

FRIENDS FOR LEISURE

Annual Report

April 2022 - March 2023

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.

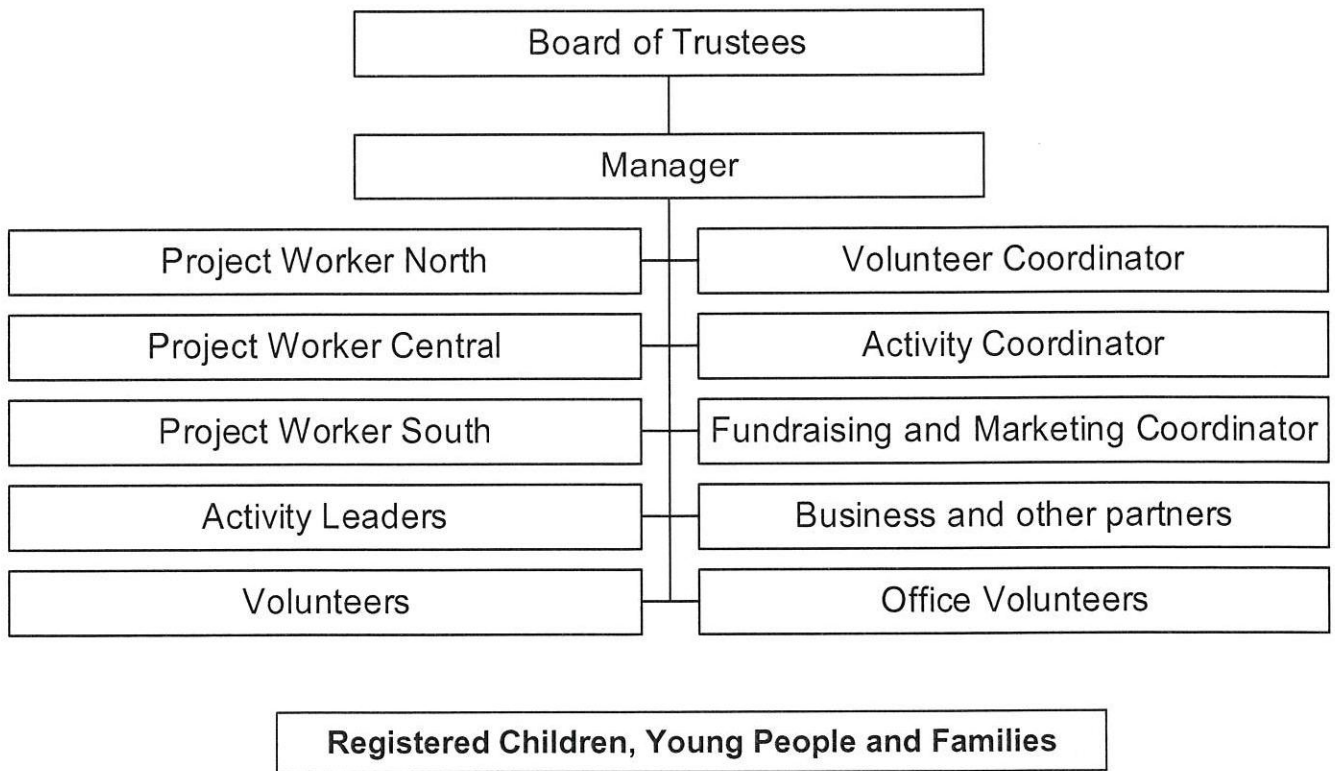
Our Aims

- 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 2022 to March 2023

Trustees

Paul Walker (Chairman)
Mel Stockdale
Charles Booth
Tim Slater
Pam Carey (Treasurer)
Mollie Heywood (from 20/06/2022)

Staff & Office Support

Gillian Jones	F/T Manager
Maggie Readman	P/T Project Worker
Lisa Nixon	P/T Project Worker – to 10/04/2022
Hannah Booth	P/T Project Worker – from 05/09/2022 to 15/12/2022
Sarah Gill	P/T Project Worker – from 13/02/2023
Amanda Hunt	P/T Project Worker – from 07/03/2023
Hannah Guthrie	F/T Activity Coordinator
Lizzie Fry	F/T Volunteer Coordinator – to 20/05/2022
Sean Worth	F/T Volunteer Coordinator – from 15/08/2022
Claire Addis	P/T Fundraising & Marketing Coordinator
Jo Stokes	Activity Leader
Maria Potter	Activity Leader
Lesley Ingham	Activity Leader
Tess Hulme	Activity Leader
Cathy Florentine	Activity Leader
Liz Houlihan	Activity Assistant – from 15/10/2022
Barry Wilson	Volunteer Office Assistant
Chris Jones	Volunteer Office Assistant
Martyn Connolly	Volunteer Database Administrator
Annette Kinsella	Volunteer Database Administrator

Independent Examiner

Kime O'Brien, Accountants. Macclesfield.

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 must be nominated and voted into post at the AGM (or EGM) 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
- Information sharing

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 Overview and Key Projects

2022-2023 was a year of change, particularly in terms of staffing at the charity.

In April, Lisa Nixon, who had been a Project Worker for 12 years, left to take up a role within the NHS. In May, our Volunteer Coordinator, Lizzie Fry, left to follow a dream to train as a nurse. We wish them both well.

In September, Hannah Guthrie, our Activity Coordinator, began her maternity leave. We congratulate her on the birth of a beautiful baby girl.

Remaining staff worked tirelessly to cover the absences and provide the best possible service to young people and their families and to volunteers. Unfortunately, from September we had to combine some of the groups.

The first new addition to the team, Sean Worth, joined us in August. He took on the role of Volunteer Coordinator. Sean has been a friend and supporter of the charity for many years.

In September, Hannah Booth joined as a Project Worker. She moved on in December.

In October, Liz Houlihan joined us as an Activity Assistant. She supports drama and bowling in Macclesfield.

In February, Sarah Gill took up the position of Project Worker (North). Sarah brings lots of experience of working with young people and their families and is a welcome addition to the team.

In March, Amanda Hunt joined as Project Worker (Central). Amanda has previously worked in the SEND department of a local high school and has a wealth of personal knowledge and experience of autism.

I am pleased to report on the year's achievements.

SERVICE PROVISION

Although all our activities were provided face-to-face, staffing shortages meant that we had to reduce the number of sessions we delivered. In consultation with Cheshire East Council, we decided to combine the youth groups in Congleton and Macclesfield and combine Crewe youth group with Saturday Club.

Whilst the combining of the groups was not ideal, it was the best solution in difficult circumstances.

FUNDRAISING & MARKETING

As always, raising funds to sustain the charity is a priority. Our fundraising and marketing coordinator, Claire, has done a sterling job for us again this year, especially in accessing funds to support the continuation of group activities.

Donations were 20% lower than the previous year. This position is being reported by a growing number of charities.

The cost of marketing and promotion increased from the previous financial year. We were fortunate to receive funding to replace our banners.

OPPORTUNITIES

Friends for Leisure has continued to deliver a range of opportunities for disabled children and young people to make friends at everyday leisure activities from which they are often excluded.

As reported above, the number of sessions had to be reduced because of staffing shortages.

"My daughter has additional needs, and she goes to Friends for Leisure every other Thursday evening. Every other week it's different. Sometimes that have someone take animals in; they do arts & crafts, etc. She loves it. You need to contact them and basically join her up, then just book onto each session. They do a lot in the holidays in the summer. They really are a great bunch & the staff are amazing." (Post by a parent on Facebook)

There were a total of 1942 hours of activities provided in the year, with 1258 attendances. Amazingly, this is only a 10% reduction on the previous year.

BEFRIENDING & BUDDYING

Although there were no new links in the year, it was amazing to see some of the virtual relationships develop into face-to-face friendships. The benefits to young people are apparent.

"Both of my children have FFL buddies- (1 face to face and 1 virtually) who they enjoy and look forward to speaking to/spending time with. My daughter's buddy is a fantastic role model & she would describe her like a big sister which is so lovely to hear. We have met for coffee or a walk when able & [my daughter] really values having her buddy. [My son] has developed a virtual friendship with his buddy. He is pleased that he has an older friend who he can chat & laugh with over video calls. He is so pleased to have a buddy like his sister & he would like to meet her in person one day." (Parent)

Volunteers provided 135 hours of friendship.

YOUTH GROUPS – 648 attendances

Despite having to combine our groups the range of opportunities provided this year was incredible and young people have enjoyed meeting up with their friends to have fun.

We have consulted with young people and volunteers at all the groups to find out what they would like to do.

None of these sessions would be possible without the support of our amazing Activity Leaders.

"The youth club meetings that our daughter attends are fun, engaging and varied. She plots them on her calendar and looks forward to the events as they approach. It has been helpful to know what is coming up so that we can prepare e.g., raised bed in the garden for her to grow the vegetable seeds she planted, getting an outfit ready for a themed night. Thank you to all volunteers." (Parent)

DRAMA GROUP – 207 attendances

The "Friends of Falli" drama group is the highlight of the week for the young people who attend. Ian Mac and Kathryn Howard have delivered 310 hours of fun and games, as well as termly showcases.

"[Our son] loves coming to Drama and asks to go each Monday. The work Ian and the team does is brilliant. It helps the children make friends, interact in different ways and to express themselves in a safe, structured environment. There is always much laughter afterwards as the children as head out of the hall, which is a joy to hear. Thank you so much." (Parent)

PALS – 111 attendances

Activities to develop Personal and Life Skills (PALS) were delivered in Macclesfield and Crewe. Sessions included meals out, life skills, drugs and alcohol awareness, self-defence, and safety.

"The PALS activity was well-organised and filled the whole time, whilst being achievable for the young people". (Volunteer)

SATURDAY CLUBS & BOWLING – 147 attendances

Crewe Saturday Club was merged with the youth group. Bowling in Macclesfield was as popular as ever.

“I have two children who access Friends for Leisure and they both love it. They predominantly do bowling but have accessed other groups from time to time. They get to socialise with others who understand them. The staff, many of whom are volunteers are sensitive, caring and understanding as well as patient and this has been great for my children.” (Parent)

HOLIDAY ACTIVITIES – 120 attendances

Sessions were provided over the Easter, Summer, October and February school holidays. Funding from Active Cheshire enabled us to focus on sporty and active sessions, including trampolining, multi-sports, football skills and tennis. We also enjoyed afternoon tea, brunch and Halloween crafts.

“FFL is very important to my son as it gets him out of his bedroom (isolation) mixing with other young people and adults. It gives him fun things to do and exercise, which he needs. He is also making friends, as he only got 2 friends. And it helps with social interactions. Thank you so much for your help.” (Parent)

VOLUNTEERING

Over this year we recruited 49 new volunteers. 96% of these were aged 25 and under. Our new Volunteer Coordinator, Sean, built excellent relationships with schools and colleges across Cheshire East.

38 volunteers completed online safeguarding training and 11 volunteers undertook training in Sign-a-Long, which was provided by Park Lane Special School.

Our aim is to provide a positive and rewarding experience for volunteers and to support them in achieving their personal development goals.

“I just wanted to say how grateful I am to have had your support and guidance whilst volunteering at Friends for Leisure. You have always made me feel supported and you have helped me to grow as a person. I cannot thank you enough. I wish you the best.” (Volunteer exit interview)

Volunteers gave 365 hours of help at group activities.

We also had volunteers supporting our work in other ways, and we would like to thank:

- Barry Wilson who helps with a range of jobs around the office.
- Martin Connolly and Annette Kinsella who maintain our database.
- Chris Jones, who carries out maintenance in the office and attends activities and fundraising events.

COMMUNITY ACTIVITIES – 14 attendances

Funding from The Georgia Leigh Ogden Foundation enabled us to take a group of young people and parents/carers to see the pantomime at Daneside Theatre in Congleton.

“Thank you so much for getting and paying for the panto tickets. J and [his PA] really enjoyed it. J said it was very funny. It was nice for him to do something different and be out on a Saturday evening.” (Parent)

PARENT/CARER INFORMATION SESSIONS – 15 attendances

Three virtual sessions were provided for parents and carers. Cheshire East Information & Advice Service (CEIAS) delivered two sessions covering topics including choosing a school and the EHCP process. Rebecca Kinnear from Eden Therapy & Wellbeing Services delivered a mindfulness session and supported participants with their feelings of “parent guilt”.

CONCLUSION

There is no doubt that the challenges of staffing shortages and recruitment dominated the year. However, thanks to the dedication of staff we were still able to provide an excellent service to young people and their families.

New members of the team have quickly settled into their roles, and I am feeling positive about the future of Friends for Leisure.

I would like to thank all staff members, volunteers and trustees for their commitment to the charity.

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.

Mr I Bradley
Mrs B Brough
Mr P Cain
Mrs D Douglas
Mr M Dwire
Mr G Hayes
Mrs J Hodgkinson
Mr W Jaffe

Kings School, Macclesfield
Mr Mrs P Machin
Rumba, Congleton
Run North West
Sutton St. James Church
Mr P B Wilson
Wilmslow & District Rotary

FRIENDS FOR LEISURE

A COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

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
C Booth
T Slater
P Carey
M Heywood

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 2023**

The directors present their report and the financial statement for the year ended 31st March 2023

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 providing inclusive group activities and 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
C Booth
T Slater
P Carey
M Heywood

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 29 November 2023 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 2023**

I am pleased to report another successful year for the charity, which has survived many changes in staff, thanks to the team covering posts which became vacant during the year. Recruitment was challenging, and youth groups had to be combined halfway through the year due to staff shortages. The team showed great flexibility and loyalty in going the extra mile, to ensure that the charity continued to supply a first-class service to the children of Cheshire East.

Funding was again received from various sources, with substantial sums from Cheshire East Council through their Short Breaks for Disabled Children contract, BBC Children in Need, and the National Lottery Reaching Communities Fund. We were also very grateful to receive monies from Active Cheshire, Arnold Clarke Community Fund, Cheshire Community Foundation, Congleton Town Council, Congleton Town Trust, the Co-op Community Fund, the Georgia Leigh Ogden Foundation, Margaret Williamson Memorial Fund, the Masonic Charitable Foundation, the Postcode Community Trust, Redrow Homes, the St James Place Foundation, the Russell Trust, the Blakemore Foundation, Congleton Young People's Trust, and the Martyn Bracegirdle Charitable Foundation. Particular thanks also for the large sum raised by the SMF/DCMS Community Match Challenge.

Other support has been received from Prism with IT and Thrive with marketing.

The general financial status of the charity remains the same with income and expenditure almost matching each other, with income of £136,050 against expenditure of £137,003. The unrestricted reserves now stand at £77,331 being just under 6 months running costs, which is in keeping with the policy of the charity.

The total number of new young people registered with the charity amounted to 26, with 221 young people registered at year end. By year end we had 30 young people on our waiting list for 1-1 friendships. There were 10 friendship/ buddy links during the year, half of which were virtual. Encouragingly, we took on 49 new volunteers during the year, who are vital to the service which we provide.

Activities included a Congleton theatre trip funded by the Georgia Leigh Ogden Foundation, bowling in Macclesfield, Friends of Falli drama in Macclesfield, PALS groups in Crewe and Macclesfield, and parent and carer information sessions.

Holiday activities included afternoon teas in Congleton and Crewe, trampolining in Congleton, multi sports in Macclesfield, meals out across the borough, Halloween arts and crafts, clay creations, tennis, football and disco events.



Paul Walker
Chair of Trustees

**INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS OF
FRIENDS FOR LEISURE
FOR THE YEAR ENDED 31ST MARCH 2023
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 2023.

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 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

29 September 2023



**Kime O'Brien Limited
Chartered Accountants**

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023

		2023			2022		
		Restricted Funds £	Unrestricted Funds £	Total Funds £	Restricted Funds £	Unrestricted Funds £	Total Funds £
Notes							
Incoming resources							
Donations	3	-	5,582	5,582	-	9,258	9,258
Fundraising	4	-	3,611	3,611	-	4,132	4,132
Provision of service	5	80,621	-	80,621	79,716	-	79,716
Commissioned Income	6	41,984	-	41,984	54,101	-	54,101
Other grants and income	7	-	1,100	1,100	128	7,032	7,160
Activity-related income (Subs. etc)		-	1,618	1,618	-	1,951	1,951
Interest		-	668	668	-	23	23
Earned income		-	-	-	-	250	250
Gift aid		-	866	866	-	2,377	2,377
Total incoming resources		122,605	13,445	136,050	133,945	25,023	158,968
Resources expended							
Salaries		79,191	10,282	89,473	91,223	24,080	115,303
Employer National Insurance		1,253	1,198	2,451	1,766	3,085	4,851
Employer pension contributions	8	414	575	989	340	1,646	1,986
Travel and Subsistence (staff)		824	40	864	1,026	7	1,033
Vol expenditure		1,068	491	1,559	940	672	1,612
Governance		-	-	-	-	-	-
Training		50	-	50	20	-	20
Recruitment		444	759	1,203	176	-	176
Activities		10,265	85	10,350	11,552	552	12,104
Stationery		71	-	71	131	-	131
Postage		832	18	850	1,127	-	1,127
Telecommunication		2,058	-	2,058	2,005	-	2,005
Rent & utilities		8,188	-	8,188	8,022	-	8,022
Insurance		1,752	-	1,752	1,752	-	1,752
Admin.		2,103	103	2,206	2,205	458	2,663
Bank charges		-	208	208	-	-	-
Publicity and Promotion		2,833	272	3,105	1,392	20	1,412
Equipment		188	795	983	-	-	-
Other expenditure		-	-	-	-	-	-
Parent/Carer information sessions		160	-	160	51	-	51
Total resources expended		111,694	14,826	126,520	123,728	30,520	154,248
Fundraising costs	9	6,505	3,898	10,403	10,242	2,310	12,552
Capital expenditure	10	-	80	80	75	75	150
Total Costs		118,199	18,804	137,003	134,045	32,905	166,950
Net movement in funds		4,406	(5,359)	(953)	(100)	(7,882)	(7,982)
Total funds brought forward		46,332	82,690	129,022	46,432	90,572	137,004
Total funds carried forward		50,738	77,331	128,069	46,332	82,690	129,022

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 2023

	Notes	2023 £	2022 £
CURRENT ASSETS			
Bank accounts:			
Deposit account		29,674	29,157
Current account		130,252	104,025
Petty Cash		358	758
Debtors	11	319	10
		<u>160,603</u>	<u>133,950</u>
CREDITORS: amounts falling due within one year	12	<u>(32,534)</u>	<u>(4,928)</u>
		<u>128,069</u>	<u>129,022</u>
REPRESENTED BY:			
Restricted funds			
Albert Hunt Trust		-	2,000
Baily Thomas Charitable Trust		-	2,332
BBC Children in Need		4,452	1,951
BBC Children in Need Next Steps		-	72
C4C		31	900
Card Factory Foundation		-	122
Cheshire Community Foundation Main Grant		1,051	-
Cheshire East Council COVID-19 Response & Recovery Grant		339	623
Cheshire Freemasons		4,040	5,438
Commissioned Cheshire East		28,143	14,519
Congleton Inclosure Trust		356	1,137
Congleton Town Trust		283	-
COOP Community Fund		3,865	230
Crewe Town Council		-	1,621
Edward Gostling Foundation		-	2,172
Georgia Leigh Ogden Foundation		-	1,732
Macclesfield Town Council		116	1,130
Margaret Williamson Memorial Fund		247	-
National Lottery Community Fund		-	2,550
National Lottery Reaching Communities Fund		4,823	-
NCompass Carers' Choice Grant		-	1,041
Ncompass Take a Break Grant		-	2,406
Postcode Community Trust Magic Little Grant		500	-
Redrow Homes North West		1,000	-
Sir Jules Thorn Charitable Trust		-	1,500
SMF/DCMS Community Match Challenge		-	424
Tesco Community Fund		233	770
The Russell Trust		416	-
William Dean Trust		-	174
Williams Family Foundation		843	1,488
	13	<u>50,738</u>	<u>46,332</u>
General Funds	14	<u>77,331</u>	<u>82,690</u>
		<u>128,069</u>	<u>129,022</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 2023. 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.



P Carey
Director

Approved by the Board on 29/11/2023

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 2023**

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

	2023 Number	2022 Number
Average number of persons employed by the company	<u>9</u>	<u>12</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

3 DONATIONS

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

Mr I Bradley	King's School, Macclesfield
Mrs B Brough	Mr Mrs P Machin
Mr P Cain	RUMBA Congleton
Mr M Dwire	Sutton St James Church
Mr G Hayes	Mr PB Wilson
Mrs J Hodgkinson	Wilmslow & District Rotary

4 FUNDRAISING

	2023	2022
	£	£
Includes the following events:		
Captain Tom 100 Challenge	-	340
Carol Singing	312	432
Congleton Rotary Swimathon	-	-
Debbie Douglas Sky Dive	370	169
London Marathon sponsorship	1,686	-
Raffles	-	115
Sales of donated items	113	158
Waitrose	400	400
Knutsford 10K	250	250
Money Boxes		235
Congleton Santa Float	394	491
Virtual London Marathon	-	1,462
Others	86	80
	<u>3,611</u>	<u>4,132</u>
Less fundraising costs	<u>(10,403)</u>	<u>(12,552)</u>
	<u><u>(6,792)</u></u>	<u><u>(8,420)</u></u>

Fundraising costs include 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 2023

5 PROVISION OF SERVICE	2023	2022
	£	£
Includes the following:-		
Active Cheshire	851	-
Albert Hunt Trust	-	2,000
Arnold Clarke Community Fund	2,000	-
Baily Thomas Charitable Trust	-	3,000
BBC Children in Need	19,788	19,288
BBC Children in Need Next Steps	-	7,540
C4C	-	900
Card Factory Foundation	-	1,000
Cheshire Community Foundation Main Grants	2,500	-
Cheshire Community Foundation Pandemic Recovery Grant	-	1,870
Cheshire Freemasons	-	6,000
Congleton Inclosure Trust	-	1,500
Congleton Town Council	1,000	-
Congleton Town Trust	1,000	-
Co-op Community Fund	3,865	-
Crewe Town Council	-	1,521
Edward Gostling Foundation	-	3,000
Georgia Leigh Ogden Foundation	300	3,000
Macclesfield Town Council	-	1,380
Margaret Williamson Memorial Fund	440	-
Masonic Charitable Foundation	5,000	-
National Lottery Communitiy Fund	-	9,300
National Lottery Reaching Communities Fund	29,254	-
NCompass Carers' Choice Grant	-	1,640
NCompass Take a Break Grant	-	3,653
Postcode Community Trust Magic Little Grant	500	-
Redrow Homes North West	1,000	-
Sir Jules Thorn Charitable Trust	-	1,500
St James's Place Foundation	2,500	-
SMF/DCMS Community Match Challenge	8,623	8,624
Tesco Community Fund	-	1,500
The Russell Trust	2,000	-
William Dean Trust	-	-
Williams Family Foundation	-	1,500
	<u>80,621</u>	<u>79,716</u>
6 COMMISSIONED INCOME	2023	2022
	£	£
Cheshire East Council - Short Breaks for Disabled Children	41,984	54,101
	<u>41,984</u>	<u>54,101</u>
7 OTHER GRANTS AND OTHER INCOME	2023	2022
	£	£
Arnold Clarke Community Fund	-	1,000
Blakemore Foundation	100	-
BBC Children in Need	250	-
Congleton Young People's Trust	250	200
Equilibrium Charitable Foundation	-	5,000
HMRC Job Retention Grant	-	128
Lee Bakirgian Family Trust	-	300
Marketing & Publicity	-	32
Martyn Bracegirdle Charitable Foundation	500	500
	<u>1,100</u>	<u>7,160</u>

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

8 WORKPLACE PENSION

A workplace pension is provided through the SALVUS Master Trust.

9 Fundraising Cost	2023	2022
	£	£
Marketing and fundraising coordinator	10,388	12,444
Fundraising Expenses	15	108
	<u>10,403</u>	<u>12,552</u>
 10 Capital Expenditure	 2023	 2022
	£	£
Website Development	80	150
	<u>80</u>	<u>150</u>
 11 Debtors	 2023	 2022
	£	£
Prepayments and accrued income	319	10
	<u>319</u>	<u>10</u>
 12 Creditors	 2023	 2022
	£	£
Pension Fund	-	473
PAYE payable	14	-
Accruals and deferred income	32,520	4,455
	<u>32,534</u>	<u>4,928</u>

FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

13 Movements of Major Funds	At 01/04/2022	Incoming resources	Outgoing resources	At 31/03/23
	£	£	£	£
Active Cheshire	-	851	(851)	-
Albert Hunt Trust	2,000	-	(2,000)	-
Arnold Clarke	-	2,000	(2,000)	-
BBC Children in Need	1,951	19,788	(17,287)	4,452
BBC Children in Need Next Steps	72	-	(72)	-
Baily Thomas Charitable Trust	2,332	-	(2,332)	-
C4C	900	-	(869)	31
Card Factory Foundation	122	-	(122)	-
Cheshire Community Foundation Main Grants	-	2,500	(1,449)	1,051
CEC COVID Response & Recovery Grant	623	-	(284)	339
Cheshire Freemasons	5,438	-	(1,398)	4,040
Commissioned Cheshire East	14,519	41,984	(28,360)	28,143
Congleton Inclosure Trust	1,137	-	(781)	356
Congleton Town Council	-	1,000	(1,000)	-
Congleton Town Trust	-	1,000	(717)	283
COOP Community Fund	230	3,865	(230)	3,865
Crewe Town Council	1,621	-	(1,621)	-
Edward Gostling Foundation	2,172	-	(2,172)	-
Georgia Leigh Ogden Foundation	1,732	300	(2,032)	-
Macclesfield Town Council	1,130	-	(1,014)	116
Margaret Williamson Charitable Trust	-	440	(193)	247
Masonic Charitable Foundation	-	5,000	(5,000)	-
National Lottery Reaching Communities	-	29,254	(24,431)	4,823
National Lottery Community Fund	2,550	-	(2,550)	-
NCompass Carers' Choice Grant	1,041	-	(1,041)	-
NCompass Take a Break Grant	2,406	-	(2,406)	-
Postcode Community Trust Magic Little Grant	-	500	-	500
Redrow Homes North West	-	1,000	-	1,000
St. James's Place Foundation	-	2,500	(2,500)	-
Sir Jules Thorn Charitable Trust	1,500	-	(1,500)	-
SMF/DCMS Community Match Challenge	424	8,623	(9,047)	-
Tesco Community Fund	770	-	(537)	233
The Russell Trust	-	2,000	(1,584)	416
William Dean Trust	174	-	(174)	-
Williams Family Foundation	1,488	-	(645)	843
Total restricted funds	46,332	122,605	(118,199)	50,738
Unrestricted	82,690	13,445	(18,804)	77,331
Total Funds	129,022	136,050	(137,003)	128,069

**FRIENDS FOR LEISURE
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

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.

	2023 £	2022 £
General funds show a surplus	<u>77,331</u>	<u>82,690</u>

	2023 £	2022 £
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. 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
2022 - 2023

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2023
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.	Return to pre-COVID delivery methods. Service provision reviewed and reduced due to staffing shortages, with approval of CEC contract manager.
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 • connect skills and expertise.	All staff and trustees	FFL working with other relevant agencies from all sectors.	The general economic situation and staffing shortages have reduced opportunities for new partnerships. We have continued to maintain a relationship with Franklyn Financial Management. Thrive Creative and Prism have continued to offer services, partly pro-bono. Local venues and providers continue to be used to support service delivery.
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.	Recruitment has remained challenging. Activity Coordinator on maternity leave from 1/9/22. New volunteer coordinator in post from 15/8/22. New Activity Assistant from 14/10/22 to support bowling and drama. Remaining office staff covering activities as much as possible.

FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2022 - 2023

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2023
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 Cheshire East Council, Cheshire Community Foundation, Georgia Leigh Ogden Foundation, Steve Morgan Foundation, BBC Children in Need, National Lottery Community Fund, Masonic Charitable Foundation, Russell Trust, Arnold Clark Community Fund, Redrow Homes and COOP Community Fund. Finance and funding information is seen regularly by the trustees. Contact has been maintained with funders during the year. Staff, trustees and volunteers have been involved in community fundraising.
OUTCOMES	Ensure that YP are given positive social opportunities for fun and friendship. Plan activities specifically to improve young people's mental health and well-being. 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.	All activities have been planned to ensure positive experiences for all participants. Funding reports have been well received because of the evidence provided. Specific activities have focused on mental health and well-being of young people.

FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2022 - 2023

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2023
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.	Chair of trustees All staff and trustees	YP and families are participating in the strategic planning and implementation of FFL's services.	Parents of current and past young people on the Board. Young people and families have been asked to give feedback and suggestions for future activities throughout the year. This information has been used in the process of planning activities. Families have been advised of staffing changes.
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.	Updates have been made to the website. Information about other relevant services is regularly e-mailed to families and posted on Facebook.
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.	Safeguarding training has been provided for all volunteers via the Cheshire East on-line Learning Lounge. New staff have attended relevant training. Volunteer training programme is in hand.

FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2022 - 2023

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2023
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.	49 new volunteers were recruited. High schools and colleges have welcomed volunteer recruitment presentations. Two volunteers continue to support the database on a weekly basis.
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. All staff to seek out and attend relevant networking/PR opportunities.	Trustees and staff	FFL is recognised across Cheshire East by all relevant stakeholders	Home-working and the general economic situation have reduced opportunities to promote the charity. Paul and Gillian represented FFL at Chamber of Commerce events. Fundraising and Marketing Coordinator has continued to promote the charity and endeavoured to create new business relationships. Marketing materials have been refreshed.
RISK MANAGEMENT	Ensure that a process is in place to identify, monitor and manage potential risks to minimize the negative impact they may have on FFL.	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. The impact of staffing changes was discussed regularly by staff and trustees. Changes to service delivery were approved by the contract manager at Cheshire East Council. Financial risk matters are reviewed monthly by the manager and trustees.

FRIENDS FOR LEISURE
STRATEGIC DIRECTION STATEMENT
2022 - 2023

BUSINESS AREA	OBJECTIVE	FOCUS & PRIORITY	RESPONSIBILITY	SUCCESS FACTORS	ACHIEVEMENTS BY year ending 31/03/2023
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.	Regular venues have provided risk assessments and insurance documents have been reviewed. Online safeguarding training has been undertaken by 38 volunteers. Safeguarding policy and procedure have been reviewed and expanded. Families have been advised of the amendments. Online bulletins are received from NSPCC, INEQUE SAFEGUARDING and CHESHIRE POLICE. These are circulated to staff and trustees.