

Time Out Group (North West) Trustees' Annual Report

2021- 2022



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)
Joy Daglish (Treasurer)
Sue Mills
Robert Barltrop
Jon Wilkie
Gill Morgan
Paul Hansford

Independent Examiner

Christine Foreman ACCA CIOT, HLP Accountancy and Tax Solutions

Section 2: Trustees Report for Year Ended 31st March 2022

2.1 Context

People with learning disabilities/autism 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 disabilities/autism and their families. We provide activities for adults with learning disabilities/autism 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 disabilities/autism 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/autism 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 2021 – April 2022 reflected and reinforced our ideas for the operations and continued developments of the charity in order to support more adults

with learning disabilities/autism and to support them better. Our development plan 2021 – 2024 details the charity’s background, principles and future intentions.

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 9 members of staff and has about 12 volunteers allowing the objectives of the Time Out Group to be fulfilled as outlined above. Following on from the success of the National 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 £183,509 (versus £151,850 in the previous year) as shown in the Examiner's Report. This reflects the ongoing National Lottery funding which is £74,801 of the total in this year. We have also been extremely successful in our grant and other charitable awards, which have increased significantly in the current year and enabled a huge range of varied activities including as the Big Days Out, as well as providing funding for renovations and improvements to the TOG premises at the Paddocks.

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 £179,986 which means we have used 98% of the income received this year. The total expenditure is 47% higher than the previous year. The significant increase is in staff costs which were funded by the increased income, and necessary to facilitate the increased number of sessions and activities. This was undertaken as part of the commitment made to the National Lottery in terms of providing an improved and expanded service as the COVID restrictions reduced. 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 £4,486 to give a closing balance of £72,331 of which £50,158 is for restricted use and £22,173 is unrestricted. We are required to have cash reserves in the Charity, and our unrestricted reserves cover this comfortably.

We continue to maintain a detailed monthly cash flow review in order that the trustees were able to understand the fiduciary position of TOG. The quality of the financial information and analysis is much improved enabling accurate information to be provided to the various fund providers on an ongoing basis. The trustees are also now provided with additional financial analysis by way of income and expenditure by project, and this information also informs the internal management for tracking of expenditure by project.

Success in securing a National Lottery Community Fund provision for the 3 years from October 2019 provided financial security for Time Out Group. We were committed to generating additional funding and have exceeded the targets significantly, which has been reflected in the number and variety of activities provided.

The current National Lottery funding will expire in November 2022. A new application to the next National Lottery Fund is in progress and we will know the outcome of this by the Autumn.

2.9 Statement of financial activities



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Time Out Group (North West)

On accounts for the year
ended

31 March 2022

Charity no

1161863

Set out on pages

1 to 4

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

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 Trust'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

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:

C. A. Foreman

Date:

22 July 2022

Name:

Christine Foreman ACCA CIOT

Relevant professional
qualification(s):

Association of Chartered Certified Accountants
Chartered Institute of Taxation

Address:

HLP Accountancy and Tax Solutions

77 Middle Hillgate

Stockport SK1 3EH

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Time Out Group (North West)		Charity No	1161863
Annual accounts for the period			
Period start date	01/04/2021	To	Period end date 31/03/2022

Section A Statement of financial activities

Recommended categories by activity	Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£ F01	£ F02	£ F03	£ F04	£ F05
Incoming resources						
Income and endowments from:						
Donations and legacies	S01	4,028	3,000	-	7,028	39,290
Charitable activities	S02	12,485	-	-	12,485	2,792
Other trading activities	S03	-	-	-	-	-
Grant income	S04	-	163,996	-	163,996	109,768
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
Total	S07	16,513	166,996	-	183,509	151,850
Resources expended						
Expenditure on:						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	11,944	167,082	-	179,026	121,704
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	960	-	960	996
Total	S12	11,944	168,042	-	179,986	122,700
Net income/(expenditure) before investment gains/(losses)						
Net gains/(losses) on investments	S13	4,569	(1,046)	-	3,523	29,150
Net income/(expenditure)	S14	-	-	-	-	-
Extraordinary items	S15	4,569	(1,046)	-	3,523	29,150
Transfers between funds	S16	-	-	-	-	-
Other recognised gains/(losses):	S17	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
Net movement in funds	S20	4,569	(1,046)	-	3,523	29,150
Reconciliation of funds:						
Total funds brought forward	S21	17,980	48,113	-	66,093	36,943
Total funds carried forward	S22	22,549	47,067	-	69,616	66,093



CHARITY COMMISSION
FOR ENGLAND AND WALES

Time Out Group (North West)			Charity No	1161863
Annual accounts for the period				
Period start date	01/04/2021	To	Period end date	31/03/2022

Section B Balance sheet

	Guidance Notes	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	98	-	-	98	197
Heritage assets	B03	-	-	-	-	-
Investments	B04	-	-	-	-	-
Total fixed assets	B05	98	-	-	98	197
Current assets						
Stocks	B06	-	-	-	-	-
Debtors	B07	-	6,576	-	6,576	-
Investments	B08	-	-	-	-	-
Cash at bank and in hand	B09	22,173	50,158	-	72,331	67,845
Total current assets	B10	22,173	56,734	-	78,907	67,845
Creditors: amounts falling due within one year	B11	-	9,389	-	9,389	1,949
Net current assets/(liabilities)	B12	22,173	47,345	-	69,518	65,896
Total assets less current liabilities	B13	22,271	47,345	-	69,616	66,093
Creditors: amounts falling due after one year	B14	-	-	-	-	-
Provisions for liabilities	B15	-	-	-	-	-
Total net assets or liabilities	B16	22,271	47,345	-	69,616	66,093
Funds of the Charity						
Endowment funds	B17	-	-	-	-	-
Restricted income funds	B18	-	47,345	-	47,345	48,113
Unrestricted funds	B19	22,271	-	-	22,271	17,980
Revaluation reserve	B20	-	-	-	-	-
Total funds	B21	22,271	47,345	-	69,616	66,093

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

Signature	Print Name	Date of approval dd/mm/yyyy
	Marina Wright Muelas	29/07/2022

Section 4: Managers' Report



So..... 2021/2022 was another great year for Time Out Group (TOG). We still had to battle with the ever-changing policies around the COVID-19 pandemic but this year we really saw a positive change for TOG.

As ever I am extremely proud of the team of staff and volunteers who have yet again given us another 12 months of commitment to the charity and its cause.

With all the learning from the last few years we have changed and adapted within the community to offer some amazing opportunities for our members. Our ability to generate income to offer additional days has been one of our greatest achievements. We started to operate 6 days per week offering a different flavour in each session; this has been unprecedented for TOG.

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. **Expansion of the core staff.** This year we introduced a new role to the core staffing structure. Stakeholder engagement manager, or 'Darren Bee' as many of you know him by. Darren has brought a wealth of experience to the team and has brought with him lots of fresh new ideas. Darren has added a lot of structure to the support team and has inducted a lot of new members through his community engagement work. Under most job descriptions there is a line of 'and any other reasonable duties'; Darren took this challenge on when he rode to the North Pole on a bike dressed as an Elf at our Christmas light switch on in 2021 raising funds for the charity. As you can see, experience and a great sense of humour!
2. **Expansion of the service offer** – We have trialled many different projects in this year, our enterprise, IT skills and education sessions. We also secured funding for additional sessions like our Big Days Out which have gone down a storm with the members. The photos and feedback have been amazing. Whilst education and learning are very important, equal to that comes the fun and socialising, something our members are very good at!
3. **Our garden refurbishment** –Have you seen it? It looks amazing. We have totally transformed the back garden into a little TOG paradise. Lots of hard work has gone into this project from staff, volunteers and of course our members. We have even grown our own fruit and vegetables and made our own lunches with them. Amazing work!
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 all activities, and have been bold and brave with all the new projects. We have become a real community asset; taking on the flower beds in the Paddocks and totally transforming them into a wonderful floral arrangement for all locals to enjoy. Well done to all!

5. **20 years of TOG** –Finally, after rearranging from September 2021 (COVID-19, booo!) we finally had TOG’s 20th birthday party in March 2022. What an achievement for a small charity to be operating in a locality for 20 years. It goes without saying we all had a fabulous party going back in time to the 80s. Here’s to another 20 years!!

Looking to 2022/2023

2022/2023 won’t be without its challenges. COVID-19 will continue to be in community transmission and funds are never guaranteed. I am confident in the team’s abilities to take us in to another year of fun, opportunities and strength as we move in to 2022/2023.

I am 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 supported. It has always been a great pleasure and privilege to lead this charity each year and I look forward to the next.

One final thank you is to our trustees. They have supported us through these last 12 months. They have always been there for us/me. Thank you!

Thanks Jo ☺

Charity Manager

Section 3: 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 session volunteers: Donna Rooney, Lesley Bailey, Toni Nickeas, Ruth Buckley, Roz Harrison
- Parents and carers
- Committee members
- Woods Paper Shop, Handforth
- Wilmslow United Reformed Church
- The Wilmslow Guild of Lifelong Learning
- Handforth Parish Council
- Wilmslow and Handforth Community Police
- Costa Coffee, Handforth
- The Little Lettering Desk
- Judy and Martin Turner
- Graham Conyers
- Cllr Julie Smith
- Steve Lane
- Catherine, Ann and Haydn from Equilibrium
- Friends of Meriton Park
- Kelvin Briggs – Alderley Edge in Bloom
- Melanie Smith
- Emerson
- Waitrose Community Matters

- Tesco Handforth Dean
- Wilmslow Rotary Club

Our Funders:

- The National Lottery Fund
- Peter Harrison Foundation
- Boshier-Hinton Foundation
- The Traynor Foundation
- Magic Little Grants via Localgiving
- The Denman Charitable Trust
- Barnard Kenneth Hufton Trust
- The Oliver Ford Foundation
- Duchy of Lancaster Benevolent Fund
- Virgin O2 Together
- Cheshire Community Fund
- Mediacash Foundation
- Culra Charitable Trust
- The Nagel Family Foundation
- Cheshire East Council
- The Truemark Trust
- David Solomons Charitable Trust
- Anwyl Homes
- Charles Sharland Trust
- Lee Bakirgian Family Trust
- Edward Gostling Foundation

- Douglas Arter Foundation
- UKH Foundation
- Awards for All
- Marsh Charitable Trust
- Broome Family Charitable Trust
- Sir Jules Thorn Charitable Trust
- Cheshire Community Foundation
- Amazon Community
- Albert Hunt Trust
- The Betty Messenger Foundation
- The David Family Foundation
- The Archer Trust
- Haremead Trust
- WO Street Charitable Foundation
- Transforming Care Partnership
- Dan Maskell Tennis Trust

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

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Signature	Print Name	Date of approval dd/mm/yyyy
	Marina Wright Muelas	29/07/2022



Section A

Independent Examiner's Report

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members of

Time Out Group (North West)

On accounts for the year
ended

31 March 2022

Charity no

1161863

Set out on pages

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Signed:

C. A. Foreman

Date:

22 July 2022

Name:

Christine Foreman ACCA CIOT

Relevant professional
qualification(s):

Association of Chartered Certified Accountants
Chartered Institute of Taxation

Address:

HLP Accountancy and Tax Solutions

77 Middle Hillgate

Stockport SK1 3EH

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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