

Cuppa Squad

England & Wales · Charity number 1175348

Details

Other names	STEPS TO YOUR HEALTHY FUTURE, Cuppa Squad
Status	Registered
Legal form	CIO
Registered	2017-10-25
Register	View on the Charity Commission register

Contact

Address	13 St. Pauls Square Birmingham B3 1RB
Phone	07956465136
Email	hello@cuppasquad.org
Website	cuppasquad.org

Activities

Objects: TO PROMOTE AND PRESERVE GOOD HEALTH OF PEOPLE SUFFERING OR AT RISK OF SUFFERING FROM LONG TERM HEALTH CONDITIONS SUCH AS TYPE 2 DIABETES, PRE-DIABETES AND OBESITY BY THE PROVISION OF SUPPORT AND EDUCATION.

Activities: Cuppa Squad was set up to support you and your health. We provide free practical advice and information to help you understand your long-term condition and what your body needs to improve and maintain health. We are based in the community and understand the importance of mutual support, of meeting and working with people who have the same or similar conditions.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£91,113	£74,507	-	-
2024-03-31	£43,515	£48,808	-	-
2023-03-31	£61,143	£40,807	-	-
2022-03-31	£25,845	£45,010	-	-
2021-03-31	£36,190	£44,347	-	-

Trustees

Name	Role	Appointed
Dawn Hands	Chair	2025-10-22
Adam Stockton		2025-10-22
Andrew Frederick Kay		2025-10-03
Donnita Mason		2025-10-03
Lee Stephens		2025-10-03
Sally Ann Halil		2025-10-03

Cuppa Squad

England & Wales - Charity number 1175348

Accounts

**CUPPA SQUAD
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**



Spotlight Accounting Limited
Chartered Accountants
Market Chambers
2b Market Place
Shifnal
TF11 9AZ

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Cuppa Squad

Trustees' Report For The Year Ended 31 March 2025

The trustees present their report and the financial statements for the year ended 31 March 2025.

Objectives and Activities

Aims and Objectives

Cuppa Squad is a Birmingham-based charity established in 2017. It was set up to promote and preserve the good health of people suffering or at risk from long-term health conditions such as type 1 diabetes, type 2 diabetes and pre-diabetes, by the provision of support and education.

Our object is to support individuals living with diabetes in and around Birmingham. Key aims:

- Provide regular face-to-face and online support groups
- Raise awareness of diabetes management and wellbeing
- Encourage social connection and reduce isolation

This report demonstrates how Cuppa Squad fulfils its charitable purposes for public benefit.

Achievements and Performance

Main Achievements

Support Groups

- Held monthly face-to-face and online peer-support events, attended by approximate number of participants, e.g. 5–15 people per session.
- Group sessions included facilitated discussions, Q&A, sharing coping strategies, and signposting.

Community Talks & Outreach

- Presented educational talks at local community venues, e.g. libraries, community centres, GP surgeries.
- Collaborated with social prescribers, who referred patients living with diabetes directly into our programs.

Reducing Isolation & Peer Support

- Attendees consistently report increased confidence in self-management and a reduction in feelings of isolation.
- Post-session surveys show satisfaction rates of 90% and improved knowledge/behaviour changes in day-to-day life.

Awareness & Publicity

- Raised awareness via local community support workers, social media channels, leaflets in GP surgeries, and a dynamic website.
- Produced practical resources on diabetes management shared at every group session.

Financial Review

Financial Position

Summary of Funds

- Income for the year: £91,113, raised through donations, grants, event income, Network Neighbourhood Schemes.
- Expenditure: Our key out going for the year have been venue hire, staff costs, and materials.
- Reserves policy: maintain 3 months' running costs in reserves; currently held at £32,445 at year-end.

Financial Position

The charity remains solvent with adequate reserves to cover commitments and reinvest into expanding support services in the coming year.

Future Plans

1. Expand reach: increase monthly attendance and develop key hubs across the city
2. Increase facilitators: with increased groups bring on a new facilitator and grow the team
3. Stronger partnerships: deepen collaborations with GP surgeries, social prescribers, diabetes clinics
4. Funding growth: pursue grant opportunities and fundraise to support program expansion
5. Evaluate impact: implement formal evaluation tools—pre/post wellbeing surveys, long term follow-up.

**Cuppa Squad
Trustees' Report (continued)
For The Year Ended 31 March 2025**

Structure, Governance and Management

Governing Document

Structure, Governance & Management

The Charity is controlled by its governing document, a deed of trust, and constitutes a Limited company, Limited by guarantee, as defined by the Companies Act 2006.

Cuppa Squad is governed by 5 trustees who meet quarterly to set strategy and monitor performance. Day-to-day operations are overseen by an Operations Manager supported by volunteers and session facilitator. The trustees are recruited through an open process; new trustees receive induction and ongoing training.

Trustees responsibilities

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and Administrative Details

Trustees

K Walker - Chair
J S Marshall - Trustee
A J Roberts - Trustee
C J Rees Edwards - Trustee
M Triggs - Trustee

Charity Number

1175348

Principal Address

13 St Pauls Square
Birmingham
B3 1RB

Independent Examiner

Spotlight Accounting Limited ICAEW
Spotlight Accounting Limited
Chartered Accountants
Market Chambers
2b Market Place
Shifnal
TF11 9AZ

**Cuppa Squad
Trustees' Report (continued)
For The Year Ended 31 March 2025**

trustees' report was approved by the board of trustees and signed on its behalf by:



20 Nov 2025

K Walker

Trustee
Date

Cuppa Squad
Independent Examiner's Report to the Trustees of Cuppa Squad
For The Year Ended 31 March 2025

I report to the trustees on my examination of the accounts of Cuppa Squad (the Trust) for the year ended 31 March 2025.

Responsibilities and Basis of Report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

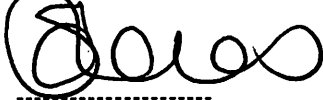
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Spotlight Accounting Limited ICAEW

Date
Spotlight Accounting Limited
Chartered Accountants
Market Chambers
2b Market Place
Shifnal
TF11 9AZ

4th December 2025

Cuppa Squad
Statement of Financial Activities
For The Year Ended 31 March 2025

		Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	83,043	7,820	90,863	43,503
Investments	4	250	-	250	12
		<u>83,293</u>	<u>7,820</u>	<u>91,113</u>	<u>43,515</u>
EXPENDITURE ON:					
Raising funds	6	(52,726)	(21,781)	(74,507)	(48,594)
Charitable activities:	6				
Hypo boxes		-	-	-	(215)
		<u>(52,726)</u>	<u>(21,781)</u>	<u>(74,507)</u>	<u>(48,809)</u>
NET INCOME/(EXPENDITURE)		<u>30,567</u>	<u>(13,961)</u>	<u>16,606</u>	<u>(5,294)</u>
NET MOVEMENT IN FUNDS		<u>30,567</u>	<u>(13,961)</u>	<u>16,606</u>	<u>(5,294)</u>
RECONCILIATION OF FUNDS:					
Total funds brought forward		532	15,308	15,840	21,134
TOTAL FUNDS CARRIED FORWARD	14	<u>31,099</u>	<u>1,347</u>	<u>32,446</u>	<u>15,840</u>

The notes on pages 8 to 11 form part of these financial statements.

Cuppa Squad
Comparative Statement of Financial Activities
For The Year Ended 31 March 2025

				2024
	Notes	Unrestricted funds	Restricted funds	Total funds
		£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	7,158	36,345	43,503
Investments	4	12	-	12
		<u>7,170</u>	<u>36,345</u>	<u>43,515</u>
EXPENDITURE ON:				
Raising funds	6	(6,813)	(41,781)	(48,594)
Charitable activities:	6			
Hypo boxes		-	(215)	(215)
		<u>(6,813)</u>	<u>(41,996)</u>	<u>(48,809)</u>
NET EXPENDITURE		<u>357</u>	<u>(5,651)</u>	<u>(5,294)</u>
NET MOVEMENT IN FUNDS		<u>357</u>	<u>(5,651)</u>	<u>(5,294)</u>
RECONCILIATION OF FUNDS:				
Total funds brought forward		175	20,959	21,134
TOTAL FUNDS CARRIED FORWARD	14	<u>532</u>	<u>15,308</u>	<u>15,840</u>

The notes on pages 8 to 11 form part of these financial statements.

Cuppa Squad
Statement of Financial Position
As At 31 March 2025

				2025	2024
		Unrestricted	Restricted	Total	Total
	Notes	funds	funds	funds	funds
		£	£	£	£
FIXED ASSETS					
Tangible Assets	10	449	-	449	185
		449	-	449	185
CURRENT ASSETS					
Debtors	11	994	-	994	509
Cash at bank and in hand		29,656	1,347	31,003	15,650
		30,650	1,347	31,997	16,159
Creditors: Amounts Falling Due Within One Year	12	-	-	-	(504)
NET CURRENT ASSETS (LIABILITIES)		30,650	1,347	31,997	15,655
TOTAL ASSETS LESS CURRENT LIABILITIES		31,099	1,347	32,446	15,840
NET ASSETS		31,099	1,347	32,446	15,840
FUNDS OF THE CHARITY					
Restricted Funds				1,347	15,308
Unrestricted Funds				31,099	532
TOTAL FUNDS	14			32,446	15,840

On behalf of the board



20 Nov 2025

K Walker

Trustee

Date

The notes on pages 8 to 11 form part of these financial statements.

Cuppa Squad

Notes to the Financial Statements

For The Year Ended 31 March 2025

1. General Information

Cuppa Squad is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1175348. The principal address is 13 St Pauls Square, Birmingham, B3 1RB.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds are to be used for specific purposes as laid down by the donor.

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

2.3. Incoming Resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

2.4. Resources Expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

2.5. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer Equipment	10% Straight Line
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2.6. Taxation

The charity is exempt from tax as all its income is charitable and applied for charitable purposes.

2.7. Pensions

The charity operates a defined pension contribution scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

3. Income from Donations and Legacies

	2025		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Donations and gifts	76,461	-	76,461
Grants	6,582	7,820	14,402
	<u>83,043</u>	<u>7,820</u>	<u>90,863</u>

Cuppa Squad
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Donations and gifts	7,158	-	7,158
Grants	-	36,345	36,345
	<u>7,158</u>	<u>36,345</u>	<u>43,503</u>

4. Investment Income

	2025 Unrestricted funds	2024 Unrestricted funds
	£	£
Bank interest receivable	<u>250</u>	<u>12</u>

5. Net Income/(Expenditure)

The net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation of tangible fixed assets - owned	<u>35</u>	<u>15</u>

6. Analysis of Expenditure

	2025 Support costs (see note 7)
	£
Raising funds	<u>74,507</u>

	2024 Activities undertaken directly	2024 Support costs (see note 7)	2024 Total
	£	£	£
Raising funds	-	48,594	48,594
Hypo boxes	215	-	215
	<u>215</u>	<u>48,594</u>	<u>48,809</u>

Cuppa Squad
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025

7. Support Costs

	2025
	Raising funds
	£
Employee costs	50,874
General administration	23,598
Depreciation	35
	<u>74,507</u>
	<u><u>74,507</u></u>
	2024
	Raising funds
	£
Employee costs	34,307
Premises expenses	2,400
General administration	11,872
Depreciation	15
	<u>48,594</u>
	<u><u>48,594</u></u>

8. Staff Costs

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	48,046	32,775
Other pension costs	947	796
	<u>48,993</u>	<u>33,571</u>
	<u><u>48,993</u></u>	<u><u>33,571</u></u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

9. Average Number of Employees

Average number of employees during the year was: 2 (2024: 2)

10. Tangible Assets

	Computer Equipment
	£
Cost	
As at 1 April 2024	200
Additions	299
As at 31 March 2025	<u>499</u>
Depreciation	
As at 1 April 2024	15
Provided during the period	35
As at 31 March 2025	<u>50</u>
	<u><u>50</u></u>

...CONTINUED

Cuppa Squad
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025

Net Book Value

As at 31 March 2025

449

As at 1 April 2024

185

11. Debtors

	2025	2024
	£	£
Due within one year		
Other debtors	994	509

12. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Taxation and social security	-	504

13. Pension Commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

During the year the charge to the statement of financial activities in respect of defined contribution schemes was £947 (2024: £796).

At the statement of financial position date contributions of £NIL were due to the fund and are included in creditors.

14. Movement in Funds

	As at 1 April 2024	Income	Expenditure	As at 31 March 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	532	83,293	(52,726)	31,099
Restricted funds				
Restricted fund	15,308	7,820	(21,781)	1,347
Total funds	15,840	91,113	(74,507)	32,446

	As at 1 April 2023	Income	Expenditure	As at 31 March 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	175	7,170	(6,813)	532
Restricted funds				
Restricted fund	20,959	36,345	(41,996)	15,308
Total funds	21,134	43,515	(48,809)	15,840

15. Related Party Disclosures

There are no related party transactions during the reporting period.

Cuppa Squad
Detailed Statement of Financial Activities
For The Year Ended 31 March 2025

	2025	2024
	Total funds	Total funds
	£	£
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Donations and gifts	76,461	7,158
Grants	14,402	36,345
	<u>90,863</u>	<u>43,503</u>
Investments		
Bank interest receivable	250	12
	<u>250</u>	<u>12</u>
	<u>91,113</u>	<u>43,515</u>
EXPENDITURE ON:		
Raising funds		
Wages and salaries	(48,046)	(32,775)
Pension costs	(947)	(796)
Staff training	-	(370)
Travel expenses	(1,881)	(366)
Rent	-	(2,400)
Computer software costs	(282)	(454)
Insurance	(424)	(411)
Printing, postage and stationery	(221)	-
Postage	(13)	(22)
Meeting costs	(1,010)	(644)
Advertising and marketing costs	(4,348)	(1,448)
Telephone & internet	(373)	(296)
Accountancy fees	(2,264)	(2,063)
Legal fees	(85)	-
Consultancy fees	(13,737)	(6,175)
Subscriptions	(323)	(184)
Bank charges	(121)	(7)
Sundry expenses	(397)	(168)
Depreciation	(35)	(15)
	<u>(74,507)</u>	<u>(48,594)</u>
Charitable Activities:		
Hypo boxes		
Purchases	-	(215)
	<u>-</u>	<u>(215)</u>
	<u>(74,507)</u>	<u>(48,809)</u>
NET INCOME/(EXPENDITURE)	<u>16,606</u>	<u>(5,294)</u>

Cuppa Squad

England & Wales - Charity number 1175348

Accounts

Cuppa Squad

Charity No. 1175348

Company No. CE011847

Trustees' Report and Unaudited Accounts

31 March 2024

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. CE011847

Charity No. 1175348

Registered Office

13 St Pauls Square
Birmingham
B3 1RB

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

C.J.R. Edwards
J. Marshall
A. Roberts
M.D.S. Triggs
K. Walker

Accountants

Spotlight Accounting Limited
Market Chambers
2b Market Place
Shifnal
TF11 9AZ

OBJECTIVES AND ACTIVITIES

Cuppa Squad is a Birmingham-based charity established in 2017. It was set up to promote and preserve the good health of people suffering or at risk from long-term health conditions such as type 1 diabetes, type 2 diabetes and pre-diabetes, by the provision of support and education.

Our Vision

“To live in a society where anyone can share a humble cuppa to combat isolation and learn more about their health.”

Our Mission

“We give everyone we meet a helping hand (and cuppa) to take the small steps that can make a massive difference to their health and their happiness.”

Our projects bring the community together in one place so they can share and support each other. We run peer-to-peer support groups that are online and face-to-face over a tea/coffee. We recognise some communities need support not only with a specific condition but the wider challenges such as isolation, self-belief and self-worth. We pride ourselves on listening to the feedback we receive, allowing us to innovate as we grow.

ACHIEVEMENTS AND PERFORMANCE

Board of Trustees

This financial year has seen highs and lows for the charity which the Board of Trustees have been working through. We have manoeuvred through challenges and learnt a lot to ensure the charity can stabilise and grow. Two new Trustees have joined the Board: Adam Roberts as Governance Lead Trustee and June Marshall as Communication and Marketing Lead Trustee. They have brought new energy and insights into the charity and are helping take the charity forward in a robust and strategic manner. The Board have developed new strategic plans for the charity across 2024/5 having seen fluctuations in the financial stability this year. The new strategy looks to fill staffing and skills gaps and drive the charity forward.

Growths

Cuppa Squad cannot deny the effects of a financially challenging year. This has been greatly influenced by the crisis experienced by Birmingham City Council (BCC) and their declaration of Section 114. Like many other voluntary organisations and charities alike, this has negatively impacted our financial performance in 2023/4.

Failing to secure a large grant of £63,000 over a 3-year plan of action with BCC's Prevention & Communities Directorate hampered Cuppa Squad from achieving its income budget of £73,000. Nevertheless, based on the strength of a robust range of relationships within local communities, Cuppa Squad has offset the shortfall by securing additional grant funding from existing and repeat funders. Inclusive of the likes of National Lottery; a number of Birmingham Neighbourhood Network Schemes; and foundations such as a Heart of England. This has meant that the charity has generated £43,500 in the year with post year commitments of a further £26,000 setting us off to a strong start in 2024/5.

We are pursuing new unrestricted income streams including corporate sponsorship of groups and corporate fundraising events. Two successful examples were being announced as the Civil Engineering CECA Southern's nominated charity during their annual awards ceremony and the incredible charity lunch hosted by Richard Usmar and Lord Digby Jones.

Cuppa Squad

Trustees Annual Report

Although our plans for growth have been frustrated, nonetheless, we have been able to safeguard all our existing groups and support sessions. Thus, our service users and Cuppa Squad members have not been impacted and continue to receive the favourable and valued education and support they have come to expect.

Our Impact

Although Cuppa Squad's impact has widened over the last year, we have shown greater restraint and so, not experienced the same sudden uplift that we experienced in the previous financial year (2022/3). So the past year has been about bedding down predominantly physical face-to-face support sessions. In addition to our traditional standalone monthly groups, we have continued to broaden our outreach with fellow stakeholder partnerships. Offering talks to a wider array of voluntary services and Birmingham-mapped assets. More recently, we have delivered extended drop-in services within registered Places of Welcome within a wider geographical patch: Remaining a local charity with a regional outreach.

This growing collaboration with fellow stakeholders (such as Birmingham Mind & Creative Support, BID services, Community Engage & Thrive, etc) has allowed Cuppa Squad to deliver our diabetes awareness messaging to a wider audience. For example, growing from the established four Birmingham Mental Health & Wellbeing hubs, we have extended into Kingstanding, Chelmsley Wood, Sparkbrook and Solihull.

These opportunities have allowed Cuppa Squad to embed within these local communities and ascertain a citizen need for extending our support services. For example, our work at the Northfield Mental Health & Wellbeing hub allowed us to expand into delivering two new standalone groups in New Frankley/Rubery and West Heath based on proven track records and a successful relationship with NNS Northfield, with subsequent funding through Heart of England Community Foundation. This gave Cuppa Squad access to further marginalised communities where we are delivering valuable work and measured outcomes.

We have continued to deliver worthwhile Taster Sessions (first time sessions/ introductory sessions that ultimately establish interest and deliver repeat cyclical sessions moving forward) to existing voluntary organisations, faith groups, etc within culturally sensitive and hard-to-reach areas. One great example is around delivering Men's and Women's only groups at Unity Hub, Ward End. This monthly presence has, subsequently, allowed Cuppa Squad to expand into delivering occasional sessions at Ward End Wellbeing Centre. This is but one example of an organic approach to how we grow our valued outreach.

As previously mentioned, we continually listen to our service user feedback. Gathering comments and input from our Cuppa Squad members and those who occasionally attend our talks and taster sessions. This has helped us greatly in revising our training material and developing a portfolio of educational themes and interactive material beyond the traditional health & wellbeing and diabetes courses. This provides a fresh and engaging outlook on managing our Health & Happiness, looking at a wider arena of challenging lifestyle choices and negative environmental impactors that have previously been given a Health Halo.

Cuppa Squad

Trustees Annual Report

Empowering service users to make better choices with greater confidence. Especially those living in marginalised communities. Inclusive of those areas where citizens find themselves living in, what are termed as food deserts* and food swamps.**

** The term 'food desert' signifies a community or area where there is limited access to affordable and nutritious food. Having no large supermarkets, leaving people to shop in smaller convenience stores with higher prices and limited selection of fresh, healthy food.*

*** The term 'food swamp' defines a community where fast-food chains and convenience stores are numerous and overly abundant, swamping the local neighbourhood with unhealthy eating options rather than healthy food choices.*

Our Numbers

- On average we offered and delivered 18 support sessions a month, (+17% YoY).
- An average of 6 people attended each session. Overall, we interacted with 1,300+ people over the course of the financial year. This is reflected in attendance records.
- Although we saw incremental growth in average monthly session numbers YoY. We did, however, experience growth in the way we deliver our support. Expanding our outreach in terms of new campaigns [One More Challenge] and extending our visibility through drop-in services, eg via registered Birmingham Council Places of Welcome (otherwise known as Warm Welcomes).
- This delivered greater community exposure, which was reflective on referrals and self-referrals: 110+ referrals over the course of the financial year, (+45% YoY).

We continue to partner with a range of Social Prescribers, Community Networking Support Officers and Project Workers and Project Navigators, who feel secure in signposting patients to our services. We also receive referrals from existing Cuppa Squad members, such as spouses, family members, friends, colleagues, etc. Referrals are either directly introduced to us by attending our groups alongside existing Cuppa Squad members, or we contact them directly over the phone to make introductions and benchmark where and if we can support them. Any achieved interactions are fed back to their relevant Social Prescriber for their logged records.

During the course of the financial year, Cuppa Squad has continued to grow the numbers registered for our free bi-monthly e-bulletin of 500+ subscribers. That's up a third year on year.

Our Feedback

A sample of some of the testimonials we have received in 2023/24:

"I joined Together as One just after my now 10 year old was diagnosed. I was apprehensive about joining a group as it's not something that I've done before. I have to say, I'm so pleased I did. Our meetings are relaxed, informative and encouraging. We share experiences, good and bad, and it really does feel that we are together as one trying to do our best for our warriors."

Emma, Parent and Cuppa Squad member of our 'Together as One' parental support group for parents of Type 1 children and young adults.

Cuppa Squad

Trustees Annual Report

"The biggest thing for me was noticing how little the doctor's staff, even the doctors, themselves know about diabetes. The help level we've had off you guys has *far* superseded anything from GP practices. Or any of the notes or leaflets from hospital doctors. So yeah, thanks for being there."

David, Senior living with Type 2 diabetes and a Cuppa Squad member who attends our monthly hybrid support groups – online and face-to-face.

"Regular meetings which allow discussion give a much better opportunity for understanding through greater exchange of information and repetition where necessary."

Fiona, Widower living with pre-diabetes and a Cuppa Squad member who attends a number of our monthly face-to-face support groups for both education and to build a sense of community.

"Cuppa Squad is such a valuable asset to the people I work with."

Annie Langrick, Social Prescriber for NHS Birmingham & Solihull ICB.

"Cuppa Squad has been a life saver for many of the participants at St Martin's. They have found it incredibly useful to have someone to sit and talk to about life-changing advice, relevant to them. They are always asking when Cuppa Squad is coming back because they so value the continued support."

Debbie Tye, Community Development Co-ordinator. St Martin's Social Care Project, Place of Welcome, St Martin's Church Centre.

"Cuppa Squad has provided support from members of the SCURC foodbank via their advice café session and the church regular 'drop in' session. The foodbank has a number of diabetic and pre-diabetic clients who benefitted from speaking with Cuppa Squad regarding managing their diets and lifestyle to improve their diabetes. This was both during Cuppa Squad sessions alongside other agencies within the foodbank advice café and during Cuppa Squad's time in the main church when clients from the foodbank were able to visit in the main church. Michael's friendly manner meant that the clients were willing to approach him, which can sometimes be difficult for people in challenging circumstances as they do not wish to be judged. Feedback from our clients was very positive and they felt supported and better informed."

Tracey Peters, Manager for the Sutton Coldfield United Reform Church Foodbank and Advice Café.

"Always good to have Cuppa Squad in the building – from my office I can hear the lively and positive conversations between the staff and people who come along, emphasising the power and importance of the passing on important health information through the power of social chat and a cup of tea – Well done."

Karen Cheney, Head of Service – Neighbourhood Development and Support Unit (NDSU). Pillar Lead – UKSPF Community and Place Pillar. Lead Facilitator- Selly Oak Const. Neighbourhood Network Scheme.

"Many thanks to you and your colleagues for supporting the citizens of Birmingham through the advice, support and guidance etc that Cuppa Squad provides, which is greatly appreciated!"

Neil De-Costa, Senior Service Manager – Community Development. Neighbourhood Development & Support Unit (NDSU)

"It's been fabulous to have Cuppa Squad involved in our Northfield community in 2023. We were approached by local Social Prescribers earlier in the year, supporting local Northfield residents who needed the kind of support and advice that Cuppa Squad can offer so well. All the feedback we receive from those attending the sessions has been positive and it helps our citizens take those important steps to 'managing' and taking more control of their lives, living with diabetes more proactively. We look forward to working with Cuppa Squad in 2024 and beyond...."

Jess Allan, Northfield NNS Manager. Northfield Community Partnership.

Cuppa Squad

Trustees Annual Report

“Across both Hubs [Northfield & Yardley] we observed a 63% increase in self-rated Physical Health scores from quarter 1 to quarter 2 this year. Cuppa Squad have been one of our main physical health initiatives this year so I would say this increase is linked to your contributions.”

Grace Garrattley, Service Manager, Creative Support & Birmingham Mental Health & Wellbeing Hubs.

“I just wanted to say thank you for all the sessions delivered by you on the Health and Wellbeing Forum at our centre at Aston and Kingstanding. The service users could gain a bigger understanding how their body works and the big impact the food has on their daily lives. They are always looking forward to your sessions. Furthermore, taking on board their suggestions and talking on different subjects in a very engaging and professional manner allow them to be more aware and informed.”

Ewa Weis, Community Action Worker, Birmingham Settlement.

“Over the last few months, you have been journeying with our members from the local community. It’s clear to see that there have been many positive relationships built on trust. You have effortlessly joined in with our members and worked alongside them at their individual level of understanding and speed. As a result, we have members who are making positive changes to their lifestyle.”

Kaniz Ditta, Unity Hub Co-ordinator, The Unity Hub, Ward End, Birmingham.

“You’re doing very important work and it’s amazing to see the impact!! Congratulations!!”

Jessie Inchauspe, aka “Glucose Goddess” – French biochemist & New York Times best-selling author of “Glucose Revolution.”

Thank you to our funders

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind which has been committed to or received during this financial year:

- The National Lottery Community Fund - Awards for All
- Witton Lodge Community Ass. & Shared Prosperity Fund
- CECA & Civil Engineering CECA Southern
- Birmingham City Council & NNS Perry Barr
- Birmingham City Council & NNS Selly Oak
- NNS Hodge Hill/POHWER
- NNS Sutton Coldfield/Age Concern
- ASDA Green Tokens Awards
- Barchester Health Grant
- Persimmon
- Heart of England, Coventry, Warwickshire & Solihull Community Foundations
- William A Cadbury Charitable Trust
- NNS Yardley & Disability Resource Centre
- NNS Ladywood & Birmingham Settlement

Acknowledgements

As the Chair, I would like to firstly thank the Board, the new trustees, Adam and June, for the enthusiasm and energy they have brought to the charity. Also, thank you to Mark and Caroline for their continued commitment and dedication while we were going through the changes.

This year we have had two new volunteers that I would like to thank, Lou who supports accounts and Sam working with myself in the background to grow corporate relationships.

Cuppa Squad

Trustees Annual Report

The charity would not function without Michael's hard work and commitment to the operation of the charity. Thank you, Michael, for making a difference to people's lives across the city.

Finally, thank you to all those who have helped us with fundraising and donated to our charity, without this support we could not deliver the incredible service we do. Thank you to all the funders and especially, Richard Usmar, Lord Digby Jones, Donna Courage and David Bird.

Financial Review

The charity faced a challenging year financially with income down almost 30% on the previous year, which led the Trustees to move the Chief Executive into a new role as Operational Lead; instigate a root and branch review of our fundraising strategy and resourcing; introduce a new interim structure; and accept a short term Trustee loan to tide the charity over Christmas, which was fully repaid the following month. As a result, we ended the financial year with 4 months' running costs in the bank and an encouraging pipeline of other income looking forwards.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes a Limited company, Limited by guarantee, as defined by the Companies Act 2006.

Management

Cuppa Squad is a small charity that includes one full time employee. Trustee recruitment is managed through our Trustee Recruitment Policy.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

K. Walker
Trustee



16 Jul 2024

Independent Examiner's Report to the trustees of Cuppa Squad

I report to the charity trustees on my examination of the financial statements of Cuppa Squad for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Spotlight Accounting Limited ICAEW
Spotlight Accounting Limited
Market Chambers
2b Market Place
Shifnal
TF11 9AZ
31 March 2024

Cuppa Squad
Statement of Financial Activities
for the year ended 31 March 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Notes				
Income and endowments from:					
Donations and legacies	4	7,158	36,345	43,503	61,143
Investments	5	12	-	12	-
Total		7,170	36,345	43,515	61,143
Expenditure on:					
Charitable activities	6	-	215	215	136
Other	7	6,814	41,780	48,593	40,671
Total		6,814	41,995	48,808	40,807
Net gains on investments		-	-	-	-
Net (expenditure)/income	8	356	(5,650)	(5,293)	20,336
Transfers between funds		-	-	-	-
Net (expenditure)/income before other gains/(losses)		356	(5,650)	(5,293)	20,336
Other gains and losses					
Net movement in funds		356	(5,650)	(5,293)	20,336
Reconciliation of funds:					
Total funds brought forward		175	20,959	21,134	798
Total funds carried forward		531	15,309	15,841	21,134

Cuppa Squad
Summary Income and Expenditure Account
for the year ended 31 March 2024

	2024	2023
	£	£
Income	43,503	61,143
Interest and investment income	12	-
Gross income for the year	<u>43,515</u>	<u>61,143</u>
Expenditure	48,793	40,785
Interest payable	-	22
Depreciation and charges for impairment of fixed assets	15	-
Total expenditure for the year	<u>48,808</u>	<u>40,807</u>
Net (expenditure)/income before tax for the year	(5,293)	20,336
Net (expenditure)/income for the year	<u>(5,293)</u>	<u>20,336</u>

Cuppa Squad
Balance Sheet
at 31 March 2024

Company No.	CE011847	Notes	2024	2023
			£	£
Fixed assets				
Tangible assets	10	185	-	-
		185	-	-
Current assets				
Stocks	11	-	215	
Debtors	12	509	443	
Cash at bank and in hand		15,650	21,671	
		16,159	22,329	
Creditors: Amount falling due within one year	13	(504)	(1,195)	
Net current assets		15,655	21,134	
Total assets less current liabilities		15,840	21,134	
Net assets excluding pension asset or liability		15,840	21,134	
Total net assets		15,840	21,134	
The funds of the charity				
Restricted funds	14			
Restricted income funds		15,309	20,959	
		15,309	20,959	
Unrestricted funds	14			
General funds		531	175	
		531	175	
Reserves	14			
Total funds		15,840	21,134	

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 31 March 2024

And signed on its behalf by:



16 Jul 2024

M.D.S. Triggs
Trustee
31 March 2024

1 Accounting policies**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Income and endowments from:			
Donations and legacies	7,235	53,908	61,143
Total	<u>7,235</u>	<u>53,908</u>	<u>61,143</u>
Expenditure on:			
Charitable activities	-	136	136
Other	7,773	32,898	40,671
Total	<u>7,773</u>	<u>33,034</u>	<u>40,807</u>
Net income	<u>(538)</u>	<u>20,874</u>	<u>20,336</u>
Net income before other gains/(losses)	(538)	20,874	20,336
Other gains and losses:			
Net movement in funds	<u>(538)</u>	<u>20,874</u>	<u>20,336</u>
Reconciliation of funds:			
Total funds brought forward	713	85	798
Total funds carried forward	<u>175</u>	<u>20,959</u>	<u>21,134</u>

4 Income from donations and legacies

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Donations	7,158	-	7,158	786
Grants	-	36,345	36,345	60,357
	<u>7,158</u>	<u>36,345</u>	<u>43,503</u>	<u>61,143</u>

5 Income from investments

	Unrestricted	Total 2024	Total 2023
	£	£	£
	12	12	-
	<u>12</u>	<u>12</u>	<u>-</u>

6 Expenditure on charitable activities

	Restricted	Total 2024	Total 2023
	£	£	£
<i>Expenditure on charitable activities</i>			
Hypo boxes	215	215	136
Governance costs			
	<u>215</u>	<u>215</u>	<u>136</u>

7 Other expenditure

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Bank loan and overdraft interest payable	-	-	-	22
Employee costs	5,075	28,865	33,941	32,402
Premises costs	-	2,400	2,400	-
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	15	-	15	-
General administrative costs	1,311	8,864	10,175	6,164
Legal and professional costs	412	1,651	2,063	2,083
	<u>6,814</u>	<u>41,780</u>	<u>48,593</u>	<u>40,671</u>

8 Net (expenditure)/income before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	15	-

Cuppa Squad
Notes to the Accounts

9 Staff costs

	2024	2023
Salaries and wages	32,775	31,713
Pension costs	796	689
	<u>33,571</u>	<u>32,402</u>

No employee received emoluments in excess of £60,000.

10 Tangible fixed assets

	£	£
Cost or revaluation		
Additions	200	200
At 31 March 2024	<u>200</u>	<u>200</u>
Depreciation and impairment		
Depreciation charge for the year	15	15
At 31 March 2024	<u>15</u>	<u>15</u>
Net book values		
At 31 March 2024	<u>185</u>	<u>185</u>

11 Stocks

	2024	2023
	£	£
Raw materials and consumables	-	215
	<u>-</u>	<u>215</u>

12 Debtors

	2024	2023
	£	£
Prepayments and accrued income	509	443
	<u>509</u>	<u>443</u>

13 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Other taxes and social security	504	1,195
	<u>504</u>	<u>1,195</u>

14 Movement in funds

	At 1 April 2023	Incoming resources including other gains/losses £	Resources expended £	At 31 March 2024 £
Restricted funds:				
Restricted income funds:				
	20,959	36,345	(41,995)	15,309
<i>Total</i>	<u>20,959</u>	<u>36,345</u>	<u>(41,995)</u>	<u>15,309</u>
Unrestricted funds:				
General funds	175	7,170	(6,814)	531
Total funds	<u>21,134</u>	<u>43,515</u>	<u>(48,808)</u>	<u>15,840</u>

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	185	-	185
Net current assets	346	15,309	15,655
	<u>531</u>	<u>15,309</u>	<u>15,840</u>

16 Reconciliation of net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash and cash equivalents	21,671	(6,021)	15,650
	<u>21,671</u>	<u>(6,021)</u>	<u>15,650</u>
Net debt	<u>21,671</u>	<u>(6,021)</u>	<u>15,650</u>

17 Commitments

Pension commitments

	2024 £	2023 £
The pension cost charge to the company amounted to:	<u>796</u>	<u>689</u>

Cuppa Squad
Detailed Statement of Financial Activities
for the year ended 31 March 2024

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:				
Donations and legacies				
Donations	7,158	-	7,158	786
Grants	-	36,345	36,345	60,357
	<u>7,158</u>	<u>36,345</u>	<u>43,503</u>	<u>61,143</u>
Investments				
	12	-	12	-
	<u>12</u>	<u>-</u>	<u>12</u>	<u>-</u>
Total income and endowments	7,170	36,345	43,515	61,143
Expenditure on:				
Charitable activities				
Hypo boxes	-	215	215	136
	<u>-</u>	<u>215</u>	<u>215</u>	<u>136</u>
Total of expenditure on charitable activities	-	215	215	136
Other expenditure				
Bank loan and overdraft interest payable	-	-	-	22
	<u>-</u>	<u>-</u>	<u>-</u>	<u>22</u>
Employee costs				
Salaries/wages	4,916	27,859	32,775	31,713
Pension costs	159	637	796	689
Staff training	-	370	370	-
	<u>5,075</u>	<u>28,865</u>	<u>33,941</u>	<u>32,402</u>
Premises costs				
Rent	-	2,400	2,400	-
	<u>-</u>	<u>2,400</u>	<u>2,400</u>	<u>-</u>
General administrative costs, including depreciation and amortisation				
Depreciation	15	-	15	-
Bank charges	7	-	7	8
Advertising & marketing	-	1,448	1,448	442
Travel	-	366	366	12
General insurances	411	-	411	411
Consulting	-	6,175	6,175	4,200
Postage and couriers	22	-	22	23
Software, IT support and related costs	454	-	454	217
Meeting costs	193	451	644	337

Cuppa Squad**Detailed Statement of Financial Activities**

Subscriptions	55	129	184	184
Sundry expenses	169	-	169	72
Telephone & internet	-	296	296	258
	<u>1,326</u>	<u>8,864</u>	<u>10,190</u>	<u>6,164</u>
Legal and professional costs				
Accountancy and bookkeeping	412	1,651	2,063	2,020
Legal expenses	-	-	-	63
	<u>412</u>	<u>1,651</u>	<u>2,063</u>	<u>2,083</u>
Total of expenditure of other costs	<u>6,814</u>	<u>41,780</u>	<u>48,593</u>	<u>40,671</u>
Total expenditure	<u>6,814</u>	<u>41,995</u>	<u>48,808</u>	<u>40,807</u>
Net gains on investments	-	-	-	-
	<u>356</u>	<u>(5,650)</u>	<u>(5,293)</u>	<u>20,336</u>
Net (expenditure)/income				
Net (expenditure)/income before other gains/(losses)	<u>356</u>	<u>(5,650)</u>	<u>(5,293)</u>	<u>20,336</u>
Other Gains	-	-	-	-
	<u>356</u>	<u>(5,650)</u>	<u>(5,293)</u>	<u>20,336</u>
Net movement in funds				
	<u>356</u>	<u>(5,650)</u>	<u>(5,293)</u>	<u>20,336</u>
Reconciliation of funds:				
Total funds brought forward	175	20,959	21,134	798
Total funds carried forward	<u>531</u>	<u>15,309</u>	<u>15,841</u>	<u>21,134</u>

Cuppa Squad

England & Wales - Charity number 1175348

Accounts

Cuppa Squad

Charity No. 1175348

Company No. CE011847

Trustees' Report and Unaudited Accounts

31 March 2023

Cuppa Squad
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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. CE011847

Charity No. 1175348

Registered Office

13 St Pauls Square
Birmingham
B3 1RB

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

C.J.R. Edwards

M.D.S. Triggs

K. Walker

Accountants

Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
TF11 9AZ

OBJECTIVES AND ACTIVITIES

Cuppa Squad is a Birmingham-based charity established in 2017, originally known as Steps to Your Healthy Future. It was set up to promote and preserve the good health of people suffering or at risk from long-term health conditions such as type-2 diabetes and pre-diabetes, by the provision of support and education.

Our Vision

“To live in a society where anyone can share a humble cuppa to combat isolation and learn more about their health.”

Our Mission

“We give everyone we meet a helping hand (and cuppa) to take the small steps that can make a massive difference to their health and their happiness.”

Our projects bring the community together in one place so they can share and support each other. We run peer-to-peer support groups that are online and face-to-face over a tea/coffee. We recognise some communities need support not only with a specific condition but the wider challenges such as isolation, self-belief and self-worth. We pride ourselves on listening to the feedback we receive, allowing us to innovate as we grow.

ACHIEVEMENTS AND PERFORMANCE

Board of Trustees

This financial year has seen significant changes to the Board of Trustees with two Board members choosing to step down due to personal reasons. This gave the Board the opportunity to reflect and look at what key areas were needed to help drive the charity to the next level. It was agreed that we needed a new Treasurer to allow the current Treasurer to step into a more strategic role, support on governance and policy implementation, and deliver as a key influencer. We have been successful in recruiting to the former two positions and continue to make positive inroads in acquiring a new Treasurer. The Board is excited for the next stages of the charity's evolution, while we continue to grow to deliver on increased staff and financial stability.

Our Growth

Cuppa Squad has seen significant growth during this financial year; not only financially, but also in its support group outreach, subsequent growing attendee numbers, and overall presence and recognition across Birmingham.

Cuppa Squad is now well known and supported across the city with support from Birmingham City Council, West Midlands NHS and Public Health along with many of the city's organisations (otherwise called 'Assets'). This laser focus and drive has put Cuppa Squad on the Birmingham map, allowing for significant impact to be achieved across a spectrum of communities over the past financial year (please see 'Our Impact').

As the charity continues to grow, we have added additional support groups for people living with type 1 diabetes and parents of children living with type 1 diabetes. These groups are starting to gain traction and have received incredible feedback for their peer-to-peer support in removing levels of isolation. Each of these core groups has created its own identity, embellished with standalone branding to encourage a feeling of belonging.

Furthermore, the charity has warmly welcomed a number of volunteers to support Cuppa Squad with designated roles and responsibilities. Through the 'LoveBum' volunteering initiative, we were excited to have found a book-keeper and another volunteer to help with basic admin. Additionally, we have two year 12 students from Lady Eleanor Holles School, volunteering for their Duke of Edinburgh Award. The young ladies have said *"We feel this is a wonderful opportunity to deepen our understanding around diabetes and other related health issues. Furthermore, we're hoping to gain practical experience in the fields of research and journalism skills, hence, partaking in this volunteering experience."*

Our Impact

Cuppa Squad's impact has been significant this year with double the groups, and month-by-month growth in attendee numbers.

At the start of the financial year, Cuppa Squad set a goal of migrating from dependence on monthly online support groups (a symptom of the Covid pandemic) and begin to re-engage with local communities by re-establishing physical face-to-face groups. By March 2023, the charity hosted an average of 15 groups a month. This translated into a noticeable ratio of 1:4 online groups to face-to-face groups, highlighting total success in our stated goal.

We divide our groups into: standalone monthly groups; those delivered in partnership with fellow stakeholders (eg Birmingham Mind & Creative Support); and Taster Sessions (first time sessions/ introductory sessions that ultimately establish interest and deliver repeat cyclical sessions moving forward). Delivering to established groups allowed Cuppa Squad to present to larger numbers more consistently. Based on content discussed and visual aids and handouts offered, we estimate that for every 1 person engaged in a support group, would then deliver a default advocacy role where the messaging would spread to a further two people, such as family, friends and carers.

These metrics do not include talks and presentations. For instance, Cuppa Squad delivered three lunchtime presentations to Birmingham City Council alone in the final quarter of the financial year, covering topics such as, *"Hormones are the new calories;"* and *"Fat: Friend or Foe? Debunking the demonisation of fat."* Each presentation generated 55+ attendees, with strong promoter feedback, regarding interest in the topic; desire for additional presentations to be offered; and willingness to refer Cuppa Squad to other people.

- Average of 15 groups per month – +46% year-on-year
- Average group attendees of 10 people per group – +60% year-on-year
- Growth in support group categories, eg 'Together As 1' Parental support group, and Taster Session concept – +50% year on year

We continue to grow our face-to-face groups (as opposed to online groups). On top of Yardley and Bridgnorth, we now offer a hybrid offering for the greater West Midlands with an online offering in the morning in conjunction with a follow-up physical meet-up group in Walsall in the afternoon. This caters for three of our older groups, thus allowing Cuppa Squad members to choose how and when they attend without missing out all together. As this broad cohort is aged 65+ with a range of contributing health conditions, this offers greater flexibility and consistency of support while they combat other health issues and medical appointments.

Our 'Taster Sessions' are bearing fruit as we have secured a consistent commitment to deliver monthly support groups within the Birmingham Mental Health & Wellbeing Hubs, and in some cases their accompanying annexes, with a view to grow further. This has allowed us to not only partner with valued partners and stakeholders within Birmingham but has subsequently allowed Cuppa Squad to increase our physical presence by +50% just in the first three months of 2023 alone.

We continue to partner with a range of Social Prescribers, Community Networking Support Officers, and Project Workers and Project Navigators, who feel secure in signposting patients to our services. We also receive referrals from existing Cuppa Squad members, such as spouses, family members, friends and colleagues. Referrals are either directly introduced to us by attending our groups alongside existing Cuppa Squad members, or we contact them by phone to make introductions and benchmark where and if we can support them. Any achieved interactions are fed back to their relevant Social Prescriber for their logged records.

In quarter 4 (January – March 2023) we accepted 23 predominantly Social Prescriber referrals in addition to self-referrals, all of whom had been directly contacted by Cuppa Squad, by phone, text, email or a mixture. That's an increase of +13% against quarter 3's referral rate. Throughout the financial year, Cuppa Squad has gained a steady and positive increase in referrals quarter-on-quarter. These referrals have addressed concerns relating to all variants of diabetes: pre-diabetes, type 2 and type 1 conditions.

As we continue to delve deeper into our local communities, we have now built a robust network that allows Cuppa Squad to confidently signpost fellow Assets (voluntary organisations, charities, services) in delivering valuable connections that can embellish their own services while building enriching relationships with Cuppa Squad as a go-to offering for support and guidance.

At the start of the year, Cuppa Squad set a stretch goal of reaching 300 sign-ups to our free bi-monthly e-bulletin. By the year end, we had secured 351 subscribers and growing.

Our Feedback

Below is a sample of some of the testimonials we have received in 2023 alone:

"Great to meet you yesterday! Thank you for spending the time to share this wonderful work with me."

Rachel Robinson, Executive Director of Public Health, Shropshire Council

"The benefits of having [Cuppa Squad] there at 'Friendship Club' is that the service users are able to learn better when they're well nourished; and eating healthy meals has been linked to ordering less takeaways for an individual in that session. "

Harnam Surdhar, Recovery & Employment Navigator, Birmingham Mind

"I just wanted to thank you for kindly supporting our event this morning. We received such positive feedback from the patients who attended so thank you for your contribution. I am looking forward to us working together to ensure more regular diabetes events take place in Solihull."

Jill Bonehill, Senior Social Prescriber, Citizens Advice Solihull Borough

"We have been very fortunate to have Michael from Cuppa Squad come and discuss various health topics in our men's group [Beechcroft, Erdington] and also our women's group in Kingstanding, the discussions have benefitted the service users and raised more awareness of symptoms and signs of health conditions such as diabetes, Michael has adapted his presentations for the needs of the service users and made it easy for them to understand and also is very approachable for service users to ask any questions. We are glad that we have been able to book Cuppa Squad to attend regularly to our groups as we are always having new service users attending."

Shazeana Ahmed, Erdington Hub Team leader, Birmingham Mind.

"I can testify that Cuppa Squad is a needed and informative charity. We have been lucky enough to have Michael McEntee running sessions on the first Friday of every month. This has been invaluable. We constantly have a full group, and the service users at Birmingham Mind's Handsworth Hub look forward to the informative and interactive sessions. Many of the attendees are diabetic or pre-diabetic and the feedback is exceptionally good. They feel since meeting Michael they have better knowledge and understanding around diabetes. They also enjoy the relaxed social element of the group. I have found Michael to be professional and engaging. And I believe having Cuppa Squad delivering these sessions has had a positive and beneficial outcome for all who attend."

David Trezise Handsworth Hub Team leader, Birmingham Mind.

Cuppa Squad

Trustees Annual Report

"Cuppa Squad is a fantastic resource for me as a social prescriber. I get referrals weekly for people who need support with their diabetes, and most are happy to receive a call from Michael to give them information and to tell them more about the drop-in. The people I have referred who have attended come back to me and feed back that the experience has been very positive for them. I am fully confident in referring people to this service knowing that they will benefit greatly from it."

Annie Langrick – Social Prescribing Link Worker, The Active Wellbeing Centre

"Your service has been invaluable for me as a social prescriber as I have struggled in the past with knowing where to signpost patients to and I know I have referred a lot. I am also happy to have been able to link you in with other local facilities."

Sharon Mullard, Social Prescribing Link Worker, The Active Wellbeing Society.

"I am emailing in regards to Cuppa Squad and their fantastic support services they provide to adults with managing diabetes."

Russell Philips, Public Health Senior Programme Officer, Public Health Division, BCC

"Thank you for the call today I really appreciated it. The tips & suggestions on how to manage blood spikes are useful & I will try out. In fact, it has encouraged me to make an appointment with my diabetes nurse for a much-needed review, and hopefully this will be my trigger to get me back on track with looking after myself properly."

Fatima Baugh, Type 2 diabetes

"I enjoy our monthly meetings with Michael & Kate. As a diabetic I find the advice, knowledge & support given helps with keeping on top of my condition. I've been coming to the meetings for nearly one year. Michael & Kate always bring positivity to the sessions, along with the willingness to help & support those who come to join. There is plenty of advice & tips about how to manage the condition & how to make better dietary choices that will also help in losing weight. I look forward to continuing with the meetings & look forward to the support of Michael & Kate. So, I would recommend anyone to come along & join the group & take a positive look about how to live with diabetes with the help & support of Cuppa Squad."

Andy Field, Type 2 diabetes

"Many thanks for the information you sent. The facts concerning the diabetes food intake, sugar spike timing and its beneficial effect on the body are most helpful. I and probably many other people were not aware of these important facts. We might have carried on doing the wrong things that would have impacted our health forever. I am surprised that nobody made us aware of this valuable information in all this time. Most grateful for the lifesaving help."

Ranajit Chaudhuri, Type 2 diabetes

Thanks you to our funders

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind that we have received this year:

- NNS Hodge Hill POHWER
- Groundwork UK & Tesco
- NNS Erdington Witton Lodge Community Association
- Supporting Giving Ltd & CECA
- Civil Engineering CECA Southern
- Birmingham City Council
- National Lottery
- Birmingham City Council & NNS Selly Oak
- LoveBrum
- Bridgnorth Old Peoples Welfare & Good Neighbours Association
- NNS Perry Barr
- NNS Sutton Coldfield
- ASDA Green Tokens Awards
- Edgar Lawley Foundation
- Heart of England Community Foundation & NNS Northfield

Acknowledgements

As the Chair, I am incredibly humbled by what has been achieved this year. Despite the significant Board changes and financial challenges Cuppa Squad has experienced, the charity has grown into a recognised and respected presence across Birmingham and the West Midlands. I would like to offer a personal note of thanks to the charity's CEO, Michael, for his continued passion, drive and commitment towards the charity. Testament to this hard work has been the measured growth of presence and influence within the locality, alongside the measured outcomes within those communities. I would also like to thank the Trustees and staff who have now moved on, for their support and help in directing the charity, thank you Tim, Janet and Sue. Finally, thank you to Caroline, Mark and Donna for their continued commitment and dedication to our worthy cause.

FINANCIAL REVIEW

The charity faced its challenging financial position head-on, and through grit and determination Cuppa Squad has turned this around and secured a number of significant grants and funding streams to allow the charity to rebound towards a stable position with six months' running costs in the bank.

There were no loans outstanding to Trustees at the year end.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes a Limited company, Limited by guarantee, as defined by the Companies Act 2006.

Management

Cuppa Squad is a small charity that includes one full time employee. Trustee recruitment is managed through our Trustee Recruitment Policy.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

M.D.S. Triggs

Trustee

10 May 2023



11 May 2023

Independent Examiner's Report to the trustees of Cuppa Squad

I report to the charity trustees on my examination of the financial statements of Cuppa Squad for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Spotlight Accounting Limited
ICAEW
Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
TF11 9AZ
10 May 2023

Cuppa Squad
Statement of Financial Activities
for the year ended 31 March 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
	Notes				
Income and endowments from:					
Donations and legacies	4	7,235	53,908	61,143	25,844
Investments	5	-	-	-	1
Total		7,235	53,908	61,143	25,845
Expenditure on:					
Hypo Boxes	6	-	136	136	305
Charitable activities	7	7,773	32,898	40,671	44,705
Total		7,773	33,034	40,807	45,010
Net gains on investments		-	-	-	-
Net income/(expenditure)		(538)	20,874	20,336	(19,165)
Transfers between funds		-	-	-	-
Net income/(expenditure) before other gains/(losses)		(538)	20,874	20,336	(19,165)
Other gains and losses					
Net movement in funds		(538)	20,874	20,336	(19,165)
Reconciliation of funds:					
Total funds brought forward		713	85	798	19,963
Total funds carried forward		175	20,959	21,134	798

Cuppa Squad
Summary Income and Expenditure Account
for the year ended 31 March 2023

	2023	2022
	£	£
Income	61,143	25,844
Interest and investment income	-	1
Gross income for the year	<u>61,143</u>	<u>25,845</u>
Expenditure	40,785	45,003
Interest payable	22	7
Total expenditure for the year	<u>40,807</u>	<u>45,010</u>
Net income/(expenditure) before tax for the year	20,336	(19,165)
Net income /(expenditure)for the year	<u>20,336</u>	<u>(19,165)</u>

Cuppa Squad
Balance Sheet

at 31 March 2023

Company No.	CE011847	Notes	2023 £	2022 £
Current assets				
Stocks		9	215	-
Debtors		10	443	443
Cash at bank and in hand			21,671	988
			<u>22,329</u>	<u>1,431</u>
Creditors: Amount falling due within one year		11	(1,195)	(633)
Net current assets			<u>21,134</u>	<u>798</u>
Total assets less current liabilities			<u>21,134</u>	<u>798</u>
Net assets excluding pension asset or liability			<u>21,134</u>	<u>798</u>
Total net assets			<u><u>21,134</u></u>	<u><u>798</u></u>
The funds of the charity				
Restricted funds		12		
Restricted income funds			20,959	85
			<u>20,959</u>	<u>85</u>
Unrestricted funds		12		
General funds			175	713
			<u>175</u>	<u>713</u>
Reserves		12		
Total funds			<u><u>21,134</u></u>	<u><u>798</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 10 May 2023

And signed on its behalf by:



11 May 2023

K. Walker
Trustee
10 May 2023

Cuppa Squad
Notes to the Accounts
for the year ended 31 March 2023

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
-----------------------	---

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income and endowments from:			
Donations and legacies	1,124	24,720	25,844
Investments	1	-	1
Total	1,125	24,720	25,845
Expenditure on:			
Charitable activities	-	305	305
Other	10,937	33,768	44,705
Total	10,937	34,073	45,010
Net income	(9,812)	(9,353)	(19,165)
Net income before other gains/(losses)	(9,812)	(9,353)	(19,165)
Other gains and losses:			
Net movement in funds	(9,812)	(9,353)	(19,165)
Reconciliation of funds:			
Total funds brought forward	10,525	9,438	19,963
Total funds carried forward	713	85	798

4 Income from donations and legacies

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Donations	786	-	786	624
Grants	6,449	53,908	60,357	25,220
	<u>7,235</u>	<u>53,908</u>	<u>61,143</u>	<u>25,844</u>

5 Income from investments

Total 2023	Total 2022
£	£
-	1
<u>-</u>	<u>1</u>

6 Expenditure on charitable activities

	Restricted	Total 2023	Total 2022
	£	£	£
<i>Expenditure on charitable activities</i>			
Hypo boxes	136	136	305
Governance costs			
	<u>136</u>	<u>136</u>	<u>305</u>

7 Other expenditure

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Bank loan and overdraft interest payable	-	22	22	7
Employee costs	6,481	25,921	32,402	35,168
General administrative costs	888	5,277	6,165	7,538
Legal and professional costs	404	1,678	2,082	1,992
	<u>7,773</u>	<u>32,898</u>	<u>40,671</u>	<u>44,705</u>

8 Staff costs

	2023	2022
Salaries and wages	31,713	34,500
Pension costs	689	668
	<u>32,402</u>	<u>35,168</u>

No employee received emoluments in excess of £60,000.

Cuppa Squad
Notes to the Accounts

9 Stocks

	2023	2022
	£	£
Raw materials and consumables	215	-
	<u>215</u>	<u>-</u>

10 Debtors

	2023	2022
	£	£
Prepayments and accrued income	443	443
	<u>443</u>	<u>443</u>

11 Creditors:

amounts falling due within one year

	2023	2022
	£	£
Other taxes and social security	1,195	633
	<u>1,195</u>	<u>633</u>

12 Movement in funds

	At 1 April 2022	Incoming resources including other gains/losses £	Resources expended £	At 31 March 2023 £
Restricted funds:				
Restricted income funds:				
	85	53,908	(33,034)	20,959
<i>Total</i>	<u>85</u>	<u>53,908</u>	<u>(33,034)</u>	<u>20,959</u>
Unrestricted funds:				
General funds	713	7,235	(7,773)	175
Total funds	<u>798</u>	<u>61,143</u>	<u>(40,807)</u>	<u>21,134</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Net current assets	20,422	712	21,134
	<u>20,422</u>	<u>712</u>	<u>21,134</u>

14 Reconciliation of net debt

	At 1 April 2022 £	Cash flows £	At 31 March 2023 £
Cash and cash equivalents	988	20,683	21,671
	<u>988</u>	<u>20,683</u>	<u>21,671</u>
Net debt	<u>988</u>	<u>20,683</u>	<u>21,671</u>

15 Commitments

Pension commitments

	2023 £	2022 £
The pension cost charge to the company amounted to:	<u>689</u>	<u>668</u>

Cuppa Squad
Detailed Statement of Financial Activities
for the year ended 31 March 2023

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:				
Donations and legacies				
Donations	786	-	786	624
Grants	6,449	53,908	60,357	25,220
	<u>7,235</u>	<u>53,908</u>	<u>61,143</u>	<u>25,844</u>
Investments				
	-	-	-	1
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1</u>
Total income and endowments	7,235	53,908	61,143	25,845
Expenditure on:				
Charitable activities				
Hypo boxes	-	136	136	305
	<u>-</u>	<u>136</u>	<u>136</u>	<u>305</u>
Total of expenditure on charitable activities	-	136	136	305
Other expenditure				
Bank loan and overdraft interest payable	-	22	22	7
	<u>-</u>	<u>22</u>	<u>22</u>	<u>7</u>
Employee costs				
Wages	6,343	25,370	31,713	34,500
Pension costs	138	551	689	668
	<u>6,481</u>	<u>25,921</u>	<u>32,402</u>	<u>35,168</u>
General administrative costs				
Bank charges	8	-	8	-
Advertising & Marketing	-	442	442	1,343
Travel	-	12	12	-
General insurances	411	-	411	334
Consulting	-	4,200	4,200	4,400
Postage and couriers	23	-	23	9
Software, IT support and related costs	217	-	217	862
Meeting costs	101	236	337	321
Subscriptions	55	129	184	-
Sundry expenses	72	-	72	76
Telephone & internet	-	258	258	193
	<u>888</u>	<u>5,277</u>	<u>6,165</u>	<u>7,538</u>
Legal and professional costs				

Cuppa Squad**Detailed Statement of Financial Activities**

Accountancy and bookkeeping	404	1,616	2,020	1,992
Legal expenses	-	62	62	-
	<u>404</u>	<u>1,678</u>	<u>2,082</u>	<u>1,992</u>
Total of expenditure of other costs	<u>7,773</u>	<u>32,898</u>	<u>40,671</u>	<u>44,705</u>
Total expenditure	<u>7,773</u>	<u>33,034</u>	<u>40,807</u>	<u>45,010</u>
Net gains on investments	-	-	-	-
	<u>(538)</u>	<u>20,874</u>	<u>20,336</u>	<u>(19,165)</u>
Net income/(expenditure)				
Net income/(expenditure) before other gains/(losses)	<u>(538)</u>	<u>20,874</u>	<u>20,336</u>	<u>(19,165)</u>
Other Gains	-	-	-	-
	<u>(538)</u>	<u>20,874</u>	<u>20,336</u>	<u>(19,165)</u>
Net movement in funds				
Reconciliation of funds:				
Total funds brought forward	713	85	798	19,963
Total funds carried forward	<u>175</u>	<u>20,959</u>	<u>21,134</u>	<u>798</u>

Cuppa Squad

England & Wales - Charity number 1175348

Accounts

Cuppa Squad

Charity No. 1175348

Company No. CE011847

Trustees' Report and Unaudited Accounts

31 March 2022

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. CE011847

Charity No. 1175348

Registered Office

13 St Pauls Square
Birmingham
B3 1RB

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

C.J.R. Edwards

T. Loveridge

J Weir

M.D.S. Triggs

K. Walker

Independent Examiner

Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
TF11 9AZ

OBJECTIVES AND ACTIVITIES

Cuppa Squad is a Birmingham-based charity established in 2017, originally known as Steps to Your Healthy Future. It was set up to promote and preserve the good health of people suffering or at risk from long-term health conditions such as type-2 diabetes and pre-diabetes, by the provision of support and education.

Vision

"To live in a society where anyone can share a humble cuppa to combat isolation and learn more about their health.

Mission

"We give everyone we meet a helping hand (and cuppa) to take the small steps that can make a massive difference to their health and their happiness."

Our projects bring the community together in one place so they can share and support each other. We run peer to peer support groups that are face to face over a tea/coffee. We recognise some communities need support not only with a specific condition but the wider challenges such as isolation, self-belief and self-worth. We pride ourselves on listening to the feedback we receive, allowing us to innovate as we grow.

Achievements and performance

New Appointments pay Dividends

Following extensive Cuppa Squad member feedback and feedback from fellow assets and organisations we partner with, it became apparent that we needed a Community Lead, Janet Weir, on the Board to guide the charity at a grass roots level. In addition, as the charity grows, the role of Governance becomes ever more apparent and warrants greater and consistent focus. This has led to the recruitment of a Governance Lead, Tim Loveridge.

Effect of Covid-19

Sadly, the impact of the Covid-19 pandemic continued to hamper our face-to-face offering. As an example, one of our longest running groups in the West Midlands (12 years old) was meant to reconvene back in the Autumn of 2021. However, the uncertainty of Covid-19 - and the risk to our members – further prevented us from making this happen on three separate occasions. Furthermore, with regard to newer groups, Covid-19 has been a proverbial “spanner in the works” in gaining new members.

Brand Change

2021 was a momentous year as we gained the opportunity to deliver a brand change that will take the charity forward from a small regional charity to the prospects of becoming a national charity and beyond. This opportunity was made possible through the generous donation of a free branding project driven by Blue Station Communications Ltd. Their intervention and expertise took into consideration and thus, developed the charity's values and aspirations which then led to the birth of 'Cuppa Squad.' Capturing the true – meaningful – essence of who we are and what we strive to represent: greater health and happiness.

Public benefit

Our impact

New website and content

The new site's aim was to become the window that allows people to look into our charity and better understand what we stand for and what we can offer in terms of support and education. This has been clearly categorised into three key focuses: Diet, Lifestyle and Environment which influences our educational programme and peer-to- peer support. All of this has had a positive knock-on effect on other ancillary services, such as our bi-weekly e-bulletins where sign ups have increased – over the last year – by 50%+ to over 200 subscribers.

Type 1 Warriors

We are delighted to announce that during this year we set up a dedicated Type 1 diabetes group. One positive that came out of the Covid-19 pandemic and the subsequent need to revert to online support groups was that this became a winning formula for those living with Type 1 diabetes. This is due to members representing a different demographic, for instance. We endeavour to grow this group and outreach nationally.

Commonwealth Games 2022

We have provided the 2022 Birmingham Commonwealth Games with Hypo Boxes and due diligence training. These will be present in all Commonwealth Games buildings and arenas, increasing awareness of diabetes management on an international platform.

In addition, we have provided a roadshow to Commonwealth Games staff and supported them with the One Less Challenge.

Our One Less Challenge initiative is recognising that rather than cutting everything out or making massive changes that aren't sustainable, we encourage you to have one less of something.

Building corporate relationships

As we came out of the immediate impacts of various Covid-19 lockdowns, we identified a need to focus on another relationship-building opportunity, the corporate sector. Our aim is to encourage a wider outreach and awareness of our charity and services. However, it would also allow us to deliver impactful education and support to another worthy demographic: that sector of society who have been working from home. Those who yearn to seek guidance in developing robust levels of resilience, alongside feelings of wellness within the workplace and at home.

Taster sessions

Many people are aware of diabetes, but few truly understand what they can do to help themselves and others. We recognise that for some Cuppa Squad members, coming to one of our support groups can be intimidating if they do not know who we are – as a charity – and feel comfortable to take that first step. So, with that in mind, this year we have worked tirelessly to offer taster sessions to break down those barriers and queries. To make our sessions more accessible to a wider audience, who would otherwise not have considered joining us.

Increased relationships

As restrictions slowly eased, we began in earnest to get back to networking and subsequent socially-distanced events. This has allowed us to increase our visibility and outreach along with cementing relationships with the likes of local organisations such as an array of Neighbourhood Network Schemes and other service user and signposting organisations.

Community events and diabetes roadshows

With our new brand, we set off this year to increase awareness within the community of who we are and what we can offer to communities across the West Midlands. We have been invited to roadshows and community events that have allowed us to be more visible in the communities we strive to engage with.

Feedback From Our Groups

"Cuppa Squad are a diabetes awareness and prevention charity who have kindly facilitated some sessions for our service users at Yardley and Northfield. They have been very successful and the feedback from service users and staff has been brilliant. Clearly it's working well so we would love to have you and team back in at some point as well as signposting individuals to the regular Yardley Group if it's something you could still facilitate."

Eamon Reynolds, Senior Recovery Officer,
Yardley & Northfield Mental Health & Wellbeing Hubs

The Birmingham Mental Health & Wellbeing Hubs is a service delivered in partnership by Birmingham Mind and Creative Support. The service supports adults over the age of 18, under secondary mental health services in Birmingham or Solihull, or having long term/severe mental health problems.

"On behalf of the Wellbeing Support Group I would like to thank you for leading the session on Wednesday 23rd February. The service users felt empowered that change is possible on their terms. The way you and Kate explained about the food they eat changes ie turns to sugar, the quantiles and time we eat were insightful. No one had sat down with them before and explained, having just been told 'eat healthy'. I feel that if you run a support group locally several of the service users would be motivated to attend, having met you.

There are other service users who were not able to attend, so it would be useful if you could come to the group again at Creative Support".

Anne Holland, Recovery Navigator,
Yardley Hub

"It's very interesting, I think I've learnt a lot myself. And I think it was very good how you challenged some of the healthy myths, for example 'fat is so evil, fat is so bad'. I think that was very good."

Magda, Recovery Navigator,
Northfield Hub

"Firstly, thank you very much on behalf of myself and the mental health HUB groups you and Kate have attended as it was a fantastic session with some great points mentioned regarding diabetes and health in general.

The group you guys attended in Yardley called the Forward Club stated it was a highly informative session with many who are diabetic yet bring in biscuits and cakes to each session, however now they are bringing in fruits and sandwiches instead. They also mentioned, every question asked was answered with some interesting information and ideas which they have steadily added to their lifestyle. This is just one of the groups' feedback and I do agree with the members, it is a service required to educate many of us who would like to know ways to slowly change our lifestyle for the better. Most of the group members mentioned during Covid-19 and lockdown they haven't been attending any social groups nor going out which has affected their wellbeing and to have sessions from yourselves (Cuppa Squad) it just freshens their minds and gives them a motivational mindset moving forward. Lastly as we discussed, it would be a pleasure to have you both attend our other mental health groups in Birmingham to undertake a session and once again thank you."

Baz Khan, Mental Health Hub Groups Support Worker

Birmingham Learning and Development Enablement Services (of which Mental Health Hub Groups are part) helps people recover skills and confidence to live at home after a spell of illness or hospital stay; allowing them to live independent lives, with minimal support.

"@Jen D shout out to Jen who was massively bigging up our group today at our carb counting course, and rightly so! Hopefully might get a few more recruits from it I reckon! Hope you're all having a fab weekend!!"

Hannah from Type 1 Warriors support group

"I really enjoy our group sessions as it has helped me so much to really connect with other T1 Warriors."

Alisha from Type 1 Warriors support group

"It was lovely to meet you too, and all the other participants. I really enjoyed the evening and picked up some useful tips and advice.

Kerry from Type 1 Warriors support group

"Thanks for another great session yesterday, you guys always provide lots of helpful advice. My mum enjoyed the session and will try and make future sessions, she might also bring a friend of hers who is also a diabetic or pre-diabetic not sure but she is quite shy but I will see if we can persuade her to join."

Otis, Type 2 support group

"Do enjoy reading your monthly email. Always something in there to make you think even if you don't have diabetes."

Keith about newsletter

"Thank you for the April newsletter. I am a diabetic myself and currently struggling to control the sugar levels and I had a quick flick through the information and videos, it all sounds very interesting and inspiring."

Mumtaz about newsletter

Thank You to our Funders

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind that we have received this year.

Acknowledgements

Each year I am humbled at the feedback and impact we have made, as such a small charity. Many of the people who come to our groups say what a difference the talks and information has made to their lives and health. All of this is only made possible because of the hard work that the Cuppa Squad team and particularly the CEO do and their dedication, particularly through the last few years that have been somewhat challenging. Thank you to our Board of Trustees and our dedicated team for their continued commitment and passion to our worthy cause.

Financial review

Covid-19 has had a great impact on many charities' revenues, and we are no different. The last couple of years have been a financial struggle. Nevertheless, we have remained focused on exploring and maximising new opportunities that allowed our charity to keep its head above water and pull us out of this time of turmoil and disruption. We are now working hard to increase varied revenue streams for the coming year via:

- Corporate donations for delivering educational programmes
- Our new Text-Donate facility that makes it easy to donate £5, £10 and £20
- Birmingham Neighbourhood Network Schemes
- The aim of Neighbourhood Network Schemes (known as NNS) in Birmingham is to help older adults in Birmingham to lead healthy, happy and independent lives in their own homes and communities.
- Trust and Grant applications
- High net worth donations and charity events

During the financial year a Trustee loaned Cuppa Squad £3,000, this has been repaid in the financial year. There were no loans outstanding to any Trustees at the year end, the loan was to manage the Charity through a difficult cash period.

Structure, Governance and Management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a Limited company, Limited by guarantee, as defined by the Companies Act 2006.

Management

Cuppa Squad is a small charity that includes one full time and one part time employee. Trustee recruitment is managed through our Trustee Recruitment Policy.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

M.D.S. Triggs
Trustee



21 Oct 2022

Independent Examiner's Report to the trustees of Cuppa Squad

I report to the charity trustees on my examination of the financial statements of Cuppa Squad for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Spotlight Accounting Limited
ICAEW
Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
TF11 9AZ

Cuppa Squad
Statement of Financial Activities
for the year ended 31 March 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
	Notes				
Income and endowments from:					
Donations and legacies	4	1,124	24,720	25,844	35,890
Other trading activities	5	-	-	-	300
Investments	6	1	-	1	-
Total		1,125	24,720	25,845	36,190
Expenditure on:					
Hypo boxes	7	-	305	305	-
Charitable activities	8	10,937	33,768	44,705	44,347
Total		10,937	34,073	45,010	44,347
Net gains on investments		-	-	-	-
Net expenditure		(9,812)	(9,353)	(19,165)	(8,157)
Transfers between funds		-	-	-	-
Net expenditure before other gains/(losses)		(9,812)	(9,353)	(19,165)	(8,157)
Other gains and losses					
Net movement in funds		(9,812)	(9,353)	(19,165)	(8,157)
Reconciliation of funds:					
Total funds brought forward		10,525	9,438	19,963	28,120
Total funds carried forward		713	85	798	19,963

Cuppa Squad
Summary Income and Expenditure Account
for the year ended 31 March 2022

	2022 £	2021 £
Income	25,844	36,190
Interest and investment income	1	-
Gross income for the year	<u>25,845</u>	<u>36,190</u>
Expenditure	45,003	44,347
Interest payable	7	-
Total expenditure for the year	<u>45,010</u>	<u>44,347</u>
Net expenditure before tax for the year	(19,165)	(8,157)
Net expenditure for the year	<u>(19,165)</u>	<u>(8,157)</u>

Cuppa Squad
Balance Sheet
at 31 March 2022

Company No. CE011847	Notes	2022 £	2021 £
Current assets			
Debtors	10	443	341
Cash at bank and in hand		988	20,329
		<u>1,431</u>	<u>20,670</u>
Creditors: Amount falling due within one year	11	(633)	(707)
Net current assets		798	19,963
Total assets less current liabilities		798	19,963
Net assets excluding pension asset or liability		798	19,963
Total net assets		<u>798</u>	<u>19,963</u>
The funds of the charity			
Restricted funds	12		
Restricted income funds		85	9,438
		<u>85</u>	<u>9,438</u>
Unrestricted funds	12		
General funds		713	10,525
		<u>713</u>	<u>10,525</u>
Reserves	12		
Total funds		<u>798</u>	<u>19,963</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on:

/ s/ If by:

21 Oct 2022

K. Walker
Trustee

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Income and endowments from:			
Donations and legacies	7,656	28,234	35,890
Other trading activities	300	-	300
Total	7,956	28,234	36,190
Expenditure on:			
Other	17,557	26,790	44,347
Total	17,557	26,790	44,347
Net income	(9,601)	1,444	(8,157)
Net income before other gains/(losses)	(9,601)	1,444	(8,157)
Other gains and losses:			
Net movement in funds	(9,601)	1,444	(8,157)
Reconciliation of funds:			
Total funds brought forward	20,126	7,994	28,120
Total funds carried forward	10,525	9,438	19,963

4 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Donations	624	-	624	575
Grants	500	24,720	25,220	26,910
Furlough income	-	-	-	8,405
	1,124	24,720	25,844	35,890

5 Income from other trading activities

	Total 2022	Total 2021
	£	£
Provision of services	-	300
	<u>-</u>	<u>300</u>

6 Income from investments

Unrestricted	Total 2022	Total 2021
£	£	£
1	1	-
<u>1</u>	<u>1</u>	<u>-</u>

7 Expenditure on charitable activities

	Restricted	Total 2022	Total 2021
	£	£	£
<i>Expenditure on charitable activities</i>			
Hypo boxes	305	305	-
Governance costs			
	<u>305</u>	<u>305</u>	<u>-</u>

8 Other expenditure

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
Bank loan and overdraft interest payable	7	-	7	-
Employee costs	7,568	27,600	35,168	35,168
General administrative costs	1,370	6,168	7,538	7,304
Legal and professional costs	1,992	-	1,992	1,875
	<u>10,937</u>	<u>33,768</u>	<u>44,705</u>	<u>44,347</u>

9 Staff costs

	2022	2021
Salaries and wages	34,500	34,500
Pension costs	668	668
	<u>35,168</u>	<u>35,168</u>

No employee received emoluments in excess of £60,000.

10 Debtors

	2022	2021
	£	£
Prepayments and accrued income	443	341
	<u>443</u>	<u>341</u>

11 Creditors:
amounts falling due within one year

	2022	2021
	£	£
Other taxes and social security	633	483
Accruals	-	224
	<u>633</u>	<u>707</u>

12 Movement in funds

	At 1 April 2021	Incoming resources including other gains/losses £	Resources expended £	At 31 March 2022 £
Restricted funds:				
Restricted income funds:	9,438	24,720	(34,073)	85
<i>Total</i>	<u>9,438</u>	<u>24,720</u>	<u>(34,073)</u>	<u>85</u>
Unrestricted funds:				
General funds	10,525	1,125	(10,937)	713
<i>Total funds</i>	<u>19,963</u>	<u>25,845</u>	<u>(45,010)</u>	<u>798</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Net current assets	712	86	798
	<u>712</u>	<u>86</u>	<u>798</u>

14 Reconciliation of net debt

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash and cash equivalents	20,329	(19,341)	988
	<u>20,329</u>	<u>(19,341)</u>	<u>988</u>
Net debt	<u>20,329</u>	<u>(19,341)</u>	<u>988</u>

15 Commitments

Pension commitments

	2022	2021
	£	£
The pension cost charge to the company amounted to:	<u>668</u>	<u>668</u>

Cuppa Squad
Detailed Statement of Financial Activities
for the year ended 31 March 2022

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:				
Donations and legacies				
Donations	624	-	624	575
Grants	500	24,720	25,220	26,910
Furlough income	-	-	-	8,405
	<u>1,124</u>	<u>24,720</u>	<u>25,844</u>	<u>35,890</u>
Other trading activities				
Provision of services	-	-	-	300
	<u>-</u>	<u>-</u>	<u>-</u>	<u>300</u>
Investments				
	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>
	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>
Total income and endowments	<u>1,125</u>	<u>24,720</u>	<u>25,845</u>	<u>36,190</u>
Expenditure on:				
Charitable activities				
Hypo boxes	-	305	305	-
	<u>-</u>	<u>305</u>	<u>305</u>	<u>-</u>
Total of expenditure on charitable activities	<u>-</u>	<u>305</u>	<u>305</u>	<u>-</u>
Other expenditure				
Bank loan and overdraft interest payable	7	-	7	-
	<u>7</u>	<u>-</u>	<u>7</u>	<u>-</u>
Employee costs				
Wages	6,900	27,600	34,500	34,500
Pension costs	668	-	668	668
	<u>7,568</u>	<u>27,600</u>	<u>35,168</u>	<u>35,168</u>
General administrative costs				
Advertising	-	1,343	1,343	2,995
Stock written off	-	-	-	380
Insurance	334	-	334	175
Meeting costs	97	224	321	188
Postage and stationery	-	9	9	88
IT software and consumables	862	-	862	472
Consulting	-	4,400	4,400	2,800
Sundry expenses	76	-	76	-
Telephone and internet	2	191	193	206
	<u>1,370</u>	<u>6,168</u>	<u>7,538</u>	<u>7,304</u>

Cuppa Squad

Detailed Statement of Financial Activities

Legal and professional costs				
Accountancy	1,992	-	1,992	1,811
Legal expenses	-	-	-	64
	<u>1,992</u>	<u>-</u>	<u>1,992</u>	<u>1,875</u>
Total of expenditure of other costs	<u>10,937</u>	<u>33,768</u>	<u>44,705</u>	<u>44,347</u>
Total expenditure	<u>10,937</u>	<u>34,073</u>	<u>45,010</u>	<u>44,347</u>
Net gains on investments	-	-	-	-
	<u>(9,812)</u>	<u>(9,353)</u>	<u>(19,165)</u>	<u>(8,157)</u>
Net expenditure	<u>(9,812)</u>	<u>(9,353)</u>	<u>(19,165)</u>	<u>(8,157)</u>
Net expenditure before other gains/(losses)	<u>(9,812)</u>	<u>(9,353)</u>	<u>(19,165)</u>	<u>(8,157)</u>
Other Gains	-	-	-	-
	<u>(9,812)</u>	<u>(9,353)</u>	<u>(19,165)</u>	<u>(8,157)</u>
Net movement in funds	<u>(9,812)</u>	<u>(9,353)</u>	<u>(19,165)</u>	<u>(8,157)</u>
Reconciliation of funds:				
Total funds brought forward	10,525	9,438	19,963	28,120
Total funds carried forward	<u>713</u>	<u>85</u>	<u>798</u>	<u>19,963</u>

Cuppa Squad

England & Wales - Charity number 1175348

Accounts

REGISTERED COMPANY NUMBER: CE011847 (England and Wales)
REGISTERED CHARITY NUMBER: 1175348

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Steps To Your Healthy Future

Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
Shropshire
TF11 9AZ

Steps To Your Healthy Future

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Steps To Your Healthy Future

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives, aims and context

Steps to Your Healthy Future is a Birmingham-based charity established in 2017. It was set up to promote and preserve the good health of people suffering or at risk from long-term health conditions such as type-2 diabetes and pre-diabetes, by the provision of support and education.

We work hard to make measurable changes in the community. Our work addresses:

- Isolation
- Healthy eating
- Self-belief
- Movement
- Management of diabetes
- Self-empowerment

Our projects bring the community together in one place so they can share and support each other. We run peer to peer support groups that are face to face over a tea/coffee. We recognise some communities need support not only with a specific condition but the wider challenges such as isolation, self-belief and self-worth. We pride ourselves on listening to the feedback we receive, allowing us to innovate as we grow.

Achievements and performance

New Appointments Pay Dividends

The beginning of 2020 saw the investment in the day-to-day focus and running of the charity with the appointment of its first CEO, Michael McEntee. Even with the upheaval of Covid and subsequent temporary furlough. The investment has been worthwhile, as Michael has used this time of pandemic-induced uncertainty to positively build sound foundations in terms of operational management and relationship building. Even with the restriction of home working and national lockdown, Michael has been able to develop extended and robust relationships that have, and will, continue to deliver in terms of grant funding. This investment in time and energy has positively entrenched the charity in the hearts and minds of key stakeholders and decision makers within the local communities we passionately serve.

Effect of Covid-19

As we began the financial year of 2020/21, as for so many charities, we too began to experience the initial challenges that were to face us throughout that year. The early part of the year not only saw the hiring of a CEO but the need to hit the ground running in terms of contingency planning. On reflection, productive groundwork that had been achieved during 2019/20, in terms of grant applications, were suddenly and abruptly put on hold in 2020/21. Nevertheless, out of challenge comes opportunity. Due to the pandemic, we saw fit to take our sessions online and support people over Zoom or Teams. We believed strongly as a charity that we had to continue to deliver these sessions and - in fact - they were more important than ever due to growing levels of acute isolation, particularly for our more mature groups. To enhance our contingency planning, we used some of our unrestricted grants to purchase tablets that we would subsequently loan to those who did not have their own. This forward thinking allowed us the opportunity to deliver many great online groups through this time and would allow us to extend our reach to more people as geographical restrictions were removed. The reality was that our choice and range of group offerings grew rather than depleted, a testament to the initial operational planning and subsequent hard work and dedication of the Steps' team during this precarious time.

OBJECTIVES AND ACTIVITIES

Public benefit

Our Impact

Covid and national lockdown clearly impacted on our original budgeting and thwarted such aspirations coming to fruition. No more so than scuppering our application for original National Lottery funding, as one example. Undeterred, we transitioned to a new part-time bid writer, Donna Courage, who has helped us to become ever more laser focused on what realistic funding was accessible, such as Covid emergency funding.

Securing such funding has been a lifeline within a timeframe that can only be described as "the perfect storm" in terms of securing income, both restricted and particularly unrestricted. Such restricted funding allowed us to hunker down and focus on our key services within a new operational framework, eg transitioning from face-to-face to online. This quick turnaround contingency planning allowed our charity to maintain the groups and support those who need it the most. We have gone above and beyond where needed by providing tablets and making one-to-one befriending calls throughout this period for those who were unable to join us. We recognise that through these challenging times, many people were beginning to self-isolate. Not realising that such self-isolation would be their prisoner for the majority of 2020 and beyond. What wasn't foreseen was the practical help needed with the everyday basics of life: help with shopping and accessing medication. As we transitioned from physical face-to-face groups to online groups, many of our members offered each other practical and emotional support, in some cases even the offer of picking up shopping for those who were forced to self-isolate for an immense length of time. This transition would not have happened without the proactive planning and investment to offset the impact of Covid on our services.

Our range of services has also widened, one example being our Steps' e-bulletin, again, part of our contingency planning strategy to minimise the effects of a lack of face-to-face contact. Subsequently, during the height of national lockdown, circulation was increased from once a month to once a week. The aim of this was to provide more information and support for people living with diabetes while overshadowed by the Covid pandemic. This seemed to be of particular benefit to those who couldn't join our online groups but still felt connected to us through our e-bulletins. This clearly paid dividends as we doubled our number of subscribers. This hasn't included those who forwarded them on to their cohorts. Sadly, we can't measure this outreach but are just grateful we could support those who needed it.

The group numbers were maintained over the year, understandably we were not able to increase the numbers attending as we had lost our usual routes to recruitment and physical engagement. However, using this time to build new partnerships and relationships has allowed us to receive new referrals through different channels, eg Spirit Healthcare, Health Exchange, a range of Birmingham Neighbourhood Network Schemes and their community of assets (voluntary organisations, charities, community groups) and social prescribers. These channels may indeed not have been so readily explored without the influence of national lockdown and "out of the box" thinking. We had some referrals from members of the charity, which kept our numbers stable and compensated for those who were unable to join online. We look forward to welcoming everyone back to our face-to-face groups, when it is safe to do so.

Feedback From Our Groups

"Above all else, basically, in lockdown, we've gone absolutely nowhere. I think you can count on one hand the number of times we've left the property, and a couple of them has been just to drive the car around the estate to get the rust off the disc pads. So, it's nice to meet up with a few familiar faces and have a chat. And it basically does help with some of the boredom, it really does."

"And I like some of the other items you post out to us, the information around the foods and things like that, and the comfort eating and things to be wary of."

"I just want to say thank you. I mean, it's just like this morning, you know, talking about wheat and things that I wouldn't have picked that up anywhere else. Being able to talk about the arthritis, somebody who has been through the same situation, and it's just helpful and very, very encouraging, and makes you want to take that step forward in getting control of your life."

"I always looked forward to the [pre-Covid face-to-face] diabetic meetings that I went to, so I found this really nice, as everybody said, to hear other people's views and how other people are coping, particularly at this time [Covid lockdown]. We've had a really tough year and I think that we're all really very grateful for any other talking that we may have other than our partners."

"You know, at the moment, we're not really seeing much of the doctors and that, so it's nice to hear what other people have got to say and how they're coping with things. Because you do feel quite alone, really, because you don't really get any contact any day from the medical ... from the doctors. So, I find it really useful for me."

"It's actually really good to talk to people that are in the same boat, that you're all coming from the same place, and, you know, because you will understand better than somebody who isn't suffering from the symptoms that you've got. I find that quite helpful because it's like there's somebody standing next to me and helping me through it, so you know, I do appreciate, I think I appreciate that as much as anything."

Steps To Your Healthy Future

Report of the Trustees for the Year Ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Thank You to Our Funders

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind that we have received this year:

- NNS Perry Barr
- NNS Selly Oak
- Waitrose 'Community Matters'
- Coronavirus Community Support Fund (CCSF)

Acknowledgements

As the Chair, I would like to acknowledge the hard work and dedication that everyone has put into the charity this year through these challenging times. The charity was born out of my passion, however, everyone's rallied support and robust 'Can-do' attitude has ensured we have been able to deliver support to those who need it. Thank you to the Board, Caroline Rees-Edwards and Mark Triggs, Michael McEntee, Sue Holder and Donna Courage for their continued commitment and dedication to our worthy cause.

FINANCIAL REVIEW

Financial position

Inevitably, the financial year was dominated by the Covid pandemic, affecting our financial position significantly, along with increased overhead throughout the financial year with the full-time full year costs of a CEO. Some of these costs, as with our part time administrator were offset by the furlough scheme, but we took the decision to bring both back off furlough at the end of the first lockdown. This has left our reserves depleted, but moving into the new financial year, we are confident of new and additional funding streams that will come on stream to leave us in a much healthier position and covering our annual overhead by the end of next financial year.

Principal funding sources

It goes without saying, all of this would simply not be possible without the financial support and support-in-kind that we have received this year:

- NNS Perry Barr
- NNS Selly Oak
- Waitrose 'Community Matters'
- Coronavirus Community Support Fund (CCSF)

We also received a very generous gift in kind from Blue Station Communications Limited completely free of charge for rebranding, which we acknowledge with extreme gratitude.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Management

A small board of trustees recruited from a varied range of appropriate backgrounds has run the charity, supported latterly by a part time administrator. They have formulated a series of key policies to guide the charity's operations, including a procurement policy and separate procurement board.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE011847 (England and Wales)

Registered Charity number

1175348

Registered office

13 St Pauls Square
Birmingham
B3 1RB

Steps To Your Healthy Future

**Report of the Trustees
for the Year Ended 31 March 2021**

Trustees

Ms K Walker
M D S Triggs
Mrs C J R Edwards

Independent Examiner

Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
Shropshire
TF11 9AZ

Approved by order of the board of trustees on and signed on its behalf by:



10 Dec 2021

.....
M D S Triggs - Trustee

Independent examiner's report to the trustees of Steps To Your Healthy Future ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Spotlight Accounting Limited
Chartered Accountant
Spotlight Accounting Limited
Molineux House
6a Market Place
Shifnal
Shropshire
TF11 9AZ

Date:

Steps To Your Healthy Future

Statement of Financial Activities for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		7,656	28,234	35,890	10,230
Other trading activities	2	<u>300</u>	<u>-</u>	<u>300</u>	<u>-</u>
Total		7,956	28,234	36,190	10,230
EXPENDITURE ON					
Charitable activities					
Health support activities		<u>17,557</u>	<u>26,790</u>	<u>44,347</u>	<u>26,805</u>
NET INCOME/(EXPENDITURE)		(9,601)	1,444	(8,157)	(16,575)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>20,126</u>	<u>7,994</u>	<u>28,120</u>	<u>44,695</u>
TOTAL FUNDS CARRIED FORWARD		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>

The notes form part of these financial statements

Steps To Your Healthy Future

Balance Sheet 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
CURRENT ASSETS					
Stocks	5	-	-	-	379
Debtors	6	341	-	341	371
Cash at bank		<u>10,891</u>	<u>9,438</u>	<u>20,329</u>	<u>29,560</u>
		11,232	9,438	20,670	30,310
CREDITORS					
Amounts falling due within one year	7	(707)	-	(707)	(2,190)
NET CURRENT ASSETS		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>
NET ASSETS		<u>10,525</u>	<u>9,438</u>	<u>19,963</u>	<u>28,120</u>
FUNDS	8				
Unrestricted funds				10,525	20,126
Restricted funds				<u>9,438</u>	<u>7,994</u>
TOTAL FUNDS				<u>19,963</u>	<u>28,120</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:



10 Dec 2021

.....
K Walker - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Provision of services	<u>300</u>	<u>-</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	270	9,960	10,230
EXPENDITURE ON			
Charitable activities			
Health support activities	14,065	12,740	26,805
NET INCOME/(EXPENDITURE)	(13,795)	(2,780)	(16,575)
RECONCILIATION OF FUNDS			
Total funds brought forward	33,921	10,774	44,695
TOTAL FUNDS CARRIED FORWARD	<u>20,126</u>	<u>7,994</u>	<u>28,120</u>

5. STOCKS

	31.3.21 £	31.3.20 £
Stocks	-	379

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Prepayments and accrued income	341	371

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Social security and other taxes	483	1,195
Accruals and deferred income	224	995
	<u>707</u>	<u>2,190</u>

8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	20,126	(9,601)	10,525
Restricted funds			
Charity restricted funds	<u>7,994</u>	<u>1,444</u>	<u>9,438</u>
TOTAL FUNDS	<u>28,120</u>	<u>(8,157)</u>	<u>19,963</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	7,956	(17,557)	(9,601)
Restricted funds			
Charity restricted funds	28,234	(26,790)	1,444
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>36,190</u>	<u>(44,347)</u>	<u>(8,157)</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	33,921	(13,795)	20,126
Restricted funds			
Charity restricted funds	10,774	(2,780)	7,994
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>44,695</u>	<u>(16,575)</u>	<u>28,120</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	270	(14,065)	(13,795)
Restricted funds			
Charity restricted funds	9,960	(12,740)	(2,780)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>10,230</u>	<u>(26,805)</u>	<u>(16,575)</u>

8. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	33,921	(23,396)	10,525
Restricted funds			
Charity restricted funds	10,774	(1,336)	9,438
TOTAL FUNDS	<u>44,695</u>	<u>(24,732)</u>	<u>19,963</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	8,226	(31,622)	(23,396)
Restricted funds			
Charity restricted funds	38,194	(39,530)	(1,336)
TOTAL FUNDS	<u>46,420</u>	<u>(71,152)</u>	<u>(24,732)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Steps To Your Healthy Future

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	575	270
Grants	26,910	9,960
Furlough income	<u>8,405</u>	<u>-</u>
	35,890	10,230
Other trading activities		
Provision of services	<u>300</u>	<u>-</u>
Total incoming resources	36,190	10,230
EXPENDITURE		
Charitable activities		
Wages	34,500	11,819
Pensions	668	112
Insurance	175	168
IT software and consumables	472	-
Telephone and internet	206	141
Postage and stationery	88	854
Advertising	2,995	960
Meeting costs	188	875
Consulting	2,800	10,450
Staff training	-	80
Legal expenses	64	-
Stock written off	<u>380</u>	<u>-</u>
	42,536	25,459
Support costs		
Finance		
Accountancy fees	<u>1,811</u>	<u>1,346</u>
Total resources expended	<u>44,347</u>	<u>26,805</u>
Net expenditure	<u>(8,157)</u>	<u>(16,575)</u>



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Parties involved with this document

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Fri, 10th Dec 2021 10:45:29 UTC	Mr Mark Trigg - Signer (40da841ac0d446e44069911e06f5050d)
Fri, 10th Dec 2021 10:45:29 UTC	Emma Oliver - Copied In (bb6eef4dcf9eaca5c938240897542cdc)

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Date	Action
Fri, 10th Dec 2021 10:45:29 UTC	The envelope has been signed by all parties. (185.130.156.200)
Fri, 10th Dec 2021 10:45:29 UTC	Sent a copy of the envelope to Emma Oliver . (185.130.156.200)
Fri, 10th Dec 2021 10:45:29 UTC	Mr Mark Trigg signed the envelope. (185.130.156.200)
Fri, 10th Dec 2021 10:42:30 UTC	Mr Mark Trigg viewed the envelope. (185.130.156.200)
Fri, 10th Dec 2021 10:31:10 UTC	Document emailed to party email (18.133.26.52)
Fri, 10th Dec 2021 10:31:09 UTC	Sent the envelope to Mr Mark Trigg for signing. (84.64.100.21)
Fri, 10th Dec 2021 10:31:09 UTC	Ms Kate Walker signed the envelope. (84.64.100.21)
Fri, 10th Dec 2021 10:30:31 UTC	Ms Kate Walker viewed the envelope. (84.64.100.21)
Wed, 8th Dec 2021 14:01:14 UTC	Document emailed to party email (13.40.100.173)
Wed, 8th Dec 2021 14:00:42 UTC	Sent the envelope to Ms Kate Walker for signing. (18.170.215.35)
Wed, 8th Dec 2021 14:00:42 UTC	Envelope has been set to automatically remind the active signer every 7 day(s). (18.170.215.35)
Wed, 8th Dec 2021 14:00:42 UTC	Emma Oliver has been assigned to this envelope. (18.170.215.35)
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