

Time Out Group (North West) Trustees' Annual Report

2020- 2021



Charity No. 1161863

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Section 1: Trust Information

Description of Time Out Group

Governing Document: Constitution forming Registered charity (Charity Incorporated Organisation)

Charity Number: 1161863

Principal address: 11 Heyes Lane
Alderley Edge
SK9 7LA

Trustees

Marina Wright Muelas (Chair)
David Lees (Treasurer)
Sue Mills
Robert Barltrop
Joy Daglish
Hazel Daglish
Jon Wilkie
Gill Morgan
Paul Hansford

Independent Examiner

Ms Katherine Scott BA (Hons)

Section 2: Trustees Report for Year Ended 31st March 2021

2.1 Context

People with learning difficulties have a right to help and support in the following ways: support to enable them to be as independent as they want to be and are able to be; help finding suitable work or training that increases their skills and contributes to a fulfilling life; and support to build relationships, develop and pursue individual interests and contribute to the communities in which they live.

2.2 Purpose

Our mission is to deliver a programme of regular educational, cultural and social activities that are designed to develop independent living skills, thereby supporting adults with learning difficulties and their families. We provide activities for adults with learning disabilities that are based in the community and promote inclusion of this group. We encourage group members to become more independent and less reliant on the people who care for them through provision of structured weekly sports recreation sessions, educational and social activities and a programme of special events and learning activities. Our community activities also help raise awareness of learning difficulties among members of the general public.

Volunteers are trained to offer support and to encourage members to learn new skills and make decisions thus becoming more independent. We seek to break down barriers to inclusion within the community by carrying out activities in community settings including leisure centres, parks, public houses and community halls.

Time Out Group NW has been working with vulnerable adults across Alderley Edge, Wilmslow & Handforth for the past 20 years and has been a registered charity since 2007. In May 2015 we re-registered as the new form of charity, a Charitable Incorporated Organisation – CIO; this changed the status of the organisation but had no impact on the style or quality of service provision.

We are guided by our vision:

Adults with learning disabilities are accepted as equals within their own communities and have the opportunity to take part in social and leisure activities without discrimination.

2.3 Business Planning

Our activities from April 2020 – April 2021 reflected and reinforced our ideas for the operations and continued developments of the charity in order to support more adults with learning disabilities and to support them better. Our development plan 2021 – 2024, which details the charity's background, principles and future intentions, is currently being finalised.

2.4 Governance

Decisions in relation to Time Out Group are made by the Trustees in consultation with the Committee of group members. Day to day decisions on activities are decided by the group

members, staff and volunteers and are monitored by the Trustees. Financial decisions in relation to budgets and expenditure are made and monitored by the Trustees.

The powers of appointment or removal of Trustees rests with the group members and Trustees. New Trustees are primarily selected by group members or Trustees. On being appointed new Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which Time Out Group operates.

Time Out Group currently employs 10 members of staff and has about 10 volunteers allowing the objectives of the Time Out Group to be fulfilled as outlined above. Following on from the success of the Big Lottery funding we have gone on to bid successfully for further funding. We expect the team to grow even further in the future as we develop our service offer.

2.5 Risk Management

All major insurable risks are subject to Time Out Group's insurance. An annual review of areas of risk is undertaken by the Trustees in conjunction with staff and volunteers responsible for the area of activity.

2.6 Statement of Trustee Responsibilities

Charity law requires the trustees to prepare receipts and payment accounts for each financial year, which give a true and fair view of the state of affairs of the Charity.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's trust deed.

2.7 Treasurer's report

Our total income for the year was 151,850 as shown in the Examiner's Report. This represents an increase of a little under 90% from the previous year reflecting the full year impact of the 3 year agreement for the injection of funds from the National Lottery Community Fund. This funding commenced in October 2019. There was also a major improvement in income flowing from the Charity's fund raising activities through the use of third party support.

We continue to be grateful for the continued support by our various donors and thank them for providing us with vital funds.

Total expenditure for the year was £122,700 which represents an increase of 90% on the previous year due to the expansion of staff numbers and the renovations made to the Drop in undertaken during the year. This was undertaken as part of the commitment made to the National Lottery in terms of providing an improved and expanded service once the COVID restrictions have fallen away. We also made a commitment to the National Lottery to increase our independent fund raising which required additional resources to meet their targets.

Over the course of the year net cash was increased by £29,150 to give a closing balance of £66,093 of which £48,113 is for restricted use and £17,980 is unrestricted. As the Cash Reserve requirement is fixed at £11,000 this represents a very good state of affairs for the charity.

We continue to maintain a detailed monthly cash flow review in order that the trustees were able to understand the fiduciary position of Time Out into the foreseeable future. The quality of the financial information and analysis is much improved enabling quality information to be provided to the various fund providers on an ongoing basis

Success in securing a National Lottery Community Fund provision for the 3 years from October 2019 provided financial security for Time Out Group. During the year we have built upon this by expanding our fund raising activities which has led to an improved level of success.

Unfortunately, the impact of Covid-19 has curtailed some of our core activities since March 2020 reducing the income from them. However, we have taken the opportunity to improve our facilities and find innovative ways to maintain and improve the service we provide.

As a consequence, we aim to continue to provide and, indeed, expand the valuable community service we undertake over the next financial year. A development plan is being prepared which will outline the future direction of the charity building upon the success of this financial year.


Section 3: Statement of financial activities

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/directors/ members of	Time Out Group (North West)
On accounts for the year ended	31 March 2021
Charity no	1161863
Set out on pages	1 to 4
Respective responsibilities of trustees and examiner	<p>The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and • to state whether particular matters have come to my attention.
Basis of independent examiner's statement	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention to indicate that:</p> <ul style="list-style-type: none"> • accounting records have not been kept in accordance with section 386 of the Companies Act 2006; • the accounts do not accord with such records: • where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102) • any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.
Signed:	<div>  </div>
Date:	13/05/2021
Name:	Katherine Scott BA (Hons) FCA
Relevant professional body:	Institute of Chartered Accountants in England and Wales
Address:	1 Landseer Drive, Marple Bridge, Stockport, Cheshire, SK6 5BL

Give here brief details of any items that the examiner wishes to disclose.

Time Out Group (North West)	Charity No	1161863	
Annual accounts for the period			
Period start date	01/04/2020	To	Period end date 31/03/2021


Section A Statement of financial activities (including summary income and expenditure account)

Recommended categories by activity	Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£ F01	£ F02	£ F03	£ F04	£ F05
Income						
Income and endowments from:						
Donations and legacies	S01	4,011	35,280	-	39,290	18,206
Charitable activities	S02	2,792	-	-	2,792	9,880
Other trading activities	S03	-	-	-	-	-
Grant income	S04	10,000	99,768	-	109,768	52,389
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
Total	S07	16,803	135,048	-	151,850	80,475
Expenditure						
Expenditure on:						
Raising funds	S08	-	-	-	-	992
Charitable activities	S09	11,058	110,646	-	121,704	63,616
Separate material expense item	S10	-	-	-	-	-
Governance costs	S11	-	996	-	996	996
Total	S12	11,058	111,642	-	122,700	65,604
Net income/(expenditure) before tax for the reporting period	S13	5,744	23,406	-	29,150	14,871
Tax payable	S14	-	-	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)	S15	5,744	23,406	-	29,150	14,871
Net gains/(losses) on investments	S16	-	-	-	-	-
Net income/(expenditure) Extraordinary items	S17	5,744	23,406	-	29,150	14,871
Transfers between funds	S18	-	-	-	-	-
Other recognised gains/(losses):	S19	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use	S20	-	-	-	-	-
Other gains/(losses)	S21	-	-	-	-	-
Net movement in funds	S22	5,744	23,406	-	29,150	14,871
Reconciliation of funds:						
Total funds brought forward	S23	12,236	24,707	-	36,943	22,072
Total funds carried forward	S24	17,980	48,113	-	66,093	36,943

Section B Balance sheet

	Guidance Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets						
Intangible assets	B01	-	-	-	-	-
Tangible assets	B02	197	-	-	197	-
Heritage assets	B03	-	-	-	-	-
Investments	B04	-	-	-	-	-
Total fixed assets	B05	197	-	-	197	-
Current assets						
Stocks	B06	-	-	-	-	-
Debtors	B07	-	-	-	-	-
Investments	B08	-	-	-	-	-
Cash at bank and in hand (Note 24)	B09	17,784	50,061	-	67,845	36,943
Total current assets	B10	17,784	50,061	-	67,845	36,943
Creditors: amounts falling due within one year	B11	-	1,949	-	1,949	-
Net current assets/(liabilities)	B12	17,784	48,113	-	65,896	36,943
Total assets less current liabilities	B13	17,980	48,113	-	66,093	36,943
Creditors: amounts falling due after one year	B14	-	-	-	-	-
Provisions for liabilities	B15	-	-	-	-	-
Total net assets or liabilities	B16	17,980	48,113	-	66,093	36,943
Funds of the Charity						
Endowment funds	B17	-	-	-	-	-
Restricted income funds	B18	-	48,113	-	48,113	24,707
Unrestricted funds	B19	17,980	-	-	17,980	12,236
Revaluation reserve	B20	-	-	-	-	-
Fair value reserve	B21	-	-	-	-	-
Total funds	B22	17,980	48,113	-	66,093	36,943

Signed by one or two trustees on behalf of all the trustees

Print Name	Date of approval dd/mm/yyyy
Marina Wright Muelas 	26/06/2021

Section 4: Managers' Report



So..... 2020/2021 – what can I say?! Like all charities across the globe the impact of Corona Virus has been huge. We had to close our services down face to face and offer an alternative solution. The whole ethos of Time Out is to combat isolation so the restrictions that were imposed on us went against the very reason we exist.

However.... I don't think I have ever been more proud of our staff, members and volunteers for their resilience and wiliness to change to enable us to offer online services. This was completely new to us, we didn't quite have the infrastructure, knowledge or equipment to do what we did but we managed it anyway. We completely change our operations to ensure we were there for our members and their families at a time they really needed us. It is important to not dwell too much on the negatives but it is also important to recognise what challenging year we have had, the toll of which I am sure will be felt so some time.

So with this year being the toughest to date, I wanted to share my top 5 highlights of all the things we have achieved and all the people I am very grateful for. There are quite a lot!!

1. **Our staff/volunteers.** I am proud to say we did not furlough any of our staff which was the best position to be as a manager, to be able to offer job security through unprecedented times was a massive relief and testimony of our amazing ability to secure additional funding. Having a full complement of staff meant that we could offer so much to our members. Our staff operated on Zoom, we made sometimes daily phone calls to members to ensure they were ok. We offered walks/chats in the community (when we could) and even did the shopping for some of our more vulnerable members. Not only all this we have supported each other through some tricky times. I don't think I could be more grateful for the amazing team we have!!!
2. **Zoom** – Although tricky at first, this was a life saver. Staff, members and volunteers really took off with this and we were able to offer some hilarious activities. Laughing together on Zoom enabled us all to escape for a while and forget about the crazy world. We were able to stay in touch and offer a variety of sessions from sports to quizzes, some completely random and off the wall but nevertheless extremely important to us all.
3. **Our refurbishment** – We managed to refurbish our drop in so when we did manage to re-open the members had a modern space to do all the fun activities we love. This was a brilliant team effort but I have to say a big extra thank you to Jackie and her entire family for the support and effort they added to the overall project. It looks amazing!
4. **Our Members** – I wanted to give a massive shout out to our members, they too have gained new skills and resilience during this year. As always, they shaped the activities and were always there to cheer us up. As staff going through all this, our members keep us going too, I'm not sure if they know this, but you do. I am proud of the way all our members adapted to the changes especially the restrictions, wearing a face covering is daunting for us all but our members smashed it.
5. **Time** – Sounds strange but time is normally against us. Whether it's not enough, crazy deadlines or no time to plan. Ironically in all the Covid chaos we actually had time to plan for our TOG future. We had time to reflect on our operations and time to invest in our own continuous personal development (CPD). We have developed new strategies, planned our future workforce needs and been able to map out what opportunities there are for us. Time

is something I won't take for granted, there is never enough but this year has made us all realise what is important in life – people!

Looking to 2021/2022

2021/2022 won't be without its challenges. COVID-19 will continue to be a thorn in everyone's side and will offer TOG many issues operationally **BUT** we have a vaccine, we are now well adapted and we have a service that is stronger than ever.

I am really excited to take TOG on its next phase of our plans. We want the world to know we are here and what an asset we can be our local community. We want to get out there as much as possible and to take up new opportunities when they present to us. It will be my responsibility that we do so safely, ensure our service remains member led and our staff are happy.

One final thank you to our trustees, who have supported us through this last 12 months. Like everyone else they too have had their lives turned upside down but have always been there for us/me . So thank you!!

So 2021/2021 - bring it on ☺

Thanks Jo ☺

Charity Manager

Section 5: Acknowledgements

Time Out Group is very grateful for support and help from the following bodies and individuals who have assisted the charity and its members during the year:

- Our volunteers
- Parents and carers
- Committee members
- Woods Paper Shop, Handforth
- Chafes Hague Lambert Solicitors
- United Reformed Church, Wilmslow
- The Wilmslow Guild
- Handforth Parish Council
- Wilmslow and Handforth Community Police
- Costa Coffee, Handforth
- The National Lottery Fund
- Peter Harrison Foundation
- Cheadle Royal Hospital Foundation
- Anwyl Homes
- BASF
- Waitrose Community Matters
- The Little Lettering Desk
- Sandy and Martin Gymer
- Martine Howard
- Judy and Martin Turner
- Margaret Hunt
- The Goodwin Family
- The Pepler Family

- The Jenkins Family
- The Murphy Family
- The Scollon Family
- Topps Tiles Handforth Dean
- Bernard Dimond
- KNH Plumbing
- Graham, Georgia and Olly Conyers
- Lee Bakirgian Family Trust
- James Wise Charitable Trust
- Cheshire East Council
- N. Smith Charitable Trust
- CAF Coronavirus Emergency Fund
- Douglas Arter Foundation
- UKH Foundation
- 29th May 1961 Charitable Trust
- Marsh Christian trust
- Edward Gostling Foundation
- RS Brownless Charitable Trust
- Steven Bloch Image of Disability Charitable Trust
- Robert Gavron Trust
- Irving Memorial Trust
- Garfield Weston Foundation
- David Family Foundation
- Albert Hunt Trust
- Sir Jules Thorn Charitable Trust

- Broome Family charitable Trust
- Pennycress Trust
- The Card Factory
- The Emerson Foundation
- The Poynton Foundation
- Risley Medical Research and Charity Trust Fund
- Matthew Wrightson Charity Trust
- Sharegift
- Baily Thomas Charitable Trust
- The Bennett Family Foundation

We welcome applications from volunteers to work directly with members or behind the scenes, such as in fundraising. We also welcome people wishing to be considered as trustees or to assist on one of our sub-groups.