

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

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 (resigned from the board 21 st April 2022) Mrs B Barnett (resigned from the board 21 st 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 th December) Anisa Razzaque (resigned from the board 14 th July 2021) Geraldine York (resigned from the board 14 th July 2021)
Chair	Ms P Cotterill
Treasurer	Mrs V Wharmby (appointed as Treasurer 8 th December)
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

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

Statement of Assets and Liabilities as at 31 March 2022

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

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
	14,054	71,056	85,110	13,505	2,873	16,378

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
	8,768	52,893	61,661	9,886	4,452	14,338

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	-	-	-	-	-	-
	37,055	-	37,055	39,438	-	39,438

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
Total Restricted Funds	1,768	71,056	(52,893)	-	19,931
Unrestricted funds	58,563	50,954	(45,823)		63,694
Total Funds	60,331	122,010	(98,716)	-	83,625

	Balance at 1 April 2020 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2021 £
<i>Prior year comparative</i>					
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	8,024	2,873	(4,452)	(4,677)	1,768
Unrestricted funds	52,805	50,405	(49,324)	4,677	58,563
Total Funds	60,829	53,278	(53,776)	-	60,331

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
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