



Trustees' Annual Report for the period

Period start date				Period end date			
From	01	04	2022	To	31	03	2023

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 9QJ

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 18/05/22	FLAG membership
2	Tracey Brightman	Treasurer	Re-elected 18/05/22	FLAG membership
3	Linda Clements	Secretary	Re-elected 18/05/22	FLAG membership
4	Brendan Gaunt	Vice Chair	Re-elected 18/05/22	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

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 adults 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 2022/2023 and after the worse of the Covid Pandemic FLAG successfully continued its programme. We held 33 Drop-ins and 7 Committee meetings (held

approximately every six weeks). Our monthly Coffee Afternoons were chanted as Drop-ins as they had become indistinguishable anyway.

New for 2022/23 we held more organised activities during our Thursday Afternoon Drop-ins such as Bingo, a visit from an Animal experience organisation, a Ukulele band, a Virtual Reality session and a Musical Experience. Members have asked for some of these to be repeated and have suggested other things for us to try. We also held our summer Fundraiser, which was successful, and again took part in St Pauls Church Community Christmas Tree Festival.

FLAG also successfully organised 3 local events and 3 coach trips throughout the year. There was our AGM and Fish Supper in May, a day out at Southend-on-Sea in July, a trip to Wimpole Hall in September, Afternoon Tea at a local Garden Centre in November, our annual Christmas Meal in December and a Meal out at a local restaurant in February.

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 support includes 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 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 event entry fees.

FLAG employs one Administrator for 10 hours a week to help with the everyday running and coordinating activities.

Section D

Achievements and Performance

During 2022/23 FLAG met all its objects on running trips, holding Thursday afternoon sessions and Committee meetings. In addition, we added more structured activities for our Thursday afternoon sessions, such as Bingo, a visit from an Animal experience organisation, a Ukulele band, a Virtual Reality session and a Musical Experience. We also held our Summer Fundraiser and again took part in St Pauls Church Community Christmas Tree Festival.

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)

**Position (eg
Secretary, Chair etc)**

Date

	
Laura M Peggs	Tracey Brightman
Chairperson	Treasurer
 27/4/23	27/4/23

Independent Examiners' report to the Trustees of
Friendship Link & Action Group
for the year ended 31st March 2023

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 2023**

2022			Unrestricted Funds	Restricted Funds	2023
		Note	£	£	Total Funds £
	Receipts				
200.00	Grants & Donations	2	120.00	9945.00	10065.00
21.80	Fundraising		990.04	0.00	990.04
25.00	Membership Fees / Donations		343.00	0.00	343.00
0.00	Contributions to Events		1739.00	0.00	1739.00
0.00	Tea/Coffee Afternoons		0.00	0.00	0.00
0.00	---		0.00	0.00	0.00
0.00	---		0.00	0.00	0.00
246.80	Total Receipts		3192.04	9945.00	13137.04
	Payments				
619.04	Wages, NI & Pension		0.00	5200.00	5200.00
169.20	AGM Expenses		256.90	61.88	318.78
989.50	Event Costs		2022.59	1030.00	3052.59
627.40	Events Coach/Travel Costs		0.00	3224.00	3224.00
247.50	Room Hire		631.16	487.59	1118.75
321.92	Volunteer Travel Expenses		198.38	810.32	1008.70
232.10	Insurance		24.53	212.07	236.60
20.50	Equipment		81.76	0.00	81.76
63.10	Postages		0.00	240.04	240.04
54.40	Photocopying		0.00	90.55	90.55
90.00	Telephone		0.00	152.19	152.19
55.71	Consumables		0.00	148.58	148.58
38.88	Website/Publicity		38.88	0.00	38.88
0.00	Memberships		40.00	0.00	40.00
0.00	Sundry Payments		0.00	0.00	0.00
0.00	---		0.00	0.00	0.00
3529.25	Total Payments		3294.20	11657.22	14951.42
-3282.45	Net Receipts / (Payments)		-102.16	-1712.22	-1814.38
10269.62	Cash Funds at start of this Period (01/04/22)		4266.31	2720.86	6987.17
0.00	Transfers between Funds		-1631.00	1631.00	0.00
6987.17	Cash Funds at end of this Period (31/03/23)		2533.15	2639.64	5172.79

Friendship Link & Action Group **Statement of Assets and Liabilities** **for the year ended 31 March 2023**

2022		2023
£	Note	£
	Cash Assets	
3.31	Bank Accounts	4849.31
7081.18	Cash in Hand	168.03
7084.49	Total Receipts	5017.34
	Other Monetary Assets	
196.10	Prepayment (Insurance)	203.53
0.00	Coach Fare deposit paid in advance for trips in 2023/24	100.00
196.10		303.53
	Assets Retained for Charity's own use	
26.40	Stock (of Postage Stamps)	6.92
26.40		6.92
	Liabilities	
137.50	Creditors - (Room Hire / Photocopying Mar 2023)	110.00
0.00	Creditors - (Taxi Fares owed to Committee Members)	20.00
0.00	Creditors - (Prepayments from Members re Event)	25.00
40.52	Creditors - (Hollie - Expenses)	0.00
70.00	Creditors - (WWRY - Taxis)	0.00
41.80	Creditors - (Prepayments from Members re Craft)	0.00
30.00	Creditors - (Cash borrowed - Treasurer)	0.00
319.82		155.00
6987.17	Reserves	5172.79

Friendship Link & Action Group

Notes to the Accounts

for the year ended 31 March 2023

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	9,945.00	120.00	10,065.00
	<u>9,945.00</u>	<u>120.00</u>	<u>10,065.00</u>

3 Funds Analysis

	Opening Balance	Receipts	Payments	Transfers	Closing Balance
	£	£	£	£	£
Restricted Funds					
The Harpur Trust - Salary	380.96	0.00	-1,808.68	1,427.72	0.00
The Harpur Trust - Room Hire	346.19	0.00	-549.47	203.28	0.00
Donations re Ros Graham meal	1,030.00	0.00	-1,030.00	0.00	0.00
Drop-in Costs (from Unrestricted)	963.71	0.00	-810.32	0.00	153.39
National Lottery - use by 30/06/23	0.00	9,945.00	-7,458.75	0.00	2,486.25
	<u>2,720.86</u>	<u>9,945.00</u>	<u>-11,657.22</u>	<u>1,631.00</u>	<u>2,639.64</u>
Unrestricted Funds					
General Fund	4,266.31	120.00	-222.16	-1,631.00	2,533.15
---	0.00	0.00	0.00	0.00	0.00
	<u>4,266.31</u>	<u>120.00</u>	<u>-222.16</u>	<u>-1,631.00</u>	<u>2,533.15</u>
Total Funds	<u>6,987.17</u>	<u>10,065.00</u>	<u>-11,879.38</u>	<u>0.00</u>	<u>5,172.79</u>

4 Trustees' Remuneration

During the period, £278.34 was reimbursed to 3 Trustees and 1 Employee for expenses.

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.