

LITTLEHAMPTON SHOPMOBILITY

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

CHARITY REGISTRATION NO: 1070129

LITTLEHAMPTON SHOPMOBILITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are pleased to present their report together with the accounts of the Charity for the year ended 31 March 2024

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:

- Malcolm Belchamber
- Mick Warren
- Andrea Turner
- Malcolm Roberts

Non-Trustee

Minute taker Mrs Janice Betson

Manager: Mrs June Caffyn

Volunteer Staff

Adee, Angie, (Marilyn – to 31st March 2024) Jason and Malcolm B.

Observers

There are no Observers this year from Littlehampton Town Council

Principal office

92 High Street, Littlehampton, West Sussex, BN17 5AG

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 2024

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

We have completed our second 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 carry out 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

219

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 2024 the finances are much better, we need to keep a stringent eye on them

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 2024

The Financial Year of 2023/2024 started off well following the hiccup of the Pandemic, we were back on track and moving forward. However, in October 2023 our landlord informed us he wanted to sell the property we had occupied for 25 years and we were given formal notice to vacate the property by 31st March 2024. After much searching and with the help of Arun District Council Officer Sean Kauffman, we managed to secure our current premises in the Manor House Car Park. We were very fortunate to be afforded the help of Probation Office Rob Cairns and his Probation team without whom it would have proved extremely difficult; we are very much in their debt.

The current financial climate, cost of living etc is proving to greatly impact on the charity's finances. With more groups and charities seeking grants and donations; we will have to radically streamline and improve.

That said, the charity has existed over 25 years and there have been many up's and down's over that period.

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 2024 the Trustees had no contractual liabilities beyond our overhead contracts with utilities.

Approved by the Trustees and signed on their behalf by:

..... (Trustee)
On behalf of the Trustees
Date:

LITTLEHAMPTON SHOPMOBILITY

Registered Charity No 1070129

NOTES TO THE FINANCIAL STATEMENTS - FOR THE YEAR ENDED 31 MARCH 2024

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 2024.

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 of these. 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.

Grants	Restricted Funds	Unrestricted Fund
In connection with my examination, no matter has come to my attention:		
(1) which gives me reasonable cause to believe that, in my material respect, the requirements:		
• to keep accounting records in accordance with section 130 of the 2011 Act; and		405.00
• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act		2500.00
Total		2905.00

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: 2 May 2024

LITTLEHAMPTON SHOPMOBILITY
Registered Charity No 1070129

Statement of Financial Activities

1 April 2023 - 31 March 2024

Sales	£	
Shop Sales	25781.56	
Hire Sales	5882.00	
Donations	2071.42	
Membership	773.00	
Pitstop	197.00	
Fundraising	1707.23	
Parking Bay Hire	355.00	
Sundry (Income)	10.56	
Misc. Sales	544.06	
 Grants	 2935.00	
Gift Aid	304.56	
 Rents Receivable	 7550.00	
 Total Income		48111.39
 Expenditure		
Overheads		
Shop Stock-Clearwell	-21403.00	
Gross Wages	-14504.64	
Shop Rent	-10200.00	
Biffa	-292.27	
Electricity	-1606.50	
Fleet Insurance	-1039.56	
Buildings Insurance	-407.53	
Maintenance	-971.72	
FDMS Charges	-598.53	
Telephone	-427.35	
Stationery	-267.81	
Professional Fees	-126.00	

Refreshments	-163.63
Postage	-77.30
Water	-178.01
Sundry	-230.80
Toiletries	-35.60
ADC Rates	0.00
IT	0.00
The Move	-161.10
Workshop Spares	0.00

Total Income	48111.39
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Total Expenditure	<u>-52691.35</u>
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	-4579.96
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Petty Cash	54.29
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Net Surplus/Deficit	<u>-4525.67</u>
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