

HIGH FIVE

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2021

HIGH FIVE
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021

INDEX

- 1 Charity information
- 2 Independent examiners' report
- 3 Receipts and payments accounts
- 4 Statement of assets and liabilities



Trustees' Annual Report for the period

Period start date
 From 01 01 2019 To 31 March 2020

Section A Reference and administration details

Charity name HIGH FIVE

Other names charity is known by

Registered charity number (if any) 1164321

Charity's principal address Suite 15

Railway House, Railway Road

Chorley

Postcode

PR6 0HW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nannette Holliday	Founding trustee		
2	Sarah L Kiley	Founding trustee		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Helen Blakeley	
Danielle Hayes	
Laura J Finch	
Shauna A Parker	
Amy Ashton	

Names and addresses of advisers (Optional information)		
Type of adviser	Name	Address
Bank Manager	Barclays Bank	23 Market St, Chorley, PR7 2SY
Accountant	Gillian Aspden	Evergreen Accountants, Spendmore Lane, Coppull
Name of chief executive or names of senior staff members (Optional information)		
Nannette Holliday and Sarah Louise Kiley		

Description of the charity's trusts	
Type of governing document (eg. trust deed, constitution)	Adopted April 2014
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting.
Additional governance issues (Optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>The charity facilities and activities are open to individuals up to and including the ages of 18. There are no plans to increase the age bracket at this time, it will be discussed annually. Based in Lancashire, the charity carries out general activities and fundraising in other local boroughs such as Bolton and Preston to help increase charity awareness through networking.</p> <p>The charity is non-membership and is open to individuals with severe learning difficulties and their family. The trustees actively take on feedback from families which is discussed throughout the year and at the annual general meeting. Although we invite all families to the AGM, attendance is poor.</p> <p>The Trustees often carry out Polls via Facebook and Survey monkey.</p> <p>The charity has set policies and procedures in place which are created by the founding trustees (this includes a COVID Policy), the charity also uses third party policies and procedures to ensure the safety of everyone. High Five has protection through public liability insurance and has conducted a basic risk assessment based on the rented office. High Five has also created a detailed GDPR report to ensure the data of each child and family is kept securely and readily available for external parties to view. In the event of a family no longer participating with High Five, all records will be destroyed after 12 months.</p> <p>High Five has also demonstrated the importance of child safeguarding through a vulnerable child document, there have been none to report. The charity has an active visitor book in which all visitors must sign in and out.</p>

<p>Summary of the objects of the charity set out in its governing document</p>	<p>To create a stimulating and safe place for children with severe learning difficulties and disabilities to learn and play. While engaging siblings and supporting parents.</p> <p>Creating family links and being a positive presence in the community.</p>
<p>Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)</p>	<p>High Five has carried out a wide range of activities for the families of children with disabilities (0-18) while raising awareness of various conditions throughout the time period. Activity planning was based on the Charity Commission's guidance on the public benefit at the annual general meeting. We acknowledge that during 2020 an unprecedented global pandemic took place and continues to affect us in 2021 with Lockdowns and strict guidance.</p> <p>We continued as before with an adapted event programme.</p> <p>The Trustees designed and delivered a virtual programme of activities to keep everyone safe and connected. These were concentrated in the first 6 months of 2021.</p> <p>The main funding activities held in the year are as follows.</p> <ul style="list-style-type: none"> • Manchester Marathon with Space (local charity) • Joined Captain Tom National Campaign for Charities • Asda Green Tokens campaign winning £500 to bring families together again • MCI Bike Ride • Continue to be supported by Tiny Rockers • Three-year relationship with North Lancashire Caravan Club came to an end • First charity to be chosen for the Chorley Building Society High Five funding (due to our name) <p>These activities allowed High Five to gain more recognition in the local community, informing supporters that we remained active during the pandemic, but always with safety at the forefront. Still offering a level of support to children and families.</p> <p>High Five actively made the choice to continue in supporting vulnerable families, though at this time only Trustees would volunteer in line with published guidance.</p> <p>High Five welcomes all children up to the age of 18, regardless of personal background, faith, gender or personal circumstance.</p>
<p>Additional details of objectives and activities (Optional information)</p>	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • policy programme related investment; • contribution made by volunteers. 	<p>High Five continue to be involved in a lottery that was set up with help from Bolton Wanderers, which is now up and running again. We received a payment. Numerous donations and support from the community has also played a part in the ongoing activities the charity provides. This include a donation from Ecclesiastical which allowed us to trial in person events over the summer months. These were mostly outside. We also received continued support from Service Care Solutions.</p> <p>High Five is grateful to the community who have taken the time to donate and fundraise. We wish to recognise at this time, the continued support and encouragement received through our social media platform. Without the valuable contributions the charity would not have been able to achieve so much and continue to help families to the extent they do. The donations made in the year have allowed High Five to continue raising awareness and supporting vulnerable children and their families for the foreseeable future.</p>

Summary of the main achievements of the charity during the year	<p>Throughout the year the following Covid safe events took place in order to raise vital funds and awareness for the charity, while also serving to keep vulnerable families connected.</p> <p><u>21 Day Challenge</u>: Participants raised over £5000, raising awareness for Down's syndrome. This campaign also increased our Facebook traffic. This event will be rested till 2023 to keep it relevant and fresh.</p> <p><u>Captain Tom</u>: Took part in a national event fundraising campaign orchestrated by the London Marathon and Captain Tom's family to support UK Charities and continue Captain Toms legacy. High Five adopted a Bingo theme which families joined.</p> <p><u>Virtual Events</u>: Themed craft and sensory boxes, including home-school activities, Carers Packs, shows via Zoom. We collectively took part in national awareness days, created competitions and encouraged engagement with raising awareness for various conditions, including Epilepsy.</p> <p><u>In Person</u>: We trailed a number of actual events from July to October. These were successful and appreciated, but many families still felt nervous being in a group.</p> <p><u>New Operations</u>: The charity have explored alternative ways to operate, including Facebook donation links and TEXT donations for raffle campaigns. We began using a video spin wheel to choose winners in competitions.</p> <p><u>Radio Lancashire Awards</u>: The charity was shortlisted in the community awards and attended the event.</p> <ul style="list-style-type: none"> • Overall, the charity carried out more than 50 virtual activities and competitions. • 21 COVID safe activities were run in the reporting period. • Recognise that we continued to operate as a charity and maintained contact with families. We have received significant positive feedback with regard to this. • The charity did not rush to reopen with in-person events and instead opted for a safe and considered approach.

Brief statement of the charity's policy on reserves	<p>Cash at bank at 31/12/2021 was £94,077</p> <p>£20,000 remains ringfenced for future Social Enterprise or similar.</p> <p>£30,000 for 2022 running cost.</p> <p>£10,000 for 2023 starting, as we have reduced our fundraising aim to ease pressure post COVID.</p> <p>The main financial risk is loss of community support through donations and fundraising. Third party funders have significantly changed priority towards COVID funding.</p> <p>The charity has a separate bank account for the lottery funding. Cash at bank at 31/12/2021 was £217.14. The cash was restricted; however, the charity has been advised the remainder of £217.14 is now unrestricted.</p>

	£34,000 in unrestricted reserves.
Details of any funds materially in deficit	No deficit – all monies accounted for.
Further financial review details (Optional information)	
<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives including any ethical investment policy adopted. 	<p>The main source of funding during the year has been in the form of donations and fundraising. Funds are generally used to provide the children with activities based on their specific needs. The charity also supports families and carers by providing specific events. Moving forward, High Five would like to remain mainly self-funded and have more flexibility over how funds are spent. High Five does not charge members to be part of the group and will continue this for the foreseeable future. However, the charity does ask for a small donation to attend regular activities/events. Based on the annual general meeting, it has been a successful year for High Five. With more awareness raised, and continuing to build and maintain relationships with other agencies (community groups/charities, businesses). The charity has managed this throughout COVID restrictions, always following guidelines. The charity would like to continue with their progress moving into the next financial year.</p> <p>We acknowledge from November 2021 a highly infectious strain of COVID became a danger in the community, as a result we cancelled all planned in-person events as these were largely indoor. We held a very imaginative Naughty Elf Event in a community Car Park and sent each family a high value Christmas Box to enjoy at home.</p> <p>We also acknowledge that we adopted a Covid Policy that was more stringent than the Educational guidelines. We felt our families were vulnerable and as such, social activities couldn't be managed the same as an educational necessity. This caused conflict with some families, resulting in Trustees receiving negative comments.</p> <p>To date, we haven't needed to deal with any COVID outbreaks among our families following a High Five Event.</p>

Section F Other optional information

Future Plans

The coming year will see continued donations and fundraising, building on from a successful year and yet again dealing with constant challenges post Covid. Our fundraising targets have been reduced to ease pressure and utilise unrestricted reserves in an attempt to prevent burnout. The charity will continue its dedication to children with severe learning difficulties, ensuring each child is introduced to new experiences.

The charity anticipates further reduction in 3rd party funding.

Trustees will continue to raise awareness within and around the local community to ensure vital funds are continued to be received.

Look at increasing Mums events to re-engage.

We now have some young people approaching 19, the idea of a young adults' group will be discussed in 2022.

Trustee Team building for 2022, to recover from previous difficulties and safety guidance during the pandemic which has meant a reduction in collaborations.

High Five wish to acknowledge that they continued to operate during the Covid 19 Pandemic, providing much needed support and connection to vulnerable families. This was done on a voluntary basis by the Trustees.

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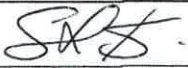
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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Nanette Holliday	
Full name(s)	NANNETTE HOLLIDAY	SARAH LOUISE KILEY
Position (eg Secretary, Chair, etc)	SECRETARY	Chair.
Date	17/6/2022	

HIGH FIVE
REPORTS AND FINANCIAL STATEMENTS

CHARITY INFORMATION
FOR THE YEAR ENDED 31ST DECEMBER 2021

Trustees	Sarah Kiley (Chair) Nannette Holliday (Secretary) Amy Ashton (Treasurer/Fundraiser) Danielle Hayes Helen Blakeley Laura Finch Selina Clare Bowman Shauna Parker
Charity Offices	Suite 15 Railway House Railway Road Chorley PR6 0HW
Accountants	Evergreen Accountants 112 Spendmore Lane Coppull Chorley Lancs PR7 5BX
Bankers	Barclays Bank Plc 23 Market Street Chorley Lancs PR7 2SY

**INDEPENDENT EXAMINERS' REPORT
TO THE TRUSTEES OF**

HIGH FIVE

FOR THE PERIOD ENDED 31ST DECEMBER 2021

We report on the financial statements which are set out hereto.

Respective Responsibilities of the Trustees

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirements of section 43 (2) of the Charities Act 1993 (the Act) do not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to our attention.

Basis of Independent Examiners' Report

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 disclosure in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiners' Statement

In our opinion the financial statements give a true and fair view of the state of the charity's affairs at 31st December 2021 and of its results for the period then ended.

.....


Date:

..... 15/3/2022

Evergreen Accountants

112 Spendmore Lane
Coppull
Chorley
PR7 5BX



CHARITY COMMISSION
FOR ENGLAND AND WALES

HIGH FIVE

Receipts and payments accounts

CC16a

For the period
from

1ST JANUARY
2021

To

31ST DECEMBER
2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants and Donations	31,423	-	-	31,423	46,628
Fundraising (General)	-	-	-	-	-
Gift Aid	-	-	-	-	-
Activity Refunds	-	-	-	-	-
Lottery Funding	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,423	-	-	31,423	46,628
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,423	-	-	31,423	46,628
A3 Payments					
Charitable activities	5,111	-	-	5,111	4,627
Rent	5,771	-	-	5,771	4,122
Rates	1,130	-	-	1,130	284
Insurance	445	-	-	445	352
Printing, postage and stationery	513	-	-	513	556
Room hire	200	-	-	200	63
Events and promotions	9,775	-	-	9,775	3,821
Accountancy fees	840	-	-	840	-
Donation fees	-	-	-	-	-
Sundry	74	-	-	74	50
Charitable donations	55	-	-	55	650
Office supplies	1,187	-	-	1,187	461
	-	-	-	-	-
Sub total	25,101	-	-	25,101	14,986
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	25,101	-	-	25,101	14,986
Net of receipts/(payments)	6,322	-	-	6,322	31,641
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	87,755	-	-	87,755	56,114
Cash funds this year end	94,077	-	-	94,077	87,755

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	94,077	-	-
		-	-	-
		-	-	-
	Total cash funds	94,077	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Nannette Holliday	Nannette Holliday	15/03/2022
	SARAH LOUISE KILEY	Sarah Louise Kiley	15/03/2022