
Halton Speak Out Annual



Report 2021



21 years working to support people with a learning disability living in Halton to have a voice and building a sustainable and inclusive community

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Hello and welcome everyone to Halton Speak Out's 21st AGM.

For those that don't know me, my name is Ged Upham, and I am the Chairperson for Halton Speak Out.

What a crazy and unprecedented time we've all had over the last year and a half, and I think all of us have been affected in some way.

Halton Speak Out is no exception to that, and one of the biggest issues for us was the closure of the centre at Brookvale due to the pandemic, and ensuring that government guidelines were adhered to at all times.

The centre is the hub of the Speak Out its members and local community, and for it to close left a void in many peoples lives and routines

So as always the staff looked at other ways of meeting people using social media and outdoor meetings had to be arranged in order to keep doing the things we do best. We were acutely aware that isolation was a serious issue for many of our vulnerable members, and we did everything we could to keep in contact with as many people as we could.

Sadly plans involving the centre had to be "mothballed", including our community cafe till September 20.

As always ,the team behind the scenes at Speak out continued tirelessly to work finding funding for projects like the "Winter Warmers" due to this initiative many of most vulnerable members in the community received a goody box, and on the back of this a friending service help line, so people had local people to contact, even if it was just a chat over the phone.

We will hear more about how our projects and initiatives and how we were able to carry on throughout the pandemic within this report and how the our work supported our members and the local community.

Sadly some schemes had to come to an end we said goodbye to our Safe in Town scheme due to lack of funding, but new and exciting links have been forged with the likes of the Steve Morgan Foundation, and Cheshire Police which will carry on into next year and look like some exciting projects ahead.

Finally can I put on record an enormous thank you to everyone behind the scenes at Halton Speak out, and a special mention for all our partners. Thank you for your continued support.

Last but by no means least. An enormous debt of gratitude goes to all our volunteers, who have put in hours and hours of work out of the goodness of their hearts. They epitomise all that is good about Speak Out, and their community spirit is something we should all be proud of.

Despite all the things thrown at us over the last year or so, we are still in good shape to have a bright future and be a place where the community can learn and grow and support each other.

Thank you all for your continued support

Ged Upham

Adult Project

Peoples Cabinet and Ignite and Transform



The past year has been quite unique due to the COVID pandemic. The work we have been involved in has seen us having to change and manoeuvre the way we support people in order to accommodate the needs of self-advocates in Halton.

Lockdown was really hitting some self-advocates hard, as more and more restrictions were coming into play, self-advocates were trying to come to terms with their previous routines and patterns for their days disappearing quickly. New routines had to be developed as a lot of our self-advocates were exhibiting fear, worry and concerns around the uncertainty of what the future held.

We had to develop new ways of working to give maximum opportunities for self-advocates to keep in touch and have access to accessible information and guidelines to help to allay their worries.

The main part of our work now was using the internet and telephone, we found some self-advocates developing their computer skills brilliantly, as did a few of us staff members!

We started the People's Cabinet Facebook page and opened it up to all self-advocates. We shared accessible information daily, giving people clear guidance, this proved to be invaluable.

We started the Ignite & Transform WhatsApp group, where self-advocates could pop in and catch up with their friends.

By facilitating Zoom opportunities for self-advocates we soon realised that Zooms had to be made fun, so we asked self-advocates what they wanted to focus on

Community Zooms, proved to be really rewarding for self-advocates, where we linked up with self-advocates from different provider agencies and where they could still connect with friends from other services.

Throughout this time we also supported some of our self-advocates to complete a self-advocacy course training course, which was run by NWTDT. Like many this gave our members an opportunity to develop new skills which we hope will be useful in the coming months

We attended all Transforming Care Zoom meetings, catching up with self-advocates from all over the North West. People were able to listen and learn but most importantly share their fears and anxieties around the pandemic.

So even though a lot of the year was focussed on keeping self-advocates mental wellbeing a big focus through COVID, we still managed to continue to share and learn and support each other around the usual work we are involved in at HSO.

Adult Project



Person Centred Planning

During the pandemic it was even more important to support families and our members to think about the future and to make plans.

But why if during a pandemic when people were isolated and cut off from the outside world when they were confused and scared did we need person centred planning.....if the last 12 months has taught us nothing other than the need to feel more in control over our lives and the needed to be involved in decision making processes, to be cared for and supported in a way that works for us. The need to feel we are important. I don't think anyone of us can really grasp the effect the enormity of these issues for people with a learning disability.

But this is where we use our expertise and our creativity in ensuring we were able to continue to support our self-advocates in Halton.

Our usual way of working with a person was impossible, so we again used Zoom, Skype, WhatsApp, Facebook, text, messenger and telephone calls to chat, we kept in touch not only with self-advocates, but their families, we were able to listen, find out information, reassure and signpost to relevant services.

We arranged for food to be delivered out for medicines to be picked up and even ensuring that people's much loved pets were all cared for.

Information gathering with families became so much more, it allowed families to air concerns and worries regarding their family member, and to problem solve together. At times it was both distressing and upsetting to hear people's individual struggles. We extended our service and we supported people not only through the day but evenings and weekend, in which ever we could.

We worked closely with Social Care, flagging up any issues, which allowed us all to support people and their families throughout this very challenging year.

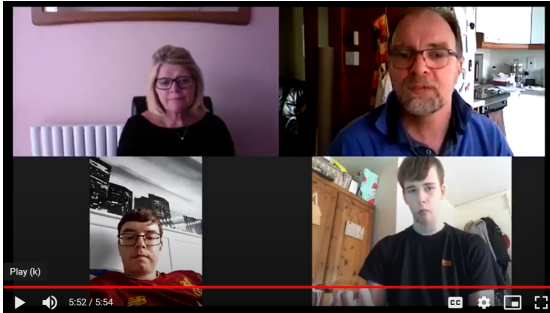
When we were able (weather permitting) we managed to meet people and facilitate garden reviews, to continue to make sure that self-advocates were staying at the centre of their care and support, with the ability to have their voice heard.

Sadly a number of statutory meetings for people were held over zoom. For some of our members this did not work but our staff endeavoured to ensure the person's voice was in those meetings even if the person felt unable to attend. We collected the information from them and their families and presented it on their behalf.

So yes 20/21 was possibly the most challenging year in Halton Speak Out's year but then wasn't this



Bright Sparks



Well, the last year has certainly been different! Like everyone, Bright Sparks has had a lot of challenges but positive things have come out of the situation as well.

At the beginning of the national lockdown, we worked hard to adapt the way we work with the Bright Sparks – we had to develop new IT skills quickly! We set up a private WhatsApp page for the young people to encourage them to communicate with us and

each other. We also set up a weekly programme of Zoom meetings.

Although working online is not always ideal, it allowed us to have more regular contact with the young people in term time. This has helped to form a more cohesive group which we are sure will benefit the group when more face to face work is possible. A number of students from Ashley School joined us and have become regulars.

Supporting the young people to deal with the Covid lockdown situation and helping to maintain their wellbeing was obviously a big priority. As well as opportunities to talk, games and fun activities, regular challenges and of course Kahoot! quizzes (following the national trend!), we used simple tools like the 'moodometer' to gauge where the YP were at each time we met. They scored their mood out of 5 and said why they had given that score. We also kept in touch with the young people and their families regularly by phone and we were able to support the Disabled Children's Team in monitoring their wellbeing.

We tried to shape the activities around the young peoples' interests and many of them were educational. We supported the young people to work through the 'Preparing for Adulthood' videos on the Local Offer and then to think about their futures and do some person centred planning.

Zoom came to the rescue again in the school holidays! We planned days which had breaks offline and the Bright Sparks engaged with them enthusiastically. We were so pleased that we were able to have a face to face Christmas evening event to end 2020. It was lovely for the young people to be able to meet together after getting to know each other online.

Assessments on the accessibility of public premises, facilities and services in Halton for the Kitemark Award have been very restricted, but we were able to support the Bright Sparks to do some on a limited basis when restrictions were reduced in the summer holidays.

Some of the young people did an online course on being an effective self advocate and we also had a joint meeting with some members of Halton Youth Cabinet. We also did some more formal consultation. This included the Bright Sparks helping with Halton's new SEND Strategy.

So, although it wasn't without it's challenges, a number of the young people and their families have told us how much they appreciate what we've done as a group and how it has helped them through difficult times

Planning for Life



The Planning for Life Project has been working with young people aged 14-18 since 2006, supporting them to prepare for their transition into adult life.

Like lots of other things, Planning for Life has been heavily affected by the Covid pandemic this last year, but we've done what we could to support young people to think about their life and their future, plan and have control in the decisions made about them.

Face to face work is nearly always the best way to work with young people and important people in their lives when gathering information and preparing for their planning meeting or review and certainly the best way to do the meetings in way that works for them. It just makes communication easier, which is obviously very important.

Other forms of communication work well for some of our young people, but for others it's just better than nothing and for others it doesn't work at all. We've used zooms, phonecalls, messaging on WhatsApp and emails. When restrictions have allowed, we've managed to have some meetings outdoors. We've managed to do some quality person centred planning, the rest of the time has been taken up in supporting the young people and their families through the scary and often regularly changing and uncertain times we have been in.

We supported the year 9 students at Cavendish School to prepare for their annual review meetings and these finished a couple of weeks before the lockdown began. Although everyone has worked hard to keep review meetings happening, the majority of them have had to be on Skype voice calls where people phone into them. Unfortunately, this has meant that a lot of the young people haven't been in their meetings as they wouldn't have been comfortable or been able to deal with that situation. Where possible, we have got their views beforehand and fed them into the meeting.

On some occasions, when it's been possible and it has worked for the young person, we have been able to hold a small number of meetings on Zoom. We worked with one young lady and her Mum to decide on the outcomes she wanted in her EHC Plan and after describing to her how the meeting on Zoom would go, she decided which parts she wanted to be present in and was confident to join in on the day.

As well as this, you will see in the Bright Sparks Project report, how person centred planning has happened naturally as part of what they have been doing in their pandemic time programme.

So, although it's been a challenging year with many barriers to us supporting the young people in the way we would like to, there have been some examples of young people being empowered and their lives changing for the better



Brookvale Community Centre

What a year.....3 months after taking over Brookvale Community Centre we were all faced with a National lockdown, But we strived to maintain the time of the centre to build on Halton Speak Out's values and principals in that the centre and all activities taking place in the centre should be built on Inclusion.

The centre's planned opening of its doors to the 'Hello Community Cafe' should have taken place in March ,20 but due to government restrictions it was delayed until September. We were able to begin building our community presence and one by one groups started coming to the centre. Then in January 21 another national lockdown. We were at this point ready to rename the centre the OKE KOKE centre due to being in an out all the time. This lockdown carried on for many months again

But during this time we continued to build strong links with our partners in Halton Borough Council and Runcorn Police and funding bodies. We were determined to as they say hit the ground running for when we could open up and be the type of community centre we wanted to be



Building a Community that includes everyone and who work together to make things happen.



Allsorts Project



COVID-19 has impacted us all in many different ways but older people, in particular, have been affected more than most. As well as the physical issues of being more vulnerable to the virus another major problem of the pandemic is also having a devastating and long lasting impact.

Since the first national lockdown occurred in March 2020, older and vulnerable people were asked to stay at home in isolation for up to 4 months. The Brookvale community is already one of the most deprived areas in the UK so the impact of isolation and mental health is even greater.

To overcome this, the Allsorts Project was created with generous support from the Steve Morgan Foundation that was matched with government COVID-19 Emergency Funding. This is a 2 year project that started in December 2020 with the aim to engage and make contact with this age group and bring them back out of their homes and into the community.

As the project started we were immediately faced with local lockdowns and then from the beginning of January 2021 another national lockdown of at least 4 months began meaning the Centre was closed for longer than it was open since the project started. It was designed to include a befriending service to visit people in their homes to encourage them to get back out again and into the Community Centre but due to COVID-19 we were unable to do this.

To overcome this, we used our social media channels to carry out an online survey and find out how people were affected by the pandemic and what activities they would like to see for when it was safe again to come back out. From this, we formed a Focus Group of 5 older people to help us build on the ideas from the survey and develop a plan.

This plan would enable us to support the groups that were currently using the Centre and develop new activities that older people could come along to and take part in with activities such as afternoon socials, line dancing, knit and natter groups and art workshops which would have benefits of encourage people out of isolation, improving their physical fitness and mental wellbeing. However, these cannot be arranged until the Centre can re-open whenever that is permitted.

We have developed a website, www.brookvalecommunitycentre.com, so those people who have access to the internet can keep up to date with developments and activities at the Centre.

To reach out to the community in the meantime we worked with other agencies



including Cheshire Police, Kops n’Kids, the Illegal Money Lending Team, The Queen of Hearts pub, Halton Borough Council and Fresh Beginnings to create 50 Winter Warmer Boxes that we all helped to deliver to older, vulnerable people in the Brookvale and Sutton Park communities. The packs contained items such as woolly hats, blankets, biscuits and a range of other treat items and advice including healthy eating on a budget to keep people warm, how to avoid loan sharks and cheer them up in the knowledge their community is there to help them. They were very well received by the people who received them.



This was so successful that we repeated this at the end of March with 50 Easter Spring Bags including a range of Easter treats of chocolate, daffodils, scone jam and cream plus other items. Our hope is that when conditions improve and the Centre is allowed to re-open again we can continue in meeting our aims to re-engage with this badly affected sector and see

Halton Speak Out CIO

Charity number 1170145

Annual Report and Financial Statements for the year ended 31 March 2021

Halton Speak Out CiO

Financial Statements

for the year ended 31 March 2021

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Prepared by the Greater Merseyside Community Accountancy Service

Halton Speak Out CiO

Trustees' report

The trustees during the year were:

Name

Dates

Mr Gerard Upham
Mrs Jackie Stringer
Mrs Sheila Maloney
Mrs Lynne Melarangi
Mr Colin Rotherham

Method of appointment

Appointment of trustees is governed by the constitution of the charity. The executive committee of trustees is authorised to appoint new trustees to fill vacancies arising through the resignation or death of an existing trustee.

Principal address

Higher House
Northwich Road
Brookvale
Runcorn
WA7 6PE

Bankers

CoOperative Bank
PO Box 250
Skelmersdale
Lancashire
WN8 6WT

Governing document

The charity is a charitable incorporated organisation registered on 14th November 2016.

Objects of the organisation

For the benefit of the public, the relief and support of children and adults with learning and other disabilities including persons who are vulnerable, by the provision of advocacy and like support services, training, educational and other services designed to relieve their condition, and to allow them to take their full place in society.

The provision of facilities which will enable them to take part in the dramatic and visual arts, including the provision of training, education, practical demonstrations and participative learning.

Independent examiner

on behalf of:

Greater Merseyside Community Accountancy Service

St Maries
Lugsdale Road
Widnes
WA8 6DB

Halton Speak Out CiO

Independent examiner's report on the accounts of Halton Speak Out CiO for the year ended 31 March 2021

I report on the accounts for the year ended 31st March 2021 set out on pages 4 to 8

Respective responsibilities of the Trustees and the examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to examine the accounts using procedures laid down in the General Directions given by the Charity Commission and to state whether 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 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 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 statements 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 41 of the Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Jane Williams
MAAT


Greater Merseyside Community Accountancy Service
St Maries
Lugsdale Road
Widnes
WA8 6DB

30th September 2021

Halton Speak Out CiO
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Incoming Resources					
Grants and donations	(2)	60,465	211,603	272,068	159,237
Other Income		18,073	-	18,073	-
Fundraising		-	-	-	-
Bank Interest Received		-	-	-	-
Total incoming resources		78,538	211,603	290,141	159,237
Resources expended					
Salaries and NICs	(3)	38,624	110,066	148,690	127,427
Payroll fees		-	900	900	792
Consultancy		-	2,550	2,550	6,642
Sundry expenses		-	341	341	1,795
Equipment		-	6,511	6,511	4,644
Rent		-	16,522	16,522	16,105
Postage, Stationery & Telephone		-	2,709	2,709	4,041
Insurance		-	1,802	1,802	1,506
Website, Advertising & Publicity		-	668	668	424
DBS Checks		264	-	264	440
Volunteers		60	-	60	1,213
Donations		-	-	-	17
Café Supplies		609	1,334	1,943	-
Information & Resources		156	656	812	-
Project costs		-	19,127	19,127	-
Governance Costs					
Independent Examination & Accountancy		300	-	300	300
Professional fees		-	-	-	804
Administration		-	-	-	15
Total resources expended		40,013	163,186	203,199	166,163
Net incoming / (outgoing) resources		38,524	48,417	86,941	(6,926)
Transfers between funds		-	-	-	-
Fund balances brought forward		65,077	48,526	113,603	120,529
Fund balances carried forward	(4)	103,601	96,943	200,544	113,603

Halton Speak Out CiO

Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Fixed Assets				
Tangible Assets	(5) -	-	-	-
Total fixed assets	-	-	-	-
Current Assets				
Debtors and prepayments	(6) -	-	-	-
Cash at bank and in hand	(7) 103,601	96,943	200,544	113,603
Total current assets	103,601	96,943	200,544	113,603
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) -	-	-	-
Total current liabilities	-	-	-	-
Net current assets / (liabilities)	103,601	96,943	200,544	113,603
Total assets less current liabilities	103,601	96,943	200,544	113,603
Creditors: amounts falling due after one year	-	-	-	-
Net assets	103,601	96,943	200,544	113,603
Funds				
Restricted Funds		96,943	96,943	48,526
Unrestricted funds	103,601		103,601	65,077
Total Funds	103,601	96,943	200,544	113,603

Approval of the accounts

The annual report and accounts were approved at a meeting of the Trustees held on 30th September 2021

Ged Upham
on behalf of the Trustees



Halton Speak Out CiO

Notes to the accounts

for the year ended 31 March 2021

1 Accounting Policies

a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (The Charities SORP).

b Income

Donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as is prudent to do so.

c Grants

Revenue grants are recognised in the Statement of Financial Activities on receipt, subject to any required conditions being met or services being provided. Capital grants are recognised on receipt in the Statement of Financial Activities. This policy has been adopted to give a true and fair view as recommended by the SORP.

d Tangible Fixed Assets

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £250.

Rates of depreciation:

Fixtures and fittings: 25% reducing balance

Equipment: 25% reducing balance

e Pensions

Contributions are charged when they become due in accordance with the scheme rules.

f Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Halton Speak Out CiO

Notes to the accounts continued for the year ended 31 March 2021

2 Grants and Donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Grants				
Halton Borough Council:				
Adult Project	-	110,159	110,159	73,439
Children & Young People Project	-	33,750	33,750	45,000
Carers Breaks	-	2,544	2,544	2,447
Area Forum	-	3,110	3,110	-
Community Development	400	-	400	-
Government GOVID Grants	39,143	-	39,143	-
Police Emergency Fund	-	1,000	1,000	-
SEND Careers Forum	-	15,080	15,080	8,648
Cavendish	-	-	-	3,330
PCC	-	541	541	5,000
Main Grants	-	-	-	10,000
The Steve Morgan Foundation	-	20,050	20,050	-
HMRC: CJRS	-	2,936	2,936	-
Assura	3,560	-	3,560	-
POCA	5,040	-	5,040	-
Youth Led Community Adult	6,375	-	6,375	-
CoOp Community Fund	5,836	-	5,836	-
Donations	111	22,433	22,544	11,373
	<u>60,465</u>	<u>211,603</u>	<u>272,068</u>	<u>159,237</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	113,837	105,048
Other Wages	30,054	16,097
Social security costs	4,351	5,982
Employer pension	449	299
	<u>148,690</u>	<u>127,427</u>

The average number of employees during the year was 4.8 FTE (2020:4.8)

4 Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Adult Project	(10,336)	110,159	68,243	-	31,580
Children & Young Peoples Prog	960	33,750	44,819	-	(10,109)
Carers Breaks	92	2,544	2,520	-	116
Area Forum	-	3,110	-	-	3,110
Police Emergency Fund	-	1,000	1,000	-	-
The Steve Morgan Foundation	-	20,050	20,000	-	50
HMRC: CJRS	-	2,936	2,936	-	-
Cavendish	7,346	-	7,346	-	-
Brindley	26,209	22,433	15	-	48,627
PCC	5,000	541	-	-	5,541
Main Grants	8,078	-	-	-	8,078
SEND Careers forum	5,051	15,080	16,307	-	3,824
Lord Mayors fund	6,126	-	-	-	6,126
	<u>48,526</u>	<u>211,603</u>	<u>163,186</u>	<u>-</u>	<u>96,943</u>

Halton Speak Out CiO

Notes to the accounts continued for the year ended 31 March 2021

5 Tangible assets

	Fixtures & Fittings £	Computers & Equipment £	Total £
Cost			
At 1 April 2020	2,769	5,592	8,361
Additions	-	-	-
At 31 March 2021	<u>2,769</u>	<u>5,592</u>	<u>8,361</u>
Depreciation			
At 1 April 2020	2,769	5,592	8,361
Charge for year	-	-	-
At 31 March 2021	<u>2,769</u>	<u>5,592</u>	<u>8,361</u>
Net book value			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

6 Debtors and prepayments

	2021 £	2020 £
Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

7 Cash at bank and in hand

	2021 £	2020 £
Bank Current a/c	200,544	113,603
	<u>200,544</u>	<u>113,603</u>

8 Creditors and accruals

	2021 £	2020 £
Accruals	-	-
Other Creditors	-	-
	<u>-</u>	<u>-</u>

9 Trustee remuneration and expenses

No trustees received any remuneration or expenses during the accounting period to 31st March 2021.

10 Related party transactions

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisations) it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures.

Halton Speak Out CIO

Charity number 1170145

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Independent examiner

on behalf of:

Greater Merseyside Community Accountancy Service

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Widnes
WA8 6DB

Halton Speak Out CiO

Independent examiner's report on the accounts of Halton Speak Out CiO for the year ended 31 March 2021

I report on the accounts for the year ended 31st March 2021 set out on pages 4 to 8

Respective responsibilities of the Trustees and the examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to examine the accounts using procedures laid down in the General Directions given by the Charity Commission and to state whether 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 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 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 statements 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 41 of the Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Jane Williams
MAAT

Greater Merseyside Community Accountancy Service
St Maries
Lugsdale Road
Widnes
WA8 6DB

30th September 2021

Halton Speak Out CiO
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Incoming Resources					
Grants and donations	(2)	60,465	211,603	272,068	159,237
Other Income		18,073	-	18,073	-
Fundraising		-	-	-	-
Bank Interest Received		-	-	-	-
Total incoming resources		78,538	211,603	290,141	159,237
Resources expended					
Salaries and NICs	(3)	38,624	110,066	148,690	127,427
Payroll fees		-	900	900	792
Consultancy		-	2,550	2,550	6,642
Sundry expenses		-	341	341	1,795
Equipment		-	6,511	6,511	4,644
Rent		-	16,522	16,522	16,105
Postage, Stationery & Telephone		-	2,709	2,709	4,041
Insurance		-	1,802	1,802	1,506
Website, Advertising & Publicity		-	668	668	424
DBS Checks		264	-	264	440
Volunteers		60	-	60	1,213
Donations		-	-	-	17
Café Supplies		609	1,334	1,943	-
Information & Resources		156	656	812	-
Project costs		-	19,127	19,127	-
Governance Costs					
Independent Examination & Accountancy		300	-	300	300
Professional fees		-	-	-	804
Administration		-	-	-	15
Total resources expended		40,013	163,186	203,199	166,163
Net incoming / (outgoing) resources		38,524	48,417	86,941	(6,926)
Transfers between funds		-	-	-	-
Fund balances brought forward		65,077	48,526	113,603	120,529
Fund balances carried forward	(4)	103,601	96,943	200,544	113,603

Halton Speak Out CiO

Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Fixed Assets				
Tangible Assets	(5) -	-	-	-
Total fixed assets	-	-	-	-
Current Assets				
Debtors and prepayments	(6) -	-	-	-
Cash at bank and in hand	(7) 103,601	96,943	200,544	113,603
Total current assets	103,601	96,943	200,544	113,603
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) -	-	-	-
Total current liabilities	-	-	-	-
Net current assets / (liabilities)	103,601	96,943	200,544	113,603
Total assets less current liabilities	103,601	96,943	200,544	113,603
Creditors: amounts falling due after one year	-	-	-	-
Net assets	103,601	96,943	200,544	113,603
Funds				
Restricted Funds		96,943	96,943	48,526
Unrestricted funds	103,601		103,601	65,077
Total Funds	103,601	96,943	200,544	113,603

Approval of the accounts

The annual report and accounts were approved at a meeting of the Trustees held on 30th September 2021

Ged Upham
on behalf of the Trustees



Halton Speak Out CiO

Notes to the accounts

for the year ended 31 March 2021

1 Accounting Policies

a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (The Charities SORP).

b Income

Donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as is prudent to do so.

c Grants

Revenue grants are recognised in the Statement of Financial Activities on receipt, subject to any required conditions being met or services being provided. Capital grants are recognised on receipt in the Statement of Financial Activities. This policy has been adopted to give a true and fair view as recommended by the SORP.

d Tangible Fixed Assets

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £250.

Rates of depreciation:

Fixtures and fittings: 25% reducing balance

Equipment: 25% reducing balance

e Pensions

Contributions are charged when they become due in accordance with the scheme rules.

f Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Halton Speak Out CiO

Notes to the accounts continued for the year ended 31 March 2021

2 Grants and Donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Grants				
Halton Borough Council:				
Adult Project	-	110,159	110,159	73,439
Children & Young People Project	-	33,750	33,750	45,000
Carers Breaks	-	2,544	2,544	2,447
Area Forum	-	3,110	3,110	-
Community Development	400	-	400	-
Government COVID Grants	39,143	-	39,143	-
Police Emergency Fund	-	1,000	1,000	-
SEND Careers Forum	-	15,080	15,080	8,648
Cavendish	-	-	-	3,330
PCC	-	541	541	5,000
Main Grants	-	-	-	10,000
The Steve Morgan Foundation	-	20,050	20,050	-
HMRC: CJRS	-	2,936	2,936	-
Assura	3,560	-	3,560	-
POCA	5,040	-	5,040	-
Youth Led Community Adult	6,375	-	6,375	-
CoOp Community Fund	5,836	-	5,836	-
Donations	111	22,433	22,544	11,373
	<u>60,465</u>	<u>211,603</u>	<u>272,068</u>	<u>159,237</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	113,837	105,048
Other Wages	30,054	16,097
Social security costs	4,351	5,982
Employer pension	449	299
	<u>148,690</u>	<u>127,427</u>

The average number of employees during the year was 4.8 FTE (2020:4.8)

4 Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Adult Project	(10,336)	110,159	68,243	-	31,580
Children & Young Peoples Prog	960	33,750	44,819	-	(10,109)
Carers Breaks	92	2,544	2,520	-	116
Area Forum	-	3,110	-	-	3,110
Police Emergency Fund	-	1,000	1,000	-	-
The Steve Morgan Foundation	-	20,050	20,000	-	50
HMRC: CJRS	-	2,936	2,936	-	-
Cavendish	7,346	-	7,346	-	-
Brindley	26,209	22,433	15	-	48,627
PCC	5,000	541	-	-	5,541
Main Grants	8,078	-	-	-	8,078
SEND Careers forum	5,051	15,080	16,307	-	3,824
Lord Mayors fund	6,126	-	-	-	6,126
	<u>48,526</u>	<u>211,603</u>	<u>163,186</u>	<u>-</u>	<u>96,943</u>

Halton Speak Out CiO

Notes to the accounts continued for the year ended 31 March 2021

5 Tangible assets

	Fixtures & Fittings £	Computers & Equipment £	Total £
Cost			
At 1 April 2020	2,769	5,592	8,361
Additions	-	-	-
At 31 March 2021	<u>2,769</u>	<u>5,592</u>	<u>8,361</u>
Depreciation			
At 1 April 2020	2,769	5,592	8,361
Charge for year	-	-	-
At 31 March 2021	<u>2,769</u>	<u>5,592</u>	<u>8,361</u>
Net book value			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

6 Debtors and prepayments

	2021 £	2020 £
Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

7 Cash at bank and in hand

	2021 £	2020 £
Bank Current a/c	200,544	113,603
	<u>200,544</u>	<u>113,603</u>

8 Creditors and accruals

	2021 £	2020 £
Accruals	-	-
Other Creditors	-	-
	<u>-</u>	<u>-</u>

9 Trustee remuneration and expenses

No trustees received any remuneration or expenses during the accounting period to 31st March 2021.

10 Related party transactions

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisations) it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures.