



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 02	Month 01	Year 2020		Day 01	Month 01	Year 2021

Section A Reference and administration details

Charity name	Forgotten Feet
Other names charity is known by	
Registered charity number (if any)	1179671
Charity's principal address	436 Birmingham Road
	Marlbrook, Bromsgrove
	Worcestershire
Postcode	B61 0HL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Deborah Monk	Chair		
2	Lydia Patterson	Vice Chair		
3	Adam Constable	Treasurer		
4	David James	Secretary		
5	Belinda Longhurst	Committee Member		
6	Sarah Dainter	Committee Member		
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18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Deborah Monk – Chair and Founder

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed to committee by interview and panel vote. Elected to post by committee vote.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Where possible, new trustees are trained by a committee member who is still in post to enable either sub-division, transference or delegation of duties.

The charity is operated by the 6 committee members from a central structure with no involvement of outward parties. The policies determined by these members are then abided by all volunteers who act a more local level with one member of each local volunteer group acting as an locally appointed team lead.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide a free at the point of access podiatry service for the homeless, vulnerable and socially isolated population at easily accessible suitable locations.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity works from donations collected primarily from the public to enable the provision of a free at the point of access service for those who are unable or unwilling to commonly access health services. These are obtained via one-off donations from individual benefactors, fundraising events at professional conferences and donations made by non-government commercial benefactors.

The charity uses its funds to support the purchase of health equipment and consumables to enable the local provision of podiatry services by the charity's volunteers.

The charity holds a central facility for storage of large or infrequently used equipment and supplies for provision to local services when required to allow for equal and equitable service provision across all locations.

The objective of this is to encourage healthcare access by the vulnerable population to allow faster and easier referral to other professional services and allow for regular provision of quality healthcare and to increase use of various services amongst this population to improve the general health of the nation.

Additional details of objectives and activities (Optional information)

The charity has resided to refuse to make grants at this time.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to the COVID-19 pandemic, the charity was forced to make the decision to cease the running of clinics during lockdown periods. This was the result of government advice and restrictions governing the running of low-risk healthcare services. As such there was a resultant drop in the number of volunteers held on the charity's database and several regular locations were forced into permanent closure due to impacts on associated charities.

However, during the reported year, the committee has sought to provide a continued source of education and information for it's volunteers by maintaining a large online presence and continuing to provide regular updates via email, video and web messaging. Information was made available for regular service users through all available channels regarding sign-posting to other services.

The large reduction in services gave opportunity for the committee to review internal policies and procedures to enable effective streamlining of services and structure upon recommencement of regular service.

More time was dedicated to communicating with other charities which enabled the sourcing of charitable grants and relationships were built for the establishment of new services at different locations following the lockdown periods where absence of service provision had previously been identified.

Upon lifting of lockdown restrictions, normal services resumed where safe to do so but the charity maintained the importance of the safety of volunteers and service users as paramount.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity currently holds no fixed reserves due to limited fund sourcing over the declared year due to restrictions to fundraising as a result of the COVID-19 pandemic.

Details of any funds materially in deficit

N/A.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Principal source of funds was from individual benefactors who made regular donations. A large proportion of funds was obtained from nongovernment charitable grants.

Expenditure has allowed rental of a storage unit to allow for more consumables to be held for easier and faster dispensing to volunteers along with the postage of large materials to volunteers.

No investments have been adopted.

Section F Other optional information**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees**Signature(s)**

	
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Full name(s)

Adam James Constable	
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Position (eg Secretary, Chair, etc)

Treasurer	
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Date

03/06/2022	
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<u>Date</u>	<u>Depositor</u>	<u>Paid By</u>
02/01/2020	Virgin Money Giving	
02/01/2020	Sharon Weldon	
07/01/2020	James P	
08/01/2020	Virgin Money Giving	
09/01/2020	Patricia Twigg	
09/01/2020	J. Brown	
10/01/2020	Andrew Haywood	
13/01/2020	Frances Barrett	
17/01/2020	Cash	D. Monk
17/01/2020	Cash	D. Monk
20/01/2020	Cheque	D. Monk
24/01/2020	Elmscroft Podiatry	
03/02/2020	Sharon Weldon	
04/02/2020	Hereford Open Door	
05/02/2020	Virgin Money Giving	
09/02/2020	Francess Barret	
10/02/2020	Patricia Twigg	
10/02/2020	Andrew Haywood	
11/02/2020	Cash	D. Monk
12/02/2020	Virgin Money Giving	
13/02/2020	Cheque	D. Monk
14/02/2020	Crookes Chiropody	
18/02/2020	Winchester Podiatry	
19/02/2020	Virgin Money Giving	
02/03/2020	Sharon Weldon	
08/03/2020	Frances Barrett	
09/03/2020	Patricia Twigg	
10/03/2020	Andrew Haywood	
11/03/2020	Dave James Coaching	
15/03/2020	Feet First Southam	
16/03/2020	Katrina Corby	
18/03/2020	Virgin Money Giving	
20/03/2020	Booking.Com	
01/04/2020	Sharon Weldon	
06/04/2020	Frances Barrett	
08/04/2020	Virgin Money Giving	
09/04/2020	Patricia Twigg	
14/04/2020	Andrew Haywood	
14/04/2020	Trainline.Com	
16/04/2020	Virgin Money Giving	

23/04/2020 Apex City of Glasgow

01/05/2020 Sharon Weldon
06/05/2020 Virgin Money Giving
11/05/2020 Patricia Twigg
11/05/2020 Andrew Haywood
13/05/2020 College of Podiatry
21/05/2020 Amazon EU

01/06/2020 Sharon Weldon
03/06/2020 Virgin Money Giving
04/06/2020 Southdowns Clinic
04/06/2020 Frances Barrett
09/06/2020 Patricia Twigg
10/06/2020 Andrew Haywood
28/06/2020 Frances Barrett

01/07/2020 Sharon Weldon
08/07/2020 Virgin Money Giving
09/07/2020 Patricia Twigg
10/07/2020 Andrew Haywood
15/07/2020 Virgin Money Giving
21/07/2020 David James
26/07/2020 Frances Barrett

03/08/2020 Sharon Weldon
05/08/2020 Virgin Money Giving
10/08/2020 Patricia Twigg
10/08/2020 Andrew Haywood
11/08/2020 Rosemary Mclellan
20/08/2020 DNOR.Com
23/08/2020 Frances Barrett

01/09/2020 Sharon Weldon
03/09/2020 Virgin Money Giving
10/09/2020 Andrew Haywood
11/09/2020 Free Masons Charity
14/09/2020 The Foot People
14/09/2020 The College of Podiatry Bristol Branch
21/09/2020 Frances Barrett

21/09/2020 Stuart Metcalfe
22/09/2020 Foot Health UK Ltd.
23/09/2020 Virgin Money Giving
25/09/2020 Cash

D. Monk

01/10/2020 Sharon Weldon
07/10/2020 Virgin Money Giving
12/10/2020 The Foot People
12/10/2020 Andrew Haywood
14/10/2020 Virgin Money Giving
25/10/2020 Frances Barrett
26/10/2020 The Provincial Grant

02/11/2020 Sharon Weldon
10/11/2020 Andrew Haywood
12/11/2020 The Foot People
16/11/2020 Amazon EU
25/11/2020 Virgin Money Giving
30/11/2020 Frances Barrett

01/12/2020 Sharon Weldon
02/12/2020 Winchhester Podiatry
09/12/2020 Virgin Money Giving
10/12/2020 Andrew Haywood
11/12/2020 Age UK Malvern
14/12/2020 The Foot People
16/12/2020 Virgin Money Giving
18/12/2020 Cheque
23/12/2020 Foot Health UK
27/12/2020 Frances Barrett
31/12/2020 Virgin Money Giving

Belinda Longhurst

A. Constable

Total

Date

Supplier

Paid By

13/01/2020 Hermes

D. Monk

13/01/2020 Focal Images

D. Monk

15/01/2020 Hermes	D. Monk
20/01/2020 Hermes	D. Monk
31/01/2020 Post Office	D. Monk

03/02/2020 Focal Images	D. Monk
10/02/2020 Hermes	D. Monk
14/02/2020 Home Bargains	D. Monk
17/02/2020 Trainline.com	D. Monk
17/02/2020 Trainline.com	D. Monk
17/02/2020 Trainline.com	D. Monk
17/02/2020 Post Office	D. Monk
18/02/2020 Apex City Glasgow	D. Monk
19/02/2020 Asda	D. Monk

02/03/2020 Post Office	D. Monk
02/02/2020 Post Office	D. Monk
03/03/2020 Booking.Com	D. Monk
19/02/2020 C and P Medical	D. Monk

01/04/2020	N/A
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29/05/2020 JG Ranson	D. Monk
29/05/2020 Surewise	D. Monk

10/06/2020 Redditch Vehicle Hire	D. Monk
11/06/2020 Screwfix	D. Monk
12/06/2020 Redditch Services	D. Monk

01/07/2020	N/A
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01/08/2020	N/A
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08/09/2020 My Footcare Supplies	D. Monk
11/09/2020 Hermes	D. Monk

08/10/2020	Hermes	D. Monk
23/10/2020	Hermes	D. Monk
23/10/2020	Hermes	D. Monk

01/11/2020	N/A
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01/12/2020	N/A
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01/01/2021

Totals

Forgotten Feet - Profit & Loss Statement 2020/21

<u>Month</u>	<u>Profit / (Loss)</u>
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January	£	379.19
February	£	297.85
March	£	235.56
April	£	451.55
May	-£	1,131.47
June	£	73.05
July	£	248.75
August	£	164.70
September	£	3,027.25
October	£	383.36
Novemeber	£	312.46
December	£	1,230.00

£	5,672.25
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Description**Invoice****Total**

£ 62.50
£ 20.00
£ 110.00
£ 15.00
£ 10.00
£ 10.00
£ 5.00
£ 50.00
£ 20.00
£ 0.49
£ 90.00
£ 40.00

£ 432.99

£ 20.00
£ 50.00
£ 164.00
£ 50.00
£ 10.00
£ 5.00
£ 47.86
£ 197.74
£ 25.00
£ 90.00
£ 70.71
£ 50.00

£ 780.31

£ 20.00
£ 50.00
£ 10.00
£ 5.00
£ 70.00
£ 30.00
£ 40.00
£ 50.00
£ 63.75

Conference Hotel Refund

£ 338.75

£ 20.00
£ 50.00
£ 12.50
£ 10.00
£ 5.00
£ 210.00
£ 0.05

Train ticket refund Glasgow Conference

Hotel Refund Glasgow Conference	£	144.00
	£	451.55
	£	20.00
	£	12.50
	£	10.00
	£	5.00
Donation of Speaker fee for B. Longhurst	£	150.00
Affiliate Scheme	£	6.57
	£	204.07
	£	20.00
	£	15.00
	£	33.50
	£	50.00
	£	10.00
	£	5.00
	£	50.00
	£	183.50
	£	20.00
	£	100.00
	£	10.00
	£	5.00
	£	3.75
	£	60.00
	£	50.00
	£	248.75
	£	20.00
	£	25.00
	£	10.00
	£	5.00
	£	50.00
	£	4.70
	£	50.00
	£	164.70
	£	20.00
	£	30.00
	£	5.00
Grant from Charity	£	1,000.00
	£	50.00
	£	384.50
	£	50.00

Course Fee Donation	£	100.00
Conference Donation	£	1,367.41
	£	238.75
Patient Donation	£	160.00
	£	3,405.66
	£	20.00
	£	17.00
	£	50.00
	£	5.00
	£	15.00
	£	50.00
Masonic Grant	£	250.00
	£	407.00
	£	20.00
	£	5.00
	£	50.00
Affiliate Donation	£	7.46
	£	180.00
	£	50.00
	£	312.46
	£	20.00
Speakers fee donation from committee member	£	150.00
	£	118.75
	£	5.00
Donation for services rendered from partner charity	£	100.00
	£	50.00
	£	10.00
	£	550.00
Course Donation	£	100.00
	£	50.00
	£	76.25
	£	1,230.00
	£	8,159.74

Descrrption

Postage
Flyers

Invoice

Postage
Postage
Postage

Flyers
Postage
Labels
Conference Travel
Conference Travel
Conference Travel
Postage
Conference Hotel
Misc Supplies

Postage
Postage
Conference Hotel
Consumables

No Expenses

Unit Rental - 12 months
Unit Insuarnce

Van Hire
Racking
Fuel

No Expenses

No Expenses

Consumables
Postage

Postage
Postage
Postage

No Expenses

No Expenses

No expenses to 01/01/2021

<u>Total Income</u>		<u>Total Expenses</u>	
£	432.99	£	53.80
£	780.31	£	482.46
£	338.75	£	103.19
£	451.55	£	-
£	204.07	£	1,335.54
£	183.50	£	110.45
£	248.75	£	-
£	164.70	£	-
£	3,405.66	£	378.41
£	407.00	£	23.64
£	312.46	£	-
£	1,230.00	£	-
£ 8,159.74		£2,487.49	

<u>Contribution</u>	<u>Gift Aid</u>	<u>GASDS</u>	<u>Don't Know</u>	<u>Fund Raiser</u>
£ 62.50				
£ 20.00				
£ 110.00				
£ 15.00				
£ 10.00				
£ 10.00				
£ 5.00				
£ 50.00				
		£ 20.00		
		£ 0.49		
£ 90.00				
£ 40.00				
£ 412.50		£ 20.49		
£ 20.00				
£ 50.00				
£ 164.00				
£ 50.00				
£ 10.00				
£ 5.00				
		£ 47.86		
£ 197.74				
£ 25.00				
£ 90.00				
£ 70.71				
£ 50.00				
£ 732.45		£ 47.86		
£ 20.00				
£ 50.00				
£ 10.00				
£ 5.00				
£ 70.00				
£ 30.00				
£ 40.00				
£ 50.00				
£ 63.75				
£ 338.75				
£ 20.00				
£ 50.00				
£ 12.50				
£ 10.00				
£ 5.00				
£ 210.00				
£ 0.05				

£	144.00
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£	451.55
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£	20.00
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£	12.50
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£	10.00
---	-------

£	5.00
---	------

£	150.00
---	--------

£	6.57
---	------

£	204.07
---	--------

£	20.00
---	-------

£	15.00
---	-------

£	33.50
---	-------

£	50.00
---	-------

£	10.00
---	-------

£	5.00
---	------

£	50.00
---	-------

£	183.50
---	--------

£	20.00
---	-------

£	100.00
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£	10.00
---	-------

£	5.00
---	------

£	3.75
---	------

£	60.00
---	-------

£	50.00
---	-------

£	248.75
---	--------

£	20.00
---	-------

£	25.00
---	-------

£	10.00
---	-------

£	5.00
---	------

£	50.00
---	-------

£	4.70
---	------

£	50.00
---	-------

£	164.70
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£	20.00
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£	30.00
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£	5.00
---	------

£	1,000.00
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£	50.00
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£	384.50
---	--------

£	50.00
---	-------

£	100.00
£	1,367.41
£	238.75
£	160.00

£	3,405.66
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£	20.00
£	17.00
£	50.00
£	5.00
£	15.00
£	50.00
£	250.00

£	407.00
---	--------

£	20.00
£	5.00
£	50.00
£	7.46
£	180.00
£	50.00

£	312.46
---	--------

£	20.00
£	150.00
£	118.75
£	5.00
£	100.00
£	50.00
£	10.00
£	550.00
£	100.00
£	50.00
£	76.25

£	1,230.00
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<u>Total</u>	<u>Consumables</u>	<u>Fundraising</u>	<u>Legal</u>	<u>Postage</u>
£ 7.29				£ 7.29
£ 21.94				

£	14.58			£	14.58
£	7.29			£	7.29
£	2.70			£	2.70
£	53.80			£	31.86
£	28.66				
£	21.87			£	21.87
£	5.35				
£	24.17				
£	25.18				
£	212.13				
£	5.10			£	5.10
£	144.00				
£	16.00				
£	482.46			£	26.97
£	1.50			£	1.50
£	6.00			£	6.00
£	63.75				
£	31.94	£	31.94		
£	103.19	£	31.94	£	7.50
£	-				
£	-				
£	1,321.34				
£	14.20				
£	1,335.54				
£	71.99				
£	27.99				
£	10.47				
£	110.45				
£	-				
£	-				
£	-				
£	-				
£	371.52	£	371.52		
£	6.89			£	6.89

£ 378.41 £ 371.52

£ 7.88

£ 7.88

£ 7.88

£ 23.64

£ -

£ -

£ -

£ -

£ -

£ -

£ 2,487.49

£ 6.89

£ 7.88

£ 7.88

£ 7.88

£ 23.64

Transpc Storeho Printing Misc

£ 21.94

£ 21.94

£ 28.66

£ 5.35

£ 24.17

£ 25.18

£ 212.13

£ 144.00

£ 16.00

£ 405.48

£ 28.66

£ 21.35

£ 63.75

£ 63.75

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£ 14.20

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£ 71.99

£ 27.99

£ 10.47

£ 82.46

£ 27.99