

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

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 21 st 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 th October 2022) Mrs J Kirkby Mrs V Wharmby (Treasurer)
Chair	Ms P Cotterill
Treasurer	Mrs V Wharmby
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

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 31st 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.

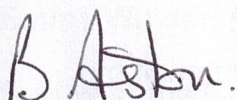
Additional grants have come from OPeNs partnership fund, Manchester Mental Health Wellbeing Fund, Charles Hayward Foundation, The University of Manchester, Forever Manchester, Big Lottery, Withington and Old Moat NIF, and Salford Moving and Walking Fund.

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 12th 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 12th 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

Statement of Assets and Liabilities as at 31 March 2023

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

The financial statements were approved by the Board of Trustees on 12th 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
	13,286	49,484	62,770	14,054	71,056	85,110

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
	11,557	32,796	44,353	8,768	52,893	61,661

4) Charity Management and Administration

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

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

Prior year comparative

Restricted Funds:

GMMH Mental Wellbeing Fund
 Manchester City Council (OPeNs)
 Manchester City Council (Living Well at Home)
 Other

	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2022 £
	1,768	-	(1,768)	-	-
	-	45,500	(33,818)	-	11,682
	-	4,852	(1,103)	-	3,749
	-	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

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.