



Community Lives Matter

FINANCIAL STATEMENTS AND TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

<https://communitylivesmatter.org/>

Community Lives Matter

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FOR THE YEAR ENDED 31 DECEMBER 2021

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Community Lives Matter

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2021

Trustees:	Rev Paul Griffiths	- appointed 1 October 2021
	Alan Heaton	
	Luke Milner	
	Neil Rees	(Chair)
	Thomas Whitfield	
	Elizabeth Wynne	
	Roy Wynne	
Treasurer:	Thomas Whitfield	
Secretary:	Luke Milner	
Charity number:	1189401	
Charity Address:	Cottage Lane Mission Cottage Lane Ormskirk L39 3NE	
Charity Website:	https://communitylivesmatter.org/	
Independent Examiners:	Lifestyles Accountancy Limited 39 Kirklees Road Southport PR8 4RB	
Bankers:	HSBC Commercial Banking	The Co-operative Bank
	49a Fishergate Preston Lancashire PR1 8BH	P O Box 250 Skelmersdale Lancashire WN8 6WT

Community Lives Matter

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees submit their annual report and financial statements for the year ended 31 December 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2005 in preparing the annual report and financial statements of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a Charitable Incorporated Organisation which was registered on 7 May 2020. It is governed by its Constitution based on the Charity Commission's model governing document for foundation Charitable Incorporated Organisations.

Recruitment and appointment of the trustees

The board seeks to achieve a balance of skills and experience amongst the trustees. In order to maintain this, the board reviews its skill and experience mix each year and seeks to recruit new trustees when necessary.

There must be at least 3 charity trustees serving at any one time and the maximum number of trustees is 12.

In accordance with the Constitution, apart from the first charity trustees, trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing trustees due consideration is given to ensuring that the trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law. In order to retain our relevance to the needs of the community, we also look to recruit trustees with active experience and first-hand involvement in the sector.

Trustee induction and training

The current board of trustees will provide any new trustee with an overview of the timetable of board meetings, copies of the recent minutes of meetings, the recent reports and accounts and explains their general and specific responsibilities.

Ongoing training is provided by the board of trustees as and when the need arises.

Risk management

The trustees are aware of the major risks to which the charity is exposed to and have plans in place to mitigate these as far as possible. A full risk review is planned by the trustees to ensure that all known risks are mitigated as effectively as possible.

Community Lives Matter

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

OBJECTIVES AND ACTIVITIES

Objects of the charity

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The purpose of the charity is to further or benefit the residents of Ormskirk and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

ACHIEVEMENTS AND PERFORMANCE

As a relatively new charity, 2021 saw the consolidation of the charity's identity and activities. This was achieved by the investment of significant time and energy into the creation of suitable structures, policies and procedures to ensure the long-term health and effectiveness of the charity and in careful planning of the future direction of the charity. The trustees worked together with a wider steering group, charity volunteers and input from external advisors to position the charity well in order to fulfil its objectives.

Outputs and outcomes for the Charity's beneficiaries

Given the limitations imposed by the Coronavirus pandemic for much of the year, we are disappointed with our inability to continue with some planned projects. One of the challenges related to how to make the best use of funds received towards projects that then could not be carried out as originally planned. We are, however, satisfied with what we have been able to achieve and have been creative in working within government restrictions in order to provide the greatest possible benefit over this difficult period.

Our charity was constituted during the pandemic and has carried out most of its activities during full lockdown or under severe restrictions. This has involved us in conducting appropriate risk assessments and learning new Covid-19 safe ways of managing volunteers, public involvement and activities. Despite the limitations imposed, beneficiaries were still able to access services, and where we were not able to gather people together – particularly significant with the older age groups – we created means that delivered services to them.

In addition to needs already contemplated, we were also able to respond to some of the specific needs created by the pandemic. The drop-in for asylum seekers, for example, created a safe communal space for isolated individuals who found themselves with no opportunities for activities or contact with others outside their shared accommodation. The activities started with people living with dementia and their family members and/or carers helped to keep them active and social at a time when almost all other activities had been stopped. This saw the beginnings of a sense of community and mutual support that has outlasted the pandemic and is fundamental for their wellbeing today. The sense of relief amongst older or vulnerable individuals when we were able to restart the luncheon club in the autumn was a palpable reflection of both their need and the support they had received over the previous months.

Community Lives Matter

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

Outputs and outcomes for the Charity's beneficiaries (continued)

Specific outputs have included:

- the provision of regular hot meals for local homeless or exceptionally vulnerable individuals;
- signposting and support in accessing services for vulnerable people (Food Bank, Debt Advice, help with housing, recovery from substance abuse, Universal Credit);
- befriending service via telephone for vulnerable and lonely individuals;
- home visits (doorstep chats) to vulnerable and lonely individuals;
- provision of occasional meals for vulnerable and lonely individuals;
- preparation and delivery of Christmas meals to vulnerable or lonely individuals and vulnerable families;
- drop-in for asylum seekers and refugees, offering friendship, support with documentation and access to health care and further education, leisure activities, help with adaptation to life in the UK, cultural visits, informal English language practice;
- repurposing of donated bicycles and electronic equipment (mobile phones and laptop computers) for asylum seekers and refugees;
- signposting of ESOL services to asylum seekers and refugees;
- delivery of twice weekly Covid-19 safe activities for people with dementia and their family members and/or carers; and
- support for vulnerable children suffering the effects of the closure of schools or the delivery of classes online.

The outcomes from these activities have been seen in:

- protection of vulnerable individuals at many levels;
- better family relationships;
- better academic performance, social integration and improved self-image for vulnerable children;
- mitigation of the loneliness exacerbated through the pandemic restrictions;
- greater wellbeing through the creation of a sense of being cared for in those receiving services despite pandemic restrictions;
- better mental, physical and social health for asylum seekers and refugees, and better long-term expectations for successful transition to life in the UK;
- better mental and physical health for people with dementia; and
- respite and social contact for carers of people with dementia.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

How the Public have benefitted

Beyond the specific outcomes listed above, the Charity has contributed to a sense within our community of care for the community as a whole. Our advice has been sought regularly and local people are glad to know that the Charity is active in caring for the needs of its most vulnerable members.

In addition, although due to the pandemic restrictions, tutoring support activities were not able to be conducted fully as hoped, we were able to establish relationships with local schools with a view to pursuing these when restrictions are lifted. This has contributed to the greater integration of the Charity with local schools and the sense of working together to meet the needs of our community.

Finally, during the year we were able to undertake a very effective tutoring project at a small school over the period April to June. This was to help children in year 5, who suffered breaks in their English education because of the pandemic. Total support toward this amounted to £425 during the year.

Contributing to activities run by other organisations

Charity services have run alongside the provision offered by Cottage Lane Mission and expertise gained and the involvement of Charity volunteers have enabled some of the church's efforts during the pandemic to continue.

We have also actively worked with other charities both to avoid duplication and for the provision of additional services within our own activities. For example, the luncheon club has received the visit of health staff and fire services. We have worked with the Orrell Trust to improve both our befriending services and networked with other groups working with asylum seekers to improve provision for local beneficiaries. Staff from Alzheimers Society have served as volunteers with our work with people living with dementia. And we have encouraged our volunteers to serve in other charities as time and energy permit.

Trustee development

Trustees are encouraged to participate in development opportunities as and when appropriate. The treasurer has undergone training in managing and presenting accounts. Those involved in fund-raising have received input and advice on presenting proposals to grant-making organisations. The chair has received training in conducting appropriate risk assessments.

FINANCIAL REVIEW

Principal funding sources

The major source of income for the charity has come from grants awarded. We also ran one fund-raising activity, supporting a member of the community running the London marathon to raise money for the charity through sponsorship. All other income has been from individual donations received from beneficiaries or others connected with the charity, mainly from standing orders with some cash giving. We will be processing these gifts to receive Gift Aid where donors are eligible.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

FINANCIAL REVIEW (continued)

Reserves policy

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income; and
- to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are at least 25% of its annual turnover.

As at 31 December 2021, 25% of income was calculated to be £7,345, whilst the amount held in reserves was £18,780. The trustees appreciate that this level is in excess of what is immediately needed but is deemed appropriate for this year since we are looking to take on paid staff in 2022 and have a budget of £53,000 for 2022 and draft budget of £77,000 for 2023. Some finance has also been carried over from activities that were unable to be put in place due to pandemic restrictions and this is planned to be invested in these activities in years to come. The trustees keep the balance held in reserves under review.

Remuneration of Trustees

All trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by trustees in promoting the purposes of the Charity are reimbursed at cost.

Financial review of the year

In the year to 31 December 2021 income of £29,381 was received (2020 - £15,288). Costs during the year totalled £21,455 (2020 - £4,434) which generated a surplus throughout the year of £7,926 (2020 - £10,854).

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

PLANS FOR FUTURE PERIODS

General plans

The charity will continue its operations throughout the year, with a view to further its objectives. We will work with our service users to better understand their needs and how we can increase our impact and target more beneficiaries. With this in mind, we plan to recruit a project manager and developer to oversee the expansion of our services. This will be based on community engagement and research into the genuine needs experienced by members of our community. We anticipate adding services for vulnerable older people and will look additionally to engage with the needs of younger people in the community as we understand better how these are expressed. Alongside these, activities which were sadly put on hold throughout the pandemic are planned to now take place through the coming year as appropriate.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a. select suitable accounting policies and apply them consistently;
- b. observe the methods and principals in the Charities SORP;
- c. make judgements and estimates that are reasonable and prudent;
- d. state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- e. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 5 October 2022 and signed on its behalf by:



Rev Paul Griffiths - trustee

Community Lives Matter

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY LIVES MATTER FOR THE YEAR ENDED 31 DECEMBER 2021

We report on the financial statements of the charity for the year ended 31 December 2021, which are set out on pages 9 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- (i) examine the accounts under section 145 of the Charities Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- (iii) to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- a) which gives us reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Daniel Styles (Independent examiner)
for and on behalf of Lifestyles Accountancy Limited

Dated: 24 October 2022

Community Lives Matter

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations and gifts	2	8,810	-	8,810	1,140
Grant income	2	-	18,899	18,899	14,148
Fundraising income	2	1,672	-	1,672	-
TOTAL INCOMING RESOURCES		10,482	18,899	29,381	15,288
RESOURCES EXPENDED					
Charitable activities	3	3,786	15,702	19,488	4,294
Raising funds	4	1,867	-	1,867	140
Governance	5	100	-	100	-
TOTAL RESOURCES EXPENDED		5,753	15,702	21,455	4,434
NET INCOMING RESOURCES FOR THE YEAR		4,729	3,197	7,926	10,854
Fund balances at 1 January 2021		1,000	9,854	10,854	-
Fund balances at 31 December 2021		5,729	13,051	18,780	10,854

The notes on pages 11 - 14 form part of these financial statements.

Community Lives Matter

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	Total funds 2021 £	Total funds 2020 £
CURRENT ASSETS			
Cash at bank and in hand		18,880	10,854
		<u>18,880</u>	<u>10,854</u>
CURRENT LIABILITIES			
Accruals		100	-
		<u>100</u>	<u>-</u>
NET CURRENT ASSETS		<u>18,780</u>	<u>10,854</u>
TOTAL NET ASSETS		<u><u>18,780</u></u>	<u><u>10,854</u></u>
FUNDS			
Restricted funds	7 & 8	13,051	9,854
Unrestricted funds		5,729	1,000
TOTAL FUNDS		<u><u>18,780</u></u>	<u><u>10,854</u></u>

Approved and signed on behalf of the board on 5 October 2022 by:


.....
Rev Paul Griffiths - trustee

The notes on pages 11 - 14 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 ACCOUNTING POLICIES

a Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the FRSSE Statement of Recommended Practice (FRSSE SORP), "Accounting and Reporting by Charities" published in March 2015.

b Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements where relevant.

c Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. No amounts are included in the financial statements for services donated by volunteers.

d Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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 the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management costs. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

e Fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including and incidental expenses of acquisition.

Community Lives Matter

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

2 VOLUNTARY INCOME

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations and gifts:				
Donations received	8,810	-	8,810	1,140
Grant income:				
Grants received	-	18,899	18,899	14,148
Fundraising income:				
Lynn Rees marathon	1,672	-	1,672	-
	10,482	18,899	29,381	15,288

3 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Administration costs:				
Building hire / staff costs	2,587	7,198	9,785	3,284
Equipment and activity materials	-	3,607	3,607	396
Food costs	39	3,324	3,363	614
Wages and salaries	-	1,144	1,144	-
Gifts	247	349	596	-
Sundry costs	425	80	505	-
DBS checks	52	-	52	-
Support costs:				
Insurance	353	-	353	-
Payroll administration	80	-	80	-
Bank charges	3	-	3	-
	3,786	15,702	19,488	4,294

Community Lives Matter

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

4 COSTS OF RAISING FUNDS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Grant application fees	1,799	-	1,799	140
Advertising materials	68	-	68	-
	<u>1,867</u>	<u>-</u>	<u>1,867</u>	<u>140</u>

5 GOVERNANCE COSTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Independent examination	100	-	100	-
	<u>100</u>	<u>-</u>	<u>100</u>	<u>-</u>

6 TRUSTEES REMUNERATION

No trustee received any remuneration throughout the year.

7 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Current assets	5,829	13,051	18,880	10,854
Current liabilities	(100)	-	(100)	-
	<u>5,729</u>	<u>13,051</u>	<u>18,780</u>	<u>10,854</u>

Community Lives Matter

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

8 RESTRICTED FUNDS

	Balance at 1 Jan 21 £	Incoming Resources £	Resources Expended £	Balance at 31 Dec 21 £
Albert Hunt	-	1,000	-	1,000
Aronld Clark Autom.	-	1,000	-	1,000
Asda	-	320	-	320
Barchester	-	2,000	(875)	1,125
Community Action Fund	-	3,000	-	3,000
Community Chest	500	-	(500)	-
Community Foundation	3,348	-	(3,020)	328
Community Fund - John Laing	-	1,000	-	1,000
Community Link Foundation	-	200	-	200
Dulverton	-	2,160	(222)	1,938
Dutcy of Lancaster	500	-	(500)	-
Edith Mary Clark	-	1,020	(734)	286
Eric Wright	-	450	(440)	10
Groundwork Tesco	-	1,000	-	1,000
Peter Lathom Charity	-	500	-	500
Red Rose Charitable Trust	-	500	(436)	64
Skelton Charity	-	1,000	-	1,000
Skipton Building Society	-	749	(469)	280
TNL Covid-19 Grant	5,506	-	(5,506)	-
W. Company of Innholders	-	1,000	(1,000)	-
Yorkshire Building Society	-	2,000	(2,000)	-
	<u>9,854</u>	<u>18,899</u>	<u>(15,702)</u>	<u>13,051</u>

All restricted grants received as shown above are for the furtherance of the charitable activities of the charity and are to cover the cost of building hire, staff costs and the purchase of food and equipment.