



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **2.01.2023** Period start date To **01.01.2024** 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	To provide a footcare service to the homeless, socially isolated and vulnerable population.
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	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes , trustees have understood the guidance issued by the Charity Commission regarding public benefit.

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	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.
Other		The charity also gives out suitable donated footwear and fresh socks to as many people as possible.

--	--	--

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	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.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	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.
Performance of fundraising activities against objectives set	Para 1.41	Conferences and talks to local interest groups 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.
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	Income has dropped during this period compared to previous years. Costs have remained largely stable and reserves are healthy.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for buying any expensive items of medical equipment, and for ensuring there are plenty of funds for to cover costs for future years in the event of unseen negative events.
Amount of reserves held	Para 1.22	Around 41k is held in reserve
Reasons for holding zero reserves	Para 1.22	N/a
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Volunteer and venue numbers decreased as a result of retirements in the podiatric work force during the COVID epidemic. However new initiatives are reversing this trend.

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	The principal sources of funds are, collection tins, donors who donate online and, fees from talks. Some fundraising activities take place intermittently throughout the year.
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	The charity has set out a governing constitution document giving clear guidance regarding practice, risk assessments, personal safety and insurance.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is constituted by CIO.
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	Trustee selection is carried out by a unanimous vote on accepting / appointing a trustee, once a statement and interview have been completed.

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	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.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	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.
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	58 Church Road Webheath Redditch B97 5PG

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				
11				
12				
13				
14				
15				
16				
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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/a

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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

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)		
Position (eg Secretary, Chair, etc)	Deborah Monk	Larry Moore
	Chair	Treasurer
Date	16.10.2024	

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
WF61AB

Signed: 

_____ Dated 27th September 2023
On behalf of Hammond & Co.

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

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

Forgotten Feet
Balance Sheet

Forgotten Feet
Receipts
From 2 Jan 2022 to 1 Jan

Date	Reference	Details	Amount	Primary Account	First Analysis Account
10/01/22	REC000159	Andrew Haywood	5.00	Bank: Current account	Income: Fees
10/01/22	REC000160	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	REC000162	Frances Barrett	20.00	Bank: Current account	Income: Fees
31/01/22	REC000164	Just Giving	19.42	Bank: Current account	Income: Fees
04/02/22	REC000165	Hazel Finlay	200.00	Bank: Current account	Income: Fees
08/02/22	REC000166	Cheque	70.15	Bank: Current account	Income: Fees
10/02/22	REC000167	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	REC000170	Amazon Europe Core	8.45	Bank: Current account	Income: Fees
28/02/22	REC000171	F Barrett	20.00	Bank: Current account	Income: Fees
28/02/22	REC000172	Just Giving	9.61	Bank: Current account	Income: Fees
02/03/22	REC000173	EJ Pellatt	100.00	Bank: Current account	Income: Fees
04/03/22	REC000174	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 Trainig Hub	100.00	Bank: Current account	Income: Fees
14/03/22	REC000177	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	REC000180	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	REC000182	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	REC000186	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/05/22	REC000187	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	REC000192	Andrew Haywood	5.00	Bank: Current account	Income: Fees

Forgotten Feet

Receipts

From 2 Jan 2022 to 1 Jan

Printed on 17/10/23 at 8:17 am

VT Transaction+

Page 1 of 3

Forgotten Feet
Receipts
From 2 Jan 2022 to 1 Jan

<u>Date</u>	<u>Reference</u>	<u>Details</u>	<u>Amount</u>	<u>Primary Account</u>	<u>First Analysis Account</u>
REC000193		Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
20/06/22	REC000194	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	REC000196	Just Giving	19.42	Bank: Current account	Income: Fees
07/07/22	REC000197	About Those Feet	15.00	Bank: Current account	Income: Fees
11/07/22	REC000198	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/07/22	REC 000199	Chiropody & 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	REC000201	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	REC000203	Just Giving	293.09	Bank: Current account	Income: Fees
10/08/22	REC000204	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/08/22	REC 000205	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
22/08/22	REC 000206	DONRLtd	52.25	Bank: Current account	Income: Fees
30/08/22	REC000207	Just Giving	125.93	Bank: Current account	Income: Fees
05/09/22	REC000208	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	REC000211	Chiropody & 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	REC000214	Just Giving	307.33	Bank: Current account	Income: Fees
21/09/22	REC 000215	DONRLtd	0.95	Bank: Current account	Income: Fees
03/10/22	REC 000216	Just Giving	17.26	Bank: Current account	Income: Fees
08/10/22	REC000217	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	Chiropody & 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	REC000222	Just Giving	9.61	Bank: Current account	Income: Fees
03/11/22	REC000223	Hazel Finlay	150.00	Bank: Current account	Income: Fees
06/11/22	REC000224	Footsense Pod	154.99	Bank: Current account	Income: Fees
06/11/22	REC000225	F Barrett	10.00	Bank: Current account	Income: Fees

Forgotten Feet
Receipts
From 2 Jan 2022 to 1 Jan

Date	Reference	Details	Amount	Primary Account	First Analysis Account
06/11/22	REC000226	Paypal	305.84	Bank: Current account	Income: Fees
10/11/22	REC000227	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	REC000229	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
15/11/22	REC000236	Amazon Europe Core	12.35	Bank: Current account	Income: Fees
16/11/22	REC000237	K Gater	115.00	Bank: Current account	Income: Fees
28/11/22	REC000238	Just Giving	58.26	Bank: Current account	Income: Fees
08/12/22	REC000230	DAskew	30.00	Bank: Current account	Income: Fees
12/12/22	REC000231	Chiropody & Podiatry	50.00	Bank: Current account	Income: Fees
12/12/22	REC000232	Andrew Haywood	5.00	Bank: Current account	Income: Fees
12/12/22	REC000233	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

Receipts

From 2 Jan 2022 to 1 Jan

Printed on 17/10/23 at 8:17 am

VT Transaction+

Page 3 of 3

Forgotten Feet
Payments
From 2 Jan 2022 to 1 Jan 2023

Date	Details	Amount	Primary Account	First Analysis Account
Reference				
20/01/22	PAY000035 - Total Charges	5.00	Bank: Current account	Expenses: Bank charges
26/01/22	PAY000036 MyHermes.co.uk	7.88	Bank: Current account	Expenses: Postage
16/02/22	PAY000037 Currys Online - Laptop	887.00	Bank: Current account	FA - equipment, fixtures & fittings: Cost - addition
20/02/22	PAY000038 HSBC	5.00	Bank: Current account	Expenses: Bank charges
21/02/22	PAY000039 MyHermes.co.uk	7.88	Bank: Current account	Expenses: Postage
24/02/22	PAY000040 DLT Podiatry	245.50	Bank: Current account	Cost of sales: Purchases
03/03/22	PAY000041 Post Office	6.40	Bank: Current account	Expenses: Postage
07/03/22	PAY000042 Ryman	12.99	Bank: Current account	Expenses: Stationery and printing
08/03/22	PAY000043 MyHermes.co. uk	7.88	Bank: Current account	Expenses: Postage
11/03/22	PAY000044 Surewise - Unit Insurance	20.00	Bank: Current account	Expenses: Insurance - Other
21/03/22	PAY000045 HSBC	6.20	Bank: Current account	Expenses: Bank charges
22/03/22	PAY000046 Evri	7.88	Bank: Current account	Expenses: Postage
11/04/22	PAY000047 Evri	7.88	Bank: Current account	Expenses: Postage
11/04/22	PAY000048 Home Bargains	8.27	Bank: Current account	Cost of sales: Purchases
19/04/22	PAY000049 Parcel2Go	25.71	Bank: Current account	Expenses: Postage
20/04/22	PAY000050 HSBC	5.00	Bank: Current account	Expenses: Bank charges
25/04/22	PAY000051 Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
25/04/22	PAY000052 Evri	6.84	Bank: Current account	Expenses: Postage
12/05/22	PAY000055 HSBC	5.00	Bank: Current account	Expenses: Bank charges
13/05/22	PAY000053 Surewise - Unit Insurance	22.00	Bank: Current account	Expenses: Insurance - Other
13/05/22	PAY000054 Hermes	5.86	Bank: Current account	Expenses: Postage
25/05/22	PAY000056 Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
30/05/22	PAY000057 Commission Payable	0.20	Bank: Current account	Cost of sales: Commissions payable
30/05/22	PAY000058 Royal Mail	5.95	Bank: Current account	Expenses: Postage
07/06/22	PAY000059 Astwood Storage	2,934.00	Bank: Current account	Expenses: Rent
20/06/22	PAY000060 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	PAY000062 Post Office	5.40	Bank: Current account	Expenses: Postage
21/07/22	PAY000063 HSBC	5.00	Bank: Current account	Expenses: Bank charges
25/07/22	PAY000064 Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
05/08/22	PAY000065 Hermes	4.34	Bank: Current account	Expenses: Postage
08/08/22	PAY000066 Hermes	4.34	Bank: Current account	Expenses: Postage
20/08/22	PAY000067 HSBC	5.00	Bank: Current account	Expenses: Bank charges

Forgotten Feet

Payments

From 2 Jan 2022 to 1 Jan 2023

Reference	Date	Details	Amount	Primary Account	First Analysis Account
25/08/22	PAY000068	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
02/09/22	PAY000069	Debbie Monk	23.90	Bank: Current account	Cost of sales: Purchases
02/09/22	PAY000070	Autoclave Repair	438.00	Bank: Current account	Expenses: Repairs and maintenance
20/09/22	PAY000071	HSBC	5.00	Bank: Current account	Expenses: Bank charges
26/09/22	PAY000072	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
09/10/22	PAY000073	Hammond & Co.	300.00	Bank: Current account	Expenses: Accountancy fees
21/10/22	PAY000074	HSBC	5.00	Bank: Current account	Expenses: Bank charges
24/10/22	PAY000075	Commission Payable	0.20	Bank: Current account	Cost of sales: Commissions payable
25/10/22	PAY000076	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
03/11/22	PAY000077	Amazon	27.98	Bank: Current account	Cost of sales: Purchases
07/11/22	PAY000078	Direct Fundraising	177.50	Bank: Current account	Expenses: Advertising and PR
08/11/22	PAY000079	Amazon	59.49	Bank: Current account	Cost of sales: Purchases
09/11/22	PAY000080	Amazon	50.02	Bank: Current account	Cost of sales: Purchases
09/11/22	PAY000081	Hermes	6.36	Bank: Current account	Expenses: Postage
14/11/22	PAY000082	Hermes	2.99	Bank: Current account	Expenses: Postage
15/11/22	PAY000086	Hermes	2.99	Bank: Current account	Expenses: Postage
17/11/22	PAY000087	GiffGaff	18.45	Bank: Current account	Expenses: Telephone and internet
20/11/22	PAY000088	HSBC	5.00	Bank: Current account	Expenses: Bank charges
22/11/22	PAY000089	Hermes	6.36	Bank: Current account	Expenses: Postage
25/11/22	PAY000090	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
25/11/22	PAY000091	Office Stationary & Supplies	82.93	Bank: Current account	Expenses: Stationery and printing
26/11/22	PAY000092	Lydia Patterson - Shelving	59.99	Bank: Current account	Expenses: Office equipment
28/11/22	PAY000093	Post Office	30.85	Bank: Current account	Expenses: Postage
29/11/22	PAY000094	Amazon	59.99	Bank: Current account	Cost of sales: Purchases
29/11/22	PAY000095	Amazon	59.99	Bank: Current account	Cost of sales: Purchases
01/12/22	PAY000083	Hermes	6.36	Bank: Current account	Expenses: Postage
21/12/22	PAY000084	HSBC	5.00	Bank: Current account	Expenses: Bank charges
28/12/22	PAY000085	Just Giving	18.00	Bank: Current account	Cost of sales: Commissions payable
Totals			5,873.75		

Balance Sheet 01/01/2024

Forgotten Feet			
Balance Sheet			
As at 1 January 2024			
		£	£
Assets, equipment	Depreciated value	666	
	Deprn charge	-222	
		444	
			444
Bank	Current account	40,923	
		40,923	
			40,923
Creditors	Opening Balance	0	
			0
Net Assets			41,367
		£	£
P&L Account	Brought forward	43,214	
	Net profit	-1,847	
			41,367

Profit and Loss 2023/4

Forgotten Feet			
Profit and Loss Account			
Year ended 01/01/2024			
		£	£
Income	Fees	3,711	
	Grants	0	
			3,711
less, Cost of sales	Commissions payable	-216	
	Other	0	
			-216
			3,495
Expenses	Repairs/shelving	819	
	Postage	172	
	Marketing	104	
	Banking	55	
	Insurance	42	
	Storage rent	3,015	
	Hotels etc	457	
	Fuel	61	
	Van hire	95	
	Accountancy	300	
	Depreciation	222	
			5,342
PROFIT/LOSS			-1847