

Healthwatch Manchester

Charity No. 1179089

Company No. 08465025

Trustees' Report and Unaudited Accounts

31 March 2022

Healthwatch Manchester

Contents

	Pages
Trustees' Annual Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Summary Income and Expenditure Account	7
Balance Sheet	8
Notes to the Accounts	9 to 14
Detailed Statement of Financial Activities	15

Healthwatch Manchester
Trustees Annual Report

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. 08465025

Charity No. 1179089

Principal Office

First Floor Railway Cottage
33 Collier Street
Manchester
M3 4NA

Registered Office

1st Floor
Railway Cottage
33 Collier Street
Manchester
M3 4NS

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:

M. Desai
A. Kanji
C. Kwaku-Odoi
F. McCullough
J. Rigby
C. Steele
D.V. Szulist

Accountants

Powell & Powell Limited
Suite F38 & F39
Cheadle Place
Stockport Road
Cheadle
SK8 2GL

OBJECTIVES AND ACTIVITIES

Healthwatch is an independent champion for people using local health and social care services.

Healthwatch Manchester

Trustees Annual Report

The main activities undertaken in relation to those purposes are the gathering of peoples views about services and what could be improved and sharing those views with those in power to make positive changes happen. We also provide information services to people about health and social care services available locally.

GP registration and access - During the year we carried out a review of GP practices websites which highlighted various concerns over the accessibility of the websites to patients and identifying improvements that could be made to meet those concerns.

Covid Safety information especially to those for whom English is a second language

Information and advice service - We have provided up to date information on Covid 19 as well as linking residents to reliable and trustworthy information. The service also supported the Covid 19 vaccination and booster programme along with access to all of the services needed by residents.

Hospital discharge into care - We interviewed patients to share their experiences of hospital discharge to ensure that they were getting the support they needed following the introduction of new rules as a result of the pandemic. This research enabled us to identify areas that needed improvement to meet patient needs and ensure a safer process for everyone.

Social care assessments and supported accommodation - We have worked closely with Manchester City Council in assessing the integration of health services and identifying improvements needed to facilitate the efficient integration of mental health services.

Our Volunteers - Over the course of the year we have had 20 active volunteers who have made significant contributions to our research projects and reports. Volunteer community champions have been at the forefront of our outreach activities providing us with a greater understanding of the residents health and social care needs and identify areas where sustained improvements are needed and encouraged. Our volunteers have also been at the forefront of our social media presence providing important content for residents.

FINANCIAL REVIEW

The income of the charity increased to £154,608 (2021: £152,183) as a result of increased grant funding. The core funding remained unchanged from the previous year at £140,000. A small deficit of £5,157 was incurred in the year (2021: Surplus £17,174) due to increased costs of recruiting new staff members and increased rent of premises. Despite the deficit for the year the net assets of the charity at £37,745 are at a reasonable level for a charity of our size.

Our reserves policy is to have three months of budgeted operating costs in free reserves which equates to approximately £38,000. The actual reserves at the balance sheet date were £37,745 and the trustees will continue to monitor efforts to increase the free reserves in line with expected costs.

The trustees have considered the current and future activities of the charity and known levels of income and expenditure and are satisfied that the charity is a going concern.

PLANS FOR FUTURE PERIODS

The board have identified the following priorities for our work moving forward. The transition from Adolescent Mental Health Services CAMHS into Adult Mental Health Services AMHS, access to sexual health services, hospital discharge into care, accessible information standard compliance and the development of a men's health forum.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Healthwatch Manchester Trustees Annual Report

The charity is controlled by its governing document, the memorandum and articles of association and is constituted as a limited company, limited by guarantee, as defined by the Companies Act 2006. healthwatch manchester is also greatly influenced by Healthwatch England which is the national umbrella organisation and we are subject to checks for our compliance with its duties to maintain the brand licence.

The Trustee board is derived from the membership of Healthwatch Manchester. Full member organisations can request board membership. Member organisations reflect the diversity of the Manchester population and its communities. The board seeks to reflect this diversity through its profile and enable members to champion those communities. Currently the board has representatives from organisations which support young, disabled, disadvantaged and BAME people and each enriches the board with their skills, local knowledge and experience. There is a robust application process with a clear audit trail.

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



D.V. Szulist

Trustee

28 September 2022

Healthwatch Manchester
Independent Examiners Report

Independent Examiner's Report to the trustees of Healthwatch Manchester

I report to the charity trustees on my examination of the financial statements of Healthwatch Manchester 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.

Stephen Lawrence Hennessey
FCCA
Powell & Powell Limited
Suite F38 & F39
Cheadle Place
Stockport Road
Cheadle
SK8 2GL
28 September 2022

Healthwatch Manchester
Statement of Financial Activities
for the year ended 31 March 2022

		Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
	Notes			
Income and endowments from:				
Charitable activities	3	154,608	154,608	152,183
Total		154,608	154,608	152,183
Expenditure on:				
Charitable activities	4	156,570	156,570	131,374
Other	5	3,195	3,195	3,635
Total		159,765	159,765	135,009
Net (expenditure)/income	6	(5,157)	(5,157)	17,174
Net (expenditure)/income before other gains/(losses)		(5,157)	(5,157)	17,174
Other gains and losses				
Net movement in funds		(5,157)	(5,157)	17,174
Reconciliation of funds:				
Total funds brought forward		42,902	42,902	25,728
Total funds carried forward		37,745	37,745	42,902

Healthwatch Manchester
Summary Income and Expenditure Account
for the year ended 31 March 2022

	2022 £	2021 £
Income	154,608	152,183
Gross income for the year	<u>154,608</u>	<u>152,183</u>
Expenditure	158,670	135,009
Depreciation and charges for impairment of fixed assets	1,095	1,835
Total expenditure for the year	<u>159,765</u>	<u>136,844</u>
Net (expenditure)/income before tax for the year	(5,157)	15,339
Net (expenditure)/income for the year	<u>(5,157)</u>	<u>15,339</u>

Healthwatch Manchester**Balance Sheet**

at 31 March 2022

Company No. 08465025	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	8	3,283	4,378
		<u>3,283</u>	<u>4,378</u>
Current assets			
Debtors	9	5,048	4,935
Cash at bank and in hand		33,279	38,542
		<u>38,327</u>	<u>43,477</u>
Creditors: Amount falling due within one year	10	(3,865)	(4,953)
Net current assets		<u>34,462</u>	<u>38,524</u>
Total assets less current liabilities		<u>37,745</u>	<u>42,902</u>
Net assets excluding pension asset or liability		<u>37,745</u>	<u>42,902</u>
Total net assets		<u><u>37,745</u></u>	<u><u>42,902</u></u>
The funds of the charity			
Unrestricted funds	11		
General funds		37,745	42,902
		<u>37,745</u>	<u>42,902</u>
Total funds		<u><u>37,745</u></u>	<u><u>42,902</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 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 28 September 2022

And signed on its behalf by:


D.V. Szulist
Trustee

28 September 2022

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.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
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.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

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.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer equipment	33.3% Straight line
--------------------	---------------------

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

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.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

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.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Company status

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

3 Income from charitable activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
Contract income and grants	154,608	154,608	152,183
	<u>154,608</u>	<u>154,608</u>	<u>152,183</u>

4 Expenditure on charitable activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
<i>Expenditure on charitable activities</i>	156,570	156,570	131,374
	<u>156,570</u>	<u>156,570</u>	<u>131,374</u>

5 Other expenditure

	Unrestricted	Total 2022	Total 2021
	£	£	£
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	1,095	1,095	1,835
Legal and professional costs	2,100	2,100	1,800
	<u>3,195</u>	<u>3,195</u>	<u>3,635</u>

6 Net (expenditure)/income before transfers

	2022	2021
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	1,095	1,835
Independent Examiner's fee	1,700	1,672

7 Staff costs

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

8 Tangible fixed assets

	Computer equipment	Total
	£	£
Cost or revaluation		
At 1 April 2021	6,480	6,480
At 31 March 2022	6,480	6,480
Depreciation and impairment		
At 1 April 2021	2,102	2,102
Depreciation charge for the year	1,095	1,095
At 31 March 2022	3,197	3,197
Net book values		
At 31 March 2022	3,283	3,283
At 31 March 2021	4,378	4,378

9 Debtors

	2022	2021
	£	£
Prepayments and accrued income	5,048	4,935
	5,048	4,935

10 Creditors:

amounts falling due within one year

	2022	2021
	£	£
Trade creditors	-	143
Other taxes and social security	1,860	2,015
Other creditors	627	875
Accruals	1,378	1,920
	3,865	4,953

11 Movement in funds

	At 1 April 2021	Incoming resources (including other gains/losses)	Resources expended	At 31 March 2022
	£	£	£	£
Restricted funds:				
Unrestricted funds:				
General funds	42,902	154,608	(159,765)	37,745
Total funds	42,902	154,608	(159,765)	37,745

12 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Fixed assets	3,283	3,283
Net current assets	34,462	34,462
	<u>37,745</u>	<u>37,745</u>

13 Reconciliation of net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash and cash equivalents	38,542	(5,263)	33,279
	<u>38,542</u>	<u>(5,263)</u>	<u>33,279</u>
Net debt	<u>38,542</u>	<u>(5,263)</u>	<u>33,279</u>

14 Related party disclosures***Controlling party***

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Healthwatch Manchester
Detailed Statement of Financial Activities
for the year ended 31 March 2022

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:			
Charitable activities	154,608	154,608	152,183
	<u>154,608</u>	<u>154,608</u>	<u>152,183</u>
Total income and endowments	154,608	154,608	152,183
Expenditure on:			
Charitable activities	156,570	156,570	131,374
	<u>156,570</u>	<u>156,570</u>	<u>131,374</u>
Total of expenditure on charitable activities	156,570	156,570	131,374
General administrative costs, including depreciation and amortisation			
Depreciation of Computer equipment	1,095	1,095	1,835
	<u>1,095</u>	<u>1,095</u>	<u>1,835</u>
Legal and professional costs			
Audit/Independent examination fees	2,100	2,100	1,800
	<u>2,100</u>	<u>2,100</u>	<u>1,800</u>
Total of expenditure of other costs	<u>3,195</u>	<u>3,195</u>	<u>3,635</u>
Total expenditure	159,765	159,765	135,009
Net gains on investments	-	-	-
	<u>(5,157)</u>	<u>(5,157)</u>	<u>17,174</u>
Net (expenditure)/income			
Net (expenditure)/income before other gains/(losses)	<u>(5,157)</u>	<u>(5,157)</u>	<u>17,174</u>
Other Gains	-	-	-
	<u>(5,157)</u>	<u>(5,157)</u>	<u>17,174</u>
Net movement in funds			
Reconciliation of funds:			
Total funds brought forward	42,902	42,902	25,728
Total funds carried forward	<u>37,745</u>	<u>37,745</u>	<u>42,902</u>