



Trustees' Annual Report for the period

| | | Period start date | | | Period end date | | |
|------|----|-------------------|------|----|-----------------|----|------|
| From | 01 | 04 | 2023 | To | 31 | 03 | 2024 |

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 24/05/23 | FLAG Membership |
| 2 | Tracey Brightman | Treasurer | Re-elected 24/05/23 | FLAG Membership |
| 3 | Linda Clements | Secretary | Re-elected 24/05/23 | FLAG Membership |
| 4 | Brendan Gaunt | Vice-Chair | Re-Elected 24/05/23 | FLAG Membership |
| 5 | Angela Woodward | - | Co-opted 25/03/24 | Trustees |

Trustees Annual Report 2023/24

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.

| |
|--------------------|
| Constitution |
| Association Model |
| Elected by members |

In addition to our Constitution FLAG has 16 Policies and Procedures to enable Trustees to deal with all 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 Events and 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 Event or Activity 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 on for future events.

Section C. Objectives and Activities.

The Objectives 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 and their family, friends or carers.
- Outings and social trips including transport to and from home.

During 2023/2024 FLAG successfully continued with its programme of weekly Drop-Ins, we organised 6 Events/Outings and the Trustees met as a Committee 5 times in total.

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, accompanying members, preparing for local events and carrying food and drinks.

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

If a Volunteer is unable to transport a Member, then FLAG will pay up to £20 per event for their taxi fare. FLAG has recently increased the amount it will contribute to a Member who is a wheelchair user to a maximum of £40 as the cost for wheelchair taxis is considerably higher.

FLAG offers to refund all Volunteers Out-of-Pocket Expenses and pays for their meals or Event entry fees.

FLAG employs one Event Coordinator for 5 hours a week to help with the running and coordinating of Events. We are recruiting for an Activity's Coordinator also at 5 hours a week to organise our Thursday afternoon Activities.

Section D.

Achievements and Performance.

During 2023/24 FLAG met all its objectives by running trips, holding Thursday afternoon sessions and Committee meetings. In addition, we added to more structured Activities for our Thursday afternoon sessions, such as Bingo, a Virtual Reality Experience, a Musical Experience and Craft afternoons. We held a Volunteer Recruitment Afternoon instead of our annual August Fundraiser and once again took part in a Community Christmas Tree Festival at our local church.

The year has been interrupted by periods of ill-health by the Trustees, who are involved in the daily running of the Charity, and due to time restraints we made the decision to cut the Events from 6 to 5 for the coming year.

FLAG subsidised the costs of Events over the year by just over 50%. This is slightly higher than our aim of 40-50%.

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.


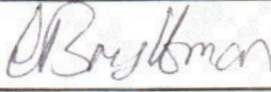
Further financial review details (Optional information)

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. All funding awarded goes to the benefit of our wider Membership.

Section F. 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) | Laura M Peggs | Tracey Brightman |
| Position (eg Secretary, Chair etc) | Chair | Treasurer |
| Date | 26/05/24 | 26/05/24 |

Independent examiner's report to the trustees of **Friendship Link & Action Group** for the year ended 31 March 2024

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



Carolyn Smith FMAAT

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FLAG Bedford - Friendship Link & Action Group

Annual Accounts for year ending 31st March 2024



| Income and Expenditure | Year 17 ACTUAL 2022/2023 | Year 18 ACTUAL 2023/2024 | Year 18 BUDGET 2023/2024 | + / - |
|----------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------|
| Event Costs | -£6,595.37 | -£5,463.71 | -£5,583.88 | £120.17 |
| Insurance / Overheads etc | -£397.24 | -£381.87 | -£497.54 | £115.67 |
| Drop-in Costs | -£1,736.57 | -£1,400.66 | -£2,017.50 | £616.84 |
| Committee Costs | -£390.88 | -£553.71 | -£615.00 | £61.29 |
| Admin Costs / Stamps etc | -£631.36 | -£526.45 | -£683.13 | £156.68 |
| Administrators Salary | -£5,200.00 | -£1,304.87 | -£5,720.00 | £4,415.13 |
| Expenditure | -£14,951.42 | -£9,631.27 | -£15,117.04 | £5,485.77 |
| Event Participants Contributions | £1,739.00 | £2,469.00 | £2,316.00 | £153.00 |
| Membership Fees | £318.00 | £402.00 | £385.00 | £17.00 |
| Member Donations | £25.00 | £8.00 | £20.00 | -£12.00 |
| Grants/Donations - Restricted | £9,945.00 | £6,378.40 | £10,000.00 | -£3,621.60 |
| Grants/Donations - Unrestricted | £120.00 | -£880.00 | £200.00 | -£1,080.00 |
| Fundraising | £990.04 | £84.41 | £790.00 | -£705.59 |
| Income | £13,137.04 | £8,461.81 | £13,711.00 | -£5,249.19 |
| Surplus / Deficit | -£1,814.38 | -£1,169.46 | -£1,406.04 | £236.58 |

| Balance Sheet | Year 17 ACTUAL 2022/2023 | Year 18 ACTUAL 2023/2024 | Year 18 BUDGET 2023/2024 | + / - |
|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------|
| Assets | | | | |
| Petty Cash | £168.03 | £331.91 | £100.00 | £231.91 |
| Cash at Bank | £4,849.31 | £3,544.92 | £3,666.75 | -£121.83 |
| Total Assets | £5,017.34 | £3,876.83 | £3,766.75 | £110.08 |
| Liabilities | | | | |
| Accruals / Prepayments | -£155.45 | -£126.50 | £0.00 | -£126.50 |
| Net Assets | £5,172.79 | £4,003.33 | £3,766.75 | £236.58 |
| Reserves | | | | |
| Current Year Surplus / Deficiency | -£1,814.38 | -£1,169.46 | -£1,406.04 | £236.58 |
| Reserves b/f | £6,987.17 | £5,172.79 | £5,172.79 | £0.00 |
| Total Reserves | £5,172.79 | £4,003.33 | £3,766.75 | £236.58 |
| Reserves Summary | | | | |
| Unrestricted reserves c/f | £2,533.15 | £834.57 | £597.99 | £236.58 |
| Restricted reserves c/f | £2,639.64 | £3,168.76 | £3,168.76 | £0.00 |
| Total Reserves | £5,172.79 | £4,003.33 | £3,766.75 | £236.58 |

| Restricted Reserves | 2022/2023 | Actual 2023/2024 | Budget 2023/2024 | + / - |
|--|------------------|---------------------|---------------------|--------------|
| The Wixamtree Trust (Salary) | £0.00 | £695.13 | £695.13 | £0.00 |
| Donations re Ros Graham RIP | £0.00 | £1,747.40 | £1,747.40 | £0.00 |
| Drop-in Activities - 21/22, 22/23, 23/24 | £153.39 | £726.23 | £726.23 | £0.00 |
| National Lottery - 01/07/22 to 30/06/23 | £2,486.25 | --- | --- | --- |
| Total Restricted Reserves | £2,639.64 | £3,168.76 | £3,168.76 | £0.00 |

| FLAG Events | | | | | Unsubsidised | Subsidised |
|---|---------------|---------------------|-------------------|--------------|---|-----------------------------|
| | Cost of Event | Member Contribution | FLAG Contribution | FLAG Subsidy | Cost per Member | Cost per Member |
| AGM 2023 / Fish & Chips 18/05/22 | -£540.96 | £174.00 | -£366.96 | 68% | £18.65 | £6.00 |
| Great Yarmouth trip 05/07/22 | -£1,048.60 | £725.00 | -£323.60 | 31% | £36.16 | £25.00 |
| Colchester Zoo trip 15/09/22 | -£1,410.33 | £630.00 | -£780.33 | 55% | £56.41 | £25.00 |
| Halloween Party - (Cancelled) 03/11/22 | £0.00 | £0.00 | £0.00 | 0% | £0.00 | £0.00 |
| Christmas Meal - Cross Keys 08/12/22 | -£1,660.82 | £805.00 | -£855.82 | 52% | £51.90 | £25.00 |
| NAIDEX Exhib at NEC 23/02/23 | -£803.00 | £135.00 | -£668.00 | 83% | £100.38 | £15.00 |
| Total | -£5,463.71 | £2,469.00 | -£2,994.71 | 55% | Avg £52.70 | £19.20 |
| | | | | | £38.88 | for Website, Publicity. |
| Insurance / other Overheads | | | | | £94.46 | for Equipment. |
| | | | | | £248.53 | for Insurance and Audit. |
| | | | | | £427.16 | for Drop-in Costs/Exps |
| Drop-in Costs/Exps | | | | | £973.50 | for Drop-in Room Hire |
| Drop-in Room Hire (35 Drop-ins) | | | | | | |
| | | | | | £405.21 | for Committee Costs/Exps |
| Committee Costs/Exps | | | | | £148.50 | for Committee Room Hire |
| Committee Room Hire (5 Committee Mtngs) | | | | | | |
| | | | | | £132.52 | for Postage Stamps. |
| Admin Costs / Stamps etc | | | | | £102.96 | for Mobile Phone. |
| | | | | | £290.97 | for Copying Ink, Envelopes. |
| | | | | | FLAG employed an Administrator for 4 months. 10 Hours per week @ £11.00 per hour. | |
| Administrators Salary | | | | | | |

| | | | | |
|---------------------------------|------------------|-------------------|----------------|---|
| Membership Fees | Actual £402.00 | Budget £385.00 | +/- £17.00 | 49 Membership fees received during the year. |
| Membership Donations | Actual £8.00 | Budget £20.00 | +/- -£12.00 | Membership donations received during the year. |
| Donations/Grants - Restricted | Actual £6,378.40 | Budget £10,000.00 | +/- -£3,621.60 | £1,631.00 The Harpur Trust £2,000.00 The Wixamtree Trust £1,747.40 Ros Graham RIP £1,000.00 Trfd from Unrestricted |
| Donations/Grants - Unrestricted | Actual -£880.00 | Budget £200.00 | +/- -£1,080.00 | £120.00 Standing Order from member of public. -£1,000.00 Trfd to Restricted |
| Fundraising | Actual £84.41 | Budget £790.00 | +/- -£705.59 | £6.00 Open Afternoon Magic £37.00 Raffles £41.41 Online Sales. |

| SUMMARY - 2023/24 | | |
|--|--|---------------------|
| During the year Income was | £8,461.81 | |
| During the year Expenditure was | -£9,631.27 | |
| At Year End FLAG had a Deficit of | -£1,169.46 | |
| At the beginning of 2023/24 FLAG had Reserves of | £5,172.79 | |
| At the end of 2023/24 FLAG's Reserves are | £4,003.33 | |
| 04/03/24 | Application to Council for £1000 re Overheads/Admin. | Results ASAP 2024. |
| 28/02/24 | Application to Gale Family Trust for £5000 Running Costs. | Results June 2024. |
| 28/02/24 | Application To Bruce Wake Trust for £2200 re Coach/Taxi Costs. | Results April 2024. |
| FLAG goes into its 19th year in a good financial position. | | |