

FRIENDS FOR LEISURE

Annual Report

April 2020 - March 2021

Friends for Leisure - Registered Office
Ground Floor, Albert Chambers
Canal Street, Congleton.
Cheshire CW12 4AA
Tel: 01260 275333

Registered Charity No. 1068991
Registered Company No. 3508369
An Independent Charity

Website: www.friendsforleisure.org.uk

E-mail: info@friendsforleisure.org.uk

Friends for Leisure Aims and Objectives

Disabled children and young people have the same rights to get involved in everyday friendship and leisure activities as other children and young people.

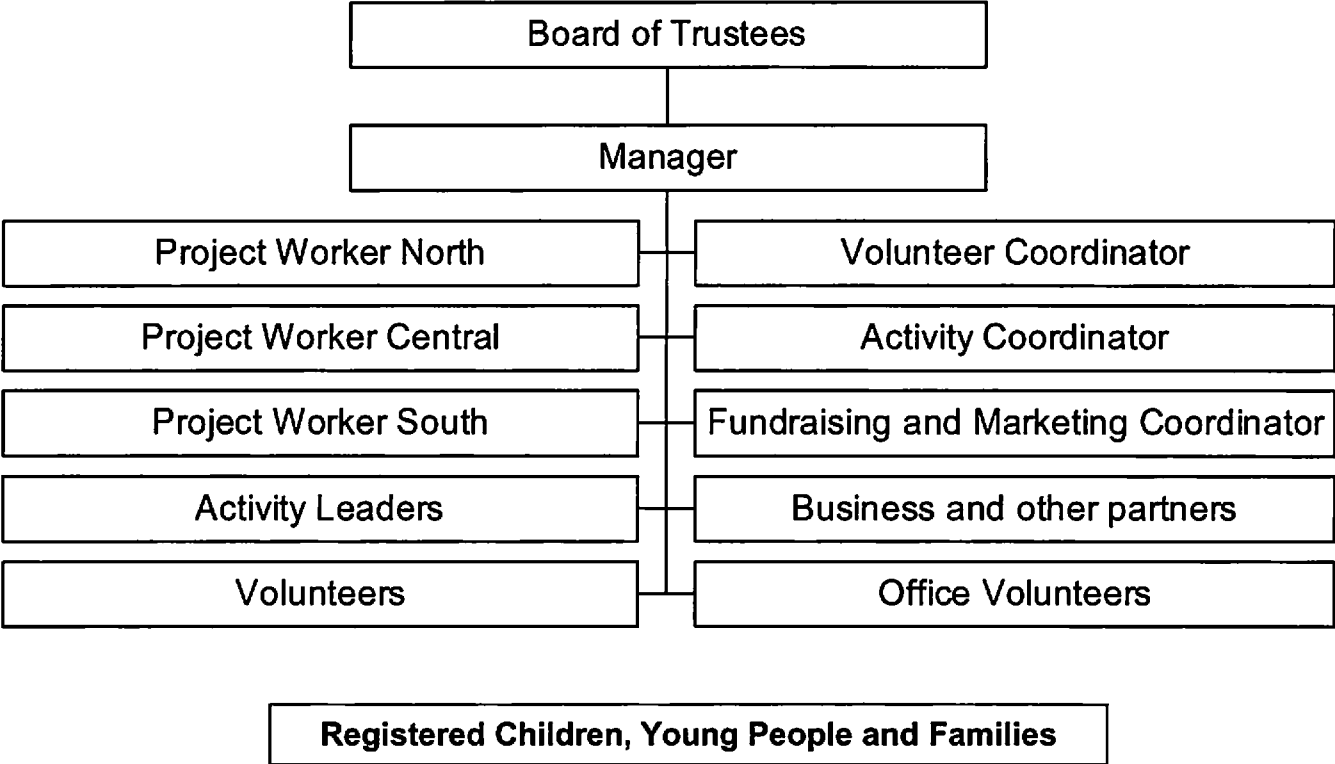
Our Aims

- To establish, promote and develop mainstream leisure and friendship opportunities for children and young people with physical, sensory and learning disabilities aged between five and twenty-one years within Cheshire East.
- To raise awareness about disability issues and the importance of equality and inclusion.

Our Objectives

- To enable disabled children and young people to have access to and participate in everyday leisure activities.
- To create opportunities for disabled children and young people to develop friendships.
- To support young volunteers to develop and maintain positive, supporting friendships with disabled children and young people.
- To provide a flexible and individual service responding to the needs and aspirations of disabled children and young people.
- To consult with disabled children, young people, parents and carers and promote their needs to providers of leisure activities.
- To ensure that our focus is always the leisure needs of the disabled young person.

Friends for Leisure Organisation Chart



The Trustees and Staff at Friends for Leisure April 2019 to March 2020

Trustees

Paul Walker (Chairman)
Mel Stockdale
David Powell
John Wilde
Charles Booth
Tim Slater (from 1/12/2020)

Staff & Office Support

Gillian Jones	F/T Manager
Maggie Readman	P/T Project Worker
Lisa Nixon	P/T Project Worker
Frankie Goodwin	P/T Project Worker
Hannah Guthrie	F/T Activity Coordinator
Lizzie Fry	F/T Volunteer Coordinator
Claire Addis	P/T Fundraising & Marketing Coordinator
Sue Bowden	Activity Leader
Jo Stokes	Activity Leader
Maria Potter	Activity Leader
Lesley Ingham	Activity Leader
Tess Hulme	Activity Leader
Cathy Florentine	Activity Leader
Pam Carey	Volunteer Treasurer
Claire Hodgkinson	Volunteer Office Assistant
Barry Wilson	Volunteer Office Assistant
Chris Jones	Volunteer Office assistant

Independent Examiner

Kime O'Brien, Macclesfield. (Accountants)

Strategic Information

The trustees are its directors and carry an executive responsibility for the prudent, legal, and ethical running of the charity. Because of these responsibilities, an understanding of the structure and ethos of Friends for Leisure is required. This may be gained by involvement in the day-to-day operations of FFL, attending and observing trustee meetings, understanding the legal requirements and demands placed upon trustees and fully comprehending the underlying ethos of the charity.

Initial and refresher training in charity management is available to new and existing trustees to enable them to gain the necessary skills to perform the task effectively.

Trustees have to be nominated and voted into post at the AGM and a third of trustees must step down each year in rotation and offer themselves for re-election should they wish to do so.

The aim is to strive for a balanced and broad spectrum of skills and experience with representation from all sectors of the charity. Professionally qualified trustees are preferred to cover the financial and legal roles. Although not subject to full audit, annual accounts and reports are professionally reviewed to ensure compliance with Charity Commission guidelines.

Friends for Leisure has a robust recruitment procedure in place whereby all staff and volunteers are subject to an appropriate Disclosure and Barring Service (DBS) check. Unsupervised contact with children and young people is not permitted until the report is received. We also require submission of two references and all trustees, paid staff and volunteers are required to sign the FFL Confidentiality Statement upon joining the organisation.

FFL continues to operate under the Every Child Matters framework and Working Together to Safeguard Children 2018 (a guide to inter-agency working to safeguard and promote the welfare of children).

The trustees of Friends for Leisure are responsible for ensuring that those who benefit from or working with the charity are not harmed in any way through contact with it. Disabled children and young adults may be more vulnerable to abuse and neglect than their non-disabled peers.

Friends for Leisure's safeguarding policies and procedures are designed to promote children's safety and welfare in relation to their contact with the charity. We assess and manage risks, including the following areas:

- Protection of children & vulnerable adults
- Assessment of children and young people
- Planning and assessment of activities
- Photography
- Medication
- Bullying
- Social media
- Physical and emotional abuse
- Neglect
- Child Sexual Exploitation and Child Criminal Exploitation
- Domestic abuse
- Extremism
- Modern slavery

The charity is committed to the inter-agency approach set out in Working Together to Safeguard Children. This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children

Guidelines produced by the Charity Commission recommend that charities maintain a level of financial reserves and advise that a reserves policy is implemented to explain and justify their agreed reserves level. The trustees have approved a reserves policy. This takes into account the need to cover fluctuations in income, current and longer-term liabilities, committed expenditure and restricted funding. For this purpose, an amount equating to six months' running costs of the charity has been considered to be an appropriate and prudent minimum position and is consistent with similar organisations.

The trustees formally declare that there are no serious incidents (or other matters relating to the charity) that should be brought to the attention of the Charities Commission, that have not been reported.

FFL's strategic direction statement is reviewed on a quarterly basis and is included at Appendix 2 of this report.

Friends for Leisure is extremely grateful to the following individuals and organisations for their generous support during the year.

Thank you also to those people who have undertaken sponsored events,
made regular donations by standing order, and
those who have Friends for Leisure collection boxes at home.

Amazon Smile donors

APEM Limited

Mr Ian Bradley

Mr Mrs P Carmichael

Mr Matt Dwire

In memory of the late Norah Farrington

Franklyn Financial Management

Miss E Fry

Mr Mrs M Henderson

Mrs J F Jenkins

Mr Chris Jones

Keele University Nursing Students

Mrs L Kershaw

Macclesfield College

In memory of the late Ian Moncur

Rotary Club of Congleton Swimathon

Mr W Sequiera

Mr R Shaw

Miss G Stockdale

UNITE Union

West Park Drive COOP

Mr J Wilde

Mr B Wilson

Youth in Action

FRIENDS FOR LEISURE

A COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

COMPANY REGISTERED NUMBER 3508369

REGISTERED CHARITY NUMBER 1068991

THESE ACCOUNTS FORM APPENDIX 1 TO THE FULL ANNUAL REPORT

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION**

COMPANY NUMBER 3508369

CHARITY NUMBER 1068991

DIRECTORS M Stockdale
P Walker
J Wilde
D Powell
C Booth
T Slater - appointed 1 December 2020

REGISTERED OFFICE Albert Chambers
Canal Street
Congleton
Cheshire
CW12 4AA

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

The directors present their report and the financial statement for the year ended 31st March 2021

After three years developing under the umbrella of Macclesfield District CVS, Friends for Leisure became a company limited by guarantee on 11th February 1998 and a registered charity on 1st April 1998.

PRINCIPAL ACTIVITY

The main focus of Friends for Leisure is to promote opportunities for children and young people with disabilities to enjoy friendships and participate in the mainstream leisure activities of their choice by building links with leisure groups and clubs, so that children and young people are able to become fully involved in these integrated activities with Friends for Leisure support.

DIRECTORS

The directors, who are also the trustees, who served during the year were as follows:

M Stockdale
P Walker
J Wilde
D Powell
C Booth
T Slater (appointed 1 December 2020)

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 24/11/2021 and signed on its behalf.



Paul Walker
Chair of Trustees

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31ST MARCH 2021**

This year has been a difficult year for Friends for Leisure. All charities, small and large have struggled to survive the pandemic. Many have shed staff as a consequence. We have been lucky to retain all of our very special and loyal team.

We again received funding from Cheshire East Council through both their Short Term Breaks programme, and, as with other funders, a COVID specific grant. Other important sources of income have been received from BBC Children in Need, including help from their Next Steps Programme, The Steve Morgan Foundation, St James's Place Foundation, Cheshire Community Foundation (iWill Fund), the Russell Trust, the Sobell Foundation, the Albert Hunt Trust, the CAF Emergency Fund, the CO-OP Community Fund, the Garfield Weston Foundation, the National Lottery through both their Awards for All scheme and their Community Fund (in partnership with HM Government), the Tesco Community Fund, the Sir Jules Thorn Charitable Trust, Leeds Building Society and The Ecclesiastical Charities Trust.

Prism have continued to give IT support which has been invaluable, and Thrive Creative have been a great help with regard to marketing the charity.

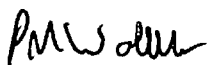
The general financial status of the charity remains steady. Income received totalled £176,507 and expenditure amounted to £164,116. This left the charity with unrestricted reserves of £90,572 thus allowing the charity to maintain running costs in accordance with the policy of the charity of about six months. It has been a remarkable effort to maintain the unrestricted funds at this level during a pandemic. Unrestricted funds are there to enable a charity like ours to cope with emergencies, yet we have emerged from the pandemic in similar financial health to when we entered it.

The total number of new young people registered amounted to 14, with 224 young people registered at the year end. As of year-end there were 47 young people on our waiting list for one-to-one friendships. We maintained 15 friendship links, 4 buddy links and 7 virtual links during the year as well as holding 10 link meetings, of which 3 were face to face and 7 were virtual. There were 19 new volunteers joining us during the year. Some of these numbers are clearly down on last year, directly because of the pandemic. Once it is over, we hope to climb back up to the numbers previously achieved.

The staff were remarkable in their speedy response to the issues and restrictions created by the pandemic. Contact was maintained with all families and activities were created online. Happy packs were sent out to our young people, their families, and our volunteers. This was a huge success. We also held parent/carer information sessions and created a virtual befriending programme.

I am proud to say that the charity became 25 years of age on 29th July 2020. Those who created the charity, and worked for it in the early days were fondly remembered, particularly Barry Wilson, without whom the charity would not exist today. It was unfortunate that the celebrations had to be on Facebook, but Hannah and the rest of the staff organised well attended activity sessions throughout the day, and everyone thoroughly enjoyed our birthday, albeit remotely!

As always, our gratitude should be noted to Gillian and the staff for their efforts during a very difficult year.



Paul Walker
Chair of Trustees
08 July 2021

**INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS OF
FRIENDS FOR LEISURE
FOR THE YEAR ENDED 31ST MARCH 2021
SET OUT ON PAGES 4 TO 11
CHARITY NUMBER 1068991 COMPANY NUMBER 3508369**

We report to the charity trustees on our examination of the accounts of the company for the year ended 31 March 2021.

RESPONSIBILITIES AND BASIS OF REPORT

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

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

INDEPENDENT EXAMINERS' STATEMENT

We have completed our examination. We confirm that no material matters have come to our attention which gives me cause to believe that:

accounting records were not kept in accordance with section 386 of the Companies Act 2006; or

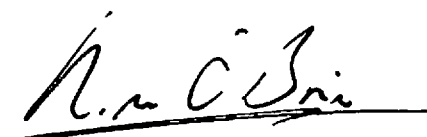
the accounts do not accord with such records; or

the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

the accounts have not been prepared in accordance with the Charities SORP (FRS102).

We 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.

1 Church Mews
Churchill Way
Macclesfield
Cheshire
SK11 6AY


**Kime O'Brien Limited
Chartered Accountants**

29 September 2021

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021**

		2021			2020		
	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds £	Restricted Funds £	Unrestricted Funds £	Total Funds £
Incoming resources							
Donations	3	-	10,047	10,047	-	15,919	15,919
Fundraising	4	-	2,979	2,979	-	5,542	5,542
Provision of service	5	123,898	-	123,898	86,246	-	86,246
Commissioned Income	6	28,673	-	28,673	38,230	-	38,230
Other grants and income	7	3,612	5,074	8,686	-	6,521	6,521
Activity-related income (Subs. etc)		-	955	955	-	9,432	9,432
Interest		-	33	33	-	201	201
Earned income		-	-	-	-	225	225
Gift aid		-	1,236	1,236	-	1,545	1,545
Total incoming resources		156,183	20,324	176,507	124,476	39,385	163,861
Resources expended							
Salaries		102,530	12,854	115,384	85,476	29,026	114,502
Employer National Insurance		3,564	5,255	8,819	914	7,580	8,494
Employer pension contributions	8	1,014	1,107	2,121	-	1,917	1,917
Travel and Subsistence (staff)		299	13	312	2,958	377	3,335
Vol expenditure		884	-	884	3,397	25	3,422
Governance		18	-	18	-	88	88
Training		744	120	864	-	150	150
Recruitment		-	-	-	-	284	284
Activities		2,855	-	2,855	12,418	161	12,579
Emergency Activities (COVID)		2,585	-	2,585	-	-	-
Stationery		174	-	174	228	25	253
Postage		388	5	393	408	254	662
Telecommunication		1,980	-	1,980	1,710	339	2,049
Rent & utilities		7,761	-	7,761	6,649	1,238	7,887
Insurance		1,641	-	1,641	773	850	1,623
Admin.		1,849	-	1,849	1,997	636	2,633
Publicity and Promotion		389	-	389	500	820	1,320
Equipment		1,192	52	1,244	255	60	315
Other expenditure		-	15	15	-	-	-
Parent/Carer information sessions		622	-	622	350	-	350
Total resources expended		130,489	19,421	149,910	118,033	43,830	161,863
Fundraising costs	9	10,482	2,674	13,156	4,879	4,976	9,855
Capital expenditure	10	1,050	-	1,050	-	43	43
Total Costs		142,021	22,095	164,116	122,912	48,849	171,761
Net movement in funds		14,162	(1,771)	12,391	1,564	(9,464)	(7,900)
Total funds brought forward		32,270	92,343	124,613	30,706	101,807	132,513
Total funds carried forward		46,432	90,572	137,004	32,270	92,343	124,613

The notes on page 6 to 11 form part of these financial statements.

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
COMPANY NUMBER 3508369 (England & Wales)
BALANCE SHEET
AS AT 31ST MARCH 2021

	Notes	2021 £	2020 £
CURRENT ASSETS			
Bank accounts: Deposit account		29,144	29,110
Current account		107,475	123,271
Debtors	11	385	11
		<u>137,004</u>	<u>152,392</u>
CREDITORS: amounts falling due within one year	12	-	(27,779)
		<u>137,004</u>	<u>124,613</u>
REPRESENTED BY:			
Restricted funds			
Albert Hunt Trust		860	-
BBC Children in Need		2,016	2,668
BBC Children in Need Next Steps		216	-
British Science Association		82	82
C4C		166	-
Cheshire Community Foundation iWill Fund		233	3,619
Cheshire Community Foundation Main Grant		3,581	-
Cheshire East Council Early Help Grant		-	(2,207)
Cheshire East Council COVID-19 Response & Recovery Grant		834	-
Cheshire Police Safer Communities		224	372
Commissioned Cheshire East		8,897	1,009
Congleton Town Trust		500	-
COOP Community Fund		4,715	2,204
Crewe Town Council		769	2,275
CRH Charitable Trust		-	11,250
Felicity Wilde Charitable Trust		-	419
Garfield Weston Foundation Fund		10,577	-
John Swire 1989 Charitable Trust		-	880
Macclesfield Town Council		-	6
Morrisons Foundation		116	-
MOTO in the Community		674	1,169
National Lottery Awards 4 All		1,357	-
National Lottery Community Fund		394	-
New Homes Bonus		-	713
Rotary Club of Wilmslow Dean		295	-
Sobell Foundation		3,894	3,607
Steve Morgan Foundation		1,745	806
Tesco Community Fund		1,006	-
The Russell Trust		2,408	493
True Colours Trust		273	2,905
William Dean Trust		600	-
	13	<u>46,432</u>	<u>32,270</u>
General Funds	14	<u>90,572</u>	<u>92,343</u>
		<u>137,004</u>	<u>124,613</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under the provision of Section 477 of the Companies Act 2006. The members have not required the company, under Section 476 of the Companies Act 2006, to obtain an audit for the year ended 31st March 2021. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.

M J Stockdale

M Stockdale

Director

Approved by the Board on 25/11/2021

The notes on page 6 to 11 form part of these financial statement.

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

1 ACCOUNTING POLICIES

Basis of Preparation of Financial Statements

The accounts have been prepared under the historic cost convention and in accordance with FRS102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Company Status

The charity is a company limited by guarantee. If the charity is dissolved the trustees/members must contribute such sum (not exceeding £10 each) as may be demanded of them towards payment of the debts and liabilities of the charity.

Fund Accounting

Unrestricted Funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated Funds are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects. Any amounts not utilised are carried forward where the specific purpose or project remains part of the charity's objectives.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

Resources Expended

Resources expended are allocated to the particular activities to which they relate. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Tangible Fixed Assets and Depreciation

The trustees have reviewed the company's fixed asset capitalisation and depreciation policies. Assets such as office equipment are not considered to have any realisable value and the capitalisation thereof only serves to overstate the funds available for the beneficiaries of Friends For Leisure.

Accordingly, these assets have been written off in the year of acquisition.

Taxation

The company is exempt from any corporation tax liability due to its charitable status.

2 EMPLOYEES

	2021 Number	2020 Number
Average number of persons employed by the company	<u>13</u>	<u>13</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

3 DONATIONS

Donations and legacies received during the year include those from the following:

APEM Limited	Macclesfield College
Mr I Bradley	Mr W Sequiera
Mr M Dwire	Mr R Shaw
In memory of the late Norah Farrington	Miss G Stockdale
Miss E Fry	Unite Union
Mr Mrs MJ Henderson	West Park Drive COOP
Mrs JF Jenkins	Mr J Wilde
Mr C Jones	Mr PB Wilson
Mrs L Kershaw	Youth in Action

4 FUNDRAISING

	2021	2020
	£	£
Includes the following events:		
Handforth Dean Christmas Carols	-	463
Congleton Music Festival	-	337
Congleton Rotary Swimathon	234	-
Sales of donated items	166	148
Waitrose	667	730
Charity Stalls	-	416
Money Boxes	34	251
Congleton Santa Float	-	300
Wilmslow Swimathon	-	527
Tour de France Challenge	-	2,088
2.6 Challenge	1,797	-
Others	81	282
	<u>2,979</u>	<u>5,542</u>
Less fundraising costs	<u>(13,156)</u>	<u>(9,855)</u>
	<u><u>(10,177)</u></u>	<u><u>(4,313)</u></u>

Fundraising costs includes the costs associated with applying for income beyond the fundraising income noted above, such as grant applications.

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

5	PROVISION OF SERVICE	2021	2020
		£	£
	Includes the following:-		
	Albert Hunt Trust	2,000	-
	BBC Children in Need	18,324	19,893
	BBC Children in Need Next Steps	5,261	-
	C4C	300	-
	CAF Emergency Fund	995	-
	Cheshire Community Foundation COVID Grant	6,048	-
	Cheshire Community Foundation iWill Fund	-	5,000
	Cheshire Community Foundation Main Grants	7,538	-
	CCF/DCMS Community Match Challenge	1,400	-
	Cheshire East Council COVID-19 Response & Recovery Grant	1,000	-
	Cheshire East Council Early Help Grant	2,707	-
	Cheshire East Council New Homes Bonus	-	10,331
	Cheshire Police Safer Communities Fund	-	886
	Congleton Town Council	264	230
	Congleton Town Trust	1,000	-
	Co-op Community Fund	2,565	2,307
	Crewe Town Council	-	2,350
	CRH Charitable Trust	-	15,000
	Felicity Wilde Charitable Trust	-	1,000
	Garfield Weston Foundation	20,000	-
	John Swire 1989 Charitable Foundation	-	5,000
	Leeds Building Society Charitable Foundation	-	490
	Localgiving and Postcode Community Trust	-	500
	Morrisons Foundation	600	-
	MOTO in Community Trust	-	2,500
	National Lottery Awards 4 All	7,250	-
	National Lottery Community Fund	4,875	-
	Rotary Club of Wilmslow Dean	295	-
	Sobell Foundation	5,000	5,000
	St James's Place Foundation	2,500	-
	Steve Morgan Foundation	5,527	6,559
	Steve Morgan Foundation COVID Emergency Fund	7,436	-
	SMF/DCMS Community Match Challenge	17,247	-
	Tesco Community Fund	1,166	-
	The Russell Trust	2,000	4,000
	True Colours Trust	-	5,000
	Warburtons Community Grant	-	200
	William Dean Trust	600	-
		<u>123,898</u>	<u>86,246</u>
6	COMMISSIONED INCOME	2021	2020
		£	£
	Cheshire East Council - Short Breaks for Disabled Children	28,673	38,230
		<u>28,673</u>	<u>38,230</u>
7	OTHER GRANTS AND OTHER INCOME	2021	2020
		£	£
	Cheshire Community Foundation President's Award	0	1,200
	Congleton Young Peoples Trust Ltd	0	200
	Ecclesiastical Charities Trust	1,000	0
	HMRC Job Retention Grant	3,612	0
	Lee Bakirgian Family Trust	300	0
	Leeds Building Society	1,000	0
	Marketing & Publicity	324	121
	Martyn Bracegirdle Charitable Foundation	500	0
	Pennycress Trust	300	0
	Royal London Community Matters Fund	0	5,000
	Sir Jules Thorn Charitable Trust	1,250	0
	Warburtons COVID Grant	400	0
		<u>8,686</u>	<u>6,521</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

8 WORKPLACE PENSION

A workplace pension is provided through the SALVUS Master Trust.

9 Fundraising Cost	2021	2020
	£	£
Marketing and fundraising coordinator	12,628	9,548
Fundraising Expenses	<u>528</u>	<u>307</u>
	<u>13,156</u>	<u>9,855</u>

10 Capital Expenditure	2021	2020
	£	£
Website Development	<u>1,050</u>	<u>43</u>
	<u>1,050</u>	<u>43</u>

11 Debtors	2021	2020
	£	£
Prepayments and accrued income	<u>385</u>	<u>11</u>

12 Creditors	2021	2020
	£	£
Pension Fund	-	529
Accruals and deferred income	<u>-</u>	<u>27,250</u>
	<u>-</u>	<u>27,779</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

13 Movements of Major Funds	At 01/04/20	Incoming	Outgoing	At 31/03/21
	£	resources	resources	£
		£	£	
Albert Hunt Trust	-	2,000	(1,140)	860
BBC Children in Need	2,668	18,324	(18,976)	2,016
BBC Children in Need Next Steps	-	5,261	(5,045)	216
British Science Association	82	-	-	82
C4C	-	300	(134)	166
CAF Emergency Fund	-	995	(995)	-
Cheshire Community Foundation COVID Grant	-	6,048	(6,048)	-
Cheshire Community Foundation #i Will Fund	3,619	-	(3,386)	233
Cheshire Community Foundation Main Grants	-	7,538	(3,957)	3,581
CCF/DCMS Community Match Challenge	-	1,400	(1,400)	-
CEC COVID Response & Recovery Grant	-	1,000	(166)	834
Cheshire East Council Early Help Grant	(2,207)	2,707	(500)	-
Cheshire East Council New Homes Bonus	713	-	(713)	-
Cheshire Police Safer Communities Fund	372	-	(148)	224
Commissioned Cheshire East	1,009	28,673	(20,785)	8,897
Congleton Town Council	-	264	(264)	-
Congleton Town Trust	-	1,000	(500)	500
COOP Community Fund	2,204	2,565	(54)	4,715
Crewe Town Council	2,275	-	(1,506)	769
CRH Charitable Trust	11,250	-	(11,250)	-
Felicity Wilde Charitable Trust	419	-	(419)	-
Garfield Weston Foundation	-	20,000	(9,423)	10,577
HMRC Job Retention Grant	-	3,612	(3,612)	-
John Swire 1989 Charitable Foundation	880	-	(880)	-
Macclesfield Town Council	6	-	(6)	-
Morrisons Foundation	-	600	(484)	116
MOTO in Community Trust	1,169	-	(495)	674
National Lottery Awards 4 All	-	7,250	(5,893)	1,357
National Lottery Community Fund	-	4,875	(4,481)	394
Rotary Club of Wilmslow Dean	-	295	-	295
Sobell Foundation	3,607	5,000	(4,713)	3,894
St James's Place Foundation	-	2,500	(2,500)	-
Steve Morgan Foundation	806	5,527	(4,588)	1,745
Steve Morgan Foundation COVID Emergency Fund	-	7,436	(7,436)	-
SMF/DCMS Community Match Challenge	-	17,247	(17,247)	-
Tesco Community Fund	-	1,166	(160)	1,006
The Russell Trust	493	2,000	(85)	2,408
True Colours Trust	2,905	-	(2,632)	273
William Dean Trust	-	600	-	600
Total restricted funds	32,270	156,183	(142,021)	46,432
Unrestricted	92,343	20,324	(22,095)	90,572
Total Funds	124,613	176,507	(164,116)	137,004

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

14 GENERAL FUNDS AND RESERVES POLICY

In line with Charities Commission guidelines, the Friends for Leisure Trustees feel it prudent to keep a level of reserve for the charity.

	2021	2020
	£	£
General funds show a surplus	<u>90,572</u>	<u>92,343</u>
	2021	2020
	£	£
Funding Requirement:		
To cover shortfall		
6 months running costs, in event of closing down the charity	<u>85,000</u>	<u>85,000</u>

15 LIMITED LIABILITY AND GUARANTORS

The liability of the members is limited to a guarantee to contribute a maximum of £10 each in the event of the company becoming insolvent.

16 COMMITMENTS AND LEASES

On 1 September 2019 the Charity entered into a lease agreement for office accommodation. The lease will expire on 31 July 2024 and the Charity has the benefit of a break clause, where the lease can be terminated in 1 August 2022. Notice to terminate the lease must be given no later than 31 January 2022. The annual rent is £6,500.

17 OTHER INFORMATION

Friends for Leisure is a private company limited by guarantee and incorporated in England.
Its registered office is:
Albert Chambers
Canal Street
Congleton
Cheshire
CW12 4AA

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
SERVICE PROVISION	Ensure that service provision is reviewed regularly.	P1. Maintain equitable spread of service provision across the borough, responding to identified local need.	Trustees & manager	Equitable and appropriate service offer to all registered young people.	All delivery virtual from March 2020. Some face-to-face group activities resumed from the beginning of September when COVID guidance allowed. Virtual sessions continued. The 25th anniversary day on 29th July was given over to on-line activities.
PARTNERSHIP WORKING	Continue to build and develop alliances with relevant organisations across the borough. Build relationships with the business community	P2. Identify relevant opportunities for collaborative working; including VCFS organisations and leisure providers. P2. Promote FFL within the business community to: • secure funding • recruit apprentice volunteers • connect skills and expertise	All staff and trustees	FFL working with other relevant agencies from all sectors.	Virtual sessions have been delivered by existing and new partner providers. We have continued to maintain a relationship with Franklyn Financial Management. We were unable to develop our relationship with MOTO Services in Knutsford due to lockdown, but we hope to revive this when restrictions are lifted.
RESOURCES	Ensure that physical and human resources are in place. Ensure that numbers and skills of staff are maximised to provide the service.	P1. Continuous review of office equipment and other physical resources to enable staff team to carry out their duties. P1. Maintain the correct balance of skills within the team to enable professional service provision.	Manager and trustees	FFL service is sustainable and professional.	Staff worked from home to comply with COVID safety guidance, using Splashtop Business. No staff changes during this year. On-line staff training has been undertaken.

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
FINANCES & FUNDING	Ensure that adequate and sustainable funds are in place, in terms of: - current funding meeting immediate needs - being fully aware of funders' requirements and conditions	P1. Undertake rigorous research of funders' individual priorities and changing conditions to inform future applications. P1. Improve knowledge of national and local information to prepare for applications.	Trustees, manager and fundraising coordinator	Secure financial future of the charity. Medium- and longer-term funding plans are in place.	Funders included Sir Jules Thorn Foundation, Albert Hunt Trust, Cheshire East Council, Congleton Town Council, Steve Morgan Foundation, BBC Children in Need, National Lottery Community Fund, DCMS, St. James's Place Foundation, Russell Trust and TESCO. Trustees regularly updated on fundraising.. Contact has been maintained with funders during the year and funding reports have been submitted. We have been commissioned by Cheshire East Council to deliver Short Breaks from 1/8/21 for 3 years.
OUTCOMES	Ensure that YP are given positive social opportunities for fun and friendship. Support families to help their children achieve their potential.	P1. Define baselines, outputs and outcomes P1. Review and refresh evaluation systems to demonstrate impact for YP, volunteers and families. Ensure that outcomes reflect: - Ethos of FFL - Requirements of funders - CEC young people's plan and national priorities.	All staff. Involve parents, children and other relevant agencies.	YP and families report improved outcomes. Staff fully aware of evaluation process. Funders satisfied with evidence provided.	During lockdown 1100 happy packs were sent out to young people, volunteers, and parents/carers. Project workers have been undertaking reviews with families and it has become apparent that many people have struggled with mental ill-health. Safeguarding issues have also been reported. An on-line survey was set up to measure the impact of services during lockdown. The feedback has been very positive.

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
PARTICIPATION OF SERVICE USERS	Ensure that children & YP participate in the strategic and operational planning, development and monitoring of services	P1. Ensure that: - Parents/carers are represented on the board of trustees - Families are kept informed of changes within the organisation - Designated trustee works with staff team to identify good practice	Chair of trustees All staff and trustees Designated trustee	YP and families are participating in the strategic planning and implementation of FFL's services.	Young people have been asked to suggest activities – both virtual and face-to-face. Contact has been made with all volunteers and families during lockdown. We have been surprised to discover how many families do not respond to e-mails, so, where necessary, contact has been made by telephone or post.
INFORMATION AND ADVICE	Promote information and advice that is accessible and appropriate. Signpost/refer families to other appropriate services.	P2. Make sure that information held by FFL is up-to-date. P2. Review the means by which families are kept informed.	All Manager and marketing co-ord.	Robust system of relevant and current information and guidance.	Information about relevant services has been included in all Happy Packs. We have also signposted families to appropriate counselling services where appropriate.
AWARENESS	Develop training services to improve awareness of disability issues and promote inclusion.	P1. Establish links with schools and colleges to promote the sale of training services. P2. Support leisure and play providers to promote integration and inclusion.	Manager, Activity co-ordinator & designated trustee.	Using education to: promote integration; challenge physical and attitudinal barriers to inclusion; celebrate diversity;	Schools and colleges have not allowed visitors.

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
TRAINING	Ensure that staff, volunteers and trustees are trained appropriately.	P2. All staff to identify relevant training needs. P2. Trustees to access relevant training and development opportunities P2. Volunteer training programme is maintained.	Manager & staff Trustees Volunteer co-ord.	All staff, volunteers and trustees are competent and confident in their roles.	Staff have undertaken on-line training in: • safeguarding, • volunteer management and leadership, • digital safeguarding, • positions of trust, • county criminal exploitation, • sexual imagery. Safeguarding training has been provided for volunteers via the Cheshire East on-line Learning Lounge.
VOLUNTEERS	Ensure that volunteers are recruited, trained, mentored, supported and valued.	P1. Demonstrate the impact of volunteering on: • Volunteers • FFL	Manager and Volunteer Co-ord.	Volunteers are retained and valued Evaluation will inform future funding bids and demonstrate positive outcomes to funders.	Volunteer recruitment was virtual, with Lizzie taking part in Zoom sessions. Charles and Lizzie developed a range of videos for this. Many school and college students had to concentrate on their education because of COVID restrictions. A virtual befriending scheme was piloted, where volunteers do not have to live in the same area as the young people. Facebook adverts were used to seek applications. Interviews, inductions, and training were held via Zoom.

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
MARKETING & PUBLIC RELATIONS	Ensure that FFL is promoted positively at a strategic and local level. Make better use of social media.	P1. Promote FFL in a positive way across the borough. P1. Each trustee to develop a marketing/PR strategy to promote the charity P1. All staff to seek out and attend relevant networking/PR opportunities	Trustees and staff	FFL is recognised across Cheshire East by all relevant stakeholders	Closed Facebook pages for young people and parents/carers used extensively during this year. There were few opportunities to promote the charity because of COVID restrictions.
SAFEGUARDING	Ensure that culture, policies, procedures and practice have a clear focus on effective safeguarding.	P1. Regular reviews of activities, risk assessments, policy and procedures. P1. Ensure that providers comply with FFL policy. P1. Ensure that staff, volunteers and trustees are adequately trained and have up-to-date guidance relating to safeguarding. P1. Maintain relevant professional links and networks to ensure that FFL stays up-to-date with national and local safeguarding policy.	All staff & trustees Manager	Parents/carers are confident in FFL's ability to keep their child safe.	The activity risk assessment policy has been revised. As we have resumed face-to-face sessions, COVID-safety risk assessments have been carried out; especially in relation to office working and activity venues.

**FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2020 - 2021**

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2021
RISK MANAGEMENT	Ensure that a process is in place to identify monitor and manage potential risks in order to minimize the negative impact they may have on FFL.	P1. Draw up a risk register and consult with staff and trustees on content. P1. Ensure that the risk register is a working document.	Manager All staff & trustees	FFL can identify which risks pose the biggest threat and there are guidelines for handling them.	The risk register is a working document and is reviewed regularly.
COVID-19 RESPONSE	Ensure that the charity's response complies with all Government guidance and that the safety of young people, volunteers and staff is considered. Ensure that funds are secured to enable continuity of service – in whatever format is appropriate.	P1. Involve staff and trustees in the return to work risk assessment. Ensure that it is incorporated into all working practices. P1. Adapt working practices in areas where face-to-face delivery is no longer possible/practicable. P1. Research all potential funding sources.	Manager, trustees and staff Manager and staff Fundraising coordinator and trustees.		The COVID return-to-work risk assessment is reviewed regularly with the trustees and staff team. Virtual delivery has continued in order to maintain COVID-safety. As we have resumed face-to-face sessions, COVID-safety risk assessments have been carried out, especially in relation to venues. Trustees were tasked with researching funding opportunities, including corporate sponsorship. Claire applied for funds to cover salaries and core costs. This protected unrestricted reserves. Staff meetings and trustee meetings continue to be held via Zoom.