

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

Registered Charity Name	ASSIST
Registered Charity Number	1062675
Registered Office	439 Wilmslow Road Withington Manchester M20 4AN
Trustees	Ms P Cotterill (Chair) Ms E Spencer (Vice Chair) Mrs B Barnett (did not seek re-election for secretary at AGM on 10 th September 2020, but remains on board) Mrs S Gunawardena (Secretary) (appointed as Secretary 13 th January 2021) Mrs B Aston (appointed 16 th October 2020) Mr B Stevenson (appointed 10 th September 2020) Cllr G White (appointed 16 th October 2020) Ms A Razzaque (appointed as treasurer 9 th December 2020, resigned from board 14 th July 2021) Mr D Lamb Mrs M Redhouse Mrs J Kirkby Mrs G Yorke (resigned from board 14 th July 2021) Mr R Nicholls (resigned from board at AGM on 10 th September 2020)
Chair	Ms P Cotterill
Treasurer	Vacancy
Secretary	Mrs S Gunawardena
Bankers	Co-operative Bank PO Box Skelmersdale WN8 6WT
Independent Examiner	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 23rd, 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 31st 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

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

Statement of Assets and Liabilities as at 31 March 2021

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

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 Browzers	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
	13,505	2,873	16,378	21,376	9,586	30,962

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	-
Film Club	-		-	5,199
Gardening Services	134		515	-
Positive Living	-	2,393	15	-
Tuesday Club	6,373	-	-	2,033
Tea & Talks	220		9,049	-
Volunteer Driving	-		-	7
	-		50	-
	9,886	4,453	12,611	7,239
	Total funds £		Total funds £	
	14,338		19,850	

<i>Prior year comparative</i>	Balance at 1 April 2019 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2020 £
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
Total Restricted Funds	5,478	9,586	(7,239)	199	8,024
Unrestricted funds	56,872	58,301	(62,169)	(199)	52,805
Total Funds	62,350	67,887	(69,408)	-	60,829

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.