	-	5,000	5,000
Book Launch	-	-	-	-	640	640
Citizens Advice	-	7,537	7,537	-	-	-
Coffee Morning	1,753	-	1,753	1,424	-	1,424
Day Trips	4,090	-	4,090	4,068	-	4,068
Digital Drop in	-	-	-	45	-	45
Exercise Club	4,956	1,200	6,156	3,691	2,590	6,281
Film Club	570	-	570	613	725	1,338
French Class	-	-	-	13	-	13
Gardening Services	460	-	460	537	-	537
Positive Living	192	7,360	7,552	211	9,160	9,371
Snooker	274	750	1,024	257	-	257
Tea & Talks	396	-	396	331	-	331
Tuesday Club	5,899	5,924	11,823	5,070	3,778	8,848
Volunteers	1,302	600	1,902	-	-	-
Walking Group	-	1,342	1,342	-	4,200	4,200
Xmas	-	-	-	1,741	-	1,741
Funds held as agent	-	4,915	4,915	-	-	-
Other donations	2,348	-	2,348	1,838	-	1,838
Other grants	-	1,096	1,096	-	2,155	2,155
	<b>22,257</b>	<b>30,724</b>	<b>52,981</b>	<b>19,839</b>	<b>28,248</b>	<b>48,087</b>

### 3) Direct Charitable Expenditure

	2025		2024	
	Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £
Befriending	-	11,620	-	1,063
Book Launch	-	629	-	-
Citizens Advice	-	2,081	-	-
Coffee Morning	1,036	-	671	-
Day Trips	3,992	-	4,488	-
Digital Drop in	28	28	-	-
Exercise Club	4,163	2,244	2,214	2,590
Film Club	2,295	-	217	725
French Class	-	-	630	-
Gardening Services	96	-	20	-
Positive Living	1,095	2,081	-	9,082
Snooker	21	750	36.00	36
Tea & Talks	717	-	826	-
Tuesday Club	4,443	5,043	6,191	2,323
Walking Group	42	1,342	-	3,957
Xmas	-	-	1,537	-
Funds held as agent	-	3,684	-	-
Other grants	-	-	-	-
	<b>17,928</b>	<b>29,474</b>	<b>16,830</b>	<b>19,740</b>
		<b>47,402</b>		<b>36,570</b>

### 4) Charity Management and Administration

	2025		2024	
	Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £
Running Costs	8,044	-	8,011	-
Staff Costs (not allocated to specific activities)	35,711	-	26,682	-
Volunteer Costs (not allocated to specific activities)	2,061	-	565	-
Trustee Costs	-	-	56	-
	<b>45,816</b>	-	<b>35,314</b>	-
		<b>45,816</b>		<b>35,314</b>

## 5) Funds

	Balance at 1 April 2024 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2025 £
Restricted Funds:					
Burton House Trust (Befriending)	15,000	-	(11,620)		3,380
Manchester University Foundation Trust	3,937	-	-		3,937
Manchester City Council (Book Launch)	640	-	(629)	(11)	-
Manchester Active (Exercise club)	1,044	1,200	(2,244)	-	-
NIF (Snooker)	-	750	(750)	-	-
NIF (Film club)	-	-	-	-	-
Chorlton Good Neighbours (Positive Living)	2,574	8,360	(2,081)	(1,000)	7,853
Co-op Fund (Tuesday Club)	1,455	2,520	(3,975)	-	-
Manchester City Council (Tuesday club)	-	3,235	(899)	-	2,336
Old Moat Playgroup (Tuesday club)	-	169	(169)	-	-
Greater Manchester Sports (Walking Group)	-	100	(100)	-	-
Salford Community (Walking Group)	-	722	(722)	-	-
NIF (Walking Group)	-	520	(520)	-	-
NIF (French Class)	804	-	-	(804)	-
Funds held as agent	-	4,915	(3,684)		1,231
Manchester City Council (Citizens Advice)	-	7,537	(2,081)		5,456
Other	2,840	696	0	(2,936)	600
<b>Total Restricted Funds</b>	<b>28,294</b>	<b>30,724</b>	<b>(29,474)</b>	<b>4,751</b>	<b>24,793</b>
Unrestricted funds	72,152	60,149	(63,744)	4,751	73,308
<b>Total Funds</b>	<b>100,446</b>	<b>90,873</b>	<b>(93,218)</b>	<b>-</b>	<b>98,101</b>

## 5) Funds (continued)

	Balance at 1 April 2023 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2024 £
<b>Prior Year Comparison</b>					
Restricted Funds:					
Burton House Trust (Befriending)	15,000	-	-	-	15,000
Manchester University Foundation Trust	-	5,000	(1,063)	-	3,937
GMMH NHS Foundation Trust (Mental Wellbeing, Exercise class)	1,044	-	(1,044)	-	-
Manchester City Council (Book Launch)	-	640	-	-	640
Manchester Active (Exercise club)	-	2,500	(1,456)	-	1,044
NIF (Exercise club)	-	90	(90)	-	-
NIF (Film club)	-	725	(725)	-	-
Chorlton Good Neighbours (Positive Living)	2,496	9,160	(9,082)	-	2,574
Co-op Fund (Tuesday Club)	-	3,778	(2,323)	-	1,455
Manchester Active (Walking Group)	-	300	(300)	-	-
Manchester City Council (Walking Group)	-	960	(960)	-	-
Charles Heywood (Salary costs)	1,037	-	-	(1,037)	-
NIF (French Class)	804	-	-	-	804
Salford (Walking Group)	240	-	(240)	-	-
GM Walking Fund (Walking Group)	202	-	(202)	-	-
Other	-	5,095	(2,255)	-	2,840
<b>Total Restricted Funds</b>	<b>20,823</b>	<b>28,248</b>	<b>(19,740)</b>	<b>(1,037)</b>	<b>28,294</b>
Unrestricted funds	65,528	57,731	(52,144)	1,037	72,152
<b>Total Funds</b>	<b>86,351</b>	<b>85,979</b>	<b>(71,884)</b>	<b>-</b>	<b>100,446</b>

#### 6) Related party transactions and Trustees' expenses and remuneration

The Trustees all give freely of their time and expertise without any form of remunerations or other benefit in cash or kinds (2024: £nil)

No Trustees, nor persons related or connected by business to them has received any payments or other benefits from the charity during the year (2024: £nil).

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of Assists overall insurance.

**ASSIST**

England & Wales - Charity number 1062675

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# Accounts

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**ASSIST**

**(Fallowfield & Withington Neighbourhood Care Group)**

**Registered Charity Number: 1062675**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the Year Ended 31 March 2024**

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

<b>Registered Charity Name</b>	ASSIST
<b>Registered Charity Number</b>	1062675
<b>Registered Office</b>	439 Wilmslow Road Withington Manchester M20 4AN
<b>Trustees</b>	Mrs B Aston (Chair) Ms P Cotterill Mrs B Barnett Mrs S Gunawardena (Secretary) Mr B Stevenson Cllr G White Mr D Lamb Mrs J Kirkby Mrs V Wharmby (Treasurer) Ms Meena Shah  Emma Horridge wef 11 <sup>th</sup> January 2024 Gemma Glennon wef 11 <sup>th</sup> January 2024
<b>Chair</b>	Ms P Cotterill to 15 <sup>th</sup> November 2023 Mrs B Aston from 15 <sup>th</sup> November 2023
<b>Deputy Chair</b>	Ms P Cotterill from 15 <sup>th</sup> November 2023
<b>Secretary &amp; Deputy Chair</b>	Ms S Gunawardena
<b>Bankers</b>	Co-operative Bank PO Box Skelmersdale WN8 6WT
<b>Independent Examiner</b>	Beyond Profit Ltd G104 Bolton Arena Arena Approach Horwich Bolton BL6 6LB

## Note from our Chair

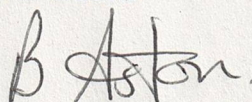
Once again, it has been another good year for Assist. We have kept up with all our activities, grown the membership and increased our volunteer numbers. We have also taken on a new member of staff, Jamila, as an activities and admin worker. She has been a brilliant addition to the team, and along with Amelia our coordinator and Debbie, our cook, they keep Assist going.

For me, as an older person in Withington, Assist is very important for our neighbourhood. I value how it gives people something to look forward to and a feeling of family. For people on their own, who don't have anybody, they have Assist. Sometimes when you are older, you can feel invisible. You have to make a life for yourself to get out of the house and it can be very hard. So that's what we are doing here, we are helping people to get a life together. You can turn up to a group and everyone is there. We make sure we have good volunteers who make people feel welcome. They need to be very open, to really care, and to know just what to say to take people's minds off things if they need that. Then we have our drivers who bring people in if you can't make it yourself, and the staff in the office helping with practical things and forms, it's all so important.

Looking forward to the year ahead, we are excited to welcome our new paid befriender, Mark Thomas, who will visit those living out in the community who are unable to come in to see us at Assist. We will continue to change to suit people's needs, with digital drop in sorting out people's struggles with all the new technology and a new drop-in advice session to help people with forms, benefits, admin that can become so difficult with older age and changes in systems.

I would like to thank our board of trustees who take the responsibility for this charity seriously, attending our meetings and supporting our staff. To the staff and volunteers who make such a difference, and to the older people themselves who come together to make Assist the place it is.

Barbara Aston  
Chair of Board



# TRUSTEES ANNUAL REPORT

## Structure, Governance and Management

### Governing Document

ASSIST is registered as a charity with the Charity Commission on 5th June 1997 under reference 1062675. A revised constitution was produced and adopted at the Annual General Meeting on 20th November 2012.

### Recruitment and Training of Trustees

We invite potential trustees to an interview, take up references and conduct a DBS check. Induction takes the form of a visit to the office to see how the organisation works and asking them to complete some reading around the roles and duties of trustees.

Most of our trustees are involved as volunteers in a practical role within the organisation. Trustees are appointed by the Executive Committee at the Annual General Meeting (AGM). The members elect from the Executive Committee, a Chairperson, a Secretary and a Treasurer who hold office until the next AGM.

This year, we thanked Brenda Barnett for her many years of service to the Assist board and welcomed Emma Horridge and Gemma Glennon to the board.

### Organisational Management

The organisation is run by its board of trustees who meet monthly.

The organisation employs a Co-ordinator, an Assistant and a chef. These support around 50 volunteers to run various groups, activities and services.

### Public Benefit

In planning and delivering our services and activities the Trustees of Assist confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

Assist is required, under its Constitution, to provide services and assistance to those persons in need by reason of poverty, sickness, age or disability.

Assists' activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### Risk Management

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems are being established to mitigate these risks. We make sure our finances are sufficient to cover our outgoings and apply for grants and encouraging donations as appropriate. We also ensure we have the correct levels of insurance cover and have a risk register that we review regularly at trustee meetings.

## **Reserves**

We have a reserve policy and hold reserves of £50,000. The reserves are in place to cover our statutory obligations, redundancy and contingency should a situation occur where our income is affected, or our costs increase. We will be reviewing our reserves policy this next financial year to ensure they accurately meet the needs of the organisation.

## **Objectives, Aims and Activities**

### **Charitable Objectives**

The Charitable Objectives of Assist are set out in the constitution. Assist is a neighbourhood care group which recruits, trains and supports volunteers to provide simple, practical help to older people in need in Withington and Fallowfield area.

### **Principal Activities**

Our main aims continue to be to reduce social isolation and to help older people remain in their own homes. We offer help with practical jobs, driving and also provide our frailer, more isolated members with volunteer "befrienders" who visit once a week and can offer help with shopping etc, and telephone befrienders who keep in touch by phone.

### **Review of Achievements and Performance for the Year**

As a trustee for Assist, it is always a pleasure to look back and take stock of this organisation's achievements. We take pride in supporting the aging population of Withington through our social and well-being programmes.

We started this financial year with our co-ordinator, Amelia King having returned to her post from maternity leave in January 2023. In July 2023, we said goodbye to Emma Horridge who looked after our volunteers. However, we are pleased to say Emma has stayed on with Assist as a member of the board. In September 2023 we welcomed our new Activities and Admin Assistant, Jamila Naseem, who has settled in well and become a very valued member of the team.

With much thanks to the staff, trustees, and volunteers, our Lunch club, Exercise classes, Coffee afternoon, Positive living group, Film club, Wednesday walks, Tea and Talks, and Digital Drop In have continued to provide a much-needed social interaction and weekly routine for the older members and volunteers who take part.

We have continued to organise both local and further afield trips for our members, which are extremely popular. This year we organised two coach trips to the seaside, returning to an Assist favourite, Llandudno, and also trying somewhere new, Fleetwood. We also organised trips to RHS Bridgewater Gardens and to the renowned Cheetham's School of Music. In addition, we have continued our regular trips to local parks.

Alongside this, we've introduced a range of new activities, designed to meet the social and/or well-being needs of our members. A popular activity has been our

monthly visits to the Simply Cycling charity, who provide cycling opportunities for people of all abilities and ages.

As an organisation, we pride ourselves on the ability to listen and respond to the needs of our members. We became aware that many of our members were struggling to access important day-to-day information, therefore we decided to set up advice forums with representatives from United Utilities, Citizens Advice Bureau, Energy and Finance Advice, Age UK, Scams Awareness, and Carers Manchester who gave confidential advice on benefits, bills, and energy suppliers.

A highlight for many of our members is the Assist Christmas Day Lunch. As an organisation Assist became aware that many of our members were spending Christmas day alone, so for a second year in a row, we have cooked a Christmas Dinner on 25<sup>th</sup> December. It's a really popular event and greatly appreciated by our members. We are also extremely grateful for our volunteers, Trustees, and staff who give up their time to run this event.

In February 2024 we introduced the Boost Programme, a 6-week facilitator-run wellbeing workshop that aimed to build resilience and improve wellbeing.

Alongside social groups, Assist continued to provide volunteer support in the form of driving, odd jobs, gardening, form filling, prescription collection as well as offering befriending and telephone befriending. Our volunteers offer their time, patience, skills, and resources in so many different ways to help the older people in our community feel able to cope with the challenges that growing older can present, and their contribution is invaluable.

## **Operational Performance**

We are pleased to have been able to continue supporting our members and volunteers, and on 31<sup>st</sup> March 2024, we had 190 members on our books, and 52 volunteers.

## **Financial Review**

Our main source of funding is Manchester City Council. We have continued to apply for grants and seek donations to supplement our main grant to support and develop our activities.

Additional grants and donations have come from Manchester Active, Manchester City council neighbourhood investment fund, Withington Methodist Church (donations collected from their Gospel Choir Concert), Co op community fund, Big Lottery and the Manchester Local Care Organisation (NHS).

Members remain generous, and we are very grateful for their donations.

## **Reserves**

The Trustees have determined reserves should be held that enable Assist to continue for 10 months in the event of any funding being cut, or to enable the

Trustees to wind down the organisation and pay redundancy as required. This sum is set at £50,000 and will be reviewed each year. The reserves of the charity at the 31 March 2024 were £100,446. Of this £71,115 were unrestricted.

This report was approved by the Board of Trustees on 29<sup>th</sup> October 2024 and signed on their behalf:

A handwritten signature in black ink, appearing to read 'B. Aston', written in a cursive style.

**Barbara Aston**  
Chair of Board

## **Trustees' responsibilities in relation to the financial statements**

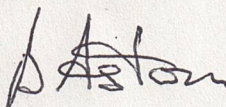
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 29<sup>th</sup> October 2024 and signed on their behalf by:



**Barbara Aston**  
Chair of Board

## **Independent examiner's report to the Trustees of Assist**

I report to the trustees on my examination of the accounts of Assist (the Charity) for the year ended 31 March 2024.

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

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

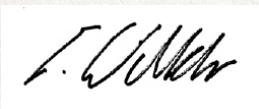
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

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

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.



**Emma Willder, FCMA, CGMA, CG(Affiliated)**

**Fellow of the Chartered Institute of Management Accountants**

Date:

Beyond Profit Ltd  
G104 Bolton Arena  
Arena Approach  
Horwich  
Bolton  
BL6 6LB

## Receipts and Payments Accounts for the year ended 31 March 2024

	31 March 2024			31 March 2023		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
<b>Receipts:</b>						
Grant, donations and contributions	19,839	28,248	48,087	13,286	49,484	62,770
Local Authority Contract	37,892	-	37,892	36,900	-	36,900
<b>Total</b>	<b>57,731</b>	<b>28,248</b>	<b>85,979</b>	<b>50,186</b>	<b>49,484</b>	<b>99,670</b>
<b>Payments:</b>						
Direct Charitable Expenditure	16,830	19,740	36,570	11,557	32,796	44,353
Management and Administration	35,314	-	35,314	50,628	1,963	52,591
<b>Total</b>	<b>52,144</b>	<b>19,740</b>	<b>71,884</b>	<b>62,185</b>	<b>34,759</b>	<b>96,944</b>
<b>Net receipts/(payments)</b>	<b>5,587</b>	<b>8,508</b>	<b>14,095</b>	<b>(11,999)</b>	<b>14,725</b>	<b>2,726</b>
<b>Cash funds at 31 March 2023</b>	<b>65,528</b>	<b>20,823</b>	<b>86,351</b>	<b>63,694</b>	<b>19,931</b>	<b>83,625</b>
Transfers between funds	-	0	-	13,833	(13,833)	-
<b>Cash funds at 31 March 2024</b>	<b>71,115</b>	<b>29,331</b>	<b>100,446</b>	<b>65,528</b>	<b>20,823</b>	<b>86,351</b>

## Statement of Assets and Liabilities as at 31 March 2024

	31 March 2024			31 March 2023		
	Unrestricted funds	Restricted income funds	Total	Unrestricted funds	Restricted income funds	Total
	£	£	£	£	£	£
<b>Cash Funds</b>						
Cash at bank	71,063	29,331	100,394	65,241	20,823	86,064
Cash in hand	52	-	52	287	-	287
	<b>71,115</b>	<b>29,331</b>	<b>100,446</b>	<b>65,528</b>	<b>20,823</b>	<b>86,351</b>

The financial statements were approved by the Board of Trustees on 29<sup>th</sup> October 2024 and signed on their behalf:

**Barbara Aston**  
Vice Chair of Board

## Notes to the financial statements

### 1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### 2) Grants and Donations

	2024			2023		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	-	5,000	5,000	-	15,000	15,000
Book Launch	-	640	640	-	-	869
Coffee Morning	1,424	-	1,424	869	-	2,127
Day Trips	4,068	-	4,068	2,127	-	1,089
Digital Drop in	45	-	45	89	1,000	5,387
Exercise Club	3,691	2,590	6,281	2,387	3,000	459
Film Club	613	725	1,338	459	-	867
French Class	13	-	13	3	864	351
Gardening Services	537	-	537	351	-	22,750
OPeNS	-	-	-	-	-	3,328
Positive Living	211	9,160	9,371	231	-	3,559
Snooker	257	-	257	243	-	243
Tea & Talks	331	-	331	248	-	248
Tuesday Club	5,070	3,778	8,848	3,781	100	3,881
Volunteer Driving	-	-	-	139	-	139
Walking Group	-	4,200	4,200	-	442	442
Xmas	1,741	-	1,741	-	-	-
Other donations	1,838	-	1,838	1,238	-	1,238
Other grants	-	2,155	2,155	1,121	3,000	4,121
	<b>19,839</b>	<b>28,248</b>	<b>48,087</b>	<b>13,286</b>	<b>49,484</b>	<b>62,770</b>

3) Direct Charitable Expenditure

	2024			2023		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	-	1,063	1,063	-	-	-
Book Launch	-	-	-	231	-	231
Coffee Morning	671	-	671	1,626	-	1,626
Day Trips	4,488	-	4,488	184	1,000	1,184
Digital Drop in	-	-	-	3,116	1,956	5,072
Exercise Club	2,214	2,590	4,804	472	-	472
Film Club	217	725	942	-	60	60
French Class	630	-	630	-	-	-
Gardening Services	20	-	20	17	-	17
OPeNS	-	-	-	-	28,848	28,848
Positive Living	-	9,082	9,082	1,566	832	2,398
Snooker	36	-	36	-	-	-
Tea & Talks	826	-	826	665	-	665
Tuesday Club	6,191	2,323	8,514	3,662	100	3,762
Volunteer Driving	-	-	-	18	-	18
Walking Group	-	3,957	3,957	-	-	-
Xmas	1,537	-	1,537	-	-	-
Other grants	-	-	-	-	-	-
	<b>16,830</b>	<b>19,740</b>	<b>36,570</b>	<b>11,557</b>	<b>32,796</b>	<b>44,353</b>

4) Charity Management and Administration

	2024			2023		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Running Costs	8,011	-	8,011	9,805	-	9,805
Staff Costs (not allocated to specific activities)	26,682	-	26,682	39,431	1,963	41,394
Volunteer Costs (not allocated to specific activities)	565	-	565	1,346	-	1,346
Trustee Costs	56	-	56	46	-	46
	<b>35,314</b>	-	<b>35,314</b>	<b>50,628</b>	<b>1,963</b>	<b>52,591</b>

5) Funds

	Balance at 1 April 2023 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2024 £
Restricted Funds:					
Burton House Trust (Befriending)	15,000	-	-	-	15,000
Manchester University Foundation Trust	-	5,000	(1,063)	-	3,937
GMMH NHS Foundation Trust (Mental Wellbeing, Exercise class)	1,044	-	(1,044)	-	-
Manchester City Council (Book Launch)	-	640	-	-	640
Manchester Active (Exercise club)	-	2,500	(1,456)	-	1,044
NIF (Exercise club)	-	90	(90)	-	-
NIF (Film club)	-	725	(725)	-	-
Chorlton Good Neighbours (Positive Living)	2,496	9,160	(9,082)	-	2,574
Co-op Fund (Tuesday Club)	-	3,778	(2,323)	-	1,455
Manchester Active (Walking Group)	-	300	(300)	-	-
Manchester City Council (Walking Group)	-	960	(960)	-	-
Charles Heywood (Salary costs)	1,037	-	-	(1,037)	-
NIF (French Class)	804	-	-	-	804
Salford (Walking Group)	240	-	(240)	-	-
GM Walking Fund (Walking Group)	202	-	(202)	-	-
Other	-	5,095	(2,255)	-	2,840
<b>Total Restricted Funds</b>	<b>20,823</b>	<b>28,248</b>	<b>(19,740)</b>	<b>(1,037)</b>	<b>28,294</b>
Unrestricted funds	65,528	57,731	(52,144)	1,037	72,152
<b>Total Funds</b>	<b>86,351</b>	<b>85,979</b>	<b>(71,884)</b>	<b>#</b>	<b>100,446</b>

**Prior Year Comparison**

Restricted Funds:

Burton House Trust (Befriending)	-	15,000	-	-	15,000
Didsbury Good Neighbours (Digital Drop in)	-	1,000	(1,000)	#	-
GMMH NHS Foundation Trust (Mental Wellbeing)	-	3,000	(1,956)		1,044
Manchester City Council (OPeNs)	11,682	22,750	(28,848)	(5,584)	-
Chorlton Good Neighbours (Positive Living)	-	3,328	(832)		2,496
Forever Manchester (Tuesday Club)	-	100	(100)		-
Charles Heywood (Salary costs)	-	3,000	(1,963)		1,037
NIF (French Class)	-	864	(60)		804
Salford (Walking Group)	-	240	-		240
GM Walking Fund (Walking Group)	-	202	-		202
Manchester City Council (Living Well at Home)	3,749	-	-	(3,749)	-
Other	4,500	-	-	(4,500)	-

**Total Restricted Funds**

	<b>19,931</b>	<b>49,484</b>	<b>(34,759)</b>	<b>#</b>	<b>(13,833)</b>	<b>20,823</b>
				32,132		
Unrestricted funds	63,694	50,186	(62,185)		13,833	65,528
<b>Total Funds</b>	<b>83,625</b>	<b>99,670</b>	<b>(96,944)</b>	<b>#</b>	<b>-</b>	<b>86,351</b>

**6) Related party transactions and Trustees' expenses and remuneration**

The Trustees all give freely of their time and expertise without any form of remunerations or other benefit in cash or kinds (2023: £nil)

No Trustees, nor persons related or connected by business to them has received any payments or other benefits from the charity during the year (2023: £nil).

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of Assists overall insurance.

**ASSIST**

England & Wales - Charity number 1062675

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# Accounts

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**ASSIST**

**(Fallowfield & Withington Neighbourhood Care Group)**

**Registered Charity Number: 1062675**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the Year Ended 31 March 2023**

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

<b>Registered Charity Name</b>	ASSIST
<b>Registered Charity Number</b>	1062675
<b>Registered Office</b>	439 Wilmslow Road Withington Manchester M20 4AN
<b>Trustees</b>	Ms P Cotterill (Chair) Ms E Spencer (resigned 21 <sup>st</sup> April 2022) Mrs B Barnett Mrs S Gunawardena (Secretary) Mrs B Aston Mr B Stevenson Cllr G White Mr D Lamb Mrs M Redhouse (resigned 20 <sup>th</sup> October 2022) Mrs J Kirkby Mrs V Wharmby (Treasurer)
<b>Chair</b>	Ms P Cotterill
<b>Treasurer</b>	Mrs V Wharmby
<b>Secretary</b>	Mrs S Gunawardena
<b>Bankers</b>	Co-operative Bank PO Box Skelmersdale WN8 6WT
<b>Independent Examiner</b>	Beyond Profit Ltd G104 Bolton Arena Arena Approach Horwich Bolton BL6 6LB

## **Note from our Chair**

This year we welcomed Meena Shah as a cover Coordinator from April to December whilst Amelia King was on maternity leave. Meena fitted in very well and alongside Mousumi, Debbie and Emma, the staff team worked together with the trustees and volunteers to create the supportive atmosphere that makes Assist what it is.

There can be many changes in later life, some good, some less good; bereavements, physical changes etc, but Assist is always here as a home from home for people to come to, whether that's for a coffee group, an exercise class or help getting a form filled in.

This year we have received funding to take on a paid befriender and are looking forward to supporting those more lonely and isolated people who are unable to join in social activities.

On behalf of the board of trustees, I would like to thank all for their patience and kindness, and the commitment that enables Assist to help so many older people living locally. I would also like to thank Mousumi Sengupta and Emma Horridge as members of staff who have moved on from Assist, but who's contribution has been very much appreciated. We are a strong group; welcoming group and I am proud to be a part of it.

Barbara Aston  
Vice Chair of Board

# TRUSTEES ANNUAL REPORT

## Structure, Governance and Management

### Governing Document

ASSIST is registered as a charity with the Charity Commission on 5th June 1997 under reference 1062675. A revised constitution was produced and adopted at the Annual General Meeting on 20th November 2012.

### Recruitment and Training of Trustees

We invite potential trustees to an interview, take up references and conduct a DBS check. Induction takes the form of a visit to the office to see how the organisation works and asking them to complete some reading around the roles and duties of trustees.

Most of our trustees are involved as volunteers in a practical role within the organisation. Trustees are appointed by the Executive Committee at the Annual General Meeting (AGM). The members elect from the Executive Committee, a Chairperson, a Secretary and a Treasurer who hold office until the next AGM.

This year, we thanked Libby Spencer and Geraldine Yorke for their many years of service to the Assist board and welcomed Meena Shah to the board.

### Organisational Management

The organisation is run by its board of trustees who meet monthly.

The organisation employs a Co-ordinator, an Assistant and a chef. These support around 50 volunteers to run various groups, activities and services.

### Public Benefit

In planning and delivering our services and activities the Trustees of Assist confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

Assist is required, under its Constitution, to provide services and assistance to those persons in need by reason of poverty, sickness, age or disability.

Assists' activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### Risk Management

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems are being established to mitigate these risks. We make sure our finances are sufficient to cover our outgoings and apply for grants and encouraging donations as appropriate. We also ensure we have the correct levels of insurance cover.

We have a risk register that we review regularly at trustee meetings.

### **Reserves**

We have a reserve policy and hold reserves of £50,000. The reserves are in place to cover our statutory obligations, redundancy and contingency should a situation occur where our income is affected, or our costs increase.

## **Objectives, Aims and Activities**

### **Charitable Objectives**

The Charitable Objectives of Assist are set out in the constitution. Assist is a neighbourhood care group which recruits, trains and supports volunteers to provide simple, practical help to older people in need in Withington and Fallowfield area.

### **Principal Activities**

Our main aims continue to be to reduce social isolation and to help older people remain in their own homes. We offer help with practical jobs and also provide our frailer, more isolated members with volunteer "befrienders" who visit once a week and can offer help with shopping etc.

## **Review of Achievements and Performance for the Year**

For most of this financial year our Coordinator, Amelia King, was on maternity leave. We recruited a cover worker for this period (April- Dec 2022), Meena Shah, who was an excellent and highly valued member of the team. We are very pleased that Meena has stayed on with Assist as a member of the board.

With much thanks to the staff, trustees and volunteers, our Lunch club, Exercise classes, Coffee afternoon, Positive Living, Film club, Tea and Talks and Digital Drop ins continued to run to provide that much needed social interaction and weekly routine for the older members and volunteers who take part. In 2022 Assist also ran French classes, day trips to the seaside and Christmas celebrations including a lunch on Christmas day, and a trip to Stockport Plaza for the panto.

Alongside social groups, Assist continued to provide volunteer support in the form of driving, odd jobs, gardening, form filling, prescription collection as well as offering befriending and telephone befriending. Our volunteers offer their time, patience, skills and resources in so many different ways to help the older people in our community feel able to cope with the challenges that growing older can present, and their contribution is invaluable.

Up until November Assist continued to support the OPeNs partnership with Saheli women's group and Ladybarn community hub, creating connections and activity that has surpassed the funded grant work and continues to the present day.

## **Operational Performance**

We are pleased to have been able to continue supporting our members and volunteers, and on 31<sup>st</sup> March 2023, we had 178 members on our books, and 48 volunteers.

## **Financial Review**

Our main source of funding is Manchester City Council. We have continued to apply for grants and seek donations to supplement our main grant to support and develop our activities.

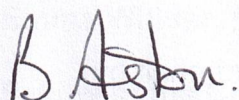
Additional grants have come from OPeNs partnership fund, Manchester Mental Health Wellbeing Fund, Charles Hayward Foundation, The University of Manchester, Forever Manchester, Big Lottery, Withington and Old Moat NIF, and Salford Moving and Walking Fund.

Members remain generous, and we are very grateful for their donations.

## **Reserves**

The Trustees have determined reserves should be held that enable Assist to continue for 10 months in the event of any funding being cut, or to enable the Trustees to wind down the organisation and pay redundancy as required. This sum is set at £50,000 and will be reviewed each year. The reserves of the charity at the 31 March 2023 were £86,351. Of this, £65,528 were unrestricted.

This report was approved by the Board of Trustees on 12<sup>th</sup> October 2023 and signed on their behalf :



**Barbara Aston**  
Vice Chair of Board

## **Trustees' responsibilities in relation to the financial statements**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 12<sup>th</sup> October 2023 and signed on their behalf by:



**Barbara Aston**  
Vice Chair of Board

## **Independent examiner's report to the Trustees of Assist**

I report to the trustees on my examination of the accounts of Assist (the Charity) for the year ended 31 March 2023.

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

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

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

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.



**Emma Willder, FCMA, CGMA, CG(Affiliated)**

**Fellow of the Chartered Institute of Management Accountants**

Date: 12 October 2023

Beyond Profit Ltd  
G104 Bolton Arena  
Arena Approach  
Horwich  
Bolton  
BL6 6LB

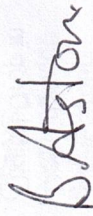
## Receipts and Payments Accounts for the year ended 31 March 2023

	Notes	31 March 2023			31 March 2022		
		Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
<b>Receipts:</b>							
Grant, donations and contributions	2	13,286	49,484	62,770	14,054	71,056	85,110
Local Authority Contract		36,900	-	36,900	36,900	-	36,900
<b>Total</b>		<b>50,186</b>	<b>49,484</b>	<b>99,670</b>	<b>50,954</b>	<b>71,056</b>	<b>122,010</b>
<b>Payments:</b>							
Direct Charitable Expenditure	3	11,557	32,796	44,353	8,768	52,893	61,661
Management and Administration	4	50,628	1,963	52,591	37,055	-	37,055
<b>Total</b>		<b>62,185</b>	<b>34,759</b>	<b>96,944</b>	<b>45,823</b>	<b>52,893</b>	<b>98,716</b>
<b>Net receipts/(payments)</b>		<b>(11,999)</b>	<b>14,725</b>	<b>2,726</b>	<b>5,131</b>	<b>18,163</b>	<b>23,294</b>
<b>Cash funds at 31 March 2022</b>							
Transfers between funds		63,694	19,931	83,625	58,563	1,768	60,331
		13,833	(13,833)	-	-	-	-
<b>Cash funds at 31 March 2023</b>	5	<b>65,528</b>	<b>20,823</b>	<b>86,351</b>	<b>63,694</b>	<b>19,931</b>	<b>83,625</b>

## Statement of Assets and Liabilities as at 31 March 2023

	31 March 2023		31 March 2022	
	Unrestricted funds £	Restricted income funds £	Unrestricted funds £	Restricted income funds £
<b>Cash Funds</b>				
Cash at bank	65,241	20,823	63,604	19,931
Cash in hand	287	-	90	-
	<b>65,528</b>	<b>20,823</b>	<b>63,694</b>	<b>19,931</b>
		<b>Total £</b>		<b>Total £</b>
		86,064		83,535
		287		90
		<b>86,351</b>		<b>83,625</b>

The financial statements were approved by the Board of Trustees on 12<sup>th</sup> October 2023 and signed on their behalf:



**Barbara Aston**  
Vice Chair of Board

## Notes to the financial statements

### 1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### 2) Grants and Donations

	2023			2022		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	-	15,000	15,000	-	-	-
Coffee Morning	869	-	869	773	1,104	1,877
COVID 19	-	-	-	-	75	75
Craft Group	-	-	-	43	100	143
Day Trips	2,127	-	2,127	1,136	-	1,136
Digital Drop in	89	1,000	1,089	79	2,700	2,779
Exercise Club	2,387	3,000	5,387	2,414	1,333	3,747
Film Club	459	-	459	229	-	229
French Class	3	864	867	-	-	-
Gardening Services	351	-	351	595	-	595
OPeNS	-	22,750	22,750	123	45,500	45,623
Positive Living	231	3,328	3,559	227	11,364	11,591
Snooker	243	-	243	-	-	-
Tea & Talks	248	-	248	56	-	56
Tuesday Club	3,781	100	3,881	4,808	2,252	7,060
Volunteer Driving	139	-	139	66	-	66
Walking Group	-	442	442	-	-	-
Other donations	1,238	-	1,238	1,064	-	1,064
Other grants	1,121	3,000	4,121	2,441	6,628	9,069
	<b>13,286</b>	<b>49,484</b>	<b>62,770</b>	<b>14,054</b>	<b>71,056</b>	<b>85,110</b>

### 3) Direct Charitable Expenditure

	2023			2022		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	-	-	-	35	-	35
Coffee Morning	231	-	231	0	320	320
COVID 19	-	-	-	18	75	93
Craft Group	-	-	-	8	100	108
Day Trips	1,626	-	1,626	1,737	-	1,737
Digital Drop in	184	1,000	1,184	-	2,527.5	2,528
Exercise Club	3,116	1,956	5,072	2,558	1,333	3,891
Film Club	472	-	472	311	-	311
French Class	-	60	60	-	-	-
Gardening Services	17	-	17	113	-	113
OPeNS	-	28,848	28,848	-	33,818	33,818
Positive Living	1,566	832	2,398	910	11,364	12,274
Snooker	-	-	-	-	-	-
Tea & Talks	665	-	665	702	-	702
Tuesday Club	3,662	100	3,762	2,309	2,252	4,561
Volunteer Driving	18	-	18	67	-	67
Walking Group	-	-	-	-	-	-
Other grants	-	-	-	-	1,103	1,103
	<b>11,557</b>	<b>32,796</b>	<b>44,353</b>	<b>8,768</b>	<b>52,893</b>	<b>61,661</b>

#### 4) Charity Management and Administration

	2023			2022		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Running Costs	9,805	-	9,805	9,361	-	9,361
Staff Costs (not allocated to specific activities)	39,431	1,963	41,394	27,508	-	27,508
Volunteer Costs (not allocated to specific activities)	1,346	-	1,346	186	-	186
Trustee Costs	46	-	46	-	-	-
	<b>50,628</b>	<b>1,963</b>	<b>52,591</b>	<b>37,055</b>	-	<b>37,055</b>

#### 5) Funds

	Balance at 1 April 2022 £		Incoming Resources £		Resources Expended £		Transfers between funds £		Balance at 31 March 2023 £	
Restricted Funds:										
Burton House Trust (Befriending)	-	-	15,000	-	-	-	-	-	-	15,000
Didbury Good Neighbours (Digital Drop in)	-	-	1,000	-	(1,000)	-	-	-	-	-
Mental Wellbeing	-	-	3,000	-	(1,956)	-	-	-	-	1,044
Manchester City Council (OPeNs)	11,682	-	22,750	-	(28,848)	-	(5,584)	-	-	-
Chorlton Good Neighbours (Positive Living)	-	-	3,328	-	(832)	-	-	-	-	2,496
Forever Manchester (Tuesday Club)	-	-	100	-	(100)	-	-	-	-	-
Charles Heywood (Salary costs)	-	-	3,000	-	(1,963)	-	-	-	-	1,037
NIF (French Class)	-	-	864	-	(60)	-	-	-	-	804
Salford (Walking Group)	-	-	240	-	-	-	-	-	-	240
GM Walking Fund (Walking Group)	-	-	202	-	-	-	-	-	-	202
Manchester City Council (Living Well at Home)	3,749	-	-	-	-	-	(3,749)	-	-	-
Other	4,500	-	-	-	-	-	(4,500)	-	-	-
<b>Total Restricted Funds</b>	<b>19,931</b>	<b>1,963</b>	<b>49,484</b>	<b>(34,759)</b>	<b>(13,833)</b>	<b>20,823</b>				
Unrestricted funds	63,694	-	50,186	(62,185)	13,833	65,528				
<b>Total Funds</b>	<b>83,625</b>	<b>1,963</b>	<b>99,670</b>	<b>(96,944)</b>	<b>86,351</b>					

*Prior year comparative*

	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2022 £
Restricted Funds:					
GMMH Mental Wellbeing Fund	1,768	-	(1,768)	-	-
Manchester City Council (OPeNs)	-	45,500	(33,818)	-	11,682
Manchester City Council (Living Well at Home)	-	4,852	(1,103)	-	3,749
Other	-	20,704	(16,204)	-	4,500
<b>Total Restricted Funds</b>	<b>1,768</b>	<b>71,056</b>	<b>(52,893)</b>	<b>-</b>	<b>19,931</b>
Unrestricted funds	58,563	50,954	(45,823)		63,694
<b>Total Funds</b>	<b>60,331</b>	<b>122,010</b>	<b>(98,716)</b>	<b>-</b>	<b>83,625</b>

**6) Related party transactions and Trustees' expenses and remuneration**

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2021: £nil).

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of Assists overall insurance.

**ASSIST**

England & Wales - Charity number 1062675

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# Accounts

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**ASSIST**

**(Fallowfield & Withington Neighbourhood Care Group)**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the Year Ended 31 March 2022**

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

<b>Registered Charity Name</b>	ASSIST
<b>Registered Charity Number</b>	1062675
<b>Registered Office</b>	439 Wilmslow Road Withington Manchester M20 4AN
<b>Trustees</b>	Ms P Cotterill (Chair) Ms E Spencer (resigned from the board 21 <sup>st</sup> April 2022) Mrs B Barnett (resigned from the board 21 <sup>st</sup> April 2022) Mrs S Gunawardena (Secretary) Mrs B Aston Mr B Stevenson Cllr G White Mr D Lamb Mrs M Redhouse Mrs J Kirkby Mrs V Wharmby (Treasurer) (appointed as Treasurer 8 <sup>th</sup> December) Anisa Razzaque (resigned from the board 14 <sup>th</sup> July 2021) Geraldine York (resigned from the board 14 <sup>th</sup> July 2021)
<b>Chair</b>	Ms P Cotterill
<b>Treasurer</b>	Mrs V Wharmby (appointed as Treasurer 8 <sup>th</sup> December)
<b>Secretary</b>	Mrs S Gunawardena
<b>Bankers</b>	Co-operative Bank PO Box Skelmersdale WN8 6WT
<b>Independent Examiner</b>	Beyond Profit Ltd G104 Bolton Arena Arena Approach Horwich Bolton BL6 6LB

## **Note from our Chair**

I would like to thank our staff, volunteers, Board members and service users for ensuring that Assist kept going and even expanded in 2021-2022. Towards the end of the year Amelia was on maternity leave, and we welcomed Meena as her replacement. She has fitted in really well. Manchester City Council has continued their economic support and we thank them most sincerely. Nearly 200 older people living in the Withington area, the vast majority of whom live alone, are supported by us and we are really pleased we can help them.

Pip Cotterill  
Chair of Board

# TRUSTEES ANNUAL REPORT

## Structure, Governance and Management

### Governing Document

ASSIST is registered as a charity with the Charity Commission on 5th June 1997 under reference 1062675. A revised constitution was produced and adopted at the Annual General Meeting on 20th November 2012.

### Recruitment and Training of Trustees

We invite potential trustees to an interview, take up references and conduct a DBS check. Induction takes the form of a visit to the office to see how the organisation works and asking them to complete some reading around the roles and duties of trustees.

Most of our trustees are involved as volunteers in a practical role within the organisation. Trustees are appointed by the Executive Committee at the Annual General Meeting (AGM). The members elect from the Executive Committee, a Chairperson, a Secretary and a Treasurer who hold office until the next AGM.

This year, we welcomed Vicky Wharmby as a new trustee, fulfilling the role of treasurer.

### Organisational Management

The organisation is run by its board of trustees who meet monthly.

The organisation employs a Co-ordinator, an Assistant and a chef. These support around 50 volunteers to run various groups, activities and services.

### Public Benefit

In planning and delivering our services and activities the Trustees of Assist confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

Assist is required, under its Constitution, to provide services and assistance to those persons in need by reason of poverty, sickness, age or disability.

Assists' activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### Risk Management

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems are being established to mitigate these risks. We make sure our finances are sufficient to cover our outgoings and apply for grants and encouraging donations as appropriate. We also ensure we have the correct levels of insurance cover.

We have a risk register that we review regularly at trustee meetings.

### **Reserves**

We have a reserve policy and hold reserves of £50,000. The reserves are in place to cover our statutory obligations, redundancy and contingency should a situation occur where our income is affected, or our costs increase.

## **Objectives, Aims and Activities**

### **Charitable Objectives**

The Charitable Objectives of Assist are set out in the constitution. Assist is a neighbourhood care group which recruits, trains and supports volunteers to provide simple, practical help to older people in need in Withington and Fallowfield area.

### **Principal Activities**

Our main aims continue to be to reduce social isolation and to help older people remain in their own homes. We offer help with practical jobs and also provide our frailer, more isolated members with volunteer “befrienders” who visit once a week and can offer help with shopping etc.

## **Review of Achievements and Performance for the Year**

Following the easing of Covid lockdowns and restrictions throughout 2021, we worked hard to return to more and more in-person activities including introducing outdoor coffee groups at first before moving these indoors and creating a new Wednesday afternoon coffee afternoon.

Our lunch club, exercise classes, positive living, film clubs and digital drop ins returned the building. With risk assessments and various restrictions in place to continue to put member, volunteer and staff safety at the forefront we were able to welcome very much needed and missed social contact.

Lunch deliveries continued for those still shielding/feeling unable to return and remained an important service for keeping people feeling connected to the group. We also make it out on a couple of local visits to Didsbury park, Alexandra park, the RNCM, a Christmas lunch and to Oswaldtwistle mill. Telephone befriending and in person befriending also increased over the year, volunteer John continued to mow lawns and trim hedges and volunteer Ray helped with collecting prescriptions and taking members out in wheelchairs, as well as plenty of volunteers giving lifts to hospital and various appointments and bringing people into groups.

This year was also a great year for partnership working, with the OPeNs project bringing together Assist, Saheli women’s group and Ladybarn community centre to employ a worker, Emma, to support and increase activity for older people in the Withington and Old Moat area. Assist also worked in partnership with Didsbury and Chorlton Good Neighbours to deliver the Covid Impact Fund over the Summer,

employing a Digital Drop In worker, financially supporting existing activities and enabling workshops involving trustees from across the three charities.

## **Operational Performance**

We are pleased to have been able to continue supporting our members and volunteers, and on 31<sup>st</sup> March 2021, we had 181 members on our books, and 50 volunteers.

## **Financial Review**

Our main source of funding is Manchester City Council. We have continued to apply for grants and seek donations to supplement our main grant to support and develop our activities.

Additional grants have come from OPeNs partnership fund, the Co-op, Southway housing, Forever Manchester, We Love Manchester, Withington and Old Moat NIF, Mental Health Fund, Covid Impact Fund and Home Instead.

Members remain generous, and we are very grateful for their donations.

## **Reserves**

The Trustees have determined reserves should be held that enable Assist to continue for 10 months in the event of any funding being cut, or to enable the Trustees to wind down the organisation and pay redundancy as required. This sum is set at £50,000 and will be reviewed each year.

This report was approved by the Board of Trustees on 15 Dec 2022 and signed on their behalf:

  
Pip Cotterill

Pip Cotterill (Jan 10, 2023 12:57 GMT)

**Ms P Cotterill**  
Chair

## **Independent examiner's report to the Trustees of Assist**

I report to the trustees on my examination of the accounts of Assist (the Charity) for the year ended 31 March 2022.

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

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

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

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.



**Emma Willder, FCMA, CG(Affiliated)**

**Fellow of the Chartered Institute of Management Accountants**

Date: Jan 10, 2023

Beyond Profit Ltd  
G104 Bolton Arena  
Arena Approach  
Horwich  
Bolton  
BL6 6LB

## Receipts and Payments Accounts for the year ended 31 March 2022

	Notes	31 March 2022			31 March 2021		
		Unrestricted	Restricted	Total funds	Unrestricted	Restricted	Total funds
		funds	funds		funds	funds	
		£	£	£	£	£	
<b>Receipts:</b>							
Grant, donations and contributions	2	14,054	71,056	<b>85,110</b>	13,505	2,873	<b>16,378</b>
Local Authority Contract		36,900	-	<b>36,900</b>	36,900	-	<b>36,900</b>
<b>Total</b>		<b>50,954</b>	<b>71,056</b>	<b>122,010</b>	<b>50,405</b>	<b>2,873</b>	<b>53,278</b>
<b>Payments:</b>							
Direct Charitable Expenditure	3	8,768	52,893	<b>61,661</b>	9,886	4,453	<b>14,339</b>
Management and Administration	4	37,055	-	<b>37,055</b>	39,438	-	<b>39,438</b>
<b>Total</b>		<b>45,823</b>	<b>52,893</b>	<b>98,716</b>	<b>49,324</b>	<b>4,453</b>	<b>53,777</b>
<b>Net receipts/(payments)</b>		<b>5,131</b>	<b>18,163</b>	<b>23,294</b>	<b>1,081</b>	<b>(1,580)</b>	<b>(499)</b>
<b>Cash funds at 31 March 2021</b>		<b>58,563</b>	<b>1,768</b>	<b>60,331</b>	<b>52,805</b>	<b>8,025</b>	<b>60,829</b>
Transfers between funds		-	-	-	4,677	(4,677)	-
<b>Cash funds at 31 March 2022</b>	5	<b>63,694</b>	<b>19,931</b>	<b>83,625</b>	<b>58,563</b>	<b>1,768</b>	<b>60,331</b>

## Statement of Assets and Liabilities as at 31 March 2022

	31 March 2022			31 March 2021		
	Unrestricted funds £	Restricted income funds £	Total £	Unrestricted funds £	Restricted income funds £	Total £
<b>Cash Funds</b>						
Cash at bank	63,604	19,931	83,535	58,412	1,768	60,180
Cash in hand	90	-	90	151	-	151
	<b>63,694</b>	<b>19,931</b>	<b>83,625</b>	<b>58,563</b>	<b>1,768</b>	<b>60,331</b>

The financial statements were approved by the Board of Trustees on 15 Dec 2022 and signed on their behalf:

*Pip Cotterill*  
Pip Cotterill (Jan 10, 2023 12:57 GMT)

Ms P Cotterill  
 Chairperson

## Notes to the financial statements

### 1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### 2) Grants and Donations

	2022			2021		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	-	-	-	-	-	-
Coffee Morning	773	1,104	1,877	-	-	-
COVID 19	-	75	75	-	-	-
Craft Group	43	100	143	-	-	-
Day Trips	1,136	-	1,136	-	-	-
Digital Drop in	79	2,700	2,779	-	-	-
Exercise Club	2,414	1,333	3,747	525	-	525
Film Club	229	-	229	-	-	-
Gardening Services	595	-	595	-	-	-
OPeNS	123	45,500	45,623	-	-	-
Positive Living	227	11,364	11,591	-	-	-
Tea & Talks	56	-	56	-	-	-
Tuesday Club	4,808	2,252	7,060	4,766	-	4,766
Volunteer Driving	66	-	66	-	-	-
Other donations	1,064	-	1,064	1,884	-	1,884
Other grants	2,441	6,628	9,069	363	-	363
GMMH Mental Wellbeing Fund	-	-	-	-	2,873	2,873
Southway Housing (Tuesday Club)	-	-	-	500	-	500
Fallowfield Browsers	-	-	-	3,000	-	3,000
Southway Housing (Winter Warmer)	-	-	-	500	-	500
Greater Manchester West NHS Foundation Trust (Winter Warner)	-	-	-	600	-	600
We Love Manchester	-	-	-	1,367	-	1,367
	<b>14,054</b>	<b>71,056</b>	<b>85,110</b>	<b>13,505</b>	<b>2,873</b>	<b>16,378</b>

### 3) Direct Charitable Expenditure

	2022			2021		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Befriending	35	-	35	10	-	10
Coffee Morning	-	320	320	-	-	-
COVID 19	18	75	93	-	-	-
Craft Group	8	100	108	-	-	-
Day Trips	1,737	-	1,737	-	-	-
Digital Drop in	-	2,528	2,528	71	0	71
Exercise Club	2,558	1,333	3,891	2,352	954	3,306
Film Club	311	-	311	-	-	-
Gardening Services	113	-	113	134	-	134
OPeNS	-	33,818	33,818	-	-	-
Positive Living	910	11,364	12,274	-	2,393	2,393
Tea & Talks	702	-	702	220	-	220
Tuesday Club	2,309	2,252	4,561	6,373	-	6,373
Volunteer Driving	67	-	67	-	-	-
Other grants	-	1,103	1,103	-	-	-
GMMH Mental Wellbeing Fund	-	-	-	-	1,105	1,105
Winter Warmer	-	-	-	726	-	726
	<b>8,768</b>	<b>52,893</b>	<b>61,661</b>	<b>9,886</b>	<b>4,452</b>	<b>14,338</b>

### 4) Charity Management and Administration

	2022			2021		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Running Costs	9,361	-	9,361	10,788	-	10,788
Staff Costs (not allocated to specific activities)	27,508	-	27,508	28,616	-	28,616
Volunteer Costs (not allocated to specific activities)	186	-	186	34	-	34
Trustee Costs	-	-	-	-	-	-
	<b>37,055</b>	<b>-</b>	<b>37,055</b>	<b>39,438</b>	<b>-</b>	<b>39,438</b>

## 5) Funds

	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2022 £
Restricted Funds:					
GMMH Mental Wellbeing Fund	1,768	-	(1,768)	-	-
Manchester City Council (OPeNs)	-	45,500	(33,818)	-	11,682
Manchester City Council (Living Well at Home)	-	4,852	(1,103)	-	3,749
Other	-	20,704	(16,204)	-	4,500
<b>Total Restricted Funds</b>	<b>1,768</b>	<b>71,056</b>	<b>(52,893)</b>	<b>-</b>	<b>19,931</b>
Unrestricted funds	58,563	50,954	(45,823)		63,694
<b>Total Funds</b>	<b>60,331</b>	<b>122,010</b>	<b>(98,716)</b>	<b>-</b>	<b>83,625</b>

<i>Prior year comparative</i>	Balance at 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2021 £
Restricted Funds:					
Big Lottery	3,668	-	(2,393)	(1,275)	-
Tuesday Club	1,810	-	-	(1,810)	-
Chorlton Good Neighbours	1,592	-	-	(1,592)	-
Greggs Foundation's Local Community Project Fund	954	-	(954)	-	-
GMMH Mental Wellbeing Fund	-	2,873	(1,105)	-	1,768
<b>Total Restricted Funds</b>	<b>8,024</b>	<b>2,873</b>	<b>(4,452)</b>	<b>(4,677)</b>	<b>1,768</b>
Unrestricted funds	52,805	50,405	(49,324)	4,677	58,563
<b>Total Funds</b>	<b>60,829</b>	<b>53,278</b>	<b>(53,776)</b>	<b>-</b>	<b>60,331</b>

**6) Related party transactions and Trustees' expenses and remuneration**

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2021: £nil).

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of Assists overall insurance.










# Trustees Annual Report 31032022 v1 with accounts

Final Audit Report

2023-01-10

Created:	2023-01-10
By:	Emma Willder (emma@beyondprofituk.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAARe4201KaZuDPy28Halqipy8pdU0OkAGW

## "Trustees Annual Report 31032022 v1 with accounts" History

-  Document created by Emma Willder (emma@beyondprofituk.co.uk)  
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**ASSIST**

England & Wales - Charity number 1062675

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# Accounts

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**ASSIST**

**(Fallowfield & Withington Neighbourhood Care Group)**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**for the Year Ended 31 March 2021**

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

<b>Registered Charity Name</b>	ASSIST
<b>Registered Charity Number</b>	1062675
<b>Registered Office</b>	439 Wilmslow Road Withington Manchester M20 4AN
<b>Trustees</b>	Ms P Cotterill (Chair) Ms E Spencer (Vice Chair) Mrs B Barnett (did not seek re-election for secretary at AGM on 10 <sup>th</sup> September 2020, but remains on board) Mrs S Gunawardena (Secretary) (appointed as Secretary 13 <sup>th</sup> January 2021) Mrs B Aston (appointed 16 <sup>th</sup> October 2020) Mr B Stevenson (appointed 10 <sup>th</sup> September 2020) Cllr G White (appointed 16 <sup>th</sup> October 2020) Ms A Razzaque (appointed as treasurer 9 <sup>th</sup> December 2020, resigned from board 14 <sup>th</sup> July 2021) Mr D Lamb Mrs M Redhouse Mrs J Kirkby Mrs G Yorke (resigned from board 14 <sup>th</sup> July 2021) Mr R Nicholls (resigned from board at AGM on 10 <sup>th</sup> September 2020)
<b>Chair</b>	Ms P Cotterill
<b>Treasurer</b>	Vacancy
<b>Secretary</b>	Mrs S Gunawardena
<b>Bankers</b>	Co-operative Bank PO Box Skelmersdale WN8 6WT
<b>Independent Examiner</b>	Beyond Profit Ltd G104 Bolton Arena Arena Approach Horwich Bolton BL6 6LB

## **Note from our Chair**

The whole year of April 2020 to March 2021 was dominated by Covid 19. We were in lockdown when the year started and the next twelve months we had to cope with self-isolation, social distancing, and often confusing advice. But we coped and carried on. I would like to thank our staff, volunteers, Board members and service users for making this possible. It has been a challenge, but we have stood up to it, as you will see from the following report.

Pip Cotterill  
Chair of Board

## **TRUSTEES ANNUAL REPORT**

### **Structure, Governance and Management**

#### **Governing Document**

ASSIST is registered as a charity with the Charity Commission on 5th June 1997 under reference 1062675. A revised constitution was produced and adopted at the Annual General Meeting on 20th November 2012.

#### **Recruitment and Training of Trustees**

We invite potential trustees to an interview, take up references and conduct a DBS check. Induction takes the form of a visit to the office to see how the organisation works and asking them to complete some reading around the roles and duties of trustees.

Most of our trustees are involved as volunteers in a practical role within the organisation. Trustees are appointed by the Executive Committee at the Annual General Meeting (AGM). The members elect from the Executive Committee, a Chairperson, a Secretary and a Treasurer who hold office until the next AGM.

This year, we welcomed Gavin White, Brian Stevenson, Barbara Aston, Sarala Gunawardena and Anisa Razzaque as new trustees. Sarala is our secretary.

#### **Organisational Management**

The organisation is run by its board of trustees who meet monthly.

The organisation employs a Co-ordinator, an Assistant and a chef. These support around fifty two volunteers to run various groups, activities and services.

#### **Public Benefit**

In planning and delivering our services and activities the Trustees of Assist confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have

due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

Assist is required, under its Constitution, to provide services and assistance to those persons in need by reason of poverty, sickness, age or disability.

Assists' activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### **Risk Management**

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems are being established to mitigate these risks. We make sure our finances are sufficient to cover our outgoings and apply for grants and encouraging donations as appropriate. We also ensure we have the correct levels of insurance cover.

We have a risk register that we review regularly at trustee meetings.

### **Reserves**

We have a reserve policy and hold reserves of £50,000. The reserves are in place to cover our statutory obligations, redundancy and contingency should a situation occur where our income is affected, or our costs increase.

### **Objectives, Aims and Activities**

#### **Charitable Objectives**

The Charitable Objectives of Assist are set out in the constitution. Assist is a neighbourhood care group which recruits, trains and supports volunteers to provide simple, practical help to older people in need in Withington and Fallowfield area.

#### **Principal Activities**

Our main aims continue to be to reduce social isolation and to help older people remain in their own homes. We offer help with practical jobs and also provide our frailer, more isolated members with volunteer "befrienders" who visit once a week and can offer help with shopping etc.

#### **Review of Achievements and Performance for the Year**

On March 23<sup>rd</sup>, 2020, we went into lockdown. All staff had to work from home and all activities onsite ceased. We set up a telephone diversion to enable calls to members and volunteers to be made from home. We identified members who might need emergency shopping and prescription, and people who would benefit from a regular telephone call from a staff member/volunteer. We also started up monthly newsletters and delivering activity packs.

As government guidance allowed by May/June we began to deliver weekly meals for lunch club members cooked in the church by our cook. Digital drop in changed to digital phone in, with volunteers offering digital support to access zoom/internet

shopping etc over the phone. By July, Tea and Talks moved to zoom sessions, with deliveries of tea and cake boxes. Exercise classes, after a period of the instructor, Ruby, making weekly phone calls, moved to zoom. Debra, our positive living instructor made calls to the group, before arranging to meet in small groups in parks/coffee shops/on WhatsApp. John, our volunteer gardener, mowed lawns and hedges. Befriending calls continued throughout.

### **Operational Performance**

Due to the Covid pandemic, it is difficult to compare our operational performance to any other year. We are pleased to have been able to continue supporting our members and volunteers throughout. As on 31<sup>st</sup> March 2021, we have 172 members on our books, and 52 volunteers.

### **Financial Review**

Our main source of funding is Manchester City Council. We have continued to apply for grants and seek donations to supplement our main grant to support and develop our activities.

Additional grants have come from OPeNs partnership fund, the Co-op, Southway housing, Forever Manchester, We love Manchester, Withington and Old Moat NIF, Mental Health Fund, Covid Impact Fund.

Members remain generous, and we are very grateful for their donations.

### **Reserves**

The Trustees have determined reserves should be held that enable Assist to continue for 10 months in the event of any funding being cut, or to enable the Trustees to wind down the organisation and pay redundancy as required. This sum is set at £50,000 and will be reviewed each year.

This report was approved by the Board of Trustees on their behalf:

and signed on

*P. Cotterill*

*17/9/21.*

**Ms P Cotterill**  
Chair

## **Independent examiner's report to the Trustees of Assist**

I report to the trustees on my examination of the accounts of Assist (the Charity) for the year ended 31 March 2021.

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

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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

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

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.



**Emma Willder, FCMA, CG(Affiliated)**

**Fellow of the Chartered Institute of Management Accountants**

Date: 28 September 2021

Beyond Profit Ltd  
G104 Bolton Arena  
Arena Approach  
Horwich  
Bolton  
BL6 6LB

## Receipts and Payments Accounts for the year ended 31 March 2021

	Notes	31 March 2021			31 March 2020		
		Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
<b>Receipts:</b>							
Grant, donations and contributions	2	13,505	2,873	16,378	21,376	9,586	30,962
Local Authority Contract		36,900	-	36,900	36,900	-	36,900
Investments	3	-	-	-	25	-	25
<b>Total</b>		<b>50,405</b>	<b>2,873</b>	<b>53,278</b>	<b>58,301</b>	<b>9,586</b>	<b>67,887</b>
<b>Payments:</b>							
Direct Charitable Expenditure	4	9,886	4,453	14,338	12,611	7,239	19,850
Management and Administration	5	39,438	-	39,438	49,558	-	49,558
<b>Total</b>		<b>49,324</b>	<b>4,453</b>	<b>53,777</b>	<b>62,169</b>	<b>7,239</b>	<b>69,408</b>
<b>Net receipts/(payments)</b>		<b>1,081</b>	<b>(1,580)</b>	<b>(498)</b>	<b>(3,868)</b>	<b>2,347</b>	<b>(1,521)</b>
<b>Cash funds at 31 March 2020</b>							
Transfers between funds		52,805	8,025	60,829	56,872	5,478	62,350
		4,677	(4,677)	-	(199)	199	-
<b>Cash funds at 31 March 2021</b>	6	<b>58,563</b>	<b>1,768</b>	<b>60,331</b>	<b>52,805</b>	<b>8,025</b>	<b>60,829</b>

## Statement of Assets and Liabilities as at 31 March 2021

	31 March 2021		31 March 2020	
	Unrestricted funds £	Restricted income funds £	Unrestricted funds £	Restricted income funds £
<b>Cash Funds</b>				
Cash at bank	58,412	1,768	52,786	8,025
Cash in hand	151	-	19	-
	<b>58,563</b>	<b>1,768</b>	<b>52,804</b>	<b>8,025</b>
	<b>60,331</b>	<b>60,180</b>	<b>60,811</b>	<b>60,811</b>
		151		19
		<b>60,331</b>		<b>60,829</b>

The financial statements were approved by the Board of Trustees on 22/09/21 2021 and signed on their behalf:

P. Cotterill

Ms P Cotterill  
Chairperson

## Notes to the financial statements

### 1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### 2) Grants and Donations

	2021			2020		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Exercise Club	525	-	525	2,135	-	2,135
Tuesday Club	4,766	-	4,766	6,537	-	6,537
Southway Housing (Tuesday Club)	500	-	500	-	-	-
Individual contributions	678	-	678	2,248	-	2,248
Miscellaneous donations	1,206	-	1,206	1,696	-	1,696
Fallowfield Browsers	3,000	-	3,000	3,000	-	3,000
Other grants	363	-	363	-	-	-
Southway Housing (Winter Warmer)	500	-	500	-	-	-
Greater Manchester West NHS Foundation Trust (Winter Warner)	600	-	600	-	-	-
We Love Manchester	1,367	-	1,367	-	-	-
Chorlton Good Neighbours	-	-	-	-	3,625	3,625
Co-op Community Fund	-	-	-	3,045	-	3,045
Fundraising	-	-	-	210	-	210
GMMH Mental Wellbeing Fund	-	2,873	2,873	-	5,000	5,000
Greggs Foundation's Local Community Project Fund	-	-	-	-	961	961
Manchester University Construction Community Fund	-	-	-	500	-	500
My Donate website	-	-	-	30	-	30
Trips/Outings	-	-	-	1,975	-	1,975
	<b>13,505</b>	<b>2,873</b>	<b>16,378</b>	<b>21,376</b>	<b>9,586</b>	<b>30,962</b>

### 3) Investments

	2021		2020	
	Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £
Bank interest	-	-	25	-
	-	-	25	-
		Total funds £		Total funds £
		-		25
		-		25

### 4) Direct Charitable Expenditure

	2021		2020	
	Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £
Digal Drop in	71		78	
GMMH Mental Wellbeing Fund	-	1,105	-	-
Winter Warmer	726		-	-
Befriending	10		-	-
Day Trips	-		-	-
Exercise Club	2,352	954	2,904	5,199
Film Club	-		515	515
Gardening Services	134		15	15
Positive Living	-	2,393	-	2,033
Tuesday Club	6,373	-	9,049	-
Tea & Talks	220		-	7
Volunteer Driving	-		50	-
	<b>9,886</b>	<b>4,453</b>	<b>12,611</b>	<b>7,239</b>
		<b>14,338</b>		<b>19,850</b>

5) Charity Management and Administration

	2021		2020	
	Unrestricted funds	Restricted funds	Unrestricted funds	Restricted funds
	£	£	£	£
Running Costs	10,788	-	10,105	-
Staff Costs (not allocated to specific activities)	28,616	-	38,531	-
Volunteer Costs (not allocated to specific activities)	34	-	835	-
Trustee Costs	-	-	87	-
	<b>39,438</b>	<b>-</b>	<b>49,558</b>	<b>-</b>
		<b>Total funds</b>		<b>Total funds</b>
		£		£
		<b>39,438</b>		<b>49,558</b>

6) Funds

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers between funds	Balance at 31 March 2021
	£	£	£	£	£
Restricted Funds:					
Big Lottery	3,668	-	(2,393)	(1,275)	-
Tuesday Club	1,810	-	-	(1,810)	-
Chorlton Good Neighbours	1,592	-	-	(1,592)	-
Greggs Foundation's Local Community Project Fund	954	-	(954)	-	-
GMMH Mental Wellbeing Fund	-	2,873	(1,105)	-	1,768

**Total Restricted Funds**

	<b>8,024</b>	<b>2,873</b>	<b>(4,453)</b>	<b>(4,677)</b>	<b>1,768</b>
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Unrestricted funds

	52,805	50,405	(49,324)	4,677	58,563
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**Total Funds**

	<b>60,829</b>	<b>53,278</b>	<b>(53,777)</b>	<b>-</b>	<b>60,331</b>
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	Balance at 1 April 2019 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2020 £
<b>Prior year comparative</b>					
Restricted Funds:					
Big Lottery	3,668	-	-	-	3,668
Tuesday Club	1,810	-	-	-	1,810
GMMH Mental Wellbeing Fund	-	5,000	(5,199)	199	-
Chorlton Good Neighbours	-	3,625	(2,033)	-	1,592
Greggs Foundation's Local Community Project Fund	-	961	(7)	-	954
<b>Total Restricted Funds</b>	<b>5,478</b>	<b>9,586</b>	<b>(7,239)</b>	<b>199</b>	<b>8,024</b>
Unrestricted funds	56,872	58,301	(62,169)	(199)	52,805
<b>Total Funds</b>	<b>62,350</b>	<b>67,887</b>	<b>(69,408)</b>	<b>-</b>	<b>60,829</b>

**7) Related party transactions and Trustees' expenses and remuneration**

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil).

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of Assists overall insurance.