

**LITTLEHAMPTON SHOPMOBILITY**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**CHARITY REGISTRATION NO: 1070129**

## **LITTLEHAMPTON SHOPMOBILITY**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees are pleased to present their report together with the accounts of the Charity for the year ended 31 March 2023

#### **Legal and administrative information**

The Charity was registered with the Charity Commission on 19 June 1998 and numbered 1070129. It is governed by its constitution adopted on 5 January 1998 as amended on 6 October 2011.

The accounts comply with current statutory requirements, the Charity's governing document and the Statement of Recommended Practice – Accounting and Reporting by Charities, issued in March 2005.

#### **Patrons:**

Her Grace Georgina Fitzalan-Howard, the Duchess of Norfolk and The Lady Colin Campbell

#### **Trustees**

Mr A Gammon	Chairman appointed June 2014
Mr Derek Ambler	Appointed January 2018
Mr Malcolm Roberts	Appointed June 2020
Mrs Wendy Cahill	Appointed January 2021

#### **Non-Trustee**

**Minute taker** Mrs J M Betson

**Manager:** Mrs June Caffyn

#### **Volunteer Staff**

Adee, Angie, Marilyn, Jason and Malcolm B.

#### **Observers**

Cllr Mrs Andrea Turner is the representative observer for Littlehampton Town Council

#### **Principal office**

The Bradbury Centre, 1 – 5 St Martins Lane, Littlehampton, West Sussex BN17 6BS

#### **Independent examiner**

Mr Richard Wilkins FCA of 1 Wentworth Close, Barnham, West Sussex PO22 0HS

#### **Bankers**

**Barclays Bank PLC**, 94 East Street Chichester West Sussex PO19 1HR

#### **Solicitors**

**E J Moyle**, 15 Beach Road Littlehampton West Sussex BN17 5HZ.

## **Objectives of the Charity**

The charity's objects are to relieve those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage in the area of Littlehampton and surrounding area with the object of improving their mobility, access to services and quality of life, so that they can participate fully in Society by providing:

- (a) The hire of powered scooters and powered or manual wheelchairs;
- (b) The sale of new and pre-used powered scooters; manual and powered wheelchairs and other such items and materials as required to give freedom of movement;
- (c) Any other service in furtherance of the above objects as the Trustees shall from time to time determine.

## **Organisation**

The charity and its property is managed and administered by a committee comprising the officers and other members elected in accordance with its constitution. The officers and other members of the committee are the Trustees of the Charity and are together called 'the Trustees'.

## **REPORT OF THE TRUSTEES**

FOR THE YEAR ENDED 31 MARCH 2023

The charity must have the following officers:

- (i) A chair,
- (ii) A secretary,
- (iii) A treasurer.

A Trustee must be a member of the charity or the nominated representative of an organisation that is a member of the charity.

The number of Trustees must not be less than three but (unless otherwise determined by a resolution of the charity in general meeting) is not subject to any maximum.

## **Investment powers**

Under the constitution, the Charity has the power to make any investment which the management Committee sees fit.

## **Review of the activities and future developments**

Contrary to last year we had a good year in 2022/23, all the offices on the first floor have been rented, and Grace Eyre is still with us.

For us the new financial year brings the need to relocate due to the landlord wanting to sell the shop. It is easily said than done but I have confidence that the trustees will be on top of it.

We have completed our first year with Clearwell that went very well indeed. Our manager found them very easy to work with and well organised.

Thanks to our volunteer staff that went the extra mile to help the charity stay on track, at every opportunity they came in to carryout their duties with great enthusiasm, thanks also to the volunteers, trustees and our manager June for working so well together to serve our service users.

## **Our Finances**

Over the past few years we have reviewed and improved our services and reduced our overheads, this has helped greatly to our survival.

In 2020 our service funding grant (£2000pa) from Littlehampton Town Council was discontinued and never reinstated together with our WSCC Accessible Transport grant (£2,450) last year but reinstated in January 2022.

## **Vehicles and equipment for hire**

The number of electric scooters is 10 (6 standard, 2 travel and 2 larger)

We have nine wheelchairs (includes child's wheelchair, extra wide one for larger customers and self-propelling wheelchairs), two rollators to hire a three wheel and one four wheel with a seat and crutches.

## **Membership**

209

## **Reserves policy and risk management**

The Trustees' immediate objectives are to maintain the viability of the Charity and recruit additional Trustees and volunteers to share the work load, expand the service and improve the community's awareness of the Charity and the benefits it can bring to the physically disadvantaged. Trustees are aware of the need to maintain sufficient funds to meet a minimum of 6 months operating expenses; together with a fund to continue the replacement and expansion of the Trust's wheel chair and scooter fleet so as to meet all foreseeable demand from its users.

As at 31 March 2023 the finances are much better, we need to keep a stringent eye on them but things are getting better.

The Trustees continue to monitor risks as part of the management process. This enables them to assess business risks and implement risk management strategies. They have identified the types of risks the Charity faces and prioritised them in terms of potential impact and likelihood of occurrence and identifying the means of mitigating them.

## **LITTLEHAMPTON SHOPMOBILITY**

### **REPORT OF THE TRUSTEES**

FOR THE YEAR ENDED 31 MARCH 2023

The charity has since the pandemic continued to slowly grow, the pandemic is behind us now and hope the next financial year we can build on it.

## **Related parties**

There were no related party transactions.

## **Trustees' responsibilities in relation to the accounts**

Law applicable to charities in England & Wales requires the Trustees to prepare accounts for each financial year that give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year (unless the Charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts.
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Contractual liabilities**

At 31 March 2022 the Trustees had no contractual liabilities beyond our overhead contracts with utilities.

Approved by the Trustees and signed on their behalf by:

.....  
 A Gammon Chair of Trustees  
 Date: 7<sup>th</sup> June 2023

## **LITTLEHAMPTON SHOPMOBILITY**

**Registered Charity No 1070129**

### **NOTES TO THE FINANCIAL STATEMENTS - FOR THE YEAR ENDED 31 MARCH 2023**

#### **ACCOUNTING POLICIES**

##### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Charities Act 2011, Financial Reporting Standards for Smaller Entities (effective January 2008) and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005.

##### **Incoming Resources**

Income represents grants, rent, donations, hire, brokerage, sales, interest and other income receivable in the year.

##### **Taxation**

The Charity is a registered charity; therefore it is not subject to taxation.

##### **Resources expended**

All material expenditure is related to direct charitable expenditure, and is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

##### **Fund accounting**

Funds held by the Charity are either unrestricted general funds or restricted funds. Unrestricted general funds are funds that can be used in accordance with the Charitable objectives at the discretion of the Trustees.

Restricted funds are funds that can only be used for a particular restricted purpose within the objectives of the Charity.

**INCOMING  
RESOURCES Incoming  
Resources from  
charitable activities**

<b>Grants</b>	<b>Restricted Funds</b>	<b>Unrestricted Fund</b>
WSCC Accessible Grant		2450.00
Gift Aid		223.85
Bonfire Society Procession		750.00
<i>Total</i>		2673.85

**LITTLEHAMPTON SHOPMOBILITY**

**Registered Charity No 1070129**

**Independent examiner's report to the Trustees of Littlehampton Shopmobility**

I report on the accounts of the Charity for the year ended 31 March 2023.

**Respective responsibilities of Trustees and examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Richard J Wilkins FCA  
Chartered Accountant

Independent Examiner

Date: 31 May 2023



<b>LITTLEHAMPTON SHOPMOBILITY</b>				
<b>Registered Charity No 1070129</b>				
<b>Statement of Financial Activities</b>				
<b>For the period 1st April 2022 - 31st March 2023</b>				
		£		£
<b>Sales</b>				
Donations		3008.02		
Fundraising		0.00		
Hire Sales		5236.00		
Membership		643.00		
Misc Sales		147.00		
Parking Bay Hire		390.00		
Stock Sales		17466.16		
HMRC Grant Aid		356.30		
<b>Grants</b>		2842.00		
<b>Rents Receivable</b>		17685.65		
<b>Total Income</b>				<b>47774.13</b>
Petty Cash		13.73		
				<b>13.73</b>
<b>Expenditure</b>				
<b>Overheads</b>				
ADC Rates		-215.22		
Biffa		-3.36		
Buildings Insurance		-395.83		
Electricity		-2005.28		
FDMS Charges		-721.04		
Fleet Insurance		-1036.39		
Gross Wages		-11856.00		
IT		0.00		
Maintenance		-478.40		
Postage		-72.17		
Professional Fees		-648.00		
Refreshments		-47.17		
Shop Rent		-7800.00		
Shop Stock-Clearwell		-13028.81		
Stationery		-116.02		
Sundry		-311.50		
Telephone and Broadband		-518.86		
Toiletries		-24.93		
Travelling		-5.00		
Water		-222.57		
Workshop Spares		0.00		
		-39506.55		
			<b>Income</b>	47787.86
			<b>Expenditure</b>	-39506.55
<b>Net Surplus/Deficit</b>				<b>8281.31</b>
Depreciation	960.00			