



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

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

Priory Methodist Church

63 Newnham Avenue

Bedford

Postcode

MK41 2QJ

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	Re-elected 02/12/21	FLAG membership
2	Tracey Brightman	Treasurer	Re-elected 02/12/21	FLAG membership
3	Linda Clements	Secretary	Re-elected 02/12/21	FLAG membership
4	Gordon J Cooke		01/04/21 - 02/12/21	FLAG membership
5	Louise Breden		Re-elected 02/12/21 Retired 18/02/22	FLAG membership
6	Brendan Gaunt		Elected 02/12/21	FLAG membership
7	Jessica Grugeon		Elected 02/12/21 Retired 18/02/22	FLAG membership

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 are 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.

After each activity or event a review is 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, because of being disabled in particular but not exclusively by:

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

During the latter part of 2021/2022, when Covid restrictions were lifted, FLAG successfully continued with its programme of weekly drop-ins, monthly coffee afternoons and committee meetings (held approximately every six weeks).

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 members 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 user, then FLAG will pay up to £20 per event for a non-wheelchair taxi and up to £40 for a wheelchair accessible taxi. 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 now employs one Coordinator for ten hours a week to help with the everyday running of FLAG, but they are ultimately accountable to the trustees.

Section D

Achievements and performance

Between the period from March 2020 until August 2021 when Covid-19 regulations were in force, FLAG was largely non-operational due to the vulnerable nature of our members and Trustees. However, we still managed to contact members by phone and messenger and sent out our quarterly newsletters.

As restrictions were lifted, we held a committee meeting in September 2021, where we decided to prepare to restart all of FLAG's activities. Our priority was to hold an AGM for 2020/21, which we did on 2nd December 2021, where our members elected or re-elected the Trustees.

In January 2022 we recruited an Events and Activities Coordinator, who started work on 17th February and whose salary is funded by a grant from the Harpur Trust.

17th February 2022 we held the first committee meeting of the returning Trustees and Coordinator. Weekly Drop-ins on Thursday afternoons resumed the following week.

29th March 2022, we went to Milton Keynes Theatre to see the musical “We Will Rock You” which had been cancelled from March 2020 because of the first Covid lockdown and rescheduled, it was a great success and enjoyed by all.

Section E

Financial review

Brief statement of the charity’s policy on reserves.

FLAG’s reserves policy is to have a minimum of six months’ reserves for continuation of the charity.

Further financial review details (Optional information)

The majority of FLAG’s 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.

Section F

Declaration

The Trustees declare that they have approved the Trustees’ Annual Report above.

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Laura M Peggs	Tracey Brightman
Position (eg Secretary, Chair etc)	Chairperson	Treasurer
Date		

Independent Examiners' report to the Trustees of
Friendship Link & Action Group
for the year ended 31st March 2022

I report on the accounts of the charity.

Respective responsibilities of the 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 Charity's Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145(2) of the 2011 Act.
- follow the procedures laid down in the general directions given by the Charity's Commissioner 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 examiners 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

Carolyn Smith FMAAT.

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**Friendship Link & Action Group
Receipts & Payments Account
for the year ended 31 March 2022**

2021			Unrestricted Funds	Restricted Funds	2022 Total Funds
		Note	£	£	£
	Receipts				
3150.00	Grants & Donations	2	200.00	0.00	200.00
37.18	Fundraising		21.80	0.00	21.80
0.00	Membership Fees		25.00	0.00	25.00
0.00	Contributions to Events		0.00	0.00	0.00
0.00	Tea/Coffee Afternoons		0.00	0.00	0.00
3187.18	Total Receipts		246.80	0.00	246.80
	Payments				
0.00	Wages, NI & Pension		0.00	619.04	619.04
0.00	AGM Expenses		37.45	131.75	169.20
0.00	Event Costs		989.50	0.00	989.50
0.00	Events Coach/Travel Costs		44.40	583.00	627.40
0.00	Room Hire		0.00	247.50	247.50
226.94	Volunteer Travel Expenses		285.63	36.29	321.92
246.40	Insurance		232.10	0.00	232.10
142.78	Equipment		20.50	0.00	20.50
163.57	Postages		63.10	0.00	63.10
21.60	Photocopying		54.40	0.00	54.40
90.00	Telephone		90.00	0.00	90.00
87.38	Consumables		55.71	0.00	55.71
40.56	Website/Publicity		38.88	0.00	38.88
0.00	Memberships		0.00	0.00	0.00
0.00	Sundry Payments		0.00	0.00	0.00
1019.23	Total Payments		1911.67	1617.58	3529.25
2167.95	Net Receipts / (Payments)		-1664.87	-1617.58	-3282.45
8101.67	Cash Funds at start of this Period (01/04/21)		6931.18	3338.44	10269.62
0.00	Transfers between Funds		-1000.00	1000.00	0.00
10269.62	Cash Funds at end of this Period (31/03/22)		4266.31	2720.86	6987.17

**Friendship Link & Action Group
Statement of Assets and Liabilities
at 31 March 2022**

2021		2022
£		£
	Cash Assets	
91.71	Bank Accounts	7081.18
8774.71	Cash in Hand	3.31
<u>8866.42</u>	Total Receipts	<u>7084.49</u>
	Other Monetary Assets	
0.00	Prepayment (Insurance 2022/23)	196.10
1403.50	WWRY Event tickets rescheduled for March 2022	0.00
185.00	Donations by cheque re Ros Graham RIP, not banked.	0.00
<u>1588.50</u>		<u>196.10</u>
	Assets Retained for Charity's own use	
56.50	Stock (of Postage Stamps)	26.40
<u>56.50</u>		<u>26.40</u>
	Liabilities	
0.00	Creditors - (Room Hire / Photocopying Mar 2022)	137.50
41.80	Creditors - (Prepayments from Members re Craft Fund)	41.80
0.00	Creditors - (Cash borrowed - Tracey Brightman - Treasurer)	30.00
0.00	Creditors - (Hollie - Expenses)	40.52
0.00	Creditors - (WWRY - Taxis)	70.00
200.00	Creditors - (Prepayments from Members re Event)	0.00
<u>241.80</u>		<u>319.82</u>
<u>10269.62</u>	Reserves	<u>6987.17</u>

Friendship Link & Action Group

Notes to the Accounts

for the year ended 31 March 2022

1 Accruals Accounts

Refers to accounts prepared on a 'true and fair' basis in accordance with accounting standards and the methods and principles of the applicable Statement of Recommended Practice (SORP). In contrast to receipts and payments accounts, where income and expenditure is accounted for only when the money is received or paid out, accruals accounts record the income of a particular activity when there is entitlement or probability about income, and expenses, when the liability is incurred. The statement of financial activities (SoFA) should show all incoming resources, and resources expended during the year (and for company charities only, an income and expenditure account, except where the SoFA incorporates the income and expenditure account).

2 Grants and Donations	Restricted	Unrestricted	Total
Sundry Grants and Donations	0.00	200.00	200.00
	0.00	200.00	200.00

3 Funds Analysis	Opening Balance	Receipts	Payments	Transfers	Closing Balance
	£	£	£	£	£
Restricted Funds					
The Harpur Trust	1,658.44	0.00	-931.29	0.00	727.15
Donations re Ros Graham RIP	1,030.00	0.00	0.00	0.00	1,030.00
The Wixamtree Trust	650.00	0.00	-650.00	0.00	0.00
Drop-in Costs (Trfd from Unrestricted)	0.00	0.00	-36.29	1,000.00	963.71
	3,338.44	0.00	-1,617.58	1,000.00	2,720.86
Unrestricted Funds					
General Fund	6,931.18	200.00	-1,864.87	-1,000.00	4,266.31
---	0.00	0.00	0.00	0.00	0.00
	6,931.18	200.00	-1,864.87	-1,000.00	4,266.31
Total Funds	10,269.62	200.00	-3,482.45	0.00	6,987.17

4 Trustees' Remuneration

During the period, £319.12 was reimbursed to 2 Trustees and 1 Employee for expenses incurred.

5 Glossary of Terms

Restricted Funds : These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Creditors : These are amounts owed by the charity, but not paid during the accounting period.

Prepayments : These are services that the charity has paid for in advance, but not used during the accounting period.