

Charity number 1155162

Me, Myself & I Neath Port Talbot

Trustees' report and financial statements

for the year ended 31 July 2021

Me, Myself & I Neath Port Talbot

for the year ended 31 July 2021

Charity information

Trustees

Kelly Sherwood	(Resigned 30th April 2022)
Pauline Barber	(Resigned 26th April 2022)
Charlotte Reed	
Tony Lane	
Marianne Jervis	
Marion Spratley	
Jonathan Oakes	(Appointed 16th June 2021)

Charity number

1155162

Website

www.mminpt.co.uk

Registered office

Former Brynhafryd School
Giants Grave Road
Briton Ferry
SA11 2ND

Accountants

Morgan Hemp
103-104 Walter Road
Swansea
SA1 5QF

Me Myself I Neath Port Talbot

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**Report to the Board of Trustees on the preparation
of unaudited accounts for Me Myself I Neath Port Talbot
for the year ended 31 July 2021**

Introduction

The Trustees of Me Myself & I Neath Port Talbot (“the Charity”) present their Report and Financial Statements for the year ended 31 July 2021.

Statement of compliance

This report complies with the requirements of the Charity’s constitution which is the Charity’s governing document, and of Accounting and Reporting by Charities: Statement of Recommended Practice (“SORP”) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (“FRS”) applicable in the UK and Republic of Ireland (FRS 102).

Objectives & Activities

The objectives of the Charitable Incorporated Organisation are to preserve and protect the health of people with dementia and their carers/family living in Neath Port Talbot by providing and assisting in the provision of information, facilities, activities and support services:

- ☐ Day Break Opportunities [a 1-1 respite service for vulnerable individuals]
- ☐ Community Friendship Club [a social club for individuals living with dementia/memory loss and their carers]
- ☐ Training [competency training such as food hygiene and dementia awareness for people who support individuals living with dementia and memory loss]
- ☐ Men’s Shed
- ☐ Fundraising activities
- ☐ Letter box chats/ newsletter during lockdown
- ☐ Videos and online meetings [Friendly Faces]

While support was limited during lockdown, staff undertook remote support sessions via video and kept service users up- to-date through the distribution of a newsletter and over social media. Service users were assessed based on need and one-to-one support resumed for those assessed as most vulnerable in the community. Other service users were visited through ‘letterbox chats’, ensuring 2m social distancing rules were followed, but that they had a means of support to some degree.

In November of this financial year, the AGM was held and numbers reported as follows; Daybreak services [a 1-1 respite service] had 8 attendees and the Friendship/social club had as many as 5, due to the need to socially distance. Numbers had decreased considerably, but it is an achievement of the staff that they were able to support anyone at this time, due to restrictions.

The Trustees carried out a ‘health check’ of policies and procedures whilst support was limited and focused on extending the Charity’s reach through use of different social media platforms – this is ongoing.

Contribution of volunteers is slowly increasing as a result of lockdown and staff and Trustees continue to monitor the situation as the Charity returns to service.

Key aims and objectives for 21/22 financial year:

- ☐ Research and source funding via grants for greater financial security of the Charity, to mitigate potential impact of further lockdowns
- ☐ Plan fundraising activities with consideration of existing restrictions to reduce potential risks brought about by Coronavirus.

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Public Benefit

In setting the Charity's goals and in its planning activities the Trustees have given due consideration to the published Charity Commission guidance on the operation of the public benefit requirement of the Charities Act 2011.

The core objective of the charity is to provide emotional support, reassurance and opportunities for the person and/or their family living with memory loss to socialise in a relaxed and friendly setting.

For these reasons the Trustees consider that the Charity meets the public benefit requirement.

Achievements & performance

As stated above, the fact that any support continued is an achievement, due to ongoing issues faced during the pandemic. Staff supporting the most vulnerable service users of the friendship club and daybreak should be duly noted, as they have supported a good quality of life for these individuals at a very difficult time.

Adaptations made to the service during restrictions should also be noted and commended due to innovative thinking from the staff, including remote activities to support wellbeing whilst limiting risk.

In the latter half of this financial year, services started to return cautiously to account for any further lockdown restrictions potentially enacted. Friendship club numbers have increased and it will be interesting to compare next year's numbers. Staff have also started to formulate plans for fundraising events to occur in the Christmas period, thinking of innovative ways to raise money that will reduce risk, such as hosting a raffle online.

Coronavirus

Coronavirus made its presence felt throughout this accounting period. The Charity closed face to face dealings with the public between March 2020 to August 2020. It operated a limited service from August 2020 under the restrictions in place at that time. This closure resulted in a loss of income of Daybreak Services and presented an inability to sublet any surplus part of the building which as a key element in the decision-making process as to whether to move to Former Brynhyfryd School.

The Coronavirus impact will be felt for many years to come but, as restrictions are eased, the Charity is hopeful that normal services can be resumed.

**Report to the Board of Trustees on the preparation
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for the year ended 31 July 2021**

Financial Review

Commentary on statement of financial activities and balance sheet

An appropriate reserve amount is allocated each year from surplus, which is stated in the financial report as £30,000. At the end of this financial year, we have a surplus of £41, 577.

A reserve amount is allocated to protect the Charity from any potential risks, including further restrictions brought on by the pandemic.

Principal sources of funding are through grants received, not including government grants and fundraising income. The Charity was able to run limited services to the most vulnerable service users, however, fundraising activities and grant applications have significantly decreased due to complications brought about by the pandemic.

At the end of 2020, the Charity made a profit of £38,793, however, complications due to Coronavirus led to a deficit of £26,630 in 2021. This is a negative swing of £65,423 [a 168% decrease of surplus/deficit on ordinary activities] when compared with 2020 and should be noted as a considerable risk if repeated again in the following financial year. As previously stated, work is underway to plan fundraising activities as lockdown restrictions ease and staff and trustees are researching sources of funding through grants in order to better protect the Charity.

Fundraising

Principal sources of funding are through grants received, not including government grants and fundraising income. The Charity was able to run a number of successful fundraising activities prior to lockdown, with funds contributing to supporting existing club members and allowing for support for an increased number of individuals. Charity has expanded its services to include an extra day for support of vulnerable individuals.

Reserve Policy

The Trustees regularly review the Charity's financial position, cash flow and spending against the background of its budget and plan which are reviewed annually, as is the Charity's reserves policy. The Trustees do not intend to accumulate and maintain a substantial unrestricted reserve. A reserve of £30,000 should be adequate to maintain operations and provide security should the Charity have to close again due to Coronavirus. This level of reserves will be reviewed to ensure adequate cover of operating costs is maintained as the activities of the Charity expand, since the Trustees believe that there will be a sustained demand for the services currently being provided.

Going Concern

Having reviewed the funding available to the Charity together with its requirements for the next two years, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they have adopted the going concern basis in preparing the financial statements. The Trustees have sought to obtain professional advice in the form of management accounts and cashflow projections in order to monitor activities more closely due to the adverse effects of Coronavirus.

Trustees' responsibilities

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions, disclosing with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the Charity's constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' Report was approved by order of, and on behalf of, the Trustees on 18 May 2022

Signed: *Charlotte Reed*

Date: 18 May 2022

Name: Charlotte Reed

Position: Chair

**Independent Examiners Report on the preparation
of unaudited accounts of Me Myself I Neath Port Talbot
for the year ended 31 July 2021**

Responsibilities and basis of report

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and, in carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The Charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- ☐ the accounting records were not kept in accordance with section 130 of the Charities Act; or
- ☐ the accounts did not accord with the accounting records; or
- ☐ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:



Date: 18 May 2022

Name: Kristopher Paul Morgan

Relevant professional body: Association of Chartered Certified Accountants

Address: Morgan Hemp
103-104 Walter Road,
Swansea
SA1 5QF

My, Myself I Neath Port Talbot
Statement of Financial
Activities for the year
ended 31 July 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
Income and endowments from:				
Donations and legacies	6,539	-	6,539	2,508
Charitable activities	37,796	-	37,796	36,509
Other trading activities	7,990	-	7,990	22,905
Grants	-	85,521	85,521	127,069
Total	52,325	85,521	137,845	188,993
Expenditure on:				
Salary related costs	(56,590)	(69,602)	(126,192)	(108,730)
Charitable activities	(5,630)	(420)	(6,050)	(1,792)
Premises related costs	(2,942)	(18,394)	(21,336)	(28,938)
Transport costs	(6,470)	-	(6,470)	(5,450)
Other	(3,484)	(939)	(4,423)	(5,290)
Total	(75,116)	(89,355)	(164,471)	(150,200)
Net income/(expenditure)	(22,791)	(3,834)	(26,626)	38,793
Net movement in funds	(22,791)	(3,834)	(26,626)	38,793
Reconciliation of funds:				
Total funds brought forward	62,761	5,444	68,205	29,412
Total funds carried forward	39,970	1,609	41,579	68,205

My, Myself I Neath Port Talbot
for the year ended 31 July 2021

Balance Sheet
as at 31 July 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	4		2,810		4,117
Current assets					
Debtors	7	29,477		38,302	
Cash at bank and in hand		30,279		48,141	
		<u>59,756</u>		<u>86,443</u>	
Creditors: amounts falling due within one year	5	<u>(20,077)</u>		<u>(20,157)</u>	
Net current assets			39,679		66,286
Total assets less current liabilities			<u>42,489</u>		<u>70,403</u>
Creditors: amounts falling due after more than one year	6		<u>(912)</u>		<u>(2,196)</u>
Net assets			<u>41,577</u>		<u>68,207</u>
Capital and reserves					
Surplus and deficit account			41,579		68,205
Trustees' funds			<u>41,579</u>		<u>68,205</u>

**Notes to the financial
statements for the year
ended 31 July 2021**

1.1. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 25% straight line
Motor vehicles	- 25% straight line

1.2. Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce constant periodic rates of charge on the net

1.3 Income

The total income of the charity for the year has been derived from its principal activity wholly undertaken in the UK.

Includes		
Government grants	3,891	11,698
	<hr/>	<hr/>

2. Interest payable and similar charges

Hire purchase interest	2021	2020
	£	£
	435	435

Notes to the financial
statements for the year
ended 31 July 2021

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3. Pension costs

The Charity operates a defined contribution pension scheme. The pension charge represents the contributions and amounts to £1,752 (2020 - £1,390)

		Fixtures, fittings and Motor equipment vehicles		Total
	1	£	£	£
4. Tangible fixed assets				
Cost				
At 1 August 2020	-	9,409	9,409	
Additions	1,308	-	1,308	
At 31 July 2021	1,308	9,409	10,717	
Depreciation				
At 1 August 2020	-	5,293	5,293	
Charge for the year	262	2,352	2,614	
At 31 July 2021	262	7,645	7,907	
Net book values				
At 31 July 2021	1,046	1,764	2,810	
At 31 July 2020	-	4,116	4,116	

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7. Debtors	2021	2020
	£	£
Amount owed by connected companies	29,477	30,998
Other debtors		7,304
	<u>29,477</u>	<u>38,302</u>

5. Creditors: amounts falling due within one year	2021	2020
	£	£
Deferred income	1,610	10,240
Net obligations under finance leases and hire purchase contracts	1,718	1,718
Other taxes and social security costs	14,069	3,633
Accruals and deferred income	2,220	4,320
Pension contributions	460	246
	<u>20,077</u>	<u>20,157</u>

6. Creditors: amounts falling due after more than one year	2021	2020
	£	£
Net obligations under finance leases and hire purchase contracts	912	2,196

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7. Restricted Funds

Restricted funds, whose use is specified by the donor, are credited to income in the period in which they are received. Where amounts are not specifically allocated against expenditure in that period, the balance is deferred and added to the balance brought forward on the restricted fund to be used in future periods.

8. Status of Charity

Me Myself & I Neath Port Talbot is a Charitable Incorporated Organisation. It does not at present require an audit of its accounts. It is exempt from direct taxation on its surplus of income over expenditure and has no trading operations. It is not registered for value added tax.

9. Trustee Remuneration

The Trustees received no remuneration nor any reimbursement of expenses during the period.

10. Related Party Transactions

The charity has continued to provide an interest free loan to its trading subsidiary MMI Trading with Care Ltd (Company number 11630984) amounting to £29,477 (£30,998 in 2020). The loan is regarded as an approved charitable loan as it has been made for the benefit of the charity by way of generating additional income. Due to trading restrictions imposed by Coronavirus, the benefit from this loan has not yet materialised.

Me, Myself & I Neath Port Talbot

**Detailed surplus and deficit account
and expenses schedule
for the year ended 31 July 2021**

Income		
Donations	6,539	2,508
Grants	81,629	115,371
Activity and fundraising income	37,796	36,509
Training & consultancy	1,000	1,900
Management charges receivable	6,990	21,005
	<u>133,954</u>	<u>177,293</u>

Administrative expenses

Wages and salaries	124,443	107,340
Staff pension costs	1,752	1,390
Staff training	420	523
Rent, rates & service charges payable	10,518	22,475
Insurance	622	606
Light and heat	-	579
Cleaning	650	-
Repairs and maintenance	3,091	318
Printing, postage and stationery	119	132
Telephone	1,963	2,202
Computer costs	4,110	1,217
Service provisions	3,913	2,189
Travelling	3,683	2,223
Refreshments	1,574	777
Legal and professional	939	-
Accountancy	2,820	4,027
Bank charges	361	411
Charitable donations	-	852
Subscriptions	143	152
Depreciation on fixtures & equipment	262	-
Depreciation on motor vehicles	2,352	2,352

163,737
(29,783)
149,763
27,530

Operating surplus/deficit

Other operating income

Government grants received

3,891
3,891
11,698
11,698

Interest payable

Bank interest

HP interest and fin. lease charges

303
435
(738)
(435)

Net surplus/deficit for the year

(26,630)
38,793