

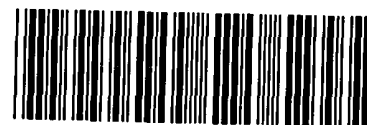
REGISTERED COMPANY NUMBER: 03936727 (England and Wales)

REGISTERED CHARITY NUMBER: 1082663

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2021  
FOR  
EMBRACE WIGAN & LEIGH  
(A COMPANY LIMITED BY GUARANTEE)**

**PA Hull & Co  
Beech House  
23 Ladies Lane  
Hindley  
Wigan  
WN2 2QA**

THURSDAY



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COMPANIES HOUSE

# **EMBRACE WIGAN & LEIGH**

**FOR THE YEAR ENDED 28 FEBRUARY 2021**

	<b>Page</b>
<b>Reference and Administrative Details</b>	<b>1</b>
<b>Report of the Trustees</b>	<b>2 to 7</b>
<b>Independent Examiner's Report</b>	<b>8</b>
<b>Statement of Financial Activities</b>	<b>9</b>
<b>Balance Sheet</b>	<b>10</b>
<b>Cash Flow Statement</b>	<b>11</b>
<b>Notes to the Cash Flow Statement</b>	<b>12</b>
<b>Notes to the Financial Statements</b>	<b>13 to 20</b>
<b>Detailed Statement of Financial Activities</b>	<b>21 to 22</b>

**EMBRACE WIGAN & LEIGH**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 28 FEBRUARY 2021**

<b>Trustees</b>	<b>Bryan Atkinson</b> <b>Joanne Barrow</b> <b>David Edward Baxter</b> (resigned 29th January 2021) <b>Sarah Owen</b> (resigned 24th November 2021) <b>Graham Henry Potter</b> (resigned 26th March 2021) <b>Sheila Marie Robinson</b> <b>Andrew Taylor</b> (appointed 29th January 2021) <b>Jordan Burns</b> (appointed 26th March 2021)
<b>Company secretary</b>	<b>Graham Henry Potter</b> (resigned 26th March 2021) <b>Andrew Taylor</b> (appointed 29th January 2021)
<b>Registered office</b>	<b>81 Ribble Road</b> <b>Platt Bridge</b> <b>Wigan</b> <b>England</b> <b>WN2 5EG</b>
<b>Registered company number</b>	<b>03936727 (England and Wales)</b>
<b>Registered charity number</b>	<b>1082663</b>
<b>Independent examiner</b>	<b>PA Hull &amp; Co</b> <b>30 Bolton Road</b> <b>Aspull</b> <b>Wigan</b> <b>WN2 1YY</b>
<b>Lead Officer</b>	<b>Lynne Hamnett</b>

**EMBRACE WIGAN & LEIGH**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 28 FEBRUARY 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 28 February 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## EMBRACE WIGAN & LEIGH

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 28 FEBRUARY 2021

#### Objectives and activities Objectives and aims

The principal activity of the charity is to promote the care, welfare, interest, treatment, education and advancement of people with any form of disability, their families and carers living in the Wigan and Leigh area. Also to provide information, advice, support and personal advocacy to disabled people and their families who live, work or use services in the Wigan and Leigh area. We actively promote choice, inclusion and opportunity and work with the local community to promote this through disability equality training and other community based services/support.

Embrace Wigan & Leigh aim to help disabled people and their families secure the future for themselves / their relatives and to provide them with peace of mind. This means ending isolation and loneliness, enabling financial security, enabling everyone to make a contribution, ensuring choice, and helping to secure genuine homes.

In all of our work, we will be guided and inspired by four core principles:

1. Caring relationships are the key to safety, security and a good life. Cultivating loving networks for individuals with disabilities is the heart of our work.
2. Contribution equals citizenship. People with disabilities have important contributions to make to our communities, and we work to ensure the people we serve are recognised for their contributions.
3. Self-sufficiency makes us more effective. We look to identify diverse funding streams from a range of grant makers to ensure we are not over reliant on one source which enables Embrace Wigan & Leigh to advocate on behalf of individuals and families without fear of consequence or a conflict of interest.
4. Commitment to family direction. Embrace Wigan & Leigh is structured to ensure it will always be directed by and accountable to disabled people and their families.

Through our activities we hope to make a difference to people's lives and ensure that everyone, regardless of disability, has access to a good life. Not surprisingly, a good life for people with disabilities is not very different from a good life for anyone else: friends and family, a place of one's own, financial security, choice, and the ability to make a contribution to society.

We envision a future where people with disabilities:

Are supported by caring family and friends

Are encouraged to participate in and contribute to their community

Have their wishes and choices respected

Live in a place of their own choice

Are protected from abuse and exploitation

Our main objective for each financial year is always to continue to work towards and strive to achieve our main aim and vision: to ensure that we provide help and assistance to as many people with disabilities and their families as possible. A major part of that work too is to look longer term at the sustainability of our support and build a legacy for future generations.

In shaping our objectives for the year and planning our activities we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings, which is as described in the above Objectives and Activities.

The strategies put in place were to maintain current activities in place at the beginning of this financial year and to identify new avenues of funding for further projects/activities, to ensure continuity of our work with other agencies, to ensure our members voice is heard and to explore and identify opportunities for families to access further information and knowledge which may support them in their daily lives.

Significant activities which have taken place to enable us to do this have been via initiatives such as funded projects from grant making organisations, through partnership working with other statutory and voluntary organisations, training and seminar activities for members and identifying strategies to maintain sustainability of our core work.

The charity is well supported by over 60 volunteers who are actively involved in the running of the charity. We would like to extend our gratitude to all those who donate their time for the charity.

## EMBRACE WIGAN & LEIGH

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 28 FEBRUARY 2021

#### Achievement and performance Charitable activities

##### Trustee Report

At the start of this financial year, the spread of the Corona Virus caused the country to enter a national lockdown. This threw our plans into disarray and forced us to consider how we could best continue to assist disabled people in Wigan borough. This report will explain how we responded to this challenge initially, redesigned our services as the year progressed, what obstacles we encountered along the way and how we ultimately continued to deliver much-needed support for our community. The report will conclude, by providing an overview of our plans for the year ahead, and a summary of our current financial position.

The vast majority of our work involves seeing people face-to-face, therefore, when conversations relating to a national lockdown began, we immediately considered ways we could continue to assist disabled people. In the first weeks of lockdown, this involved regular welfare checks on people known to us. We identified those, we felt, the new rules would affect the most and contacted them first. In the first two weeks of lockdown, we called over one thousand local people to check on their support needs. The lockdown appeared to galvanise our community, so many of the people we called initially did not require assistance.

For those that did, we collected prescriptions, picked-up shopping and completed regular check-ins. This involved offering assistants to over seven hundred people in the early part of the year. In addition to this, we identified grant funding from the Lang Kelly Chase Foundation. This allowed us to purchase digital equipment such as Tablets and Laptops. We then distributed these items to disabled people at risk of digital exclusion. Whilst providing this support, we developed our internal systems to ensure our team was ready to work remotely for a, potentially, indefinite period.

Once the initial shock of the pandemic had subsided, we started to roll out our new ways of working. This involved connecting with our beneficiaries using virtual platforms such as Zoom and Microsoft Teams. The members of our organisation who work with adults created a timetable of events and activities people could access during the day, evenings and weekends. This included cooking, photography, quizzes, karaoke nights, art lessons, social evenings and more. Alongside these events, we continued to offer welfare calls and assist those in need of practical support.

We were extremely fortunate to enrol several volunteers during this period, who assisted with the delivery. Our team members, who assist children and families, adopted a similar approach. These involved regular workshops where our team provided information on behavioural support, sleep, sensory needs and more. These sessions were incredibly well-received, and essential, as many children struggled to cope with the drastic change in their routine. Whilst our entire team began to offer a range of new virtual support options, advocacy remained central. We provided advocacy for disabled people in relation to education, issues with social care, access to health, housing and much more. In addition, we continued to influence change at a local and regional level. An example of this was our work with the Greater Manchester Disabled Peoples Panel where we captured the experience of thousands of disabled people, in relation to the support they had received during the pandemic. This data was used to create a report and recommendations, which was distributed to local authority leads across the region.

Whilst some of the services we provide were able to adapt to the new climate, others could not. The clearest example of this is our Independent Travel Training project. This involves supporting people to use public transport independently; however, as our community were urged to stay inside, travel training was not feasible. We, therefore, reached an agreement with the project's funders, Wigan Council, to suspend the service. As a result, we placed the two members of our team who deliver Travel Training on furlough. These were the only members of our team who were furloughed this year.

This means that the funding we have received from the local authority will be used to continue delivering the service next year, should the lockdown rules change. Another project, which experienced a significant challenge during this period, was our Personal Assistant Recruitment Service. The number of new people applying for Personal Assistant (PA) roles dropped significantly, and we received much fewer requests from people looking to employ new staff. We did, however, take responsibility for delivering Personal Protective Equipment for all people who employ PAs, delivering hundreds of packages across the borough.

Throughout the year, rules of lockdowns fluctuated. This was difficult to manage as we had beneficiaries who were advised to remain in Lockdown, beneficiaries who chose to stay in Lockdown and others who were desperate for face-to-face interaction. We were therefore extremely fortunate to receive a top-up grant from The National Lottery Community Fund. This allowed us to expand our team and offer a blend of face-to-face and digital support options. We added events such as community dog walks, social distanced picnics and alike, to our schedule. In addition, we introduced a walk and talk service. This involved going for a walk with someone who was struggling emotionally to provide a listening ear and reassurance.

Whilst this year has been difficult for everyone, it ended on a positive note for our team. Our largest contract, which involves supporting families of disabled children and young people, went out to tender. In December, we learned that our application had been successful and that we would be able to continue delivering the service for a further five years. Whilst this is extremely positive news, a number of our other contracts will end next year. This includes our Lottery Funded programme, Lets Connect, BBC Children in Need funded, Behaviour Support and Local Authority Funded Travel Training. A major focus of next year will be trying to secure renewed support for these services.

In conclusion, whilst this year has been different, we have demonstrated our ability to respond to the most unprecedented challenges. The changes we have made will undoubtedly strengthen the service we can provide moving forward. It is unlikely that work will ever be the same after this year and remote working will most likely become a more permanent feature. We now have the infrastructure in place to thrive in this new environment and continue offering assistance for disabled people in Wigan for years to come.

## EMBRACE WIGAN & LEIGH

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 28 FEBRUARY 2021

#### Financial Review

The organisation's financial position remains strong despite the effects of the pandemic. The Big Lottery funding received in the year has enabled us to provide additional services across the borough. The surplus generated in the year will be reinvested into projects to the benefit of the community in future years.

#### Principle funding sources

Our income continues to derive primarily from public sector contracts and charitable grants. We invest these resources in frontline staff, administration and management to make sure our services are delivered to local residents.

#### Investment Policy and objectives

We continue to maintain enough funds to manage any contingencies. We also continue to invest a proportion of our reserves in fixed rate bonds, with a greater return than that of the bank reserve accounts, which can be liquidated without loss to capital element if the need arises.

#### Financial review Financial position

Income has been maintained this year to a level comparable to the previous year in respect of Contract and Grants received. In addition Government grants have been received of £70,000 which result in a total income of £586,487 (2020 £523,834) and a surplus of £90,802 (2020 £6,445).

#### Principal funding sources

Our contracts and grants remain our primary source of income. We use these resources to cover salaries and administrative costs, which allow us to deliver the specific projects as described in the notes to the accounts. All of this work supports our key objectives.

#### Investment policy and objectives

The charity continues to ensure funds are held on deposit in case of contingencies. However, this year, the Management Committee have agreed to invest some of our reserves in fixed rate bonds, with a return greater than that of the bank reserve accounts which can be liquidated without loss to the capital element if the need arises.

## **EMBRACE WIGAN & LEIGH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 28 FEBRUARY 2021**

#### **Reserves policy**

We hold reserves to make sure that we can still provide services to our beneficiaries should there be a reduction in our incoming resources. Reserves in this context mean funds that are freely available for general purposes after all commitments have been met. The current reserves policy is that one year's core operating costs should be held as a Designated Office. The reserves policy also allows, subject to formal Management Committee agreement, for the continuation of a project should funding cease or the provision of new, innovative projects that will provide us with a cutting edge. No material uncertainties are casting significant doubt about the charity's ability to continue.

#### **Future plans**

The contract we secured at the end of this financial year was significant. It secures the vast majority of work we undertake with Children and Young People and gives us five years of stability. The aim for next year will be to explore what other advocacy work we can undertake locally, and attempt to secure other long-term agreements.

In addition, we must start to prepare for the eventuality that one of our charitable grants are not continued. We have been extremely fortunate until now, to have repeated success with organisations like Children in Need and The Lottery. However, we are planning for a future where this funding is no longer available. We understand that the chances of this have increased as a result of the funds grant makers have used during the pandemic.

#### **Structure, governance and management Governing document**

The charity was incorporated on 25 February 2000 and is governed by its Memorandum and Articles of Association, as amended by special resolutions dated 15 June 2000, 28 February 2006, 26 November 2013 and 20 November 2015.

#### **Recruitment and appointment of new trustees**

The trustees who have served during the year are set out on page 1. The trustees are appointed by the members of the charity. All of the trustees retire each year at the Annual General Meeting and may offer themselves for re-election in accordance with the Articles of Association.

#### **Organisational structure**

We are governed by a Management Committee which includes the trustees and meets five times per year to oversee our work and development.

Our Senior Management Team is responsible for overseeing the strategic development of the organisation, including long-term sustainability, recruitment, retention and supervision of staff, project developments and seeking funding, budget management and the day to day functioning of the organisation. The success of our senior management team has meant that we no longer require the assistance of external consultants, as we have bid writing and organisational development skills in-house.

#### **Induction and training of new trustees**

Initially, new trustees are inducted into the Organisation by attending the same induction course as staff, sessional workers, volunteers and placements. Additionally, trustees have access to guidance information provided by the Management Committee which covers such items as roles and responsibilities, legal obligations under charity and company law, the content of the Memorandum and Articles of Association, organisation structures and decision making processes, business planning and understanding financial information. The induction process also involves an opportunity for new trustees to meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events which will facilitate their understanding of their role and meet their individual training needs.

#### **Key management remuneration**

The pay of the key management personnel is reviewed annually and is determined by performance and appraisal.



**EMBRACE WIGAN & LEIGH**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 28 FEBRUARY 2021**

**Structure, governance and management Risk analysis**

The Charity has carried out a review to identify major risks and has taken steps to mitigate against them.

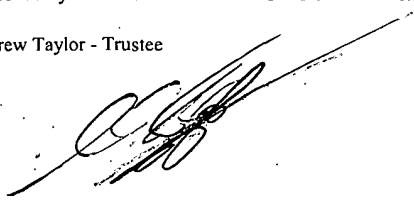
The major risks identified are:

Core funding not being sustained as a result of funding bodies' preference to fund short-term project work rather than core activities.  
Inability to recruit and retain appropriately qualified and experienced staff.  
Insufficient volunteers for fundraising and other activities.

It is the opinion of the trustees that the Charity has policies, procedures and controls adequate to maintain its future financial viability. Current staffing and volunteer levels are adequate.

Approved by order of the board of trustees on 30 March 2022 and signed on its behalf by:

Andrew Taylor - Trustee

A handwritten signature in black ink, appearing to be 'Andrew Taylor', written over a horizontal line.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
EMBRACE WIGAN & LEIGH**

**Independent examiner's report to the trustees of Embrace Wigan & Leigh ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 28 February 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors 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 myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

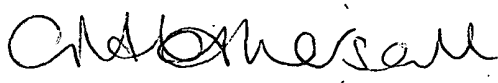
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Catharine Hothersall FCA  
P A Hull & Co  
30 Bolton Road, Aspull, Wigan WN2 1YY  
30-Mar-22

  
P A Hull & Co

**EMBRACE WIGAN & LEIGH**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 28 FEBRUARY 2021**

		Unrestricted funds	Restricted funds	28.2.21 Total funds	29.2.20 Total funds
		£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>	<b>Notes</b>				
Donations and legacies	3	129,796	31,262	161,058	144,659
<b>Charitable activities</b>					
Contracts	5	329,331	-	329,331	352,661
Other trading activities	4	10,929	-	10,929	22,646
Other income	6	85,169	-	85,169	3,868
<b>Total</b>		<b>555,225</b>	<b>31,262.00</b>	<b>586,487</b>	<b>523,834</b>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Raising donations and legacies	7	1,009	-	1,009	604
Other trading activities	8	2,524	-	2,524	5,089
		3,533	-	3,533	5,693
<b>Charitable activities</b>					
Training, support and activities	9	458,480	31,292	489,772	510,750
Grants		(324)	704	380	946
<b>Total</b>		<b>461,689</b>	<b>31,996</b>	<b>493,685</b>	<b>517,389</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>93,536</b>	<b>(734)</b>	<b>92,802</b>	<b>6,445</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>389,679</b>	<b>29,324</b>	<b>419,003</b>	<b>425,418</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>483,215</b>	<b>28,590</b>	<b>511,805</b>	<b>431,863</b>

# EMBRACE WIGAN & LEIGH

## **BALANCE SHEET** 28 February 2021

	Notes	28.2.21 £	29.2.20 £
<b>FIXED ASSETS</b>	15	10,993	12,886
<b>CURRENT ASSETS</b>			
Debtors	16	63,797	74,381
Cash at bank and in hand		447,909	355,595
		511,706	429,976
<b>CREDITORS</b>	17	(4,450)	(17,414)
<b>NET CURRENT ASSETS</b>		507,256	412,562
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		518,249	425,448
<b>NET ASSETS</b>		518,249	425,448
<b>FUNDS</b>			
Unrestricted funds	20	508,861	416,029
Restricted funds		9,389	9,419
<b>TOTAL FUNDS</b>		518,250	425,448

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 29 February 2021. The members have not required the company to obtain an audit of its financial statements for the year ended 29 February 2021. The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies. The financial statements were approved by the Board of Trustees and authorised for issue on 30 March 2022 and  
Andrew Taylor - Trustee



**EMBRACE WIGAN & LEIGH**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 28 FEBRUARY 2021**

	Notes	28.2.21 £	29.2.20 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	94,086	27,097
Net cash provided by/(used in) operating activities		<u>94,086</u>	<u>27,097</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>(1,771)</u>	<u>(1,195)</u>
Net cash used in investing activities		<u>(1,771)</u>	<u>(1,195)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>92,315</u>	<u>25,902</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>355,595</u>	<u>329,693</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>447,910</u></u>	<u><u>355,595</u></u>

# EMBRACE WIGAN & LEIGH

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 28 FEBRUARY 2021

### 1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	28.2.21 £	29.2.20 £
Net income for the reporting period (as per the Statement of Financial Activities)	92,802	6,445
Adjustments for:		
Depreciation charges	3,664	3,973
Decrease/(increase) in debtors	10,584	24,371
(Decrease)/increase in creditors	(12,964)	(7,692)
	<hr/>	<hr/>
Net cash provided by/(used in) operations	94,086	27,097

### 2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.3.19 £	Cash flow £	At 29.2.20 £
Net cash	355,595	92,314	447,909
	<hr/>	<hr/>	<hr/>
	355,595	92,314	447,909
	<hr/>	<hr/>	<hr/>
Total	355,595	92,314	447,909
	<hr/>	<hr/>	<hr/>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2020

**1. STATUTORY INFORMATION**

Embrace Wigan & Leigh is a charitable company, limited by guarantee and has no share capital and is registered in England and Wales. The company's registered number and registered office address can be found in the Report of the Trustees.  
The presentation currency of the financial statements is the Pound Sterling (£).

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

There are no material uncertainties about the Charity's ability to continue.

The significant accounting policies applied in the preparation of these financial statements are set out below.  
These policies have been consistently applied to all years presented unless otherwise stated.

**Income**

All incoming resources are included in the SOFA when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Donations in kind are not reflected in the accounts because of the difficulty in quantifying their value. No amounts are included in the accounts for services donated by volunteers.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes Input VAT which can not be recovered and is reported as part of the expenditure to which it relates. Where costs can not be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on reducing balance

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# EMBRACE WIGAN & LEIGH

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

### 2. ACCOUNTING POLICIES - continued

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### Debtors/creditors

Debtors and creditors are included in the accounts at transactional value.

### 3. DONATIONS AND LEGACIES

	28.2.21 £	29.2.20 £
Donations	3,894	6,898
Gift aid	-	397
Grants received	157,164	137,364
	<u>161,058</u>	<u>144,659</u>

In 2021, of the above income, £140,286 (2020 - £9,295) was Unrestricted and £31,262 (2020 - £135,364) was Restricted.

### 4. OTHER TRADING ACTIVITIES

	28.2.21 £	29.2.20 £
Fundraising income	2,755	9,989
Income from DBS checks	4,100	8,326
Income from Embrace Design	2,074	2,934
Placement fees received	2,000	1,397
	<u>10,929</u>	<u>22,646</u>

In 2021 and 2020 all of the above income was Unrestricted.

### 5. INCOME FROM CHARITABLE ACTIVITIES

	28.2.21 £	29.2.20 £
<b>Contracts</b>		
Activity Contracts	<u>329,331</u>	<u>352,661</u>

All income from Contracts in 2021 and 2020 was Unrestricted.

### 6. OTHER INCOME

	28.2.21 £	29.2.20 £
Other income		
All Other Income in 2020 and 2019 was Unrestricted.	<u>85,169</u>	<u>3,868.00</u>



NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

<b>7. RAISING DONATIONS AND LEGACIES</b>	28.2.21 £	29.2.20 £
Fundraising costs	<u>1,009</u>	<u>604</u>

All of this expenditure in 2021 and 2020 came from Unrestricted funds.

<b>8. OTHER TRADING ACTIVITIES</b>	28.2.21 £	29.2.20 £
Purchases	<u>2,524</u>	<u>5,089</u>

All of this expenditure in 2021 and 2020 came from Unrestricted funds.

<b>9. CHARITABLE ACTIVITIES COSTS</b>	<b>Direct Costs £</b>	<b>Grant funding of activities (see note 10) £</b>	<b>Support costs (see note 11) £</b>	<b>Totals £</b>
Training, support and activities	298,700		191,072	489,772
Grants		380		380
	<u>298,700</u>	<u>380</u>	<u>191,072</u>	<u>490,152</u>

In 2021, Training, support and activities costs totalled £489,329 (2020 £510,751) of which £31,292 (2020 £155,269) was paid from Restricted funds and £458,037 (2020 - £355,482) from Unrestricted funds.

<b>10. GRANTS PAYABLE</b>	28.2.21 £	29.2.20 £
Training, support and activities	-	-
Grants	<u>380</u>	<u>946</u>
	<u>380</u>	<u>946</u>

In 2021 and 2020 all of this expenditure came from Restricted Funds.

EMBRACE WIGAN & LEIGH

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

11. SUPPORT COSTS	Governance Management £	Finance £	costs £	Totals £
Training, support and activities	<u>188,550</u>	<u>566</u>	<u>1,956</u>	<u>191,072</u>
<b>12. NET INCOME/(EXPENDITURE)</b>				
Net income/(expenditure) is stated after charging/(crediting):			28.2.21 £	29.2.20 £
Accountancy			1,956	1,914
Depreciation - owned assets			<u>3,664</u>	<u>3,973</u>

**13. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 28 February 2021 nor for the year ended 29 February 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 28 February 2021 nor for the year ended 29 February 2020.

14. STAFF COSTS	28.2.21 £	29.2.20 £
Wages and salaries	395,060	386,035
Social security costs	26,670	26,998
Other pension costs	<u>7,529</u>	<u>6,941</u>
	<u>429,259</u>	<u>419,974</u>

The average monthly number of employees during the year was as follows:

	28.2.21 £	29.2.20 £
Charitable activities	15	15
Administration	6	6
DBS and Design	1	1
Finance	<u>1</u>	<u>1</u>
	<u>23</u>	<u>23</u>

No employees received emoluments in excess of £60,000.

The key management personnel of the charity is the Senior Management Team. The total remuneration paid in respect of the charity's key management personnel was £104,700 (2020 £94,501).

EMBRACE WIGAN & LEIGH

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

<b>15. TANGIBLE FIXED ASSETS</b>			Fixtures and fittings
<b>COST</b>			
At 1 March 2020			63,591
Additions			<u>1,771</u>
At 29 February 2021			65,362
<b>DEPRECIATION</b>			
At 1 March 2020			50,705
Charge for year			<u>3,664</u>
At 29 February 2021			54,369
<b>NET BOOK VALUE</b>			
At 28 February 2021			<u>10,993</u>
At 29 February 2020			<u>12,886</u>
<b>16. DEBTORS</b>	28.2.21	29.2.20	
Amounts falling due within one year:	£	£	
Trade debtors	50,074	62,125	
Prepayments and accrued income	<u>12,356</u>	<u>11,256</u>	
	62,430	73,381	
Amounts falling due after more than one year: Other debtors	<u>1,367</u>	<u>1,000</u>	
Aggregate amounts	<u>63,797</u>	<u>74,381</u>	
<b>17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	28.2.21	29.2.20	
	£	£	
Trade creditors	516	2,881	
Social security and other taxes	-	8,070	
Other creditors	1,594	1,977	
Accrued expenses	<u>2,340</u>	<u>4,486</u>	
	4,450	17,414	

EMBRACE WIGAN & LEIGH

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as  
Within one year

28.2.21	29.2.20
£	£
17,000	17,000

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	28.2.21 Total funds £	28.2.20 Total funds £
Fixed assets	10,993		10,993	12,886
Current assets	502,317	9,389	511,706	429,976
Current liabilities	(4,450)		(4,450)	(17,414)
	508,860	9,389.00	518,249	425,448

20. MOVEMENT IN FUNDS

	At 1.3.20 £	Net movement in funds £	Transfers between funds £	At 28.02.2021 £
<b>Unrestricted funds</b>				
General fund	257,029	92,832	-	349,861
Designated Office, Admin. & Support	159,000	-	-	159,000
	416,029	92,832	-	508,861
<b>Restricted funds</b>				
Children In Need	7,269	-	-	7,269
External Funding Grants	30	(30)	-	-
Children in Need ASC	2,120	-	-	2,120
	9,419	(30)	-	9,389
<b>TOTAL FUNDS</b>	425,448	92,802	-	518,250

EMBRACE WIGAN & LEIGH

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

20. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £	
<b>Unrestricted funds</b>				
General fund	555,225	(462,393)	92,832	
	<hr/> 555,225	<hr/> (462,393)	<hr/> 92,832	
<b>Restricted funds</b>				
Children In Need	29,142	(29,142)	-	
External Funding Grants		(30)	(30)	
Children in Need ASC	2,120	(2,120)	-	
	<hr/> 31,262	<hr/> (31,292)	<hr/> (30)	
<b>TOTAL FUNDS</b>	<hr/> 586,487	<hr/> (493,685)	<hr/> 92,802	
<b>Comparatives for movement in funds</b>				
<b>Unrestricted funds</b>	At 1.3.19	Net movement in funds	Transfers between funds	At 29.2.20
General fund	242,679	26,350	(12,000)	257,029
Designated Office, Admin. & Support Services Fund	147,000	-	12,000	159,000
	<hr/> 389,679	<hr/> 26,350	<hr/> -	<hr/> 416,029
<b>Restricted funds</b>				
Children In Need	-	2,120	-	2,120
External Funding Grants	620	(620)	-	-
The Deal - new shop funding	704	(704)	-	-
Children in Need ASC	-	7,269	-	7,269
Aviva Community Fund - All We Need is Love	25,000	(25,000)	-	-
TSB - Mindfulness and Meditation	3,000	(3,000)	-	-
	<hr/> 29,324	<hr/> (19,935)	<hr/> -	<hr/> 9,389
<b>TOTAL FUNDS</b>	<hr/> 419,003	<hr/> 6,415	<hr/> -	<hr/> 425,418

# EMBRACE WIGAN & LEIGH

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 28 FEBRUARY 2021

### 20. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	386,469	(360,119)	26,350
Manchester Trust Duke of Edinburgh	2,000	(2,000)	-
	<hr/>	<hr/>	<hr/>
	388,469	(362,119)	26,350
<b>Restricted funds</b>			
Children In Need	28,168	(26,048)	2,120
External Funding Grants	357	(977)	(620)
Skills for Care	11,075	(11,075)	-
Big Lottery Fund	59,256	(59,256)	-
The Deal - new shop funding	-	(704)	(704)
Wigan Council Let's Connect	25,000	(25,000)	-
Children in Need ASC	11,509	(4,240)	7,269
Aviva Community Fund - All We Need is Love	-	(25,000)	(25,000)
TSB - Mindfulness and Meditation	-	(3,000)	(3,000)
	<hr/>	<hr/>	<hr/>
	135,365	(155,300)	(19,935)
	<hr/>	<hr/>	<hr/>
<b>TOTAL</b>	<hr/> 523,834	<hr/> (517,419)	<hr/> 6,415

### 21. RELATED PARTY DISCLOSURES

Bryan Atkinson, who is a trustee and director of Embrace Wigan & Leigh, was also a trustee and director of Abram Ward Community Charity (AWCC) during the year ended 28 February 2021. AWCC owns the premises from which Embrace Wigan & Leigh operates. Rental charges of £17,000 were paid by Embrace Wigan & Leigh to AWCC during the year ended 28 February 2021 together with additional room hire charges totalling £200. There was a balance outstanding at the year-end of £Nil (29.2.2020 £1,432).

Embrace Wigan & Leigh provided goods and services to the value of £2,618 to AWCC during the year ended 28 February 2021. A balance of £910 was outstanding at the year-end (29.2.2020 £389).

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 29 FEBRUARY 2020

	28.2.21 £	29.2.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,894	6,898
Gift aid	-	397
Grants received	157,164	137,364
	<hr/>	<hr/>
	161,058	144,659
<b>Other trading activities</b>		
Fundraising income	2,755	9,989
Income from DBS checks	4,100	8,326
Income from Embrace Design	2,074	2,934
Placement fees received	2,000	1,397
	<hr/>	<hr/>
	10,929	22,646
<b>Charitable activities</b>		
Contracts	329,331	352,661
<b>Other income</b>		
Other	2,916	3,868
Government grants	82,253	-
	<hr/>	<hr/>
<b>Total incoming resources</b>	586,487	523,834
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fundraising costs	1,009	604
<b>Other trading activities</b>		
Cost of DBS checks	2,383	4,448
Embrace Design costs	141	641
	<hr/>	<hr/>
	2,524	5,089
<b>Charitable activities</b>		
Wages and salaries	255,060	246,982
Social security	17,260	16,044
Staff pension costs	4,702	4,212
Mileage and expenses	6,230	18,993
Postage and stationery	2,208	4,603
General expenses	2,026	601
Room hire, catering and events	225	2,802
Outings and activities	7,377	5,856
Training	354	3,263
Professional charges	3,258	13,757
Grants to individuals	380	946
	<hr/>	<hr/>
	299,080	318,059

**EMBRACE WIGAN & LEIGH**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 29 FEBRUARY 2020**

	28.2.21	29.2.20
	£	£
<b>Support costs</b>		
<b>Management</b>		
Wages and salaries	140,000	139,053
Social security	9,410	10,954
Staff pension costs	2,827	2,729
Rent	20,357	19,972
Insurance	2,753	2,516
Telephone	2,952	2,958
Advertising	-	65
Professional charges	-	2,905
Repairs and renewals	2,211	2,800
IT costs	4,376	3,043
Depreciation	3,664	3,973
	<hr/>	<hr/>
	188,550	190,968
 <b>Finance</b>		
Bank charges	566	755
 <b>Governance costs</b>		
Accountancy	1,956	1,914
	<hr/>	<hr/>
 Total resources expended	493,685	517,389
	<hr/>	<hr/>
 Net income	92,802	6,445
	<hr/> <hr/>	<hr/> <hr/>