



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **2.01.2022** Period start date To **01.01.2023** Period end date

Charity name: **Forgotten Feet**

Charity registration number: **1179671**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To provide a footcare service to the homeless, socially isolated and vulnerable population.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Forgotten Feet aims to set up clinics alongside homeless charities where the service can be easily accessed by the target population. This is carried out by qualified foot health professionals in many areas, who volunteer for the charity.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Yes , trustees have understood the guidance issued by the charity commission regarding public benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>All of our volunteers kindly give their time in order to run the clinics and carry out basic footcare. They also provide a valuable listening service, and can sign post to any other relevant healthcare professional involved with helping homeless and vulnerable people.</b>
Other		<b>The charity also gives out suitable donated footwear and fresh socks to as many people as possible.</b>

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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>The charity has managed to establish a wide reaching network of clinics around the UK. This has made a tremendous difference to all the clients who attend. Our service is valuable not only for footcare, but it helps to break down barriers and facilitate medical interventions; thus potentially avoiding serious medical emergencies. This can save local authorities\NHS money by occasionally preventing hospital admissions.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Many clinics have been set up in many areas, and have been supplied with medical items. Shoes and socks are distributed amongst the clinics via the post. The service is free at the point of delivery and open to anyone who accesses a homeless drop in centre.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Conferences are used to disseminate information about the charity and raise funds. Collection tins are widely used in private clinics whereby fee paying clients give generously. This enables the charity to purchase consumables for the volunteers to use in the clinics. Money is also raised to pay for storage and postage.</b>
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charity at this point has around 42k, just over 5.9k expenses and 11.5k income during this period.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held for buying any expensive items of medical equipment, and for ensuring there are plenty of funds for storage for future years.</b>
Amount of reserves held	Para 1.22	<b>Around 25k is held in reserve</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>There are some uncertainties such as the availability and willingness of volunteers and venues which are not always suitable.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The principal sources of funds are collection tins and donors who donate online. Some fund-raising activities take place intermittently throughout the year.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>The charity has set out a governing constitution document giving clear guidance regarding practice, risk assessments, personal safety and insurance.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>The charity is constituted by CIO.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustee selection is carried out by a unanimous vote on accepting / appointing a trustee, once a statement and interview have been completed</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Policies and procedures are in place for all trustees. There is also a 3 – 6 month probation period before a trustee is taken on, during which time they can also decide if they can fulfil the necessary commitments.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The charity has a committee of 3 individuals and 5 trustees. The two volunteer coordinators work closely with the volunteers to ensure there are adequate people to successfully run the clinics. They can be contacted at any time.</b>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Forgotten Feet
Other name the charity uses	
Registered charity number	1179671
Charity's principal address	436 Birmingham Road Bromsgrove 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/Founder		
2	Lydia Patterson	Secretary		
3	Belinda Longhurst			
4	Sarah Greenaway			
5	Adam Constable			
6	Dave James			
7	Larry Moore	Treasurer		
8	Wendy Richards			
9				
10				
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15				
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

## Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Deborah Monk	Adam Constable
Position (eg Secretary, Chair, etc)	Chair	
Date	31.10.2023	



# **FORGOTTEN FEET**

Charity No: 1179671

## **End of Year Report**

*For the year ended*

**1<sup>st</sup> January 2023**



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## GENERAL INFORMATION

CHARITY NAME	Forgotten Feet
CHARITY NUMBER	1179671
ADDRESS	436 Birmingham Road Marlbrook Bromsgrove B61 0HL
BANK	HSBC
ACCOUNTANT	Hammond & Co. Princess Street Wakefield WF6 1AB
CONTENTS	Accountants Report Profit & Loss Balance Sheet Transaction Report

## ACCOUNTANTS REPORT

I can confirm that these accounts have been prepared without carrying out an audit, from information supplied, figures supplied by client and explanations given.

Hammond & Co.  
The Dance House  
Princess Street  
Normanton  
Wakefield  
WF6 1AB

Signed: 

On behalf of Hammond & Co.

Dated 27<sup>th</sup> September 2023

Forgotten Feet  
Profit And Loss Account  
For the year ended 1 January 2023

		2023 £	2022 £
Income	Fees	11,689	5,693
	Grants	-	250
	Virgin Money Giving	-	5,864
		11,689	11,807
Cost of sales	Commissions payable	(162)	-
	Other	-	(36)
	Purchases	(535)	(104)
		(698)	(140)
		10,991	11,667
Expenses	Accountancy fees	(300)	(130)
	Advertising and PR	(178)	(90)
	Bank charges	(63)	-
	Depreciation	(222)	-
	Insurance - Other	(42)	(42)
	Motor expenses	-	(30)
	Office equipment	(60)	-
	Postage	(160)	(75)
	Rent	(2,934)	(1,974)
	Repairs and maintenance	(438)	-
	Stationery and printing	(96)	-
	Telephone and internet	(18)	-
		(4,511)	(2,341)
Net profit		6,480	9,326

Forgotten Feet  
Balance Sheet  
As at 1 January 2023

		2023	2022
		£	£
FA - equipment, fixture	Cost - additions	887	-
	Depn - charge	(222)	-
		<u>665</u>	<u>-</u>
		665	-
Bank	Current account	42,549	36,734
		<u>42,549</u>	<u>36,734</u>
		42,549	36,734
Creditors	Opening balances contra	-	(22,793)
		-	(22,793)
Net assets		<u>43,214</u>	<u>13,941</u>
		£	£
Profit and loss account	Brought forward	36,734	4,616
	Net profit	6,480	9,326
		<u>43,214</u>	<u>13,941</u>
Total funds		<u>43,214</u>	<u>13,941</u>

Forgotten Feet  
Receipts

From 2 Jan 2022 to 1 Jan 2023

Date	Reference	Details	Amount	Primary Account	First Analysis Account
10/01/22	REC 000159	Andrew Haywood	5.00	Bank: Current account	Income: Fees
10/01/22	REC 000160	Just Giving	87.69	Bank: Current account	Income: Fees
12/01/22	REC 000161	The Foot People	50.00	Bank: Current account	Income: Fees
23/01/22	REC 000162	Frances Barrett	20.00	Bank: Current account	Income: Fees
31/01/22	REC 000164	Just Giving	19.42	Bank: Current account	Income: Fees
04/02/22	REC 000165	Hazel Finlay	200.00	Bank: Current account	Income: Fees
08/02/22	REC 000166	Cheque	70.15	Bank: Current account	Income: Fees
10/02/22	REC 000167	Andrew Haywood	5.00	Bank: Current account	Income: Fees
14/02/22	REC 000168	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
21/02/22	REC 000169	Cheque	50.00	Bank: Current account	Income: Fees
23/02/22	REC 000170	Amazon Europe Core	8.45	Bank: Current account	Income: Fees
28/02/22	REC 000171	F Barrett	20.00	Bank: Current account	Income: Fees
28/02/22	REC 000172	Just Giving	9.61	Bank: Current account	Income: Fees
02/03/22	REC 000173	EJ Pellatt	100.00	Bank: Current account	Income: Fees
04/03/22	REC 000174	Pedicare Donation	100.00	Bank: Current account	Income: Fees
10/03/22	REC 000175	Andrew Haywood	5.00	Bank: Current account	Income: Fees
11/03/22	REC 000176	Devon Training Hub	100.00	Bank: Current account	Income: Fees
14/03/22	REC 000177	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
27/03/22	REC 000178	F Barrett	20.00	Bank: Current account	Income: Fees
04/04/22	REC 000179	Just Giving	38.84	Bank: Current account	Income: Fees
11/04/22	REC 000180	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/04/22	REC 000181	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
02/05/22	REC 000182	F Barrett	12.00	Bank: Current account	Income: Fees
04/05/22	REC 000183	Just Giving	29.23	Bank: Current account	Income: Fees
09/05/22	REC 000184	Amazon Europe Core	5.16	Bank: Current account	Income: Fees
09/05/22	REC 000185	Just Giving	158.65	Bank: Current account	Income: Fees
10/05/22	REC 000186	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/05/22	REC 000187	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
16/05/22	REC 000188	Cheque	1,106.25	Bank: Current account	Income: Fees
30/05/22	REC 000189	Advice Confirms	499.64	Bank: Current account	Income: Fees
31/05/22	REC 000190	Just Giving	5.23	Bank: Current account	Income: Fees
05/06/22	REC 000191	F Barrett	10.00	Bank: Current account	Income: Fees
10/06/22	REC 000192	Andrew Haywood	5.00	Bank: Current account	Income: Fees



Forgotten Feet  
Receipts

From 2 Jan 2022 to 1 Jan 2023

Date	Reference	Details	Amount	Primary Account	First Analysis Account
13/06/22	REC 000193	Chiroprody & Podiatry	50.00	Bank: Current account	Income: Fees
20/06/22	REC 000194	Paypal	78.08	Bank: Current account	Income: Fees
28/06/22	REC 000195	Just Giving	58.46	Bank: Current account	Income: Fees
05/07/22	REC 000196	Just Giving	19.42	Bank: Current account	Income: Fees
07/07/22	REC 000197	About Those Feet	15.00	Bank: Current account	Income: Fees
11/07/22	REC 000198	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/07/22	REC 000199	Chiroprody & Podiatry	50.00	Bank: Current account	Income: Fees
12/07/22	REC 000200	F Barrett	10.00	Bank: Current account	Income: Fees
18/07/22	REC 000201	Just Giving	106.71	Bank: Current account	Income: Fees
25/07/22	REC 000202	Just Giving	242.04	Bank: Current account	Income: Fees
01/08/22	REC 000203	Just Giving	293.09	Bank: Current account	Income: Fees
10/08/22	REC 000204	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/08/22	REC 000205	Chiroprody & Podiatry	50.00	Bank: Current account	Income: Fees
22/08/22	REC 000206	DONR Ltd	52.25	Bank: Current account	Income: Fees
30/08/22	REC 000207	Just Giving	125.93	Bank: Current account	Income: Fees
05/09/22	REC 000208	Just Giving	67.87	Bank: Current account	Income: Fees
05/09/22	REC 000209	Open Podiatry	20.00	Bank: Current account	Income: Fees
11/09/22	REC 000210	F Barrett	10.00	Bank: Current account	Income: Fees
12/09/22	REC 000211	Chiroprody & Podiatry	50.00	Bank: Current account	Income: Fees
12/09/22	REC 000212	Andrew Haywood	5.00	Bank: Current account	Income: Fees
13/09/22	REC 000213	Giving.Com	74.24	Bank: Current account	Income: Fees
21/09/22	REC 000214	Just Giving	307.33	Bank: Current account	Income: Fees
21/09/22	REC 000215	DONR Ltd	0.95	Bank: Current account	Income: Fees
03/10/22	REC 000216	Just Giving	17.26	Bank: Current account	Income: Fees
08/10/22	REC 000217	F Barrett	10.00	Bank: Current account	Income: Fees
10/10/22	REC 000218	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/10/22	REC 000219	Retailer Donation	5,000.00	Bank: Current account	Income: Fees
12/10/22	REC 000220	Chiroprody & Podiatry	50.00	Bank: Current account	Income: Fees
24/10/22	REC 000221	J Pegley - Ree	339.29	Bank: Current account	Income: Fees
31/10/22	REC 000222	Just Giving	9.61	Bank: Current account	Income: Fees
03/11/22	REC 000223	Hazel Finlay	150.00	Bank: Current account	Income: Fees
06/11/22	REC 000224	Footsense Pod	154.99	Bank: Current account	Income: Fees
06/11/22	REC 000225	F Barrett	10.00	Bank: Current account	Income: Fees

Forgotten Feet  
Receipts

From 2 Jan 2022 to 1 Jan 2023

Date	Reference	Details	Amount	Primary Account	First Analysis Account
06/11/22	REC 000226	Paypal	305.84	Bank: Current account	Income: Fees
10/11/22	REC 000227	Andrew Haywood	5.00	Bank: Current account	Income: Fees
13/11/22	REC 000228	Paypal	15.42	Bank: Current account	Income: Fees
14/11/22	REC 000229	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
15/11/22	REC 000236	Amazon Europe Core	12.35	Bank: Current account	Income: Fees
16/11/22	REC 000237	K Gater	115.00	Bank: Current account	Income: Fees
28/11/22	REC 000238	Just Giving	58.26	Bank: Current account	Income: Fees
08/12/22	REC 000230	D Askew	30.00	Bank: Current account	Income: Fees
12/12/22	REC 000231	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
12/12/22	REC 000232	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/12/22	REC 000233	Just Giving	58.66	Bank: Current account	Income: Fees
28/12/22	REC 000234	DONation Walsh Pod	574.18	Bank: Current account	Income: Fees
28/12/22	REC 000235	Just Giving	16.04	Bank: Current account	Income: Fees
Totals			11,688.59		



Forgotten Feet  
Payments

From 2 Jan 2022 to 1 Jan 2023

Date	Reference	Details	Amount	Primary Account	First Analysis Account
20/01/22	PAY 000035	Total Charges	5.00	Bank: Current account	Expenses: Bank charges
26/01/22	PAY 000036	MyHermes.co.uk	7.88	Bank: Current account	Expenses: Postage
16/02/22	PAY 000037	Currys Online - Laptop	887.00	Bank: Current account	FA - equipment, fixtures & fittings: Cost - addition
20/02/22	PAY 000038	HSBC	5.00	Bank: Current account	Expenses: Bank charges
21/02/22	PAY 000039	MyHermes.co.uk	7.88	Bank: Current account	Expenses: Postage
24/02/22	PAY 000040	DLT Podiatry	245.50	Bank: Current account	Cost of sales: Purchases
03/03/22	PAY 000041	Post Office	6.40	Bank: Current account	Expenses: Postage
07/03/22	PAY 000042	Ryman	12.99	Bank: Current account	Expenses: Stationery and printing
08/03/22	PAY 000043	MyHermes.co.uk	7.88	Bank: Current account	Expenses: Postage
11/03/22	PAY 000044	Surewise - Unit Insurance	20.00	Bank: Current account	Expenses: Insurance - Other
21/03/22	PAY 000045	HSBC	6.20	Bank: Current account	Expenses: Bank charges
22/03/22	PAY 000046	Evri	7.88	Bank: Current account	Expenses: Postage
11/04/22	PAY 000047	Evri	7.88	Bank: Current account	Expenses: Postage
11/04/22	PAY 000048	Home Bargains	8.27	Bank: Current account	Cost of sales: Purchases
19/04/22	PAY 000049	Parcel2Go	25.71	Bank: Current account	Expenses: Postage
20/04/22	PAY 000050	HSBC	5.00	Bank: Current account	Expenses: Bank charges
25/04/22	PAY 000051	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
25/04/22	PAY 000052	Evri	6.84	Bank: Current account	Expenses: Postage
12/05/22	PAY 000055	HSBC	5.00	Bank: Current account	Expenses: Bank charges
13/05/22	PAY 000053	Surewise - Unit Insurance	22.00	Bank: Current account	Expenses: Insurance - Other
13/05/22	PAY 000054	Hermes	5.86	Bank: Current account	Expenses: Postage
25/05/22	PAY 000056	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
30/05/22	PAY 000057	Commission Payable	0.20	Bank: Current account	Cost of sales: Commissions payable
30/05/22	PAY 000058	Royal Mail	5.95	Bank: Current account	Expenses: Postage
07/06/22	PAY 000059	Astwood Storage	2,934.00	Bank: Current account	Expenses: Rent
20/06/22	PAY 000060	HSBC	7.00	Bank: Current account	Expenses: Bank charges
27/06/22	PAY 000061	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
12/07/22	PAY 000062	Post Office	5.40	Bank: Current account	Expenses: Postage
21/07/22	PAY 000063	HSBC	5.00	Bank: Current account	Expenses: Bank charges
25/07/22	PAY 000064	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
05/08/22	PAY 000065	Hermes	4.34	Bank: Current account	Expenses: Postage
08/08/22	PAY 000066	Hermes	4.34	Bank: Current account	Expenses: Postage
20/08/22	PAY 000067	HSBC	5.00	Bank: Current account	Expenses: Bank charges

Forgotten Feet  
Payments  
From 2 Jan 2022 to 1 Jan 2023

Date	Reference	Details	Amount	Primary Account	First Analysis Account
25/08/22	PAY 000068	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
02/09/22	PAY 000069	Debbie Monk	23.90	Bank: Current account	Cost of sales: Purchases
02/09/22	PAY 000070	Autoclave Repair	438.00	Bank: Current account	Expenses: Repairs and maintenance
20/09/22	PAY 000071	HSBC	5.00	Bank: Current account	Expenses: Bank charges
26/09/22	PAY 000072	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
09/10/22	PAY 000073	Hammond & Co.	300.00	Bank: Current account	Expenses: Accountancy fees
21/10/22	PAY 000074	HSBC	5.00	Bank: Current account	Expenses: Bank charges
24/10/22	PAY 000075	Commission Payable	0.20	Bank: Current account	Cost of sales: Commissions payable
25/10/22	PAY 000076	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
03/11/22	PAY 000077	Amazon	27.98	Bank: Current account	Cost of sales: Purchases
07/11/22	PAY 000078	Direct Fundraising	177.50	Bank: Current account	Expenses: Advertising and PR
08/11/22	PAY 000079	Amazon	59.49	Bank: Current account	Cost of sales: Purchases
09/11/22	PAY 000080	Amazon	50.02	Bank: Current account	Cost of sales: Purchases
09/11/22	PAY 000081	Hermes	6.36	Bank: Current account	Expenses: Postage
14/11/22	PAY 000082	Hermes	2.99	Bank: Current account	Expenses: Postage
15/11/22	PAY 000086	Hermes	2.99	Bank: Current account	Expenses: Postage
17/11/22	PAY 000087	GiffGaff	18.45	Bank: Current account	Expenses: Telephone and internet
20/11/22	PAY 000088	HSBC	5.00	Bank: Current account	Expenses: Bank charges
22/11/22	PAY 000089	Hermes	6.36	Bank: Current account	Expenses: Postage
25/11/22	PAY 000090	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
25/11/22	PAY 000091	Office Stationary & Supplies	82.93	Bank: Current account	Expenses: Stationery and printing
26/11/22	PAY 000092	Lydia Patterson - Shelving	59.99	Bank: Current account	Expenses: Office equipment
28/11/22	PAY 000093	Post Office	30.85	Bank: Current account	Expenses: Postage
29/11/22	PAY 000094	Amazon	59.99	Bank: Current account	Cost of sales: Purchases
29/11/22	PAY 000095	Amazon	59.99	Bank: Current account	Cost of sales: Purchases
01/12/22	PAY 000083	Hermes	6.36	Bank: Current account	Expenses: Postage
21/12/22	PAY 000084	HSBC	5.00	Bank: Current account	Expenses: Bank charges
28/12/22	PAY 000085	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
Totals			5,873.75		