

Registered number
05834940

WIRRAL 3LS
Report and Accounts
30 June 2023

WIRRAL 3LS
Company Information

Directors/Trustees

Carol Hart - Treasurer
Gillian Bolt
Ian Friel - resigned 16/1/2023
Andrew Green
Ann Massey
Tim Parrott
Christopher Scudamore
Ruth Stirrup- resigned 9/5/2023
Denise Wilson

Secretary

Ian Friel - resigned 16/1/2023
Andrew Green - appointed 16/1/2023

Accountants

Ashville Henderson
15B Broadway
Higher Bebington
Wirral
CH63 5ND

Bankers

Handelsbanken
4th Floor
10 Duke Street
Liverpool
L1 5AS

Registered office

Bebington Civic Centre
Civic Way
Bebington, Wirral
CH63 7PN

Registered number

Company: 05834940
Charity: 1115170

WIRRAL 3LS

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 JUNE 2023

The trustees are pleased to present their annual report for the 11 months ended 30 June 2023. It should be noted that the year end has changed from 31 July to 30 June to reflect the operating year more accurately for the charity.

OBJECTIVES AND ACTIVITIES

The principal aims and objectives of the charity are:

1. To advance the education of mature persons on the Wirral Peninsula (The Wirral) particularly those who have attained the age of 50 years.

2. To provide or assist in the provision, in the interests of social welfare, of opportunities for recreation or other leisure time occupation for the people who have need of such opportunities with the aim of improving the conditions of life of such persons.

Public Benefit

When planning and programming activities for the local residents of the Wirral, the Trustees of Wirral 3LS are mindful of the Charity Commissions guidelines on Public Benefit.

ACHIEVEMENTS AND PERFORMANCE

We are pleased to report that this was the first full year of operation where the number of courses and members were of sufficient level to return the Charity to breakeven levels. The Marketing sub-committee were able to implement several different strategies resulting in a significantly enhanced 3LS presence at Events and in the community.

Whilst courses recommenced in Autumn 2021, following their cessation for four terms from Covid-19 restrictions, we were still operating under Covid secure measures for the whole of 2021/22 which imposed low limits on the numbers allowed in classrooms at Bebington Civic Centre (BCC). Some limits on class sizes at BCC have remained, albeit higher than in 2022, and we are pleased to report learner numbers this year have increased significantly.

The annual membership for 2023 was 890 (2022 628) which was a significant improvement on the previous year but still much reduced from the figure of 1,273 in pre-covid days. We ran 158 courses (2022: 142) in the year with 2,071 learners (2022 1,289)

Covid 19 had a significant detrimental effect on the finances of the Charity but we are pleased to report that losses have ceased and reserves have stabilised at a reasonable level.

One of the impacts from Covid19 was the need to issue credit notes for the 2020 Spring term. Members were given two years in which to use these credit notes and as at 30th June 2023 there were unclaimed expired credit notes of £9,455. These credit notes have now been treated as a donation to the Charity.

WIRRAL 3LS

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 JUNE 2023

We are pleased to report that social events have recommenced. There was a tentative return in 2022 with a Platinum Jubilee Afternoon Tea, Quiz evening and Christmas lunch. These successes encouraged us to hold many more events in 2023 ranging from talks, meals and visits to local attractions and exhibitions.

We are very grateful for the continued loyalty of our staff, volunteers, members, tutors, Victoria Hall, and Wirral Borough Council (WBC) as we return to normal operation.

As we start the next financial year, we are pleased to report that our learner numbers for the Autumn term 2023 are ahead of Autumn 2022.

FINANCIAL REVIEW

Income for the year totalled £191,324 (2022: £109,970). Expenditure for the year totalled £167,100 (2022 £124,976).

The year end was changed from 31st July to 30th June to more closely reflect our trading year which is made up of three terms starting in September and ending mid-July. As a result of this our Support costs (overheads) for this financial year are for eleven months only. However Direct costs reflect a full twelve months, relating as they do, to the three terms.

The year resulted in a trading surplus after depreciation of £24,224 (2022: loss £15,006). This very positive result was bolstered by three exceptional financial benefits totalling £16,785. Even without these we would still have achieved our breakeven target and in fact we made a modest "normal operating surplus" i.e., the surplus we would have made in a normal 12-month operating year.

The exceptional items relate to; donated expired credit notes, excluding the costs of one month's overheads (from changing our year-end) and a significant refund from a supplier who had overcharged us.

Our focus each year is to ensure that every course covers its direct costs and wherever possible for each of them to contribute towards the costs of overheads which for the last twelve-month period were approximately £60,000. Our goal was to breakeven.

Despite the expectation of rising costs and low learner numbers in 2023 we decided not to increase the cost of course fees, beyond the increased 2022 level, and we are pleased to report that this did deliver breakeven for the year.

We continued to receive a charity discount from Wirral Borough Council (WBC), against the full cost of the room hire fees at BCC, which allows us to charge lower course fees and for which we and our members are very grateful.

As at 30th June 2023 the charitable company's net assets stood at £95,303 (2022: £71,079)

WIRRAL 3LS
TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 JUNE 2023

RESERVES POLICY

In accordance with Charity Commission guidance the charity had a reserve policy which was reviewed in April 2021 in the light of the experience from the COVID 19 pandemic. This was reconfirmed in April 2023.

The reserves policy is established in order that services to the membership can be provided on a continuing basis and without disruption. The charity is entirely dependent on fees for membership, courses and events. It does not appeal to the public for charitable donations but does encourage members to gift aid their membership fee.

The free reserves are necessary to cover our working capital (natural timing of cashflows), the additional costs of unforeseen events such as loss of staff or volunteers, cost of staff redundancy in the event of winding up, uncertainty over whether courses will make a contribution to the costs of overheads or even breakeven and, in recent years, the impact from potential shutdown of the premises from pandemic or building issues when all sources of income will cease.

Since April 2021 the charity has been operating under a policy to maintain 'free reserves' of 12 months overhead costs (Support and Governance expenditure), which are estimated to be £65,000 per annum. This could, for example, allow the charity to manage a 12 month shutdown.

Reserves are closely monitored and breakeven is conducted on all courses in the year, the goal being to prevent any reduction in reserves.

As at 30 June 2023, the free reserves stood at £93,323 (2022: £69,512) which is equivalent to 17.2 months operating costs (2022:12.8) which is more than our target of 12 months. We are planning to invest some of the excess reserves in improving our IT systems and security.

INVESTMENT POLICY

The Trustees have the power to arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required.

Cash is only held with recognised Banks covered by the Financial Services compensation scheme (FSCS) which protects deposits up to £85,000.

VOLUNTEERS

Wirral 3LS only employs two paid office staff and is heavily dependent on volunteer staff to handle the day-to-day administration of the organisation. The search for new volunteers with the required customer service and computer skills to ease the workload will continue. We had 20 (2022:15) volunteers in the year who made a very valuable contribution to the charity.

In addition, recruitment to the various Committees and ultimately to the Board of Trustees will continue to be actively pursued. During the year two long-standing Trustees retired albeit one has remained with us as a volunteer for which we are very grateful. Whilst there were no new Trustees appointed in the year two new Committee members were co-opted and have already made a valuable contribution to the Charity.

WIRRAL 3LS

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 JUNE 2023

PLANS FOR FUTURE PERIODS

Courses

Courses in 2023/24 are being run in the same two locations, namely Bebington Civic Centre (BCC) and Victoria Hall, Higher Bebington. We are following health and safety policies set by WBC on the numbers of people allowed in each room in BCC.

In this period of high inflation, the running costs for our courses have increased as have our overheads. Despite this and in recognition of the modest "normal operating surplus" made in 2023 we have maintained the prices charged for courses and membership. The Trustees are keen to keep these at an affordable level wherever possible.

Membership numbers continue to rise slowly and based on the results for the Autumn Term 2023 we expect to breakeven this year.

Social Events

Our plans for 2023/24 are well developed and include monthly talks, regular restaurant visits, RAF Cosford, Trentham Gardens, Royal Court heritage tour, St Georges Hall tour, Christmas lunch, Quiz night, Lion Salt Works trip

GOVERNING DOCUMENT

The organisation, which is a registered charity and company limited by guarantee, was incorporated on 1st June 2006. The governing document is the company's Memorandum and Articles of Association. Every member of the charitable company undertakes to contribute to the assets of the company, in the event of being wound up while he or she is a member or within one year of ceasing to be a member such amount as may be required, not exceeding £10.

MEMBERSHIP, TRUSTEES AND GOVERNANCE

Membership of the charitable company is normally open to any individual or organisation interested in promoting the Objects, who applies in the form required by the Trustees, is approved by the Trustees, and signs the register of members or consents in writing to become a member either personally or (in the case of an organisation) through an organised representative.

Trustees are appointed at AGM and must comprise a minimum of 3 maximum 15 individuals. One third of Trustees retire by rotation at each AGM. Trustees can offer themselves for re-election for four consecutive terms of office. The Trustees may at any time co-opt individuals, up to the maximum number, to become Trustees at the next AGM.

Trustee meetings are held a minimum four times a year. In addition there are a number of sub-committees specialising in certain functions such as HR, Social Events, Marketing, Finance, Strategy. At least one member of each sub-committee must be a Trustee.

RISK MANAGEMENT

Over the last six months the Board of Trustees has been fully reviewing the major risks to which the organisation is exposed using the Charity Commission recommended template. In most cases systems were already in place to minimise these risks but a series of improvements is planned in 2024.

The Charity Commission checklist covering "Internal financial controls for charities" has been completed. All legal requirements have been met and consideration given to operating within best practice recommendations.

WIRRAL 3LS

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 JUNE 2023

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year.

In preparing those accounts, the trustees are required to:

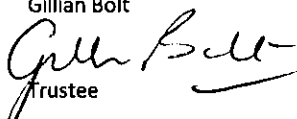
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP; - make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Charities Act. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the independent examiner is aware of that.

The Report was approved by the Board on 8th January 2024

Gillian Bolt


Trustee

WIRRAL 3LS

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the accounts of the charitable company for the year ended 31 July 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to 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 Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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 s130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met

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



Anne Finnegan BA ACA
Ashville Henderson
15B Broadway
Higher Bebington
Wirral
CH63 5ND

8 January 2024

WIRRAL 3LS**Statement of Financial Activities (Incorporating the Income and Expenditure Account)
for the period from 1 August 2022 to 30 June 2023**

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments					
Donations and legacies	2	11,569	-	11,569	1,537
Charitable activities	3	177,552	-	177,552	101,978
Investments	4	1,286	-	1,286	430
Other income	5	917	-	917	6,025
Total Incoming Resources		191,324	-	191,324	109,970
Expenditure					
Charitable activities	6	165,552	-	165,552	121,934
Governance costs	7	1,548	-	1,548	3,042
		167,100	-	167,100	124,976
Net (outgoing)/Incoming resources		24,224	-	24,224	- 15,006
Total funds brought forward		71,079	-	71,079	86,085
Transfers					
Total funds carried forward		95,303	-	95,303	71,079

The Statement of Financial Activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

WIRRAL 3LS**Registered number:**

05834940

Balance Sheet**as at 30 June 2023**

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	9	1,980	1,567
Current assets			
Debtors	10	3,863	4,456
Cash at bank and in hand		130,167	136,237
		<u>134,030</u>	<u>140,693</u>
Creditors: amounts falling due within one year	11	(40,707)	(71,181)
Net current assets		<u>93,323</u>	<u>69,512</u>
Net assets		<u>95,303</u>	<u>71,079</u>
Funds			
Unrestricted Fund		95,303	71,079
Restricted fund		-	-
Total funds		<u>95,303</u>	<u>71,079</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

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. The profit and loss account has not been delivered to the Registrar of Companies.



Carol Hart
Trustee

Approved by the board on 8 January 2024

WIRRAL 3LS
Notes to the Accounts
for the period from 1 August 2022 to 30 June 2023

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historic cost convention, and in accordance with the Charities SORP (FRS102), applicable accounting standards and the Companies Act.

Going Concern

The financial statements have been prepared on a going concern basis as the Trustees believe that there are sufficient funds to allow them to continue operating for the next 12 months, although the Covid-19 pandemic has put significant financial pressures on the charity.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful life

Computer software	20% reducing balance
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Incoming Resources

Voluntary income including donations and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivables basis

Income from charitable activities including course fees is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Fees paid in advance for the summer term courses which end in mid July are recognised as income.

Income is deferred when the donors specify that it must be used in future accounting periods or donor conditions have not been fulfilled

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any vat which cannot be recovered. Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity they have been apportioned across categories on a basis consistent with the use of these resources. Direct costs relating to the Summer term which ends mid July have been recognised as expenditure within the year.

Funds

Unrestricted funds are incoming resources available for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria are charged to the fund

Designated funds are unrestricted funds earmarked for particular purposes.

WIRRAL 3LS**Notes to the Accounts**

for the period from 1 August 2022 to 30 June 2023

2 Donations and Legacies

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Donations	9,455	-	9,455	93
Gift Aid	2,114	-	2,114	1,444
	<u>11,569</u>	<u>-</u>	<u>11,569</u>	<u>1,537</u>

3 Income from Charitable Activities

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Course fees	157,517	-	157,517	92,243
Membership fees	13,347	-	13,347	9,248
Social Events	3,872	-	3,872	487
Choir Events	2,756	-	2,756	
Monthly Walk	60	-	60	
	<u>177,552</u>	<u>-</u>	<u>177,552</u>	<u>101,978</u>

4 Investment Income

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Bank interest	1,286	-	1,286	430

5 Other Income

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Grants	-	-	-	5,915
Refreshments	94	-	94	20
Photocopying	823	-	823	90
	<u>917</u>	<u>-</u>	<u>917</u>	<u>6,025</u>

WIRRAL 3LS**Notes to the Accounts****for the period from 1 August 2022 to 30 June 2023****6 Direct Charitable Expenditure**

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Direct costs				
Advertising	1,549	-	1,549	-
Printing	4,815	-	4,815	2,941
Postage	1,494	-	1,494	2,656
Social Events	3,387	-	3,387	498
Choir Events	696	-	696	
Tutor Fees	77,441	-	77,441	48,921
Room Hire	23,884	-	23,884	13,007
Refreshments	1,162	-	1,162	24
	<u>114,428</u>	<u>-</u>	<u>114,428</u>	<u>68,047</u>
Support costs				
Photocopier	1,415	-	1,415	1,439
Salaries	38,065	-	38,065	41,194
Office rent	6,876	-	6,876	2,735
Telephone	753	-	753	1,375
Computer maintenance and software	1,102	-	1,102	1,898
Stationery	254	-	254	490
Volunteer expenses	-	-	0	16
Repairs	-	-	0	12
Insurance	746	-	746	737
Equipment	339	-	339	-223
Bank charges	1,400	-	1,400	4,040
Sundry expenses	174	-	174	174
	<u>51,124</u>	<u>-</u>	<u>51,124</u>	<u>53,887</u>
Total Direct Charitable Expenditure	<u>165,552</u>	<u>-</u>	<u>165,552</u>	<u>121,934</u>

7 Governance Costs

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Accountancy	540	-	540	570
Depreciation	1,008	-	1,008	2,472
	<u>1,548</u>	<u>-</u>	<u>1,548</u>	<u>3,042</u>

WIRRAL 3LS**Notes to the Accounts**

for the period from 1 August 2022 to 30 June 2023

8 Staff Costs and Employees

	2023	2022
	£	£
Wages and salaries	38,065	41,194
	<u>38,065</u>	<u>41,194</u>

	2023	2022
	number	number
Average number of persons employed by the company		
Charitable Activities	1	1
Administration	1	1
	<u>2</u>	<u>2</u>

No employee earned more than £60,000 during the year.

9 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 August 2022	10,343
Additions	<u>1,421</u>
At 30 June 2023	<u>11,764</u>
Depreciation	
At 1 August 2022	8,776
Charge for the period	<u>1,008</u>
At 30 June 2023	<u>9,784</u>
Net book value	
At 30 June 2023	<u>1,980</u>
At 31 July 2022	<u>1,567</u>

10 Debtors

	2023	2022
	£	£
Trade debtors	(485)	153
Other debtors	<u>4,348</u>	<u>4,303</u>
	<u>3,863</u>	<u>4,456</u>

WIRRAL 3LS**Notes to the Accounts****for the period from 1 August 2022 to 30 June 2023**

11 Creditors: amounts falling due within one year	2023 £	2022 £
Trade creditors	6,992	2,004
Other creditors	33,715	69,177
	<u>40,707</u>	<u>71,181</u>

12 Movement In Funds

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2,022 Total £
Balance at 1 August 2022	71,079	-	71,079	86,085
Income	191,324	-	191,324	109,970
Expenditure	(187,100)	-	(187,100)	(124,976)
Transfers between funds	-	-	-	-
Balance at 30 June 2023	<u>95,303</u>	<u>-</u>	<u>95,303</u>	<u>71,079</u>

The Board have earmarked funds of up to £7,500 to upgrade and improve the IT systems and security of the Charity.

13 Other Information

WIRRAL 3LS is a charitable company limited by guarantee and Incorporated in England. Its registered office is: Bebington Civic Centre, Civic Way, Bebington, Wirral, CH63 7PN

14 Related Party Disclosures

The Trustees have undertaken to contribute an amount not exceeding £10 towards meeting the charity's liabilities in the event of it being wound up.

The Charity's Trustees were not paid during the year.

Chris Scudamore, a Trustee of the charity received payments as a tutor at the standard tutor rate in the year.

No other Trustee received any emolument or payment for any professional or other services.

15 Controlling Entity

The Charity is controlled by the Trustees who are all directors of the company

