

**Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2023
for
Time Out Group (North West)**

HLP Ltd
Accounting and Tax Solutions
Hillgate Place
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Time Out Group (North West)

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Time Out Group (North West)

Reference and Administrative Details for the Year Ended 31 March 2023

TRUSTEES	Dr M W Muelas (Chair) R Barltrop S Mills J M Daglish (Treasurer) J Wilkie P D Hansford
REGISTERED OFFICE	25 The Paddock Handforth Cheshire SK9 3HQ
REGISTERED COMPANY NUMBER	CE004226 (England and Wales)
REGISTERED CHARITY NUMBER	1161863
INDEPENDENT EXAMINER	HLP Ltd Accounting and Tax Solutions Hillgate Place 77 Middle Hillgate Stockport Cheshire SK1 3EH

Time Out Group (North West)

Treasurer's report for the Year Ended 31 March 2023

Our total income for the year is £218,991 (versus £183,509 in the previous year) as shown on the Statement of Financial Activities. This reflects the ongoing National Lottery funding which is £95,257 of the total in this year. We have also been extremely successful in our grant and other charitable awards, which have increased to £186,624 in the current year (£163,996 previous year) and enabled a huge range of varied activities. An additional £51,979 of grant income was raised in the final accounting month of March 2023 and this has been treated as deferred income in the accounts; this funding will be utilised in 2023/24.

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 is £205,574 (£179,987 2021/2) which means we have used 94% of the income received this year. The total expenditure is 14% higher than the previous year. The 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 eased. 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 £62,795. In March the majority of the fundraising of £51,979 was received but not spent generating the closing balance of £135,126.

The net asset position of £83,032 comprises £35,190 which is for restricted use and £47,842 is unrestricted. We are required to have cash reserves in the Charity represented by the unrestricted component.

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 the second National Lottery Community Fund provision for the 3 years from November 2022 provides financial security for Time Out Group. We are committed to generating additional funding and have exceeded the targets significantly, which has been reflected in the number and variety of activities provided.

Time Out Group (North West)

Trustees' Report for the Year Ended 31 March 2023

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. 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

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.

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.

Business Planning

Our activities from April 2022 - March 2023 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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Constitution forming Registered charity (Charity Incorporated Organisation).

Time Out Group (North West)

Trustees' Report for the Year Ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 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.

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.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 24 July 2023 and signed on its behalf by:



J M Daglish - Trustee

Independent Examiner's Report to the Trustees of Time Out Group (North West)

I report to the charity trustees on my examination of the accounts of Time Out Group (North West) ('the charity') for the year ended 31 March 2023.

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').

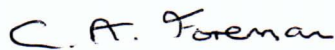
I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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 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.



C A Foreman ACCA CIOT

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24 July 2023

Time Out Group (North West)

Statement of Financial Activities for the Year Ended 31 March 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		30,452	-	30,452	18,488
Charitable activities					
National Lottery Fund		-	95,257	95,257	84,396
Other grants receivable		-	91,367	91,367	79,600
Other trading activities	2	1,915	-	1,915	1,025
Total		<u>32,367</u>	<u>186,624</u>	<u>218,991</u>	<u>183,509</u>
EXPENDITURE ON					
Raising funds		6,023	7,856	13,879	12,807
Charitable activities					
Members Subscriptions		1,050	-	1,050	93
National Lottery Fund		-	97,865	97,865	87,518
Other grants receivable		-	92,780	92,780	79,569
Total		<u>7,073</u>	<u>198,501</u>	<u>205,574</u>	<u>179,987</u>
NET INCOME/(EXPENDITURE)		25,294	(11,877)	13,417	3,522
RECONCILIATION OF FUNDS					
Total funds brought forward		22,548	47,067	69,615	66,093
TOTAL FUNDS CARRIED FORWARD		<u>47,842</u>	<u>35,190</u>	<u>83,032</u>	<u>69,615</u>

The notes form part of these financial statements

Time Out Group (North West)

Statement of Financial Position 31 March 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	6	-	-	-	98
CURRENT ASSETS					
Debtors	7	-	3,874	3,874	6,576
Cash at bank and in hand		<u>47,842</u>	<u>87,284</u>	<u>135,126</u>	<u>72,331</u>
		47,842	91,158	139,000	78,907
CREDITORS					
Amounts falling due within one year	8	-	(55,968)	(55,968)	(9,390)
NET CURRENT ASSETS		<u>47,842</u>	<u>35,190</u>	<u>83,032</u>	<u>69,517</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>47,842</u>	<u>35,190</u>	<u>83,032</u>	<u>69,615</u>
NET ASSETS		<u>47,842</u>	<u>35,190</u>	<u>83,032</u>	<u>69,615</u>
FUNDS					
Unrestricted funds				47,842	22,548
Restricted funds				<u>35,190</u>	<u>47,067</u>
TOTAL FUNDS				<u>83,032</u>	<u>69,615</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 24 July 2023 and were signed on its behalf by:



M W Muelas - Trustee

Time Out Group (North West)

Notes to the Financial Statements for the Year Ended 31 March 2023

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 Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

Income

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.

Income is deferred where it relates to restricted funds and the charitable activities to which they relate have not commenced as at the year end.

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.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements including independent examination.

Tangible fixed assets

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

Fixtures and fittings - 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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Going concern

The charity meets its day-to-day working capital requirements from cash at bank. The level of cash held by the charity is sufficient to fund expected requirements based on forecast and projections.

After making enquiries, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for a period of at least twelve months and for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report.

2. OTHER TRADING ACTIVITIES

	2023 £	2022 £
Fundraising events	<u>1,915</u>	<u>1,025</u>

3. NET INCOME/(EXPENDITURE)

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

	2023 £	2022 £
Depreciation - owned assets	98	99
Other operating leases	<u>14,358</u>	<u>7,983</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	15,488	3,000	18,488
Charitable activities			
National Lottery Fund	-	84,396	84,396
Other grants receivable	-	79,600	79,600
Other trading activities	<u>1,025</u>	<u>-</u>	<u>1,025</u>
Total	<u>16,513</u>	<u>166,996</u>	<u>183,509</u>

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
EXPENDITURE ON			
Raising funds	11,852	955	12,807
Charitable activities			
Members Subscriptions	93	-	93
National Lottery Fund	-	87,518	87,518
Other grants receivable	-	79,569	79,569
Total	<u>11,945</u>	<u>168,042</u>	<u>179,987</u>
NET INCOME/(EXPENDITURE)	4,568	(1,046)	3,522
RECONCILIATION OF FUNDS			
Total funds brought forward	17,980	48,113	66,093
TOTAL FUNDS CARRIED FORWARD	<u>22,548</u>	<u>47,067</u>	<u>69,615</u>

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2022 and 31 March 2023	<u>295</u>
DEPRECIATION	
At 1 April 2022	197
Charge for year	<u>98</u>
At 31 March 2023	<u>295</u>
NET BOOK VALUE	
At 31 March 2023	<u>-</u>
At 31 March 2022	<u>98</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Prepayments and accrued income	<u>3,874</u>	<u>6,576</u>

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Deferred income	51,979	-
Social security and other taxes	2,183	2,221
Pension payable	622	738
Accruals and deferred income	<u>1,184</u>	<u>6,431</u>
	<u>55,968</u>	<u>9,390</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.