



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	21

### Section A

### Reference and Administration Details

Charity name	Friendship Link and Action Group					
Other names charity is known by	FLAG Bedford					
Registered charity number (if any)	1165681					
Charity's principal address	<table> <tr> <td>Priory Methodist Church</td> </tr> <tr> <td>63 Newnham Avenue</td> </tr> <tr> <td>Bedford</td> </tr> <tr> <td>Postcode</td> <td>MK41 9QJ</td> </tr> </table>	Priory Methodist Church	63 Newnham Avenue	Bedford	Postcode	MK41 9QJ
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#### Names of the charity trustees who manage the charity.

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person/body entitled to appoint Trustee
1	Laura M Peggs	Chairperson	N/A	FLAG membership
2	Tracey Brightman	Treasurer	N/A	FLAG membership
3	Linda Clements	Secretary	N/A	FLAG membership
4	Rosalyn Graham		Up to 08/01/21	FLAG membership
5	Gordon J Cooke		N/A	FLAG membership
6	Louise Breden		28/11/19 to present	Co-opted by FLAG Committee
7	Linda Payne		10/10/19 to present	Co-opted by FLAG Committee

**Names of the trustees for the charity, if any, (for example, any custodian trustees) – None.**

**Names and addresses of advisers (Optional information) – None.**

**Name of chief executive or names of senior staff members (Optional information) – None.**

## Section B

## Structure, Governance and Management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Association Model
Trustee selection methods (e.g. appointed by, elected by)	Elected by members

### Additional governance issues (Optional information)

In addition to our constitution FLAG has 16 policies and procedures, to enable trustees to deal with all foreseen eventualities.

The Policies and Procedures will be reviewed by the FLAG Trustees annually or bi-annually, as appropriate, or sooner in response to changes in any relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Trustees are elected annually from the membership by the membership. The trustees focus on carrying out activities suggested by the members that elect them, providing it is safe and appropriate to do so.

A thorough risk assessment is carried out before any activity or event to assess its suitability.

A review is then carried out, by the trustees, to see if there is anything that can be learned or improved for future events.

## Section C

## Objectives and Activities

The objects of the CIO are:

The promotion of social inclusion among disabled people in Bedford Borough and the surrounding area, who are socially excluded from society, or parts of society, as a result of being disabled in particular but not exclusively by:

- providing recreational facilities and opportunities for disabled people and their carers;
- outings and social trips including transport to and from home.

During 2019/2020, FLAG successfully continued with its programme of weekly drop-ins, monthly coffee afternoons and committee meetings (held approximately every six weeks) until our activities had to stop in March 2020 due to Covid-19 restrictions.

### Additional details of objectives and activities (Optional information)

Our volunteers play a vital role in the running of FLAG. They are essential for providing the practical support needed to run a group for people with disabilities.

Their activities include pushing wheelchairs, preparing for local events, and carrying food and drinks.

FLAG volunteers work very hard driving members to and from events, essential as many are unable to use public transport and are unable to drive.

If a volunteer is unable to transport a member or a member is a wheelchair to then FLAG will pay up to £20 per event for taxi fare. FLAG has recently increased the amount it will contribute for wheelchair users to a maximum of £40 as the cost for wheelchair taxis is considerably higher.

FLAG offers to refund volunteers all out of pocket expenses and pays for their meals or entry fees.

FLAG employs one administrator for five hours a week to help with the everyday running.

## **Section D**

## **Achievements and Performance**

FLAG has been unable to resume our normal activities due to Covid-19 and the nature of our vulnerable membership and Trustees.

The AGM is unable to take place remotely due to the majority of our membership not being online.

We write to our membership to keep them updated and we are all keen to hold the AGM as soon as possible.

## **Section E**

## **Financial Review**

### **Brief statement of the charity's policy on reserves**

FLAGs reserves policy is to have a minimum of six months' reserves for continuation of the charity.

### **Further financial review details (Optional information)**

Although FLAG did not operate as normal during 2020/21 it did have some income and expenses (see Accounts 2020/21).

At the beginning of the FLAG financial year 1<sup>st</sup> April 2020 FLAG had Unrestricted Reserves of £7677.99 with Restricted Reserves of £423.68.

Restricted Reserves are for the essential costs of Room Hire, Administrator Salary, and Coach Hire and Taxi Fares.

At the end of the financial year 31<sup>st</sup> March 2021 FLAG has Unrestricted Reserves of **£6931.18**, and Restricted Reserves of £3338.44. FLAGs Reserves in total stand at £10269.62.

Most of FLAGs income is obtained through grants and awards. All of which we greatly appreciate. It cannot be underestimated their vital role and contribution to the work that FLAG aims to achieve.

Awards all go to the benefit of our wider membership.

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## Section G

## Declaration

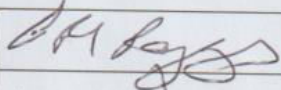
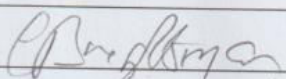
The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg  
Secretary, Chair etc)

	
LAURA M PEGGS	Tracey Brightman
Chair	<del>Secretary</del> Treasurer

Date

9/10/21

# Independent examiner's report to the trustees of **Friendship Link & Action Group** for the year ended 31 March 2021

I report on the accounts of the charity.

## Respective responsibilities of trustees and examiner

The charity's trustees 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 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.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

3/11/2021.

Carolyn Smith FMAAT

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# FLAG Bedford - Friendship Link & Action Group

## Annual Accounts for year ending 31st March 2021



Income and Expenditure	Year 14 ACTUAL 2019/2020	Year 15 ACTUAL 2020/2021	Year 15 BUDGET 2020/2021	+ / -
Event Costs	-£3,933.20	£0.00	£0.00	£0.00
Tea/Coffee Afternoon Costs	-£480.99	£0.00	£0.00	£0.00
Insurance / Overheads etc	-£723.71	-£429.74	-£429.74	£0.00
Committee / Drop-in Exps	-£1,058.39	-£226.94	-£226.94	£0.00
Admin Costs / Stamps etc	-£535.81	-£362.55	-£362.55	£0.00
Administrators Salary	-£2,134.56	£0.00	£0.00	£0.00
<b>Expenditure</b>	<b>-£8,866.66</b>	<b>-£1,019.23</b>	<b>-£1,019.23</b>	<b>£0.00</b>
Event Participants Contributions	£1,780.00	£0.00	£0.00	£0.00
Tea/Coffee Afternoon Income	£0.00	£0.00	£0.00	£0.00
Membership Fees / Donations	£458.62	£0.00	£0.00	£0.00
Donations - Restricted	£6,750.00	£3,030.00	£3,030.00	£0.00
Donations/Grants - Unrestricted	£335.00	£120.00	£120.00	£0.00
Fundraising	£987.23	£37.18	£37.18	£0.00
<b>Income</b>	<b>£10,310.85</b>	<b>£3,187.18</b>	<b>£3,187.18</b>	<b>£0.00</b>
<b>Surplus / Deficit</b>	<b>£1,444.19</b>	<b>£2,167.95</b>	<b>£2,167.95</b>	<b>£0.00</b>

Balance Sheet	Year 14 ACTUAL 2019/2020	Year 15 ACTUAL 2020/2021	Year 15 BUDGET 2020/2021	+ / -
<b>Assets</b>				
Petty Cash	£100.00	£91.71	£100.00	-£8.29
Cash at Bank	£7,507.25	£8,774.71	£7,507.25	£1,267.46
<b>Total Assets</b>	<b>£6,147.56</b>	<b>£8,866.42</b>	<b>£7,607.25</b>	<b>£1,259.17</b>
<b>Liabilities</b>				
Accruals / Prepayments	-1361.79	-£1,403.20	£0.00	-£1,403.20
<b>Net Assets</b>	<b>8101.67</b>	<b>£10,269.62</b>	<b>£7,607.25</b>	<b>£2,662.37</b>
<b>Reserves</b>				
Current Year Surplus / Deficiency	£1,444.19	£2,167.95	£949.77	£1,218.18
Reserves b/f	£6,657.48	£8,101.67	£6,657.48	£1,444.19
<b>Total Reserves</b>	<b>£8,101.67</b>	<b>£10,269.62</b>	<b>£7,607.25</b>	<b>£2,662.37</b>
<b>Reserves Summary</b>				
Unrestricted reserves c/f	£7,677.99	£6,879.18	£7,607.25	-£728.07
Restricted reserves c/f	£423.68	£3,390.44	£0.00	£3,390.44
<b>Total Reserves</b>	<b>£8,101.67</b>	<b>£10,269.62</b>	<b>£7,607.25</b>	<b>£2,662.37</b>

### SUMMARY - 2020/21

During the year Income was	£3,187.18
During the year Expenditure was	£1,019.23
At Year End FLAG had a Surplus of	£2,167.95

At the beginning of 2020/21 FLAG had Reserves of £8,101.67  
At the end of 2020/21 FLAG's Reserves are £10,269.62

**FLAG goes into its 16th year in a good financial position.**

**We hope to resume normal operations early summer 2021, Covid-19 permitting..**