

**WEST LANCS PEER SUPPORT**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2024**

Charity registration number 1128722

Company registration number 06262114 (England and Wales)

# WEST LANCS PEER SUPPORT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr A Nixon Ms K J Clarke
<b>Charity number</b>	1128722
<b>Company number</b>	06262114
<b>Registered office</b>	Allied Business Centre 1 Potter Place Skelmersdale Lancashire WN8 9PH
<b>Independent examiner</b>	Champion TLL Limited 7-9 Station Road Hesketh Bank Preston Lancashire PR4 6SN

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# WEST LANCS PEER SUPPORT

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# **WEST LANCS PEER SUPPORT**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2024**

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The trustees present their annual report and financial statements for the year ended 31 July 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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**

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.

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 153 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 peoples 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.

### **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 LANCS PEER SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

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### **Achievements and performance**

*Significant activities and achievements against objectives*

#### **Public benefit**

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**

##### *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 (£44,000 at current levels) for working capital. Actual reserves of £46,055 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.

##### *Principal funding sources*

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

##### *Investment policy*

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.

##### *Major risks*

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Structure, governance and management**

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr A Nixon

Ms K J Clarke

##### *Recruitment and appointment of 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.

## WEST LANCS PEER SUPPORT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 JULY 2024*

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The trustees' report was approved by the Board of Trustees.

.....

Mr A Nixon

**Trustee**

Date: .....

# WEST LANCS PEER SUPPORT

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST LANCS PEER SUPPORT

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I report to the trustees on my examination of the financial statements of West Lancs Peer Support (the charity) for the year ended 31 July 2024.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

#### **Champion TLL Limited**

##### **P Buck FCA, DChA**

7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN

Dated: .....

# WEST LANCS PEER SUPPORT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 JULY 2024**

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	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Income from:</b>			
Charitable activities	2	89,040	84,965
Investments	3	-	4,608
		<hr/>	<hr/>
<b>Total income</b>		89,040	89,573
		<hr/>	<hr/>
Charitable activities	4	87,830	77,069
		<hr/>	<hr/>
<b>Net income and movement in funds</b>		1,210	12,504
<b>Reconciliation of funds:</b>			
Fund balances at 1 August 2023		44,845	32,341
		<hr/>	<hr/>
<b>Fund balances at 31 July 2024</b>		46,055	44,845
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.



# WEST LANCS PEER SUPPORT

## BALANCE SHEET

AS AT 31 JULY 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	11		234		348
<b>Current assets</b>					
Debtors	12	5,143		5,440	
Cash at bank and in hand		42,527		40,762	
		47,670		46,202	
<b>Creditors: amounts falling due within one year</b>	13	(1,849)		(1,705)	
<b>Net current assets</b>			45,821		44,497
<b>Total assets less current liabilities</b>			46,055		44,845
<b>Net assets excluding pension liability</b>			46,055		44,845
<b>The funds of the charity</b>					
Unrestricted funds			46,055		44,845
			46,055		44,845

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the trustees on .....

.....  
Mr A Nixon  
Trustee

.....  
Ms K J Clarke  
Trustee

Company registration number 06262114 (England and Wales)

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2024

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#### 1 Accounting policies

##### Charity information

West Lancs Peer Support is a private company limited by guarantee incorporated in England and Wales. The registered office is Allied Business Centre, 1 Potter Place, Skelmersdale, Lancashire, WN8 9PH.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2024**

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### **1 Accounting policies**

**(Continued)**

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office furniture	25% on cost
Office equipment	25% on cost
Computers	33.33% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.7 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### ***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

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### 2 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Payroll & Administration fees	88,648	84,562
Other income	392	403
	<u>89,040</u>	<u>84,965</u>

### 3 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	-	4,608
	<u>-</u>	<u>4,608</u>

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

### 4 Expenditure on charitable activities

	Peer support activities 2024 £	Peer support activities 2023 £
<b>Direct costs</b>		
Staff costs	75,307	66,121
Depreciation and impairment	114	168
Insurance	412	403
Telephone and internet	1,048	764
Postage and stationery	218	225
Sundries	495	420
Payroll fees	173	173
Office rent	6,461	5,267
Volunteer travel and expenses	1,511	1,527
Repairs and renewals	327	381
	<u>86,066</u>	<u>75,449</u>
<b>Share of support and governance costs (see note 6)</b>		
Governance	1,764	1,620
	<u>87,830</u>	<u>77,069</u>
<b>Analysis by fund</b>		
Unrestricted funds	<u>87,830</u>	<u>77,069</u>

### 5 Peer support activities

Peer support activities

### 6 Support costs

	Support costs £	Governance costs £	2024 Support costs £	Governance costs £	2023 £
Accountancy fees	-	1,764	1,764	-	1,620
	<u>-</u>	<u>1,764</u>	<u>1,764</u>	<u>-</u>	<u>1,620</u>
	<u>-</u>	<u>1,764</u>	<u>1,764</u>	<u>-</u>	<u>1,620</u>
Analysed between					
Charitable activities	-	1,764	1,764	-	1,620
	<u>-</u>	<u>1,764</u>	<u>1,764</u>	<u>-</u>	<u>1,620</u>

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

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<b>7</b>	<b>Net movement in funds</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the independent examination of the charity's financial statements	1,764	1,620
	Depreciation of owned tangible fixed assets	114	168
		<u>          </u>	<u>          </u>

### **8 Trustees**

Two of the trustees received remuneration or benefits from the charity during the year.

A Nixon £31,560 (2023: £29,786)

K Clarke £19,260 (2023: £17,969)

### **9 Employees**

The average monthly number of employees during the year was:

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
	3	3
	<u>          </u>	<u>          </u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	69,527	60,786
Social security costs	5,780	5,335
	<u>          </u>	<u>          </u>
	75,307	66,121
	<u>          </u>	<u>          </u>

There were no employees whose annual remuneration was more than £60,000.

### **10 Taxation**

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

### 11 Tangible fixed assets

	Office furniture £	Office equipment £	Computers £	Total £
<b>Cost</b>				
At 1 August 2023	1,179	2,946	6,813	10,938
At 31 July 2024	1,179	2,946	6,813	10,938
<b>Depreciation and impairment</b>				
At 1 August 2023	1,163	2,936	6,491	10,590
Depreciation charged in the year	4	3	107	114
At 31 July 2024	1,167	2,939	6,598	10,704
<b>Carrying amount</b>				
At 31 July 2024	12	7	215	234
At 31 July 2023	16	10	322	348

### 12 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Other debtors	4,869	5,165
Prepayments and accrued income	274	275
	5,143	5,440

### 13 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	1,849	1,705

### 14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 July 2024 £
General funds	44,845	89,040	(87,830)	-	46,055

# WEST LANCS PEER SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

### 14 Unrestricted funds

(Continued)

Previous year:	At 1 August 2022	Incoming resources	Resources expended	Transfers	At 31 July 2023
	£	£	£	£	£
Designated for future IT costs	-	-	-	5,000	5,000
General funds	32,341	89,573	(77,069)	(5,000)	39,845
	<u>32,341</u>	<u>89,573</u>	<u>(77,069)</u>	<u>-</u>	<u>44,845</u>

### 15

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): £3,252,477 and paid out £3,008,737.

At the year end there is a bank balance of £1,294,205 (2023: £976,995) awaiting distribution.

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

### 16 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).