

**Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
Time Out Group (North West)**

HLP Ltd
Accounting and Tax Solutions
Hillgate Place
77 Middle Hillgate
Stockport
Cheshire
SK1 3EH

Time Out Group (North West)

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for the Year Ended 31 March 2024**

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Time Out Group (North West)

Reference and Administrative Details for the Year Ended 31 March 2024

TRUSTEES	Dr M Wright-Muelas (Chair) R Barltrop S Mills J M Daglish (Treasurer) J Wilkie P D Hansford
COMPANY SECRETARY	
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)

Trustees' Report for the Year Ended 31 March 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. 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 2023 - March 2024 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.

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 2024

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 11 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.

Approved by order of the board of trustees on 18 July 2024 and signed on its behalf by:



J M Daglish - Trustee

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

Independent examiner's report to the trustees of Time Out Group (North West) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company 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').

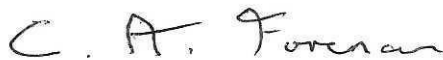
I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

- accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- 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
The Association of Chartered Certified Accountants

HLP Ltd
Accounting and Tax Solutions
Hillgate Place
77 Middle Hillgate
Stockport
Cheshire
SK1 3EH

18 July 2024

Time Out Group (North West)

Statement of Financial Activities for the Year Ended 31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		4,504	-	4,504	3,281
Charitable activities					
Fundraising events		1,506	-	1,506	1,915
Members Subscriptions		43,061	-	43,061	27,170
National Lottery Fund		93,611	-	93,611	95,257
Other grants receivable		42,437	57,579	100,016	91,367
Total		185,119	57,579	242,698	218,990
EXPENDITURE ON					
Raising funds		9,994	5,526	15,520	13,879
Charitable activities					
National Lottery Fund		93,982	-	93,982	97,865
Other grants receivable		29,131	82,283	111,414	93,829
Other		720	-	720	-
Total		133,827	87,809	221,636	205,573
NET INCOME/(EXPENDITURE)		51,292	(30,230)	21,062	13,417
RECONCILIATION OF FUNDS					
Total funds brought forward		47,842	35,190	83,032	69,615
TOTAL FUNDS CARRIED FORWARD		99,134	4,960	104,094	83,032

The notes form part of these financial statements

Time Out Group (North West)

Statement of Financial Position 31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
CURRENT ASSETS					
Debtors	6	4,562	-	4,562	3,874
Cash at bank and in hand		162,814	5,280	168,094	135,126
		<u>167,376</u>	<u>5,280</u>	<u>172,656</u>	<u>139,000</u>
CREDITORS					
Amounts falling due within one year	7	(68,242)	(320)	(68,562)	(55,968)
		<u>99,134</u>	<u>4,960</u>	<u>104,094</u>	<u>83,032</u>
NET CURRENT ASSETS					
		<u>99,134</u>	<u>4,960</u>	<u>104,094</u>	<u>83,032</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>99,134</u>	<u>4,960</u>	<u>104,094</u>	<u>83,032</u>
NET ASSETS					
		<u>99,134</u>	<u>4,960</u>	<u>104,094</u>	<u>83,032</u>
FUNDS	8				
Unrestricted funds				99,134	47,842
Restricted funds				4,960	35,190
TOTAL FUNDS				<u>104,094</u>	<u>83,032</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 18 July 2024 and were signed on its behalf by:



M Wright-Muelas - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2024**

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 objectives 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 2024

1. ACCOUNTING POLICIES - continued

Reserves policy

The policy allocates money from unrestricted fund balances, which are not invested in fixed assets, to several designated funds. This provides an indicator of future funding needs and the overall financial resilience of the charity.

Charity trustees have a general legal duty to spend income within a reasonable time of receipt. Trustees may spend this income to fund charitable activities, in acquiring assets to use in the charity's work, and in meeting the day to day running costs of the charity.

To hold income in reserve rather than spending it, trustees rely on an implicit power to hold reserves and they must use that power in the charity's best interests.

To this end the trustees have designated four funds as follows:

Continuity Fund

This fund is to be used to bridge any possible delays in receiving promised grants, grant applications in progress, or National Lottery Fund payments. This has been defined as a minimum of a three months budgeted charitable activity.

Restructuring Fund

This fund is to be used to cover essential expenses/activities whilst sourcing income to a maximum of 6 months budgeted charitable activity.

Cyclical Maintenance Fund

This fund is to be used for major items of maintenance of the fabric of the buildings such as redecorating the interior and exteriors.

Dissolution Fund

This fund provides for the costs of dissolution should the charity be unable to continue. It is only to be used in the event of the trustees' deciding the charity should cease to exist. It will be used to pay notice periods, redundancies and the expenses of running the charity until closure of the organisation.

The minimum reserves required is the Restructuring Fund plus the Dissolution Fund. These are to be used to ensure trustees can look at every alternative before dissolution of the charity.

2. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	-	98
Other operating leases	12,585	14,358

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2024

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	3,281	-	3,281
Charitable activities			
Fundraising events	1,915	-	1,915
Members Subscriptions	27,170	-	27,170
National Lottery Fund	-	95,257	95,257
Other grants receivable	-	91,367	91,367
Total	32,366	186,624	218,990
EXPENDITURE ON			
Raising funds	6,023	7,856	13,879
Charitable activities			
National Lottery Fund	-	97,865	97,865
Other grants receivable	1,049	92,780	93,829
Total	7,072	198,501	205,573
NET INCOME/(EXPENDITURE)	25,294	(11,877)	13,417
RECONCILIATION OF FUNDS			
Total funds brought forward	22,548	47,067	69,615
TOTAL FUNDS CARRIED FORWARD	47,842	35,190	83,032

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2024

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2023 and 31 March 2024	295
DEPRECIATION	
At 1 April 2023 and 31 March 2024	295
NET BOOK VALUE	
At 31 March 2024	-
At 31 March 2023	-

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Prepayments and accrued income	4,562	3,874

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Funds earmarked for future	62,835	51,979
Social security and other taxes	2,343	2,183
Pension payable	638	622
Accruals and deferred income	2,746	1,184
	68,562	55,968

8. MOVEMENT IN FUNDS

	At 1/4/23 £	Net movement in funds £	At 31/3/24 £
Unrestricted funds			
Unrestricted funds	47,842	51,292	99,134
Restricted funds			
Restricted Income funds	35,190	(30,230)	4,960
TOTAL FUNDS	83,032	21,062	104,094

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2024

8. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	185,119	(133,827)	51,292
Restricted funds			
Restricted Income funds	57,579	(87,809)	(30,230)
TOTAL FUNDS	<u>242,698</u>	<u>(221,636)</u>	<u>21,062</u>

Comparatives for movement in funds

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
Unrestricted funds	22,548	25,294	47,842
Restricted funds			
Restricted Income funds	47,067	(11,877)	35,190
TOTAL FUNDS	<u>69,615</u>	<u>13,417</u>	<u>83,032</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	32,366	(7,072)	25,294
Restricted funds			
Restricted Income funds	186,624	(198,501)	(11,877)
TOTAL FUNDS	<u>218,990</u>	<u>(205,573)</u>	<u>13,417</u>

Time Out Group (North West)

Notes to the Financial Statements - continued for the Year Ended 31 March 2024

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

10. UNRESTRICTED RESERVES

The trustees have performed an annual review in line with the charity's reserves policy. This showed that the total of the Restructuring Fund plus the Dissolution Fund would need to be £71,569.

Given that the current unrestricted reserves are £99,134 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.