

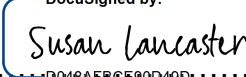
**SAM'S PLACE NW LTD (1121089)**

**ACCOUNTS FOR THE YEAR ENDED 31ST OCTOBER 2021**

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**REPORT TO THE EXECUTIVE COMMITTEE TO THE MEMBERS OF**  
**SAM'S PLACE NW LTD (1121089)**  
**ACCOUNTS FOR THE YEAR ENDED 31ST OCTOBER 2021**

We approve the Accounts set out on pages 2 to 5, and confirm that we have made available all relevant records and information for their preparation.

DocuSigned by:  
  
..... Chairperson

..... Trustee

.....  
Date

**SAM'S PLACE NW LTD (1121089)****INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31ST OCTOBER 2021**

	<b><u>2021</u></b>		<b><u>2020</u></b>	
	£	£	£	£
<b>INCOMING RESOURCES</b>				
<b>Voluntary Income</b>				
Donations	1,959		13,393	
Fundraising	742		1,802	
Other Income	19,090		12,747	
Grants	30,320		-	
Support Services	<u>-</u>		<u>11,125</u>	
		52,111		39,067
<b>RESOURCES EXPANDED</b>				
<b>Charitable Activities</b>				
Establishment Costs	1,440		4,000	
Insurance	475		450	
Wages	29,207		27,921	
Telephone	169		101	
Travel Expenses	289		345	
Volunteer Expenses	-		159	
Computer Expenses	5,687		266	
Stationery	1,763		52	
Respite Activities	5,970		1,062	
Depreciation	1,088		120	
Consultancy	3,120		-	
Governance	131		-	
Accountancy Fees	<u>1,295</u>		<u>200</u>	
		<u>50,634</u>		<u>34,676</u>
<b>NET INCOME</b>		1,477		4,391
<b>Total Funds Brought Forward</b>		<u>38,913</u>		<u>34,522</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>40,390</u>		<u>38,913</u>

**SAM'S PLACE NW LTD (1121089)****BALANCE SHEET AS AT 31ST OCTOBER 2021**

	Notes	£	<u>2021</u>	£	£	<u>2020</u>	£
<b>FIXED ASSETS</b>							
Tangible Assets	3			2,277			810
<b>CURRENT ASSETS</b>							
Cash at Bank and in hand			62,184			36,885	
Debtors	4		<u>65</u>			<u>1,400</u>	
			62,249			38,285	
<b>CREDITORS</b>							
Amounts falling due within one year	5		<u>24,136</u>			<u>182</u>	
<b>NET CURRENT ASSETS</b>				<u>38,113</u>		<u>38,103</u>	
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				<u>40,390</u>		<u>38,913</u>	
<b>TOTAL FUNDS</b>				<u>40,390</u>		<u>38,913</u>	

- For the year ending 31<sup>st</sup> October 2021, the company was entitled to exemption under section 477 of the Companies Act 2006, relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- 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 in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on:-

And signed on their behalf by:-

**Susan Lancaster**  
**Chairperson**



**SAM'S PLACE NW LTD (1121089)****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31ST OCTOBER 2021****1) Accounting Policies****Basis of measurement and preparation of accounts**

The accounts have been prepared under the historical cost of convention and in accordance with the Financial Reporting Standard for Small Entities effective April 2008.

**2) Company limited by guarantee**

Company is limited by guarantee and consequently does not have share capital.

**3) Tangible fixed assets****Cost**

At 1 November 2020	3,566
Additions	<u>2,555</u>

At 31 October 2021	<u>6,121</u>
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**Depreciation**

At 1 November 2020	2,756
Charge for the year	<u>1,088</u>

At 31 October 2021	<u>3,844</u>
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**Net Book Values**

At 31 October 2021	<u>2,277</u>
At 31 October 2020	<u>810</u>

**SAM'S PLACE NW LTD (1121089)****NOTES TO THE ACCOUNTS (CONT)****FOR THE YEAR ENDED 31ST OCTOBER 2021**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	£	£
<b>4) Debtors</b>		
Accrued Income	-	1,380
Prepayments	<u>65</u>	<u>20</u>
	<u><u>65</u></u>	<u><u>1,400</u></u>
<b>5) Creditors</b>		
Trade Creditors	62	62
Accrued Expenses	<u>24,074</u>	<u>120</u>
	<u><u>24,136</u></u>	<u><u>182</u></u>

**6) Employees**

Average number of employees during the period was 2 (2020 - 2).

**ACCOUNTANTS REPORT TO THE MEMBERS OF**  
**SAM'S PLACE NW LTD (1121089)**

We have verified the financial statements on pages 2 to 5 which have been prepared under the historical cost convention.

**Respective Responsibilities of Association Officials and Accountant**

The association officials are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion to you.

**Basis of Opinion**

We have conducted our accounting procedure in accordance with Auditing Standards and our examination includes evidence relevant to the amount of disclosures in the financial statements. Also, to whether the accounting policies are appropriate to the Associations circumstances, consistently applied and adequately disclosed.

This charity, in common with many others of similar size and organisation derives a substantial proportion of its income from voluntary donations which cannot be fully controlled until they are entered in the accounting records, and are not therefore susceptible to independent audit verification.

Otherwise, we planned and performed our accounting procedure as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements give a true and fair view of the state of the associations affairs at 31st October 2021, and of its expenditure over income for the year then ended.

NPM Accounting Services Ltd  
Layton House  
3/5 Westcliffe Drive  
Layton Square  
BLACKPOOL  
FY3 7BJ

21<sup>st</sup> July 2022

## Trustees Annual Report

### November 2020 - October 2021

#### **SUMMARY OF THE PURPOSES OF THE CHARITY**

Sam's Place supports children and young adults who have physical, sensory or learning disabilities, life reducing conditions or complex needs. The Charity provides opportunities for enterprise/learning to encourage employability skills; recreational and social facilities, and activities, to promote inclusion, peer networks and reduce isolation; information, advice, guidance for the whole family.

#### **Summary of the Main Activities**

To promote the relief of illness and suffering of terminally or seriously ill children or children with severe complex needs (disabilities and/or conditions relating to their illness) in particular but not exclusively in the local government districts of Blackpool, Fylde and Wyre, the North West of England and the UK generally and in particular (but without prejudice to the generality whether geographical or otherwise of such object):

- (a) By providing palliative and supportive services both medical and recreational, to terminally or seriously ill children, or children with severe complex needs and their families.
- (b) By providing recreational and social facilities, activities and services to terminally ill or seriously ill children or children with severe complex needs and their families.
- (c) By conducting, promoting or encouraging research in the area of palliative and supportive services and to disseminate the results;
- (d) By promoting and providing training to those persons that care for these children
- (e) By providing spiritual support and counselling to patients and their families.

## **Trustee Introduction**

The ongoing challenges posed by the COVID 19 restrictions and consequently the need to ensure the compliance with government guidelines during the ongoing pandemic prompted a directed approach with clear key objectives from the project coordinators. The focus on the promotion of well being and building resilience for the young people and their families became even more important as there was very little to look forward to during such uncertain times.

Through increased interaction with the young people and providing invaluable support for them and their families, saw the project coordinators 'thinking outside of the box'. An exciting programme of bespoke activities provided the young people with much needed structure and to enable access to social interaction, to forge and maintain friendships and most importantly to have fun.

By utilising technology a wide variety of online sessions were delivered successfully, including bingo, quizzes, games, craft along, mindfulness and well-being activities and a virtual Christmas party. Also, the project coordinators delivered activity packs and Christmas hampers. In addition, by providing telephone and opportunities to chat online meant that families felt supported and this is reflected in the parents and carers feedback in this report and the many photographs illustrate the success of this approach as 'pride and purpose' shines through.

When the face to face sessions were able to restart in July 2021, the extended enterprise activities on offer were met with great enthusiasm and resumed much needed interaction with the local community.

The drive and determination of the project coordinators together with the outstanding support from key partners, including The Plant Place via the Pop Up Shops has meant that the Charity has come through the most challenging of times and remains firmly committed to supporting our children, young people and families.

**Joanne Martin Trustee**

## **RISE**

RISE stands for

Respect

Independence

Social

Engagement

**RISE** gives young people aged 15+ across Blackpool, Fylde and Wyre, the opportunity to gain essential life skills, develop in confidence, build new friendships and help them integrate into the community. This helps to reduce social isolation and improves quality of life and above all they have fun.

At RISE we promote inclusion and diversity within the community and aim to challenge and change people's views of the abilities of young people with disabilities, special educational needs (SEN) and autism. The project also provides parents/carers with vital respite, and the reassurance and hope that their children are being supported to reach their potential.

Continuing on from the last financial year we listened to the needs of our families and young people due to the ongoing pandemic, we ran sessions which included arts, crafts, mental wellbeing exercises and games to help with confidence and emotional support. This enhanced our members' cognitive, creative and coping abilities hence supporting their overall wellbeing.

Mental health has been a concern for many of our members, therefore we wanted to incorporate sessions to help with coping strategies for both the members and their parents/carers.

We improved the sessions and their frequency along with offering activity packs to occupy our members and their families outside of the sessions.

Other benefits included:

- Reduced social isolation in the young people with disabilities, SEN and autism.
- Increased self-esteem, confidence and self-worth.
- Improved friendships and social interaction.
- Lessen mental health issues and promote wellbeing.
- Give a purpose/aim/something to look forward to
- Give carer's some free time whilst the young people are occupied
- Challenge the young people's creativity skills
- Give the young people a vital opportunity to have fun
- Build resilience

By taking a holistic approach we aimed to improve the whole group's resilience and coping strategies with regard to the COVID-19 pandemic and also give them vital skills for life post COVID-19.

This is how we delivered our sessions and support

1. Weekly telephone calls to parents and carers offering our support
2. Monday online social session (bingo, games etc)
3. Wednesday online art therapy sessions
4. Delivery of activity packs for use during the Monday sessions and for home use.
5. Parent online chat, relaxation and advice session every other week.

This is an example of our session timetable: November - December

Date	Session	Weekly Activity	To do
18/11/20 3-4pm	Games (Trial Clothes Horse, Simon Says, Blockbusters) or Elf craft-along	Elf painting	Delivered W/C 16th Nov
25/11/20 3-4pm	Quiz & Card demo craft-along	Card making	Delivered W/C 16th Nov
24/11/20	Parent Group Support / Advice Relaxation		
02/12/20 3-4pm	Christmas tree decoration making and trinkets demo/craft-along with air dried clay	Christmas tree decorating	Delivered W/C 30th Nov
8/12/20	Parent Group Support / Advice Relaxation		
09/12/20 3-4pm	Christmas tree decoration painting/card crafting, Sing-along	Christmas tree decoration painting (clay packs)	Delivered W/C 30th Nov
16/12/20 3-4pm	Christmas Quiz	Craft-along	Deliver W/C 7th Dec/pick up Elves

21/12/20 3-5pm	Virtual Christmas Party!  Play games Dance Eat food Sing	Christmas Hamper: <ul style="list-style-type: none"> <li>● Plastic box with lid</li> <li>● Drink</li> <li>● Sandwich</li> <li>● Crisps</li> <li>● Chocolate log</li> <li>● Mince pie/cake</li> <li>● Cracker</li> <li>● Christmas headband</li> <li>● Present (bingo game)</li> <li>● Christmas card</li> <li>● Selection box</li> <li>● Cookie making mix</li> </ul>	Delivered on 21st Dec with Elves
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At Christmas we delivered hampers to all of our members containing lots of treats. This included their own tree, activity packs to make their own christmas decorations, games to use at our online sessions and some snacks to enjoy at the online Christmas party.



From January onwards we looked at our key objectives and our sessions included the following:

Our Key objectives:

1. Reduce isolation
2. Increase confidence and self-esteem
3. Improve friendships and social interaction
4. Develop coping strategies
5. Improve mental health & wellbeing
6. To have fun and have a purpose/ aim / something to look forward to
7. Develop creativity and wellbeing through arts & crafts
8. Build resilience
9. Give carers respite

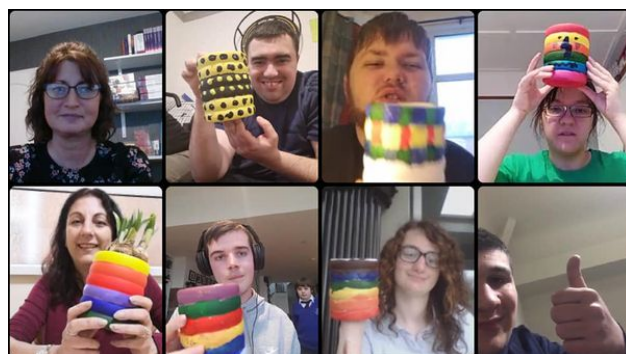
This is our session planner from January 2021

Date	Session Activity	Attended	Main Objectives Met
11.1.21	Craft Activity	10	1,2,3,4,5,6,7,8,9,
13.1.21	Quiz & Social	11	1, 2, 3, 4, 5, 6, 8 & 9
18.1.21	Craft Activity	11	1,2,3,4,5,6,7,8,9,
19.1.21	Parents Group	10	1, 3, 4 & 5
20.1.21	Bingo & Social	11	1, 2, 3, 4, 5, 6, 8 & 9
25.1.21	Craft Activity	10	1,2,3,4,5,6,7,8,9,
27.1.21	Quiz & Social	9	1, 2, 3, 4, 5, 6, 8 & 9
1.2.21	Craft Activity	12	1,2,3,4,5,6,7,8,9,
2.2.21	Parents Group	11	1, 3, 4 & 5
3.2.21	Bingo & Social	10	1, 2, 3, 4, 5, 6, 8 & 9
8.2.21	Valentines craft activity	11	1,2,3,5,6,7,8 & 9
10.2.21	Quiz & Social	9	1, 2, 3, 4, 5, 6, 8 & 9
15.2.21	Craft-along	11	1,2,3,4,5,6,7,8,9,
16.2.21	Parents group	6	1, 3, 4 & 5
17.2.21	Bingo & Social	11	1, 2, 3, 4, 5, 6, 8 & 9
22.2.21	Craft-along	101,	1,2,3,4,5,6,7,8,9,

21.2.21	Quiz & Social	12	1, 2, 3, 4, 5, 6, 8 & 9
1.3.21	Mother's Day Plaques	10	1, 2, 3, 5, 6, 7 & 8
2.3.21	Parents Group	6	1, 2, 3, 5
3.3.21	Quiz and Bingo	10	1, 2, 3, 4, 5, 6, 8 & 9
8.3.21	Mother's Day Card	11	1, 2, 3, 5, 6, 7 & 8
10.3.21	Quiz and Bug Bingo	11	1, 2, 3, 4, 5, 6, 8 & 9
15.3.21	Be Positive Activity	10	1, 2, 3, 4, 5, 6, 8 & 9
16.3.21	Parents Group	6	1, 2, 3, 4, 5
17.3.21	Food Quiz & Game	12	1, 2, 3, 4, 5, 6, 8 & 9
22.3.21	Decorate Planter	11	1, 2, 3, 5, 6, 7 & 9
24.3.21	Quiz & Bingo	10	1, 2, 3, 4, 5, 6, 8 & 9
29.3.21	Scratch Art	11	1, 2, 3, 5, 6, 7 & 9
29.3.21	Parents Group - Inc wellbeing	6	1, 2, 3, 5 and 9
31.3.21	Easter Quiz & Jungle Bingo	12	1, 2, 3, 4, 5, 6, 8 & 9
6.4.21	Happy Confident Me Journal & Bingo	11	1, 2, 3, 4, 5, 6, 7, 8 & 9
12.4.21	Decopatch Giraffe	10	1, 2, 3, 5, 6, 7 & 9
13.4.21	Parents Group - inc wellbeing	6	1, 2, 3, 4, 5 and 9
14.4.21	Music Quiz & Bingo	10	1, 2, 3, 4, 5, 6, 8 & 9
19.4.21	3D Birds & Frame	11	1, 2, 3, 5, 6, 7 & 9
21.4.21	Bingo & Positivity	12	1, 2, 3, 4, 5, 6, 8 & 9
26.4.21	Watercolour Painting	10	1, 2, 3, 5, 6, 7 & 9
27.4.21	Parents Group including Mindfulness	6	1, 2, 3, 4, 5, 8 & 9
28.4.21	Good Stuff Grid and Bingo	11	1, 2, 3, 4, 5, 6, 8 & 9
5.5.21	Scratch Art, Bingo and Conversation Starters	11	1, 2, 3, 4, 6, 7, 8 & 9
10.5.21	Painting Gnomes	10	1, 3, 5, 6, 7 & 9
11.5.21	Parents Group including mindfulness	6	1, 2, 3, 4, 5, 8 & 9

12.5.21	Kindness activity, Bingo & Would you rather	11	1, 2, 3, 4, 5, 6, 8 & 9
17.5.21	Pebble Painting	12	1, 3, 5, 6, 7 & 9
19.5.21	Positive activity, Music quiz and How to Draw	10	1, 2, 3, 4, 5, 6, 7, 8 & 9
24.5.21	Sand Art & Convo Starters...	10	1, 3, 5, 6, 7 & 9
25.5.21	Parents Group	6	1, 2, 3, 4, 5, 8 & 9
26.5.21	Wellbeing Activity, Music Quiz & Would you rather?	10	1, 2, 3, 4, 5, 6, 8 & 9
1.6.21	Internet Safety, Would you Rather?	11	1, 3, 4, 5, 6 & 9
7.6.21	Decopatch box & Conversation starters	11	1, 2, 3, 4, 5, 6, 7 & 9
8.6.21	Parents Group - Relaxation	6	1, 2, 3, 4, 5, 8 & 9
9.6.21	Wellbeing & Craft Activity and	12	1, 2, 3, 4, 5, 6, 7 & 9
14.6.21	Father's Day Cards & Plaques	11	1, 2, 3, 4, 5, 6, 7 & 9
16.6.21	Wellbeing Activity, Quiz & Conversation starters	10	1, 2, 3, 4, 5, 6 & 8
21.6.21	Windchimes Activity and Conversation starters	11	1, 2, 3, 4, 5, 6, 7 & 9
22.6.21	Parents Group - Meeting at Stanley Park	6	1, 2, 3, 4, 5, & 9
23.6.21	Coping strategies, Quiz, Bingo and How to Draw	11	1, 2, 3, 4, 5, 6, 7, 8 & 9
28.6.21	Canvas Activity and Conversation starters	12	1, 2, 3, 4, 5, 6, 7 & 9
30.6.21	Friendships & Me wellbeing activity, Bingo and Quiz	11	1, 2, 3, 4, 5, 6, 7, 8 & 9
5.7.21	Decopatch Animals and social chats	11	1, 2, 3, 4, 5, 6, 7 & 9
7.7.21	Worry less coping strategies, step by step draw and Bingo	12	1, 2, 3, 4, 5, 6, 7, 8 & 9
12.7.21	Finishing off, Colouring & Watercolour painting	10	1, 2, 3, 4, 5, 6, 7 & 9
14.7.21	Quiz, Would you Rather & Chat about next Mon	11	1, 2, 3, 5, 6, 8 & 9

Bespoke activity packs were delivered throughout lockdown. They contained activities to do together at



our Monday craft-along online sessions. They also included games and wellbeing activities to do at home or together during our Wednesday sessions.



Our young people have voted decopatch their new favourite activity and have asked if we can continue with the arts, crafts and wellbeing activities. They say they make them feel relaxed, calm and more confident.

In July 2021 we were able to deliver the face to face sessions again. The young people were so happy to be back together; playing games, doing crafts, wellbeing activities and having fun!



With funding we were able to buy a machine which enables the young people to design and make mugs, canvas bags, plaques and t-shirts. They have absolutely loved being able to follow the whole process from designing to making, developing many new skills.







They produced many quality items during our summer sessions and we arranged a pop-up shop at a local garden centre to sell the merchandise.

This enabled the young people to interact with the local community, giving them a purpose and a real sense of pride. They used their maths skills and showed excellent customer service abilities. They really enjoyed this experience and we got very positive feedback from the customers and staff.

During the last 12 months our young people have learned and developed lots of skills and although some found it difficult to engage online they showed real resilience. To reward their hard work and determination at the end of the summer break, we celebrated with an afternoon tea party to acknowledge their accomplishments and presented them all with certificates. They all made their own tshirts for the occasion and we arranged for the local paper to come and take pictures for their community magazine.

<https://www.blackpoolgazette.co.uk/news/people/sams-place-charity-is-a-lifeline-for-fylde-coast-families-3373021>



We will continue to develop their skills as we move forward but more importantly, help to reduce social isolation in young people with disabilities. We have increased our members from 12 to 21 of regular attendees and we have supported their families and carers through a very difficult year.

We feel privileged and grateful that our funding has enabled us to provide these enhanced services through these difficult times. There is a big gap for these young people, meaning our service is essential to aid inclusion, help prevent isolation and enable them to have a fulfilling and meaningful life.

This is some of the feedback we received from parents and carers:

*"I just wanted to thank all those involved with RISE for helping to make the lonely, frustrating, boring weeks in and out of lockdown bearable."*

*"Throughout the pandemic our vulnerable young people have been unable to meet face to face however, with the world of technology this group of young people have been able to interact and share time together twice a week. On the RISE days this has been the focus of my son's day which has added the much needed structure that on many other days has been missing."*

*"The weeks have rolled into months and now we are one year into this way of sharing our time and keeping in touch. The people behind this group have ensured that week on week the sessions are available, resources to match the seasons, topical activities that the young people have expressed their interest in, which clearly demonstrates the drive and tenacity of the group."*

*"I would like to thank you, for enabling my son to have a belonging in this very unusual time and for introducing me to the parent's/carers of the young people within the group. Please keep up the good work, this group truly has RISEn to the challenge of this pandemic."*

*“ I have noticed that the art and craft sessions seem to have a calming effect on \*\*. She really enjoys them, she seems to concentrate and take her time over the activities, rather than rush.”*

*‘ \*\* especially enjoys the arts and craft sessions and he really concentrates and becomes calm. “*

*“ \*\* motor skills and concentration has improved since doing the sessions. Mum said the sessions have given him something to look forward to. “*

*“ \*\* looks forward to our sessions. The sessions are his favourite thing to do and be part of.*

*“ I want you to know how much \*\* has enjoyed the sessions, especially the art and craft ones, especially the decopatch. \*\* has become more confident, plans and looks forward to the sessions. “*

### **More comprehensive feedback received from Parents / Carers**

*“During lockdown the team at Sam’s Place have called every week and have offered support to parents as well as providing online activities for the young people. Lockdown has been tough but I have felt cared for, supported and not alone.*

*The online activities for the young people have been varied, fun and most importantly have allowed the group to see and talk to each other. In our house the craft activities have been the most popular, especially the decoupage Elephant and hug cards for those we have been missing during lockdown. The games and puzzles sessions have been great and we’ve learnt a lot about each other as well as different bugs and sea creatures during alternative bingo. The sessions and telephone support have definitely meant we have coped with lockdown better than we thought. Can’t wait to get to meet up and have face to face sessions again! RISE at Sam’s Place has helped my son to build his confidence by working with others as part of a team to make items to sell during the holidays. He has loved meeting new people and learning new skills. The products are challenging but fun and rewarding to make.*

*We have struggled in the past to find activities that are age appropriate and are suitable for a young adult who has complex needs. Sam’s Place has not only filled these needs but exceeded them. Weekly sessions give my son the opportunity to meet up with new people, make friends and try new things in a safe environment. For me I have also made friends with other parents and carers over a brew with the opportunity to share knowledge and experience as well as provide mutual support for the challenges we face. Sam’s Place gives both of us the opportunity to socialise in a supportive environment where no one is judgemental and we do not have to explain anything about ourselves. My son looks forward to attending the sessions and it is the highlight of the week for both of us.”*

*“K... is new to the group, only joining in January. Wow! The resources which they have delivered to us have been amazing. These are used to do a zoom craft session. She really looks forward to these sessions and it's lovely to see her interacting with the group. We can't wait for the lockdown to end and be able to meet up in person. The staff Ann, Helen and Stephanie have been great, ensuring that everyone is well. This includes parent sessions as well as their weekly phone calls. (Mum)”*

### **Lockdown Ended**

We are pleased to report that we have seen first hand, the calming and therapeutic effects of the arts and crafts sessions. We have also seen an increase in confidence and resilience, which we feel is largely due to the wellbeing sessions.

Our face-to-face sessions have now resumed and as well as our Social and Enterprise sessions, our group have requested that we continue to include art/craft therapy and wellbeing. This is because they say that they have benefited greatly from them.

Our young people have benefited in so many ways and have loved being able to go back out in the community. They say this has been largely due to their increased confidence due to the sessions at Sam's Place. They have enjoyed being part of the community especially when being part of our pop up shops. It has been lovely to see them grow in confidence, develop new skills and have pride and a purpose in their lives.

### **Works Skills Course**

Sadly due to Covid-19 our face to face Work experience project was unable to be delivered but we were able to negotiate with a local SEN school to write and deliver a Work Skills course. This was a six week interactive course which included:

- Jobs and roles
- Skills and qualities
- Confidence building
- Jobs search and application
- Face to face employer Q&A
- Interview techniques

The course got off to a good start in October and we look forward to sharing the details in our next report.

### **FINANCIAL REVIEW**

At the beginning of the reporting period, we had a balance of £38,913 and during the year we had an increase in funds of £ 52,111 . Taking into account the annual expenditure of £50,334 at the end of the year we had a balance of £40,694.

We were lucky to receive Covid funding to allow us to continue our online sessions and buy and deliver activity packs to help reduce the social isolation and improve the mental health of our young people and their families.



As part of the funding we needed to achieve certain objectives and forward reports complying with these. We have regular consultations with our young people and their families/carers to ensure all our sessions and projects reflect their needs and are run according to their requirements. During the year we have also had to comply with Covid restrictions and later as lockdown restrictions lifted we have had to adapt our sessions in line with government guidelines and the use of PPE.

Other funding has been limited due to Covid and we also lost income from the Work Experience Project needing to be cancelled due to Covid. Funding for salaries has been particularly difficult to obtain.

The Trustees have met, in person and virtually during the pandemic and are satisfied that there are sufficient funds available to continue the Charity with contingencies should decisions need to be made on ceasing activities or reducing staffing should the Covid pandemic continue to impact the Charity. £10,000 is held in reserve to cover 3-6 months in line with the reserves policy. The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

### ***PLANS FOR THE FUTURE***

We hope that in the next financial year we will be able to continue to deliver face to face sessions and increase capacity through promotional activities and social media. We will consult with our young people and their families to identify needs so that the Charity can continue to deliver services and activities that benefit and support our members. We plan to continue running the Work Skills Course and look at the feasibility of continuing the face to face Work Experience project. In our Enterprise project we will continue to promote the use of the funded cricut machine with our members, making products to sell at the pop up shops out in the community. We will increase the number and locations of the pop up shops allowing more members to partake in these activities. We will be actively looking for funding for salaries to enable us to continue and increase the services we provide.

### **THANK YOU**

The Trustees wish to acknowledge the financial support of the following organisations and trusts:

- Blackpool Fylde & Wyre Cerebral Palsy Society
- The Plant Place
- Council for Voluntary Services
- The True Colours Trust

We would also like to thank our staff, volunteers and the many people who have generously given contributions, donations and time who without their support we would not be able to continue to deliver our services.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Sam's Place was incorporated on 31 October 2006 and the memorandum and Articles were amended by special resolution on 14 September 2007 as amended on 27 January 2020.

Our governing document provides the framework by which we achieve our principal objectives. And our principal activities continue to relate to the meeting of these objectives. These will be reviewed in the future to ensure they remain relevant as we take on new challenges and projects.

The management of the Charity is the responsibility of the Trustees, who are appointed under the terms of the constitution. The Board of Trustees comprises a minimum of three and a maximum of 12 Trustees. No member of the board benefits financially for their time or services.

During October there was a significant change to the Trustee board, 5 of our longstanding Trustees David Cooper, Lesley Bennett, David Aspey, Carla Ronson and Michelle Smith. Leaving three trustees, Vanessa Machen, Jo Thwaites and India Wrigglesworth. We hope to recruit more Trustees with valuable skills and experience to enable us to continue to move forward.

We will undertake a skills audit to ensure that the Charity continues to have sufficient and varied expertise available. Upon appointment, each Trustee has an induction in order to understand how the Charity operates and their role and responsibilities. Trustees are regularly kept updated on Charity activities via email and at Trustee meetings.

The Board of Trustees meets at least quarterly to receive updates on the principal activities of the Charity and to take decisions about its continued governance and strategic direction.

The Trustees are fully aware and adhere to the guidance issued by the Charity Commission on public benefit and their responsibilities as Trustees.

## **MANAGEMENT ARRANGEMENTS**

The terms and conditions of employment of the current staff are as per the TUPE arrangements following their transfer into the Charity. Future arrangements for staff will be determined by Trustees. This will include hours of work, contractual terms and salaries. Job descriptions and person specifications will be developed as roles develop and advice will be obtained from Trustees and where applicable advice of external consultants.

## Reference and Administrative details

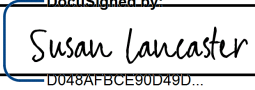
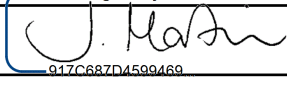
Charity name	Sam's Place NW Ltd
Registered charity number	1121089
Charity's principal address	231-233 Church Street  Blackpool  FY1 3PB

## Names of the charity Trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year
Lesley Bennett	Chair	resigned 24.10.21
David Cooper		resigned 24.10.21
David Aspey		resigned 24.10.21
Michelle Smith	Treasurer	resigned 24.10.21
Carla Ronson		resigned 24.10.21
Vanessa Machen	Chair	Appointed chair 24.10.21
Jo Thwaites		01/05/21
India Wrigglesworth		08/10/20

**Declarations** The Trustees declare that they have approved the Trustees' Report above.

## Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<small>DocuSigned by:</small>  <small>DU48AFBCE90D49D...</small>	<small>DocuSigned by:</small>  <small>917C687D4599469</small>
<b>Full name(s)</b>	Susan Lancaster	Joanne Martin
<b>Position</b>	chair of Trustees	Secretary

**Date**

8/11/2022

**SAM'S PLACE NW LTD (1121089)**

**ACCOUNTS FOR THE YEAR ENDED 31ST OCTOBER 2021**

Report to the Executive Committee	1
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Balance Sheet	3
Notes to the Accounts	4 & 5
Accountants Report	6

**REPORT TO THE EXECUTIVE COMMITTEE TO THE MEMBERS OF**  
**SAM'S PLACE NW LTD (1121089)**  
**ACCOUNTS FOR THE YEAR ENDED 31ST OCTOBER 2021**

We approve the Accounts set out on pages 2 to 5, and confirm that we have made available all relevant records and information for their preparation.

DocuSigned by:  
  
..... Chairperson

..... Trustee

.....  
Date

**SAM'S PLACE NW LTD (1121089)****INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31ST OCTOBER 2021**

	<b><u>2021</u></b>		<b><u>2020</u></b>	
	£	£	£	£
<b>INCOMING RESOURCES</b>				
<b>Voluntary Income</b>				
Donations	1,959		13,393	
Fundraising	742		1,802	
Other Income	19,090		12,747	
Grants	30,320		-	
Support Services	<u>-</u>		<u>11,125</u>	
		52,111		39,067
<b>RESOURCES EXPANDED</b>				
<b>Charitable Activities</b>				
Establishment Costs	1,440		4,000	
Insurance	475		450	
Wages	29,207		27,921	
Telephone	169		101	
Travel Expenses	289		345	
Volunteer Expenses	-		159	
Computer Expenses	5,687		266	
Stationery	1,763		52	
Respite Activities	5,970		1,062	
Depreciation	1,088		120	
Consultancy	3,120		-	
Governance	131		-	
Accountancy Fees	<u>1,295</u>		<u>200</u>	
		<u>50,634</u>		<u>34,676</u>
<b>NET INCOME</b>		1,477		4,391
<b>Total Funds Brought Forward</b>		<u>38,913</u>		<u>34,522</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>40,390</u>		<u>38,913</u>

**SAM'S PLACE NW LTD (1121089)****BALANCE SHEET AS AT 31ST OCTOBER 2021**

	Notes	£	<u>2021</u>	£	£	<u>2020</u>	£
<b>FIXED ASSETS</b>							
Tangible Assets	3			2,277			810
<b>CURRENT ASSETS</b>							
Cash at Bank and in hand			62,184			36,885	
Debtors	4		<u>65</u>			<u>1,400</u>	
			62,249			38,285	
<b>CREDITORS</b>							
Amounts falling due within one year	5		<u>24,136</u>			<u>182</u>	
<b>NET CURRENT ASSETS</b>				<u>38,113</u>		<u>38,103</u>	
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				<u>40,390</u>		<u>38,913</u>	
<b>TOTAL FUNDS</b>				<u>40,390</u>		<u>38,913</u>	

- For the year ending 31<sup>st</sup> October 2021, the company was entitled to exemption under section 477 of the Companies Act 2006, relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- 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 in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on:-

And signed on their behalf by:-

**Susan Lancaster**  
**Chairperson**

**SAM'S PLACE NW LTD (1121089)****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31ST OCTOBER 2021****1) Accounting Policies****Basis of measurement and preparation of accounts**

The accounts have been prepared under the historical cost of convention and in accordance with the Financial Reporting Standard for Small Entities effective April 2008.

**2) Company limited by guarantee**

Company is limited by guarantee and consequently does not have share capital.

**3) Tangible fixed assets****Cost**

At 1 November 2020	3,566
Additions	<u>2,555</u>

At 31 October 2021	<u>6,121</u>
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**Depreciation**

At 1 November 2020	2,756
Charge for the year	<u>1,088</u>

At 31 October 2021	<u>3,844</u>
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**Net Book Values**

At 31 October 2021	<u>2,277</u>
At 31 October 2020	<u>810</u>



**SAM'S PLACE NW LTD (1121089)****NOTES TO THE ACCOUNTS (CONT)****FOR THE YEAR ENDED 31ST OCTOBER 2021**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	£	£
<b>4) Debtors</b>		
Accrued Income	-	1,380
Prepayments	<u>65</u>	<u>20</u>
	<u><u>65</u></u>	<u><u>1,400</u></u>
<b>5) Creditors</b>		
Trade Creditors	62	62
Accrued Expenses	<u>24,074</u>	<u>120</u>
	<u><u>24,136</u></u>	<u><u>182</u></u>

**6) Employees**

Average number of employees during the period was 2 (2020 - 2).

**ACCOUNTANTS REPORT TO THE MEMBERS OF**  
**SAM'S PLACE NW LTD (1121089)**

We have verified the financial statements on pages 2 to 5 which have been prepared under the historical cost convention.

**Respective Responsibilities of Association Officials and Accountant**

The association officials are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion to you.

**Basis of Opinion**

We have conducted our accounting procedure in accordance with Auditing Standards and our examination includes evidence relevant to the amount of disclosures in the financial statements. Also, to whether the accounting policies are appropriate to the Associations circumstances, consistently applied and adequately disclosed.

This charity, in common with many others of similar size and organisation derives a substantial proportion of its income from voluntary donations which cannot be fully controlled until they are entered in the accounting records, and are not therefore susceptible to independent audit verification.

Otherwise, we planned and performed our accounting procedure as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements give a true and fair view of the state of the associations affairs at 31st October 2021, and of its expenditure over income for the year then ended.

NPM Accounting Services Ltd  
Layton House  
3/5 Westcliffe Drive  
Layton Square  
BLACKPOOL  
FY3 7BJ

21<sup>st</sup> July 2022