

REGISTERED COMPANY NUMBER: 06262114 (England and Wales)
REGISTERED CHARITY NUMBER: 1128722

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST JULY 2021
FOR
WEST LANCS PEER SUPPORT

Champion TLL Ltd
Chartered Accountants
7-9 Station Road
Hesketh Bank
Preston
Lancashire
PR4 6SN

WEST LANCS PEER SUPPORT

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FOR THE YEAR ENDED 31ST JULY 2021

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WEST LANC'S PEER SUPPORT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST JULY 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 31st July 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charitable Company's objectives are stated as follows, as per a resolution dated 17th November 2008:

The relief of persons of all ages in the area of West Lancashire with learning disabilities or long term disabling conditions, and of their families and carers through the provision of independent supported living with a view to improving the quality of life and independence of those persons.

To advance the education of the public, particularly those affected directly or indirectly by the needs surrounding those with learning disabilities or long term disabling conditions, through the provision of information and advice regarding support and funding available, particularly relating to the government independent living fund and availability of PA/Care provision, with a view to improving the quality of life and independence of those persons.

The Charity are promoting the government led Big Society by designing a new model of Peer Support that will involve community led support. The Charity also have a presence on Facebook and engage in other social media to raise awareness.

Significant activities

The organisation has continued to support the user communities and empowered and enabled them to get their voices heard.

Through their support and administration of the direct payments and individual budgets scheme locally, the Charity has helped improve the lives of over 138 individuals throughout the year, enabling them to live more independently and the trustees have been delighted to see the positive effect this has had on these people's lives. This includes the management of people's benefits and managing cash balances due to individuals.

The Charity is very successful in promoting nationally, self directed support to enable people to self manage their care package.

The work of the Charity has been presented to other Counties, as well as abroad, with others keen to learn from our model, its delivery and cost benefits.

With local governments withdrawing their free payroll service, we are looking to generate more business in that direction.

Having updated our Fund Management Service to a web based service we have the opportunity to extend the payroll and fund management services to other areas of the Country.

The Charity have expanded their work on NHS Personal Health Budgets by providing a management service for people in Sefton, Liverpool and Lancashire with complex health needs. This helps patients get out of hospital as early as possible and have their treatment at home.

The Charity has become corporate appointees by DWP to support people with dementia who wish to live in their own home.

Public benefit

The Trustees have considered the Charity Commission guidance regarding public benefit and are satisfied that the activities of the Charity, as described in the appended pages, satisfy the requirements.

Volunteers

The value of volunteers who contribute to the work of the Charity can never be underestimated. We rely heavily on volunteers for many aspects of our administrative work.

WEST LANC'S PEER SUPPORT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST JULY 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In meeting the objects of the charitable company the Trustees have had considered the Charity Commission guidance on public benefit and are satisfied that the activities undertaken during the year have provided significant benefit to the general public, particularly those who are involved with the local council's Direct Payment Scheme, as noted above.

FINANCIAL REVIEW

Principal funding sources

The charitable company's main funding was from payroll and administration fees received from Direct Payments.

Investment policy and objectives

The Trustees recognise the need to review on a regular basis the Charity's investments in accordance with its constitution and the need to build and maintain its reserves. When there are surplus funds, these are deposited in a high interest bank account to maximise the interest earned. This is regularly reviewed to ensure competitive rates are being applied.

Reserves policy

The Trustees seek to maintain a level of reserves that will enable them to meet any liabilities incurred should the organisation need to cease - namely redundancy costs.

In addition to the above provision, in the day to day running of the organisation, it is necessary to maintain a level of reserves currently assessed at covering six month's unrestricted costs (£35,000 at current levels) for working capital. Actual reserves of £35,573 are currently above this level, and Trustees will continue to review this on an ongoing basis.

The Charity continues to be run very efficiently with the minimum of overheads whilst further funding is secured. The trustees are well aware of their cost constraints and are mindful of the need to manage costs within their budget.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a memorandum and articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

New Trustees are appointed following discussion and agreement among the existing Trustees, taking account of their skills and experience matched with the needs of the Board at any given time.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06262114 (England and Wales)

Registered Charity number

1128722

Registered office

Allied Business Centre
1 Potter Place
Skelmersdale
WN8 9PH

Trustees

LW Scaife (resigned 23.12.2021)
J Cook
A Nixon
Ms K Clarke

Company Secretary

A Nixon

WEST LANCS PEER SUPPORT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST JULY 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Mr P Buck FCA, DChA
Champion TLL Ltd
Chartered Accountants
7-9 Station Road
Hesketh Bank
Preston
Lancashire
PR4 6SN

Bankers

Natwest
15 The Concourse
Skelmersdale
Lancashire
WN8 6LD

Advisers

TLL Accountants Ltd
7 - 9 Station Road
Hesketh Bank
Lancashire
PR4 6SN

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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

.....
Ms K Clarke - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WEST LANCS PEER SUPPORT**

Independent examiner's report to the trustees of West Lancs Peer Support ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st July 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

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.

Mr P Buck FCA, DChA
Champion TLL Ltd
Chartered Accountants
7-9 Station Road
Hesketh Bank
Preston
Lancashire
PR4 6SN

Date:

WEST LANCS PEER SUPPORT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST JULY 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Peer support activities		57,739	-	57,739	68,336
Investment income	2	1,198	-	1,198	2,370
Total		58,937	-	58,937	70,706
 EXPENDITURE ON					
Charitable activities					
Peer support activities	3	71,530	-	71,530	74,775
NET INCOME/(EXPENDITURE)		(12,593)	-	(12,593)	(4,069)
 RECONCILIATION OF FUNDS					
Total funds brought forward		45,573	-	45,573	49,642
TOTAL FUNDS CARRIED FORWARD		32,980	-	32,980	45,573

The notes form part of these financial statements

WEST LANC'S PEER SUPPORT

BALANCE SHEET
31ST JULY 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	9	765	1,133
CURRENT ASSETS			
Debtors	10	24,181	22,844
Cash at bank		9,511	23,031
		<hr/> 33,692	<hr/> 45,875
CREDITORS			
Amounts falling due within one year	11	(1,477)	(1,435)
NET CURRENT ASSETS		<hr/> 32,215	<hr/> 44,440
TOTAL ASSETS LESS CURRENT LIABILITIES		32,980	45,573
NET ASSETS		<hr/> 32,980	<hr/> 45,573
FUNDS	13		
Unrestricted funds:			
General fund		22,980	35,573
Designated fund		10,000	10,000
		<hr/> 32,980	<hr/> 45,573
TOTAL FUNDS		<hr/> 32,980	<hr/> 45,573

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

WEST LANC'S PEER SUPPORT

BALANCE SHEET - continued

31ST JULY 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
A Nixon - Trustee

.....
K Clarke - Trustee

WEST LANCS PEER SUPPORT

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST JULY 2021**

1. 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Office furniture	- 25% on cost
Office equipment	- 25% on cost
Computer equipment	- 33.33% on cost

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.

Support costs

Since all of activities/costs relate to the charity's single charitable activity heading, all support costs have been allocated here and as such a separate analysis/description or allocation basis is not required.

WEST LANC'S PEER SUPPORT

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31ST JULY 2021**

2. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	1,198	2,370
	<u>1,198</u>	<u>2,370</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 4) £	Totals £
Peer support activities	69,740	1,790	71,530
	<u>69,740</u>	<u>1,790</u>	<u>71,530</u>

4. SUPPORT COSTS

	Governance costs £
Peer support activities	1,790
	<u>1,790</u>

Support costs, included in the above, are as follows:

	2021 Peer support activities £	2020 Total activities £
Accountancy fees	1,422	1,350
Depreciation of tangible fixed assets	368	550
	<u>1,790</u>	<u>1,900</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	368	550
	<u>368</u>	<u>550</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

Trustees remuneration amounted to £36,552 (2020: £40,773), relating to two trustees.

WEST LANCES PEER SUPPORT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST JULY 2021

6. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

Trustees expenses reimbursed amounted to £46 (2020: £450), relating to two trustees..

7. STAFF COSTS

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

	2021	2020
Employees	3	3
	<u>3</u>	<u>3</u>

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

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Peer support activities	68,336	-	68,336
Investment income	2,370	-	2,370
	<u>70,706</u>	<u>-</u>	<u>70,706</u>
Total	70,706	-	70,706
 EXPENDITURE ON			
Charitable activities			
Peer support activities	74,775	-	74,775
	<u>74,775</u>	<u>-</u>	<u>74,775</u>
NET INCOME/(EXPENDITURE)	(4,069)	-	(4,069)
 RECONCILIATION OF FUNDS			
Total funds brought forward	49,642	-	49,642
	<u>49,642</u>	<u>-</u>	<u>49,642</u>
TOTAL FUNDS CARRIED FORWARD	45,573	-	45,573
	<u>45,573</u>	<u>-</u>	<u>45,573</u>

WEST LANCS PEER SUPPORT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST JULY 2021

9. TANGIBLE FIXED ASSETS

	Office furniture £	Office equipment £	Computer equipment £	Totals £
COST				
At 1st August 2020 and 31st July 2021	2,946	1,179	6,813	10,938
DEPRECIATION				
At 1st August 2020	2,921	1,142	5,742	9,805
Charge for year	6	9	353	368
At 31st July 2021	2,927	1,151	6,095	10,173
NET BOOK VALUE				
At 31st July 2021	19	28	718	765
At 31st July 2020	25	37	1,071	1,133

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
PA Administration fees	23,919	22,590
Prepayments	262	254
	<u>24,181</u>	<u>22,844</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Accrued expenses	<u>1,477</u>	<u>1,435</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
Fixed assets	765	-	765	1,133
Current assets	33,692	-	33,692	45,875
Current liabilities	(1,477)	-	(1,477)	(1,435)
	<u>32,980</u>	<u>-</u>	<u>32,980</u>	<u>45,573</u>

WEST LANCES PEER SUPPORT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST JULY 2021

13. MOVEMENT IN FUNDS

	At 1.8.20 £	Net movement in funds £	At 31.7.21 £
Unrestricted funds			
General fund	35,573	(12,593)	22,980
Designated fund	10,000	-	10,000
	<u>45,573</u>	<u>(12,593)</u>	<u>32,980</u>
TOTAL FUNDS	<u>45,573</u>	<u>(12,593)</u>	<u>32,980</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	58,937	(71,530)	(12,593)
	<u>58,937</u>	<u>(71,530)</u>	<u>(12,593)</u>
TOTAL FUNDS	<u>58,937</u>	<u>(71,530)</u>	<u>(12,593)</u>

Comparatives for movement in funds

	At 1.8.19 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
General fund	39,642	(4,069)	35,573
Designated fund	10,000	-	10,000
	<u>49,642</u>	<u>(4,069)</u>	<u>45,573</u>
TOTAL FUNDS	<u>49,642</u>	<u>(4,069)</u>	<u>45,573</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	70,706	(74,775)	(4,069)
	<u>70,706</u>	<u>(74,775)</u>	<u>(4,069)</u>
TOTAL FUNDS	<u>70,706</u>	<u>(74,775)</u>	<u>(4,069)</u>

WEST LANCES PEER SUPPORT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST JULY 2021

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.19 £	Net movement in funds £	At 31.7.21 £
Unrestricted funds			
General fund	39,642	(16,662)	22,980
Designated fund	10,000	-	10,000
	<u>49,642</u>	<u>(16,662)</u>	<u>32,980</u>
TOTAL FUNDS	<u>49,642</u>	<u>(16,662)</u>	<u>32,980</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	129,643	(146,305)	(16,662)
	<u>129,643</u>	<u>(146,305)</u>	<u>(16,662)</u>
TOTAL FUNDS	<u>129,643</u>	<u>(146,305)</u>	<u>(16,662)</u>

The balance on the designated fund of £10,000 represent £5,000 being future costs for developing new accounts systems to meet digital requirements and improve efficiency, and £5,000 towards the refund of client balances to funders expected in the coming year.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st July 2021.

15. GRANTS EXCLUDED FROM ACCOUNTS

During the year the Charity received Direct Payments income from grants which are redistributed to Direct Payment clients in full. A small amount is also received to cover management charges and payroll fees.

The attributable amounts are not included within income or expenditure of the charity since the charity only acts as an agent in relation to these amounts.

The amounts administered and excluded are as follows :

Income received (excluding management fees): £2,315,462 and paid out £2,401,304.

At the year end there is a bank balance of £739,163 (2020: £787,552) awaiting distribution.

The associated bank balances and amounts awaiting distribution are not included within these accounts.

WEST LANCS PEER SUPPORT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST JULY 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	1,198	2,370
Charitable activities		
Sundry income	335	308
Payroll & Administration fees	57,404	68,028
	<hr/> 57,739	<hr/> 68,336
Total incoming resources	58,937	70,706
 EXPENDITURE		
Charitable activities		
Wages	57,223	58,046
Social security	4,768	5,087
Insurance	385	373
Telephone and internet	1,185	1,457
Postage and stationery	717	1,165
Sundries	63	407
Payroll services	173	180
Repairs and renewals	-	548
Office rent	5,094	4,197
Volunteer travel and expenses	132	667
Training and conference expenses	-	748
	<hr/> 69,740	<hr/> 72,875
 Support costs		
Governance costs		
Accountancy fees	1,422	1,350
Fixtures and fittings	368	550
	<hr/> 1,790	<hr/> 1,900
Total resources expended	71,530	74,775
 Net expenditure	<hr/> <hr/> (12,593)	<hr/> <hr/> (4,069)

This page does not form part of the statutory financial statements