

HILLINGDON SHOPMOBILITY
REPORT AND FINANCIAL STATEMENTS
FOR YEAR ENDED 31st MARCH 2023

CHARITY REGISTRATION NO: 1098143

COMPANY REGISTERED IN ENGLAND NO: 4572270

HILLINGDON SHOPMOBILITY

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HILLINGDON SHOPMOBILITY

LEGAL AND ADMINISTRATIVE INFORMATION

Status

The organisation is a charitable company limited by guarantee, incorporated on 24 October 2002.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors and Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout the report are collectively referred to as the trustees.

The trustees serving during the year were as follows:

Trustees

Chair of Trustees	M Crane
Treasurer	A. Bayliss
Secretary	N. Smith A.C.I.B CeMAP CeFA J. Hughman (Resigned 7th November 2022) K Mullally Canon Andrew Thompson (Resigned 10th October 2022) A Warner (Resigned 15th April 2022) M Warner (Resigned 15th April 2022)

Registered Office

2nd Floor The Chimes Car Park
Unit 301 The Chimes Shopping Centre
High Street
Uxbridge
Middlesex UB8 1GD

Accountants

Lewis Associates
Chartered Certified Accountant
75 Coniston Gardens
London NW9 0BA

Bankers

Barclays Bank PLC
142 High Street
Uxbridge
Middlesex UB8 1JX

HILLINGDON SHOPMOBILITY

REPORT OF THE TRUSTEES

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st March 2023

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the charity

The objects of the charity are to provide freedom and independence to anyone with limited mobility and give greater access to Uxbridge Town Centre. Shopmobility's main area of benefit is the London Borough of Hillingdon.

Organisation

A board of Trustees, currently 6 members, who meet at least quarterly and whom administers the charity.

Investment powers

Under the Memorandum and Articles of Association, the charity has the power to make any investment as the trustees see fit.

Review of activities and future developments

Shopmobility operates from purpose built, brick premises situated within the car park in the Chimes Uxbridge Shopping Centre. It runs with two part time paid assistants and four volunteers. Hillingdon Shopmobility is affiliated to the National Federation of Shopmobility.

The activities of the scheme over the last period have been:-

- To hire scooters, wheelchairs and powered wheelchairs to people with limited mobility so they may become independent around Uxbridge Town Centre.
- Maintain mobility equipment to meet demands put upon the service.
- Promote the service, to include all aspects and areas of the community.
- Investigation and follow up of sources of funding for the continuation of the service.
- Promote social interaction with our customers

Shopmobility, now in it's 25th year, tries to replace and increase equipment in line with the replacement policy. The fleet currently stands at 22 scooters, 10 manual wheelchairs, 13 extended hire wheelchairs, 3 extended hire scooters and 3 powerchairs. Equipment will need replacing in 2023. This has been done with the help of funding from Barclays, The Chimes and The London Borough of Hillingdon.

Sue Johnson, the Operations Director officially retired on 31st May 2022, but carried on some consultancy work until end of August 2022. We thank Sue for her years of dedicated service. Her duties have been split amongst other paid employees and trustees.

Reserves policy

The Charity Commission requires that the trustees/directors develop and periodically review a policy on financial reserves of the Charity in line with the Charity Commission guidelines.

This is to ensure the funds held by the Charity are in line with current needs, bearing in mind any risks, which may be identified. It also aims to ensure that the excess funds are not being accumulated over and above the needs of the Charity.

Taking current risks and financial commitments into account, the trustees of Hillingdon Shopmobility have adopted the following policy:

REPORT OF THE TRUSTEES - continued

Unrestricted reserves are required to:-

- Provide a cash flow in the event of late payments of grants or external funding.
- Allow for unplanned repairs or maintenance problems with the vehicle fleet.
- Provide up to four months salary costs for paid staff and provide for legal costs in the event of the charity being subject to legal action, in particular arising from employment matters.
- Meet current liabilities in respect of creditors to the charity.

Based on service provided as at 31/03/2023, The trustees believe that a minimum of £25,000 would be prudent to cover these eventualities. This will be reviewed every three years.

Restrictive reserves:

The trustees of Hillingdon Shopmobility aim to ensure that restricted funds within the project are sufficient to meet current liabilities. All restricted funds relate to purposes for which funding has been achieved either through a grant or donation. Where balances appear on restricted funds this is due to either an underspend or receipt of payments in advance. All of such funds must be used for the purpose of the particular restricted fund and cannot be considered to be part of the general reserve. In the event of closure of the organisation because of the loss of Core Funding, all restricted funds remaining when cost of closure have been met will be returned to the funder.

Risk management

The Trustees carried out a review of the major risks faced by the charity in November 2021 which will be reviewed in May 2023.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees:

Nicholas Smith

.....
Hon Trustee

.....
4th July 2023

STATEMENT OF PUBLIC BENEFIT

Aims and Objectives

Hillingdon Shopmobility aims to provide freedom and independence to anyone with limited mobility, giving them greater access to Uxbridge Town Centre.

This is achieved by providing manual and powered wheelchairs and powered scooters.

Ensuring Our Work Delivers Our Aims

The aims and objectives for Hillingdon Shopmobility are set out above and are reviewed at the direction of the Trustees or when activities are changed or increased.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

How Our Activities Deliver Public Benefit

Our main activities are focused on providing mobility equipment for people with limited mobility. The service is currently offered 5 days a week and is available to anyone with limited mobility, whatever the age and without the need to be registered disabled. Those registered on the scheme and their disabilities range from temporary, broken limbs, sprains, strains and operations to permanent disabilities brought about through age or illness.

The service is available to anyone wherever they live but the majority of people using us are drawn from the Hillingdon Borough. We believe that by offering our service, Hillingdon Shopmobility gives local people the chance to be part of their own community, able to shop for themselves, attend doctor's appointments, employment, thus raising their self-esteem and confidence. This has a positive effect on improving their quality of life and creating a sense of well being as they no longer have to remain housebound or get other people to do their shopping for them.

ACCOUNTANTS REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS

OF HILLINGDON SHOPMOBILITY

You are responsible for the preparation of the accounts for the year ended 31st March 2023 set out on pages 6 to 10, and you consider that the company is exempt from an audit under the provisions of Section 477(1) of the Companies Act 2006. In accordance with your instructions, we have compiled these unaudited accounts to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Lewis Associates

Lewis Associates
Chartered Certified Accountants
75 Coniston Gardens
London
NW9 0BA

4th July 2023

HILLINGDON SHOPMOBILITY

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR YEAR ENDED 31ST MARCH 2023

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
Incoming resources					
Donations and gifts	2	20,176		20,176	18,041
Activities in furtherance of the charity's objects:					
London Borough of Hillingdon grants		17,000		17,000	22,000
Furlough HMRC		0		0	3,214
Activities generating funds:					
Fundraising		1,731		1,731	1,287
Bank Interest		3		3	0
Sundry Income		0		0	3,247
Profit on Stock		<u>1,278</u>		<u>1,278</u>	<u>1,994</u>
Total incoming resources		<u>40,188</u>	<u>0</u>	<u>40,188</u>	<u>49,783</u>
Resources expended					
Charitable expenditure:					
Costs of activities in furtherance of the charity's activities					
Charitable expenditure:	3	41,906		41,906	47,302
Support costs	4	7,717		7,717	4,197
Management and administration	5	140		140	331
Total resources expended		<u>49,763</u>	<u>0</u>	<u>49,763</u>	<u>51,830</u>
Net (resources expended) for the year		-9,575	0	-9,575	-2,047
Fund balance brought forward 31st March 2022		<u>23,485</u>	<u>114</u>	<u>23,599</u>	
Fund Balance Carried forward 31st March 2023		<u>13,910</u>	<u>114</u>	<u>14,024</u>	<u>23,599</u>

The statement of financial activities indicates all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

HILLINGDON SHOPMOBILITY

BALANCE SHEET

AS AT 31ST MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	7	2,260	4,964
Current assets			
Stock of Mobility Products	8	440	440
Cash at bank and in hand		11,324	18,195
Less creditors	9	<u>0</u>	0
Net assets		<u>14,024</u>	<u>23,599</u>
Funds		2023 £	2022 £
Unrestricted funds	10	13,910	23,485
Restricted funds	10	<u>114</u>	<u>114</u>
		<u>14,024</u>	<u>23,599</u>

For the year ended 31st March 2023 the company was entitled to exemption from audit under section 477 Companies Act 2006 relating to small companies
Directors responsibility:

The trustees acknowledge their responsibilities for:

* The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476

* the director acknowledges his responsibility for complying with the requirements of the Act with respect to accounting records at the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Approved by the Board on 4th July 2023 and signed on its behalf by :-

.....
Nicholas Smith
Hon Trustee

1 Accounting Policies**1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

1.2 Incoming resources

Incoming resources represents money received in the form of grants from the London Borough of Hillingdon. Donation income includes donations from users and donations received from the company sponsors. Other income is received from fundraising.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Management and administrative costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Where assets are gifted to the charity they are included at an estimate of the cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Electric scooters and powered wheelchairs	- over 5 years
Manual wheelchairs	- over 7 years
Office equipment	- over 5 years

The electric scooters, powered and manual wheelchairs are held in the restricted fund to which the depreciation is charged. The office equipment is held in the unrestricted fund.

1.5 Fund accounting

Details of the nature and purpose of each fund is set out in note 10.

	2023	2022
2 Donations and gifts	£	£
Donations from service users	9,526	3,041
Donations from sponsors	<u>10,650</u>	<u>15,000</u>
	<u>20,176</u>	<u>18,041</u>

HILLINGDON SHOPMOBILITY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 31ST MARCH 2023

3 Cost of activities in furtherance of the charity's activities

	Unrestricted Funds £	Restricted Funds £	Total £	2023 £
Wheelchair maintenance	793		793	1,932
Salaries and NI	39,171		39,171	46,096
Telephone	1,942		1,942	1,740
Volunteers expenses	0		0	0
Christmas Event Presents & lunch	0		0	0
	<u>41,906</u>	<u>0</u>	<u>41,906</u>	<u>49,768</u>

4 Support costs

	£	£	£	£
Stationery	335		335	487
Light and heat	2,906		2,906	1,351
Postage	0		0	0
Sundry expenses	120		120	538
Insurance	1,602		1,602	1,581
Miscellaneous expenses	50		50	0
Depreciation	<u>2,704</u>		<u>2,704</u>	<u>2952</u>
	<u>7,717</u>		<u>7,717</u>	<u>5,199</u>

5 Management and administration

	£	£	£	£
Payroll	127		127	318
Companies House	<u>13</u>		<u>13</u>	<u>13</u>
	<u>140</u>		<u>140</u>	<u>331</u>

6 Employees

	£	£	£	£
Wages and salaries	34,186			39,974
Social security costs	<u>4,985</u>			<u>6,122</u>
	<u>39,171</u>		<u>0</u>	<u>46,096</u>

The average number of full time equivalent employees in the year were 1.3 (1.7 2021-2022). There were no staff with emoluments of more than £60,000

HILLINGDON SHOPMOBILITY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 31ST MARCH 2023 (CONTINUED)

7 Tangible fixed assets

	Mobility Equipment £	Office Equipment £	Total £
Additions	0		
Disposals	0	0	0

Depreciation

Charge for the year	<u>2,260</u>	<u>444</u>	<u>2,704</u>
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	Mobility Equipment £	Office Equipment £	Total £
Net book value			
As at 31st March 2023	<u>2,260</u>	<u>0</u>	<u>2,260</u>
As at 31st March 2022	<u>4,520</u>	<u>444</u>	<u>4,964</u>

	2023 £	2022 £
8 Stock		
Mobility products	<u>440</u>	<u>440</u>
9 Creditors	<u>0</u>	<u>0</u>

10 Funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds are funds which have been given for specific purposes and projects.

11 Controlling party

The charitable company is managed by the board of directors in accordance with the Articles of Association. There is no one controlling party.

12 Trustees and related parties transactions

None of the trustees, or any persons connected with them, received any remuneration or reimbursement of expenses during the year, except in the case of Sue Johnson who was co-opted as a trustee in December 2022, 3 plus months after her employment ended.